



# Who are we, and what are we all about?

## **EduTech Ltd.**

EduTech Ltd.'s co-founder and president, Dr. Mildred Boyd, knows her most important asset is her people. By investing in her company's human capital, her former 8(a) company has become the preferred provider of professional services to a wide range of both federal and private sector clients.

Why? Because EduTech Ltd.'s unique, people-oriented focus provides an engaging and successful base for all our specialized services: Cutting-edge techniques and approaches to **Knowledge Sharing** and **Management** including **Human Capital** initiatives and **Storytelling** expertise, tailored **Career** and **Curriculum Development** strategies with advanced focus on scientific education and **Program** and **Project Management** success, personalized **Event** and **Conference Management** support, expert facilitation of **Government** and **Business Relations**, **Peer Review** services, **Research** and **Evaluation** support, **Information Technology (IT)** services to meet the individual needs of the client, and a proven track record of promoting workforce diversity through the implementation of **University Relations** and **Outreach** services. Need more information? Read on to find out what EduTech can do to enhance communication, productivity, and profitability in your company or organization!

*"An investment in knowledge always pays the best interest."*

*—Benjamin Franklin*

*"Men make history, and not the other way around. In periods where there is no leadership, society stands still. Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better."*

*—Harry S. Truman*

## Our Story...

EduTech Limited (EduTech) was founded as a small company in 1988 by Dr. Mildred S. Wyatt. EduTech's current president, Dr. Mildred Boyd describes the company's vision as "making a difference in terms of gaining

access for minorities, in particular for females in math and science careers." And since this ambitious goal was set out, the company has changed and grown in ways no one could have predicted.

One of EduTech's early projects was at NASA Goddard Office of University Program, where Dr Wyatt met Janie Nall. Janie, EduTech's current Project Director within the Office of Minority University Programs at NASA Goddard Space Flight Center, recalls accepting a position at the young EduTech. "It was a brand new company with a staff of two. There were not really any employee benefits, other than the chance to work for such a dynamic woman of vision, which was too enticing to pass up!"



After a few months, Dr. Mildred Boyd came on-board as Vice President of EduTech. She and Dr. Wyatt shared the same enthusiastic vision for the growing company. "The two Dr. Mildred's were more than a whirlwind—with the two of them combining their energies, EduTech began to really cook." says Janie. "EduTech was growing at such speed that we could barely keep up," Dr. Boyd agrees. "We went from a \$10,000 operation to a \$375,000 operation almost overnight."

"Then Dr. Wyatt started getting ill," she says. "She noticed it first in her legs, and they eventually figured out that she had

multiple myeloma, a form of bone cancer. She was still telling people it was her back right up until she died.”

Dr. Boyd remembers, "Dr. Jerry Soffen, the lead scientist on Viking, NASA's first mission to Mars, and our contracting officer at NASA, sat me down and said, ‘Whatever we need to do, we want you to continue. We don't want a break in the service.’ That’s when I realized that the best thing I could do with my life was to continue EduTech. This was my responsibility. I had to do this,” she says. "I returned to our vision of helping people gain access. I decided to expand this outside of NASA. I wanted growth."



Dr. Boyd found this growth. Janie Nall says of the maturing EduTech, "as we moved into becoming a learning organization, each employee was respected for his or her contributions to the company. Everyone was treated as a partner, both on work and non-work related issues.” And she feels the same sense of commitment for EduTech today. “Dr. Wyatt is no longer with us, but Dr. Boyd continues to honor their vision of doing good work and treating the people who do it with respect. For me, EduTech remains an inspiring place to work.”

You can read more about EduTech's history from the people who have lived it along the way. Visit our company’s Knowledge Sharing website, [Around the Water Cooler](#), where employees have the opportunity to share and learn from one another’s stories and experiences.






