

# **THE MANAGEMENT EDGE, INC.**

## **Professional Services Schedule (PSS)**

**GS-10F-0271M**

**Contract period: May 02, 2002 through May 01, 2022**

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**Link to The Management Edge, Inc. Website:** <http://www.themanagementedge.com>

#### **1. Introduction to The Management Edge, Inc.**

**The Management Edge, Inc.** is a full-service Organization Development consulting firm with a seventeen-year history delivering exceptional services to a diverse clientele in government and the private sector. We are a certified 8a SDB Woman Owned Small Business and offer a cadre of exceptionally qualified Consulting Associates in locations across the country.

**The Management Edge, Inc.** Professional 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. This enables the creation of true partnerships and allows them to overcome culture clashes in newly-merging or acquired companies and newly-reorganized agencies, and to generate more effective collaborations with suppliers, contractors, 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.

## **2. Professional Services Offered**

### **SIN 874-1, 874-1 RC INTEGRATED CONSULTING SERVICES**

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services

- \* Facilitation and related decision support services

- \* Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings

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 and Evaluation.

### **FACILITATION SERVICES**

Work groups, teams, taskforces, and committees have become a dominant way of doing business in the government. TME specializes in helping to create 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, registrations, 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, 874-4 RC TRAINING SERVICES; INSTRUCTOR LED TRAINING, WEB-BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION, LEARNING MANAGEMENT, INTERNSHIPS**

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 circumstances. 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, 874-6 RC ACQUISITION MANAGEMENT SUPPORT**

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, 874-7 RC - INTERGRATED BUSINESS PROGRAM SUPPORT 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. **Individual Coaching and Development** TME consultants work directly with staff to optimize personal effectiveness through training and coaching in Time and Priority Management, Influencing Techniques, Applied Problem-Solving, etc.

## **LABOR CATEGORY & DESCRIPTIONS**

### **SUBJECT MATTER EXPERT**

**Functional Responsibility:** High-level specialized management, organizational, and business improvement expertise and skills establishing the incumbent as an outstanding expert in the field. Oversees the design and execution of projects, serving as an expert resource for all other staff and as lead consultant and service provider when appropriate and required by client. Typically serves as the primary interface with senior client officials. Extensive professional training and/or relevant experience is required.

Education: Ph.D. degree or an equivalent combination of other degree(s) and years of experience.  
Minimum Experience: 14 years general, 8 years' specific experience performing the functional responsibilities specified above.

### **SENIOR CONSULTANT**

Functional Responsibility: Substantial specialized management, organizational, and business improvement expertise and skills establishing the incumbent as a significant expert in the field. Designs and leads projects whenever applicable, providing guidance and direction to other staff and serving as lead consultant on higher level projects and when requested by client. Often serves as a primary interface with senior client officials. Extensive professional training and/or relevant experience is required.

Education: Ph.D. degree or an equivalent combination of other degree(s) and years of experience.  
Minimum Experience: 12 years general, 6 years specific experience performing the functional responsibilities specified above.

### **CONSULTANT III**

Functional Responsibility: Specialized management, organizational, and business improvement expertise and skills establishing the incumbent as an expert in the field. Designs and leads projects, including providing training, analysis, and research services, etc. Can serve as a primary interface with senior client officials. Extensive professional training and/or relevant experience is required.

Education: Master's degree or an equivalent combination of other degree(s) and years of experience.

Minimum Experience: 10 years general, 5 years specific experience performing the functional responsibilities specified above.

### **CONSULTANT II**

Functional Responsibility: Specialized management, organizational, and business improvement expertise and skills relevant to a variety of projects and issue areas. Leads projects and/or serves as a senior analyst, including providing training, analysis, and research services, etc. Often serves as the primary interface with operating-level client staff. Significant professional training and/or relevant experience is required.

Education: Master's degree or an equivalent combination of other degree(s) and years of experience.

Minimum Experience: 8 years general, 4 years' specific experience performing the functional responsibilities specified above.

### **CONSULTANT I**

Functional Responsibility: Management, organizational, and business improvement expertise and skills specific to a variety of projects and issue areas. Leads projects and/or serves as a senior analyst, including providing training, analysis, research services, etc. Appropriate professional training and/or relevant experience is required.

Education: BS or BA degree or equivalent years of experience.

Minimum Experience: 6 years general, 3 years specific experience performing the functional responsibilities specified above.

### **PROFESSIONAL I**

Functional Responsibility: Operating independently, or occasionally with minimal general supervision, is responsible for planning, conducting, and supervising the performance of broad assignments and reporting requirements in furtherance of management, organizational, and business improvement projects under the contract. Provides tactical direction to more junior staff performing financial, Information Technology, curriculum design, research tasks and providing client services.

Education: Master's degree or equivalent combination of education and years of experience.

