

COMPANY OVERVIEW

HGM Management and Technologies, Inc (HGM) is an 8(a) and LSDBE certified consulting firm. HGM is based in Washington, DC, and provides organizational development, change management, technology consulting, and training services nationwide. HGM's proven record of providing objective and factual insights, as well as experience and quality performance to its clients, has earned the company several opportunities to work within the District.



Our Training solutions include the development and delivery of training programs for human resources development, and improvement to enhance organizational performance. Our experienced professionals perform the following support services: needs assessment; instructional systems design; curriculum development, delivery, and evaluation. Training services are provided in all of HGM's support areas, and are customized based on client needs.

The **HGM** team, for all DCSS Training Services efforts, consists of instructors from diverse backgrounds, but with specific knowledge and capabilities in the proposed areas to provide the experience, skills, and resources required for the subject areas. The team brings to the District Government, and in particular DCSS Training Services customers, the best available knowledge in facilitation and training support services.



HGM has completed training and organizational development projects in the following diversified areas: strategic planning, workflow analyses, productivity and staffing analyses, staff

development, team development, and leadership. The capabilities of HGM to provide complex business solutions, and support these solutions with talented and qualified staff, are of a superior standard and rated among professional services firms.

HGM focuses on relevant industry trends and provide a crucial view of emerging change management for individual needs. By combining industry knowledge with our expertise, our consultants' knowledge for currently available

organizational development, will deliver services that meet the DCSS Training Services objectives.

HGM has been a supplier of teaching devices, printed instructional materials, multi-media program kits, and computer equipment to various agencies within the District of Columbia. These products were supplied either during the course of training sessions, or by purchase requisitions to support instructional materials.

SIN 924A: TEACHING MACHINES AND DEVICES

- Overhead Projectors
- Satellite Business Television
- Integrated Technologies
- Distance Learning
- Web-Based Team Room
- Emergency Simulation Software
- Interactive Multimedia
- Internet/Intranet
- Video Tapes
- Tele-Video Conferencing Equipment
- Telecommunications Systems
- Audio Cassette Tapes

SIN 924B: PRINTED INSTRUCTIONAL MATERIALS

- Book Benchmarking & Analysis
- Book Cross Functional Team
- Book Leadership
- Book Quality Management
- Book Team Building
- Performance Management Improvement
- Book Leadership Development
- E-Procurement Guidebooks
- Self-Directed and Managed Work-Teams
- Customer Satisfaction Management
- Assessment Survey Instrument
- Training Manuals (Various)
- Book Productivity Management
- Book ISO 9000 Quality Systems
- Book Business Process Reengineering
- Book Organizational Development
- Emergency Management Solutions
- Procedure Manuals

SIN 924C: AUDIO AND VISUAL INSTRUCTIONAL MATERIAL, MULTI-MEDIA PROGRAM KITS

- Interactive Multimedia
- Emergency Simulation Software
- Tele video Conferencing
- Distance Learning
- Web-based Team Room
- Books on Tapes
- Self-Directed and Managed Work-Teams
- Guidebooks
- Internet/Intranet
- Video Tapes
- Audio Cassette Tape
- Telecommunication Systems
- Overhead Projectors
- Emergency Management Solutions

SIN 924D: INSTRUCTOR LED TRAINING

- Strategic Planning
- Change Management
- Human Resources Management
- ISO 9000/ISO 14000 Quality Systems
- Process Improvement
- Organizational Development
- Financial Management/Auditing
- Quality Management
- Activity Based Costing
- Statistical Process Control
- Privatization/Outsourcing
- Productivity Management
- Benchmarking Analyses
- Customer Satisfaction Management
- Cultural Diversity Management
- Performance Management
- E-Procurement
- Business Process Reengineering
- Knowledge Management
- Project Management
- Inventory Management
- Environmental Management