*“Success in business requires training and discipline and hard work, But if you’re not frightened by these things, the opportunities are just as great today as they ever were.”*

*--David Rockefeller*







## Our Products and Services...

*This packet provides information on the following:*

-  **Human Capital and Knowledge Sharing Programs**
-  **Project Management Training**
-  **University Relations and Outreach Services**
-  **Peer Review Services**
-  **Conference and Event Management**

*as well as:*

-  **Government Contract Vehicle Information**
-  **Complete Client List**
-  **Company Contact Information**
-  **EduTech Honors, Awards, and Recognition**



*For more details, press on...*

## Human Capital & Knowledge Sharing

### The Definitions: Human Capital and Knowledge Sharing

So what is Knowledge Sharing and what would be the benefit to your organization? It starts with an understanding of the importance of Human Capital as a valuable asset to your organization—that a company’s best asset is its people and the knowledge they possess. EduTech’s Knowledge Sharing programs stress the value of both explicit knowledge, meaning knowledge that can be captured in graphs, documents, databases and outlines, and also tacit knowledge, knowledge inherently gained through experience, face-to-face interaction, mentoring and on-the-job training. Today organizations are finding it ever more important to find innovative ways of sharing this tacit knowledge from employee to employee as they face the issues of succession planning, new hires and the approaching retirement of their key employees.

*“Our knowledge is the amassed thought and experience of innumerable minds.”*

*—Ralph Waldo Emerson*

Over the last thirty years, many organizations within both the government and private sector experienced a “hiring freeze” as an influx of baby boomers filled available jobs. As their employees now approach the age of retirement, these companies are faced with filling such positions with younger, less-experienced workers.



Organizations are beginning to note a troublesome “knowledge gap” between their veterans and the new wave of hires.

This problem is even found at the highest levels of organizations and the federal and state government. For example, in its section on the Management of Human Capital, [The President’s Management Agenda](#) notes that, “Approximately 71 percent of the government’s current permanent employees will be eligible for either regular or early retirement by 2010...Without proper planning, the skill mix of the federal workforce will not reflect tomorrow’s changing missions.” And since these issues are not only limited to government agencies, all workforce organizations need innovative ways to capture and transfer their employees’ tacit knowledge, best practices, and lessons learned

through their years of experience. EduTech's Knowledge Sharing programs are designed to specifically deal with these issues.

In addition, as the business world expands, many companies find themselves in a position where their offices, agencies, and centers are located in various places around the country or the world. Employees are increasingly working virtually. Though productivity would benefit from open communication and knowledge sharing between employees, this is often not the case. A "stove-piping" effect occurs, in which one division of an organization is almost completely unaware of the successes and failures of another division and therefore each new project begins from scratch. This continuous recreation of the wheel can be costly, inefficient—and avoidable. Knowledge Sharing initiatives can help enhance communication organization-wide, saving money, manpower, and time. **That's where EduTech's Knowledge Sharing expertise comes in....**

### Our Products and Programs

EduTech's award-winning Knowledge Sharing Programs are designed to facilitate the identification, transfer, capture and implementation of knowledge between projects and members of your organizational community. Our unique, people-oriented programs focus directly on the practitioners and facilitating knowledge between them. This encourages the development of "communities of practice", allowing members to collaborate and share best practices and lessons learned with fellow practitioners across your organization.



But just how do these programs work in practice? For an example of a specific Knowledge Sharing Programs that EduTech Ltd. provided as a contractor for NASA's Academy of Program and Project Leadership visit [www.appl.nasa.gov](http://www.appl.nasa.gov) for more information. We applied a blended learning approach to the leadership development of NASA project managers through training, mentoring, coaching, and knowledge sharing. EduTech supervised and implemented all aspects of NASA APPL's Knowledge Sharing Initiative (KSI), **providing mentoring programs, workshops, and bi-annual Master's Forums, as well as a customized storytelling magazine** aimed at NASA's project management community.





We have a successful history of tailoring our products and programs to the needs of our customers. [Read on for descriptions of our Knowledge Sharing programs and products:](#)

#### **Storytelling Magazines**

EduTech produces customized storytelling publications. These magazines provide a medium for knowledge sharing across the organization by publishing first-person narratives of initiatives failure and successes, case studies and interviews as well as best or unique practices. These stories are intended to develop leaders capable of inspiring, mentoring, and guiding teams; by improving team performance through sharing best practices; and by facilitating knowledge across the organization with the sharing of lessons learned.

#### **Leaders as Teachers and Mentors**

As experienced managers retire, it becomes evermore important to identify, track, and share their knowledge with other teams. Leaders as Teachers & Mentors is a customized program that provides a means for veteran practitioners to contribute to the development of future leaders.

