

**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule FSS Price List**



Human Technology, Inc.



**Schedule
Contract**

**Schedule Title: Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Contract Number: 47QRAA19D006C
Contract Period: March 26, 2024 through March 25, 2029
Price list current as of Modification #PO - 007 effective March 26, 2024**

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](https://www.gsaadvantage.gov).

Human Technology, Inc.

1447 Stoney Bottom Road
Front Royal, VA 22630
Phone: 703-893-5305
www.humtech.com

Point of Contact: David Meyers

Business Size: Small, Woman-Owned Business

Customer Information for Ordering

1a	Table of Awarded special item numbers	<table border="1"> <thead> <tr> <th data-bbox="850 260 1052 302">SIN</th> <th data-bbox="1052 260 1443 302">SIN Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="850 302 1052 415">541611</td> <td data-bbox="1052 302 1443 415">Administrative Management and General Management Consulting Services</td> </tr> <tr> <td data-bbox="850 415 1052 489">611430</td> <td data-bbox="1052 415 1443 489">Professional and Management Development Training</td> </tr> <tr> <td data-bbox="850 489 1052 537">611512</td> <td data-bbox="1052 489 1443 537">Flight Training</td> </tr> <tr> <td data-bbox="850 537 1052 579">OLM</td> <td data-bbox="1052 537 1443 579">Order-Level Materials</td> </tr> </tbody> </table>	SIN	SIN Title	541611	Administrative Management and General Management Consulting Services	611430	Professional and Management Development Training	611512	Flight Training	OLM	Order-Level Materials
SIN	SIN Title											
541611	Administrative Management and General Management Consulting Services											
611430	Professional and Management Development Training											
611512	Flight Training											
OLM	Order-Level Materials											
1b	Identification of the lowest priced model number and lowest unit price	Labor Category Rates (Unit Price) and Course Rates for Human Technology, Inc. are contained in this document (See page 5 for Labor Rates and page 9 for Course Prices). These prices are offered for delivery worldwide both onsite and offsite.										
1c	Hourly rates	Hourly Rates (Services only): Descriptions of all offered Labor Categories, including job titles, experience, functional responsibility and education are provided on pages 7 and 8.										
2	Maximum order	\$1,000,000.00										
3	Minimum order	\$100.00										
4	Geographic coverage	Worldwide										
5	Point(s) of production	Front Royal, VA (Warren County)										
6	Discount from list prices or statement of net price	Government Net Prices (discounts already deducted)										
7	Quantity discounts	1% for task orders of 250,000 - 349,999; 2% for orders of 350,000 - 449,999; 3% for orders exceeding 450,000										
8	Prompt payment terms	Net 30 Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.										
9	Foreign items	Not Applicable										
10a	Time of delivery	As specified on Individual Task Order										
10b	Expedited delivery	Not Applicable										
10c	Overnight and 2-day delivery	Not Applicable										
10d	Urgent requirements	Not Applicable										
11	F.O.B. points	Destination										

Customer Information for Ordering

12a	Ordering address	Human Technology, Inc. 1447 Stoney Bottom Road Front Royal, VA 22630 Phone: 703-893-5305 Attn: David Meyers dmeyers@humtech.com
12b	Ordering procedures	See Federal Acquisition Regulation (FAR) 8.405-3.
13	Payment address	Human Technology, Inc. 1447 Stoney Bottom Road Front Royal, VA 22630 Attn: Sharon Fisher sfisher@humtech.com
14	Warranty provision	None
15	Export packing charges	Not Applicable
16	Terms and conditions of rental, maintenance, and repair	Not Applicable
17	Terms and conditions of installation	Not Applicable
18a	Terms and conditions of repair parts	Not Applicable
18b	Terms and conditions for any other services	Not Applicable
19	List of service and distribution points	Not Applicable
20	List of participating dealers	Not Applicable
21	Preventive maintenance	Not Applicable
22a	Special attributes such as environmental attributes	Not Applicable
22b	Section 508 compliance information is available on Information and Communications Technology (ICT) supplies and services	Full details of compliance with Section 508 is provided to the client agency, as applicable.
23	Unique Entity Identifier (UEI) Number	NHRAE3BDNHN4
24	Notification regarding registration in System for Award Management (SAM) database	Registered annually Current registration valid to August 27, 2024



During the past 40 years, Human Technology, Inc.'s (HT's) mission has been to offer a comprehensive, one-stop source for organizations seeking integrated solutions for enhancing their human resources.

To accomplish this mission, we have developed pathfinding models and technologies for:

- Instructional Systems Design (ISD)
- Human Resources Management (HRM)

We have successfully applied these models and systematic processes in hundreds of public- and private-sector organizations. Our instructional design expertise has been recognized through awards from many sources including the Government Training Officers Conference, the International Society for Performance Improvement, MacroMedia, and Brandon Hall. The HT team has produced numerous instructional videos that have received prestigious CINE Golden Eagles.