Commercial Labor Categories	DCSS Hourly Rates \$
Program Manager	105.09
Deputy Program Manager	93.41
Project Manager	81.73
Senior Systems Engineer	92.89
Systems Engineer	70.06
Senior Systems Programmer	78.59
Systems Programmer	64.60
Network Manager	68.61
Senior Network Technician	58.58
Network Technician	56.19
Helpdesk Manager	65.48
Help Desk Technician	50.26
Senior Network Engineer	86.05
Network Engineer	67.73
Senior Software Developer	70.39
Software Developer	60.60
Senior Computer Technician	53.85
Computer Technician	43.25
Network Administrator	80.87
Senior Computer Systems Operator	52.54
Computer Systems Operator Supervisor	49.04
Computer Systems Operator	40.87
Senior Database Administrator	99.84
Database Administrator	84.62
Data Communications Systems Engineer	81.73
Data Entry Clerk	40.87
Senior Computer Specialist	60.72
Computer Specialist	52.54
Senior Internet Engineer	82.12
Internet Engineer	56.05
Technical Writer/Editor	61.07
Senior Training Specialist	73.29
Training Specialist	63.36
Project Administration Specialist	44.13
Quality Assurance Manager	79.65

Support Services	DCSS Price \$
Action Note Book	15
Training Manual	35
Audio Cassette Tape	10
Video Tape	30
Assessment Survey Instrument	40
Book - Cross Functional Teams	35
Book - Leadership	35
Book - Quality Management	35
Book - Team Building	35
Tele Video Conferencing Systems	10,500

**DISTRICT OF COLUMBIA SUPPLY/SERVICES SCHEDULE
(DCSS)
TRAINING SERVICES**

CONTRACT PERIOD: April 25, 2003 to April 27, 2009

CONTRACT MANAGEMENT:

Robert Forbes
Executive Vice President
Phone: (202) 467-8034
Fax: (202) 429-6655
Email: rforbes@hgmteam.com

CERTIFICATIONS:

- 8(a)
- Small Disadvantaged Business (SDB)
- DC Local Small Disadvantaged Business Enterprise (LSDBE)
- Maryland Department of Transportation (MDOT)
- Disadvantaged Business Enterprise (DBE)/Minority Business Enterprise (MBE) Firm (NY, PA, VA, MO, NJ, FL)

CUSTOMER INFORMATION

1. **Contract Number:** PODS-2004-C-924-11
Special Item Numbers (SIN)
 - **SIN 924A** – Teaching Machines and Devices
 - **SIN 924B** – Printed Instructional Material
 - **SIN 924C** – Audio and Visual Instructional Material, Multi-Media Program Kits
 - **SIN 924D** – Instructor Led Training
 - **SIN 924E** – Course Development and Test Administration
2. **Maximum Order Limitation:** \$500,000
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** Worldwide
5. **Discount/Pricing:** Prices shown herein are net prices (discounts are deducted).
6. **Prompt Payment Discounts:** Net-30 days from receipt of invoice or date of acceptance, whichever is later.
7. **Quantity/Volume Discounts:** Net-30 days from receipt of invoice or date of acceptance, whichever is later.
8. **Government Commercial Credit Card:** Yes
9. **FOB Point(s):** Destination

10. **Delivery:** To be negotiated between HGM and ordering agency.
11. **Ordering Address:**
HGM Management and Technologies, Inc.
1150 17th Street, NW
Suite 602
Washington, DC 20036
12. **Payment Address:**
HGM Management and Technologies, Inc.
1150 17th Street, NW
Suite 602
Washington, DC 20036
13. **DUNS Number:** 17-642-2806
14. **Cage Code:** IJ625
15. **Time of Delivery:** HGM will adhere to the delivery schedule as specified by the agency's purchase order.
16. **Year 2000 Compliant:** Yes
17. **Central Contractor Registration Database:** HGM is registered in the Central Contractor Registration (CCR) Database.



Put us to work for you...you'll be glad you did!



HGM MANAGEMENT AND TECHNOLOGIES, INC.
1150 17th Street, N.W., Suite 602
Washington, DC 20036
Tel.: 202-467-8034 Fax: 202-429-6655
E-mail: hgminc@hgmteam.com
Website: www.hgmteam.com

**HGM MANAGEMENT AND
TECHNOLOGIES, INC. (HGM)**

**District of Columbia
Supply/Services Schedule (DCSS)
Training Services**



**Contract Number:
PODS-2004-C-924-11**