

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 for GSA Advantage! is www.GSAAdvantage.gov.

Contract number: GS-02F-0033T

Schedule: MAS – Multiple Award Schedule

Category	Professional Services	Description
541611	Business Administrative Services	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Training	Professional and Management Development Training Services
OLM	Miscellaneous - Complementary Special Item Numbers (SINs)	Order-Level Materials (OLM)

For more information on ordering from Federal Supply Schedules click on: <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules>.

Contract period: December 20, 2021 – December 19, 2026

Price Schedule Effective: December 20, 2021 – December 19, 2026

Contractor: PTG International, Inc.
13227 Executive Park Terrace Germantown, MD
20874

Email to ederibeaux@ptg-intl.com

Or call: Tel: 240-449-8482

Or send a FAX to: 301-972-2774

Contractor's internet address/web site where schedule information can be found (as applicable): www.ptg-intl.com

Contract administration source (if different from preceding entry): Eugene de Ribeaux

Business size: **Small Disadvantaged Business; 8(a) Program Participant**, Hispanic American Owned, Minority-Owned Business, S Corporation

CUSTOMER INFORMATION:

1a. Table of awarded categories: 541611, 611430, and OLM (See below for labor hour pricing)

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

1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided following the price listing.

2. Maximum order: \$1,000,000.00

3. Minimum order: \$100

4. Geographic coverage (delivery area): Continental United States, Alaska, Hawaii, Puerto Rico, American Samoa and all other U.S. possessions.

5. Point(s) of production (city, county, and State or foreign country): Offeror's place of business.

6. Discount from list prices or statement of net price: PTG offers a 10% discount from its commercial list prices. Discounts offered are incorporated into pricing shown below. PTG offers free regular help desk hours for orders the value of which is greater than \$500,000.00, and offers free design of evaluation forms for orders greater than \$250,000.00.

7. Quantity discounts: PTG does not offer quantity discounts for quantity orders.

8. Prompt payment terms. Net 30 days for all items on the schedule.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. PTG accepts the Government purchase card for orders at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. PTG accepts the Government purchase card for orders above the micro-purchase threshold.

10. Foreign items (list items by country of origin). PTG uses no foreign items.

11a. Time of delivery (Contractor insert number of days.) Time of delivery is dependent on complexity of the order.

11b. Expedited Delivery Items offered for expedited delivery are noted in the price list with the symbol * (asterisk).

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

11d. Urgent Requirements. Agencies may contact PTG International with urgent requirements.

12. F.O.B. point(s). Germantown, MD

13a. Ordering address.

PTG International, Inc
13227 Executive Park Terrace
Germantown, MD 20874
ATTN: Contracts Administrator
ederibeaux@ptg-intl.com

13b. Ordering Procedures. See FAR 8.405 for ordering procedures for orders requiring a SOW, not requiring a SOW, and for BPA's

14. Payment address.

PTG International, Inc
13227 Executive Park Terrace
Germantown, MD 20874
ATTN: Contracts Admin.
Email: ederibeaux@ptg-intl.com

15. Warranty provision. PTG 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 – N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None.

18. Terms and conditions of rental, maintenance and repair – N/A.

19. Terms and conditions of installation – N/A.

20a. Terms and conditions for any other services - N/A.

21. List of service and distribution points –

PTG International, Inc
13227 Executive Park Terrace
Germantown, MD 20874
ATTN: Contracts Administrator
Email: ederibeaux@ptg-intl.com

22. Preventative Maintenance – PTG will consider requests for maintenance agreements at the prices shown below.

23. a. Special attributes – N/A.

23. b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. Section 508 compliance information is available on Electronic Information Technology (EIT) supplies and services by contracting the contractor directly at the address shown above. The EIT standards can be found at www.Section508.gov.

24. Data Universal Number System (DUNS) number: 838192433

25. Unique Entity Identifier (UEI): EHVWQC5LJRV9

26. PTG is registered in the System for Award Management database

PTG GSA Price List: (All prices shown are shown at a net discounted price to the Government. (-13.25%))

<u>Labor Hour Category</u>	<u>Hourly Rate</u>
Senior Executive Consultant.....	\$ 247.63
Executive Consultant.....	222.87
Principal (Technical Expert)	198.10
Test Design Consultant.....	198.10
Project/Program Manager	186.00
Senior Contract Administrator.....	186.00
Training Evaluation Specialist.....	169.68
Database Administrator.....	169.68
Sr. Business Analyst.....	148.59
Sr. Consultant	148.59
Assistant Project Manager.....	133.71
Configuration Manager.....	133.71
Business Analyst.....	133.71
Technical Consultant	133.71
Software Tester... ..	133.71
Contract Administrator.....	99.06
Consultant	99.06
Training Specialist	99.06
Help Desk Premium Hours	74.29
Help Desk Regular Hours	49.53
Documentation Specialist	39.62
Processing/Transcribing Specialist	39.62

NOTE: Concessions: Free Regular Help Desk hours for orders > \$500,000.00; No charge for design of evaluation forms for orders > \$250,000.00.

