

**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: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**SCHEDULE 69 TRAINING AID AIDS & DEVICES; INSTRUCTOR-LED TRAINING**

**FSC Group 69  
FSC CLASS 6930**

Contract Number: GS-02F-0130R

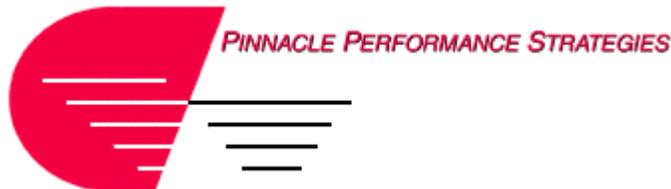
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: 4-28-05 – 4-27-10

Pricelist current through Modification # 3, dated 02/21/2008

**Prices Shown Herein are Net (Discounts Deducted)**

**SIN 27-400 Instructor-Led Training**



**Barrile & Associates, Ltd dba  
Pinnacle Performance Strategies  
9420 Goldfield Lane  
Burke, VA 22015  
Phone (703) 866-4695  
Fax (703) 569-7109**

**[www.pinnacleperform.com](http://www.pinnacleperform.com)**

**DUNS: 615380425**

**Small Business**

**General Services Administration  
FEDERAL SUPPLY SERVICE**

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**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**Customer Information**

**1a. Table of awarded special item numbers (SIN)s:**

<b>Special Item Number</b>	<b>Page Number</b>
<b>27-400 Instructor-Led Training</b>	<b>Attachment 1</b>

**1b. Identification of the lowest priced model and lowest unit price.**

<b>SIN</b>	<b>Course Title</b>	<b>Lowest Price Model</b>
<b>27-400</b>	<b>Organize... or Agonize Seminar: Training</b>	<b>\$100.00</b>

**1c. Hourly rates:**

Not Applicable for this item.

**2. Maximum Order.**

\$1,000,000.

**3. Minimum Order.**

\$100.00

**4. Geographic Coverage (Delivery Area).**

This contract provides coverage for the 48 contiguous states, Alaska, Hawaii, Puerto Rico, and the District of Columbia.

**5. Point of Production (city, county, and State or foreign country).**

Barrile & Associates, Ltd. dba  
Pinnacle Performance Strategies  
9420 Goldfield Lane  
Burke, VA 22015  
Fairfax County

**6. Discount From List Prices Or Statement Of Net Price.**

3% See Attachment 1 - Pricing

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**Customer Information**

**7. Quantity Discounts.**

SIN: 27-400 Instructor-Led Training

<b>GSA VOLUME PRICING TABLE (Discounts for 3+ student in the same class)</b>				
SIN	Course Number	Course Name	GSA Net Price	GSA Net Discount
<b>Open Enrollment Courses</b>				
27-400	WSMO2WEB	Working Sm@rt with MS Outlook (2-part via Webshops): Training	\$416.50	7.44%
27-400	WSLN2WEB	Working Sm@rt with Lotus Notes (2-part via Webshops): Training	\$416.50	7.44%

**LOYALTY DISCOUNT:**

Loyalty Discounts: Ordering Agency must have a business relationship with Pinnacle Performance Strategies for at least 5 years, to qualify for the Loyalty Discount.

<b>GSA PRICING TABLE FOR LOYALTY DISCOUNTS</b>				
SIN	Course Number	Course Name	GSA Net Loyalty Discount Price	GSA Loyalty Discount Percentage
<b>On-Site Courses</b>				
27-400	PM3SITE	Priority Manager Program (3-part): Training	\$ 460.15	7.04%
27-400	PM2SITE	Priority Manager Program (2-part): Training	\$ 377.70	7.88%
27-400	WSMO2SITE	Working Sm@rt with MS Outlook (2-part): Training	\$ 416.50	7.44%
27-400	ORGAGSEM	Organize... or Agonize Seminar: Training	\$ 92.00	8.00%
27-400	WSBBSITE	Working Sm@rt with BlackBerry (1-part): Training	\$ 237.35	6.92%
27-400	WSCOMBO	Working Sm@rt with MS Outlook & BlackBerry (1-part): Training	\$ 309.95	7.68%
27-400	QBQ1SITE	QBQ! The Question Behind the Question: Training	\$ 266.45	6.51%
27-400	QBQ2SITE	QBQ! The Question Behind the Question: Training	\$ 295.55	6.17%
27-400	WSMOSITE	Working Sm@rt with MS Outlook (1-part): Training	\$ 256.75	6.64%
27-400	WSLN2SITE	Working Sm@rt with Lotus Notes (2-part): Training	\$ 416.50	7.44%
27-400	WSLNSITE	Working Sm@rt with Lotus Notes (1-part): Training	\$ 256.75	6.64%
<b>Note:</b> Onsite Instructor-Led Training Courses (anywhere in USA) - Min 16/ Max 20 participants per class				

