

GENERAL SERVICES ADMINISTRATION

AUTHORIZED GSA 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 GSAAAdvantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.gsaadvantage.gov/>

Schedule Title **Schedule 874 - MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

FSC Group **874-4 Training Service**

FSC Codes **6910 Training Aids
6940 Communication Training Devices
U008 Education/Training – Training/Curriculum Development
U099 Education/Training – Other**

NAICS Codes **611430 Professional and Management Development Training
611699 All Other Miscellaneous Schools and Instruction
611710 Educational Support Services
541611 Administrative Management and General Management Consulting Services**

Contract Number **GS-02F-0007V**

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

Contract Period **October 1, 2013 - September 30, 2018**

Contractor **Performance Training Resources, LLC (PTR Training)**
4831 W 136th Street
Leawood, KS 66224
Tel: **913-491-9393**
Fax: **913-814-8787**
<http://www.PTRtraining.com>

Contract Administration:
Eric Long, ericlong@ptrtraining.com

Business Size s - Small Business

CUSTOMER INFORMATION

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

874-4 – Training Service

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

874-4 – Training Service

1 unit = 1 instructor-led training class

Lowest priced model is for 1 or ½ day of instructor-led training.

Lowest unit price is \$2,698 (additional expenses may be charged for travel)

- 1c. Position description and experience requirements for hourly labor.

874-4 – Training Service

Labor Category	Position Description and Education
Consultation and Course Development	<p>Education/Experience Requirements: Baccalaureate degree in related professional discipline. Five years course development experience.</p> <p>Duties: Maintains currency in field and functions as expert in the subject area. Conducts research necessary to develop and revise courses. Integrates experience with training skills to provide professional and relevant course materials and facilitation. Prepares necessary student material (course workbooks, handouts, presentations, exercises, assessments, etc.).</p>
Course and Test Administration	<p>Education/Experience Requirements: Baccalaureate degree in related professional discipline. Three years course and test administration experience.</p> <p>Duties: Assists in collecting and organizing information required for administering courses and related tests. Reviews process for course and test development and delivery. Collects and organizes data and prepares evaluation reports and test results.</p>
Course Revision	<p>Education/Experience Requirements: Baccalaureate degree in related professional discipline. Five years course development experience.</p> <p>Duties: Conducts research necessary to develop and revise courses. Integrates experience with training skills to provide professional and relevant course materials and facilitation. Prepares necessary student material (course workbooks, handouts, presentations, exercises, assessments, etc.).</p>

2. Maximum Order: **\$1,000,000.00**
3. Minimum Order: **\$26.00**
4. Geographic Coverage (Delivery Area): **Continental U.S., Alaska, Hawaii, Puerto Rico**

5. Point(s) of Production:

Performance Training Resources, LLC
4821 W 136th Street
Leawood, KS 66224

6. Discount From List Prices or Statement of Net Price: **Net Prices Discounts deducted.**

7. Quantity Discounts: **None**

8. Prompt Payment Terms: **N/A**

9a. Notification That Government Purchase Cards Are Accepted at or Below the Micro-Purchase Threshold:
Government Purchase Cards ACCEPTED at or below the Micro-Purchase Threshold.

9b. Notification That Government Purchase Cards Are Accepted or Not Accepted Above the Micro-Purchase Threshold:
Government Purchase Cards ACCEPTED at or below the Micro-Purchase Threshold.

10. Foreign items (list items by country of origin). **N/A**

11a. Time of Delivery: **To be negotiated with Ordering Agency.**

11b. Expedited Delivery: **To be negotiated with Ordering Agency.**

11c. Overnight and 2-Day Delivery: **To be negotiated with Ordering Agency.**

11d. Urgent Requirements: **To be negotiated with Ordering Agency.**

12. F.O.B. Point(s): **Destination**

13a. Ordering Address(es):

Performance Training Resources, LLC
4821 W 136th Street
Leawood, KS 66224

13b. 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.

14. Payment Address(es):

Performance Training Resources, LLC
PO Box 23521
Overland Park, KS 66283

15. Warranty Provision: **PTR offers the Government its standard commercial warranty.**

16. Export Packing Charges: **N/A**

17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micropurchase Level):

Government Purchase Cards ACCEPTED at or below the Micro-Purchase Threshold.