Minimum Experience: 4 years of general experience, with 2 years of specialized experience performing work of a similar nature.

### **ADMINISTRATIVE II**

Functional Responsibility: Working independently, supervises and provides a variety of administrative support systems and functions to project teams, project managers, and project personnel. Designs and implements needed systems (filing, record keeping, project management, project data administration, etc.), and oversees and conducts necessary system maintenance, modification, and upgrading. Incumbent is a highly proficient typist with trainer-level knowledge of work processors, spreadsheets, and database applications such as MS Access, in addition to high-level knowledge of such tools as MS Project, MS Outlook, and similar project management/task management tools. As necessary, assists in recruitment and selection of junior-level administrative support personnel, as well as being principally responsible for their orientation, training, and work assignments.

Education: BA or BS degree or AA in Administrative Management, or equivalent combination of education and years of experience.

Minimum Experience: 3+ years of experience in administrative/clerical support.

### **ADMINISTRATIVE I**

Functional Responsibility: Working under general supervision, provides a variety of administrative support functions to project teams, project managers, and project personnel including filing, record-keeping, maintenance of other administrative systems, note-taking, etc. Performs various data entry and coding tasks in support of databases, spreadsheets, and other information technology applications. A highly proficient typist with high-level knowledge of spreadsheets, database applications such as MS Access, and word processing applications, in addition to a working knowledge of such tools as MS Project, MS Outlook, and similar project management/task management tools.

Education: BA or BS degree or AA in Administrative Management, or equivalent combination of education and years of experience.

Minimum Experience: 0-3 years in administrative/clerical support.

### 3. Daily and Hourly Rates by Labor Category

SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-6, 874-6RC, and 874-7, 874-7RC

Labor Category Offered	Government Hourly Rate	Government Daily Rate
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
Administrative II	\$70.20	\$561.63
Administrative I	\$38.62	\$308.90

**"The Service Contract Act (SCA) is applicable** to this contract as it applies to the entire 874: Professional Services Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract."

## 4. Professional Services Training Courses

### Standard PSS Training Courses and Seminars; SIN 874-4

All courses listed are for Domestic delivery unless Overseas delivery is indicated

(Rates do not include travel or per diem expenses)

Course Title	# of Days	\$ For Minimum Participation	Min/Max Participation	\$ for Over Minimum
Myers-Briggs Personality Type Indicator (MBTI®) Workshop Introduction	1	\$ 5,110.44	15/25	\$ 206.48
Myers-Briggs Personality Type Indicator (MBTI®) Workshop In-Depth	2	\$ 7,536.61	12/25	\$ 258.10
Myers-Briggs Personality Preferences in the Workplace (MBTI®) Management Focus	2	\$7,743.09	8/16	\$283.91
Conflict Management & Conflict Resolution – Domestic delivery	4.5	\$18,690.18	12/25	N/A
Conflict Management & Conflict Resolution – <u>Overseas</u> delivery	4.5	\$22,921.91	12/25	N/A
Introduction to Multi-Organization Partnering: Building Effective Teams Across Organizations	2	\$10,840.33	12/25	\$258.10
Managing for Diversity in the Workplace	2	\$7,381.75	12/25	\$232.29
Men & Women in the Workplace	1	\$5,058.82	10/20	\$154.86
Strategic Planning Workshop: Basic Concepts and Tools	2	\$7,433.37	8/25	\$258.10
Managing Basics for Managers	1	\$5,110.44	8/20	\$154.86
Leader Effectiveness Training	4	\$14,350.53	15/25	\$516.21
Effective Coaching Skills for Managers	2	\$7,846.34	12/20	\$258.10
Delegation - The Primary Management Skill	1	\$5,316.92	12/25	\$154.86
Effective Time & Priority Management	2	\$8,207.68	12/25	\$258.10
The Peak Performance Team	2	\$11,098.43	8/20	\$309.72
Managing Stress in the Workplace Using the ESSI Stress Map	2	\$12,285.71	12/30	\$361.34

## DETAILED DESCRIPTIONS OF AVAILABLE TRAINING COURSES

Title of Course:	<b>Myers-Briggs Personality Type Indicator (MBTI) Workshop - Introduction</b>	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:	25

### 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:	<b>Myers-Briggs Personality Type Indicator (MBTI) Workshop - In-Depth</b>	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:	25

### 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:	<b>MBTI &amp; Personality Preferences in the Workplace/Management Focus</b>	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
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**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:	<b>Conflict Management &amp; Conflict Resolution</b>	Length of Course Hrs/Days:	4.5 Days
Total Price for Course:	\$18,690.18 Domestic \$22,921.91 <u>Overseas</u>	Min / Max Participation	NA
		Min / Max Participation	NA

**DESCRIPTION OF CLASS:**

This course is designed to convey the knowledge and hands-on experience which makes dispute prevention and resolution a part of each government manager's tool kit for effective decision-making. This course is relevant to managers in all divisions. The course is highly experiential with a focus on both concepts and skill building. Various assessments are used, such as the Conflict Dynamics Profile (CDP), and the Thomas-Kilmann Conflict Mode Instrument (TKI). Videos, case studies, structured activities, large and small group discussions are utilized. Course participants learn about the variety of Alternative Dispute Resolution (ADR) techniques and how to head off potential disputes or mitigate conflicts when they occur.

**Topics covered are:**

- (a) overview of the conflict process and major conflict situations
- (b) identifying the types of and reasons for disputes
- (c) identifying one's own behavior in a conflict situation and how to improve it (CDP & TKI)
- (d) using communication skills of active listening and applying group process techniques to managing disputes.
- (e) how to reach consensus
- (f) how to create "win-win" outcomes
- (g) negotiation styles and strategies (Getting to Yes)
- (h) what are the differences between positional and interest-based negotiations and when should they be used?
- (i) how and when to use Alternative Dispute Resolution (ADR) techniques
- (j) planning to avoid and/or decrease litigation costs
- (k) understanding roles and use of third parties in Alternative Dispute Resolution
- (l) strategies of coalition building/Partnering

Title of Course:	<b>Introduction to Multi-Organization Partnering: Building Effective Teams Across Organizations</b>	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:	25

**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.

Title of Course:	<b>Managing for Diversity in the Workplace</b>	Length of Course Hrs/Days:	2 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:	<b>Men &amp; Women in the Workplace</b>	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:	<b>Strategic Planning Workshop: Basic Concepts and Tools</b>	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:	25

**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:	<b>Managing Basics for Managers</b>	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:	<b>Leader Effectiveness Training</b>	Length of Course Hrs/Days:	4 Days
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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.

Title of Course:	<b>Effective Coaching Skills for Managers</b>	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:	<b>Delegation: The Primary Management Skill</b>	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:	<b>Effective Time &amp; Priority Management</b>	Length of Course Hrs/Days:	2 Days
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:	<b>The Peak Performance Team</b>	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:	<b>Managing Stress in the Workplace Using the ESSI Stress Map</b>	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.

## 5. Ancillary Supplies and/or Services (SIN 100-03, SIN 100-03RC)

Support Item	Quantity	Price
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-Kilmann Conflict Mode Instrument	1	\$ 10.33
Training Video Rental (non-owned)	1	\$223.00
Training Video Rental (owned)	1	\$ 55.76

## 6. Customer and Ordering Information

1a. Table or awarded special item numbers(s) with appropriate cross-reference to page number(s)  
*SIN 100-03, 100-03RC; 874-1, 874-1 RC; 874-4, 874-4 RC; 874-6, 874-6 RC and 847-7, 874-7 RC.*

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. *\$100.00*

4. Geographic coverage (delivery area): both Domestic and Overseas

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

Any order for services to be provided at an overseas location (including Puerto Rico and U.S. Territories) is subject to acceptance by The Management Edge Inc and may include additional delivery fees.

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 \$100.00.*



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 list 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. Preventative 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 for 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: Professional Services Schedule (PSS)**

*SIN 100-03, 100-03RC; 874-1, 874-1 RC; 874-4, 874-4 RC; 874-6, 874-6 RC and 847-7, 874-7 RC.*

**Contract number GS-10F0271M**

**Contract period 05/02/02 to 05/01/2022**

**Business size:** SDB, EDWOSB, Economically Disadvantaged Woman Owned Small Business, with less than \$5,000,000.00 in receipts.

**CONTACT FOR ORDERING AND CONTRACT ADMINISTRATION**

Name: <b>Patricia L. Dunn</b>		Title: <b>Chief Operations Officer</b>	
Email Address: <b>patty.dunn@mgtedge.com</b>			
Phone: 727-588-9481	Fax: 727-531-0895	Toll Free: 888-588-9481	
Address: <b>12360 66<sup>th</sup> St, Suite S LARGO, FL 33773</b>			

**E-MAIL AND WEBSITE URL ADDRESS:**

E-MAIL ADDRESS: [patty.dunn@mgtedge.com](mailto:patty.dunn@mgtedge.com)

Link to The Management Edge, Inc. Website: <http://www.themanagementedge.com>

**GS-10F-0271M - THE MANAGEMENT EDGE, INC. - SDB, EDWOSB - SIN 100-03, 100-03RC; 874-1, 874-1 RC Integrated Consulting Services; 874-4, 874-4 RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships; 874-6, 874-6 RC Acquisition Management Support; 847-7, 874-7 RC Integrated Business Program Support Services.**

Revised 06/22/2017