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**Customer Information**

<b>Open Enrollment Courses</b>				
27-400	WSMO2WEB	Working Sm@rt with MS Outlook (2-part via Webshops): Training	\$ 416.50	7.44%
27-400	WSLN2WEB	Working Sm@rt with Lotus Notes (2-part via Webshops): Training	\$ 416.50	7.44%

**MAXIMUM DISCOUNT COMBINATION:**

\*Note: In no circumstances shall the discount value combined with the Loyalty Discount offered by Pinnacle Performance exceed the discount percent identified in the column above titled "Maximum Discount with Loyalty Discount."

**GSA MAXIMUM DISCOUNT PRICING TABLE**

SIN	Course Number	Course Name	Maximum Total Discount Net Price	Maximum Discount Percentage
<b>On-Site Courses</b>				
27-400	PM3SITE	Priority Manager Program (3-part): Training	\$ 460.15	7.04%
27-400	PM2SITE	Priority Manager Program (2-part): Training	\$ 377.70	7.88%
27-400	WSMO2SITE	Working Sm@rt with MS Outlook (2-part): Training	\$ 416.50	7.44%
27-400	ORGAGSEM	Organize... or Agonize Seminar: Training	\$ 92.00	8.00%
27-400	WSBBSITE	Working Sm@rt with BlackBerry (1-part): Training	\$ 237.35	6.92%
27-400	WSCOMBO	Working Sm@rt with MS Outlook & BlackBerry (1-part): Training	\$ 309.95	7.68%
27-400	QBQ1SITE	QBQ! The Question Behind the Question: Training	\$ 266.45	6.51%
27-400	QBQ2SITE	QBQ! The Question Behind the Question: Training	\$ 295.55	6.17%
27-400	WSMOSITE	Working Sm@rt with MS Outlook (1-part): Training	\$ 256.75	6.64%
27-400	WSLN2SITE	Working Sm@rt with Lotus Notes (2-part): Training	\$ 416.50	7.44%
27-400	WSLNSITE	Working Sm@rt with Lotus Notes (1-part): Training	\$ 256.75	6.64%
<b>Note:</b> Onsite Instructor-Led Training Courses (anywhere in USA) - Min 16 / Max 20 participants per class				

<b>Open Enrollment Courses</b>				
27-400	WSMO2WEB	Working Sm@rt with MS Outlook (2-part via Webshops): Training	\$ 416.50	7.44%
27-400	WSLN2WEB	Working Sm@rt with Lotus Notes (2-part via Webshops): Training	\$ 416.50	7.44%

**Customer Information**

- 8. Prompt Payment Terms.**  
Net 30 days ARO.
- 9a. Notification That Government Purchase Cards Are Accepted at or Below The Micropurchase Threshold.**  
Barrile & Associates, Ltd. will accept Government purchase cards at or below the micro-purchase threshold.
- 9b. Notification Whether Government Purchase Cards Are Accepted Or Not Accepted Above The Micropurchase Threshold.**  
Barrile & Associates, Ltd. will accept Government purchase cards above the micro-purchase threshold.
- 10. Foreign Items.**  
None.
- 11a. Time of Delivery.**  
30 Days ARO
- 11b. Expedited Delivery.**  
All items are available for expedited delivery; please contact Barrile & Associates for more information.
- 11c. Overnight and 2-day delivery.**  
Not applicable.
- 11d. Urgent Requirements.**  
Not applicable.
- 12. FOB Point.**  
Destination
- 13a. Ordering Address.**  
Barrile & Associates, Ltd. dba  
Pinnacle Performance Strategies  
9420 Goldfield Lane  
Burke, VA 22015
- 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](http://fss.gsa.gov/schedules)).
- 14. Payment Address.**  
Barrile & Associates, Ltd. dba  
Pinnacle Performance Strategies  
9420 Goldfield Lane  
Burke, VA 22015
- 15. Warranty Provision.**  
Not applicable.
- 16. Export Packing Charges, if applicable.**  
Not applicable.

