

Increasing Efficiency and
Effectiveness of
People and Processes



CAPABILITIES STATEMENT

Since 1999, Performance Excellence Partners (PEP), an award-winning management consulting firm and third-party certified woman-owned small business (WOSB), has been exceeding client expectations with our flexibility, responsiveness, expertise, and inspired solutions in a diverse array of services. Year after year, we have successfully executed complex, multi-task projects, establishing PEP as a trusted partner to our local, state and federal government customers.

Program and Business Operations Support

- Change Management
- Data Analytics
- Executive Secretariat Operations and Administration
- Process Improvement
- Program Design, Development, and Implementation
- Project Management
- Strategic Planning
- Training Development and Delivery

Human Capital

- Human Resources Support
- Human Resource Policy
- Human Capital Accountability
- Organizational Effectiveness
- Leadership and Team Building
- Training and Development
- Workforce Planning

Technical Assistance/Grantee Support

- Coaching (in-person and virtual)
- Conference/Meeting Planning and Training Event Logistics (in-person and virtual)
- Stakeholder Engagement
- Communities of Practice
- Content Development (written resources, electronic newsletters, and reports)
- Customized Training Development
- Facilitated Peer Learning
- Workforce Development

“Excellent quality management and staff. Delivered on time, within budget with quality results.”

– DOL H-1B Performance Reporting TA Contract

“PEP’s performance was given a rating of Outstanding for each annual evaluation which is a reflection of the work that was provided.”

– DOE/SPR Project Management Office Contract

— CONTRACTING MECHANISMS —

DUNS: 062756759

CAGE CODE: 3GCN4

Primary NAICS Code 541611: Administrative Management & General Management Consulting Services

Federal Only:

GSA OASIS SB Pool 1: Contract # 47QRAD20D1070

GSA HCaTS SB Pool 2: Contract # GS02Q16DCR0101

DOL/ETA BPA for TA and Outreach/Education Services:

Contract # 1630DC-18-A-0002

Federal, State, and Local Agencies:

GSA FSS MAS, Professional Services: Contract # GS-10F-0281T

FSC/PSC Codes: R408 and R499

SINs: 541611, 611430, 611512, and OLM



California Only:

CMAS Contract # 4-20-03-0834A

Non-IT Services:

CMAS Codes: Bus Consult, Bus Srvc, Training

Contact us to Learn More:

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Offices located in California and the Washington D.C. Area

FSS MAS | HCaTS SB Pool 2 | OASIS SB Pool 1

WOSB Certified | Woman-Owned Small Business



Award Winning
Woman-Owned
Small Business

PEP has a history of outstanding performance helping clients achieve their goals.

Project and Program Management: Provided project management and operations support services for the Strategic Petroleum Reserve (SPR) including training, and technical support services; developing and implementing the internship program; developing security plans; and providing administrative, IT, and HR support. Saved SPR an estimated \$450,000 in training costs during the transition to a cloud-based IT solution. (*DOE/SPR*)

Strategic Management and Process Improvement: Supported the development and implementation of strategic objectives; improvement of internal processes to enhance service delivery to employers, youth and adult dislocated workers; compliance with government policy; and provided training and professional development for staff. (*City of Long Beach, Pacific Gateway/AJCC*)

Administrative/Analytical Support: Provided budget and financial and executive secretariat operations support. Identified over \$42 million of unfunded requirements, resulting in the execution of over \$12 million in budgetary resources. (*DHS, Office of Cybersecurity and Communication's Office of Budget, Finance & Acquisition*)

HR Policy Support: Provided federal Human Capital subject matter expertise; developed and updated HR policy according to 5 CFR and federal agency requirements. (*DOJ, Office of Justice Programs and the National Science Foundation, Human Resources Management Offices*)

Transition to Telework: Provided training sessions for Senior Executive Service and General Schedule employees. Training focused on leading virtual teams and leveraging current technology. Strategies and tools increased the capability of supervisors to engage remote workers, monitor performance, and improve the effectiveness of USMS meetings and collaboration efforts. (*DOJ, U.S. Marshalls Service*)

Training and Development: Executed a vital emergency operations training development and delivery program to better equip first responders in their use of Personal Protective Equipment. Implemented the Baldrige Quality model, secured a high level of buy-in by engaging stakeholders in the development of the products, and earned a perfect CPARS evaluation (*HHS, National Institute for Occupational Safety and Health (NIOSH)*)

UNSPSC Codes

80000000 Management and Business Professionals and Administrative Services

- 80101500 Business and corporate management consultation
- 80101511 Human resources consulting services
- 80101600 Project management
- 80101604 Project administration or planning
- 80111504 Labor training or development
- 80141607 Events management
- 80161500 Management support services
- 80171502 Focus group and feedback meeting facilitation
- 80172103 Change management communication and advisory
- 86000000 Education and Training Services
- 86101709 Safety Training Services
- 86132000 Management education and training services
- 86132100 Training planning, facilitation and delivery services
- 86132101 Training facilitation services
- 86132102 Training planning, development consultancy

NAICS Codes

541611 Administrative Management & General Management Consulting Services

- 541612 Human Resources Consulting Services
- 541618 Management Consulting Services
- 541690 Other Scientific and Technical Consulting Services
- 561110 Office Administrative Services
- 561499 Other Business Support Services
- 561920 Convention & Trade Show Organizers
- 611430 Professional & Management Development Training

Certifications

SB (Micro)	#1530600	California DGS
WOSB	#191337	WBENC
MBE/WBE	#10679	City of Los Angeles
OCLSB	#1530600	County of Orange
WMBE	#14070045	Supplier Clearinghouse
DBE/ACDBE	#35590	CA Unified Certification Program
ISO:9001	#C2018-03674	Perry Johnson Registrars, Inc.