18. Terms and Conditions of Rental, Maintenance and Repair: **N/A**
19. Terms and Conditions of Installation: **N/A**
20. Terms and Conditions of Repair Parts, etc: **N/A**
- 20a. Terms and Conditions for any Other Services: **N/A**
21. List of Service and Distribution Points: **N/A**
22. List of Participating Dealers: **N/A**
23. Restocking Fees: **N/A**
23. Preventive Maintenance: **N/A**
- 24a. Special attributes such as 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/. **N/A**
25. Data Universal Number System (DUNS) number: **073384625**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registration is current.**

GSA Schedule Price List

874-4 Training Service

Instructor-Led Training Programs	Duration	Max. Students	FSS Price	Commercial Price	Web Page Link www.PTRTraining.com Click on link for course summary.
Accountable Leadership	1 day	25	\$2,698	\$3,115	/accountableleader.htm
Achieving Maximum Productivity	1 day	25	\$2,698	\$3,115	/productivity.htm
Achieving Maximum Productivity - 2-day	2 days	25	\$5,189	\$6,230	/productivity.htm
Advanced Writing Skills	2 days	25	\$5,189	\$6,230	PTRtraining.com
Anger Management	1 day	25	\$2,698	\$3,115	/anger.htm
Applying and Interviewing for Federal Jobs	1 day	25	\$2,698	\$3,115	PTRtraining.com
Basic Principles of Risk Management	1 day	25	\$2,698	\$3,115	/riskmanagement.htm
Behavioral-Based Interviewing	1 day	25	\$2,698	\$3,115	/behavioralinterviewing.htm
Behavioral-Based Interviewing for Candidates	1/2 day	25	\$2,698	\$3,115	/behavioralinterviewskills.htm
Bridging Multi-Generational Gaps	1/2 day	25	\$2,698	\$3,115	PTRtraining.com
Budgeting and Financial Management	1 day	25	\$2,698	\$3,115	/budgeting.htm
Business Ethics	1 day	25	\$2,698	\$3,115	PTRtraining.com
Business Ethics - 2 day	2 days	25	\$5,189	\$6,230	PTRtraining.com
Build and Maintain a Successful Team	1 day	25	\$2,698	\$3,115	/teambuilding.htm
Build and Maintain a Successful Team-2 day	2 days	25	\$5,189	\$6,230	/teambuilding.htm
Coaching for Maximum Performance	1 day	25	\$2,698	\$3,115	/coaching.htm
Communication Skills for Managers	1 day	25	\$2,698	\$3,115	/communicationformanagers.htm
Conflict Resolution for Managers	1 day	25	\$2,698	\$3,115	/conflictformanagers.htm
Conquering the Grammar Game	1 day	25	\$2,698	\$3,115	/grammar.htm
Conquering the Grammar Game - 2-day	2 days	25	\$5,189	\$6,230	/grammar.htm
Consultative Selling	1 day	25	\$2,698	\$3,115	/consultsales.htm
Contract Origination and Management	1 day	25	\$2,698	\$3,115	/contractmanagement.htm
Creating a Positive Environment	1 day	25	\$2,698	\$3,115	PTRtraining.com
Critical Thinking	1 day	25	\$2,698	\$3,115	/ct.htm
Critical Thinking and Decision Making	2 days	25	\$5,189	\$6,230	/criticalthinking.htm
Customer Service and Telephone Techniques	1 day	25	\$2,698	\$3,115	PTRtraining.com
Dealing with Unacceptable Behavior	1 day	25	\$2,698	\$3,115	/unacceptablebehavior.htm
Delivering Successful Sales Presentations	1 day	25	\$2,698	\$3,115	/salespresentations.htm
Difficult Conversations	1 day	25	\$2,698	\$3,115	PTRtraining.com
Difficult Conversations - 2-day	2 days	25	\$5,189	\$6,230	PTRtraining.com
Effective Leadership Skills	1 day	25	\$2,698	\$3,115	/leadership.htm
Effective Leadership Skills - 2-day	2 days	25	\$5,189	\$6,230	/els.htm
Effective Meetings	1/2 day	25	\$2,698	\$3,115	/meetings.htm
Electronic Time Management	1/2 day	25	\$2,698	\$3,115	PTRtraining.com
Email Etiquette and Management	1/2 day	25	\$2,698	\$3,115	/email.htm
Emotional Intelligence	1 day	25	\$2,698	\$3,115	/ei.htm
Enhancing Your Professional Image	1 day	25	\$2,698	\$3,115	/image.htm
Essentials of Better Business Writing	1 day	25	\$2,698	\$3,115	/writing.htm