Senior personnel with expertise—from sub-assembly team members to the upper management—are asked to share their knowledge with fellow practitioners. Our program supports the traditional willingness of senior personnel to assist their fellow practitioners. As part of the program, we integrate senior practitioners that have retired into existing educational programs within the organization that could benefit from their expertise such as training programs. We will then track who has been asked to teach courses, write papers, give presentations, mentor teams, or assist in other knowledge-sharing efforts. The organization then gets the benefit of its entire knowledge base, because sources of expertise are less likely to be overlooked.

We also provide an expert database or community documents of contact information, bios and pictures of current and retired practitioners who have made themselves available for consultation, mentoring and teaching. This enables personnel at

all levels to reach beyond their immediate circle of colleagues to practitioners who have worked throughout the organization.

### Masters Forums



Masters Forums are face-to-face knowledge sharing conferences of “best of the best” managers from across the organization or in a specific department. We bring together between 50 and 60 of the best managers from the organization, and, if requested, can invite special guests from the private industry, and other Government agencies for three days of knowledge sharing. The purpose of the Masters Forum is to give managers the opportunity to build cross-department relationships, develop leadership expertise, and participate in a community of practice focusing on sharing lessons learned and unique practices. The innovative design of small and large group discussions enable the managers to reflect and learn how these lessons and practices could be applied to their projects. Veteran and highly successful managers share their experiences, best practices, and lessons learned. These experiences can then be captured in a storytelling magazine, either on-line or in hardcopy, and shared across the organization.

### Transfer Wisdom and Knowledge Sharing Workshops

The goal of these customized workshops is to share knowledge such as best practices and/or lessons learned. Another goal can be to establish local communities of practice or interest focused around a topic of interest to the client such as research or project management.

**Transfer Wisdom Workshops:** The full day workshop can function as a type of kick-off meeting for these fledgling communities of practice by introducing knowledge sharing philosophies such as reflection, storytelling, and relationship-building. The workshop uses stories and case studies to bridge the knowledge gap by building understanding and sharing knowledge between emerging leaders and senior leaders. The stories address customized topics such as mentoring, gender issues, collaboration, team





building, project reviews, challenging the status quo, and adaptation and risk. EduTech facilitators encourage participants to engage in dialogue and to compare and contrast how the stories relate to their projects. By the end of the workshop, they are familiar with the concept of sharing knowledge through narrative, and they are asked to write and share their own stories.

**Knowledge Sharing Workshops:** The half day workshop can function as way to sustain fledgling communities of practice as a follow up to the Transfer Wisdom Workshop. Or, as these are customized workshops they also can be stand-alone events.

These workshops use face-to-face storytelling which guest storytellers internal or external to the organization. The stories address customized topics such as mentoring, gender issues, collaboration, team building, project reviews, challenging the status quo, and adaptation and risk from a first-person point of view. EduTech subject-matter-experts will



coach the storytellers, as most practitioners and managers are not familiar with presenting in this manner. Participants are encouraged to engage in dialogue by EduTech facilitators and to compare and contrast how the stories relate to their work. By the end of the workshop, a stronger sense of community can be built, first person knowledge can be shared and a rich knowledge sharing experience will be experienced by the participants.

## Storytelling

*“The universe is made of stories, not atoms.”*

*—Muriel Rukeyser*

### The Facts

A variety of cutting-edge research shows that the ancient art of storytelling is an innovative method to initiate and facilitate Knowledge Sharing. In their essay *Developing Organizational Memory through Learning*, Babson College’s Tom Davenport and Larry Prusak conclude that “a good story is often the best way to convey meaningful knowledge.” Still another co-written

essay by Weick and Browning, *Argument and Narration in Organizational Communication*, says that “Narration, much like metaphor, has power precisely because it captures complex experiences that combine sense, reason, emotion, and imagination. Narration stirs all those elements together and preserves their interaction in a compact summary.” And in his book, *Project Management Success Stories*, EduTech consultant and NASA Academy of Program and Project Leadership’s Knowledge Sharing Initiative co-founder says, “Stories stimulate curiosity. People will seldom read procedure manuals, but most will eagerly devour short stories, even off the job.”

For example, our experience of working with NASA project managers, taught us that many occupations require work that comes from the “gut.” Employees know what they know through their experiences. Try to communicate this kind of knowledge to emerging practitioners through formulas or theories, and the words seem incompatible with the meaning of the experience. But start telling a story! If the listener has experienced anything close to what is being described, he or she will recognize the terrain and identify with the story’s meaning on that same gut level.

