General Services Administration
Federal Supply Service (FSS)
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 GSA Advantage!® is: GSAAdvantage.gov

MULTIPLE AWARD SCHEDULE (MAS)

FSC Group Category H, Professional Services
FSC Class: R408, R410

Contract Number: 47QRAA21D0050
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: April 26, 2021 through April 25, 2026
Telling Your Story LLC, DBA High Impact Partners (HIP)
3939 Van Ness St NW, Washington, DC, 20016-2115
Phone: 301-346-6066 | Fax: 714-374-1120
Web: http://www.hipimpact.com

Contract Administration: Susan Shorters, email: susan.shorters@hipimpact.com
Business Size: Woman-owned, 8(a) certified small business

Price list current as of Modification #PO-0001, effective April 23, 2021

Prices Shown Herein are Net (discounts deducted)
1. **Customer Information**

1. **SPECIAL ITEM NUMBERS (SINS):**

   a. Table of Awarded SINs

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
<th>Large Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>Professional Services</td>
<td>Business Administrative Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
<td>Professional Services</td>
<td>Training</td>
</tr>
<tr>
<td>OLM, OLM STLOC</td>
<td>Order-Level Materials</td>
<td>Miscellaneous</td>
<td>Complementary Special Item Numbers (SINs)</td>
</tr>
</tbody>
</table>

   b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service</th>
<th>Lowest Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Administrative Assistant I</td>
<td>$58.13</td>
</tr>
<tr>
<td>611430</td>
<td>Managing Conflict Up, Down, and Across</td>
<td>$3,452.00</td>
</tr>
</tbody>
</table>

   c. Professional Services descriptions are provided in Section 3.

2. **MAXIMUM ORDER:**

<table>
<thead>
<tr>
<th>SIN</th>
<th>STLOC</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM, OLM STLOC</td>
<td>Order-Level Materials</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. **MINIMUM ORDER:**

   a. The Minimum Order for all Special Item Number is $100.00.
4. **GEOGRAPHIC COVERAGE:** The Geographic Scope of Contract is Domestic Delivery Only.

5. **PRODUCTION POINTS:** 3939 Van Ness St NW, Washington, DC, 20016-2115


7. **DISCOUNTS:**
   a. Quantity: -- None
   b. Volume: -- None

8. **PROMPT PAYMENT:** Net 30 days. 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.

10. **DELIVERY SCHEDULE:**
   a. **TIME OF DELIVERY:**
      
      | SIN  | RC     | STLOC | Delivery Time (Days ARO)                          |
      |------|--------|-------|--------------------------------------------------|
      | 541611 | 541611RC | N/A   | As negotiated between HIP and Ordering Activity. |
      | 611430 | 611430RC | N/A   | As negotiated between HIP and Ordering Activity. |

   b. **EXPEDITED DELIVERY:** As negotiated between HIP and the Ordering Activity.

   c. **OVERNIGHT and TWO-DAY DELIVERY:** As negotiated between HIP and the Ordering Activity.

   d. **URGENT REQUIREMENTS:** As negotiated between HIP and the Ordering Activity.

11. **FOB:** Destination

12. **ORDERING INFORMATION:**
   a. Agencies should address all orders to the following address:
      
      Telling Your Story Dba High Impact Partners (HIP)
      
      3939 Van Ness St NW
      
      Washington, DC, 20016-2115
b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. PAYMENT INFORMATION:
   a. Agencies should address all payments to the following address:
      Telling Your Story Dba High Impact Partners (HIP)
      3939 Van Ness St NW
      Washington, DC, 20016-2115
   b. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
      Ordering Assistance
      Phone: 301-346-6066 | Fax: 714-374-1120
      E-mail: susan.shorters@hipimpact.com
      Technical Assistance
      Phone: 301-346-6066 | Fax: 714-374-1120
      E-mail: susan.shorters@hipimpact.com

14. WARRANTY PROVISION: HIP standard commercial warranty applies.

15. EXPORT PACKING CHARGES, IF APPLICABLE: 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 INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:
     Not applicable.

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Not applicable.

19. SERVICE AND DISTRIBUTION POINTS: Not applicable.

20. PARTICIPATING DEALERS: Not applicable.

21. PREVENTATIVE MAINTENANCE: Not applicable.

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANT: Not Applicable.
22b. **SECTION 508 COMPLIANCE:** Not applicable.

