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.

Schedule for - Professional Services Schedule (PSS)

Federal Supply Group: 00CORP  Class:
Contract Number:  GSA-00F-015GA

For more information on ordering from Federal Supply Schedules
Click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: OCTOBER 10, 2016 THROUGH OCTOBER 9, 2021

Contractor: Success Business Incorporated
6450 Browsing Deer
Columbia, MD 21045 4502

Business Size: Small, Disadvantaged, 8(a), Veteran Owned, Service-Disabled Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract’s awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

Telephone: (240) 888-8657
Extension:
FAX Number: (410) 381-4547
Web Site: www.sbi-inst.com
E-mail: jhines@sbi-inst.com
Contract Administration: Joseph Hines

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>874-1RC</td>
<td>Integrated Consulting Services</td>
</tr>
<tr>
<td>874-4</td>
<td>874-4RC</td>
<td>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration</td>
</tr>
</tbody>
</table>

1b. 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. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic only

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


7. Quantity discounts: 2% for orders between $100,000 and $249,999.99, 3% for orders between $250,000 and $499,999.99, and 5% 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 $3,500

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. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as Contractor

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).

14. Payment address(es): Same as company address
15. **Warranty provision.** Contractor’s standard commercial warranty.

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

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** 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):** N/A

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. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.**

25. **Data Universal Numbering System (DUNS) number:** 833209757

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%.

### Consulting Services

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service Proposed</th>
<th>Contractor / Customer Facility</th>
<th>Unit of Issue</th>
<th>GSA Awarded Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>Strategic Planning</td>
<td>Both</td>
<td>Per Hour</td>
<td>$188.16</td>
</tr>
<tr>
<td>874-1</td>
<td>Coaching</td>
<td>Both</td>
<td>Per Month</td>
<td>$789.92</td>
</tr>
<tr>
<td>874-1</td>
<td>Keynote Speaker</td>
<td>Both</td>
<td>Per Day</td>
<td>$7,657.43</td>
</tr>
</tbody>
</table>
Training Courses

<table>
<thead>
<tr>
<th>SIN</th>
<th>Course Title</th>
<th>Course Length</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
<th>Contractor / Customer Facility</th>
<th>Unit of Issue</th>
<th>GSA Awarded Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-4</td>
<td>The Leadership Challenge</td>
<td>4 Days</td>
<td>20</td>
<td>30</td>
<td>Both</td>
<td>Per Course</td>
<td>$13,823.68</td>
</tr>
<tr>
<td>874-4</td>
<td>Team Building</td>
<td>2 Days</td>
<td>20</td>
<td>30</td>
<td>Both</td>
<td>Per Course</td>
<td>$7,405.54</td>
</tr>
<tr>
<td>874-4</td>
<td>Developing Emotional Intelligence</td>
<td>1 Day</td>
<td>20</td>
<td>30</td>
<td>Both</td>
<td>Per Day</td>
<td>$6,911.84</td>
</tr>
<tr>
<td>874-4</td>
<td>Communication and Conflict</td>
<td>1 Day</td>
<td>20</td>
<td>30</td>
<td>Both</td>
<td>Per Day</td>
<td>$6,911.84</td>
</tr>
</tbody>
</table>

Support Products

<table>
<thead>
<tr>
<th>SIN</th>
<th>Support Item</th>
<th>Contractor / Customer Facility</th>
<th>Unit of Issue</th>
<th>GSA Awarded Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-4</td>
<td>The Leadership Challenge LPI Material</td>
<td>Both</td>
<td>per person</td>
<td>$293.20</td>
</tr>
<tr>
<td>874-4</td>
<td>The Leadership Challenge Material</td>
<td>Both</td>
<td>per person</td>
<td>$195.47</td>
</tr>
</tbody>
</table>