The fact that most people are attracted to stories is crucial, especially in situations where the prospective learner suffers from a lack of time (which is the case for most of today’s workers). This is an era in which employees are constantly bombarded with an overabundance of information, of which only part is relevant and useful. It is extremely difficult to find the time and motivation to acquire new knowledge. In such an era, only those learning media that can successfully compete for the practitioner’s limited free time will be actually utilized.



### The Implementation

Thus, EduTech has crafted its Knowledge Sharing programs around the ancient, yet seemingly unconventional, storytelling vehicle. Our programs address the issues of sharing, transferring and capturing knowledge by utilizing this tool, but also by going a step further. EduTech uses storytelling as more than a knowledge sharing tool; we use it as our underlying philosophy. This philosophy is implemented in



presentations, workshops, and an online and print publication, and is aimed at developing an organization's future leaders.

Our initiatives are centered on personalized knowledge and focus on face-to-face knowledge sharing at facilitated forums. A customized storytelling publication, like that produced by EduTech for NASA APPL in *ASK Magazine* (Visit [www.appl.nasa.gov](http://www.appl.nasa.gov)), is the codified component capturing knowledge to be shared organization-wide.

The ultimate goal is to create an ongoing dialogue that continues even after a workshop or forum is over, or after an article has been put down. We want to facilitate a flow of knowledge that extends beyond the storyteller and the listener into networks called "communities of practice." The hope is that practitioners will be encouraged to become more reflective in their own day-to-day activities, and that they will be inspired to emulate the work of other successful employees.

EduTech's Knowledge Sharing teams are skilled at "extracting" and "crafting" the stories that facilitate change and increase productivity within an organization.

## *Project Management Training and Professional Development*

EduTech Ltd. has extensive experience providing its clients with innovative a **Professional Development Process and Project Management Training Services**. Why EduTech's Professional Development and Project Management Training? Our suite of services follows a blended learning approach of which our Professional Development Process and Project Management Training are essential components needed to enhance personal and organizational goals. **Professional Development** is the process of designing a road map of competencies to develop staff with a comprehensive learning strategy. This strategy integrates coursework with knowledge sharing activities and on the job experiences. **Project Management Training** plays an integral and indispensable part in equipping staff with the understanding, skills and tools to succeed and ensure that organizational goals are met. Our suite of services will not only improve employee learning and development plan by creating, supporting and ensuring learning opportunities and goals, it will also foster a learning environment culture within your organization. As stated in the The Fifth Discipline by Peter Senge, "the only sustainable source of competitive advantage is your organization's ability to learn faster than its competition." EduTech's staff is skilled at designing strategic blended learning processes and learning opportunities within an organization.

### **Project Management Training**



EduTech Ltd. is a Project Management Institute (PMI) Registered Education Provider. Our training method involves an innovative mix of traditional classroom techniques, technology, and workshops designed to foster a community of reflective practitioners. To that end, EduTech offers the following services:

- **Needs Assessment and Evaluation**

EduTech first performs a skills gap analysis in order to develop a human capital strategy designed to target your specific training needs. After implementation of our strategy, we conduct extensive evaluations to ensure these needs are being met.

- **Courses and Program Design**

EduTech's own subject matter experts will work with you to develop a customized, competency-based curriculum. This curriculum incorporates the use of case studies, simulations, group work, and traditional classroom techniques. Course participants will learn the language and tools of project management, and gain an understanding of the most important element of a project: the people.

- **Foundations of Project Management Course**

EduTech delivers this off-the-shelf course by traditional classroom methods. The course is aligned with PMI's Project Management Body of Knowledge (PMBOK®) Guide. Because EduTech is a PMI Register Education Provider, participants receive PMI Professional Development Units for their coursework. The Foundations course serves as the first step for any team member with the long-term goal of becoming a project manager. The course takes students beyond the fields in which they trained, and challenges them to understand how the project team functions as a whole. While working in an active, hands-on format, students learn the technical terms, and guidelines that are used to manage cost, schedule, risk, group dynamics, and technical aspects the life cycle of a project.

*Management  
is nothing  
more than  
motivating  
other people.*

*—Lee Iacocca*

EduTech has extensive experience in tailoring the course to meet the specific needs of our clients and have done so for federal customers such as NASA.

