



**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.gsadvantage.gov

**Training Aids, Devices and Instructor Led Training
FSC Group 69**

Contract Number: GS-02F-0092U

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

Period Covered by Contract: 5/14/2008 to 5/14/2013



LAWRENCE DOYLE dba THE HUMAN FACTOR

PO Box 271

Marlton, NJ 08053

Contract Administrator: Lawrence Doyle

Phone Number: 856-596-5945

Fax Number: 856-988-0287

www.thehumanfactornow.com

Business Size: Small

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Ordering Information

- 1a. Awarded Special Item Number(s): GSA Schedule 69 - SIN-400 and SIN-500
- 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 listing below
- 1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees: See listing below
2. Maximum Order: \$50,000
3. Minimum Order: \$500
4. Geographic Coverage (Delivery Area): International
5. Point(s) of production (city, county, and State or foreign country): Marlton, NJ
6. Discount from list prices or statement of net price: N/A
7. Quantity discounts: As Listed
8. Prompt payment terms: Net 30
- 9a. Government purchase cards are accepted up to the micropurchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: Yes
10. Foreign items (list items by country of origin): N/A
- 11a. Time of Delivery: On Call
- 11b. Expedited Delivery. On Call – On a mutually agreeable scheduled time
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: On Call
12. F.O.B. Point(s): Client Sites or sites agreed upon

- 13a. Ordering address: Lawrence Doyle, The Human Factor, PO Box 271, Marlton, NJ 08053 or thfthehumanfactor@earthlink.net
- 13b. Ordering procedures: In writing, email, or phone
14. Payment address: The Human Factor, PO Box 271, Marlton, NJ 08053
15. Warranty provision: N/A
16. Export packing charges, if applicable: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): None
18. Terms and conditions of rental: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts: N/A
- 20a. Terms and conditions for any other services: See attached price list
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
- 24a. Special attributes: N/A
- 24b. Section 508: N/A. The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number: 79-106-8125
26. Lawrence Doyle dba The Human Factor is registered in the Central Contractor Registration (CCR) database.

Course Costs Reflecting the Government Discount

The following are the course offerings for THF. These costs reflect the current year costs. Succeeding years will have a 6% inflationary rise. This reflects the additional costs of materials, instruments, and printing. These prices include the government discount.

Course Title	# of Days	Min / Max # Attend	Course Level	Course Cost	Cost/Add Person	Comments
Values Based Leadership	3	15/24	Intermed	\$8415.00	\$375.00	
Leadership for Nonsupervisors	2	15/24	Beginner	\$55481.00	\$250.00	
Coaching and Counseling	2	15/24	Beginner	\$5310.00	\$225.00	
Fundamentals of Supervision	5	15/25	Beginner	\$16,250.00	\$425.00	
Advanced Supervision	3	15/24	Intermed	\$7130.00	\$250.00	
Ethics in Government	2	15/24	All Levels	\$6087.00	\$275.00	
Leading Org. Change	2	15/24	Intermed	\$6087.00	\$225.00	
Overcoming Resistance to Change	2	15/24	Intermed	\$6087.00	\$250.00	
Advance Mgmt. Techniques	3	15/24	Intermed	\$8000.00	\$325.00	
Performance Management	3	15/24	Intermed	\$8350.00	\$350.00	
Coaching Skills for Today's Leaders	3	15/24	Intermed	\$8490.00	\$365.00	
Basic Mgmt Techniques	4	15/24	Beginner	\$13,460.00	\$395.00	
Basic Communications	2	15/24	Beginner	\$5700.00	\$225.00	
Assertiveness	2	15/24	Beginner	\$5770.00	\$250.00	
Conflict Resolution	3	15/24	Beginner	\$7600.00	\$295.00	
Negotiation Techniques	3	15/24	Beginner	\$7900.00	\$325.00	
Technical Writing	2	14	Beginner/ Intermed	\$5990.00		No Add Ons
Leader's Approach to Conflict Mgmt	3	15/24	Intermed	\$6450.00	\$295.00	
Managing Multi-Priorities	1	15/24	Beginner	\$3050.00	\$125.00	

