



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

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Schedule for - Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874 **Class:** R499

Contract Number: GS-10F0211AA

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

Contract Period: 7/16/2013 – 7/15/2018

Contractor: The Wheelhouse Group, Inc.
2200 Wilson Blvd. Suite 102-455
Arlington, VA 22201 3397

Business Size: Small, Women-owned Business

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Web Site: www.wheelhousegroup.com
E-mail: beth.mcdonald@wheelhousegroup.com
Contract Administration: Beth McDonald

CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1 and 874-4
 - 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.
 - 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000

3. Minimum Order: \$100
4. Geographic Coverage (delivery Area): Domestic only
5. Point(s) of production (city, county, and state or foreign country): Same as contractor
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See prices below.
7. Quantity discounts: 3% for orders over \$1,000,000
8. Prompt payment terms: 1%-10 days; Net 30
- 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: will not accept over \$3,000
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the 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: Contact Contractor
- 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 Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
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
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 156109527
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered



Capabilities Statement

The Wheelhouse Group (WHG) helps federal government clients, global fortune 500 companies, public, private, and non-profit organizations utilize a variety of organization effectiveness; learning and development; and change management disciplines to address their critical business challenges. We partner with our clients to:

- ◇ Successfully navigate and implement organizational change
- ◇ Improve how the organization, teams, and individuals operate
- ◇ Continuously improve organizational functioning through our transfer of knowledge

Our clients benefit from the experience and expertise associated with larger, top-tier consulting firms; while at the same time enjoy the level of attention and customer focus associated with smaller businesses.

This track record of service, business impact, and customer satisfaction is attributed to our belief that there are fundamental organization development principles inherent in each consulting assignment. In response to a client's request, WHG provides consultants who leverage a full range of business fundamentals, such as leadership development, communications, change management, coaching, process improvement, and business acumen, vs. a singular skill.

On a scale of 0 to 100, where 100 represents the highest level of customer satisfaction, WHG's overall client satisfaction rating was 95, in a recent Dun & Bradstreet survey.

Our Service Offerings

Organizational change management
Executive and leadership coaching
Learning and development
Organization design
Team building
Meeting design and facilitation
Process improvement
Strategic marketing and communications
Program governance/executive Reporting

Company Facts

Year Founded: 2003
Registered Small, Woman-Owned Business
Subchapter S Corp
DUNS #: 156109527
CAGE CODE: 3ZMT9
EIN #: 20-0132507
GSA MOBIS Contract: GS-10F-211AA

Company Contact Information

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NAICS Codes

541611	Administrative Management and General Management Consulting Services
541613	Marketing Consulting Services
541618	Other Management Consulting Services
541990	All Other Professional, Scientific, and Technical Services
611430	Professional and Management Development Training

GSA Awarded Rates

SIN	Labor Category	Minimum Education	Min. Exp.	Year 1	Year 2	Year 3	Year 4	Year 5
874-1	Executive Consultant	Bachelors	25	\$340.05	\$347.87	\$355.87	\$364.06	\$372.43
874-1	Senior Consultant	Bachelors	20	\$226.70	\$231.91	\$237.25	\$242.70	\$248.29
874-1	Consultant V	Bachelors	15	\$212.43	\$217.32	\$222.31	\$227.43	\$232.66
874-1	Consultant IV	Bachelors	12	\$174.11	\$178.11	\$182.21	\$186.40	\$190.69
874-1	Consultant III	Bachelors	10	\$147.50	\$150.89	\$154.36	\$157.91	\$161.55
874-1	Consultant II	Bachelors	5	\$126.95	\$129.87	\$132.86	\$135.91	\$139.04
874-1	Consultant I	Bachelors	2	\$113.35	\$115.96	\$118.62	\$121.35	\$124.14
874-1	Administrative	Bachelors	0	\$38.63	\$39.02	\$39.41	\$39.80	\$40.20
874-4	Learning and Development Program Manager	Bachelors	15	\$212.43	\$217.32	\$222.31	\$227.43	\$232.66
874-4	Learning and Development Sr. Consultant	Bachelors	12	\$174.11	\$178.11	\$182.21	\$186.40	\$190.69
874-4	Learning and Development Consultant	Bachelors	10	\$147.50	\$150.89	\$154.36	\$157.91	\$161.55
874-4	Administrative	Bachelors	0	\$38.63	\$39.02	\$39.41	\$39.80	\$40.20

