



True North Programs, LLC
3540 Longwood Ave.
Boulder, CO 80305
303.877.2057

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule – Price List**

Online 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.gsaadvantage.gov>

Contract Number: GS-00F-405GA

Schedule Title: Professional Services Schedule

Contract Period: September 25, 2017 through September 24, 2022

Contract Administrator: Mary Patricia Beach, President
True North Programs, LLC
3540 Longwood Avenue
Boulder, Colorado 80305
Office: (303) 877-2057
admin@truenorthprograms.com
<http://www.TrueNorthPrograms.com>

DUNS Number: 100807325

Business Size: Small Business, Woman-owned Small Business

CUSTOMER INFORMATION:

1a. Awarded Special Item Numbers (SINs):

SIN	Recovery	Description
874-1	874-1RC	Integrated Consulting Services

1b. Identification of the Lowest Priced Item/Service and Lowest Unit Price for that Item/Service for each Special Item Number Awarded. Prices shown in the price list are valid for all



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domestic destinations. Travel costs will be expensed in accordance with Joint Travel Regulations

- 1c. **Labor Category Descriptions:** 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. See pages 5-8.
2. **Maximum order:** \$1,000,000.00
3. **Minimum order:** \$100.00
4. **Geographic coverage:** 48 contiguous states, District of Columbia, Alaska, Hawaii, Puerto Rico, and American possessions
5. **Point of Production:** 3540 Longwood Avenue, Boulder, Colorado 80305
6. **Statement of Net Price:** Pricing provided below represents Government Net Pricing. Discounts have been deducted.
7. **Quantity/Volume Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Notification That Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold:** Yes
- 9b. **Notification Whether Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold:** Yes
10. **Foreign items (list items by country of origin:** Not applicable
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day Delivery:** Contact Contractor



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- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. point(s):** Destination
- 13a. **Ordering Address:** Please forward all orders to the designated individual at the address below:

Attn: Mary Patricia Beach
True North Programs, LLC
3540 Longwood Avenue
Boulder, CO 80305

Telephone: (303) 877-2057
Email: admin@truenorthprograms.com
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in (FAR) 8.405-3.
14. **Payment Address:**

Attn: Mary Patricia Beach
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Telephone: (303) 877-2057
Email: admin@truenorthprograms.com
15. **Warranty Provision:** Not applicable
16. **Export Packing Charges:** Not applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contract Contractor
18. **Terms and Conditions of Rental, Maintenance and Repair:** Not applicable
19. **Terms and Conditions of Installation:** Not applicable



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- 20. **Terms and Conditions of Repair Parts Indicating Date of Parts Lists and Discounts from List Prices:** Not applicable
- 21. **List of Service and Distribution Points:** Not applicable
- 22. **List of Participating Dealers:** Not applicable
- 23. **Preventive Maintenance:** Not applicable
- 24a. **Special Attributes Such as Environmental Attributes:** Not applicable
- 24b. **Section 508 Compliance Information:** Not applicable
- 25. **Data Universal Number System (DUNS) Number:** 100807325
- 26. **Notification regarding registration in Central Contractor Registration (CCR) Database:** Active in the CCR under CAGE Code: 6SPP0.

SERVICES AND PRICING

Awarded SINS	Awarded Labor Category Title	Awarded Price	Year 2	Year 3	Year 4	Year 5
874-1,1RC	Executive Coach	\$279.29	\$283.76	\$288.30	\$292.91	\$297.60
874-1,1RC	Senior Executive Coach	\$299.24	\$304.03	\$308.89	\$313.83	\$318.86
874-1,1RC	Master Executive Coach	\$324.18	\$329.37	\$334.64	\$339.99	\$345.43
874-1,1RC	Facilitator	\$249.37	\$253.36	\$257.41	\$261.53	\$265.72
874-1,1RC	Master Facilitator	\$299.24	\$304.03	\$308.89	\$313.83	\$318.86
874-1,1RC	Trainer	\$224.43	\$228.02	\$231.67	\$235.38	\$239.14
874-1,1RC	Master Trainer	\$279.29	\$283.76	\$288.30	\$292.91	\$297.60
874-1,1RC	Project Manager	\$149.62	\$152.01	\$154.45	\$156.92	\$159.43
874-1,1RC	Program Manager	\$249.37	\$253.36	\$257.41	\$261.53	\$265.72
874-1,1RC	Administrative Assistant	\$49.87	\$50.67	\$51.48	\$52.30	\$53.14
874-1,1RC	Administrator	\$79.80	\$81.08	\$82.37	\$83.69	\$85.03
874-1,1RC	Senior Administrator/Office Manager	\$99.75	\$101.35	\$102.97	\$104.62	\$106.29
874-1,1RC	Senior Executive Consultant	\$349.12	\$354.71	\$360.38	\$366.15	\$372.01



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874-1,1RC	Executive Consultant	\$299.24	\$304.03	\$308.89	\$313.83	\$318.86
874-1,1RC	Graphic Artist	\$99.75	\$101.35	\$102.97	\$104.62	\$106.29
874-1,1RC	Technical Writer	\$124.69	\$126.69	\$128.71	\$130.77	\$132.86
874-1,1RC	Senior Technical Writer	\$174.56	\$177.35	\$180.19	\$183.07	\$186.00

