

Price List

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.

Schedule Title: **Training Aids & Devices; Instructor-Led Training; Course Development & Test Administration**

Contract number: **GS-02F-0108T**

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

Contract period: **24 May 2007 through 23 May 2012**

Contractor's name, address, and phone number:

Multi Services Group International (MSGI) Corporation
1511 N. Westshore Blvd.
Suite 420
Tampa, Florida 33607

(813) 769-8060 (Tel)
(813) 769-8061 (Fax)

Contractor's internet address/web site where schedule information can be found:

www.msgicorp.com

Contract administration source:

Multi Services Group International (MSGI) Corporation
1511 N. Westshore Blvd.
Suite 420
Tampa, Florida 33607

Attention: Carlos A. Aviles, Director of Contracts

(813) 769-8073 (Tel)
(813) 769-8061 (Fax)
Email: caviles@msgicorp.com

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Business size:

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

SIN 27-500 Course Development

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:

SIN	LABOR CATEGORY	Price
27-500	Instructor/Trng Specialist IV	\$ 69.89
	Instructor/Trng Specialist III	\$ 59.80
	Instructor/Trng Specialist II	\$ 48.17
	Doc Specialist III	\$ 34.00
	SME II	\$ 94.01
	SME I	\$ 81.47

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item:

Labor Category Descriptions:

001. Instructor/Training Specialist IV

Responsibility

Demonstrated experience and ability to provide daily supervision and direction to a staff of training personnel. Ability to assess training needs and design and manage Information System and/or Automated Data Processing subject matter training classes. Works closely with client personnel to determine training and scheduling requirements. Responsible for development, quality and adequacy of course material. Reviews and provides inputs for training documentation. Ability to develop and prepare user and technical documentation and training course materials for computer based training as well as classroom instruction, training instruction, writing and editing technical documents, and knowledge of information systems. Duties may include daily supervision and direction for personnel providing training development and instruction.

Experience

A minimum of eight (8) years experience of which three (3) should be specialized in a technical or medical field. Specialized experience includes providing training in telecommunications, networks, information technology, or medical systems. General experience includes managing teams and certifying curriculums.

Education

Bachelor's degree in a related field. An advanced degree is desired. 12 years experience in specialized area may substitute for the Bachelor's degree. Position may require specialized systems, equipment and/or educational certification/training.

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002. Instructor/Training Specialist III

Responsibility

Demonstrated experience and ability to develop, plan, and provide sophisticated end-user training on highly complex information technology/computer hardware, application software, new systems, or related procedures. Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all course materials (course outline, background material, training aids and course evaluation forms). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Experience

A minimum of six (6) years experience of which two (2) should be specialized in a technical or medical field. Specialized experience includes providing training in telecommunications, networks, information technology, or medical systems. General experience includes managing teams and developing complex curriculums.

Education

Bachelor's degree in a related field. 12 years experience in specialized area may substitute for the Bachelor's degree. May require specialized systems, equipment and/or educational certification/training.

003. Instructor/Training Specialist II

Responsibility

Demonstrated ability to plan and provide end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures with minimal oversight. Demonstrated ability to prepare routine training materials, including workbooks, handouts, completion certificates, and course evaluation forms. Ability to develop lesson plans and utilize prepared course and student materials for end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures in a supervised setting. Trains personnel by conducting formal classroom courses, workshops, and seminars.

Experience

A minimum of four (4) years experience of which one (1) should be specialized in a technical or medical field. Specialized experience includes providing training in telecommunications, networks, information technology, or medical systems. General experience includes managing teams and developing complex curriculums.

Education

AA or Technical Certificate and 4 years experience. 6 years experience may be substituted for the AA degree. May require specialized systems, equipment and/or educational certification/training.

004. Documentation Specialist III

Responsibility

Collects and analyzes available materials/documents. Performs research necessary to revise materials/documents to ensure compliance with commercial and/or government standards. Organizes materials and ensures materials include pertinent financial, organizational or educational objectives. Reviews and edits all materials to include educational presentation aids, Inventory Management documents, software Version Description Documents, software/hardware technical manuals, and recommends revisions or changes in scope, format and content. Recommends methods of production, binding and/or distribution of final products. Uses automated tools, including computer terminal and word-processing, spreadsheets, desktop publishing and/or graphics software in performing assigned tasks. May require initial preparation of HTML/SGML materials for distribution in a computer based environment. Is expected to use a wide degree of creativity and judgment based on level of experience. Typically reports to a Senior Documentation Specialist, Technical Editor or IT Task Manager.