PTG TEMPO® Price List (Updated 02/15/2019)

Dual-Level Training Evaluation Value & Compliance Package -		
TEMPO® Monthly Service Fee	GSA Price	Unit
1-5 courses	\$ 1286.68	per course module
6-10 courses	\$ 978.41	per course module
11-25 courses	\$ 889.05	per course module
26-50 courses	\$ 799.70	per course module
51-100 courses	\$ 755.03	per course module
101-250 courses	\$ 705.89	per course module
250+ courses	\$ 607.60	per course module
Needs Analysis & Project Initiation Fee	\$ 5182.45	per project
Paper Form Processing Fees (Avg./Mo)		
	GSA Price	Unit
1 - 499	\$ 1.93	per form
500 - 999	\$ 1.62	per form
1,000 - 1,499	\$ 1.00	per form
1,500 - 2,499	\$ 0.96	per form
2,500 - 4,999	\$ 0.91	per form
5,000 - 7,499	\$ 0.84	per form
7,500 - 9,999	\$ 0.79	per form
10,000 +	\$ 0.74	per form
Editing/Transcription Service for Paper Forms (Avg./Mo)		
	GSA Price	Unit
1 - 499	\$ 1.81	per form
500 - 999	\$ 1.66	per form
1,000 - 1,499	\$ 1.51	per form
1,500 - 2,499	\$ 1.43	per form
2,500 - 4,999	\$ 1.36	per form
5,000 - 7,499	\$ 1.27	per form
7,500 - 9,999	\$ 1.19	per form
10,000 +	\$ 1.11	per form
Editing Service for Electronic Forms (Avg./Mo)		
	GSA Price	Unit
1 - 499	\$ 0.29	per form
500 - 999	\$ 0.29	per form
1,000 - 1,499	\$ 0.29	per form

1,500 - 2,499	\$ 0.29	per form
2,500 - 4,999	\$ 0.29	per form
5,000 - 7,499	\$ 0.29	per form
7,500 - 9,999	\$ 0.29	per form
10,000 +	\$ 0.29	per form
Quarterly Reporting Service		
	GSA Price	Unit
1-5 course modules	\$ 353.84	per module
6-10 course modules	\$ 269.07	per module
11-25 course modules	\$ 244.49	per module
26-50 course modules	\$ 219.92	per module
51-100 course modules	\$ 207.64	per module
101-250 course modules	\$ 194.11	per module
250 + course modules	\$ 167.09	per module
Tempo Scan-able Paper Form Setup	\$ 148.59	per hour

Best Practice Multi-Level Evaluation Service	GSA Price	Unit
< 50 classes	\$ 621.00	per training event
51 - 100 classes	\$ 531.64	per training event
101 - 250 classes	\$ 442.29	per training event
251 - 500 classes	\$ 379.75	per training event
501 - 1000 classes	\$ 317.20	per training event
1001 - 2500 classes	\$ 254.66	per training event
2501 - 10000 classes	\$ 196.58	per training event
> 10000 classes	\$ 147.43	per training event
Needs Analysis & Project Initiation Fee	\$ 5,182.45	per project
Quarterly Reporting Service		
	GSA Price	Unit
1-5 course modules	\$ 353.84	per module
6-10 course modules	\$ 269.07	per module
11-25 course modules	\$ 244.49	per module
26-50 course modules	\$ 219.92	per module
51-100 course modules	\$ 207.64	per module
101-250 course modules	\$ 194.11	per module
250 + course modules	\$ 167.09	per module

