

GENERAL SERVICES ADMINISTRATION

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 GSA *Advantage!*® is: GSAAdvantage.gov.

Multiple Award Schedule

Federal Supplier Group: Professional Services

Contract number: 47QREA23D0033

Contract period: September 29, 2023 through September 28, 2028

LEAD Training, LLC
3016 W Shiloh Creek Avenue
Stillwater, OK 74074
Phone: (580) 977-8523



Contract Administrator:
Dr. Starla Halcomb
3016 W Shiloh Creek Avenue
Stillwater, OK 74074
Phone: (580) 977-8523
Email: shalcomb@leadtrainingllc.com

Business size: 8(a), EDWOSB, HUBZone, Indian Economic Enterprise Small Business (ISBEE)

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title
611430	Professional and Management Development Training
611710	Educational Support Services

1b. Pricing

Labor Category Title	Minimum Education	Minimum Years of Experience	GSA Rate with IFF	Unit of Issue
Business Analyst I	Associate's	2	\$90.53	Hour
Business Analyst II	Associate's	6	\$112.55	Hour
Business Analyst III	Associate's	10	\$136.47	Hour
Consultant I	Bachelor's	6	\$143.17	Hour
Consultant II	Bachelor's	8	\$206.35	Hour
Consultant III	Bachelor's	10	\$270.48	Hour
Content Subject Matter Expert I	Associate's	2	\$117.33	Hour
Content Subject Matter Expert II	Associate's	6	\$157.53	Hour
Content Subject Matter Expert III	Associate's	10	\$211.13	Hour
Instructional Systems Designer I	Associate's	2	\$87.87	Hour
Instructional Systems Designer II	Bachelor's	6	\$117.33	Hour
Instructional Systems Designer III	Bachelor's	10	\$162.32	Hour
Process Improvement Analyst I	Associate's	2	\$110.63	Hour
Process Improvement Analyst II	Associate's	6	\$131.69	Hour
Process Improvement Analyst III	Associate's	10	\$152.75	Hour
Program Manager I	Associate's	2	\$110.63	Hour
Program Manager II	Associate's	6	\$142.22	Hour
Program Manager III	Associate's	10	\$180.50	Hour
Project Manager I	Associate's	2	\$101.06	Hour
Project Manager II	Associate's	6	\$124.03	Hour
Project Manager III	Associate's	10	\$152.75	Hour
Programmer/Multimedia Developer I	Associate's	2	\$94.36	Hour
Programmer/Multimedia Developer II	Associate's	6	\$110.63	Hour

Labor Category Title	Minimum Education	Minimum Years of Experience	GSA Rate with IFF	Unit of Issue
Programmer/Multimedia Developer III	Associate's	10	\$142.22	Hour
Quality Assurance Specialist I	Bachelor's	2	\$69.47	Hour
Quality Assurance Specialist II	Bachelor's	6	\$81.92	Hour
Quality Assurance Specialist III	Bachelor's	10	\$94.36	Hour
Technical Writer/Editor I	Associate's	2	\$65.64	Hour
Technical Writer/Editor II	Associate's	6	\$78.09	Hour
Technical Writer/Editor III	Bachelor's	10	\$101.06	Hour

1c. Labor Category Descriptions

BUSINESS ANALYST I

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions.

Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control, and enterprise risk assessment.

Minimum Education/Experience: Associate's degree and 2 years of experience.

BUSINESS ANALYST II

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions.

Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control, and enterprise risk assessment.

Minimum Education/Experience: Associate's degree and 6 years of experience.

BUSINESS ANALYST III

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations, and business conditions.

Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business

systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control, and enterprise risk assessment.

Minimum Education/Experience: Associate's degree and 10 years of experience.

