

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is:

<https://www.GSAAdvantage.gsa.gov>.

Schedule 00CORP: Professional Service Schedule (PSS)

FSC Group: 99 CONSOLIDATED SCHEDULE PART 00CORP SECTION
MISCELLANEOUS

FSC Classes: R499 & U006

GSA Contract # GS-23F-9805H

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



Ivy Planning Group, LLC

6701 Democracy Blvd.

Bethesda, MD 20817

Tel: 301-963-1669

Fax: 301-963-8068

<http://www.ivygroupllc.com>

Contract Administrator: Janet C. Smith

Email: jsmith@ivygroupllc.com

Small, Woman-Owned Business

Contract Period: July 7, 1998 through September 30, 2017

Price List Current Through Modification # PA-0032 Dated 05/06/2015

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s): with appropriate cross-reference to

item descriptions and awarded price(s):

874 1 – Integrated Consulting Services

874 4 – Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships

874 7 – Integrated Business Program Support Services

100 03 - Ancillary Supplies and/or Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:

874 1 – Administrative Support* \$ 31.40 per hour

874 4 – Administrative Support* \$ 31.40 per hour

874 7 – Project Manager \$ 181.36 per hour

100 03 – Variety of Participant Workbooks \$ 12.85 each

1c. Description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services:

Executive Partner

SIN: **874-1**

Minimum Years Experience:

18

Minimum Education Level:

Bachelor's Degree

Minimum Education/Experience:

Bachelor's Degree from accredited college.

At least 18 years consulting to Executive & CEO level.

Functional Responsibilities:

Principal liaison to senior executive clients.

Directs project teams. Reviews work products for quality control. Consult and coach at the highest levels of organizations. Provides input to executives on employee relations, reorganization alternatives and assist in setting goals for the organization to maintain and attract desirable employees.

Executive Consultant

SIN: **874-1**

Minimum Years Experience:

17

Minimum Education Level:

Bachelor's Degree

Minimum Education/Experience:

Bachelor's Degree from accredited college.

At least 17 years consulting to Senior level.

Functional Responsibilities:

Provides supervision of multiple complex projects with ability to transfer best practices across industries and sectors. Lead and conduct

organizational assessments, synthesis information and present findings. Consult and coach at all levels of organizations. Provide analysis and solutions for problems or issues the organization is facing. Overall review of findings.

Senior Partner

SIN: 874-1 & 874-4
Minimum Years Experience: 15
Minimum Education Level: Bachelor's Degree
Minimum Education/Experience: Bachelor's Degree from accredited college. Ability to interact at the Executive & CEO level. Published articles and extensive public speaking experience.
Functional Responsibilities: Coaching and training top executives, delivering speeches at Corporate retreats and designing training programs

Subject Matter Expert

SIN: 874-1 & 874-4
Minimum Years Experience: 10
Minimum Education Level: Bachelor's Degree
Minimum Education/Experience: Bachelor's degree from accredited college
Functional Responsibilities: Develops material and content for training & consulting services.

Executive Coach and 360 Administrator – I

SIN: 874-1 & 874-4
Minimum Years Experience: 7
Minimum Education Level: Bachelor's Degree
Minimum Education/Experience: Bachelor's degree from accredited college. Coaching accredited.
Functional Responsibilities: Conduct 360 assessments, interprets results and provide management with feedback on findings.

Executive Coach and 360 Administrator – II

SIN: 874-1 & 874-4
Minimum Years Experience: 7
Minimum Education Level: Bachelor's Degree

Minimum Education/Experience: **Bachelor's degree from accredited college. Minimum of 7 years experience working on 360 degree assessment projects.**

Functional Responsibilities: **Administer 360 assessments and interpret results.**

Technical Executive Coach I

SIN: **874-1 & 874-4**

Minimum Years Experience: **15**

Minimum Education Level: **Bachelor's Degree**

Minimum Education/Experience: **Bachelor's degree from accredited college. Minimum of 15 years of experience coaching in a specialty area.**

Functional Responsibilities: **Conduct Focus Groups, analyze findings and provide management with feedback.**

Senior Consultant

SIN: **874-1 & 874-4**

Minimum Years Experience: **10**

Minimum Education Level: **Bachelor's Degree**

Minimum Education/Experience: **Bachelor's degree from accredited college.**

Functional Responsibilities: **Designing, delivering & facilitating training sessions. On the consulting side, ability to provide client with assessments on human resources via focus groups and other methods.**

Project Manager

SIN: **874-7**

Minimum Years Experience: **7**

Minimum Education Level: **Bachelor's Degree**

Minimum Education/Experience: **Bachelor's degree from accredited college.**

Functional Responsibilities: **Planning, organizing, securing, and managing resources to achieve project goals. Manage time, resources and budget to insure a successful outcome.**

Senior Facilitator

SIN: **874-1 & 874-4**

Minimum Years Experience: **7**

Minimum Education Level: **Bachelor's Degree**

Minimum Education/Experience: **Bachelor's Degree from accredited college. Successful track record facilitating at supervisors and managers.**

Functional Responsibilities: **Assist groups in understanding their common objectives, and help them in planning to achieve their goals without any bias to members of a group. Enable groups & organizations to work more effectively, collaborate and achieve more synergy. Provide feedback analysis to senior management and deliver a road map for path forward.**

Facilitator

SIN: **874-1 & 874-4**

Minimum Years Experience: **5**

Minimum Education Level: **Bachelor's Degree**

Minimum Education/Experience: **Bachelor's Degree from accredited college.**

Functional Responsibilities: **Assist groups in understanding their common objectives, and help them in planning to achieve their goals without any bias to members of a group. Enable groups & organizations to work more effectively, collaborate and achieve more synergy.**

