



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

Online access to contact 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 TITLE: PROFESSIONAL SERVICES SCHEDULE 00CORP

CONTRACT NUMBER: GS-02F-0061V

CONTRACT PERIOD: January 15, 2014 – January 14, 2019

Pricelist current through Modification PA-0027, effective date June 28, 2017

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.

CONTRACTOR: K2Share, LLC
1005 University Drive East
College Station, TX 77840
Phone: (979) 260-0030
Fax: (979) 260-0037

Email: gsa@k2share.com
Website: www.k2share.com

BUSINESS SIZE: Small

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: (Government net price based on a unit of one). Not applicable.

1c. HOURLY RATES: See Price List

2. MAXIMUM ORDER*: \$1,000,000

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

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- 3. **MINIMUM ORDER:** \$100
 - 4. **GEOGRAPHIC COVERAGE:** Worldwide
 - 5. **POINT(S) OF PRODUCTION:** College Station, TX (USA)
 - 6. **DISCOUNT FROM LIST PRICES:** All prices listed are net prices.
 - 7. **QUANTITIY DISCOUNT(S):** K2Share will offer the following volume discounts for the Adult OSHA courses (Construction and General Industry) only:

<u>Order Volume</u>	<u>GSA Price</u>
\$50,001-\$75,000	\$72.00
Greater than \$75,000	\$70.00

There are no volume discounts being offered for orders less than \$50,001. In addition, there are no volume discounts being offered for the CareerSafe/OSHA Youth courses.

- 8. **PROMPT PAYMENT TERMS:** Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Government Purchase Cards will be accepted for orders at or below the micro-purchase threshold.**
- 9b. **Government Credit Cards will be accepted above the micro-purchase threshold.**
- 10. **FOREIGN ITEMS:** Not applicable.
- 11a. **TIME OF DELIVERY:** 30 days.
- 11b. **EXPEDITED DELIVERY:** None
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** None
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery. Not applicable.
- 12. **FOB POINT:** Destination.
- 13a. **ORDERING ADDRESS:**

K2Share, LLC
1005 University Drive East
College Station, TX 77840
Phone: (979) 260-0030
Fax: (979) 260-0037
- 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:**

K2Share, LLC
1005 University Drive East
College Station, TX 77840
- 15. **WARRANTY PROVISION:** Not Applicable to Professional Services.
- 16. **EXPORT PACKING CHARGES:** Not applicable.

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17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level). Government commercial credit cards will be acceptable for payments. Bank account information for wire transfer payments is available upon request.
 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 AVAILABLE):** 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. **Section 508 Compliance for EIT:** Not applicable.
 25. **DUNS NUMBER:** 00-991-6003
 26. **NOTIFICATION REGARDING REGISTRATION IN THE CENTRAL CONTRACTOR(CCR) DATABASE.** Contractor has registered with the System for Award Management (SAM) database.

GSA PRICE LIST

SIN	Labor Category	Price 06/28/17 thru 01/14/18	Price 01/15/18 thru 01/14/19
874-4	Content Development Analyst**	\$55.97	\$56.53
874-4	Project Manager I	\$91.03	\$91.94
874-4	Project Manager II	\$104.14	\$105.18
874-4	Sr. Content Development Analyst	\$76.32	\$77.08
874-4	Content Development Technician	\$35.62	\$35.98
874-4	Instructional Systems Designer I	\$56.82	\$57.39
874-4	Instructional Systems Designer II	\$94.73	\$95.68
874-4	Instructional Systems Designer III	\$111.68	\$112.80
874-4	Programmer/Multimedia Developer I**	\$71.04	\$71.75
874-4	Programmer/Multimedia Developer II	\$109.08	\$110.17
874-4	Programmer/Multimedia Developer III	\$126.06	\$127.32
874-4	Graphics Artist I**	\$41.06	\$41.47
874-4	Graphics Artist II	\$61.59	\$62.21
874-4	Graphics Artist III	\$109.08	\$110.17
874-4	Quality Assurance Specialist I	\$58.00	\$58.58
874-4	Quality Assurance Specialist II	\$99.09	\$100.08
874-4	Quality Assurance Specialist III	\$134.79	\$136.14
874-4	Content Subject Matter Expert/Instructor	\$186.69	\$188.56
874-4	Program Manager	\$161.14	\$162.75

LABOR CATEGORIES, EXPERIENCE, EDUCATION, RESPONSIBILITIES

SIN: 874-4

LABOR CATEGORY	EXPERIENCE	EDUCATION	RESPONSIBILITIES
Content Development Analyst	1-3 years' industry experience in instructor-led and web-based courseware authoring.	Bachelor's degree	Functional Description: Apply established instructional design processes across curricula; Use templates to assist in the rapid development of courses; Write course materials with input and assistance from SMEs; Develop instructionally sound course objectives; Design and develop realistic scenarios and case studies; Design valid assessments.
Project Manager I	1-3 years' experience specializing in managing projects, contracts, funds, and resources.	Bachelor's degree	Functional description: Manage projects, contracts, funds and resources. Conducts and interprets quantitative and qualitative analyses.
Project Manager II	3-7 years' experience specializing in managing multiple projects in support of a central program or initiative.	Bachelor's degree	Functional description: Directs Project managers, contracts, funds, and resources. Oversees quantitative and qualitative analyses.
Sr. Content Development Analyst	7+ years' industry experience in managing instructor-led and web-based courseware authoring teams.	Bachelor's Degree	Functional Description: Directs learning strategies and consults with Subject Matter Experts (SME) to ensure that training material meets learning objectives. Design and develop blended learning solutions; Conduct needs analysis to identify performance gaps; Work closely with project managers and cross-functional teams to identify training needs; Recommend and develop performance solutions to address gaps and meet business needs; Apply Adult Learning Theory and instructional design models; Develop and participate in system and user acceptance testing; Coach and mentor other team members.
Content Development Technician **	Training in Instructor-led and web-based courseware authoring.	High School Diploma	Functional Description: Editing photos; Creating animations and graphics; Organizing content into specified groupings; Preparing scripts for audio recording; Reviewing audio files; Performing on-screen reviews.
Instructional Systems Designer I	3-5 years in the design and development of training programs.	Bachelor's Degree	Functional Description: Design and develop instructional materials and training course content delivered in various formats. Ensures course objectives and training materials satisfy client requirements. Conduct post-training evaluations to