Success Business Incorporated Job & Service Descriptions

Strategic Planning
(Strategic Planner)
Reviews, designs, and develops all aspects of a company's organizational development function. Develops training programs, facilitates implementation of appropriate change management initiatives, and reviews current development programs to ensure adherence to company goals. Responsible for continually building the company's stock of human capital and encouraging employee development. Measures performance to gauge success of programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Education: Bachelor’s Degree
Minimum Years of Experience: 8 years

Keynote Speaker
Keynote speakers are used to arouse attention for a topic. When people gather for a meeting or event often they're thinking about other things than the conference or other occasion. They're making mental lists, reviewing what they need to do when the function is over, besides regretting the unfinished business they left behind them. That's why a keynote speaker is needed to get an audience focused. As people generally judge a book by its cover, forming a first impression, it's important that the keynote speakers project a positive image for whatever is to follow their speeches. In addition to setting the tone for an event, program or conference, keynote speakers should affirm an organization's purpose and goals.
Keynote speakers deliver uplifting speeches to motivate an audience. They first try to relate to the people and then tell them what they should do and why they should do it. These speakers should be careful not to talk down to their audiences, but instead lead them to conclusions using persuasive tools such as personal experiences. SBI Keynote speakers specialize in Motivation, business conferences and workshops for the technical and business arena. Civil Rights, Team Building, Organizational Development, Sales and Marketing to name a few.

**Education:** Master’s Degree

**Minimum Years of Experience:** 5 years

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**Coaching (Coach)**

Training needed: International Coaching Federation Certification (ICF) The Coach will provide two four hour sessions per month minimum - Coaching is a customized one-on-one approach to maximizing results in an individual’s business and life. The basic philosophy of coaching is that humans are great, that we’re all discovering what we really want and that we can get what we want faster and easier by having a coach who’s been there and who can help us.

**Education:** Bachelor’s Degree

**Minimum Years of Experience:** 3 years
<table>
<thead>
<tr>
<th>Course</th>
<th>Detailed Course Description</th>
<th>Minimum Number of Students</th>
<th>Max Number of Students</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Leadership Challenge</td>
<td>The Leadership Challenge is a renowned Leadership Model developed by the Leadership and Management consultants Kouzes and Posner. The Leadership Challenge provides a 360 degree participant assessment, along with an understanding of the five leadership practices, Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act and Encourage the Heart.</td>
<td>20</td>
<td>30</td>
<td>4 days</td>
</tr>
<tr>
<td>Team Building</td>
<td>This workshop is designed to introduce participants to the skills and tools used by high performing teams. Topics include identifying and clarifying team objectives, goals, values and outcomes; meeting management and decision making; conflict management; team leadership models and building support through networks with other stakeholders in the organization.</td>
<td>20</td>
<td>30</td>
<td>2 days</td>
</tr>
<tr>
<td>The Leadership Challenge LPI Material</td>
<td>This is for the 360 Assessment</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>The Leadership Challenge Material</td>
<td>Hard book, workbook, participant guide, value cards, toys and certificate</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Developing Emotional Intelligence</td>
<td>This workshop is designed to assist leaders in understanding Emotional Intelligence (EI) and why it is important to personal and professional success. Recognize five domains you can work on to maintain and enhance your level of emotional intelligence. Identify why EI is important for leaders and managers. Identify personal and professional benefits of Emotional Intelligence. Describe the Domains of Emotional Intelligence</td>
<td>20</td>
<td>30</td>
<td>1 day</td>
</tr>
<tr>
<td>Communication and Conflict</td>
<td>This topic is designed to assist the participants in understanding the process of communicating, and how to enhance the effectiveness of the communication process. Participants are also introduced to two areas that contribute to leadership effectiveness: listening skills and effectively presenting one’s own thoughts, opinions, and ideas and identify sources of conflict, identify five conflict resolution styles, respond to conflict situations using a collaborative resolution style.</td>
<td>20</td>
<td>30</td>
<td>1 day</td>
</tr>
</tbody>
</table>
**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) 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.