- **PMI PMP® Preparation Course**  
EduTech's certified Project Management Professionals (PMPs) will prepare participants for PMI's PMP examination using case studies, simulations, group work, and narratives told by expert project managers. Participants will learn the language and tools of project management found in PMI's PMBOK® Guide and receive PMI Professional Development Units for this course as well.
- **Learning Management System**  
EduTech's customized portal allows your staff to plan and track their professional development through on-the-job-experiences, mentoring activities, online learning, workshops, and traditional classroom courses.

## Professional Development Process

EduTech's **Professional Development Process** is customized to align with your individual organizational objectives and needs. The process provides a comprehensive learning strategy to develop staff. The Process provides staff with guidance on the competencies, educational opportunities, and professional experiences that they need at each level of their career. Through a blended learning approach, staff will develop paths of study according to their individual stages of development. This strategy serves staff at every level of their development in order to meet today's needs and tomorrow's challenges.

For example, EduTech tailored a professional development program, dubbed the Program Management Development Process (PMDP), for NASA's Academy of Program and Project Leadership (APPL). (Visit [www.appl.nasa.gov](http://www.appl.nasa.gov).) The process was introduced as a comprehensive learning strategy supporting the development of NASA Project Managers by integrating coursework, knowledge sharing techniques, and on-the-job experience. It encouraged student collaboration with supervisors and mentors, focusing on cultivating the performance-based skills necessary to be competitive and successful in the domestic and global market.

The PMDP outlines competencies and includes a sequence of project management courses and work experiences designed to help participants gain competency in the four NASA-recognized levels of



project management development. The process was geared towards those working on teams to those leading multiple projects. The PMDP tailors each activity to a specific management level or a range of levels. Participants are required to apply terms, rules, concepts and procedures on the job. The competencies (knowledge, skills, abilities, characteristics, and behaviors) are performance based.

The [American Council on Education](#) recommended that students receive Graduate School Credits for two of PMDP's primary courses. Completion of all PMDP courses was also recognized with Professional Development Units from the [Project Management Institute \(PMI\)](#).



## University Relations and Outreach Services

Whether you represent a minority student population, or an organization looking to diversify its workforce, EduTech can develop a human capital strategy to meet your specific needs. Taking the necessary steps to learn your organization's culture allows us to create lasting relationships that fit. We will conduct evaluations to ensure that our services are mutually beneficial and aligned with your human capital strategy.

*"Leadership and learning are indispensable to one another."*

*—John F. Kennedy*

### Services for Government and Business

Stimulate your human capital with an influx of talent! University and business enterprises are increasingly integrated, particularly in the areas of science and engineering. That's why EduTech routinely facilitates mutually beneficial relationships with higher-education institutions and organizations like yours. We specialize in developing your relationships with Historically Black Colleges and Universities, Tribal Colleges, Hispanic Serving Institutions and other minority universities.



Through EduTech's specially designed Faculty and Advanced Student Programs, your organization will reap the benefit of cutting-edge research and an academic staff. This diversified, academic staff can stimulate your work environment, encouraging new perspectives and rewarding creativity. Our structured Internship and Research Programs benefit your organization by training talented, diverse students, establishing

mentoring relationships, and ultimately creating a larger, more qualified pool of potential employees.

### Services for Universities

Our Faculty and Advanced Student Programs, Internship Programs, and Research opportunities described above can be of great benefit to your institution as well. EduTech specializes in creating and maintaining science and engineering opportunities for students and faculty in both the government and private sectors.



We have extensive experience in obtaining funding for Historically Black Colleges and Universities, Tribal Colleges, Hispanic Serving Institutions and other minority universities in these scientific fields. Previous programs and contracts completed for agencies like the National Aeronautics and Space Administration (NASA), the National Oceanic and Atmospheric Administration (NOAA), and the Department of Health and Human Services (DHHS), have given us the contacts, resources, and liaisons to enhance our services to your institution.



## Peer Review

EduTech peer review specialists have supported both onsite reviews as well as field reviews that range in size from 10 panelists (for unsolicited proposals) to 600 reviewers at different locations during the same timeframe.



Our expert professionals handle all aspects of preplanning, onsite, and post-review requirements for complex review processes that range from screening applications and identifying reviewers to providing travel and lodging support for these peer reviews. Our state-of-the-art Peer Review database allows us to capture and code information related to the applications, panelists, and scores for all reviews conducted for various Federal agencies.

Peer review specialists routinely prepare Web-based “grant application packages” for distribution and review. This system has allowed staff to gain experience in implementing systems security programs, including preauthorization and limited access, as well as data integrity and configuration management.