Senior Trainer

SIN: **874-1 & 874-4**

Minimum Years Experience: **7**

Minimum Education Level: **Bachelor's Degree**

Minimum Education/Experience: **Bachelor's degree from accredited college. Successful track record training supervisors and managers**

Functional Responsibilities: **Effectively deliver training, operate audience response technology, and incorporate findings from organizational assessment into objection handling during training delivery.**

Trainer

SIN: **874-1 & 874-4**

Minimum Years Experience: **3**

Minimum Education Level: **Bachelor's Degree**

Minimum Education/Experience: **Bachelor's degree from accredited college.**

Functional Responsibilities: **Ability to work as a business partner with the organization they're supporting. Providing**

outside perspective. Effectively deliver training of a skill or understanding of policies.

Consultant

SIN: **874-1 & 874-4**
Minimum Years Experience: **3**
Minimum Education Level: **Bachelor's Degree**
Minimum Education/Experience: **Bachelor's degree from accredited college.**
Functional Responsibilities: **Assists organizations in improving their performance primarily throughout the ability to assess current issues and assist in developing solutions.**

Associate

SIN: **874-1 & 874-4**
Minimum Years Experience: **0**
Minimum Education Level: **Bachelor's Degree**
Minimum Education/Experience: **Bachelor's degree from accredited college. Must have word, Excel & PowerPoint knowledge as well as gathering and analyze data.**
Functional Responsibilities: **Assists trainers & consultants with work projects.**

Online Web Based Project Coordinator

SIN: **874-4**
Minimum Years Experience: **5**
Minimum Education Level: **High School Diploma or GED**
Minimum Education/Experience: **High School Diploma (or GED) and 5 years experience providing end-user support of Web-based Training and/or Learning Management Systems.**
Functional Responsibilities: **Register end-users, answer technical questions, run LMS reports, provide MicroTrigger Online reports by element.**

Administrative Support **

SIN: **874-7**
Minimum Years Experience: **2**
Minimum Education Level: **High School Diploma or GED**
Minimum Education/Experience: **High School Diploma (or GED) and minimum 2 years experience, computer skills, and ability to multi task**

Functional Responsibilities: **Organizes and plans staff meetings. Assists staff and work on projects.**

** Labor categories subject to the Service Contract Act

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Support	01020 - Administrative Assistant	2005- 2103
"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "		

Please see pages 15 - 25 for Course Descriptions

2. Maximum order: \$ 1,000,000.00
3. Minimum order: \$ 100.00
4. Geographic coverage (delivery area): Domestic Delivery
5. Point(s) of production: 6701 Democracy Blvd., Bethesda, MD 20817, and at customer sites as required and appropriate
6. Discount from list prices or statement of net price: GSA net prices are shown and are inclusive of the .75% IFF Fee.
7. Quantity discounts: None offered
8. Prompt payment terms: Net 30 Days.
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes
10. Foreign items (list items by country of origin): N/A

11a. Time of delivery ARO: To be determined at time of order.

11b. Expedited Delivery: Contact contractor.

11c. Overnight and 2-day delivery: Contact contractor.

11d. Urgent Requirements: Ivy Planning Group is pleased to work with customers to satisfy urgent requirements. Contact Janet Smith at (301) 963-1669, ext. 13 for your urgent needs.

I-FSS-140-B URGENT REQUIREMENTS (JAN 1994)

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point(s): Destination

13a. Ordering address:

6701 Democracy Blvd.
Bethesda, MD 20817
Phone: (301) 963-1669
Fax: (301) 963-8068

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: Same as ordering address

15. Warranty provision: Standard

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): No special terms & conditions apply

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and

any discounts from list prices: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 840203368

26. Notification regarding registration in Central Contractor Registration (CCR) database: System For Award Management (SAM) Registration (formerly CCR & ORCA) is active

Introducing . . . Ivy Planning Group, LLC

Ivy Planning Group (IVY) is a full service management consulting and training firm. IVY provides strategy, change management and leadership development with a focus on diversity as a workforce, workplace and marketplace opportunity.

Founded in 1990, Ivy has garnered numerous awards and developed a distinguished reputation with Fortune 1000 companies, large non-profits and government agencies – balancing strategy, diversity and the bottom-line.

Our roots are in strategy development– core business management consulting that gathers quantitative and qualitative data, synthesizes and creates plans and paths to organizational excellence.

Our passion is diversity – leveraging difference as a workforce, workplace and marketplace opportunity.

Our commitment is to the bottom-line – products and services that bring exceptional value to our clients, which in turn translates into our own prosperity.

Our roots, our passion and our commitment differentiate Ivy.

Ivy supports customers in the public and private sectors. Its clients include the U.S. Government Accountability Office, U.S. Departments of Justice, Treasury, Agriculture, Interior, and Labor,

National Geospatial Agency, Central Intelligence Agency, Environmental Protection Agency, U.S Secret Service, National Archives and Records Administration, U.S. Nuclear Regulatory Commission, MetLife, Nike, Verizon, L'Oreal, Freddie Mac, Lockheed Martin, Hyatt and WSSC.

IVY is a minority- and woman-owned firm and is a graduate of the U.S. Small Business Administration's 8(a) program.