**Customer Information**

- 17. Terms And Conditions Of Government Purchase Card Acceptance (Any Thresholds Above The Micropurchase Level).**  
The Government Purchase Card is accepted for orders above or below than the micro-purchase threshold.
- 18. Terms And Conditions Of Rental, Maintenance, And Repair.**  
Not Applicable.
- 19. Terms And Conditions Of Installation.**  
Not Applicable.
- 20. Terms And Conditions Of Repair Parts Indicating Date Of Parts Price Lists And Any Discounts From List Prices.**  
Not applicable.
- 20a. Terms And Conditions For Any Other Services (If Applicable).**  
Not applicable.
- 21. List Of Service And Distribution Points (If Applicable).**  
Barrile & Associates, Ltd. dba  
Pinnacle Performance Strategies  
9420 Goldfield Lane  
Burke, VA 22015
- 22. List Of Participating Dealers.**  
Not applicable.
- 23. Preventive Maintenance.**  
Not applicable.
- 24. Special Attributes such as Environmental Attributes, (e.g., Recycled Content, Energy Efficiency, And/Or Reduced Pollutants.**  
Not applicable.
- 24b. Section 508 Compliance Information:**  
Items in this pricelist are not subject to Section 508 compliance. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Number System (DUNS) Number.**  
615380425
- 26. Notification Regarding Registration In Central Contractor Registration (CCR) Database.**  
Barrile & Associates, Ltd. is registered in the CCR.

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**Pricing**

**ATTACHMENT 1 – PRICING**

Prices Shown Herein are Net (discount deducted)

**SIN 27-400 Instructor-Led Training**

<b>GSA BASE PRICING TABLE</b>				
<b>SIN</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Length(hrs)</b>	<b>GSA Net Price</b>
<b>On-Site Courses</b>				
27-400	PM3SITE	Priority Manager Program (3-part): Training	9.5	\$ 480.15
27-400	PM2SITE	Priority Manager Program (2-part): Training	5.5	\$ 397.70
27-400	WSMO2SITE	Working Sm@rt with MS Outlook (2-part): Training	7	\$ 436.50
27-400	ORGAGSEM	Organize... or Agonize Seminar: Training	3	\$ 97.00
27-400	WSBBSITE	Working Sm@rt with BlackBerry (1-part): Training	6	\$ 247.35
27-400	WSCOMBO	Working Sm@rt with MS Outlook & BlackBerry (1-part): Training	8	\$ 324.95
27-400	QBQ1SITE	QBQ! The Question Behind the Question: Training	7	\$ 276.45
27-400	QBQ2SITE	QBQ! The Question Behind the Question: Training	8	\$ 305.55
27-400	WSMOSITE	Working Sm@rt with MS Outlook (1-part): Training	6	\$ 266.75
27-400	WSLN2SITE	Working Sm@rt with Lotus Notes (2-part): Training	7	\$ 436.50
27-400	WSLNSITE	Working Sm@rt with Lotus Notes (1-part): Training	6	\$ 266.75
<b>Note:</b> Onsite Instructor-Led Training Courses (anywhere in USA) - Min 16 / Max 20 participants per class				

<b>Open Enrollment Courses</b>				
27-400	WSMO2WEB	Working Sm@rt with MS Outlook (2-part via Webshops): Training	6	\$ 436.50
27-400	WSLN2WEB	Working Sm@rt with Lotus Notes (2-part via Webshops): Training	6	\$ 436.50

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**PRICING**

**ATTACHMENT 2 – COURSE DESCRIPTIONS**

**SIN: 27-400 Instructor-Led Training**

<b>Course Number</b>	<b>Course Name</b>	<b>Length(hrs)</b>
<b>PM3SITE</b>	<b>Priority Manager Program (3-part): Training</b>	<b>9.5</b>
<p>Description: This course is the ultimate time management course and is FACILITATED AT YOUR SITE! The three-part course starts with a 4.5-hour workshop session, followed about two weeks later with a personal coaching session (phone, Internet, or in person -- DC Metro Area) for each student, and then a 4-hour workshop session about two to four weeks after the coaching session. This course discusses tactical time management issues such as schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, delegation, and information (conversation and meeting notes) management, as well as strategic time management issues such as goal setting, identifying key strategies, small project planning, and effective meeting planning. Student receives the Priority Manager Organizer System (PMKIT) to apply the techniques discussed during the first workshop.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; consistently focus on and accomplish top priorities; work from a clear desk; focus on areas of greatest return; plan more effective meetings; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

<b>Course Number</b>	<b>Course Name</b>	<b>Length(hrs)</b>
<b>PM2SITE</b>	<b>Priority Manager Program (2-part): Training</b>	<b>5.5</b>
<p>Description: This course is a “slimmed down” version of PM3SITE, and is FACILITATED AT YOUR SITE. The two-part course starts with a 4.5-hour Priority Manager Workshop session that covers the tactical time management issues such as schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, delegation, and information (conversation and meeting notes) management. Student receives the Priority Manager Organizer System (PMKIT) to apply the techniques discussed during the workshop. This workshop is followed about two weeks later by a personal coaching session to review, clarify and reinforce the learning.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; consistently focus on and accomplish top priorities; work from a clear desk; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
PRICING**

Course Number	Course Name	Length(hrs)
<b>WSBBSITE</b>	<b>Working Sm@rt with BlackBerry (1-part): Training</b>	<b>6</b>
<p>Description: This course is FACILITATED AT YOUR SITE WITH STUDENTS USING THEIR BLACKBERRYS). Students should a few weeks experience using their BlackBerry devices prior to the workshop. Facilitator should be provided information on the predominant BlackBerry model used by the students and the carrier (e.g. Verizon Wireless, AT&amp;T, T-Mobile) prior to the class in order to customize some of the workshop content.</p> <p>The Working Sm@rt with BlackBerry Workshop session covers the tactical time management issues: schedule management, realistic task and workload planning, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives a comprehensive Learning Guide (WSBBLGKIT), and uses both the basic and advanced features of their BlackBerry to apply the techniques discussed during the workshop.</p> <p>Ongoing support is available and students will receive a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 hour of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear email inbox; consistently focus on and accomplish top priorities; focus on areas of greatest return; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

Course Number	Course Name	Length(hrs)
<b>WSCOMBO</b>	<b>Working Sm@rt with MS Outlook &amp; BlackBerry (1-part): Training</b>	<b>8</b>
<p>Description: This course is combination of the content of WSMOSITE and WSBBSITE Programs, and is FACILITATED AT YOUR SITE (IN A COMPUTER LAB OR WITH STUDENTS USING LAPTOPS). Students must have BlackBerry devices that they have some experience using (one month minimum). This is an 8-hour session that covers the tactical time management issues: schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives the Learning Guide Kit (WSCOMBOKIT), and also uses both the basic and advanced features of their MS Outlook on their computer and the basic and advanced features of their BlackBerry device to apply the techniques discussed during the workshop.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates that apply the techniques covered typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear desk and email inbox; consistently focus on and accomplish top priorities; focus on areas of greatest return; can use MS Outlook as a comprehensive personal organizer, can use their BlackBerry device as an extension of both Outlook and their computer; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**PRICING**

<b>Course Number</b>	<b>Course Name</b>	<b>Length(hrs)</b>
<b>WSMO2SITE</b>	<b>Working Sm@rt with MS Outlook (2-part): Training</b>	<b>7</b>
<p>Description: This course is a variation of the 2-part Priority Manager Program (PM2SITE), and is FACILITATED AT YOUR SITE (IN A COMPUTER LAB OR WITH STUDENTS USING LAPTOPS). The two-part course starts with a 6-hour Working Sm@rt with MS Outlook Workshop session that covers the tactical time management issues: schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives the TechTools Learning Guide Kit (WSMOLGKIT), and also uses both the basic and advanced features of MS Outlook to apply the techniques discussed during the workshop.</p> <p>This workshop is followed about two weeks later by a personal coaching session (phone, Internet, or in person -- DC Metro Area) to review, clarify and reinforce the learning. Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear desk and email inbox; consistently focus on and accomplish top priorities; focus on areas of greatest return; plan more effective meetings; can use MS Outlook as a comprehensive personal organizer; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

<b>Course Number</b>	<b>Course Name</b>	<b>Length(hrs)</b>
<b>ORGAGSEM</b>	<b>Organize... or Agonize Seminar: Training</b>	<b>3</b>
<p><u>Description:</u> This dynamic, 3-hour seminar, FACILITATED AT YOUR SITE, offers practical ways to apply proven time management concepts to the realities of a “normal” day: priorities that shift hourly, telephone tag where it takes 5 calls on average to connect, the endless interruptions and crises. The typical busy professional has 36 hours worth of work on their desk, a stack of phone messages to return, 50 new email messages in the inbox, and a day already filled with appointments and meetings. Where to start?</p> <p>In “Organize.... or Agonize!”, we provide proven, practical tips and techniques for personal organization and effectiveness that work for all job functions. In addition, we will discuss the advantages and disadvantages of the various types of application “tools” available from simple calendars through hand-held devices.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
PRICING**

Course Number	Course Name	Length(hrs)
<b>QBQ1SITE</b>	<b>QBQ! The Question Behind the Question: Training</b>	<b>7</b>
<p><u>Description:</u> This is a full-day (7-hour) workshop, FACILITATED AT YOUR SITE. Developed from the popular book of the same name, by author and speaker John Miller, QBQ! is both a training program and a tool that enables leaders and associates - at all levels - to practice personal accountability by making better choices in the moment. QBQ! helps to build a culture that eliminates blame, complaining, and procrastination. The results include boosting morale, adapting to change, enhancing communication, increasing productivity, fostering creativity, developing people, building effective teams, and solving problems. Make personal accountability a core value within your organization!</p> <p>Participants receive the QBQ! Participant Kit (QBQKIT) which includes a step-by-step class workbook and reference, audio CDs of the instructional content, and a copy of the book, QBQ! The Question Behind the Question.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

Course Number	Course Name	Length(hrs)
<b>QBQ2SITE</b>	<b>QBQ! The Question Behind the Question: Training</b>	<b>8</b>
<p><u>Description:</u> This is the same course as QBQ1SITE, but FACILITATED AT YOUR SITE in two half-day (4-hour) sessions. Developed from the popular book of the same name, by author and speaker John Miller, QBQ! is both a training program and a tool that enables leaders and associates - at all levels - to practice personal accountability by making better choices in the moment. QBQ! helps to build a culture that eliminates blame, complaining, and procrastination. The results include boosting morale, adapting to change, enhancing communication, increasing productivity, fostering creativity, developing people, building effective teams, and solving problems. Make personal accountability a core value within your organization!</p> <p>Participants receive the QBQ! Participant Kit (QBQKIT) which includes a step-by-step class workbook and reference, audio CDs of the instructional content, and a copy of the book, QBQ! The Question Behind the Question.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
PRICING**

Course Number	Course Name	Length(hrs)
<b>WSMOSITE</b>	<b>Working Sm@rt with MS Outlook (1-part): Training</b>	<b>6</b>
<p>Description: This course is a variation of the 2-part Working Sm@rt with MS Outlook Program (WSMO2SITE), and is FACILITATED AT YOUR SITE (IN A COMPUTER LAB OR WITH STUDENTS USING LAPTOPS). This is a 6-hour Working Sm@rt with MS Outlook Workshop session that covers the tactical time management issues: schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives the TechTools Learning Guide Kit (WSMOLGKIT), and also uses both the basic and advanced features of their MS Outlook to apply the techniques discussed during the workshop.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates that apply the techniques covered typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear desk and email inbox; consistently focus on and accomplish top priorities; focus on areas of greatest return; plan more effective meetings; can use MS Outlook as a comprehensive personal organizer; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

Course Number	Course Name	Length(hrs)
<b>WSLN2SITE</b>	<b>Working Sm@rt with Lotus Notes (2-part): Training</b>	<b>7</b>
<p>Description: This course is a variation of the 2-part Priority Manager Program (PM2SITE), and is FACILITATED AT YOUR SITE (IN A COMPUTER LAB OR WITH STUDENTS USING LAPTOPS). The two-part course starts with a 6-hour Working Sm@rt with Lotus Notes Workshop session that covers the tactical time management issues: schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives the TechTools Learning Guide Kit (WSLNLGKIT), and also uses both the basic and advanced features of their Lotus Notes to apply the techniques discussed during the workshop.</p> <p>This workshop is followed about two weeks later by a personal coaching session (phone, Internet, or in person -- DC Metro Area) to review, clarify and reinforce the learning.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear desk and email inbox; consistently focus on and accomplish top priorities; focus on areas of greatest return; plan more effective meetings; can use Lotus Notes as a personal organizer; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
PRICING**

