

GS-10F-0271M

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1. INTRODUCTION TO The Management Edge

The Management Edge, Inc. is a full-service Organization Development consulting firm with a fifteen-year history of delivering exceptional services to a diverse clientele in government and the private sector. We are a SBA-certified Woman-Owned, Small, Emerging Business, and offer a cadre of exceptionally qualified Consulting Associates in locations across the country.

The Management Edge, Inc. services include: *Partnering & Alliance Building, Team Building, Facilitation Services, Professional Training & Development, Management Systems & Analysis, Alternative Dispute Resolution (ADR), and Project Management & Integration Assessment & Training.*

Our firm specializes in inter-organizational partnering and the building of high-function teams. Our clients use us to make multi-company multi-agency ventures and collaborations work more productively, to create true partnerships, to overcome culture clashes in newly-merging or acquired companies and newly-reorganized agencies, and to generate more effective collaborations with suppliers, contractors and regulatory agencies and others. Our clients span the gamut of industries with a heavy concentration in the defense sector. For example, we are the acknowledged leaders in interagency partnering for environmental clean up within the U.S. Department of Defense.

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2. MOBIS SERVICES OFFERED

SIN 874-1 CONSULTING SERVICES

TME builds from its core competence in personal and organizational development to provide consulting to address a variety of governmental management needs, including: Strategic, Business, and Action Planning, development of High Performing Work Teams, Leadership Development, Process Improvement, and Program Assessment Audit & Evaluation.

SIN 874-2 FACILITATION SERVICES

Work groups, teams, taskforces, and committees have become a dominant way of doing business in the government. TME specializes in helping to set up and optimize these groups, applying insights and tools from Organization Development to facilitate and optimize group function. TME offers both a standard methodology for group facilitation and consulting to diagnose and help resolve difficult group process issues. TME can also manage all aspects of meeting logistics, including facilities, A/V, agendas, registration, breakouts, and proceedings. Whether the need is for one-time technical facilitation of a meeting, training to support self-facilitation, or ongoing active process facilitation of a work group, TME is an ideal choice.

SIN 874-4 TRAINING SERVICES

TME offers a variety of training courses and seminars designed to enable and to enhance organization development and management improvement processes for client agencies, companies, and other organizations. TME's consultants are excellent educators, with in-depth knowledge of the subjects they teach. TME can offer its courses on a completely off-the-shelf basis. However, clients usually gain the greatest cost-benefit by working with TME to customize the course specifically for their own circumstance. TME courses are not offered against a set schedule. Whether customized or not, they are usually ordered by a specific client or group of clients for delivery at a time of the client's choosing.

SIN 874-6 PRIVATIZATION SUPPORT SERVICES AND DOCUMENTATION (A-76)

When privatization initiatives run into trouble or fail outright, it is seldom because of inadequate financial analysis or an inadequate contracting mechanism. As often as not, privatization fails to meet expectations because not enough attention has been paid to helping former federal employees understand and accommodate to the realities of private-sector employment, and to sensitizing and training managers and supervisors who must oversee these employees and their programs. TME focuses on the human side of privatization, working with client agencies and or private firms to assess the mindset and culture of an organization to be privatized in order to determine the level of risk associated with the initiative and interventions that are appropriate to address this risk.

TME provides a range of assessments and interventions to help make the privatization process more effective:

Strategic Assessment - To help decision-makers decide if privatization will be worth the costs (monetary and otherwise)

Tactical Assessment To evaluate the privatizing organization and the capabilities and culture of the acquiring organization in order to fashion a suitable intervention on one or both sides,

Operational Assessment To troubleshoot an operation that has been privatized but which is not meeting expectations. Such an assessment is a way to determine whether human factors are impeding the process, and if so, what steps might be taken to create success.

Interventions - Employee Orientation, Group Transition Coaching, Individualized Coaching, and Change Management Coaching

SIN 874-7 PROGRAM INTEGRATION & PROJECT MANAGEMENT SERVICES

Even the best and most sophisticated program and project management systems cannot overcome poor interpersonal skills, poor communications, interpersonal biases, or inter-organizational conflicts. As a result, The Management Edge, Inc. focuses instead on the human interactions underlying effective program integration and project management. TME consultants operate on at least two different levels in dealing with Program and Project Management Issues: **Organizational Assessment** TME consultants work with management to evaluate overall structure, organization, and systems, as well as assessing personality types, organizational culture and mores, attitudes, and interpersonal conflicts, and **Individual Coaching and Development** TME consultants work directly with staff to optimize personal effectiveness through training & coaching in Time and Priority Management, Influencing Techniques, Applied Problem-solving, etc.