We have the diversity of experience of working onsite, linking to the government from our own offices, and providing total off site support. The Team has supported reviews of 2,500 to 3,500 applications. We have prepared handbooks for reviewers and all reviewer kits and technical documents. EduTech has arranged for logistical support at eight simultaneous reviews across the nation. Technical support has been provided for the evaluation of the review process, development of abstracts, and maintenance of a searchable web-based grantee database and design of a grantee directory.

EduTech is currently the preferred provider of **Logistical Management Support Services for the Face-to-Face Objective Review Committee Meetings of the Department of Health and Human Services (DHHS) Health Resources and Services Administration.**



## Conference and Event Management



EduTech is innovative, comprehensive, and meticulous in its approach to conference management, while adhering to the specific objectives and budget requirements of our client. We will work with you to establish the best methods of communication to fit your needs, to determine deliverables, and to perform a complete budget evaluation.

EduTech's professionals are trained to negotiate contracts that meet the particular nuance of any event. These contracts typically include several cost-saving clauses, such as complimentary amenities, free parking, and sliding scale or reduced meeting room rentals. For example, we routinely negotiate the meeting rates for three days before and after the meeting dates to add flexibility for the convenience of participants. We've also established a standard hotel contract addendum structured to protect our clients from attrition clauses and large cancellation fees.

The importance of a thoughtful design of the meeting agenda cannot be overemphasized. EduTech realizes that agenda design includes all components that add up to the total experience of the meeting: subjects covered; the nature and format of each component of the meeting; the focus of presentations; and the amount of time allotted for formal and informal interaction. We believe that the overall agenda design should reflect the following:

- Meeting objectives;
- Program content;
- Attendee needs and expectations;
- Amount of information presented;

*“An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success.”*

*–Stephen R. Covey,  
Principle-centered Leadership*

- Balance between formal and informal communication;
- Overall schedule;
- Types and number of papers to be presented;
- Session format; and
- Speakers.

If technical assistance is required at your conference or event, EduTech will identify consultants or facilitators to work with you.



When selecting vendors, EduTech considers the complexity of the equipment required. When a meeting calls for complex equipment, EduTech contracts an on-site technician to ensure that problems will be dealt with efficiently and effectively. In addition, EduTech's staff is fully

trained in the operation of most equipment and will perform the required operational and problem solving support.

Venue, accommodations, contracts, speakers, equipment...but don't forget the food! Breaks and meals are an important part of any agenda; they give attendees an opportunity to network, make informal contacts, and to attend to personal matters. Timing of meals and coffee breaks can affect attendees' attitudes toward the entire meeting. Understanding this, EduTech will schedule breaks that best meet the needs of the participants and the demands of the schedule.

EduTech's skilled experts are available to plan and execute a wide range of meetings and events, including the following:

- Committee Meetings
- Exhibits
- Expert Panel Meetings
- Focus Groups
- Grant Reviews
- International Conferences
- National Conferences
- Seminars
- Technical Reviews
- Symposia
- Trade Shows
- Workshops







## Information Technology

EduTech's IT services to clients in both the government and the private sector rely upon the highest standard of technical expertise. Even so, EduTech prides itself on being a people-centered company. In creating a customized IT package, our trained technicians will work closely with you to decide what services will optimize your organization's productivity.

EduTech's IT services include the following:

- **Network Support:**  
EduTech's support teams provide comprehensive, continuous, and proactive support to your users on Windows, Linux, or Macintosh networks through onsite assistance and remote access.
- **Network Security:**  
EduTech provides intrusion prevention, detection, and monitoring services for your network, computing platforms, and operating systems. We employ an array of solutions, including: firewalls and virus protection software, password access lists, and remote access. We also develop security policies and provide necessary user training.
- **Data Back-up and Recovery:**  
EduTech implements a data recovery plan that meets the specific needs of your organization. Whatever we together determine those needs to be— transaction-based, hourly, daily, or even weekly— back-ups will be implemented to secure your company's data.