We Are an Experienced GSA Provider

Ivy Planning Group is a leading provider of GSA-related services in the areas of management, information management, and environmental programs. Across these primary business areas, we advise our customers on ways to:

- ✓ Build and maintain their vision and strategic plans
- ✓ Survey the state of their organizations
- ✓ Improve processes, services, and products
- ✓ Train their personnel in tools and techniques of the high performing organization
- ✓ Share effective leadership and teamwork techniques
- ✓ Implement long-term improvement efforts
- ✓ Design methods for open communication and continual feedback
- ✓ Evaluate the quality and cost effectiveness of their processes
- ✓ Reengineer processes to address new information technology needs
- ✓ Enhance public access and distribution of information through innovative electronic communication tools
- ✓ Devise methods for streamlining operations
- ✓ Measure the effectiveness of organizational operations/requirements
- ✓ Design collaborative processes to increase stakeholder participation and consensus building
- ✓ Assess organizational culture/environment for diversity and inclusive
- ✓ Develop strategies and execute plans to create a more diverse and inclusive organization

Selected Client Listing

IVY takes pride in the reputation it has built with public agencies, large non-profits and Fortune 500 Companies.

- U.S. Secret Service
- U.S. Army
- District of Columbia Government
- Central Intelligence Agency
- U.S. State Department
- National Geospatial-Intelligence Agency

- National Archives and Records Administration
- Government Accountability Office
- U.S. Environmental Protection Agency
- U.S. Department of Treasury
- U.S. Department of Agriculture
- U.S. Department of Justice
- U.S. Department of Labor
- U.S. Postal Service
- Federal Communications Commission
- DC Public Defenders Services
- Nuclear Regulatory Commission

- Congressional Black Caucus Foundation
- Fannie Mae Foundation
- Habitat for Humanity
- Council of Chief State School Officers
- Special Olympics International
- United Way of America
- College Summit

- Verizon
- WSSC
- Lockheed Martin
- MetLife
- L'Oréal
- Hilton Hotels
- Pepco Holdings
- PSEG
- Hyatt
- Nike
- JPMorgan Chase
- Morgan Stanley
- UBS Investment Bank
- Paramount Pictures
- MetLife
- Lehman Brothers
- Viacom
- Scripps Network

Ivy Planning Group consults to federal agencies in their continuous quest for improving the delivery of their programs' services, both internal and external to the agency. Our consultation services are results oriented and tailored to the government setting. We specialize in nine areas:

- Vision and Strategic Planning
- Tactical Planning
- Leadership Systems

- Communications Planning
- Diversity Assessment, Strategy formulation and Planning Implementation
- Organizational Effectiveness and Performance Measurement
- Transition and Change Management
- High Performing Organizations
- Reorganization/Structure
- Team Building and Staff Empowerment
- Executive Coaching
- Process and Productivity Improvements
- Customer Orientation

Vision and Strategic Planning

The vision and strategic plan must provide an organization with a clear picture of the future and create a roadmap for achieving the desired outcomes. Ivy Planning Group advises client agencies in developing their strategic plans, articulating their organization's shared values and their commonly defined goals and objectives, and designing implementation plans that implement the desired visions. To provide this consultation we:

- ✓ advise on strategic planning models
- ✓ conduct strategic scenario planning
- ✓ conduct vulnerability assessments
- ✓ evaluate vision/mission statements

Strategic and Tactical Planning and Performance Measures

Strategic and Tactical Planning...

IVY has a proven track record assisting public sector, private sector, and not-for-profit organizations in translating their respective visions into comprehensive strategies and ultimately into operational tactics. Our methodologies are designed to ensure participation by all stakeholders as well as to begin creating the necessary buy-in right from the outset of the process. The IVY strategic planning process looks at issues that pertain to IDENTITY, OWNERSHIP, and LEVERAGE.

Identity: Who are you and how do you present your organization? What are your mission, vision, and values? Are they consistently understood both internally and externally?

Ownership: Who in the organization has responsibility for what? Are duties clearly defined? Is the authority granted along with the accountability?

Leverage: Given the realities of today's organizations, being resource constrained is the norm. How do you demonstrate the capacity to leverage the resources you have? Are you prepared to let the strategic planning process impact resource allocation? What new strategies for partnering and alliance building is the organization prepared to implement?

IVY excels in both strategic thinking, i.e. information synthesis, which provides an integrated perspective of the enterprise; and strategic planning, i.e. analysis, which provides formalized steps so that they can be implemented. The IVY planning process involves the art of linking goals such as GPRA at the process level to strategic goals and developing performance measures at both levels to enable top management to monitor progress toward planned change.

IVY brings the expertise and experience to provide support throughout the planning process including synthesis and analysis of data regarding customers/stakeholders, potential partners, core competencies, financial analysis, current organizational architecture, creating strategic initiatives and new organizational architecture.

Performance Measures

IVY has assisted federal agencies in developing performance measures, enabling them to comply with GPRA's requirements to develop strategic outcome measures related to the mission of the respective agency. This includes the alignment of core process outcome measures with strategic mission outcomes and the alignment of core process quality, efficiency, innovation, financial and customer measures with outcome measures.

IVY will plan, organize, facilitate, and lead a series of sessions that focus on developing a composite index of outcome measures related to the agency's mission. IVY will conduct the research essential to ensure that the values for each element are interval measures that can be scaled and appropriately manipulated. The index can then be used to develop clear outcome-oriented goals in the Strategic Plan and to enable departments/program offices to develop intermediate outcomes aligned with the agency's overall outcome. IVY then works with each major program to develop a "balanced scorecard" of performance measures. Each scorecard will consist of outcome, efficiency, quality, customer satisfaction, and innovation/learning measures. An outcome measure for each program will be aligned with the agency's overall desired outcomes and goals. Realistic performance targets will be developed for inclusion in the agency's performance plan. Then comes the integration of management initiatives (Creating Customer Service Standards, Strategic Planning, Performance Measurement, CFO Act, Developing new Cost Accounting Systems, Removing Managerial Layers) into a comprehensive and synergistic set of activities that can be articulated by management and understood by all agency employees. IVY assists agencies through coaching, workshops, and facilitation. The final product is a documented communications plan for the agency's initiatives.

Organizational Assessments, Needs Analyses and Evaluations

IVY performs organizational studies to review entire organizations, divisions or departments and their functions which focus on various components such as organizational culture, employee attitudes, customer/stakeholder relationships, management and/or administrative efficiencies and/or effectiveness, etc. Activities include information gathering and analysis utilizing various methodologies such as onsite individual and/or group interviews, phone and/or videoconference interviews, observations, focus groups, retreats/facilitated discussions, document reviews, survey

instruments, and other means as appropriate. Utilizing this information, IVY begins to assess the current state of the organization. “Blueprints” of desirable processes might be developed utilizing workshops. IVY examines best practices in organizations offering world-class processes to demonstrate how these organizations approach these processes and encounters, and the culture, management style, and training that support their approach.

Organizational Structure

IVY assists agencies in becoming more efficient, effective, and customer-driven, through organizational restructuring. Activities include development and analysis of multiple alternative organizational models and determining the potential strengths and weaknesses of each model in relation to the effective and efficient achievement of the organization’s mission, goals, and objectives. IVY performs an analysis of the managerial, supervisory, professional, and administrative staffing structures that would be required to drive these alternative organizational models. Then, IVY determines the relative costs and efficiencies of alternative models. Other activities include the facilitation of executive, management, staff, and administrative overviews, briefings, and retreats concerning alternative models. Services include the development, facilitation and distribution of information to insure effective decision-making and communications regarding new structures.

IVY is unique in its approach to developing and assessing organizational structural models because it brings experience across multiple sectors. IVY has supported Fortune 100, large non-profits and the Federal government in this market area. We benefit from an experienced team of professionals who bring a strong foundation.

We also bring a new perspective to traditional challenges. Our organizational restructuring work in the Federal government has typically introduced two major challenges:

- a) employees who were attracted to the public sector in particular for its stability (“we thought downsizing could never happen to us”), and
- b) the Federal government’s inability to motivate its employees in ways that the private sector sees as common, such as multi-level promotions for a stellar job done.

IVY has combined a unique set of skills to assist Federal agencies in building competitive, high performing organizations. Privatization is the organizational goal that many federal agencies are trying to achieve. IVY has developed a process to introduce entrepreneurship into large organizations.

Facilitation Services

IVY has a wealth of experience in facilitating groups, including high-level executives, technical professionals, individuals with strong personalities, groups with a diverse mix of participants, and groups where conflict is expected. IVY skills include expertise in setting a climate that is conducive to learning and driving action. This is accomplished by establishing objectives and

expectations, creating a safe environment, setting guidelines for how participants will “be” with each other during the learning experience, and allowing participants to gain comfort.

Planning and leading meetings includes: theme development, agenda planning, determining desired outcomes, establishing ground rules, keeping groups on topic and on time, encouraging input from all participants, dealing with difficult personalities, gaining control in a room of experts, driving action, and planning for follow-up activities.

IVY facilitators incorporate client/situation-appropriate articles, case studies, videos, vignettes, and current events to stimulate conversation, present new information and maintain classroom equilibrium. IVY is unique in its ability to provide assistance to federal agencies with their ongoing efforts to meet their developing and maintaining relationships with Federally Recognized American Indian Tribes. IVY has the ability to provide staffing with an all American Indian Team. IVY provides assistance with development of all phases of agendas and conference design.

IVY is unique in its ability to create relevance and a strong sense of connection, coupled with an outsider’s objectivity for the participating clients. This stems from our ability to quickly and accurately understand the current organizational culture. Even on our first facilitation engagement with a client, we are often asked, “So how long have you worked for us? You seem to know so much about our organization.”

Complementary Logistics Services

IVY provides a total solution to its clients. Because so much of our facilitation and training work is performed in a retreat or conference setting, we understand the importance of logistics. Wonderful content is often overlooked because the facilities are awful! Created in response to client requests, IVY’s conference planning and logistics practice has evolved into a unique offering. Methodologies that ensure quality control, a customer-driven focus, and driving action, when coupled with talented facilitators, trainers, and speakers, result in a comprehensive solution.

IVY provides support, logistics and content, including planners, facilitators, and transcribers. Services include conference theme development, coordination of all hotel and travel arrangements, audio-visual support, administrative support, conference documentation/summaries, and contract reports. IVY has facilitated internal and external sessions including:

- Internal (Offsites, Kickoff Meetings, Retreats, Retraining, etc.)
- External (Orientations, Stakeholder/Customer Focus Groups, etc.)