Course Number	Course Name	Length(hrs)
<b>WSLNSITE</b>	<b>Working Sm@rt with Lotus Notes (1-part): Training</b>	<b>6</b>
<p>Description: This course is a variation of the 2-part Working Sm@rt with Lotus Notes Program (WSLN2SITE), and is FACILITATED AT YOUR SITE (IN A COMPUTER LAB OR WITH STUDENTS USING LAPTOPS). This is a 6-hour Working Sm@rt with Lotus Notes Workshop session that covers the tactical time management issues: schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives the TechTools Learning Guide Kit (WSLNLGKIT), and also uses both the basic and advanced features of their Lotus Notes to apply the techniques discussed during the workshop.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear desk and email inbox; consistently focus on and accomplish top priorities; focus on areas of greatest return; plan more effective meetings; can use Lotus Notes as a personal organizer; and enjoy less stress.</p> <p>Minimum class size is 16 participants. Maximum class size is 20 participants.</p>		

Course Number	Course Name	Length(hrs)
<b>WSMO2WEB</b>	<b>Working Sm@rt with MS Outlook (2-part via Webshops): Training</b>	<b>6</b>
<p>Description: This course is a live (synchronous) Internet version of the 2-part Working Sm@rt with MS Outlook Program (WSMO2SITE). It Is Facilitated On An Open Enrollment Basis Via The Internet (Call For A Current Schedule Of Class Dates). For 5 To 8 Students, A Special Class Can Be Scheduled.</p> <p>The course consists of two 2-hour Working Sm@rt with MS Outlook Webshop sessions spaced one week apart. The student has pre-work for the first session and a homework assignment between webshops sessions. The two webshops discuss the tactical time management issues: schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives the TechTools Learning Guide Kit (WSMOLGKIT) and also uses both the basic and advanced features of MS Outlook to apply the techniques discussed during the workshop.</p> <p>This is followed about two weeks later by a phone personal coaching session to review, clarify and reinforce the learning.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear desk and a clear email inbox; consistently focus on and accomplish top priorities; can use MS Outlook as a comprehensive personal organizer; and enjoy less stress.</p> <p>If the student incurs any long distance phone or Internet charges, they are to be paid by the student.</p>		

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**PRICING**

<b>Course Number</b>	<b>Course Name</b>	<b>Length(hrs)</b>
<b>WSLN2WEB</b>	<b>Working Sm@rt with Lotus Notes (2-part via Webshops): Training</b>	<b>6</b>
<p>Description: This course is a live (synchronous) Internet version of the 2-part Working Sm@rt with Lotus Notes Program (WSLN2SITE). IT IS FACILITATED ON AN OPEN ENROLLMENT BASIS VIA THE INTERNET (CALL FOR A CURRENT SCHEDULE OF CLASS DATES). FOR 5 TO 8 STUDENTS, A SPECIAL CLASS CAN BE SCHEDULED.</p> <p>The course consists of two 2-hour Working Sm@rt with Lotus Notes Webshop sessions spaced one week apart. The student has pre-work for the first session and a homework assignment between webshops sessions. The two webshops discuss the tactical time management issues: schedule management, realistic task and workload planning, identifying high performance goals and projects, priority setting and management, daily planning, delegation, and information (conversation and meeting notes) management. Student receives the TechTools Learning Guide Kit (WSLNLGKIT) and also uses both the basic and advanced features of Lotus Notes to apply the techniques discussed during the workshop.</p> <p>This is followed about two weeks later by a phone personal coaching session to review, clarify and reinforce the learning.</p> <p>Ongoing support is provided via phone, email, and a monthly email newsletter with personal effectiveness articles and tips.</p> <p>Course graduates typically recover an average of 1 to 2 hours of productive time per day; follow up better with customers, management, and staff; delegate more effectively; work from a clear desk and a clear email inbox; consistently focus on and accomplish top priorities; can use Lotus Notes as a personal organizer; and enjoy less stress.</p> <p>If the student incurs any long distance phone or Internet charges, they are to be paid by the student.</p>		

**USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

**PREAMBLE**

**Barrile & Associates, Ltd.** provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Tony Barrile, President, Phone:(703) 866-4695, [tony@pinnacleperform.com](mailto:tony@pinnacleperform.com), Fax:(703) 569-7109.**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

\_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                                      Date

**BPA NUMBER** \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name Of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (nsn);
- (e) Purchase Order Number;
- (f) Date Of Purchase;

## AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.