*"In an information world where we all have something to say, it is important to remember that sometimes we need to listen."*

*—Robert Anthony,  
Great American Poets*

- **Network Design and Deployment:**  
The EduTech design team will carefully evaluate your business processes with you. Based on evaluation, testing, and careful planning, we will design or reengineer your network to meet your changing business needs.
- **E-commerce Facilitation:**  
EduTech's trained consultants can implement your choice of e-commerce platform solutions. We will upgrade your existing systems and develop a new interface to facilitate secure online transactions involving credit cards, debit cards, and e-checks.
- **Website Planning and Design:**  
Talented EduTech designers will improve your websites with cutting-edge digital design, according to your specific marketing and internal business process requirements.
- **Product Research and Purchase Consultation:**  
EduTech's technicians will advise you on the value and merits of computer hardware, software, and peripherals through our network of skilled vendors.
- **Technology Strategy Consultation:**  
EduTech ensures that your investment in technology and support occurs at a level—and also on a schedule—that is in harmony with your overall business objectives. We will advise and keep you informed of relevant advances in the application of technologies.

## Government Contract Vehicle Information

EduTech Ltd. holds standing federal contracts to ensure quality, credibility, and easy access to our services for Government agencies and others.

The U.S. General Services Agency (GSA) Management, Organization, and Business Improvement Service (MOBIS) Schedule (*Federal Supply Group #874, contract #GS-10F-0486M*) is one such contract. Work done under this contract represents the best value to meet the Government's needs. The GSA only awards contracts to companies with prices it determines to be fair and reasonable, and who give the Government the same or better discounts than their best commercial customers.

The GSA works to simplify the acquisition process for government agencies by identifying qualified potential vendors. Their informational website identifies MOBIS contractors as “possess[ing] the necessary expertise to facilitate how the federal government responds to a continuous stream of new mandates and evolutionary influences including the President’s Management Agenda; Government Performance and Results Act; Federal Acquisition Streamlining Act; OMB Circular A-76; Federal Activities Inventory Reform Act; government reinvention initiatives such as benchmarking and streamlining.”

*“If liberty and equality are chiefly found in democracy, they will be best attained when all persons alike share in the government to the utmost.” –Aristotle, Politics*

Being recognized as a GSA contractor certifies that EduTech meet all federal contracting regulations and requirements. By making EduTech’s services more accessible to federal agencies and simplifying the contracting process, the GSA MOBIS schedule can save agencies time and money. For more information about the GSA MOBIS schedule, and to find out how to interact with EduTech through the GSA, see [www.gsa.gov](http://www.gsa.gov).

EduTech also operates as one of 24 prime contractors on the National Institute of Health (NIH) Information Technology Acquisition and Assessment Center's (NITAAC) Image World 2—new dimensions

**(IW2nd) contract.** NITAAC describes IW2nd contracts as being awarded to companies who provide “hardware, software, and integrated systems, solutions, and services for the implementation of imaging technology requirements within the National Institute of Health and other Federal Government Agencies.” For more information, see [www. nitaac.nih.gov/iw2.asp](http://www.nitaac.nih.gov/iw2.asp).

## Client List: Past and Present

EduTech's ability to provide your company with top-notch professional services comes from a wide range of experience, both past and present:

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✚ EduTech provided Knowledge Sharing Services as a contractor for NASA's Academy of Program and Project Leadership (APPL). ([www.appl.nasa.gov](http://www.appl.nasa.gov))  
We organize, facilitate and maintain bi-annual agency-wide forums, workshops, and mentoring programs, as well as produce NASA APPL's premiere Knowledge Sharing product, the award-winning ASK Magazine. ([www.appl.nasa.gov/ask](http://www.appl.nasa.gov/ask))
- ✚ We are also current providers of Logistical, Event Management, Information Technology, and Peer Review Services for the Health Resources and Services Administration (HRSA), an access agency of the U.S. Department of Health and Human Services (DHHS).
- ✚ In the past, EduTech also provided NASA with customized Career Development services, including Curriculum Development, Competency Analysis, and Professional Development Plans. Along with these services, EduTech secured accreditation of NASA APPL as a Project Management Institute (PMI) Registered Education Provider.

*Agencies will build, sustain, and effectively deploy the skilled, knowledgeable, diverse, and high-performing workforce needed to meet the current and emerging needs of government and its citizens.*

*—The President's Management Agenda,  
Benefits of the Human Capital Initiative*

- ✚ EduTech provided consulting services to the Office of Admissions at George Mason University to reengineer the workflow process, improve quality control, and address interpersonal working relationships. And these are just a few of our products and services in action.