TEMPO® Enterprise Level Training & Evaluation Service		
TEMPO® Monthly Service Fee	GSA Price	Unit
1 - 5 courses	\$ 306.03	per course
6 - 10 courses	\$ 235.89	per course
< 26 courses	\$ 2,814.61	Flat Fee
26-100 courses	\$ 4,691.01	Flat Fee
101 - 250 courses	\$ 5,673.89	Flat Fee
251 - 500 courses	\$ 7,014.18	Flat Fee
501 - 1,000 courses	\$ 7,729.00	Flat Fee
1,001 - 1,500 courses	\$ 8,801.23	Flat Fee
1,501 - 2,000 courses	\$ 9,784.10	Flat Fee
2,001 - 2,500 courses	\$ 10,856.33	Flat Fee
2,501 - 5000 courses	\$ 12,866.76	Flat Fee
TEMPO® Paper Form Processing Fee (Avg./Mo)		
GSA Price	Unit	
1 - 499	\$ 1.93	per form
500 - 999	\$ 1.62	per form
1,000 - 1,499	\$ 1.00	per form
1,500 - 2,499	\$ 0.96	per form
2,500 - 4,999	\$ 0.91	per form
5,000 - 7,499	\$ 0.84	per form
7,500 - 9,999	\$ 0.79	per form
10,000 +	\$ 0.74	per form
TEMPO® Electronic Form Processing Fee (Avg./Mo)		
GSA Price	Unit	
1 - 499	\$ 0.78	per form
500 - 999	\$ 0.58	per form
1,000 - 1,499	\$ 0.23	per form
1,500 - 2,499	\$ 0.19	per form
2,500 - 4,999	\$ 0.18	per form
5,000 - 7,499	\$ 0.18	per form
7,500 - 9,999	\$ 0.16	per form
10,000 +	\$ 0.13	per form
TEMPO® Per Form Editing & Transcription Service (paper forms) (Avg./Mo)		
GSA Price	Unit	
1 - 499	\$ 1.81	per form

500 - 999	\$	1.66	per form
1,000 - 1,499	\$	1.51	per form
1,500 - 2,499	\$	1.43	per form
2,500 - 4,999	\$	1.36	per form
5,000 - 7,499	\$	1.27	per form
7,500 - 9,999	\$	1.19	per form
10,000 +	\$	1.11	per form
TEMPO® Editing Service (electronic forms) (Avg./Mo)		GSA Price	Unit
1 - 499	\$	0.29	per form
500 - 999	\$	0.29	per form
1,000 - 1,499	\$	0.29	per form
1,500 - 2,499	\$	0.29	per form
2,500 - 4,999	\$	0.29	per form
5,000 - 7,499	\$	0.29	per form
7,500 - 9,999	\$	0.29	per form
10,000 +	\$	0.29	per form
TEMPO® Scan-able Paper Form Setup (Sr. Business Analyst)	\$	148.59	per hour
TEMPO® Configuration (Sr. Business Analyst)	\$	148.59	per hour
TEMPO® Custom Report Creation	\$	148.59	per hour
TEMPO Dedicated Server	\$	3,082.67	per server/mo
TEMPO End-User Training Class	\$	2,010.44	per day

Notes:

- TEMPO® Dual-Level Value & Compliance Learning Measurement Service** – The TEMPO® Dual-Level Value and Compliance Learning Measurement Service is designed for agencies that have a goal to achieve full compliance with Federal Regulation 5 CFR 410 & Pt. 250. It includes PTG design and creation of Level 1 and Level 3 evaluation forms, SaaS* implementation of the TEMPO® data collection and reporting system, as well as unlimited processing of electronic forms, and an annual summary report of findings, conclusions and recommendations. Quarterly reporting is offered as an option. Editing of paper and online (electronic) comments as well as transcription of paper form comments are offered separately.
- Best Practice Multi-Level Evaluation Service** – The Best Practice Multi-Level Training Evaluation Service is designed for agencies having the goal of implementing evaluation of all mission-critical training at all 4 levels. This package includes PTG design and creation of Levels 1-4 evaluation forms and SaaS* implementation of the TEMPO data collection and reporting system as well as unlimited processing of both electronic and paper forms and an annual summary report of findings, conclusions and recommendations. Quarterly reporting is offered as an option. Editing of paper and online comments as well as transcription of paper form comments are offered separately.



3. **TEMPO Enterprise Level Training Evaluation Service** - The TEMPO Enterprise-Level Training Evaluation service is an a la carte offering of TEMPO® and its supporting services designed for achieving economies of scale for enterprise-wide implementations of evaluation. TEMPO® service fees are priced on a per-course basis; form processing fees are priced on a per-form basis for both paper and electronic forms; editing of paper and online comments as well as transcription of paper form comments are offered separately.