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3. Government Rates for 2007-2012

SINs: SIN 874-1: SIN 874-2, SIN 874-6, and SIN 874-7

Labor Category Offered	Government Hourly Rate 2007-2012	Government Daily Rate, 2007-2012
Subject Matter Expert	\$274.67	\$2,193.88
Senior Consultant	\$246.59	\$1,974.49
Consultant III	\$217.63	\$1,737.55
Consultant II	\$192.18	\$1,535.71
Consultant I	\$131.63	\$1,053.06
Professional	\$109.69	\$877.55
Administrator II	\$70.20	\$561.63
Administrator I	\$38.62	\$308.90

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4. STANDARD MOBIS TRAINING COURSES

Note: Rates do not include travel and per diem expenses.

Standard MOBIS Training Courses and Seminars SIN 874-4				
Course Title	# of Days	Min / Max	Indiv. Over Min.	Rate for Minimum Participation 2007-2012
Myers-Briggs Personality Type Indicator (MBTI) Workshop In-Depth Type	2	12/30	\$258.10	\$7,536.61
MBTI & Personality Preferences in the Workplace Management - Comprehensive	2	8/16	\$283.91	\$7,743.09
Conflict Management & Conflict Resolution	1	12/30	\$180.67	\$5,575.03
Introduction to Multi-Organization Partnering: Building Effective Teams Across Organizations	2	12/50	\$258.10	\$10,840.33
Managing for Diversity in the Workplace	1	12/25	\$232.29	\$7,381.75
Men & Women in the Workplace	1	10/20	\$154.86	\$5,058.82
Strategic Planning Workshop: Basic Concepts and Tools	2	8/30	\$258.10	\$7,433.37
Managing Basics for Managers	1	8/20	\$154.86	\$5,110.44
Leader Effectiveness Training	4	15/25	\$516.21	\$14,350.53
Effective Coaching Skills for Managers	2	12/20	\$258.10	\$7,846.34
Delegation: The Primary Management Skill	1	12/25	\$154.86	\$5,316.92
Effective Time & Priority Management	2	12/25	\$258.10	\$8,207.68
The Peak Performance Team	2	8/20	\$309.72	\$11,098.43
Managing Stress in the Workplace Using the	2	12/30	\$361.34	\$12,285.71

DETAILED DESCRIPTIONS OF AVAILABLE TRAINING COURSES

Title of Course:	Myers-Briggs Personality Type Indicator (MBTI) Workshop - Introduction	Length of Course Hrs/Days):	1 Day
Total Price for Course:	\$5,110.44	Minimum Number of Participants:	15

Price per Participant over Minimum:	\$206.48	Maximum Number of Participants:	50
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DESCRIPTION OF CLASS:

One-day more-intensive introduction by a certified instructor to personality preference theory, typical workplace applications of the MBTI, and case studies of the benefits and outcomes of using the MBTI in the workplace, augmented by a number of structured exercises designed to demonstrate its application in the work place.

Title of Course:	Myers-Briggs Personality Type Indicator (MBTI) Workshop - In-Depth	Length of Course Hrs/Days):	2 Days
Total Price for Course:	\$7,536.61	Minimum Number of Participants:	12
Price per Participant over Minimum:	\$258.10	Maximum Number of Participants:	30

DESCRIPTION OF CLASS:

A two-day in-depth MBTI program which adds a variety of exercises to further demonstrate and validate the power of personality preference theory. Participants also receive more intensive training in Temperament Theory, and in specific applications of MBTI.

Title of Course:	MBTI & Personality Preferences in the Workplace - Management Focus	Length of Course Hrs/Days):	2 Days
Total Price for Course:	\$7,743.09	Minimum Number of Participants:	8
Price per Participant over Minimum:	\$283.91	Maximum Number of Participants:	16

DESCRIPTION OF CLASS:

A two day-long workshop which includes a thorough introduction to personality preference theory and its workplace applications, and which then focuses on how personality preference can be used to help manage more effectively. Of particular usefulness is learning how to manage, motivate, develop and discipline staff and appreciate individual differences.

Title of Course:	Conflict Management & Conflict Resolution	Length of Course Hrs/Days):	1 Day
Total Price for Course:	\$5,575.03	Minimum Number of Participants:	12
Price per Participant over Minimum:	\$180.67	Maximum Number of Participants:	30

DESCRIPTION OF CLASS:

A one-day seminar demonstrating practical skills which enable attendees to more constructively respond to conflict, including objectifying the reasons for conflict, helping people think and act in a less-adversarial manner, and creating a "win-win" paradigm.