Note: All rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%

LABOR CATEGORY DESCRIPTIONS

Labor Category Title	Minimum Education	Minimum Years of Experience	Description
Program Support Professionals			
Administrative Assistant	High School Diploma	1	Experience: One (1) year experience working in an office environment. Excellent oral and written communication and interpersonal skills.
Administrator	Bachelor's	5	Experience: Three (3) years of experience working in an office environment. Excellent oral and written communication and interpersonal skills. Knowledge and experience with Microsoft Office products, bookkeeping and/or data management required.
Senior Administrator/Office Manager	Master's	5	Experience: Five (5) years of experience working in an office environment. Excellent oral and written communication and interpersonal skills. Knowledge and experience with Microsoft Office products, bookkeeping and/or data management required. Experience managing other administrators and also coordinating multiple internal and external stakeholder efforts.
Graphic Artist	Bachelor's	3	Experience: Three (3) years of experience working in an office environment. Excellent oral and written communication and interpersonal skills. Knowledge and experience with Microsoft Office products, bookkeeping and/or data management required.
Technical Writer	Bachelor's	5	Five (5) years directly related experience that includes creating and editing technical documents.
Senior Technical Writer	Master's	10	Ten (10) years directly related experience that includes creating and editing technical documents. Advanced data analysis and display skills.
Project Manager	Bachelor's	5	Bachelor's degree in Business, Counseling, Psychology, Engineering or IT related field required. Five (5) years of experience managing technical or HR projects. Specialized experience includes: complete project development from inception to deployment (system-development lifecycle); ability to provide guidance and direction in tasks to be supported; expertise in managing and controlling funds and resources; ability to manage multi-task contracts similar to this type and complexity. Substantial experience in the use of a



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			structured methodology is preferred. Project Management Institute's Project Management Professional (PMP) certification considered a plus.
Program Manager	Master's	10	Master degree in Business, Counseling, Psychology, Engineering or IT related field required. Ten (10) years of experience managing technical or HR projects. Experience managing multiple projects across an enterprise. Functional Responsibilities: The Program Manager is the recognized project leader responsible for the overall performance of all related projects. Project Manager is responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization and the project to subordinates.
Consultants			
Executive Coach	Master's	5	Master degree and/or certificate from an Accredited Coach Training Program (ACTP) recognized by the International Coach Federation (ICF). Five (5) years of experience delivering coaching programs at the middle to senior manager level, and management consulting experience in one or more areas of organizational development, leadership development, public administration, management consulting, or work force development.
Senior Executive Coach	Master's +	10	Master degree and certificate from an Accredited Coach Training Program recognized by the ICF. Ten (10) years of experience designing and implementing coaching programs at the senior executive, senior manager, political appointees, or CEO levels, and management consulting experience in one or more areas of organizational development, leadership development, public administration, management consulting, or work force development.
Master Executive Coach	Master's +	15	Master degree and PCC or MCC level ICF Certification. Experience: Fifteen (15) years of experience designing and implementing coaching programs at the senior executive, senior manager, political appointees, or CEO levels, and management consulting experience in one or more areas of organizational development, leadership development, public administration, management consulting, or work force development.



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Facilitator	Bachelor's	5	Bachelor's degree in Business, Counseling, Psychology, Engineering or IT related field required. Five (5) years of experience facilitating team dialogues in large organizations. Consulting experience in one or more areas of organizational development, leadership development, public administration, management consulting, or work force development OR previous experience relevant to the work of the participants needing facilitation. Professional facilitation training preferred.
Master Facilitator	Master's	10	Master's degree in Business, Counseling, Psychology, Engineering or IT related field required. Professional facilitation training also required. Ten (10) years of experience facilitating team and strategic dialogues in large organizations. Consulting experience in one or more areas of organizational development, leadership development, public administration, management consulting, or work force development OR previous experience relevant to the work of the participants needing facilitation.
Trainer	Bachelor's	5	Bachelor's degree in Management, Counseling, Psychology, Engineering or IT related field required. Expertise in adult learning principles and curriculum design preferred. Experience: Five (5) years of experience in corporate training. Knowledge in the areas of organizational development, management development, facilitation, training or organizational planning required. The Trainer/Counselor must possess outstanding oral and written communication and interpersonal skills.
Master Trainer	Master's	10	Master's degree in Business, Counseling, Psychology, or Technical Field required. Ten (10) years of experience in corporate training. Expertise in adult learning principles, curriculum design required. Knowledge in the areas of organizational development, management development, facilitation, training or organizational planning required. The Master Trainer/Counselor must possess outstanding oral and written communication and interpersonal skills.
Executive Consultant	Master's	5	Master's degree in Business, Counseling, Psychology, or Technical Field required. Five (5) years in consulting field or equivalent technical or managerial positions in Business or Public Administration. Previous experience providing management or technical advice, training, facilitation and/or consultation to individual executives or teams. Expert knowledge and applications in technical area of expertise and/or organization development, organization design, group dynamics, leadership/executive development and strategic/business planning or technical field of expertise. Experience administering surveys, assessments and analyzing results. Experience designing and delivering organizational interventions and/or provides expert advice and consultation.



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Senior Executive Consultant	Master's	10	Master's degree in Business, Counseling, Psychology, or Technical Field required. Ten (10) years in consulting field or equivalent technical or managerial positions in Business or Public Administration. Previous experience providing management or technical advice, training, facilitation and/or consultation to individual executives or teams. Expert knowledge and applications in technical area of expertise and/or organization development, organization design, group dynamics, leadership/executive development and strategic/business planning or technical field of expertise. Experience administering surveys, assessments and analyzing results. Experience designing and delivering organizational interventions and/or provides expert advice and consultation.
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The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA MATRIX

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Assessment Administrator	01020 Administrative Assistant	2015-5415