The National Academy of Public Administration has included our HRM solutions among the Academy's list of best practices. Our pay-for-performance, competency-based HR system for a new Federal intelligence agency received the Workforce Optimas Award and President's Quality Award.

Human Technology, Inc., is a small, women-owned corporation.

Services

Human Technology's (HT's) approach to consulting is to design and implement changes that enhance the client's productivity and quality—not just for the short term, but for the long run. HT consultants focus on maximizing effectiveness, eliminating waste, and improving the strength of the organization.

NACIS Code 541611: Administrative Management and General Management Consulting Services

Human Technology, Inc. provides expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this code include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation.
- Facilitation and related decision support services.
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.

NACIS Code 611430: Professional and Management Development Training

Human Technology provides the following services:

- Commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system.
- Professional services in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system.

NACIS Code 611512: Flight Training

Human Technology provides the following services:

- Offering specialized military training (except flight instruction, academies, and basic training).
- National security and military basic training (except academies)

Labor Categories and Rates

Hourly Rates

NAICS Codes: 541611, 611430 & 611512

Labor Category	Contractor or Customer Facility or Both	Hourly Rate Effective 04/09/2020
Senior Consultant	Both	\$142.95
Program Manager	Both	\$139.21
Consultant I	Both	\$102.47
Consultant II	Both	\$74.23
Administrative Support*	Both	\$52.66

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Administrative Support	01020-Administrative Assistant	Wage Determination No.: 2015-4281 Revision No.: 12 Date Of Revision: 12/26/2018

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated () SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Labor Category Functional Responsibilities/Duties and Minimum Qualifications

The following table presents a position description and qualifications for each labor category.

<p>Senior Consultant</p>	<p>Functional Responsibilities/Duties:</p> <p>Work with client agencies to:</p> <ul style="list-style-type: none"> ▪ Align managerial, organizational, and business intervention goals with an agency’s mission. ▪ Provide specialized expertise in technical, challenging areas. ▪ Determine the optimal managerial, organizational, and business intervention solutions. ▪ Design and execute organizational development and transformation/change management interventions. ▪ Analyze systems and design new business processes. ▪ Design systems to capture and disseminate knowledge and expertise. ▪ Integrate research with theory and practice by providing management consulting and coaching. ▪ Design program evaluation methods that are feasible, valid, and reliable. ▪ Assess the return-on-investment resulting from interventions. <p>Minimum Qualifications:</p> <p>Recognized Expert in Area of Expertise; Masters Degree and 15 years experience</p>
<p>Program Manager</p>	<p>Functional Responsibilities/Duties:</p> <p>Work with client agencies to:</p> <ul style="list-style-type: none"> ▪ Develop the project plan with activities, timelines, and deliverables. ▪ Establish objective, measurable performance requirements and quality standards. ▪ Establish continuous improvement systems. ▪ Oversee the execution of projects to ensure that performance standards are met or exceeded. ▪ Acquire, allocate, and supervise project resources. ▪ Anticipate and solve potential problems. ▪ Exercise full authority to act for Human Technology on all matters relating to the daily operation of the project. ▪ Measure project deliverables against quality standards. <p>Minimum Qualifications:</p> <p>Bachelors Degree and 15 years experience</p>

<p>Consultant I</p>	<p>Functional Responsibilities/Duties:</p> <p>Work with client agencies to:</p> <ul style="list-style-type: none"> ▪ Plan a project technical approach and develop a work plan. ▪ Establish objective, measurable performance requirements and quality standards. ▪ Conduct comprehensive front-end and performance needs analyses. ▪ Analyze performance problem areas and identify root causes. ▪ Design and develop responsive, innovative interventions including: workforce planning, organizational development, classroom-based training programs; technology-enabled learning interventions; learning aids and performance support tools, knowledge management, etc. ▪ Produce clear and accurate reports and other written documents. ▪ Evaluate, measure, and validate the effectiveness of the delivered interventions. ▪ Ensure evaluation feedback and results are incorporated into improved solutions and continuous improvement. <p>Minimum Qualifications: Masters Degree and 10 years experience</p>
<p>Consultant II</p>	<p>Functional Responsibilities/Duties:</p> <p>Work with client agencies to:</p> <ul style="list-style-type: none"> ▪ Establish objective, measurable performance requirements and quality standards. ▪ Conduct front-end and performance needs analyses. ▪ Conduct research in support of projects. ▪ Develop responsive, innovative interventions including: workforce planning, organizational development, training, and knowledge management, etc. ▪ Implement strategies and solutions for performance management, pay-for-performance, pay banding, compensation and benefits. ▪ Create competency models and career plans for supporting agency talent development. ▪ Design and develop systems and techniques for individual and organizational assessment. ▪ Produce clear and accurate reports and other written documents. ▪ Evaluate, measure, and validate the effectiveness of agency program and human capital interventions. <p>Minimum Qualifications: Bachelors Degree and 10 years experience</p>