Title of Course:	Introduction to Multi-Organization Partnering: Building Effective Teams Across Organizations	Length of Course Hrs/Days):	2 Days
Total Price for Course:	\$10,840.33	Minimum Number of Participants:	12

Price per Participant over Minimum:	\$258.10	Maximum Number of Participants:	50
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DESCRIPTION OF CLASS:

A workshop which combines MBTI and personality preference theory with training in effective listening, conflict resolution, goal-setting, and effective meeting management to lay the foundation for Team success. Two consultants present this workshop and provide more one-on-one coaching and training. This TME two-day workshop has become a standard tool of DOD in its Multi-Agency Environmental Partnering Program.

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Title of Course:	Managing for Diversity in the Workplace	Length of Course Hrs/Days):	1 Day
Total Price for Course:	\$7,381.75	Minimum Number of Participants:	12
Price per Participant over Minimum:	\$232.29	Maximum Number of Participants:	25

DESCRIPTION OF CLASS:

This one-day seminar focuses on positive but powerful exercises to help people see why a diverse workplace can be a more creative workplace, and how to recognize and work to overcome personal prejudices and concerns. The price includes an initial survey and follow-up telephone interviews as necessary preparatory work.

Title of Course:	Men & Women in the Workplace	Length of Course Hrs/Days):	1 Day
Total Price for Course:	\$5,058.82	Minimum Number of Participants:	10
Price per Participant over Minimum:	\$154.86	Maximum Number of Participants:	20

DESCRIPTION OF CLASS:

A one-day workshop focused specifically on the problems & potential of male/female interactions on the job. Covers underlying assumptions & stereotypes, tools for more effective communication, individual feedback, and conflict resolution. The goal is understanding and respecting gender differences.

Title of Course:	Strategic Planning Workshop: Basic Concepts and Tools	Length of Course Hrs/Days):	2 Days
Total Price for Course:	\$7,433.37	Minimum Number of Participants:	8
Price per Participant over Minimum:	\$258.10	Maximum Number of Participants:	30

DESCRIPTION OF CLASS:

A workshop involving two separately scheduled sessions. The first session is a one-day first stage planning workshop which acquaints teams with the basic tools and concepts to do true strategic planning not simply long-range planning and to make the strategic plan a tool for organizational transformation. A second facilitated planning day continues the organizations strategic plan and can be held in conjunction with the first stage or at a later date.

Title of Course:	Managing Basics for Managers	Length of Course Hrs/Days):	1 Day
Total Price for Course:	\$5,110.44	Minimum Number of Participants:	8
Price per Participant over Minimum:	\$154.86	Maximum Number of Participants:	20
DESCRIPTION OF CLASS:			
A "Management Principles 101" one day introduction to the critical elements of effective management for the new or trainee manager, helping participants to self-evaluate and develop their own management skills development plan.			

Title of Course:	Leader Effectiveness Training	Length of Course Hrs/Days):	4 Days
Total Price for Course:	\$14,350.53	Minimum Number of Participants:	15
Price per Participant over Minimum:	\$516.21	Maximum Number of Participants:	25
DESCRIPTION OF CLASS:			
LET is an internationally renowned leadership-training program available only through LET licensees. This 4- day program focuses on real-life situations and the development of specific skills to improve the performance of managers. It is most effective when offered in 2 two-day sessions, with a follow-up session, priced at an hourly or daily rate under SIN 874-2, taking place a few months later.			

Title of Course:	Effective Coaching Skills for Managers	Length of Course Hrs/Days):	2 Days
Total Price for Course:	\$7,846.34	Minimum Number of Participants:	12
Price per Participant over Minimum:	\$258.10	Maximum Number of Participants:	20
DESCRIPTION OF CLASS:			
A two-day intensive program that helps managers develop key effective coaching skills: active listening, reflection and value-neutral feedback, diagnosis, and collaborative problem-solving.			

Title of Course:	Delegation: The Primary Management Skill	Length of Course Hrs/Days):	1 Day
Total Price for Course:	\$5,316.92	Minimum Number of Participants:	12
Price per Participant over Minimum:	\$154.86	Maximum Number of Participants:	25
DESCRIPTION OF CLASS:			
This one-day seminar gives participants a personal assessment of delegation style, a thorough grounding in the theory and practice of delegation, and practical skills and tools so that they are more likely to confidently and effectively de legate when they return to work.			

Title of Course:	Effective Time & Priority Management	Length of Course Hrs/Days):	2 Days
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Total Price for Course:	\$8,207.68	Minimum Number of Participants:	12
Price per Participant over Minimum:	\$258.10	Maximum Number of Participants:	25

DESCRIPTION OF CLASS:

A two-day workshop in which people self-evaluate their time management effectiveness and their ability to set and meet goals, learn targeted skills and strategies to improve time management and adherence to goals, and learn to recognize and overcome the most common barriers to sustained effective time management.

