

**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 *GSA Advantage!* is: [GSAAAdvantage.gov](http://GSAAAdvantage.gov).

**WORKPLACE ANSWERS, INC.**



**SCHEDULE 874: MISSION ORIENTED BUSINESS INTEGRATED SERVICES(MOBIS)**

Federal Supply Group: 874

Contract Number: GS-02F-0044R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: December 9, 2004 – December 9, 2009

Contractor: Workplace Answers, Inc.  
One Montgomery Street, Suite 2350  
San Francisco, CA 94104

Point of Contact: Randy Steyer Senior Vice President of Sales  
E-MAIL: [rsteyer@workplaceanswers.com](mailto:rsteyer@workplaceanswers.com)  
TEL: 415-814-6030  
FAX: 415-520-5310  
WEB: [www.workplaceanswers.com](http://www.workplaceanswers.com)

Business Size: Small Business, Woman Owned

Modification: Pricelist current through Modification PA-0007 dated May 7, 2009

*Prices shown herein are NET (discount deducted)*

**About Workplace Answers:**

With nearly 1,000 customers across the country and around the globe, Workplace Answers is the foremost provider of Web-based human resources, financial and ethics compliance training. Our innovative and engaging courses help organizations effectively educate employees. As a result, we've become the training partner of choice for many of the world's premier employers. Our courses have been deployed on six continents in multiple languages for a variety of audiences.

## INFORMATION FOR ORDERING ACTIVITIES

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- 1a. **Awarded SINS:** 874-4(see attached pricing on page 4)
- 1b. **Lowest Priced Item** see page 4
- 1c. **Hourly Rates**  
**Legal Content Expert and Instructional Technologist (LCEIT)**
- Responsibilities - The Legal Content Expert and Instructional Technologist (LCEIT) serves as a member of the Workplace Answers Content Team, developing or adapting course content to address specific educational needs and providing legally sound personalization involving content, policy, references, logos/names/titles, tests, surveys and down-loadable training materials.
- Education - A Juris Doctor, Bar certification and experience in employment or discrimination law are necessary for this position.
- Qualifications - Experience creating, designing or customizing instructional courseware for adult learners is required. Incumbents must have extraordinary oral and written communication skills; possess knowledge of e-learning systems; and be familiar with MS Office software applications, desktop publishing, authoring languages, and graphics application software programs.
2. **Maximum Order Limitation:** All Sins - \$1,000,000
3. **Minimum Order:** \$100.00
4. **Scope of Delivery:** 48 Contiguous States, District of Columbia, Alaska, & Hawaii
5. **Point of Production:** Not applicable
6. **Discounts:** 5%
7. **Quantity Discounts:** 29% for quantities between 500 and 1000 employees  
38% for quantities between 1001 and 2000 employees  
52% for quantities greater than 2000 employees
8. **Prompt Payment:** Net 30 Days ARO
- 9a. **Credit Cards are accepted at or below the micro-purchase threshold:** Yes
- 9b. **Credit Cards are accepted at or above the micro-purchase threshold:** Yes
10. **Foreign Items:** None
11. **Delivery Time:** **11a.** Normal – 30 Days ARO  
**11b.** Expedited – 15 Days ARO  
**11c.** Overnight and 2 day Delivery: None  
**11d.** Urgent requirements: None
12. **FOB:** Destination

13. a. **Ordering Address:** Workplace Answers, Inc.  
One Montgomery Street, Suite 2350  
San Francisco, CA 94104  
Phone: 415-814-6030  
Fax: 415-520-5310
- b. 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:** Workplace Answers, Inc.  
One Montgomery Street, Suite 2350  
San Francisco, CA 94104
15. **Warranty:** Not Applicable
16. **Export packing charges, if applicable:** Not Applicable
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 (if applicable):** Not Applicable
19. **Terms and conditions of installation (if applicable):** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
21. **List of service and distribution points (if applicable):** Not Applicable
22. **List of participating dealers (if applicable):** Not Applicable
23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 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/](http://www.Section508.gov/).
25. **DUNS:** 063327022
16. CCR Registration: Yes. Cage Code is 3Q7S4

## **About our Courses:**

At Workplace Answers, our courses adhere to a single guiding principle – **Sophisticated, Yet Simple**. This means that we offer challenging, real-life situations that provide in-depth, interactive and absorbing educational opportunities. At the same time, our programs are easy to deploy and administer. The result is a successful training program that employees and supervisors actually enjoy (as evidenced by our 95% customer retention rate)! Even more important are the tangible results of the training that benefit organizations in so many ways. Our courses make a positive impact on corporate culture, even as they provide a solid legal defense against future employment law claims.

## **Our Promise**

Workplace Answers guarantees that our solutions

- work on every type of computer and Web browser.
- are accessible anywhere in the world, with minimal administrative time and effort from our clients.
- operate at low bandwidth, minimizing the effect on computer networks.
- do not require plug-ins or special tools.
- employ an intuitive user interface that requires no employee instruction.
- efficiently track and report employee progress and compliance.
- capture the date and time your employees electronically acknowledge your organization's key policies.
- easily integrate with existing Learning Management Systems (LMS) or Human Resource Information Systems (HRIS).

