



GSA Schedule Contract

Training Resources Group, Inc. (TRG) is an employee-owned management consulting and training firm located in Virginia.

TRG has worked in over one hundred countries providing training and organizational development services to clients in large and small corporations, international organizations, federal and state government agencies and non-profit organizations.

TRG is a versatile firm with proven ability to work domestically and internationally and in both the public and private sectors. The goal of our work is to support our clients' efforts to improve performance and achieve business results. For TRG it is not enough to merely provide services, we strive to have an impact on individual, team and organizational performance. We do this by offering services and products that:

- Focus Training on Achieving Business Results
- Improve Organizational Performance
- Build Effective Work Teams
- Facilitate Organizational Partnerships
- Support International Development
- Enable Public Consultation and Involvement
- Develop Leadership and Management Skills

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Consulting Services:

TRG provides a variety of consulting services to help organizations maximize their performance capabilities. We employ a collaborative approach in designing activities that address the specific needs of our clients. TRG can assist with human resources and organizational development, institutional or team strengthening, and performance improvement. We also design organization specific management development programs and provide executive coaching.

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Facilitation Services:

TRG is skilled at designing and implementing facilitated processes that allow broad participation and promote productivity. TRG has experienced consultants who have facilitated large and small meetings, strategic planning and visioning workshops, problem-solving workshops, large stakeholder conferences and other events that require participants to have an opportunity to share their issues and concerns in an open and collaborative environment.

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Survey Services:

TRG has the in-house capability to design and conduct surveys that gather the data needed to make decisions on the issues an organization may need to address. These surveys can be administered on a web-based platform or through an anonymous email-based computer program. Our experience also includes implementing 360-degree feedback services as part of organizational and management development programs.

General Services Administration
Mission Oriented Business Improvement Services (MOBIS)

Please coordinate closely with your contracting officer who will be familiar with Agency requirements and standard procedures for ordering through the Federal Supply Schedules.

KEY DETAILS

- 1. Contract Name:** GSA, Management, Organizational, and Business Improvement Services
- 2. TRG Contract Number:** GS-23F-8071H
- 3. TRG Contract period:** December 18, 1997 - September 30, 2012
- 4. Ordering Address:**
Training Resources Group, Inc.
4401 Wilson Blvd., Suite 200, Arlington, VA 22203
Phone: (703) 875-8909 Fax: (703) 875-9409
- 5. Value of Orders:** Minimum \$300; Maximum \$1,000,000.
- 6. Terms:** Fixed price delivery orders are the preferred mechanism. Time and materials contracts with a ceiling amount are allowed if the duration and level of effort are uncertain.

HOW TO PLACE AN ORDER

- 1. Develop a Statement of Work.** Typical statements of work are relatively short (2-3 pages), identifying such issues as background, overall purpose, key tasks, and deliverables.
- 2. Prepare a request for quote and submit that to at least three MOBIS contractors.** The complete list of MOBIS contractors is available on the GSA website at <http://www.gsa.gov/Portal/content/pubs/content.jsp?contentOID=115574&contentType=1008>. GSA has issued no specific requirements for what the "request for quote" should include. We often receive requests asking for a cost quote and resumes and/or a brief letter proposal. The request for quote should clearly be identified as a MOBIS solicitation.
- 3. In your review of proposals consider technical approach, price, and administrative cost to determine what is the best value.**
- 4. Place your order directly with the contractor.** Clients typically use Optional Form 347, showing the contract number in Box 2, and attaching the statement of work. Orders are faxed to TRG at (703) 836-2415.

For More Information Contact:

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