Essentials of Better Business Writing - 2-day	2 days	25	\$5,189	\$6,230	PTRtraining.com
Executive Business Writing	1 day	25	\$2,698	\$3,115	/execwriting.htm
Executive Leadership Series	5 days	25	\$12,974	\$15,860	/execleadershipseries.htm
Fostering a Respectful Workplace	1 day	25	\$2,698	\$3,115	/diversity.htm
Fundamentals of Competitive Procurement	1 day	25	\$2,698	\$3,115	/procurement.htm
Fundamental Leadership Series	5 days	25	\$12,974	\$15,860	/leadershipseries.htm
Grammar and Business Writing - 2-day	2 days	25	\$5,189	\$6,230	PTRtraining.com
Grammar and Proofreading	1 day	25	\$2,698	\$3,115	PTRtraining.com
How to Write Technical Business Documents	1 day	25	\$2,698	\$3,115	/techwriting.htm
Human Resources Essentials	1 day	25	\$2,698	\$3,115	/HREssentials.htm
HR - Americans with Disability Act (ADA)	1 day	25	\$2,698	\$3,115	PTRtraining.com
HR - Diversity in the Workplace	1 day	25	\$2,698	\$3,115	/diversity.htm
HR - Diversity and EEO for Managers	1 day	25	\$2,698	\$3,115	PTRtraining.com
HR - Equal Employment Opportunity (EEO)	1 day	25	\$2,698	\$3,115	/eoo.htm
HR - Family and Medical Leave Act (FMLA)	1 day	25	\$2,698	\$3,115	PTRtraining.com
Interpersonal Business Communication	1 day	25	\$2,698	\$3,115	/communication.htm
Interpersonal Business Communication - 2-day	2 days	25	\$5,189	\$6,230	/communication.htm
Interview Skills for Candidates	1 day	25	\$2,698	\$3,115	PTRtraining.com
Interviewing Skills	1 day	25	\$2,698	\$3,115	PTRtraining.com
Introduction to Social Media	1/2 day	25	\$2,698	\$3,115	PTRtraining.com
Leading a Diverse Team	1 day	25	\$2,698	\$3,115	/leadingdiversity.htm
Leading Change Initiatives	1 day	25	\$2,698	\$3,115	/managingchange.htm
Leading Teams	1 day	25	\$2,698	\$3,115	/teambuilding.htm
Leading Teams Across Geographic Boundaries	1 day	25	\$2,698	\$3,115	PTRtraining.com
Leadership Skills for Non-Supervisors	1 day	25	\$2,698	\$3,115	PTRtraining.com
Leadership Skills for Non-Supervisors - 2 day	2 days	25	\$5,189	\$6,230	PTRtraining.com
Leadership Skills for Non-Supervisors - 3 day	3 days	25	\$7,792	\$9,355	PTRtraining.com
Legal Aspects of EEO	1/2 day	25	\$2,698	\$3,115	/eoo.htm
Making Change Work for You	1 day	25	\$2,698	\$3,115	/change.htm
Managing Up	1 day	25	\$2,698	\$3,115	PTRtraining.com
Maritime Security Awareness	1 day	20	\$2,698	\$3,115	/msa.htm
Maritime Security - Facility Security Officer	3 days	24	\$7,794	\$9,355	/fso.htm
Maritime Security - Company Security Officer	3 days	24	\$7,794	\$9,355	/cso.htm
Maritime Security - Vessel Security Officer	3 days	24	\$7,794	\$9,355	/vso.htm
Maritime Security - VSO Refresher Course	2 days	24	\$5,189	\$6,230	/marsec.htm
Maritime Security - FSO, CSO, VSO Combo	3 days	24	\$7,794	\$9,355	/fsocsovso.htm
Maritime Security - FPSSD	2 days	24	\$5,189	\$6,230	/fpssd.htm
Maritime Security - VPSSD	2 days	24	\$5,189	\$6,230	/vpssd.htm
Maritime Security - FPSSD, VPSSD Combo	2 days	24	\$5,189	\$6,230	/fvpsdd.htm
MS Access Basic	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Access Advanced	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Access Intermediate	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Excel Basic	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Excel Intermediate	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Excel Advanced	1 day	15	\$2,698	\$3,115	PTRtraining.com

