

# Learning Systems International

Our Expertise.  
Your Solution.

## **GSA CONSOLIDATED SCHEDULE**

**GENERAL SERVICES ADMINISTRATION**

**FEDERAL ACQUISITION SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**FSC GROUP: CORP**

**CLASS: N/A**

**CONTRACT NUMBER: GS00F002BA**

**CONTRACT PERIOD: MARCH 18, 2014 – MARCH 17, 2019**



METCOR Ltd.  
1500 K Street NW, Suite 350  
Washington, DC 20005  
[www.lsidc.com](http://www.lsidc.com)



***Business Size: Small, Veteran Owned Business***

**Contact:** Stacey Friedman, Director of Strategic Relationships  
[stacey.friedman@lsidc.com](mailto:stacey.friedman@lsidc.com), Phone: 202-904-3287, Fax: 202-638-2780

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

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.



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## Introduction

METCOR, Ltd., d.b.a. Learning Systems International (LSI) is a Washington, DC based veteran owned small business that has been providing custom training services to the federal government since 1979. LSI develops both classroom and media-based training for numerous federal agencies and has earned a reputation for its ability to provide performance-based training that is tailored to the client’s objectives and constraints for training delivery.

LSI's corporate resume includes demonstrated experience with a broad array of training methodologies, products and services. This experience includes:

- Training needs assessment
- Development of customized training materials
- Customization of off-the-shelf training materials
- Delivery of traditional classroom training
- Delivery of webinar training
- Multimedia training production including videos, web-based and computer-based training
- Section 508 compliant eLearning solutions, including online and interactive computer-based courseware
- Train-the-Trainer programs
- Training registration, scheduling and tracking systems
- Marketing and communication strategies

## Customer Information

### *1a. Awarded Special Item Number(s) and Descriptions*

| SIN     | Recovery | SIN Description  |
|---------|----------|--|
| C874-4  | N/A      | Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration |
| C132-51 | N/A      | Information Technology Professional Services   |

### *1b. Lowest Price Model Number: N/A*

*1c. Labor Category Description and Price List*

*Labor Category Descriptions for SIN C132 51*

| <b>Commercial Job Title</b> | <b>Minimum/General Experience</b>   | <b>Functional Responsibility</b>   | <b>Minimum Education</b>  |
|-----------------------------|---|--|---|
| Senior Program Manager      | At least 8 years of experience in a combination of project management, training development and/or training delivery, preferably in an IT environment. A master's degree in a related field will substitute for 3 years of the required experience.                                   | Duties include, but are not limited to, establishment and management of program expectations with the customer, management and direction of personnel involved in the project or task lead activities, and oversight of program budget and timeline.   | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Project Manager             | At least 6 years of experience in a combination of leading project teams, project management assistance, training development and/or training delivery, preferably in an IT environment. A master's degree in a related field will substitute for 3 years of the required experience. | Duties include, but are not limited to, definition of project requirements, management and direction of personnel involved in task execution, evaluation of instructional design, coaching of curriculum designers and trainers, and evaluation of effectiveness of the training program and trainers. | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Task Lead                   | At least 4 years of experience in a combination of leading project teams, project management assistance, training development and/or training delivery, preferably in an IT environment. A master's degree in a related field will substitute for 3 years of the required experience. | Duties include, but are not limited to, direction of personnel involved in task execution, evaluation of instructional design, leading curriculum designers and trainers, and input to evaluation of effectiveness of the training program and trainers.   | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |

| <b>Commercial Job Title</b> | <b>Minimum/General Experience</b>  | <b>Functional Responsibility</b>  | <b>Minimum Education</b>  |
|-----------------------------|--|---|---|
| Web Specialist              | At least 2 years of experience in graphic design and/or web programming. Expertise in various industry standard graphic design tools, multimedia or web authoring tools. Familiarity with the application of Section 508 compliance preferred. A master's degree in a related field will substitute for the required experience. | Duties include, but are not limited to, the visual design or development of web/computer-based training applications and basic multimedia components.   | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| IT Trainer III              | At least 4 years of experience in training design, development and/or delivery, preferably in an IT environment. Experience with word processing, spreadsheets, email, and Web-enabled applications. A master's degree in a related field will substitute for 3 years of the required experience.                                | Duties include, but are not limited to, development and execution of IT training materials and/or programs to train personnel using the terminal and enabling objectives of the course of instruction.              | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| IT Trainer II               | At least 2 years of experience of experience in training design, development and/or delivery, preferably in an IT environment. Working knowledge of word processing, spreadsheets, email, and Web-enabled applications. A master's degree in a related field will substitute for the required training experience.               | Duties include, but are not limited to, development and execution of IT training materials and/or programs to train personnel on the enabling and terminal objectives of the course of instruction.                 | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| IT Trainer I                | Familiarity with training design, development and/or delivery, preferably in an IT environment. Working knowledge of word processing, spreadsheets, email, and Web-enabled applications.   | Duties include, but are not limited to, support for the development and execution of IT training materials and/or programs to train personnel on the enabling and terminal objectives of the course of instruction. | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |

*Labor Category Descriptions for SIN C874 4*

| <b>Commercial Job Title</b>           | <b>Minimum/General Experience</b>   | <b>Functional Responsibility</b>  | <b>Minimum Education</b>  |
|---------------------------------------|---|---|---|
| Training Project Manager              | At least 7 years of professional level experience in a combination of project management, training development and/or training delivery. A master's degree in a related field will substitute for 3 years of the required experience.   | Duties include, but are not limited to, establishment and management of training program expectations with the customer, management and direction of personnel involved in the project or task lead activities, and oversight of program budget and timeline.   | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Training Task Lead                    | At least 5 years of experience in a combination of leading project teams, project management assistance, training development and/or training delivery. A master's degree in a related field will substitute for 3 years of the required experience.  | Duties include, but are not limited to, definition of training requirements, management and direction of personnel involved in task execution, evaluation of instructional design, coaching of curriculum designers and trainers, and evaluation of effectiveness of the training program and trainers. | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Senior Instructional Systems Designer | At least 6 years of experience in training design, development and/or delivery following Instructional Systems Design (ISD) for the development of training materials. High proficiency with word processing, spreadsheets, email, and Web-enabled applications. A master's degree in a related field will substitute for 3 years of the required experience. | Duties include, but are not limited to, design, development, execution and maintenance of training materials and/or programs.   | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Senior Multimedia Specialist          | At least 4 years of experience in multimedia, graphic design and/or web programming. Expertise in various industry standard graphic design tools, multimedia or web authoring tools. Expertise in the application of Section 508 compliance preferred. A master's degree in a related field will substitute for 3 years of the required experience.           | Duties include, but are not limited to, management and direction of the visual design or development of advanced multimedia components and web/computer-based training applications. Also responsible for compliance and usability testing.   | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |

| <b>Commercial Job Title</b>    | <b>Minimum/General Experience</b>   | <b>Functional Responsibility</b>  | <b>Minimum Education</b>  |
|--------------------------------|---|---|---|
| Instructional Systems Designer | At least 4 years of experience in training design, development and/or delivery. Experience with word processing, spreadsheets, email, and Web-enabled applications. A master's degree in a related field will substitute for 3 years of the required experience.  | Duties include, but are not limited to, development and execution of materials and/or programs to train personnel using the terminal and enabling objectives of the course of instruction.              | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Training Specialist            | At least 2 years of experience in training design, development and/or delivery. Working knowledge of Instructional Systems Design (ISD) and training material development. Working knowledge of word processing, spreadsheets, email, and Web-enabled applications. A master's degree in a related field will substitute for the required experience. | Duties include, but are not limited to, development and execution of materials and/or programs to train personnel on the enabling and terminal objectives of the course of instruction.                 | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Multimedia Specialist          | At least 2 years of experience in multimedia, graphic design and/or web programming. Expertise in various industry standard graphic design tools, multimedia or web authoring tools. Familiarity with the application of Section 508 compliance preferred. A master's degree in a related field will substitute for the required experience.          | Duties include, but are not limited to, the visual design or development of basic multimedia components and web/computer-based training applications.   | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |
| Junior Trainer                 | Familiarity with training design, development and/or delivery preferred. Working knowledge of word processing, spreadsheets, email, and Web-enabled applications.   | Duties include, but are not limited to, support for the development and execution of materials and/or programs to train personnel on the enabling and terminal objectives of the course of instruction. | BA/BS.<br><br>Four years additional relevant experience may be substituted for the required degree. |