Title of Course:	The Peak Performance Team	Length of Course Hrs/Days):	2 Days
Total Price for Course:	\$11,098.43	Minimum Number of Participants:	8
Price per Participant over Minimum:	\$309.72	Maximum Number of Participants:	20

DESCRIPTION OF CLASS:

A two-day workshop intended to push the motivated team to a higher functional level. Providing a background in Teambuilding theory and practice, the session concentrates on team self-assessment, and the tools and techniques to overcome impediments to sustained higher function. Two consultants present this workshop and provide more one-on-one coaching and training.

Title of Course:	Managing Stress in the Workplace Using the ESSI Stress Map	Length of Course Hrs/Days):	2 Days
Total Price for Course:	\$12,285.71	Minimum Number of Participants:	12
Price per Participant over Minimum:	\$361.34	Maximum Number of Participants:	30

DESCRIPTION OF CLASS:

This two-day workshop effectively addresses one of the biggest problems in today's workplace: job stress. The Stress Map tool is used to measure stress levels and their causes. The Resiliency Map is also used to measure recovery times and methods. Group discussions are used to bring out effective stress management tools, and then participants learn a variety of exercises and techniques to manage stress. Two consultants present this workshop and provide more one-on-one coaching and personalized training. Certified trainers are required for this program.

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5. SIN 874-5: SUPPORT PRODUCTS

SUPPORT ITEM	QUANTITY	2007-2012
Workbook Short course	1	\$74.33
Workbook Full course	1	\$118.72
Intro. To Type in Organizations	1	\$10.33
Project Planning Situation	1	\$7.22

Thomas-Kilman Conflict Mode Instrument	1	\$10.33
Training Video Rental (non- owned)	1	\$223.00
Training Video Rental (owned)	1	\$55.76

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6. CUSTOMER AND ORDERING INFORMATION

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

874-1, 2, 4, 6 AND 7

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

2. Maximum order. \$ 1,000,000.00

3. Minimum order. \$ 300.00

4. Geographic coverage (delivery area). *Domestic only*

5. Point(s) of production (city, county, and State or foreign country). *Same as company address*

6. Discount from list prices or statement of net price. *Government net prices (discounts already deducted).*

7. Quantity discounts. *None Offered*

8. Prompt payment terms. *Net 30 days*

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold. *Yes*

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
Accept Over \$ 2,500.00

10. Foreign items (list items by country of origin). *None*

11a. Time of delivery. (Contractor insert number of days.) *Specified on Task Order*

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. *Contact Contractor*

12. F.o.b. point(s). *Destination*

13. Ordering address(es). *Same as company address*

14. Payment address(es). *Same as company address*

15. Warranty provision. *Contractor's standard commercial warranty*

- 16. Export packing charges, if applicable. *N/A*
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). *Contact Contractor*
- 18. Terms and conditions of rental, maintenance, and repair (if applicable). *N/A*
- 19. Terms and conditions of installation (if applicable). *N/A*
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). *N/A*
- 20a. Terms and conditions for any other services (if applicable). *N/A*
- 21. List of service and distribution points (if applicable). *N/A*
- 22. List of participating dealers (if applicable). *N/A*
- 23. Preventive maintenance (if applicable). *N/A*
- 24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants. *N/A*
- 25. Data Universal Number System (DUNS) number. 86-916-5282

ORDERING INFORMATION:

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: <http://www.GSAAdvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Schedule Title: MOBIS (Management, Organization, Business Improvement Services

SINs 874-1, 2, 5, 6 AND 7

Contract number GS-10F0271M

Contract period. 05/01/07 to 05/01/12

Business size: 8(a) SDB, Woman owned, small emerging business with less than \$ 5,000,000.00 in receipts.

CONTACT FOR ORDERING AND CONTRACT ADMINISTRATION

Name: Patricia L Dunn		Title: Director of Operations & Finance	
Email Address: patty.dunn@mgtedge.com			
Phone# 727-588-9481	Fax# 727-531-0895	Toll Free# 888-588-9481	

Address: 12360 66th St, Suite S LARGO, FL 33773
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E-MAIL AND WEBSITE URL ADDRESS:

E-MAIL ADDRESS patty.dunn@mgtedge.com

[LINK TO THE MANAGEMENT EDGE WEBSITE : http://www.themanagementedge.c](http://www.themanagementedge.com)

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GS-10F-0271M THE MANAGEMENT EDGE, INC. 8(a) SDB, s/b/w 874 7;874-1;874-2;874-5;874-6 PROGRAM
INTEGRATION AND PROJECT MANAGEMENT SERVICES; CONSULTING SERVICES;FACILITATION SERVICES; SUPPORT
PRODUCTS; PRIVATIZATION SUPPORT SERVICES (A-76)

Revised 06/16/2008