Meeting Mgmt	1	15/30	Beginner/ Intermed	\$3150.00	\$140.00	
Managing Up	1	15/30	Beginner	\$2950.00	\$140.00	
Stress Mgmt	1	15/30	Beginner	\$3050.00	\$150.00	
Empowerment From the Inside Out	1	15/30	Beginner	\$3100.00	\$150.00	
Effective Presentation Technique	4	16	Beginner	\$9,260.00		No Add Ons
Train the Trainer	5	15/20	Beginner	\$13,100.00		No Add Ons
Creative Problem Solving	3	15/21	Beginner	\$8200.00	\$325.00	
A Course in Thinking	3	15/21	Beginner	\$8200.00	\$325.00	
Team Building	3	15/24	Beginner	\$7750.00	\$225.00	
Preparing For Supervision, The Transition	2	15/24	Beginner	\$5500.00	\$225.00	
Analyzing Performance Problems	2	15/24	Beginner	\$5300.00	\$195.00	
Dealing With Difficult People	2	15/24	Beginner/ Intermed	\$5150.00	\$175.00	
Successful Workplace Communications	2	15/24	Beginner	\$5400.00	\$225.00	
Smart Solutions to Unacceptable Employee Behavior	2	15/24	Intermed	\$5500.00	\$225.00	
Coping with Change and Stress	2	15/24	Beginner/ Intermed	\$5250.00	\$200.00	

We offer programs that are not specifically listed and that are adapted for specific agency needs as they are defined.

We offer programs at the SES level. These are specifically tailored programs with guest speakers and others that are experts in the field(s) of the specific agency for whom the program is being offered. These rates will be as negotiated at that time.

The above figures represent the costs for programs in CONUS, overseas will require an add on for the additional transportation and other costs.

Labor Category Rates Inclusive of Government Rates

The Human Factor in dealing with private sector clients offers its services at a flat rate of \$3000.00 per day plus expenses. The expenses include the labor categories listed below and travel, meals, instruments, printing, etc. The below figures represent between a 10 and 15% special rate for the government.

Rates below, rounded, are for training and development services, facilitation services, project management, and coaching. We are projecting a 6% increase each based on the projected costs currently being incurred and the changes over the last three years.

HOURLY RATES – ALL CATEGORIES					
Category	2008	2009	2010	2011	2012
Executive Program Manager	\$206	\$218	\$231	\$245	\$259
Senior Program Manager	\$187	\$198	\$210	\$222	\$235
Senior Project Manager	\$175	\$185	\$196	\$208	\$220
Project Leader	\$150	\$159	\$168	\$178	\$185
Senior Technical Specialist	\$118	\$125	\$132	\$140	\$148
Technical Specialist	\$99	\$150	\$111	\$117	\$124
Administrative Assistant	\$54	\$57	\$60	\$63	\$66
Research Assistant	\$48	\$51	\$54	\$57	\$60

Notes:

1. Direct costs other than THF or subcontract labor costs (e.g. travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expenses pursuant to Federal Acquisition Regulation cost principles.
2. THF's fiscal year is the calendar year.
3. Subcontract labor costs are billed at THF labor category rates shown above.
4. These labor rates are effective as of Jan. 1, 2007 and include the Industrial Funding Fee.
5. We are all considered professional level and overtime is not an issue.

Labor Category Descriptions (Typical Position Qualifications)

Executive Program Manager

Manages the research project to ensure successful completion of tasks, on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfactions. Has an advanced degree in the field with a minimum of 20 years experience with either public or private sector management.

Senior Program Manager

Supervises multiple large-scale, complex technical projects. Responsible for allocating resources and tasks and is the principle liaison with customer for business and technical matters. Advanced degree with a minimum of 15 years of experience. Significant management experience with projects of increasing size and difficulty.

Senior Project Leader

Supervises multiple small to medium-sized, complex projects in the leader's area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.

Project Leader

Responsible for business and technical executions of large, complex projects. Interacts with customer on technical issues. Advanced degree with minimum of 12 years experience in leading increasingly complex technical projects

Senior Technical Specialist

Serves as the lead analyst on large, technically complex projects. May be responsible for execution of complex projects. Advanced degree with 10 years of experience, at least half in managing small or sub-tasks.

Administrative Assistant

Prepares graphical and print/production-ready materials, integrates material from various sources, provides meeting support. More than 5 years of experience in preparing and reviewing reports, briefings, and other materials.

Research Assistant

Provides general research support to projects. Bachelor's degree with none or limited experience, or high school graduate with experience, includes summer interns.