Training Courses									
SIN	Training Course	Length	Minimum Participants	Maximum Participants	Year 1	Year 2	Year 3	Year 4	Year 5
874-4	Conflict Management	1/2 day	7	20	\$2,318.86	\$2,372.19	\$2,426.75	\$2,482.57	\$2,539.67
874-4	Facilitation Skills	1 day	7	20	\$3,778.34	\$3,865.24	\$3,954.14	\$4,045.09	\$4,138.12
874-4	MBTI Workshop	1 day	7	20	\$3,400.50	\$3,478.71	\$3,558.72	\$3,640.57	\$3,724.31
874-4	Project Management for Non-Technical Programs	1 day	7	20	\$4,412.32	\$4,513.80	\$4,617.62	\$4,723.83	\$4,832.47
874-4	Team Effectiveness	3 days	7	20	\$11,150.63	\$11,407.09	\$11,669.46	\$11,937.86	\$12,212.43
874-4	Presentation Delivery for Executives	2 days	4	6	\$2,267.00	\$2,319.14	\$2,372.48	\$2,427.05	\$2,482.87

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Mission Oriented Business Integrated Services (MOBIS) 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.

Labor Category Definition

874 - 1 Labor Category	Description	Minimum Qualifications
Executive Consultant	Provides expert knowledge, advice, research, analysis, and leadership to client executive and leadership teams. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Provides leadership to influence objectives of complex efforts. Coaches C-level and other executives. Recognized in the professionally community as an expert in their specific field.	◇ Bachelor's Degree and 25 years of equivalent professional experience
Senior Consultant	Senior expert with extensive experience and demonstrated expertise in the development of strategies, recommendations, or other problem-solving solutions for client challenges. Assesses client situation and provides thoroughly researched recommendations and detailed approaches to solve business problems across multiple complex tasks in multiple organizations. Provides expertise, guidance, consultation, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as leadership and business management, change management, organizational design, instructional design, strategic communications. Coaches C-level and other executives. Recognized in the professionally community as an expert in their specific field.	◇ Bachelor's Degree and 20 years of equivalent professional experience
Consultant V	Confers with client executive leadership to help the client shape their organization/program vision and communicating that vision to project team and other critical stakeholders. Serves as a key facilitator between multiple teams. Directs the staff assigned to client projects. Responsible for reviewing and ensuring that all project deliverables are of the highest quality. May coach executives and managers in the client organization. Recognized in the professional community as expert in technical/specialty area being addressed.	◇ Bachelor's Degree and 15 years of equivalent professional experience
Consultant IV	Confers with client executive management using line of business expertise to define the client's strategic business goals, and advises in identifying solutions to address operational inefficiencies and create strategic alignment within the organization. Applies appropriate theories and methodologies to the analysis to identify root causes of problems and develop appropriate solutions. Applies best practices.	◇ Bachelor's Degree and 12 years of equivalent professional experience

874 - 1 Labor Category	Description	Minimum Qualifications
	May coach executives and managers in the client organization. Recognized in the professional community as an expert in the technical/specialty area being addressed.	
Consultant III	Confers with client management to define the client's strategic business goals, and advises on strategies to achieve them. Develops plans that outline the overall scope of work and leads activities aimed at achieving them. Key contributor to deliverables such as data collection plans and activities, communications plans and activities, change management plans and activities. Designs and leads workshops, meetings, and discussion sessions aimed at problem solving. Executes work associated with plans above and with plans developed by others. Has demonstrated relevant experience in one or more specialty areas.	◇ Bachelor's Degree and 10 years of equivalent professional experience
Consultant II	Works together with the more senior project team members in completing major portions of the overall scope of work of the project. Leads activities such as data collection, writing, research, facilitation, analysis, etc. in support of project team's objectives. Executes work associated with plans and strategies developed by others.	◇ Bachelor's Degree and 5 years of equivalent professional experience
Consultant I	Works together with more senior project team members in completing portions of the overall scope of work of the project. Conducts activities, such as data collection, writing, research, facilitation, analysis, etc. in support of project team's objectives.	◇ Bachelor's Degree and 2 years of equivalent professional experience
Administrative	Provides project support and produces deliverables. Conducts activities, such as technical set-up, reporting, data collection, writing, research, etc. in support of project team's objectives.	◇ Four year degree or HS with 5 years of professional work experience