LABOR CATEGORY	EXPERIENCE	EDUCATION	RESPONSIBILITIES
			determine effectiveness of training
Instructional Systems Designer II	5-10 years in training development and training programs.	Bachelor's Degree	Functional Description: Design and develop instructional materials and training course content delivered in various formats. Ensures requirements are satisfied through direct communication with customer. Conduct post-training evaluations to determine effectiveness of training. May be responsible for supervision of others.
Instructional Systems Designer III	10+ years in training development and training programs.	Bachelor's Degree	Functional Description: Design and develop instructional materials and training course content delivered in various formats. Ensures requirements are satisfied through direct communication with customer. Conduct post-training evaluations to determine effectiveness of training. May be responsible for supervision of others.
Programmer/Multimedia Developer I **	1-3 years' industry experience and some experience with programming/multimedia software.	High School Diploma	Functional Description: Create, edit, and manipulate electronic images through the use of computers, multimedia software, and related technologies. Assist in the design and production of multimedia products. Must be able to understand customer requirements.
Programmer/Multimedia Developer II	3-7 years' experience with programming/multimedia software.	Bachelor's Degree	Functional Description: Create, edit, and manipulate electronic images through the use of computers, multimedia software, and related technologies. Assist in the design and production of multimedia products. Must be able to communicate directly with customer and understand customer requirements. May be responsible for supervision of others.
Programmer/Multimedia Developer III	7+ years' experience with programming/multimedia software.	Bachelor's Degree	Functional Description: Create, edit, and manipulate electronic images through the use of computers, multimedia software, and related technologies. Assist in the design and production of multimedia products. Must be able to communicate directly with customer and understand customer requirements. May be responsible for supervision of others.
Graphics Artist I **	1-3 years' experience in producing high quality graphics and multimedia.	High School Diploma	Functional Description: Design and develop graphic/visual effects used in instructional materials through the use of computer software. Develops animations, illustrations, drawings to be used within training materials. Must be able to manage multiple projects and personnel. Must be able to communicate directly with

LABOR CATEGORY	EXPERIENCE	EDUCATION	RESPONSIBILITIES
			customer and understand customer requirements.
Graphics Artist II	3-7 years' experience in producing high quality graphics and multimedia.	Bachelor's Degree	Functional Description: Design and develop graphic/visual effects used in instructional materials through the use of computer software. Develops animations, illustrations, drawings to be used within training materials. Must be able to manage multiple projects and personnel. Must be able to communicate directly with customer and understand customer requirements.
Graphics Artist III	7+ years' experience in producing high quality graphics and multimedia.	Bachelor's Degree	Functional Description: Design and develop graphic/visual effects used in instructional materials through the use of computer software. Develops animations, illustrations, drawings to be used within training materials. Must be able to manage multiple projects and personnel. Must be able to communicate directly with customer and understand customer requirements.
Quality Assurance Specialist I	1-3 years' experience using quality control tools and methods.	Bachelor's Degree	Functional Description: Performs quality assurance reviews of training products/materials to ensure standards and customer requirements are met. Responsible for the development and implementation of quality assurance plans. Establishes quality standards and ensures those standards are achieved.
Quality Assurance Specialist II	3-7 years' experience using quality control tools and methods.	Bachelor's Degree	Functional Description: Performs quality assurance reviews of training products/materials to ensure standards and customer requirements are met. Responsible for the development and implementation of quality assurance plans. Establishes quality standards and ensures those standards are achieved.
Quality Assurance Specialist III	7+ years' experience using quality control tools and methods.	Bachelor's Degree	Functional Description: Performs quality assurance reviews of training products/materials to ensure standards and customer requirements are met. Responsible for the development and implementation of quality assurance plans. Establishes quality standards and ensures those standards are achieved.
Content Subject Matter Expert/Instructor	10+ years' experience in design and development of instructional materials.	Bachelor's Degree	Functional Description: Provide functional expertise during the design, development and implementation of courses and course contents. Performs reviews of documents and training materials and provides feedback during

LABOR CATEGORY	EXPERIENCE	EDUCATION	RESPONSIBILITIES
			development and design stages of projects.
Program Manager	5-7 years' experience in project management, budgeting and cost management.	Bachelor's Degree	Functional Description: PMP Certification preferred. Responsible for the management and execution of multiple ongoing projects/contracts and organizing project resources. Designs and implements components required for complex application features. Must be able to lead and direct project managers and project team personnel providing technical support when needed. Program Manager will also be responsible for managing project costs and keeping costs in line with project budget while ensuring project remains on schedule. Must have strong written and verbal communication skills.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
**Content Development Technician	13062 Media Specialist II	2005-2503
**Programmer/Multimedia Developer I	13061 Media Specialist I	2005-2503
**Graphics Artist I	15080 Graphic Artist	2005-2503

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "