

**General Services Administration
Federal Acquisition 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!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

**Multiple Award Schedule (MAS)
Professional Services Category
FSC Group: MAS**

Contract Number: GS-02F-0182Y

For more information on ordering from Federal Supply Schedules click here: [For Federal Agency Customers - Ordering From Schedules](#)

Contract Period: September 4, 2012 through September 3, 2022



**Learning Tree International USA, Inc.
13650 Dulles Technology Drive, Suite 400
Herndon, VA 20171-6156
Telephone: (703) 725-7794
Fax: (800) 709-6405
www.learningtree.com**

**Contract Administrator: Marthe Lewis, 703.925.7794,
marthe_lewis@learningtree.com**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Contract Period: September 4, 2012 through September 3, 2022

Pricelist current through Modification PS-A824 dated August 22, 2020



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): *Please refer to page #4 for a more detailed description*

- SIN 611430, Professional and Management Development Training
- SIN 611512, Flight Training
- SIN OLM, Order Level Materials



Section 833 of the John Warner National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

1b. Lowest Priced Model Number and Lowest Price: Please refer to our pricing beginning on [page #11](#)

1c. Labor Category Descriptions: Not Applicable

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic Only

5. Point of Production: United States

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: None Offered

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 Card *is* accepted at or below the micro-purchase threshold.

9b. Government Purchase Card *is* accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: 10 Days after receipt of order

11b. Expedited Delivery: 5 Business days after receipt of order

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Learning Tree International USA, Inc.
Attn: GSA Orders
13650 Dulles Technology Dr. Suite 400
Herndon, VA 20171-6156

13b. For Electronic Orders: Contracts@learningtree.com

- 13c. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Learning Tree International USA, Inc.
Department AT 952907
Atlanta, GA 31192-2907
usaccounting@learningtree.com
15. Warranty Provision: Standard Commercial Warranty
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: Not Applicable
18. Terms and conditions of rental, maintenance, and repair: 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: 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. Preventative 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 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/ Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 784896508
26. Learning Tree International USA, Inc. *is* registered in the System for Award Management (SAM).

CONTRACT OVERVIEW

This contract is available for use by all federal government agencies, as a source for Professional Services Schedule Services, for domestic use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT ADMINISTRATOR

Marthe Lewis, – Director, Contracts
Learning Tree International USA, Inc.
13650 Dulles Technology Dr. Suite 400
Herndon, VA 20171-6156
Telephone: (703) 925-7794
Fax Number: (800) 709-6405
Email: Contracts@LearningTree.com

MARKETING POINT OF CONTACT

Tricia Sacchetti, VP Worldwide Marketing
Learning Tree International USA, Inc.
13650 Dulles Technology Dr. Suite 400
Herndon, VA 20171-6156
Telephone: (703) 925-5552
Fax Number: (703) 925-5555
Email: Tricia_Sacchetti@LearningTree.com

PUBLIC COURSE HOURS

First day orientation 8:00 a.m. – 9:00 a.m.
Standard class hours 9:00 a.m. – 4:30 p.m.
Last day class hours 9:00 a.m. – 3:30 p.m.
Optional course exam
On the last day 3:30 p.m. – 4:30 p.m.
Informal discussion with Instructor 4:30 p.m. – 5:30 p.m.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Learning Tree International USA, Inc. has been awarded a contract by GSA to provide services under the following SIN:

SIN 611430, Professional and Management Development Training

SIN 611512, Flight Training

SIN OLM, Order Level Materials

State & Local Purchasing Programs:

- DISAST RECOV** • *Disaster Recovery Purchasing Program (RC) Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.*
- *Federal Grants During Public Health Emergencies Section 319 of Public Health and Services Act.*

A full description of each SIN and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTION

SIN 611430, PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING

Professional and Management Development Training Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: <https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR <http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA

SIN 611512, FLIGHT TRAINING

Includes aviation and flight training.

