

U.S. Department of Energy

Woman-Owned  
Small Business of the Year, 2013

Protégé of the Year, 2011



# WORKFORCE DEVELOPMENT CAPABILITIES STATEMENT

Since 1999, Performance Excellence Partners (PEP), an award-winning management consulting firm and certified woman-owned small business, 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 government customers.

**144** Workforce development contracts

**74** Prime federal contracts

## Key U.S. Department of Labor Projects

- **Youth CareerConnect (YCC) Grantee Technical Assistance Contract:** Provided coaching, subject matter expertise, event logistics, written resources, and infographic design.
- **H-1B HUB Performance Reporting Technical Assistance:** Supported the design, testing, and launch of the HUB reporting system. Developed training materials, user guides, tip sheets; provided small-group and one-on-one TA to grantees and Federal staff; analyzed grantee performance reports; support the program office.
- **Reentry Grantee Technical Assistance:** Provided grantees with coaching, resources, and small group trainings; facilitated the development of a Federal partnership network.
- **ETA Grant Panelists:** Screen and secure panelists, conduct grant panel reviews, validate data, and manage the database.
- **Launch of Workforce Innovation and Opportunity Act (WIOA) initiative:** Managed logistics for WIOA Town Hall and advisory committee meetings, and the WIOA National Convening, which attracted more than 800 participants.
- **WIOA Customer Centered Design (CCD) Challenge:** Coordinated logistics for the CCD events, including one at the White House; collected additional project data; helped develop archival reports for each round.

## Grantee Support

- Coaching (in-person and virtual)
- Communities of Practice and Facilitated Peer Learning
- Conference/Meeting Planning and Training Event Logistics (in-person and virtual)
- Content Development (trainings, webinars, written resources, electronic newsletters, and reports)
- Facilitation
- Data Analytics
- Project Management
- Technical Assistance
  - Program Design, Development, and Implementation
  - Sustainability
  - Close-out

## Human Capital

- Human Resources Policy and Support
- Workforce Planning

## Program and Business Operations Support

- Executive Secretariat Operations and Administration
- Project and Program Management

## GOVERNMENT CONTRACTING MECHANISMS

DUNS: 062756759

CAGE CODE: 3GCN4

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

DOL/ETA BPA for TA and Outreach/Education Services:  
Contract # 1630DC-18-A-0002

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

FSC/PSC Codes: R408 and R499

SINs: 541611, 611430, 611512, and OLM

GSA OASIS SB Pool 1: Contract # 47QRAD20D1070

GSA HCaTS SB Pool 2: Contract # GS02Q16DCR0101

WOSB, DBE/ACDBE



Award-Winning  
Federal Contractor

## WORKFORCE DEVELOPMENT SUCCESSES

PEP has a history of outstanding performance supporting the success of numerous DOL/ETA grantees, programs, and initiatives through comprehensive program management, high-quality TA products, and targeted training.

### Grant Programs Supported

- H-1B Grantees
- Reentry Grantees
- Women in Apprenticeships and Non-Traditional Occupations (WANTO)
- Youth CareerConnect (YCC)

### Other Successful Projects

- Supporting the grant panel reviews for all ETA grant programs.
- Coordinating logistics for regional and national conferences.
- Analyzing performance data.
- Developing and implementing a customized assessment, analyzing results, and conducting debrief and action planning sessions with each OWI team.

### Our Process

- Cultivate close, collaborative partnerships with our clients.
- Develop tailor-made assistance and refine it through diligent assessment.
- Build qualified teams of staff and experts.
- Enforce meticulous quality control as we offer the types of resources our clients and grantees will find most useful.
- Utilize technology to overcome budget restrictions and provide creative, cost-effective TA delivery options.

This flexible, collaborative, and cost-conscious approach enables us to deliver timely, targeted, and user-friendly services, as demonstrated by our history of success at DOL.

### — OUTCOMES —

- Increased the capacity of workforce development grantees.
- Facilitated collaboration across agencies.
- Expanded grantee knowledge of available resources.
- Created a digital library of references that will serve grantees into the future.
- Increased grantee performance reporting capabilities.
- Maximized the effectiveness of in-person conferences.
- Expanded the number and types of services offered by efficiently managing funds and resources.

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

– H-1B Performance Reporting TA Contract, Final CPAR (2014)

***“I wanted to thank you and your team for providing outstanding technical assistance to our RExO Generation 4 grantees. Your entire team’s knowledge, skills, and ‘can do!’ attitude brings great credit to your company and has directly led to the current successes of these grantees.”***

– COR for PEP’s contract supporting DOL RExO grantees

### Point of Contact

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### A Leader with Local and National Workforce Experience

Our CEO Rachel Ramirez has led more than 100 workforce development projects with a Workforce Innovation Act (WIA) and WIOA focus. Her hands-on experience and understanding of the workforce system from the local to the national levels is a unique qualification that lends additional value to PEP’s DOL services.