* Software-as a Service

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Following sections show PTG commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services

Labor Categories, Training, Certification, Education and Experience

Labor Category/Form Rate	Training	Certifications	Education (see 'Degree / Experience Equivalency' section)	Experience
Senior Executive Consultant	Trained in one or more of the following disciplines, as they apply to the field of training analysis, measurement and evaluation of training, analysis and development of course curricula and tests: Educational Theory, Measurement Theory, Mathematics, Applied Statistics, Human Resources, or Business Administration.	None	Requires a Master's or Doctorate's degree	Has 10-15 years of management or consulting experience in the areas of applied statistics, measurement theory, educational theory, business or any of the disciplines for which they are to be engaged (see Training). Fulfills Sr. Management level responsibilities at the consulting firm with which they are associated, including either Divisional or C level management. One would normally find this person working as head of a consulting division or as CEO of the firm.
Executive Consultant	Trained in one or more of the following disciplines, as they apply to the field of training analysis, measurement and evaluation of training, analysis and development of course curricula and tests: Educational Theory, Measurement Theory, Mathematics, Applied Statistics, Human Resources, or Business Administration.	None	Requires a Master's or Doctorate's degree	Has at least 10 years of consulting experience in the area of applied statistics, measurement theory, educational theory, business or any of the disciplines for which they are to be engaged (see Training). Fulfills management responsibilities at the consulting firm with whom they are associated. One would normally find this person responsible for the work of varying numbers of consultants with expertise in various disciplines, who report directly to them at the consulting firm with which they are associated.

Labor Category/Form Rate	Training	Certifications	Education	Experience
Principal (Technical Expert)	Trained in one or more of the following disciplines, as they apply to the field of training analysis, measurement and evaluation of training, analysis and development of course curricula and tests: Educational Theory, Measurement Theory, Mathematics, Applied Statistics, Human Resources, or Business Administration.	None	Requires a Master's or Doctorate's degree	Has either taught at the university level, or applied the knowledge from their graduate level degree to significant projects over a number of years, both in government as well as in the private or non-profit sectors. Has utilized educational background beyond their doctoral program (i.e., Post-Doctoral level) and has a minimum of 5 years consulting experience in the area of applied statistics, measurement theory or their specific field of expertise. By reviewing their listing of publications, this individual would obviously be considered an "expert" in their field of study
Test Design Consultant	Educational or measurement theory, Applied Statistics, Test Theory and Test Development, or Business Administration.	None	Requires a Master's or Doctorate's degree	Has specific expertise in test development and has applied the knowledge from a graduate level degree to test development projects over a number of years, both in government as well as in the private or non-profit sectors. At least 5 years' experience in developing, scoring and administering tests in the government or the private or non-profit sectors.
Project Manager/Program Manager	Trained in any of the following disciplines: Organizational Development, Counseling, Education, Statistics, Mathematics, Human Resources or Business Administration	None	Requires a Bachelor's degree	Has at least 5 years' experience managing projects within the government or the private or non-profit sectors, with responsibility for all aspects of a project, including proposal preparation, management of the client interface, oversight of the development team and meeting the delivery schedule

Labor Category/Form Rate	Training	Certifications	Education	Experience
Sr. Contract Administrator	Trained in any of the following disciplines: Business Administration or finance. Pre-law concentration is also acceptable. Must have familiarity with the FAR and other Federal Government regulations governing contracts. Training in QuickBooks helpful	None	Requires a Bachelor's degree	At least 5 years' experience in managing the financial reporting aspects of contracts. Training in QuickBooks helpful.
Training Evaluation Specialist	Trained in one or more of the following disciplines, as they apply to the field of training analysis, measurement and evaluation of training, analysis and development of course curricula and tests: Educational Theory, Measurement Theory, Mathematics, Applied Statistics, Human Resources, and Business Administration.	None	Requires a Bachelor's degree	Minimum of 4 years' experience with instructional design and delivery, adult learning and measurement and evaluation of training. Works with client and project manager as subject matter expert on evaluation strategy and alignment of training with business goals. Maintains familiarity with training industry trends.

Labor Category/Form Rate	Training	Certifications	Education	Experience
Database Administrator	Must have attended either Oracle or Microsoft SQL Server Training or other training specifically focused on database design, operation, and administration, in addition to the educational requirement or the alternative experience requirement	Must have taken the certification exams for SQL or Oracle Server database design, implementation and database administration	Requires a Master's or Bachelor's degree	Minimum of 3 years of experience in the Database Administrator job function, as well as experience in database development and production environments, including designing and implementing complete life cycle client servers and database applications with various development tools and languages. Experience in having managed internal databases, from planning and testing stages through implementation and support.
Senior Business Analyst	Trained in any of the following disciplines: Computer Science, Business Administration or Software Engineering Core competencies in communication, organizational skills, application programming, system testing, database and system design.	None	Requires a Bachelor's degree	Has at least 7 years' experience in all areas of the SDLC (Software Development Life Cycle), particularly customer-facing roles. Prior experience as a Project Manager or Subject Matter Expert is a valuable asset.
Sr. Consultant	Computer Science, Statistics, Mathematics, or Business Administration.	None	Requires a Bachelor's degree a substitute	Has at least 5 years' experience in the data processing field, with work experience in any of the following: Web-based software development, database programming, Windows-based interactive applications or creation of custom PDA applications, hardware interfacing, and optical mark scanning.