Administrative Support	Functional Responsibilities/Duties: Work with client agencies to: <ul style="list-style-type: none">▪ Coordinate arrangements for meeting/training facilities, materials, and travel.▪ Record notes during meetings and focus groups.▪ Perform quality assurance reviews of technology-based products.▪ Use software applications to produce and edit project deliverables.▪ Edit deliverables to comply with the Government Printing Office Style Manual and agency publication standards and procedures.▪ Apply information-simplification formatting principles or other techniques to enhance the readability of the materials.▪ Proofread documents to ensure that they are free of errors. Minimum Qualifications: High School graduate with 2 years of work experience
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Courses Price List

Item No.	NACIS Code	Course Title	Course Length	Min # Students	Max# Students	Contractor or Customer Facility or Both	Price Effective 04/09/2020*
1	611430	Problem Solving Tools & Techniques	16 hrs/2 days	15	25	Both	\$5,627.79
2	611430	Leading & Managing Change	24 hrs/3 days	15	20	Both	\$8,442.81
3	611430	Leadership Development for First-Line Leaders	32 hrs/4 days	15	20	Both	\$12,374.96
4	611430	Leadership Development for Mid-Level Managers/Incident Command System (ICS) 300	24 hrs/3 days	15	20	Both	\$10,489.07
5	611430	Facilitation Skills	24 hrs/3 days	15	20	Both	\$8,442.81
6	611430	Team Communication Skills	16 hrs/2 days	15	25	Both	\$5,627.79
7	611430	Training Skills for Non-Trainers	24 hrs/3 days	10	15	Both	\$8,442.81
8	611430	Project Management Toolkit	16 hrs/2 days	15	20	Both	\$6,395.42
9	611430	Adult Learning Principles	8 hrs/1 day	15	20	Both	\$3,005.25
10	611430	Basics of Supervision	48 hrs/6 days	15	20	Both	\$17,395.53
11	611430	Building a Quality Team	24 hrs/3 days	15	20	Both	\$8,697.20
12	611430	Instructor Training	32 hrs/4 days	10	15	Both	\$ 12,150.43

****Human Technology is requesting an Economic Price Adjustment (EPA) in accordance with clause I-FSS-969 Economic Price Adjustment-FSS Multiple Award Schedules (b)(2). Adjustments based on a market indicator have been awarded. Price adjustments are not automatic and must be completed by a contract modification.**

Courses Descriptions

The following table presents a description of each course.

Course Title	Length	# Students		Delivery	Audience	Objectives/Contents	Materials Included
		Min.	Max.				
Problem Solving Tools & Techniques	16 hrs/ 2 days	15	25	Classroom (in-person or virtual)	All Personnel	<ul style="list-style-type: none"> Describe the basics of problem identification State the relationship between cause-effect-symptom-problem Develop problem statements Apply guideline for clear problem statements Conduct root-cause analysis Apply tools and techniques for identifying solutions Use decision matrixes to narrow down solutions Identify and review action plans 	Yes
Leading & Managing Change	24 hrs/ 3 days	15	20	Classroom (in-person or virtual)	Supervisors & Managers	<ul style="list-style-type: none"> Describe the impact of organizational change on people Identify ways they can positively lead and motivate people through cultural or organizational change Establishing clear vision and objectives for change Develop skills for effectively communicating change Identify ways they can help team members cope with change 	Yes
Leadership Development for First-Line Leaders	32 hrs/ 4 days	15	20	Classroom (in-person or virtual)	First-Line Supervisors	<ul style="list-style-type: none"> Describe the role of the first line supervisor Identify leadership styles and approaches Demonstrate effective verbal and nonverbal communication skills Identify personnel laws and principles Describe how to manage performance and provide effective feedback Identify opportunities for coaching and development Describe sources of conflict and strategies for addressing workplace conflict Describe the importance of delegation Demonstrate effective delegating skills 	Yes

Course Title	Length	# Students		Delivery	Audience	Objectives/Contents	Materials Included
		Min.	Max.				
Leadership Development for Mid-Level Managers	24 hrs/ 3 days	15	20	Classroom (in-person or virtual)	Mid-Level Managers	<ul style="list-style-type: none"> Describe the role of mid-level managers Identify management leadership challenges, styles and approaches Identify leadership strengths and areas needing improvement Describe techniques for building a collaborative culture Demonstrate the ability to negotiate and influence others Establish plans and strategies for developing talent Describe techniques for creating employee engagement Demonstrate the ability to manage projects, personnel, activities and efforts Identify how to prioritize and acquire resources 	Yes
Facilitation Skills	24 hrs/ 3 days	15	20	Classroom (in-person or virtual)	Team Leaders, Trainers, & Facilitators	<ul style="list-style-type: none"> Describe the role of a facilitator Identify the process and stages of facilitation Describe how to plan and structure a facilitation session Identify how to establish the goals of the meeting and the organization Demonstrate techniques for asking effective questions to promote exchange Demonstrate the ability to manage disagreement and conflict Identify techniques for enabling groups to explore alternatives while keeping the group on the agenda and moving forward Describe how to involve everyone in the meeting, including drawing out the quiet participants and controlling the domineering ones Demonstrate the ability to accurately summarize the group decisions 	Yes