MS Outlook Basic	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Outlook Intermediate	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Outlook Advanced	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS PowerPoint Basic	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS PowerPoint Advanced	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS PowerPoint Sales Presentations	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Project Basic	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Project Advanced	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Word Basic	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Word Intermediate	1 day	15	\$2,698	\$3,115	PTRtraining.com
MS Word Advanced	1 day	15	\$2,698	\$3,115	PTRtraining.com
Motivating Employees	1 day	25	\$2,698	\$3,115	/motivation.htm
Negotiation Skills for Life and Business	1 day	25	\$2,698	\$3,115	/negotiation.htm
Negotiation Skills for Life and Business – 2 day	2 days	25	\$5,189	\$6,230	/negotiation.htm
Principles of Critical Thinking	1 day	25	\$2,698	\$3,115	/ct.htm
Principles of Financial Management	1 day	25	\$2,698	\$3,115	/finance.htm
Problem Solving and Creative Thinking	1 day	25	\$2,698	\$3,115	/problemsolving.htm
Professional Interviewing & Resume Writing	1/2 day	25	\$2,698	\$3,115	/resume.htm
Project Management	1 day	25	\$2,698	\$3,115	/basicpm.htm
Project Management II: Beyond the Basics	2 days	25	\$5,189	\$6,230	/intermediatepm.htm
Project Management III: Advanced PM	2 days	25	\$8,307	\$9,870	/advancedpm.htm
Project Management - Earned Value Mgmt	2 days	25	\$8,307	\$9,870	/evm.htm
Project Management - Portfolio Management	2 days	25	\$8,307	\$9,870	/portfolio.htm
Project Management – PMP Exam Prep	2 days	25	\$8,307	\$9,870	/pmpprep.htm
Project Management - Program Management	2 days	25	\$8,309	\$9,870	PTRtraining.com
Proofreading and Editing	1 day	25	\$2,698	\$3,115	PTRtraining.com
Recruiting, Hiring and Keeping Top Performers	1 day	25	\$2,698	\$3,115	/hiring.htm
Relationship Management	2 days	25	\$5,189	\$6,230	PTRtraining.com
Sexual Harassment Recognition & Prevention	1/2 day	25	\$2,698	\$3,115	PTRtraining.com
Speed Reading for Business Professionals	1 day	25	\$2,698	\$3,115	/reading.htm
Speed Reading - 2-day	2 days	25	\$5,189	\$6,230	/reading.htm
Strategic Thinking	1 day	25	\$2,698	\$3,115	/strategicplanning.htm
Strategic Writing	1 day	25	\$2,698	\$3,115	PTRtraining.com
Strategies for Managing Stress	1 day	25	\$2,698	\$3,115	/stress.htm
Success Skills for Professional Assistants	1 day	25	\$2,698	\$3,115	/assistant.htm
Successful Presentation Skills	1 day	25	\$2,698	\$3,115	/presentations.htm
Successful Presentation Skills - 2-day	1 day	25	\$5,189	\$6,230	/presentations.htm
Successful Team Building	1 day	25	\$2,698	\$3,115	/teams.htm
Successful Team Building - 2-day	1 day	25	\$5,189	\$6,230	/teambuilding.htm
Technical Writing	1 day	25	\$2,698	\$3,115	/techwriting.htm
Technical Writing – 2 day	2 days	25	\$5,189	\$6,230	/techwriting.htm
The Outstanding Supervisor	1 day	25	\$2,698	\$3,115	/supervise.htm
Time Management and Productivity	1 day	25	\$2,698	\$3,115	/productivity.htm
Wellness and Life Balance	1/2 day	25	\$2,698	\$3,115	/wellness.htm
Win-Win Solutions for Daily Conflict	1 day	25	\$2,698	\$3,115	/conflict.htm



Win-Win Solutions for Daily Conflict - 2-day	2 days	25	\$5,189	\$6,230	/conflict.htm
Workplace Violence Recognition & Prevention	1/2 day	25	\$2,698	\$3,115	PTRtraining.com
World Class Customer Service	1 day	25	\$2,698	\$3,115	/cs.htm
World Class Customer Service - 2-day	2 days	25	\$5,189	\$6,230	/cs.htm
Workforce and Succession Planning	1 day	25	\$2,698	\$3,115	PTRtraining.com
Writing in Plain Language	1 day	25	\$2,698	\$3,115	PTRtraining.com

NOTE: Additional expenses may be charged for travel.

874-4 Training Services

Course Development & Test Administration Rates	Duration	FSS Price	Commercial Price	Web Page Link www.PTRTraining.com Click on link for course summary.
Consultation and Course Development Labor Rate	1 hour	\$260.00	\$312	PTRtraining.com
Course and Test Administration Labor Rate	1 hour	\$104.00	\$156	PTRtraining.com
Course Revision Labor Rate	1 hour	\$26.00	\$52	PTRtraining.com