23. **UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:** 024981993

24. Contractor **HAS** registered and is active in the System for Award Management (SAM).
### 2. Awarded Labor Category Descriptions

SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Assistant I</strong></td>
<td>The Administrative Assistant I provides administrative support to executive staff with office management responsibilities, to include budgeting, personnel records, and payroll. The Administrative Assistant I prepares reports, graphs, or charts in support of project.</td>
</tr>
<tr>
<td>Minimum Education: Bachelor's degree</td>
<td></td>
</tr>
<tr>
<td>Minimum Years of Experience: Three years</td>
<td></td>
</tr>
<tr>
<td><strong>Analyst I</strong></td>
<td>The Analyst I develops meeting agendas and provides notes, collects, reviews, and analyzes data. Additional functional responsibilities include developing and following procedures for contacting workforce professionals, updating databases, and producing monthly and final reports. The Analyst I conducts activities in support of project team’s objectives.</td>
</tr>
<tr>
<td>Minimum Education: Bachelor's degree</td>
<td></td>
</tr>
<tr>
<td>Minimum Years of Experience: Four years</td>
<td></td>
</tr>
<tr>
<td><strong>Analyst II</strong></td>
<td>The Analyst II develops tools for data collection and supports analyst functions including data analysis, data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Additional functional responsibilities include analyzing data and develops graphics. The Analyst II develops and delivers TA on performance reporting, develops procedures and templates, provides grants management support to National Office, and coordinates TA activities with SME (TA Coaches).</td>
</tr>
<tr>
<td>Minimum Education: Bachelor's degree</td>
<td></td>
</tr>
<tr>
<td>Minimum Years of Experience: Six years</td>
<td></td>
</tr>
<tr>
<td><strong>Analyst III</strong></td>
<td>The Analyst III conducts data analysis, data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Additional functional responsibilities include analyzing data and develops graphics. The Analyst III develops and delivers TA on performance reporting and develops procedures and templates. The Analyst III provides project management support and quality assurance controls.</td>
</tr>
<tr>
<td>Minimum Education: Bachelor's degree</td>
<td></td>
</tr>
<tr>
<td>Minimum Years of Experience: Ten years</td>
<td></td>
</tr>
<tr>
<td><strong>Consultant I</strong></td>
<td>The Consultant I supports all stages of the grant lifecycle (pre-post-closeout). Functional responsibilities include handling, processing, facilitating, creating, and modifying grantee documentation. The Consultant I facilitates grant review panel deliberations.</td>
</tr>
<tr>
<td>Minimum Education: Bachelor's degree</td>
<td></td>
</tr>
</tbody>
</table>
Minimum Years of Experience: Four years

Consultant II

The Consultant II provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. The Consultant II serves as staff on projects involving training and technical assistance, including on-site consultation, workshops, program development, and/or staff development, including conferences services and logistics (event agenda and workshops, on-site support and post-reporting). The Consultant II also provides assistance in the analysis, evaluation, and implementation of systems.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Six years

Consultant III

The Consultant III develops draft and final project reports, identifies potential operational problems, and recommends solutions. The Consultant III develops curricula and other training materials and provides onsite technical assistance in a variety of settings that can include subject matter and unique technical knowledge. Additional functional responsibilities include logistical planning and implementation, analysis, design, development, and testing of products.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Ten years

Editor/Writer I

The Editor/Writer I coordinates development of technical assistance (TA) products with Subject Matter Experts. The Editor/Writer I assists with research, development, and finalization of outlines and drafts of written materials and analyzes large quantities of information and collaborates on community (website) resources.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Three years

Editor/Writer II

The Editor/Writer II researches, develops, writes, and finalizes outlines and first and second drafts of a variety of complex written materials; collects, synthesizes, and analyzes large quantities of information; and develops written products (draft and final versions). The Editor/Writer II assigns tasks to less senior writing staff and reviews their work.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Six years

Facilitator

The Facilitator conducts each training session, develops curricula and other training and support materials, and serves as day-to-day contact with the designated COR. Functional responsibilities also include planning, scheduling, coordinating, and setup training session activities with host/organization/personnel.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Five years

**Graphic Artist**

The Graphic Artist produces attractive layouts and designs, creates logos and banners, and prepares training materials if required. The Graphic Artist reviews graphics requests to determine scope of requirements, consults with requestor as assignment progresses, and works with commonly used typefaces and a variety of graphic design software packages.

Minimum Education: Associates’ degree
Minimum Years of Experience: Three years

**Project Director**

The Project Director provides operating advice and assistance on administrative and management issues, including overseeing contract agreements and defining project scope and objectives. Additional functional responsibilities include oversight of key business and process enablers and management of project resources.

The Project Director provides management and technical review, issue resolution, and overall quality assurance.

Minimum Education: Master's degree
Minimum Years of Experience: Six years

**Project Manager I**

The Project Manager I serves as the project manager for a project, task order or a group of task orders affecting the same common area of work. The Project Manager I assists in analysis, evaluation, and implementation of project goals and objectives.