Course Title	Length	# Students		Delivery	Audience	Objectives/Contents	Materials Included
		Min.	Max.				
Team Communication Skills	16 hrs/ 2 days	15	25	Classroom (in-person or virtual)	All Personnel	<ul style="list-style-type: none"> • Explain factors related to the formation of effective teams • Give feedback to team members • Demonstrate skills in coaching team members to motivate and enhance performance • Describe how to be supportive of other team members 	Yes
Training Skills for Non-Trainers	24 hrs/ 3 days	10	15	Classroom (in-person or virtual)	All Personnel	<ul style="list-style-type: none"> • Describe the characteristics of effective presenters • Describe the types of messages trainers communicate nonverbally • Identify nonverbal behaviors that trainers should avoid • Describe techniques for clear and concise verbal communication • Describe how trainers use their voices to maintain interest • Deliver a 3-minute presentation • Describe how trainers facilitate learning through observing, asking questions, and responding • Facilitate a 5-minute learning activity • Identify the logistical requirements for conducting a training course • Demonstrate the ability to set up training facilities and course equipment • Demonstrate effective presentation and facilitation skills by conducting a training presentation 	Yes

Course Title	Length	# Students		Delivery	Audience	Objectives/Contents	Materials Included
		Min.	Max.				
Project Management Toolkit	16 hrs/ 2 days	15	20	Classroom (in-person or virtual)	Project Managers	<ul style="list-style-type: none"> Describe the core project management processes and stages Identify the elements of a project management plan Describe tools used to enhance project management Demonstrate the ability to write clearly defined project statements Identify how to establish project objectives with measurable outcomes Describe how to monitor and evaluate a project plan Describe how to develop a communications plan for your projects Apply project management skills in a simulated environment. 	Yes
Adult Learning Principles	8 hrs/ 1 day	15	20	Classroom (in-person or virtual)	On-the-Job Coaches & Training Personnel	<ul style="list-style-type: none"> Describe the difference between education and training Describe the characteristics of adult learners Identify the channels through which learning occurs List the information to consider when analyzing the target audience Demonstrate the ability to apply adult learning skills during a 5-minute presentation 	Yes

Course Title	Length	# Students		Delivery	Audience	Objectives/Contents	Materials Included
		Min.	Max.				
Basics of Supervision	48 hrs/ 6 days	15	20	Classroom (in-person or virtual)	Supervisors	<ul style="list-style-type: none"> Describe how ethics, diversity, and cultural variables influence supervisory and employee behaviors Identify the principles of organizing an effective team, staffing it with the right people, and evaluating their performance Describe the importance of motivation, leadership, and communication Identify how to assess conflict and negotiation strategies to determine useful strategies/techniques Describe methods for identifying and addressing stress in the workplace Identify strategies for dealing with difficult employees Demonstrate techniques for establishing and maintaining regular and open communications Describe how to observe performance and provide feedback Describe how to identify and address performance and conduct Describe how to conduct effective, collaborative performance reviews and evaluations 	Yes
Building a Quality Team	24 hrs/ 3 days	15	20	Classroom (in-person or virtual)	Team Leaders, Supervisors & Managers	<ul style="list-style-type: none"> Describe the process for building, motivating, and leading a high-performing team Identify the stages of team formulation Explain basic team behavioral styles and how to manage each Describe how to run effective team meetings that produce results Demonstrate effective team communications skills in simulated situations Demonstrate the ability to use the resources of the team to identify and overcome obstacles Describe how to identify team strengths and opportunities for improvement 	Yes

Course Title	Length	# Students		Delivery	Audience	Objectives/Contents	Materials Included
		Min.	Max.				
Instructor Training	32 hrs/ 4 days	10	15	Classroom (in-person or virtual)	All Personnel Presenting Training	<ul style="list-style-type: none"> • Describe the qualities of effective training • Identify how to plan, develop, and write training objectives • Demonstrate the ability to develop and write lesson plans • Describe how to develop training aids • Identify the qualities of effective presentation skills • Describe how to develop evaluation and testing methods • Develop a 5-minute lesson • Demonstrate effective presentation skills by conducting the 5-minute lesson 	Yes