Labor Category/Form Rate	Training	Certifications	Education	Experience
Assistant Project Manager	Trained in any of the following disciplines: Organizational Development, Counseling, Education, Statistics, Mathematics, Human Resources or Business Administration	None	Requires a Bachelor's degree	Work experience on projects within the government or the private or non-profit sectors, with responsibility for different aspects of the overall project.
Configuration Manager	Trained in any of the following disciplines: Computer Science, Statistics, Mathematics, or Business Administration		Requires a Bachelor's degree	Has at least 3 years of experience in technical support of projects involving Web-based software development, Systems Development Life Cycle (SDLC) automation, database programming, or Windows-based interactive applications.
Business Analyst	Trained in any of the following disciplines: Computer Science, Business Administration or Software Engineering Core competencies in communication and organizational skills		Requires a Bachelor's degree	Experience in areas requiring knowledge of the Software Development Life Cycle, particularly customer-facing roles. Prior experience as a Project Manager, Ass't. Project manager or Subject Matter Expert is a valuable asset.

Labor Category/Form Rate	Training	Certifications	Education	Experience
Technical Consultant	Trained in any of the following disciplines: Computer Science, Statistics, Mathematics, or Business Administration	None	Requires a Bachelor's degree	Has at least 4 years of work experience in any of the following: Web-based software development, database programming, Windows-based interactive applications or creation of custom PDA applications, hardware interfacing, and optical mark scanning.
Software Tester (changed name from Testing Specialist)	Trained in any of the following disciplines: Computer Science, Statistics, Mathematics, or Business Administration	None	Requires a Bachelor's degree	At least 2 years' experience in software development and testing
Contract Administrator	Trained in any of the following disciplines: Business Administration or finance. Pre-law concentration is also acceptable. Should have familiarity with the FAR and other Federal Government regulations governing contracts.	None	Requires a Bachelor's or Associate's degree. A high school degree, plus at min. of 5 years work experience is acceptable as a substitute.	At least 3 years' experience in managing the financial reporting aspects of contracts.

Labor Category/Form Rate	Training	Certifications	Education	Experience
Consultant	Trained in any of the following disciplines: Computer Science, Statistics, Mathematics, or Business Administration	None	Requires a Bachelor's degree or Associate's degree	Has at least 2 years of work experience in any of the following: Web-based software development, database programming, Windows-based interactive applications or creation of custom PDA applications, hardware interfacing, and optical mark scanning.
Training Specialist	Human Resources, Organizational Development or Business Administration	None	Requires a Bachelor's degree	Has at least 3 years' experience in the training field, in either the Government or the Private/non-profit sectors, actively involved in design, delivery, and/or assessment of the results of training delivered.
Help Desk Premium Hours (after-business)	Business Administration, Marketing or Communications	None	High school degree or equivalent (G.E.D.)	At least 2 years' experience in job situations where the incumbent has had to deal face to face or telephonically with people calling for help or services.
Help Desk Regular Hours	Business Administration, Marketing or Communications	None	High school degree or equivalent (G.E.D.)	At least 2 years' experience in job situations where the incumbent has had to deal face to face or telephonically with people calling for help or services.
Documentation Specialist	Office operations, clerical skills.	None	High school degree or equivalent (G.E.D.)	At least 2 years' experience in an office environment, with responsibilities in typing, transcribing, operating desktop workstations.
Processing and Transcribing Specialist	Office operations, clerical skills.	60 WPM	High school degree or equivalent (G.E.D.)	At least 2 years' experience in an office environment, with responsibilities in typing, transcribing, operating desktop workstations.

Form Type	Description	Where Used
Level 1 & Level 3 Evaluation & Survey Forms (English and Spanish)	Includes cost of receiving, reviewing, logging, and scanning OMR data and transcribing written comments. For Spanish forms, includes cost of translating Spanish comments to English prior to transcribing	Used recording Level 1 and Level 3 training reaction or training achievement survey responses
Level 2 Test Answer Sheets	Includes the cost of receiving, reviewing, logging and scanning OMR test answers	Used in recording test responses

Degree / Experience Equivalency

The labor category definitions in our Pricelist describe 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 in order 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's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience
Master's	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience, or 6 years relevant experience
Doctorate	Master's + 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.