Course Descriptions

Who's on First? People vs Process Workshop

SIN: 874-4

Minimum Participants: **20**
Maximum Participants: **35**
Course Length: **4 Hours**
Support Materials Included In Price: **Workbook**

Course Description: **In this hands-on workshop, leaders, managers and supervisors will learn ways to identify and change the systemic corporate processes and procedures that belie a people-centered culture. The participants will work in small groups to prioritize work tasks, motivate, recognize and reward employees, and present “out of the box” solutions to old problems. Discuss the challenges and opportunities to operate as a process-centered versus people-centered organization. Build capacity for operating as a people-centered organization. Practice problem-solving when balancing people and process issues. Additional participants over Max is \$ 100/person (+ additional support materials - see Support Materials Pricing).**

Mastering Diversity -- Mentoring and Coaching for Government Workshop

SIN: **874-4**
Minimum Participants: **20**
Maximum Participants: **35**
Course Length: **8 Hours**
Support Materials Included In Price: **Workbook**

Course Description: **This full day course designed for managers and supervisors, goes beyond diversity awareness and offers organizationally driven skill-based knowledge and tools that affect performance. Understand how to manage a diverse workforce, including having difficult conversations, giving feedback, and managing conflict. Understand how to retain a diverse workforce, including mentoring employees who are different from you, assessing whether your workplace is inclusive, and uncovering your blind spots for maximizing diverse employees’ potential. Utilize tools for analyzing and solving sensitive management problems. Additional participants over Max is \$ 100/person (+ additional support materials - see Support Materials Pricing).**

Diversity and Inclusion Workshop for HR Leaders

SIN: **874-4**
Minimum Participants: **20**
Maximum Participants: **35**
Course Length: **8 Hours**
Support Materials Included In Price: **Book: Diversity Action Book: 143 Things to Go Do; Participant Workbook**

Course Description: **Participants learn how diversity and inclusion impact the entire employee life cycle. As they discuss the challenges and opportunities of an increasingly diverse workforce and marketplace, they will come to understand their**

roles and responsibilities, and will practice the skills required to become effective and trusted consultants to their business managers and colleagues. Understand your roles and responsibilities as an HR professional in executing your company's diversity strategy. Explore the knowledge, skills and behaviors that represent a diversity and inclusion competent and committed leader. Build skills to become an effective consultant to business managers and colleagues. Provide a supportive forum to discuss diversity and inclusion opportunities and challenges. Additional participants over Max is \$ 150/person (+ additional support materials - see Support Materials Pricing).

Diversity and Inclusion Workshop for HR Leaders

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 8 Hours

Support Materials Included In Price: Book: Diversity Action Book: 143 Things to Go Do; Participant Workbook

Course Description: Participants learn how diversity and inclusion impact the entire employee life cycle. As they discuss the challenges and opportunities of an increasingly diverse workforce and marketplace, they will come to understand their roles and responsibilities, and will practice the skills required to become effective and trusted consultants to their business managers and colleagues. Understand your roles and responsibilities as an HR professional in executing your company's diversity strategy. Explore the knowledge, skills and behaviors that represent a diversity and inclusion competent and committed leader. Build skills to become an effective consultant to business managers and colleagues. Provide a supportive forum to discuss diversity and inclusion opportunities and challenges. Additional participants over Max is \$ 150/person (+ additional support materials - see Support Materials Pricing).

Subtle Behaviors: What's Your MicroTrigger® -- Workshop for Government Employees

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 4 Hours

Support Materials Included In Price: Book: 58 Little Things that have a Big Impact-What's Your MicroTrigger®?; Participant Workbook

Course Description: This workshop is designed for the agency that seeks to have an inclusive workplace where everyone has an opportunity to fully participate in creating mission success and where each person is valued for his or her distinctive

skills, experiences and perspectives. Participants learn their personal MicroTriggers® and those of others -- the factors that influence their intensity, and the skills to drive individual and group performance. Understand the impact of the subtle behaviors on individual, team and agency performance. Learn the roles and responsibilities of the sender, receiver and observer of the MicroTrigger® . Identify strategies to develop and maintain an inclusive environment. Additional participants over Max is \$ 100/person (+ additional support materials- see Support Materials Pricing).

Train-the-Trainer (T3) Program

SIN: 874-4

Minimum Participants: 10

Maximum Participants: 10

Course Length: 4 Days

Support Materials Included In Price: Participant Workbook; Other Support Material is contingent on the topic of the course of choice.

Course Description: Ivy's T3 program includes the Trainer's Toolkit (training materials, speaker notes, and leader guide) and an optional coaching hotline for questions and ongoing support. Ivy's T3 model incorporates experience, observation, and supported practice in leading one of Ivy's EEO diversity and inclusion workshops. Your internal trainers will understand how to deliver the course content, and how to facilitate groups through issues that may arise. T3 experiential training. Trainers will experience the IVY class as a participant, followed by in-depth, facilitated analysis and a discussion of their experience and its relationship to their prospective roles as facilitators. T3 hands-on training. Prospective trainers prepare and deliver course modules. T3 coaching. Prospective trainers receive feedback and insights. Assessment and areas for individual development are discussed. Trainer Certification. Additional participants over Max is \$ 4,825/group of 10 Trainers (+ additional support materials- see Support Materials Pricing).

The Language of Inclusion in Government

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 4 Hours

Support Materials Included In Price: Participant Workbook

Course Description: This course, for employees at all levels, increases awareness of the power and use of language in an increasingly diverse workplace and marketplace. Participants examine the evolution of the "right" or "preferred" words and are provided examples highlighting situations in which the "wrong" words were used with negative impact. Understand the impact of using the "wrong"

words. Utilize the “preferred language” when speaking, writing or referring to diversity. Identify unconscious biases that may get in the way of inclusion. Additional participants over Max is \$ 100/person (+ additional support materials- see Support Materials Pricing).

Government Executive Diversity Roundtable

SIN: 874-4

Minimum Participants: 15
Maximum Participants: 35
Course Length: 4 Hours
Support Materials Included In Price: Participant Workbook

Course Description: This course, for government executives and senior leaders, provides the opportunity for leaders to have strategic conversations regarding leading the organization through a diversity and inclusion change initiative. This session moves beyond diversity awareness to educate executives on strategic and operational elements of their agencies, anticipated benefits, challenges, and tactics to guarantee success. Discuss the critical issues pertaining to diversity and inclusion with the ultimate goal of committing to an agreed-to strategic direction. Establish the level of resource investment, and diversity accountability necessary, appropriate or possible at this time. Understand and agree to executive/leader roles and responsibilities for leading the diversity and inclusion initiative. Additional participants over Max is \$ 15,000/ each additional group of 10 (+ additional support materials- see Support Materials Pricing).

Recruiting Through a Diversity Lens in Government™

SIN: 874-4

Minimum Participants: 20
Maximum Participants: 35
Course Length: 4 Hours
Support Materials Included In Price: Participant Workbook

Course Description: This course, for human resources and hiring managers, provides insights based on Ivy’s wealth of experience developing diversity recruiting strategies for government agencies and Fortune 1000 companies. The session focuses on the 6-step competencies required to lawfully and successfully attract and retain diverse talent. Use understanding of diversity as a tool to effectively recruit and interview candidates. Understand the impact of personal perceptions on interviewing and hiring decisions. Understand the difference between personal preferences and job requirements when evaluating a candidate. Prepare interviewers to address diverse candidate’s unique and sometimes challenging questions. Identify available resources and reference tools. Additional participants over Max is \$ 150/person (+ additional support materials – see Support Materials Pricing).

Serving Our Diverse Government Customers and Stakeholders

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 4 Hours

Support Materials Included In Price: **Participant Workbook**

Course Description: This course, for customer service departments, call centers, human resources staff, and managers and supervisors, presents the key concepts of customer focus and showcases world class organizations and government agencies that have improved their external reputation and customer satisfaction through greater focus on their customers. Learn definitions of customers and the drivers of customer satisfaction. Explore the benefits of becoming customer-centered. Explore the impact of external reputation. Receive examples of outstanding customer centered organizations. Additional participants over Max is \$ 100/person (+ additional support materials – see Support Materials Pricing).

Global Diversity and Cultural Competencies in Government

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 4 Hours

Support Materials Included In Price: **Participant Workbook**

Course Description: This course, for human resources staff, and managers and supervisors, explores how to leverage the benefits of global diversity to make the optimum use of teams with members from various cultural backgrounds. Cultural attributes, common misperceptions, and how they impact performance will be discussed. Participants explore their unconscious biases regarding cultures different from their own. Learn the fundamental concepts of global diversity. Learn the unconscious biases that may impact interactions and levels of engagement. Examine the interpersonal relationship dynamics of team members who come from various cultural backgrounds. Learn how to make informed decisions regarding strategies, tactics and action plans to ensure that global and cross-cultural dynamics are considered. Additional participants over Max is \$ 100/person (+ additional support materials – see Support Materials Pricing).

Ageism in the Workplace: Understanding, Respecting, and Appreciating Age Differences for Workplace and Performance Improvement

SIN: 874-4

Minimum Participants: 30

Maximum Participants: 35

Course Length: **2 Hours**
Support Materials Included In Price: **Participant Workbook**

Course Description: **This course highlights the ways in which a diverse mix of workers affords organizations many opportunities and challenges as they seek to boost the performance and levels of engagement. The course also focuses on the compliance issues associated with ADEA. Understand the ADEA. Understand the ways in which age bias impacts the organization. Provide strategies to overcome ageism biases and barriers. Additional participants over Max is \$ 100/person (+ additional support materials – see Support Materials Pricing).**

Religion In The Workplace

SIN: **874-4**
Minimum Participants: **30**
Maximum Participants: **35**
Course Length: **2 Hours**
Support Materials Included In Price: **Participant Workbook**

Course Description: **This workshop focuses on the laws regarding religious discrimination as well as insights into the similarities and differences of religious beliefs and non-beliefs. Increase awareness and understanding of anti-discrimination laws regarding religion. Explore how religious diversity impacts workplace interactions and the organization. Discuss in a safe environment how to resolve conflicts resulting from religious differences. Learn organizational policies and norms. Additional participants over Max is \$ 100/person (+ additional support materials– see Support Materials Pricing).**

Leading Change Through Inclusion: Applying Diversity for Managers in Government

SIN: **874-4**
Minimum Participants: **30**
Maximum Participants: **35**
Course Length: **8 Hours**
Support Materials Included In Price: **Book: Diversity Action Book: 143 Things to Go Do; Participant Workbook**

Course Description: **This workshop is designed for managers and supervisors and offers the basics of diversity awareness and understanding with exercises designed to engage them in making management decisions using a diversity filter. Develop and awareness and sensitivity for diversity and inclusion. Understand the business case for diversity -- workforce, workplace and marketplace. Introduce skills that participants need to effectively interact with a diverse workforce and marketplace. Provide a supportive forum to discuss diversity challenges and opportunities. Develop action plans for leading change through inclusion addressing workforce,**

workplace and marketplace. Additional participants over Max is \$ 100/person (+ additional support materials– see Support Materials Pricing).

No Fear Act: Anti Discrimination Laws 8 Hour Workshop

SIN: 874-4

Minimum Participants: 30

Maximum Participants: 35

Course Length: 8 Hours

Support Materials Included In Price: Participant Workbook

Course Description: This course, for managers and supervisors, is customized to reflect your procedures and addresses the rights and remedies available to federal employees under the "Antidiscrimination Laws" and "Whistleblower Protection Laws". Harassment and Other Workplace Behavior: Awareness, Prevention, and Response. Prohibited personnel practices. Employee Rights, Remedies and Reporting Procedures. Supervisors and managers receive additional instruction on their responsibilities, dispute resolution, and essential communication skills. Additional participants over Max is \$ 125/person (+ additional support materials– see Support Materials Pricing).