SIN OLM, ORDER LEVEL MATERIALS

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering

Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)

- Only authorized for use in direct support of another awarded SIN.

- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against a FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

INSTRUCTIONS FOR PLACING ORDERS FOR SUPPLIES BASED ON GSA SCHEDULE FIXED PRICES

GSA provides a streamlined, efficient process for ordering the supplies you need. GSA has already determined that Learning Tree's prices are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

Orders under the Micro-Purchase Threshold
<ul style="list-style-type: none">• Select the contractor best suited for your needs and place the order.
Orders between the Micro-Purchase Threshold and the Simplified Acquisition Threshold
As required by FAR 8.404, you are required to: <ul style="list-style-type: none">• Review the GSA <i>Advantage!</i> online shopping service, review at least three Schedule contractors' price lists, or obtain quotations from at least three GSA Schedule contractors.• Evaluate, then make a Best Value determination.• Place the order directly with Schedule contractor of your choice.
Orders over the Simplified Acquisition Threshold
<ul style="list-style-type: none">• Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.• Seek price reductions.• Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).• Place your order with the Schedule contractor offering the Best Value.

Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures.](#)

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

ADDITIONAL TRAINING INFORMATION AND POLICIES

FLEXIBLE TRANSFER / CANCELLATION POLICY FOR PUBLIC COURSES

If a customer would like to cancel or transfer their course, they must notify Learning Tree prior to two weeks before the start date of the course or within seven days of registration. If a customer transfers to another course prior to two weeks before the start date or within seven days of registration of the course in which originally enrolled, 100% of any prepaid course tuition will be applied toward the course tuition for the subsequent course. If a customer needs to cancel an enrollment two weeks prior to the start of the class or within seven days of registration, we will refund 100% of any prepaid course tuition for that enrollment. If a customer does need to transfer or cancel a course within two weeks of the start date of the course or after seven days from the date of registration, a fee equal to 50% of the price of the course will be assessed for any standard attendances. Attendances associated with a Learning Tree program such as (Passport, Voucher, etc.) will be assessed a \$500 fee. Training Passports cannot be used after the expiration dates, and a course cancellation or transfer by the customer will not extend a Training Passport expiration date.

CANCELLATION POLICY FOR ONSITE COURSES

If a customer needs to cancel or reschedule any event less than 16 days before the scheduled start of the event, the customer will be subject to a cancellation fee in the amount of 50% of the event fee. However, if the event is rescheduled to execute within ninety (90) days of the cancellation date, then a cancellation fee in the amount of 25% of the event fee will apply. Learning Tree will not impose any penalty if the customer notifies Learning Tree of the need to cancel or reschedule an event 16 days prior to the scheduled start date of the event. Any event cancelled or rescheduled that is non-standard in length, content, delivery method, etc., based on customer requirements and request, and the customer cancels the course, the customer will pay for all incurred customization fees, or performance costs associated with the event.

ONSITE COURSE MATERIALS POLICY

Pricing for On-Site courses is fully inclusive of digital course materials, shipping, instructor travel/expenses and equipment. Printed materials may be requested for an additional charge.

SUBSTITUTIONS PERMITTED

Learning Tree welcomes the enrollment of a qualified substitute in an enrollee's place provided the ordering activity notifies the Contractor in writing before the first day of the course. The substitute may not take advantage of any discount program for which he or she is not otherwise qualified, such as the Learning Tree's Returning Attendee program. Training Passports and Premium Passes are nontransferable and therefore are not eligible for substitution.

PUBLIC COURSE POSTPONEMENTS

At times, Learning Tree must change a course location, course date, or postpone a course. Learning Tree will try to give the customer as much advance notice as possible of any such change. However, Learning Tree will not be liable for any other costs incurred including (for example) travel charges or any consequential damages even if Learning Tree was advised of them. Changes in course locations, course dates, or postponement of courses will not extend a Training Passport or Premium Pass expiration date.

