



Federal Supply Service

Authorized Federal Supply Schedule Price List

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 for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

Federal Supply Schedule

***874 Mission Oriented Business Integrates Services
(MOBIS)***

**SIN: 874-4 Instructor Led Training, Web Based Training and
Education Courses, Course Development and Test Administration**

Solicitation Number: 2FYA-AR-06-0001-B

Modification A325 874 Refresh 21

TSP Contract Number: GS-02F-0014P

Price List Effective: October 7, 2013

Contract Period: October 9, 2013 – October 8, 2018

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.



Training Solutions Plus, Inc.

P.O. Box 1028

Haymarket, VA 20168

Phone: 571-248-2534

Fax: 703-673-9926

www.trainingsolutionsplus.com

Business size: Minority, Woman-Owned Small Disadvantaged Business

Customer Information

All terms and conditions agreed upon between the General Services Administration (GSA) and Training Solutions Plus, Inc. (TSP):

1.a. Awarded Special Item Number

SIN	Product Type
874-4	Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

1.b. Product Price List

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.

The lowest price under SIN 874-4 is our Analyst category at \$52.97 per hour.

1.c. Course Development Labor Rates

Labor Task/Category	2012 GSA Contract Hourly Rate	Discount to the Government
Director of Operations	\$128.44	15%
Sr. Corporate Consultant	\$192.62	20%
Project Manager	\$105.94	20%
Sr. Instructional Systems Designer	\$96.31	20%
Instructional Systems Designer	\$81.86	20%
Jr. Instructional Systems Designer	\$62.60	20%
QA/QC	\$62.60	20%
Graphic Designer	\$62.60	20%
Multimedia Programmer	\$91.49	20%
Sr. Programmer	\$101.12	20%
Analyst	\$52.97	20%

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage

The scope of this contract covers the 48 contiguous states including Alaska, Hawaii, Puerto Rico and the District of Columbia.

5. Points of Production: Haymarket, Virginia

6. Discount from List Prices or Statement of Net Price

15% or as noted in the Product Price List.

7. Quantity Discounts: 0

8. Prompt Payment Terms: N/A

9.a. Notification that Government purchase cards are accepted below the micro-purchase threshold: Yes

9.b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted

10. Foreign Items: Not Applicable

11.a. Time of Delivery:

30 days after receipt of order.

11.b. Expedited Delivery

Contact: Denise Spencer-Kelley, President & CEO
Phone: 571-248-2534
Email: dsk@trainingsolutionsplus.com

11.c. Overnight and 2-Day Delivery

Contact: Denise Spencer-Kelley, President & CEO
Phone: 571-248-2534
Email: dsk@trainingsolutionsplus.com

11.d. Urgent Requirements

Contact: Denise Spencer-Kelley, President & CEO
Phone: 571-248-2534
Email: dsk@trainingsolutionsplus.com

12. F.O.B. Point: Destination

13a. Ordering Address

P.O. Box 1028
Haymarket, VA 20168
Phone: 571-248-2534
Fax: 703-673-9926

13b. Ordering Procedures

Procedures are available at
<http://www.trainingsolutionsplus.com/vehicles.htm>

14. Payment Address

P.O. Box 1028
Haymarket, VA 20168
Phone: 571-248-2534
Fax: 703-673-9926

15. Warranty Provision: Not Applicable

16. Export Packing Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: Upon Receipt

18. Terms and Conditions of Rental, Maintenance, and Repair: Not Applicable

19. Terms and Conditions of Installation: Not Applicable

20. Terms and Conditions of Repair Parts: Not Applicable

20.a. Terms and Conditions for any other Services: Not Applicable

21. List of Service and Distribution Points: Not Applicable

22. List of Participating Dealers: Not Applicable

23. Preventive Maintenance: Not Applicable

24a. Environmental Attributes: Not Applicable

- 24b. All products and services offered by TSP are Section 508 compliant. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at www.section508.gov.
25. Data Universal Number System (DUNS) Number: 072457158
26. Registered in the Central Contractor Registration (CCR) Database: Yes

Points of Contact

Firm's Name:	Training Solutions Plus, Inc. (TSP)	Address:	P.O. Box 1028 Haymarket, VA 20168 Phone: 571-248-2534 Fax: 703-673-9926
POC:	Denise Spencer-Kelley	POC Contact Information:	Telephone: 571-248-2534 Facsimile: 703-673-9926 Email: dsk@trainingsolutionsplus.com
DUNS:	072457158	TIN	54-1871690
GSA	GS-02-F-0014P, Schedule 874-4		