No Fear Act: Anti Discrimination Laws 4 Hour Workshop

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 4 Hours

Support Materials Included In Price: Participant Workbook

Course Description: This course, for employees, is customized to reflect your procedures and addresses the rights and remedies available to federal employees under the "Antidiscrimination Laws" and "Whistleblower Protection Laws". Harassment and Other Workplace Behavior: Awareness, Prevention, and Response. Prohibited personnel practices. Employee Rights, Remedies and Reporting Procedures. Supervisors and managers receive additional instruction on their responsibilities, dispute resolution, and essential communication skills. Additional participants over Max is \$ 100/person (+ additional support materials– see Support Materials Pricing).

EEO Supervisors and Managers Training

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 8 Hours

Support Materials Included In Price: Participant Workbook

Course Description: The EEO Supervisor and Managers Training workshop is highly interactive and participative. Each module offers opportunities for inquiry, dialogue, and self-reflection. Participants leave the session understanding the anti-discrimination laws, their responsibilities as managers and supervisors, the rights of employees, and the complaint process -- including Alternative Dispute Resolution. Understand your rights, roles and responsibilities as they relate to EEO. Understand where EEO ends and Diversity and Inclusion begin. Understand the major changes from ADA to ADAAA. Understand Sexual Harassment laws and prevention strategies. Identify effective strategies to manage difference across several dimensions (Generational differences, Gender biases, Disability etiquette). Understand the complaint process. Additional participants over Max is \$ 150/person (+ additional support materials– see Support Materials Pricing).

How to be an EEO and Diversity Champion in Government

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 4 Hours

Support Materials Included In Price: Participant Workbook

Course Description: This workshop, for managers and supervisors, focuses on the skills and competencies required to effectively demonstrate an agencies commitment to diversity and inclusion. Particular focus is placed on the ways in which government leaders must model the behaviors they want to see in their workforce and includes practicing “speaking for diversity”. Know how diversity and inclusion benefit the agency’s mission. Communicate the ways in which agency employees will be held accountable for diversity and inclusion efforts. Understand the workforce, workplace and marketplace (customers, constituents, and stakeholders) diversity and inclusion implications for the agency. Additional participants over Max is \$ 100/person (+ additional support materials– see Support Materials Pricing).

Unconscious Bias In The Workplace

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 3 Hours

Support Materials Included In Price: Participant Workbook

Course Description: Unconscious or implicit bias acknowledges that generalization is a necessary psychological process that aids humans in making sense of our world. But that it also can lead, involuntarily, to unfounded, and sometimes incorrect, assumptions about people. In this workshop participants become aware of their

own unconscious biases; are engaged and educated on the practical proof of how unconscious bias impacts their core business; and are inspired to consciously adopt new individual behaviors, change processes and remove barriers to organization success. The Unconscious Bias workshop is often coupled with our MicroTriggers® workshop to focus on the actions and subtle behaviors that can result from unconscious bias. Participants then address their impact on individual and team performance and engagement. Additional participants over Max is \$ 100/person (+ additional support materials– see Support Materials Pricing).

Building High Performance Teams

SIN: 874-4

Minimum Participants: 8

Maximum Participants: 35

Course Length: 6 Hours

Support Materials Included In Price: Participant Workbook

Course Description: **High performing teams leverage human capital to commit to a common purpose, with high levels of collaboration and innovation. These teams produce superior results. But in today’s workplace issues of trust, poor communication, and low accountability often derail teams from achieving their very best. In this highly interactive workshop participants will learn the critical success factors for creating a high performing organization that delights the customer, is engaged, and operates in an inclusive workplace environment. We provide a supportive forum to discuss the team’s opportunities and challenges to maximizing their performance, introduce skills required to effectively interact with team members, identify and clarify roles and responsibilities to increase efficiency and effectiveness, and begin to develop action plans for maximizing the team’s performance. Additional participants over Max is \$ 170/person (+ additional support materials– see Support Materials Pricing).**

Having Difficult Conversations Across Difference

SIN: 874-4

Minimum Participants: 20

Maximum Participants: 35

Course Length: 3 Hours

Support Materials Included In Price: Participant Workbook

Course Description: **Discussing inappropriate workplace attire, providing feedback during a performance review, asking your cubicle neighbor to lower the volume when playing his favorite religious music . . . some discussions are difficult! Introduce diversity to the discussion – gender, race, age, religion, etc. – and the conversations may seem even more difficult. But learning to have those conversations can actually lead to improved workplace relationships, more effective talent development and . . . your peace of mind. Having Difficult Conversations in a**

Diverse Workplace is a program designed to build skills that will improve workplace interactions. Participants will discuss scenarios, participate in activities, and interact through exercises to understand the nature and different kinds of difficult conversations; examine how diversity misconceptions, uncertainty and fear impact your interactions across difference; identify your behavioral preferences in dealing with difficult conversations, particularly across differences; practice delivering messages where the impact matches your intent; and build a personalized practical approach to having difficult conversations.

Additional participants over Max is \$ 170/person (+ additional support materials– see Support Materials Pricing).