874 - 4 Labor Category	Description	Minimum Qualifications
Learning & Development Program Manager	Manages complex learning and development programs often times involving multiple learning events and courses. Has demonstrated expertise in program and/or systems management, planning, and development. Organizes, directs, and coordinates planning and production of all learning and development activities.	◇ Bachelor's Degree and 15 years of equivalent professional experience

874 - 4 Labor Category	Description	Minimum Qualifications
	Provides expert knowledge, advice, research, analysis, and leadership to learning and development team and client executives. Provides leadership to influence objectives of complex efforts aimed at organization development, leadership development, or individual development. May also deliver training.	
Learning & Development Sr. Consultant	Manages larger, more complex or technically advanced products and courseware materials (such as, training aids, course workbooks, instructor guides) with input from project and customer stakeholders and best practices in course subject matter, in support of project-specific requirements. May be responsible for instructional development tasks among multiple projects. May lead less experienced instructional designers. May also deliver training.	◇ Bachelor's Degree and 12 years of equivalent professional experience
Learning & Development Consultant	Designs and develops instructional products and courseware materials (such as, training aids, course workbooks, instructor guides) with input from project and customer stakeholders and best practices in course subject matter in support of project-specific requirements. Includes design of story boards and concepts for technology based training. May also deliver training.	◇ Bachelor's Degree and 10 years of equivalent professional experience
Administrative	Provides project support and produces deliverables. Conducts activities, such as technical set-up, reporting, data collection, writing, research, training materials development, etc. in support of project-specific requirements.	◇ Four year degree or HS with 5 years of professional work experience

WHG COURSE DESCRIPTIONS

Contents

Conflict Management Workshop.....	11
Facilitation Skills	12
MBTI® Workshop	13
Presentation Delivery for Executives	14
Project Management for Non-Technical Programs	16
Team Effectiveness.....	17

Conflict Management Workshop

Audience size	7 – 20 people
Who should attend?	<p>Individuals interested in</p> <ul style="list-style-type: none"> ◇ Expanding self-awareness regarding conflict styles ◇ Developing awareness of others ◇ Assessing conflict situations ◇ Applying new skills to manage conflict constructively
Overview	<p>Participants are introduced to five basic conflict handling modes:</p> <ul style="list-style-type: none"> ◇ Competing: High assertiveness and low cooperativeness —the goal is to “win” ◇ Avoiding: Low assertiveness and low cooperativeness — the goal is to “delay” ◇ Compromising: Moderate assertiveness and moderate cooperativeness — the goal is to “find a middle ground” ◇ Collaborating: High assertiveness and high cooperativeness — the goal is to “find a win-win solution” ◇ Accommodating: Low assertiveness and high cooperativeness — the goal is to “yield” <p>Participants learn how and when each mode is typically most appropriate and get eye-opening insights about how overusing or underusing any one mode can create unwanted situations for themselves and for the people around them.</p> <p>Understanding each mode provides insight into individuals’ strengths and limitations, their impact on other individuals and teams, and their contribution to appropriate conflict management.</p>
Performance Objectives	<p>At the end of this workshop participants will be able to:</p> <ul style="list-style-type: none"> ◇ Identify their own conflict style and how these preferences are similar and different from others on the work team. ◇ Examine how conflict styles facilitate and block appropriate conflict management. ◇ Use other conflict styles comfortably, allowing them to respond differently while remaining comfortable with themselves.
Duration	½ day
Format	Lecture, discussion, and experiential learning activities
Pre-work	Complete online assessment
Materials	<p>Workbook</p> <p>Conflict mode report</p>
Materials’ Fees	Fees for materials are not included in the course cost and must be addressed at a task order level