Labor Category Descriptions

Labor Category	Description
Director of Operations	<p>The Director of Operations (DOC) provides practical expertise, professional studies, and industry knowledge to ensure vendor alignment with the changing needs and challenges of agency clients. The DOC has a Master's degree in a management, technical, or instructional design related field, as well as both operations and instructional design expertise, and at least 20 years of experience managing projects for federal government clients.</p>
Sr. Corporate Consultant	<p>For larger, more complex or technically advanced projects, the Senior Consultant identifies and evaluates core business processes, applying systematic methodologies tailored to the unique needs of organizations. The Senior Consultant has a Master's degree with at least 12 years of project management experience.</p> <ul style="list-style-type: none"> • Applies various models to solving high-level human capital, training, or related problems • Develops new solutions or redesigns existing processes or systems; integrates human and technology systems • Conducts business process reengineering or business process improvement studies, including identifying and evaluating core business processes, applying redesigned methodologies to streamline, eliminate, merge, or align business processes, and provide supporting information to justify redesign and other improvements, such as investments in new technology. <p>In addition, the Senior Consultant delivers instructional content for client organizations in a classroom or an alternative learning environment, such as a synchronous or asynchronous web-based learning environment. Specific skills and responsibilities include the following:</p> <ul style="list-style-type: none"> • Develops curricula and modular training courses. • Delivers technical or non-technical training. • Employs multiple training delivery methodologies to meet project-specific requirements, such as lecture, case study, gaming, simulation, and facilitated discussion • Leverages considerable instructional skills training and implements adult learning theory into interactive, participant-centered methodologies.
Project Manager	<p>The Project Manager (PM) manages projects to ensure success and uncompromised satisfaction of the client. The PM has operations and instructional design expertise, an undergraduate degree in a management, technical, or instructional design related field, and at least three years of experience managing projects for federal government clients. Specific skills and responsibilities include the following:</p> <ul style="list-style-type: none"> • Works effectively in client organizations and environments, successfully communicates with different levels of management, and participates in solution development. • Leads project planning and execution, including designing and structuring the project approach and creating Management Plans, in collaboration with the Performance Solutions Team, the client, and others, as required by the project. • Effectively manages cross-functional team performance in adherence to the approved Management Plan to meet client's learning and performance goals. • Collaborates with clients to help them identify and plan for their agencies' future learning challenges.

Labor Category	Description
Sr. Instructional Systems Designer	<p>The Senior Instructional Designer is experienced in designing, developing and administering education and training programs. 10+ years of experience in developing instructional materials in various delivery formats including paper-based and computer-based delivery platforms.</p> <ul style="list-style-type: none"> • Knowledge of learning theory and the principles of adult learning. Experience with the Instructional Systems Design (ISD) model in developing new and/or revised instructional materials. • Experience formulating teaching outlines and determining instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. • Knowledge and experience selecting and/or developing teaching aids such as training handbooks, demonstration models, multimedia visuals aids, video, computer tutorials, and reference works. Experience conducting training sessions. Experience measuring training performance and effectiveness. Possess excellent oral and written communication skills. • Responsible for the assessment, development, design and evaluation of training programs and/or training materials. Responsible to develop and design instructional materials in various delivery formats including paper-based and computer-based formats (web- based, instructor-led). • Responsible to organize, plan and deliver instructional events including group and individual training sessions as well as train-the-trainers sessions. Responsible to conduct post-training evaluations using Kirkpatrick's Evaluation Model. Responsible to develop various types of instructional materials including but not limited to instructor guides, student guides, design guides and job –aids.
Instructional Systems Designer	<p>10+ years of experience in designing, developing and administering education and training programs. 5 years of experience in developing instructional materials in various delivery formats including paper-based and computer-based delivery platforms.</p> <ul style="list-style-type: none"> • Knowledge of learning theory and the principles of adult learning. Experience with the Instructional Systems Design (ISD) model in developing new and/or revised instructional materials. • Experience formulating teaching outlines and determining instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. • Knowledge and experience selecting and/or developing teaching aids such as training handbooks, demonstration models, multimedia visuals aids, video, computer tutorials, and reference works. Experience conducting training sessions. Experience measuring training performance and effectiveness. Possess excellent oral and written communication skills.
Jr. Instructional Systems Designer	<p>5+ years of experience in designing, developing and administering education and training programs. 2 years of experience in developing instructional materials in various delivery formats including paper-based and computer-based delivery platforms.</p> <ul style="list-style-type: none"> • Knowledge of learning theory and the principles of adult learning. Experience with the Instructional Systems Design (ISD) model in developing new and/or revised instructional materials.