LEARNING TREE ANYWARE™ MATERIALS

Our AnyWare-related materials are included in our overall course tuition pricing. In the event that a customer enrolled in a Learning Tree AnyWare course is shipped a set of course materials and subsequently cancels their enrollment and does not reschedule for a future date, they will be responsible for returning those course materials to Learning Tree. Returning AnyWare materials to Learning Tree is easy and at no cost to you. Simply affix the pre-paid return label to the outside of the box and take it to any authorized FedEx shipping or drop off location, or call FedEx to schedule a pickup.

THIRD PARTY SERVICES/PRODUCTS

Learning Tree may provide advertisements of third parties on our website and/or feature information, materials, products, or services provided by third parties. Learning Tree makes no representations with respect to, nor does it guarantee or endorse the quality, non-infringement, accuracy, completeness, timeliness, or reliability of such third party materials, information, products, and services you may access. Your correspondence and any other dealings with third parties on our website are solely between you and the specific third party or third parties. Learning Tree

has no control over and expressly disclaims responsibility and liability for all third party provided information, materials, programs, products, and services covered on or accessed through our website, and you agree that Learning Tree shall not be responsible for any loss or damage of any sort incurred as a result of any of these dealings or as the result of the presence of such third parties on our website.

GUARANTEE OF QUALITY

Learning Tree's Guarantee of Quality provides the ordering activity the opportunity to attend the course of their choice – and then pay only if 100% satisfied with the value of the course. If the ordering activity sends Learning Tree a written notice of dissatisfaction with a course within 60 days of the course, the ordering activity will have the option of retaking the course at no charge or receiving a full refund of any course tuition paid and cancellation of any unpaid invoices for that course. If the ordering activity used a Training Voucher, Training Passport or Premium Pass for the course, Learning Tree will not count the attendance against the Training Voucher, Training Passport or Premium Pass used.

PUBLIC COURSE PROGRAMS

A. GOVERNMENT TRAINING PASSPORTS (3 COURSE) PROGRAM

Learning Tree's Government Training Passports allow a course participant to attend as many as three instructor led courses over a 12-month period. The Learning Tree Government Training Passport (3 COURSE) expires 12 months after the start date of the first course attended under that Government Training Passport.

Learning Tree's Government Training Passport is non-transferable and is only to be used to attend courses by the named holder. Government Training Passports cannot be used after their expiration dates, and a course cancellation or transfer by the customer will not extend a Government Training Passport expiration date.

B. GOVERNMENT PREMIUM PASS

With a Premium Pass, one person can take as many as four courses in 24 months at discounted rates. Premium Passes (i) are non-transferable and can only be used to pay course tuition fees for the named holder and (ii) cannot be used to attend courses either in excess of the specified number of courses or which start more than 24 months after the start date of the first course attended under that Premium Pass. Learning Tree reserves the right to exclude particular courses from the Premium Pass program.

Payment for a Government Training Passport or Government Premium Pass can be made by company check, GSA SmartPay or GCPC credit card. The purchasing agency will be invoiced for each course after course attendance. For the Government Training Passport or Government Premium Pass, the first course will be invoiced at the GSA discounted individual or Returning Attendee seat price, the second course will be invoiced at the GSA discounted Returning Attendee price, and any additional courses will be invoiced at the difference, if any, between the full GSA Government Price and the total amount already invoiced. Thereby, the Government will pay for courses only after attendance. In addition, the purchasing agency is required to submit a blanket Government Training Form and/or Purchase Order for the total Government Training Passport or Government Premium Pass price within thirty (30) days after the start date of the first course attended under the Government Training Passport or Government Premium Pass. Payment on the Government Training Passport or Government Premium Pass invoice is due within thirty (30) days of receipt of the invoice.

C. GOVERNMENT TRAINING VOUCHER PACK PROGRAM

Government Training Vouchers Packs are available in 5 course packs and above. The standard price is discounted based on number of events purchased by an organization. Learning Tree's Government Training Vouchers Packs allow organizations maximum flexibility to meet evolving training needs as each Voucher can be used in lieu of tuition to allow anyone in the organization to attend any Learning Tree public course. The Government Training Voucher Packs do not expire. Learning Tree reserves the right to exclude certain courses for any reason, including but not limited to third party courses, premium course material, etc.

Each Training Voucher may be redeemed for one course event, for one person, at any of Learning Tree's public courses. Training Vouchers cover the Public Course tuition only. They do not cover travel, meals or other related expenses. The Training voucher is transferrable, and a qualified substitute will be allowed to attend in the enrollee's place. This substitution can be made at any time prior to the first day of the course.

Payment for a Government Training Voucher Packs can be made by company check, GSA SmartPay or GCPC credit card. Unless directed by the purchasing agency in writing to do otherwise, Learning Tree will prepare a monthly invoice to include the actual number of course attendances in the previous month, with each priced according to the discount offered through the Government Training Voucher Pack Program. In addition, the purchasing agency is required to submit a Government Training Form and/or Purchase Order for the total Government Training Voucher Pack amount within thirty (30) days after the start date of the first course attended under the Government Training Voucher Pack. Payment on the Government Training Voucher Pack invoice is due within thirty (30) days of receipt of the invoice.

D. COMPTIA MEMBER DISCOUNT

Learning Tree International and CompTIA, a leading global Information Technology (IT) trade association and the world's largest developer of vendor-neutral IT certification exams, have set up a partnership in order to provide Public Course training services to the technical association members at a 10% discount. The partnership allows Learning Tree to initiate targeted and joint marketing and sales campaigns to this specific audience of technical professionals. Each party may advertise the partnership on its web site, in catalogs and publications, electronic newsletters, in marketing flyers and collateral, and in education center signage and posters. The relationship is effective November 21, 2005 for an indefinite period of time and may be cancelled at any time by either party. The 10% discount is offered off the standard or GSA price of an individual Public Course tuition. The offer is available to both commercial companies and Federal Government agency members of CompTIA and cannot be combined with any other discount offer.

E. TRAINING ADVANTAGE

Training Advantage is a program geared towards companies that have a recurring, ongoing need for Learning Tree training services. A percentage discount off commercial list pricing only is offered to customers as a reward for continued use of Learning Tree training services and as an incentive for future business. Participation in the program requires customers to (i) sign a one-year Open Order Preferred Pricing Agreement, (ii) have at least 100 IT professionals employed at the location of the signing facility or at least 200 IT professional employed at the company, which provides Learning Tree with assurance that the customer estimates of projected purchases are likely to be accurate, (iii) designate Learning Tree as a preferred training provider, (iv) inform its technical staff of the programs that Learning Tree provides, (v) make course materials available to its employees and (vi) provide the names of key training personnel to Learning Tree. Customer benefits of this program include (i) up to 10% discount off commercial list pricing only and (ii) \$100 off the commercial list price of a 3-Course Passport and Premium Pass under this program. Learning Tree or the customer can terminate the agreement with sixty days written notice and any courses ordered after termination will be priced at standard pricing.

ON-SITE COURSE PROGRAMS

A. LEARNING TREE COACHING

Learning Tree Coaching is a program designed to "bridge the gap" between classroom training and the workplace. The coaching is done at the workplace as a one-day extension immediately following completion of a Learning Tree On-Site Course. The instructor helps course attendees put into practice the knowledge gained in the course to tackle "real" projects or assignments, as well as services to redefine job roles, update competencies and define additional skills gaps.

B. DOCUMENT DEVELOPMENT WORKSHOPS

Document Development Workshops are custom learning events that isolate and address performance impediments within an organization that are negatively impacting the cost, schedule, performance or customer satisfaction of a program. The Workshop deliverables include formally constructed management artifacts/

processes that have been developed by the actual program team within guidelines provided by Learning Tree subject matter experts.

SPECIAL PROGRAMS

A. COLLEGE CREDIT

The American Council on Education (ACE) College Credit Recommendation Service recommends Contractor courses for college credit to more than 1,500 universities and colleges. Two semester hours of college credit are recommended by ACE for most Contractor four and five-day courses. Participation in this program is optional and the Contractor pays initial registration fees with ACE.

Step 1. Successfully complete a Contractor course and pass the associated exam. Students will be given an opportunity during the course to participate in the College Credit Program. The exam is given at the end of the course.

Step 2. The Contractor will handle registration with ACE and pay the associated fee. The student's ACE Registry record will be automatically updated once the student successfully completes additional Contractor courses and passes the associated exams.

Step 3. Whenever the student wishes to send a transcript of the earned Contractor educational achievements to a university or college, the student contacts ACE directly. ACE personnel are available by phone to assist on an ongoing basis or students may complete a Transcript Request Form online at the ACE Web Site.

SUMMARY OF CONTRACT PRICING

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
PUBLIC COURSES					
611430	Project Management Professional (PMP)® Exam Prep	276-PUBLIC	5	Person	\$2,833.00
611430	Risk Management for Projects, Programs and Operations	286-PUBLIC	4	Person	\$2,659.00
611430	Complex Project Management	287-PUBLIC	3	Person	\$2,355.00
611430	Disaster Recovery Planning: Ensuring Business Continuity	289-PUBLIC	4	Person	\$2,659.00
611430	Management Skills	290-PUBLIC	4	Person	\$2,659.00
611430	Influence Skills: Getting Results without Direct Authority	294-PUBLIC	4	Person	\$2,659.00
611430	Project Management: Skills for Success	296-PUBLIC	4	Person	\$2,659.00
611430	Personal Skills for Professional Excellence	297-PUBLIC	4	Person	\$2,659.00
611430	Developing User Requirements: The Key to Project Success	315-PUBLIC	4	Person	\$2,659.00
611430	Technical Writing: A Comprehensive Hands-On Introduction	319-PUBLIC	4	Person	\$2,659.00
611430	Project Management for Software Development	340-PUBLIC	4	Person	\$2,659.00
611430	Project Leadership: Building and Leading High-Performance Teams	346-PUBLIC	3	Person	\$2,355.00
611430	Introduction to Modeling for Business Analysis	447-PUBLIC	4	Person	\$2,659.00
611430	Management Skills for an IT Environment	906-PUBLIC	4	Person	\$2,659.00
611430	IIBA® CBAP® and CCBA® Certification Exam Prep	913-PUBLIC	4	Person	\$2,659.00
611430	Accelerating Agile Development for Scrum Teams	1812-PUBLIC	3	Person	\$2,355.00
611430	Certified Scrum Product Owner	1814-PUBLIC	2	Person	\$1532.00
611430	Business Analysis Introduction: Defining Successful Projects	211-PUBLIC	3	Person	\$2,355.00
611430	Building an Effective Business Case	212-PUBLIC	3	Person	\$2,355.00
611430	Business and Report Writing Introduction: Hands-On	219-PUBLIC	3	Person	\$2,355.00
611430	Finance and Accounting for Nonfinancial Managers	281-PUBLIC	3	Person	\$2,355.00
611430	Critical Thinking and Creative Problem Solving	284-PUBLIC	3	Person	\$2,355.00
611430	Communication Skills: Results through Collaboration	292-PUBLIC	3	Person	\$2,355.00
611430	Business Relationship Management: Aligning IT with the Business	902-PUBLIC	3	Person	\$2,355.00
611430	Public Speaking: Compelling Speeches and Presentations	903-PUBLIC	3	Person	\$2,355.00
611430	High Impact Leadership: Expanding Your Influence	909-PUBLIC	3	Person	\$2,355.00
611430	Agile Fundamentals: Scrum, Kanban, Lean, and XP	918-PUBLIC	3	Person	\$2,355.00
611430	Building a Project Plan in SharePoint (PMIS)	919-PUBLIC	3	Person	\$2,355.00
611430	Strategic Thinking for Operational Management	3310-PUBLIC	3	Person	\$2,355.00
611430	Developing Your Leadership Voice for Presence and Impact	3405-PUBLIC	3	Person	\$2,355.00
611430	Emotional Intelligence: Achieving Leadership Success	3411-PUBLIC	3	Person	\$2,355.00
611430	Introduction to Business Process Improvement (BPI)	3505-PUBLIC	3	Person	\$2,355.00
611430	PMI-Agile Certified Practitioners (PMI-ACP) Exam Prep	3605-PUBLIC	3	Person	\$2,355.00
611430	Business Analysis in an Agile Environment	3511-PUBLIC	3	Person	\$2,355.00
611430	CAPM® Certification Training Course	3601-PUBLIC	3	Person	\$2,355.00
611430	Building a Successful Project Management Office	3610-PUBLIC	3	Person	\$2,355.00
611430	APMG Lean IT: Achieving Foundation Certification	3630-PUBLIC	2	Person	\$1,532.00
611430	Program Management: Essential Skills for your Program Success	3611- PUBLIC	2	Person	\$1,532.00
611430	Fundamentals of DevOps	3641-PUBLIC	3	Person	\$2,355.00
611430	Agile Project Management	3644-PUBLIC	2	Person	\$1,532.00
611430	Adaptative Program and Portfolio Management	3645-PUBLIC	3	Person	\$2,355.00
611430	The Agile Business Analyst	3646-PUBLIC	3	Person	\$2,355.00
611430	Business Agility Accelerator	3647-PUBLIC	2	Person	\$1,532.00
611430	Agile Coaching	3648-PUBLIC	3	Person	\$2,355.00