CONSULTANT

Scope: Advise stakeholder leadership and managers on policy implications of proposed agency actions. Reviews sensitive program issues, research and/or coordinates and monitors research involving difficult issues, complex cases, critical issues, and significant or precedent-setting situations. Participates and provides guidance in the formulation and drafting of sensitive program issuances. Participates in, and contributes to discussions, meetings, and conferences with stakeholder leadership, program directors, staff, and others to secure and provide information on significant matters. Present conclusions, recommendations, and alternatives and obtain agreement or concurrence; and develop courses of action to avoid, eliminate, or mutually resolve immediate, anticipated, or potential problems. Provides comprehensive, direct advice and guidance to the senior staff and divisions, including provision of guidance to management in areas of expertise.

Minimum Education/Experience: Bachelor of Arts or Bachelor of Science and 6 years of experience or an equivalent combination of education and experience. At this level, industry relevant certifications are required as specified by the contract.

CONTENT SUBJECT MATTER EXPERT I

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Minimum Education/Experience: Associate's degree and 2 years of experience.

CONTENT SUBJECT MATTER EXPERT II

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Minimum Education/Experience: Associate's degree and 6 years of experience.

CONTENT SUBJECT MATTER EXPERT III

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Minimum Education/Experience: Associate's degree and 10 years of experience.

INSTRUCTIONAL SYSTEMS DESIGNER I

Scope: Conducts training analysis, designs, and develops training curricula, design and develops multimedia/storyboards and training, measures, and calculates effectiveness of training. Works with a design team to perform analysis, design, and development for instructional and/or performance support solutions. Conducts task, needs and audience analyses, and workflow observations. Working knowledge of the instructional design process (ISD/ADDIE/SAT). Works to develop and document instructor-led paper-based, and technology delivered curriculum and/or performance support solutions. Possesses

excellent writing skills and demonstrates the ability to work effectively with subject matter experts to conduct research and resolve issues.

Minimum Education/Experience: Associate's degree and 2 years of experience.

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Minimum Education/Experience: Bachelor's degree and 10 years of experience.

PROCESS IMPROVEMENT ANALYST I

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies, and principles. Develops business methods for problem-solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and research, collects, and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Areas of focus include but are not limited to identifying and eliminating duplication; outsourcing opportunities; streamlining; centralizing; business transformation; business process redesign and modeling; quality improvement; and lean six sigma.

Minimum Education/Experience: Associate's degree and 2 years of experience.

PROCESS IMPROVEMENT ANALYST II

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies, and principles. Develops business methods for problem solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and research, collects, and verifies data and translates it into strategic and

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Minimum Education/Experience: Associate's degree and 10 years of experience.

PROGRAM MANAGER I

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support an effort. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Minimum Education/Experience: Associate's degree and 2 years of experience.

PROGRAM MANAGER II

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities.

Minimum Education/Experience: Associate's degree and 6 years of experience.

PROGRAM MANAGER III

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support an effort. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Minimum Education/Experience: Associate's degree and 10 years of experience.

PROGRAMMER/MULTIMEDIA DEVELOPER I

Scope: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Minimum Education/Experience: Associate's degree and 2 years of experience.

PROGRAMMER/MULTIMEDIA DEVELOPER II

Scope: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Minimum Education/Experience: Associate's degree and 6 years of experience.

PROGRAMMER/MULTI-MEDIA DEVELOPER III

Scope: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Minimum Education/Experience: Associate's degree and 10 years of experience.

PROJECT MANAGER I

Scope: Serves as the contractor's contract manager and shall be the contractor's authorized interface with the government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; and communicating organization policies, purposes, and goals to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity.

Minimum Education/Experience: Associate's degree and 2 years of experience.

PROJECT MANAGER II

Scope: Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical and financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures the delivery of quality products and services.

Minimum Education/Experience: Associate's degree and 6 years of experience.

PROJECT MANAGER III

Scope: Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate them. As a team or project leader, provide technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting office.

Minimum Education/Experience: Associate's degree and 10 years of experience.

QUALITY ASSURANCE SPECIALIST I

Scope: Help establish and maintain processes and associated documentation in support of professionals/software program. The QCS determines the resources required for quality control and maintains the level of quality throughout the project cycle. Conducts formal and informal reviews at predetermined points throughout the development cycle.

Minimum Education/Experience: Bachelor's degree and 2 years of experience.

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Minimum Education/Experience: Bachelor's degree and 10 years of experience.

TECHNICAL WRITER/EDITOR I

Scope: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Must demonstrate the ability to work independently or under only general direction.

Minimum Education/Experience: Associate's degree in related field and a minimum of 2 years in the job field.

TECHNICAL WRITER/EDITOR II

Scope: Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Must demonstrate the ability to work independently or under only general direction.

Minimum Education/Experience: Associate's degree in related field and a minimum of 6 years in the job field.

TECHNICAL WRITER/EDITOR III

Scope: Reviews manuscripts and design layouts produced by engineers and technicians to ensure product conformity. Marks errors and note corrections required. Returns documents for revision.

Develops, prepares, reviews, and edits technical documents. Reviews manuscripts to determine errors in usage, grammar, and the like. Rewrites portions of manuscripts to increase clarity, consistency, and conciseness. Writes technical and management reports, plans, manuals, and other documents within the broad guidelines defined by various subject matter experts, including engineers and technicians.

Minimum Education/Experience: Minimum Education/Experience: Bachelor of Science or Bachelor of Arts degree in English, Journalism or related field and a minimum of 6 years of relevant experience.

DEGREE / EXPERIENCE EQUIVALENCY

The labor category definition in our Pricelist describes the functional responsibilities, education, and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category. Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements to staff the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer’s representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.

Degree	Experience Equivalence
Associate	2 years relevant experience with a high school diploma
Bachelor’s	Associate’s degree + 2 years relevant experience, or 4 years relevant experience with a high school diploma
Master	Bachelor’s + 2 years relevant experience, or Associate + 4 years relevant experience, Or 6 years relevant experience
Doctorate	Master + 2 years relevant experience, or Bachelor’s + 4 years relevant experience, or 8 years relevant experience

★ Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

2. Maximum order: \$1,000,000
3. Minimum order: \$100
4. Geographic coverage (delivery area). Worldwide
5. Point(s) of production (city, county, and State or foreign country).

LEAD Training, LLC
3016 W Shiloh Creek Avenue
Stillwater, OK 74074

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)
7. Quantity discounts. A 3% discount is provided for orders between \$75,000-\$100,000.
8. Prompt payment terms. Net 30 days or other negotiated prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9.
 - a.) Notification that Government purchase cards are accepted at or below the micro-purchase threshold. LEAD Training accepts purchase cards at or below the micro-purchase threshold.
 - b.) Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. LEAD Training accepts purchase cards above the micro-purchase threshold.
10. Foreign items (list items by country of origin). Not Applicable
11.
 - a.) Time of delivery. (Contractor insert number of days.) Contact Contractor or To Be Determined at the Task Order level.
 - b.) Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor or To Be Determined at the Task Order level.
 - c.) Overnight and 2-day delivery. Contact Contractor
 - d.) Urgent Requirements. Contact Contractor
12. F.O.B. point(s). Destination
13.
 - a.) Ordering address(es). Same as company address.
 - b.) Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).

LEAD Training, LLC
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Stillwater, OK 74074
Attn: Contract Administration
shalcomb@leadtrainingllc.com

15. Warranty provision. LEAD Training warrants all work performed under this contract for a period of 90 days. During this time, all deficiencies will be corrected.

16. Export packing charges. Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). A 3% processing fee is applied to purchase card transactions.
18. Terms and conditions of rental, maintenance, and repair. Not Applicable
19. Terms and conditions of installation. Not Applicable
20.
 - a.) Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
 - b.) 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
24.
 - a.) Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
 - b.) Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services by contacting the contractor directly at the address shown above. The EIT standards can be found at www.Section508.gov
25. Unique Entity Identifier (UEI) number. HFC9N4CUSVW5
26. Notification regarding registration in System for Award Management (SAM) database.
LEAD Training, LLC is registered in SAM.gov

Service Contract Labor Standards:

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in the cancellation of the contract.

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).