## **Our Courses Deliver**

To ensure that we meet exacting and ever-changing legal requirements, our on-staff developers and employment law attorneys make sure that our courses

- meet and exceed all state AND federal legal subject matter training requirements.
- reflect the look and feel of users' own workplaces.
- portray real-life situations that learners actually encounter in their work environments and daily tasks.
- allow for customization of course content, such as creating an online course from material currently presented in person.
- use award-winning illustrations that embrace diversity and inclusiveness and convey potentially sensitive subjects in an inoffensive, appropriately light-hearted manner.

*See GSA Pricing on the following Page*

**Workplace Answers GSA Pricing**

<b>SIN</b>	<b>Product #</b>	<b>Product Description</b>	<b>GSA Price</b>
874-4	COURSE_UHEE	Unlawful Harassment Prevention for employees, Web-Based	\$23.75
874-4	COURSE_UHSS	Unlawful Harassment Prevention Training for Supervisors, Web-Based	\$23.75
874-4	COURSE_AB1825_SS	CA AB1825 harassment for Supervisors, Web-Based	\$23.75
874-4	COURSE_DISCRIMINATION IN THE WORKPLACE EEO	Discrimination in the Workplace EEO	\$23.75
874-4	COURSE_WVP_EE	Workplace Violence Prevention for Employees, Web-Based	\$23.75
874-4	COURSE_WVP_SS	Workplace Violence Prevention for Supervisors, Web-Based	\$23.75
874-4	COURSE_DIVERSITY_EE	Diversity Awareness Training for Employees, Web-Based	\$23.75
874-4	COURSE_DIVERSITY_SS	Diversity Awareness Training for Supervisors, Web-Based	\$23.75
874-4	COURSE_DIVERSITY BENEFITS	Diversity Benefits for Public Entities	\$23.75
874-4	COURSE_UNCOVERING IMPLICIT BIAS	Diversity Uncovering Implicit Bias	\$23.75
874-4	COURSE_MANAGING A MULTIGENERATIONAL WORKFORCE	Diversity Managing a Multigenerational Workforce	\$23.75
874-4	COURSE_POWER OF RESPECTFUL LANGUAGE	Diversity Power of Respectful Lanaguage	\$23.75
874-4	COURSE_EMAIL USAGE IN THE WORKPLACE	Data Security - Email Usage in the Workplace	\$23.75
874-4	COURSE_HIPAA	Health Insurance Portability & Accountability Act	\$23.75
874-4	COURSE_ETHICS_EE	Ethics Training for Employees, Web-Based	\$23.75
874-4	COURSE_HIRING_SS	Lawful Hiring Training for Supervisors, Web-Based	\$23.75
874-4	COURSE_FMLA	Family Medical Leave Act (FMLA) Supervisors, Web-Based	\$23.75
874-4	COURSE_CONDUCT_EE	Code of Conduct for Employees, Web-Based	\$23.75
874-4	COURSE_ETHICS_SS	Ethics Training for Supervisors, Web-Based	\$23.75
874-4	COURSE_INFOSECURITY	Information Security for Employees, Web-Based	\$23.75
874-4	COURSE_PROTECTEDCATEGORIES	Protected Categories Supplement for Supervisors, Web-Based	\$23.75
874-4	COURSE_DISCIPLINE	Discipline and Discharge, Web-Based	\$23.75

874-4	COURSE_HIRING_EE	Lawful Hiring, Web-Based	\$23.75
874-4	COURSE_BLOODPATHOGENS	Bloodborne Pathogens, Web-Based	\$23.75
874-4	COURSE_DEFENSIVE DRIVING	Defensive Driving, Web-Based	\$23.75
874-4	COURSE_INTERVIEWING	Interviewing, Web-Based	\$23.75
874-4	COURSE_PERFORMEVAL	Performance Evaluation, Web-Based	\$23.75
874-4	COURSE_HANDBOOK	Employee Handbook & Acknowledgement	\$14.25
874-4	DISCOUNTS_500	Quantity Discounts 500-1000 employees - 29%	\$17.81
874-4	DISCOUNTS_1001	Quantity Discounts 1001 - 2000 employees - 38%	\$15.44
874-4	DISCOUNTS_2001	Quantity Discounts 2001+ employees - 52% off	\$11.88
874-4			
874-4	SLATE - Full	Learning Management System -Regular Version, per year	\$1,000.00
874-4	SLATE-Lite	Learning Management System - Lite Version, Per year	\$150.00
874-4	SLATE-Administrator	Learning Management System-Administrator Rights, per administrator	\$142.50
874-4			
874-4	CUSTOMIZATION	Service-Personalization of web-based courses to add client logo, policy, name, course content, etc.-per hour	\$142.50
874-4	SUPPLEMENTAL LMS SEAT(s) SLATE	Supplemental LMS Seat (s) SLATE	\$75.00
874-4	SUPPLEMENTAL LMS GROUP SEAT(s) SLATE	Supplemental LMS Group Seat (s) SLATE	\$75.00
874-4	AD-HOC REPORTING	Ad-Hoc Reporting	\$1,000.00
874-4	GROUP TRAINING ROLLOUT SINGLE DEPLOYMENT	Group Training Rollout Single Deployment	\$750.00
874-4	GROUP TRAINING ROLLOUT MULTIPLE DEPLOYMENT	Group Training Rollout Multiple Deployment	\$1,000.00