Facilitation Skills

Audience size	7 – 20 people
Who should attend?	Individuals interested in learning methods and techniques to facilitate sessions for all size range and topics
Overview	<p>During this course participants will</p> <ul style="list-style-type: none"> • Gain an understanding of facilitation basics • Learn methods to create activities with purpose • Learn tips and techniques to manage groups • Practice facilitating and get feedback on strengths and areas for improvement
Performance Objectives	<p>At the conclusion of the training, participants will be able to</p> <ul style="list-style-type: none"> ▪ Consult with clients to gain an understanding of the objectives, issues, and organizational context ▪ Develop agendas and or protocols to guide discussions ▪ Lead discussions in a manner that helps participants productively address key issues and stay on schedule ▪ Assist participants in delving into sensitive issues ▪ Manage conflict such that it facilitates productive discussion of the issues ▪ Summarize, reflect, and maintain a record of key issues & comments raised during the meeting
Duration	1 day
Format	Lecture, discussion, and experiential activity
Pre-work	None
Materials	◇ Workbook
Materials' Fees	Fees for materials are not included in the course cost and must be addressed at a task order level

MBTI® Workshop

Audience size	7 – 20 people
Who should attend?	Individuals interested in learning about the Myers-Briggs Type Indicator and their individual type.
Overview	This workshop provides an introduction to the history and use of Myers-Briggs Type Indicator (MBTI®). The MBTI® indicates a person’s preference for different ways of gathering information, making decisions, energizing and orienting to the outer world. Participants come out as one of 16 different personality types. Understanding type preferences provides insight into individuals’ strengths and limitations, their impact on teams, their leadership development, and career direction.
Performance Objectives	At the end of this workshop participants will be able to: <ul style="list-style-type: none"> ◇ Identify their own work or managerial preferences and how these preferences are similar and different from others on the work team. ◇ Examine how these personality similarities and differences facilitate and block productivity. ◇ Develop and sharpen interpersonal skills that will heighten personal job effectiveness ◇ Understand the basic differences between people, allowing them to work together while remaining comfortable with themselves.
Duration	1 day
Format	Lecture, discussion, and experiential activity
Pre-work	Complete online assessment
Materials	<ul style="list-style-type: none"> ◇ Workbook ◇ MBTI Report
Materials’ Fees	◇ Fees for materials are not included in the course cost and must be addressed at a task order level

Presentation Delivery for Executives

Audience size	4-6 people
Who should attend?	Executives and senior managers looking to improve their skills in delivering effective, clear and persuasive presentations
Overview	<p>The ability to develop and deliver clear, concise, engaging and persuasive presentations is a critical skill for top executives. The Presentation Delivery for Executives course provides professional development for executives and senior managers seeking to improve the effectiveness of their presentations and briefings. Participants are coached in the development and delivery of presentations that have greater audience engagement, interactivity and clarity of message.</p> <p>Pre-Training Discussion: The course includes a pre-training discussion that uncovers the student's experience and comfort level with public speaking. The discussion also focuses on personal development goals and real life positive and negative experiences. This one-on-one discussion with each student prior to the course enables the instructor to focus the course on the key areas of concern of the students.</p> <p>Classroom Training and Presentation Delivery: The 2-day class includes instruction and examples of effective and not-so-effective speaking styles. During the class each student gives a real presentation that they have developed. Their presentation is video-taped and critiqued by the instructor and their peers in the room.</p> <p>Post-training Assessment and Video Tape Analysis: Following the course, the video footage is delivered to the student. The instructor also reviews the video and writes a detailed assessment of the student's performance. The assessment is shared in a follow-up, one-on-one session with the student.</p>
Performance Objectives	<p>Learn how to build and deliver compelling and dynamic presentations:</p> <ul style="list-style-type: none"> ◇ Set individual goals for personal development ◇ Learn to develop key messages and adapt them to specific audiences ◇ Organize content into a memorable storyline ◇ Leverage visual elements to communicate ideas and concepts ◇ Develop your own speaking style to deliver your message with confidence
Duration	2 days
Format	Lecture, real-work application, discussion, and experiential activity
Pre-work	1) Participate in a pre-training discussion with session leaders to share specific areas of strength and weakness in developing and delivery presentations. 2) Prepare a presentation for a real work situation. This could be a presentation that is upcoming or one given in the recent past. Be prepared to deliver the presentation in a classroom setting while being video taped.