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
611430	Agile Team Facilitation and Iteration Management	3649-PUBLIC	3	Person	\$2,355.00
611430	COBIT 5® Foundation	3922-PUBLIC	3	Person	\$2,355.00
611430	Power Excel®: Analyzing Data to Make Business Decisions	195-PUBLIC	2	Person	\$1,532.00
611430	Assertiveness Skills: Communicating with Authority & Impact	244-PUBLIC	2	Person	\$1,532.00
611430	Time Management	344-PUBLIC	2	Person	\$1,532.00
611430	FAC-P/PM Certification: Applications in Project and Program Management	1321-PUBLIC	4	Person	\$2,659.00
611430	FAC-P/PM Certification: Applications in Contracting	1322-PUBLIC	3	Person	\$2,355.00
611430	FAC-P/PM Cert Applications in Business, Cost, and Financial Management	1323-PUBLIC	3	Person	\$2,355.00
611430	FAC-P/PM: Applied Leadership in Projects and Programs	1324-PUBLIC	2	Person	\$1,532.00
611430	Applications in Project, Program, Business, Cost & Financial Management	1325-PUBLIC	5	Person	\$2,833.00
611430	FAC-P/PM Certification: Progressive Concepts in Program Management	1331-PUBLIC	4	Person	\$2,659.00
611430	FAC-P/PM Certification: Progressive Contracting Strategies for Programs	1332-PUBLIC	3	Person	\$2,355.00
611430	FAC-P/PM Certification: Earned Value Management	1333-PUBLIC	3	Person	\$2,355.00
611430	FAC-P/PM Certification: Progressive Leadership in Program Management	1334-PUBLIC	2	Person	\$1,532.00
611430	Progressive Concepts in Program, Business, Cost & Financial Management	1335-PUBLIC	5	Person	\$2,833.00
611430	Smoothing Development Workflow: An Introduction to Kanban	3650-PUBLIC	2	Person	\$1,532.00
611430	Value in Kanban Systems Design (KMP-I)	3651-PUBLIC	2	Person	\$1,532.00
611430	Kanban Management Professional (KMP-II)	3652-PUBLIC	2	Person	\$1,532.00
611430	Certified Scrum Master	1813-PUBLIC	2	Person	\$1,532.00
611430	PRINCE2® Achieving Foundation & Practitioner Certification	177-PUBLIC	5	Person	\$2,833.00
611430	Leading SAFe® v4.5 (SA Certification)	1817-PUBLIC	2	Person	\$1,532.00
611430	SAFe® for Teams v4.5 (SP Certification)	1818-PUBLIC	2	Person	\$1,532.00
611430	21st Century Leadership: Inspiring Excellence and Engagement	3311-PUBLIC	3	Person	\$2,355.00
611430	Agile Leadership	3401-PUBLIC	3	Person	\$2,355.00
611430	3 Course Training Passport: All 2, 3, 4 & 5 Day Public Courses	PP3-PUBLIC	ANY	Person	\$5,530.00
611430	4 Course Training Passport: All 2, 3, 4 & 5 Day Public Courses	PPP-PUBLIC	ANY	Person	\$6,700.00
611430	Training Voucher, 03 Events	TRIPLE PACK (3)	ANY	Person	\$6,885.00
611430	Training Voucher, 05 - 09 Events	TV0509-PUBLIC	ANY	Person	\$2,225.00
611430	Training Voucher, 10 - 24 Events	TV1024-PUBLIC	ANY	Person	\$1,995.00
611430	Training Voucher, 25 - 49 Events	TV2549-PUBLIC	ANY	Person	\$1,950.00
611430	Training Voucher, 50 - 99 Events	TV5099-PUBLIC	ANY	Person	\$1,900.00
611430	Training Voucher, 100 - 199 Events	TV100199-PUBLIC	ANY	Person	\$1,850.00
611430	Training Voucher, 200 or more Events	TV200-PUBLIC	ANY	Person	\$1,800.00
611430	All Eligible (1) Day Express Boot Camp	EBC-PUBLIC	1	Person	\$520.00