EduTech has also served the following government clients:

**The National Aeronautics and Space Administration (NASA)**

Minority University Programs  
Office of University Programs, Goddard Space Flight Center  
Public Affairs/Education Office, Goddard Space Flight Center  
Academy of Program and Project Leadership (APPL)

**U.S. Department of Education**

National Center for Education Statistics (NCES)  
Office of Educational Research and Improvement (OERI)  
Office of Elementary & Secondary Education (OESE)  
Office of Migrant Education (OME)  
Safe and Drug-Free Schools Programs (SDFS)

**U.S. Department of Health and Human Services (HHS)**

Administration for Children and Families (ACF)  
Centers for Disease Control and Prevention (CDC)  
Health Resources & Services Administration (HRSA)  
Bureau of Health Professionals (BHPr)  
Bureau of Primary Health Care Services  
HIV AIDS Bureau  
National Institute of Allergy & Infectious Diseases National  
Institutes of Drug Abuse  
National Institutes of Drug Abuse (NIDA)  
National Institutes of Health (NIH)  
U.S. Department of Agriculture (USDA)  
Office of Rural Development  
Federal Emergency Management Agency (FEMA)

In addition, EduTech has also worked with the following clients in the private sector:

American Psychological Association (APA)  
General Electric Aero Space  
Morgan State University  
National Society of Black Engineers (NSBE)  
Philanthropic Learning And Community Education  
George Mason University, Department of Admissions



Would you like to add your name to the list of clients EduTech has successfully served? Contact Dr. Mildred Lockhart-Boyd, President/CEO via email at [mboyd@edutechltd.com](mailto:mboyd@edutechltd.com) or by phone at (301) 585-1030 or contact Darryle K. Jones, Director of Business Development via email at [dkjones@edutechltd.com](mailto:dkjones@edutechltd.com) or by phone at (301) 585-1030.

For more information, please visit our website [www.edutechltd.com](http://www.edutechltd.com).



## *Allow us to tell you about our most recent awards and recognition...*

ASK Magazine, a Knowledge Sharing publication produced by EduTech Ltd. for NASA's Academy of Program and Project Leadership, recently won a 2004 Mercury Excellence "Gold" Award for a magazine in the "Special Audience" category.



ASK Magazine's website ([www.appl.nasa.gov/ask](http://www.appl.nasa.gov/ask)) was also honored with a 2004 iNOVA Web "Honors" Award for a publication in the category of "Government Organizations."

In 2003, ASK Magazine won a prestigious APEX Award for Publication Excellence, as well as two NAGC Blue Pencil Awards in the "Most Improved" and "Best Internal Magazine" categories. (<http://www.nagc.com/awards/index.html>)



Working hard for one of our prestigious federal clients, EduTech recently secured accreditation of NASA APPL as a Project Management Institute (PMI) Registered Education Provider.

In addition to having a Knowledge Manager certified by the Knowledge Management Institute (KM Institute) on staff, EduTech will be partnering with KM Institute for upcoming trainings.



*“The concept of learning through stories is a perfect fit, because it’s essential for seasoned practitioners to have an effective way to convert the tacit knowledge they’ve acquired through their years of experience to explicit knowledge they can share”*

- *Storytelling Magazine, January/February 2005*

*“Thus, our [EduTech Ltd.] task was clear. We were to craft a message around the benefits of using storytelling to share knowledge, and we would encourage project practitioners to participate in order to develop future project leaders”*

- *Int. J. Knowledge and Learning, Vol.1, 1/2, 2005*

*“At NASA, everyone seems to be delighted with the knowledge sharing initiative[managed by Edutech Ltd.], and specifically the storytelling component, ASK Magazine...”*

- *Knowledge Management, Dec. 2001/Jan. 2002*

*“Federal agencies hope a mixture of information-age systems, mentoring and old-fashioned storytelling will help retain some of the knowledge and expertise they expect to lose in coming years as employees and managers begin retiring in large numbers.”*

- *Federal Times, November 18, 2002*

*“A core competency of motivated employees is that they understand the company’s mission and history, and they can develop relationships quickly with their teammates. To that end, EduTech has used the vehicle of storytelling to introduce an online initiative called Around the Watercooler. This interactive page of the EduTech website contains a collection of narratives organized into the following categories: company history; company values; knowledge sharing; and case studies.”*

- *Around the Watercooler, KM Institute, Second Qtr 2005*

*Contact us so that we can help put your  
organization's name in lights!*



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