Materials

- ◇ Highlights from pre-training discussion
- ◇ Course presentation materials
- ◇ Video camera and tripod
- ◇ DVDs

Materials' Fees

- ◇ Fees for materials are not included in the course cost and must be addressed at a task order level

Project Management for Non-Technical Programs

Audience size	7 – 20 people
Who should attend?	Non-technical project managers interested in learning processes, tools, and techniques needed to lead any project, large or small, to a successful conclusion
Overview	To be successful in our fast-paced and competitive work environment, managers must deliver high quality results on time and within budget. This interactive and challenging workshop will provide you the processes, tools, and techniques needed to lead any project, large or small, to a successful conclusion. Our topics will include, planning, risk management, deadlines, decision making, communication, and a self-assessment.
Performance Objectives	<p>At the end of this workshop participants will be able to:</p> <ul style="list-style-type: none"> ◇ Identify the key activities in the project life cycle. ◇ Recognize the components of a project charter and how to appropriately scale them based on the size of a project. ◇ Understand the role of the “Triple Constraint” in project management and apply it in determining project scope. ◇ Keep projects on track by managing project risks and effectively using a communication plan. ◇ Capture valuable project lessons and use them to define and improve project management practices within your organization. ◇ Develop an action plan for continuing to expand your project management knowledge
Duration	1 day
Format	Lecture, discussion, and experiential activity
Pre-work	None
Materials	◇ Workbook
Materials’ Fees	Fees for materials are not included in the course cost and must be addressed at a task order level

Team Effectiveness

Audience size	7 – 20 people
Who should attend?	Intact work teams, project teams, and multi-disciplinary teams wanting to improve their how they work together, how they manage the work, and how they communicate
Overview	<p>The Team Effectiveness workshop provides intact teams tools, strategies, and interpersonal insights to:</p> <ul style="list-style-type: none"> ◇ Improve leadership behaviors of the team such as connecting to the broader picture, resolving issues peer to peer, and ◇ Work together collaboratively, manage conflict, and resolve issues ◇ Learn to understand, value and respect those who think differently or have different preferences ◇ Develop processes to facilitate defining and managing the work ◇ Strengthen teams’ ability to create effective processes to communicate effectively
Performance Objectives	<p>At the conclusion of the training session, the team members will be able to:</p> <ul style="list-style-type: none"> ◇ Recognize phases of team development and navigate successfully between phases ◇ Use team members’ Myers-Briggs Type Indicator (MBTI) results to successfully communicate, collaborate with each other ◇ Manage conflict and interpersonal team dynamics ◇ Agree on scope of project and project deliverables, timeframes for completion of milestones and project deadline ◇ Utilize team norms, goals, roles and responsibilities ◇ Monitor team process and progress towards deliverables ◇ Conform to team processes and corrective actions when necessary ◇ End team membership after successful completion and delivery ◇ Communicate effectively ◇ Collaborate as a cohesive, geographically-dispersed team to deliver a specific project ◇ Celebrate team successes
Duration	3 days
Format	Lecture, real-work application, discussion, and experiential activity
Pre-work	Complete 2 online assessments
Materials	<ul style="list-style-type: none"> ◇ Workbook ◇ MBTI Individual Profile ◇ MBTI Team Report ◇ Conflict Mode Report
Materials’ Fees	◇ Fees for materials are not included in the course cost and must be addressed at a task order level