Diversity and Inclusion in Government Web-based Online Course

SIN: 874-4

Minimum Participants: 1
Maximum Participants: 250
Course Length: 45 Minutes
Support Materials Included In Price: None

Course Description: Approximate seat time = 45 minutes. Narration in English throughout. SCORM: 1.2 compliant. Maximum 250 individual users per month. Includes Quiz reports, by group, for a maximum of 5 groups per month. Ivy retains all rights to its Intellectual Property and copyrighted course content. Hosted on Ivy Planning Group’s Learning Management System (LMS). PER MONTH RATE

All Awarded Net GSA Pricing

SIN(s)	Awarded Labor Category	Net GSA Hourly Rate
874-1	Executive Partner	598.24
874-1	Executive Consultant	598.24
874-1 & 874-4	Senior Partner	155.59
874-1 & 874-4	Subject Matter Expert	211.59
874-1 & 874-4	Executive Coach and 360 Administrator - I	267.38
874-1 & 874-4	Executive Coach and 360 Administrator - II	303.84
874-1 & 874-4	Technical Executive Coach - I	598.24
874-1 & 874-4	Senior Consultant	110.24
874-7	Project Manager	181.36
874-1 & 874-4	Senior Facilitator	303.84
874-1 & 874-4	Facilitator	181.36
874-1 & 874-4	Senior Trainer	303.84
874-1 & 874-4	Trainer	161.21
874-1 & 874-4	Consultant	85.75
874-1 & 874-4	Associate	91.69
874-4	Online Web-based Project Coordinator	72.92
874-7	Administrative Support **	31.10

SIN(s)	Awarded Courses	Net GSA Hourly Rate
874-4	Who's on First? People vs Process Workshop	3,853.90
874-4	Mastering Diversity -- Mentoring and Coaching for Government Workshop	6,423.17
874-4	Diversity and Inclusion Workshop for HR Leaders	6,423.17
874-4	Subtle Behaviors: What's Your MicroTrigger® -- Workshop for Government Employees	3,853.90
874-4	Train-the-Trainer (T3) Program	41,322.42
874-4	The Language of Inclusion in Government	3,853.90
874-4	Government Executive Diversity Roundtable	3,853.90
874-4	Recruiting Through a Diversity Lens in Government™	3,853.90
874-4	Serving Our Diverse Government Customers and Stakeholders	3,853.90
874-4	Global Diversity and Cultural Competencies in Government	3,853.90
874-4	Ageism in the Workplace: Understanding, Respecting, and Appreciating Age Differences for Workplace and Performance Improvement	2,569.27
874-4	Religion in the Workplace	2,569.27
874-4	Leading Change Through Inclusion: Applying Diversity for Managers in Government	5,566.75
874-4	No Fear Act: Anti Discrimination Laws 8 Hour Workshop	6,423.17
874-4	No Fear Act: Anti Discrimination Laws 4 Hour Workshop	3,853.90
874-4	EEO Supervisors and Managers Training	6,423.17
874-4	How to be an EEO and Diversity Champion in Government	3,853.90
874-4	Unconscious Bias in the Workplace	3,853.90
874-4	Building High Performance Teams	4,720.60
874-4	Having Difficult Conversations Across Difference	3,853.90
874-4	Diversity and Inclusion in Government Web-based Online Course	4,587.86
SIN(s)	Awarded Support Materials	Net GSA Price
100 03	Who's on First? People vs Process Workshop Participant Workbook	21.41
100 03	Mastering Diversity -- Mentoring and Coaching for Government Workshop Participant Workbook	12.85
100 03	Diversity and Inclusion for HR Leaders Workshop Book: Diversity Action Book: 143 Things to Go Do; Participant Workbook	12.85
100 03	Subtle Behaviors: What's Your MicroTrigger® -- Workshop for Government Employees Workshop Book: 58 Little Things that have a Big Impact- What's Your MicroTrigger®?; Participant Workbook	21.41
100 03	Train-the-Trainer (T3) Program Workshop Participant Workbook; Other Support Material is contingent on the topic of the course of choice.	21.41

100 03	The Language of Inclusion in Government Workshop Participant Workbook	17.13
100 03	Government Executive Diversity Roundtable Workshop Participant Workbook	21.41
100 03	Recruiting Through a Diversity Lens in Government™ Workshop Participant Workbook	21.41
100 03	Serving Our Diverse Government Customers and Stakeholders Workshop Participant Workbook	12.85
100 03	Global Diversity and Cultural Competencies in Government Workshop Participant Workbook	12.85
100 03	Ageism in the Workplace: Understanding, Respecting, and Appreciating Age Differences for Workplace and Performance Improvement Workshop Participant Workbook	12.85
100 03	Religion in the Workplace Workshop Participant Workbook	12.85
100 03	Leading Change Through Inclusion: Applying Diversity for Managers in Government Workshop Book: Diversity Action Book: 143 Things to Go Do; Participant Workbook	12.85
100 03	No Fear Act: Anti Discrimination Laws 8 Hour Workshop Participant Workbook	12.85
100 03	No Fear Act: Anti Discrimination Laws 4 Hour Workshop Participant Workbook	12.85
100 03	EEO Supervisors and Managers Training Workshop Participant Workbook Participant Workbook	12.85
100 03	How to be an EEO and Diversity Champion in Government Workbook	12.85
100 03	Unconscious Bias In The Workplace Workbook	21.41
100 03	Building High Performance Teams Workbook	21.41
100 03	Having Difficult Conversations Across Difference Workbook	21.41

**** Labor categories subject to the Service Contract Act**

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Support	01020 - Administrative Assistant	2005-2103
<p>"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "</p>		