The Project Manager I coordinates with Subject Matter Experts and Technical Assistance Coaches on delivery of coaching services, serves as liaison with customer staff, and performs day-to-day managerial functions.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Six years

**Project Manager II**

The Project Manager II serves as the project manager for a project, task order, or a group of task orders affecting the same common area of work. The Project Manager II assists the Program Director, develops and monitors work plans, and ensures deliverables are submitted timely.

The Project Manager II conducts thorough quality control reviews of all project deliverables, leads and directs works of others, and serves as primary customer POC.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Eight years

**Subject Matter Expert I**

The Subject Matter Expert I provides expertise in identified subject area. Functional receptibilities include guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized area of expertise. The Subject Matter Expert I
performs coaching services to grantees and develops and leads peer-to-peer and all group live events.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Eight years

**Subject Matter Expert II**

The Subject Matter Expert II provides expert guidance and advice on projects based on experience in the identified subject area. Functional receptibilities include guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized area of expertise. The Subject Matter Expert II performs coaching services to grantees and develops and leads peer-to-peer and all group live events.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Ten years

**Subject Matter Expert III**

The Subject Matter Expert III provides expert guidance and advice on projects based on experience in the identified subject area. Functional receptibilities include guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized area of expertise. The Subject Matter Expert III perform coaching services to grantees and develops and leads peer-to-peer and all group live events.

Minimum Education: Bachelor's degree
Minimum Years of Experience: Twelve years
3. **Awarded Training Course Descriptions**

**SIN 611430, Professional and Management Development Training**

**Leading Others (Frontline Leadership)**

This course offers participants hands-on practical strategies in leadership and supervisory areas such as communication, conflict management, performance feedback, performance reviews, delegation, and employee motivation. The goal of the course is to improve leadership competency of frontline managers, who have a critical role in influencing and impacting the job engagement of the employees they supervise. This interactive course – whether in-person or virtual – includes breakout groups and small group sessions to maximize participant engagement and hands-on practice of successful leadership strategies. In addition to the small groups, this 2-day course is led by highly skilled professional trainers with extensive leadership and teaching/training experience.

Length: Two Days

Minimum Participants: 16 | Maximum Participants: 30. Price is per course; there is no per person charge above the minimum.

Location: Customer Facility

Support Materials Provided: Written materials

**Managing Conflict Up, Down, and Across**

This half-day workshop takes a deep dive into types of conflict and effective solutions and responses. Course participants learn successful strategies, tools, and promising practices to recognize, navigate, and mitigate conflict. This interactive course – whether in-person or virtual – include extensive participant engagement, breakout sessions, peer-to-peer exchange, and
Managing Conflict Up, Down, and Across

This half-day workshop takes a deep dive into types of conflict and effective solutions and responses. Course participants learn successful strategies, tools, and promising practices to recognize, navigate, and mitigate conflict. This interactive course – whether in-person or virtual – include extensive participant engagement, breakout sessions, peer-to-peer exchange, and hands-on learning. Participants also benefit from the knowledge and promising practices of experienced trainers.

Length: Half-day
Minimum Participants: 16 | Maximum Participants: 30. Price is per course; there is no per person charge above the minimum.
Location: Virtual
Support Materials Provided: Written materials
## 4. Awarded Labor Category Rates

SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>$58.13</td>
<td>$59.47</td>
<td>$60.83</td>
<td>$62.23</td>
<td>$63.67</td>
</tr>
<tr>
<td>Analyst I</td>
<td>$78.60</td>
<td>$80.41</td>
<td>$82.26</td>
<td>$84.15</td>
<td>$86.08</td>
</tr>
<tr>
<td>Analyst II</td>
<td>$91.33</td>
<td>$93.43</td>
<td>$95.58</td>
<td>$97.78</td>
<td>$100.03</td>
</tr>
<tr>
<td>Analyst III</td>
<td>$114.09</td>
<td>$116.71</td>
<td>$119.40</td>
<td>$122.14</td>
<td>$124.95</td>
</tr>
<tr>
<td>Consultant I</td>
<td>$66.01</td>
<td>$67.53</td>
<td>$69.08</td>
<td>$70.67</td>
<td>$72.30</td>
</tr>
<tr>
<td>Consultant II</td>
<td>$86.78</td>
<td>$88.78</td>
<td>$90.82</td>
<td>$92.91</td>
<td>$95.04</td>
</tr>
<tr>
<td>Consultant III</td>
<td>$104.32</td>
<td>$106.72</td>
<td>$109.17</td>
<td>$111.68</td>
<td>$114.25</td>
</tr>
<tr>
<td>Editor/Writer I</td>
<td>$107.68</td>
<td>$110.16</td>
<td>$112.69</td>
<td>$115.28</td>
<td>$117.93</td>
</tr>
<tr>
<td>Editor/Writer II</td>
<td>$113.00</td>
<td>$115.60</td>
<td>$118.26</td>
<td>$120.98</td>
<td>$123.76</td>
</tr>
<tr>
<td>Facilitator</td>
<td>$116.94</td>
<td>$119.63</td>
<td>$122.38</td>
<td>$125.20</td>
<td>$128.08</td>
</tr>
<tr>
<td>Graphic Artist</td>
<td>$93.55</td>
<td>$95.70</td>
<td>$97.90</td>
<td>$100.15</td>
<td>$102.46</td>
</tr>
<tr>
<td>Project Director</td>
<td>$192.02</td>
<td>$196.44</td>
<td>$200.95</td>
<td>$205.58</td>
<td>$210.30</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$138.80</td>
<td>$141.99</td>
<td>$145.26</td>
<td>$148.60</td>
<td>$152.02</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$148.92</td>
<td>$152.35</td>
<td>$155.85</td>
<td>$159.43</td>
<td>$163.10</td>
</tr>
<tr>
<td>Subject Matter Expert I</td>
<td>$118.20</td>
<td>$120.92</td>
<td>$123.70</td>
<td>$126.54</td>
<td>$129.46</td>
</tr>
<tr>
<td>Subject Matter Expert II</td>
<td>$135.73</td>
<td>$138.85</td>
<td>$142.05</td>
<td>$145.31</td>
<td>$148.65</td>
</tr>
<tr>
<td>Subject Matter Expert III</td>
<td>$153.77</td>
<td>$157.31</td>
<td>$160.92</td>
<td>$164.63</td>
<td>$168.41</td>
</tr>
</tbody>
</table>
## 5. Awarded Training Course Rates
SIN 611430, Professional and Management Development Training

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Length</th>
<th>Location</th>
<th>GSA Price w/IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading Others (Frontline Leadership)</td>
<td>This course offers participants hands-on practical strategies in leadership and supervisory areas such as communication, conflict management, performance feedback, performance reviews, delegation, and employee motivation. The goal of the course is to improve leadership competency of frontline managers, who have a critical role in influencing and impacting the job engagement of the employees they supervise. This interactive course – whether in-person or virtual – includes breakout groups and small group sessions to maximize participant engagement and hands-on practice of successful leadership strategies. In addition to the small groups, this 2-day course is led by highly skilled professional trainers with extensive leadership and teaching/training experience. Minimum Participants: 16 Maximum Participants: 30</td>
<td>2 days</td>
<td>Customer Facility</td>
<td>$13,650.00</td>
</tr>
<tr>
<td>Leading Others (Frontline Leadership)</td>
<td>This course offers participants hands-on practical strategies in leadership and supervisory areas such as communication, conflict management, performance feedback, performance reviews, delegation, and employee motivation. The goal of the course is to improve leadership competency of frontline managers, who have a critical role in influencing and impacting the job engagement of the employees they supervise. This interactive course – whether in-person or virtual – includes breakout groups and small group sessions to maximize participant engagement and hands-on practice of successful leadership strategies. In addition to the small groups, this 2-day course is led by highly skilled professional trainers with extensive leadership and teaching/training experience. Minimum Participants: 16 Maximum Participants: 30</td>
<td>2 days</td>
<td>Virtual</td>
<td>$15,015.00</td>
</tr>
<tr>
<td>Title</td>
<td>Description</td>
<td>Length</td>
<td>Location</td>
<td>GSA Price w/IFF</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>--------</td>
<td>----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Managing Conflict Up, Down, and Across</td>
<td>This half-day workshop takes a deep dive into types of conflict and effective solutions and responses. Course participants learn successful strategies, tools, and promising practices to recognize, navigate, and mitigate conflict. This interactive course – whether in-person or virtual – include extensive participant engagement, breakout sessions, peer-to-peer exchange, and hands-on learning. Participants also benefit from the knowledge and promising practices of experienced trainers. Minimum Participants: 16 Maximum Participants: 30</td>
<td>.5 day</td>
<td>Customer Facility</td>
<td>$3,452.00</td>
</tr>
<tr>
<td>Managing Conflict Up, Down, and Across</td>
<td>This half-day workshop takes a deep dive into types of conflict and effective solutions and responses. Course participants learn successful strategies, tools, and promising practices to recognize, navigate, and mitigate conflict. This interactive course – whether in-person or virtual – include extensive participant engagement, breakout sessions, peer-to-peer exchange, and hands-on learning. Participants also benefit from the knowledge and promising practices of experienced trainers. Minimum Participants: 16 Maximum Participants: 30</td>
<td>.5 day</td>
<td>Virtual</td>
<td>$3,797.00</td>
</tr>
</tbody>
</table>