Experience

Minimum of four years experience of which two years must be specialized. Specialized experience includes: preparing materials, aids and documents to meet commercial or government standards. General experience required includes: preparing support, financial and/or training documentation, general technical writing, preparation of materials (paper, transparency and/or world-wide web based documents), and the integration of multi-source materials (desktop publishing, word processing, graphics, photos, etc.) into final published technical, training and generalized support documents.

Education

Certificate from a certified business school or an Associate's Degree in English, Literature, Technical Research or other related field. Six years relevant experience may be substituted for associate degree. May require Certification in a specialized software business and/or production application.

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005. Subject Matter Expert (SME) II

Responsibility

Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generates functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Experience:

A minimum of twelve (12) years experience of which two (8) should be specialized. Specialized experience includes planning and management activities involving assembly of program/project staffs within a small to midsize Program. General experience includes managing staffs, budgets and technical deliverables according to scheduled time frames. Should be in a senior/executive management level position preferably in IT consulting and/or professional services.

Education:

Bachelor's degree in appropriate discipline. An advanced degree is highly desirable. 16 years experience in functional area may be substituted for the Bachelor's degree.

006. Subject Matter Expert (SME) I

Responsibility

Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generates functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks, possesses ability to meet and operate under deadlines.

Experience:

A minimum of twelve (8) years experience of which two (6) should be specialized. Specialized experience includes planning and management activities involving assembly of program/project staffs within a small to midsize Program. General experience includes managing staffs, budgets and technical deliverables according to scheduled time frames. Should be in a senior/executive management level position preferably in IT consulting and/or professional services.

Education:

Bachelor's degree in appropriate discipline. An advanced degree is highly desirable. 16 years experience in functional area may be substituted for the Bachelor's degree.

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2. Maximum order:

The maximum dollar value per order will be \$1,000,000.00

3. Minimum order:

The minimum dollar value of orders to be issued is \$100.00

4. Geographic coverage (delivery area):

The forty-eight (48) contiguous states and the District of Columbia.

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

**MSGI Corporation
1511 N. Westshore Blvd.
Suite 420
Tampa, Florida 33607**

All items are U.S. made end products, designated country end products, Caribbean Basin Country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

6. Discount from list prices or statement of net price:

Prices attached are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts:

Prices attached are NET Prices; Basic Discounts have been deducted. An additional three percent (3%) hourly break discount is available for all labor categories when agencies purchase order exceeds \$50,000 within the same calendar year.

8. Prompt payment terms:

Net 30 days

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

The Government purchase card will be acceptable for payments equal to or less than the micro-purchase threshold (\$2,500.00) for oral and written delivery orders.

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

The Government purchase card will also be acceptable for payments above the micro-purchase threshold (\$2,500.00).

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12. Foreign items (list items by country of origin):

All items are U.S. made end products, designated country end products, Caribbean Basin Country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

11a. Time of delivery:

30 Days after receipt of order (ARO).

11b. Expedited Delivery:

All items noted in this price list are available for expedited delivery.

11c. Overnight and 2-day delivery:

Overnight and 2-day delivery are available. The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements:

Please call MSGI Corporation.

12. F.O.B. point(s):

FOB Destination

13a. Ordering address (es):

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Email: caviles@msgicorp.com

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13b. 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).

14. Payment address:

MSGI Corporation
1511 N. Westshore Blvd.
Suite 420
Tampa, Florida 33607

(813) 769-8060 (Tel)

(813) 769-8061 (Fax)

15. Warranty provision:

Not Applicable.

16. Export packing charges:

Not Applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

The Government purchase card will be acceptable for payment of orders equal to or less than the micro-purchase threshold. The Government purchase card will also be acceptable for payment of orders above the micro-purchase threshold up to \$25,000.

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

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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:
Not Applicable. The EIT standards can be found at: www.Section508.gov
25. Data Universal Number System (DUNS) number:
MSGI DUNS Number: 01-415-2057
26. Notification regarding registration in Central Contractor Registration (CCR) database:
Multi Services Group International (MSGI) Corporations is registered with CCR and ORCA.
DUNS#: 01-415-2057
Cage Code: 1U3C6