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

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

**7. Quantity discounts:** 1% for orders between \$100,000 and \$499,999.99, and 2% for orders over \$500,000.

**8. Prompt payment terms:** 1%-10 days; Net 30.

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

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000

**10. Foreign items (list items by country of origin):** None

**11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**11b. Expedited Delivery.** N/A

**11c. Overnight and 2-day delivery.** N/A

**11d. Urgent Requirements.** Contact Contractor

**12. F.O.B Points(s):** N/A

**13a. Ordering Address(es):** METCOR/LSI, 1500 K Street NW, Suite 350, Washington, DC 20005

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment address(es):** METCOR/LSI, 1500 K Street NW, Suite 350, Washington, DC 20005

**15. Warranty provision.:** METCOR/LSI warrants that all services will be performed in a professional and skillful manner. All other warranties are hereby disclaimed.

**16. Export Packing Charges (if applicable):** N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Government commercial credit cards will be acceptable forms of payment. Contact Contractor.

**18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

**19. Terms and conditions of installation (if applicable):** N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

**20a. Terms and conditions for any other services (if applicable):** ODC items will be included for services, transportation and supplies.

**21. List of service and distribution points (if applicable):** N/A

**22. List of participating dealers (if applicable):** N/A

**23. Preventive maintenance (if applicable):** N/A

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

**24b. Section 508 Compliance:** METCOR/LSI provides Section 508 Compliant materials as required. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Numbering System (DUNS) number:** 026894972

**26. Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

## 27. Final Pricing

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| SIN     | Awarded Labor Category                | Min Edu   | Min Exp | Site | Rate     |
|---------|---------------------------------------|-----------|---------|------|----------|
| C132 51 | Senior Program Manager                | Bachelors | 8       | Both | \$138.25 |
| C132 51 | Project Manager                       | Bachelors | 6       | Both | \$117.92 |
| C132 51 | Task Lead                             | Bachelors | 4       | Both | \$106.60 |
| C132 51 | Web Specialist                        | Bachelors | 2       | Both | \$92.70  |
| C132 51 | IT Trainer III                        | Bachelors | 4       | Both | \$98.10  |
| C132 51 | IT Trainer II                         | Bachelors | 2       | Both | \$77.54  |
| C132 51 | IT Trainer I                          | Bachelors | 0       | Both | \$69.84  |
| C874 4  | Training Project Manager              | Bachelors | 7       | Both | \$125.14 |
| C874 4  | Training Task Lead                    | Bachelors | 5       | Both | \$112.33 |
| C874 4  | Senior Instructional Systems Designer | Bachelors | 6       | Both | \$99.02  |
| C874 4  | Senior Multimedia Specialist          | Bachelors | 4       | Both | \$111.23 |
| C874 4  | Instructional Systems Designer        | Bachelors | 4       | Both | \$91.77  |
| C874 4  | Training Specialist                   | Bachelors | 2       | Both | \$79.72  |
| C874 4  | Multimedia Specialist                 | Bachelors | 2       | Both | \$83.20  |
| C874 4  | Junior Trainer                        | Bachelors | 0       | Both | \$67.10  |

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subject to 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 SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.