



Seek inspired solutions.



Apply uncommon integrity.



Create lasting impact.



Build enduring partnerships.

# U.S. DEPARTMENT OF LABOR CAPABILITIES STATEMENT

**Performance Excellence Partners (PEP)** aligns people, policies, and practices by equipping leaders, developing talent, and engaging the workforce. We are a certified woman-owned small business (WOSB) and a successful graduate of the 8(a) program. For 20+ years, PEP has exceeded expectations while supporting U.S. Department of Labor (DOL) programs and initiatives by being flexible and responsive and drawing on our expertise to implement inspired solutions.

**155** Workforce development contracts

**85** Prime federal contracts

**58** DOL contracts

## OUR KEY DOL PROJECTS

- **Youth CareerConnect (YCC) Grantee Technical Assistance Contract:** Provided coaching, subject matter expertise, event logistics, webinars, resources, and infographic design.
- **H-1B HUB Performance Reporting Technical Assistance:** Supported the design, testing, and launch of the HUB reporting system. Developed training and TA materials; provided TA; and analyzed grantee performance reports.
- **Reentry Grantee Technical Assistance:** Provided coaching, resources, webinars, and small group trainings.
- **Youth Apprenticeship Readiness Grantees (YARG) Technical Assistance:** Develop and manage content, coach grantees, and facilitate peer learning events.
- **ETA Grant Panelists:** Screen and secure panelists, conduct grant panel reviews, validate data, and manage database.
- **Launch of Workforce Innovation and Opportunity Act (WIOA) initiative:** Managed logistics for meetings, and the WIOA National Convening (over 800 participants).
- **Office of Job Corps (OJC) Security Support:** Conduct physical security assessments; support personnel security and center safety initiatives (data aggregation and analysis, compliance investigations, research, surveys, and trainings).
- **HIRE VETS Medallion Program (HVMP) Support:** Process applications, provide help desk services, develop SOPs, email responses, and training materials.

## OUR CORE CAPABILITIES

### Technical Assistance

*In-person and virtual*

- Coaching, Training, Facilitation
- Communities of Practice and Facilitated Peer Learning
- Conference/Meeting Planning and Training Event Logistics
- Content Development (trainings, webinars, written resources, electronic newsletters, & reports)
- Data Analysis
- Qualitative Research (focus groups and key informant interviews)
- Grantee Support (program design, development, and implementation; sustainability; & close-out)

### Human Capital

- Human Resources Policy and Support
- Assessments and Surveys
- Business Process Improvement
- Employee Engagement

### Program and Business Operations Support

- Program and Project Management
- Front Office Support
- Personnel Security Support
- Physical Security Assessments

## OUR STAFF AND PERSONNEL

**Experienced Leadership/People Experts!** Industrial/Organizational (I/O) Psychologists, Workforce Development SMEs and PMPs who specialize in Organizational/Team Effectiveness, Leadership Development, Workforce Excellence, and Facilitation.

**Conscientious Staff** who share our people-first company culture and core values of applying uncommon integrity, seeking inspired solutions, creating lasting impact and building enduring partnerships with our customers.

**Extensive Talent Pool** of 200+ workforce development SMEs and specialists, many with advanced degrees; experience serving AJCs, DOL grantees, state and federal agencies; as well as connections with key stakeholders serving the workforce system.

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

– H-1B Performance Reporting TA Contract , Final CPARS

**PEP's history of outstanding performance** is a result of our flexible, collaborative, and cost-conscious approach which enables us to deliver timely, targeted, and user-friendly services.

## — OUR ACCOMPLISHMENTS —

- **H-1B Grantees**
  - 10+ site visits and 50+ webinars
  - 76 electronic TA resources
  - Supported the delivery of targeted TA that served 20,000+ long-term unemployed and helped 11,000+ earn industry recognized credentials and enter employment.
- **Reentry Grantees**
  - TA to 72 reentry workforce development grantees
  - 25+ TA products
  - Facilitated collaboration across 13 Federal Agencies
- **Women in Apprenticeships and Non-Traditional Occupations (WANTO)**
  - 4 Webinars and One Grantee Conference
  - 6 grantee site visits
- **Youth CareerConnect (YCC)**
  - 29 written resources, 44 monthly newsletters
  - 24 webinars and 18 virtual events
  - 3 National Grantee Conferences
- Coordinated 75+ ETA grant panel reviews with 1,200+ reviewers since 2010.
- In one two-year period, coordinated logistics for 30 DOL meetings with 20-400 participants.
- Planned, coordinated, and conducted large multi-day complex virtual convenings with 50-350 participants and multiple concurrent breakout sessions.

***"[PEP] was exceptional at managing the budget and related costs, delivering overall contract services and deliverables below or within planned budget."***

– RExO Adults Grant Program Contract CPARS

## — OUR PROCESS —

- Cultivate effective collaborative partnerships.
- Develop tailor-made solutions and refine them through diligent assessment.
- Build qualified teams of staff and experts.
- Ensure meticulous quality control processes.
- Utilize technology to overcome budget restrictions and provide creative, cost-effective TA delivery options.

## — OUR 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 and virtual conferences.
- Expanded the number and types of services offered by efficiently managing funds and resources.
- Helped DOL/OWI gain greater understanding of team challenges through customized assessments for 90 OWI staff across five divisions.

***"The collaborations, brainstorming, and revisions, combined with [PEP's] responsiveness and creativity, were critical in meeting both internal and Departmental deadlines. We especially appreciated your flexibility."***

– DOL/WB Centennial Celebration Contract COR

### Point of Contact

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### A Leader with Local and National Workforce Experience

Rachel has led more than 100 workforce development projects with a 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 adds value to PEP's DOL services.

## OUR CONTRACTING INFORMATION

**SAM Unique Entity ID:** ZKZWX1WCK153

**GSA FSS MAS, Professional Services:**  
Contract # GS-10F-0281T and #47QRAA23D007Z

**FSC/PSC Codes:** R408 and R499

**SINs:** 541611, 541612HC, 611430, and OLM

**DUNS:** 062756759 **CAGE CODE:** 3GCN4

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

**GSA OASIS SB Pool 1:** Contract # 47QRAD20D1070

**GSA HCaTS SB Pool 2:** Contract # GS02Q16DCR0101

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

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

Woman-Owned Small Business (WOSB) | Third Party Certified