Labor Category	Description
	<ul style="list-style-type: none"> • Experience formulating teaching outlines and determining instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Knowledge and experience selecting and/or developing teaching aids such as training handbooks, demonstration models, multimedia visuals aids, video, computer tutorials, and reference works. • Experience conducting training sessions. Experience measuring training performance and effectiveness. Possess excellent oral and written communication skills
QA/QC	<p>The Quality Assurance/Control Specialist (QA/QC) ensures that deliverables meet the quality requirements that are defined and agreed upon in collaboration with the client. The QA/QC Specialist has an undergraduate degree with at least two years of related work experience, or a minimum of four years of related professional experience. Specific skills and responsibilities include the following:</p> <ul style="list-style-type: none"> • Conducts comprehensive and efficient testing of learning and performance support solutions against predefined requirements and guidelines, including testing of material for compliance with Section 508 of the Federal Rehabilitation Act and client-specific requirements, such as reduced reading level or style or language standards. • Coordinates with cross-functional teams throughout project life cycles to establish and implement quality standards and effectively and efficiently resolve issues while ensuring highest quality. • Ensures the comprehensive integration of client feedback into courseware and other products. • Performs technical review and editing of paper-based materials and presentations.
Graphic Designer	<p>The Graphics Designer creates concepts, designs and develops graphical user interfaces, illustrations, animations or other graphics to support instructional resource solutions including reports, briefings, instructor materials, training aids, videos, web sites or other media. The Graphics Designer has a Bachelors Degree or an associate degree plus four years of related experience:</p> <ul style="list-style-type: none"> • Designs and develops graphical interfaces that are user friendly • Uses desktop publishing software to format publications to enhance appeal and readability of information • Uses close caption multimedia elements for compliance with Section 508 of the Rehabilitation Act • Resources, selects, and enhances photographs for inclusion in materials • Creates graphics and charts to support the presentation of analytic data and results.
Multimedia Programmer	<p>7+ years of experience. The senior programmer performs complex work involved in specifications development, implementation, testing and documentation of integrated business systems. Employs systems engineering principles and best practices in response to project-specific needs.</p> <ul style="list-style-type: none"> • Provides consulting services for the development of graphic design, content elements, and the associated software integration code to support business

Labor Category	Description
	<p>engagements, which require multimedia solutions.</p> <ul style="list-style-type: none"> • Reviews and provide professional advice for the implementation of software code (such as HTML, CGI, and JavaScript). • Provides consulting services for the operation of a broad range of computer graphic systems such as desktop publishing, CAD, GIS, HTML and multimedia development tools. • Special expertise and experience using certain types of software tools or developing significantly more complex content may qualify as additional years of general multimedia experience.
Sr. Programmer	<p>The Senior Programmer with 10+ years of experience is responsible for innovating and developing custom technology-based solutions that focus on the performance needs and results specific to an organization. The Senior Programmer brings very deep technical skills and a strong understanding of the industry, including experience with federal government clients. The Senior Programmer has a master's degree in a technical field, such as computer science, computer engineering, or electrical engineering, plus a minimum of eight years of industry experience. The SE is proficient in core programming languages, such as C++, Visual Basic, and Java, and applications and libraries, such as DirectX, Unreal Game Engine, Microsoft .Net Framework, and Microsoft Office Models. The SE also has a strong understanding of multimedia programming tools, such as Flash, Active Server Pages, Java, JavaScript, and standards such as the Department of Defense's (DoD) Shareable Content Object Reference Model (SCORM). Specific skills and responsibilities include the following:</p> <ul style="list-style-type: none"> • Analyzes client environment and needs to evaluate the technological approach to produce the best learning and performance impact for the specific engagement. • Innovates learning and training solutions with high interactivity and advanced complexity, including simulation- and game-based performance support tools and products • Collaborates closely with the Performance Solutions Architect on analysis, design, and solution formulation activities to come up with the optimal quality and quantity of technological enablement for a specific solution • Guides and mentors Content Engineers, supports Artist/Animators, and communicates with the Performance Solutions Team in implementing creative designs • Optimizes innovative processes, systems, and tools to increase the quality of learning solutions while maximizing efficiency and cost effectiveness.
Analyst	<p>The Analyst identifies and applies best practices and process improvements to support client solutions. The Analyst has a Bachelor's degree and at least 4 years of relevant experience:</p> <ul style="list-style-type: none"> • Analyzes data, develops processes for storing and manipulating information, and prepares research findings • Provides project integration support • Supports the preparation and implementation of meetings, workshops and focus groups and documents results