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
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ON SITE COURSES

611430	Risk Management for Projects, Programs and Operations	286-ONSITE	4	Course	\$17,622.00
611430	Complex Project Management	287-ONSITE	3	Course	\$14,668.00
611430	Project Management: Skills for Success	296-ONSITE	4	Course	\$17,622.00
611430	Technical Writing: A Comprehensive Hands-On Introduction	319-ONSITE	4	Course	\$17,622.00
611430	Introduction to Modeling for Business Analysis	447-ONSITE	4	Course	\$17,622.00
611430	Accelerating Agile Development for Scrum Teams	1812-ONSITE	3	Course	\$12,589.00
611430	Certified Scrum Product Owner	1814-PUBLIC	2	Course	\$9,797.00
611430	Building an Effective Business Case	212-ONSITE	3	Course	\$14,668.00
611430	Business and Report Writing Introduction: Hands-On	219-ONSITE	3	Course	\$14,668.00
611430	COBIT 5® Foundation	3922-ONSITE	3	Course	\$14,668.00
611430	Power Excel®: Analyzing Data to Make Business Decisions	195-ONSITE	2	Course	\$12,589.00

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
611430	Public Speaking: Compelling Speeches and Presentations	903-ONSITE	3	Course	\$14,668.00
611430	Building a Project Plan in SharePoint (PMIS)	919-ONSITE	3	Course	\$14,668.00
611430	Certified Scrum Master	1813-ONSITE	2	Course	\$16,280.00
611430	Leading SAFe® v4.5 (SA Certification)	1817-ONSITE	2	Course	\$9,797.00
611430	SAFe® for Teams v4.5 (SP Certification)	1818-ONSITE	2	Course	\$9,797.00
611430	21st Century Leadership: Inspiring Excellence and Engagement	3311-ONSITE	3	Course	\$12,589.00
611430	Agile Leadership	3401-ONSITE	3	Course	\$12,589.00
611430	PRINCE2® Achieving Foundation & Practitioner Certification	177-ONSITE	5	Course	\$20,240.00
611430	FAC-P/PM IT Planning and Management	U210T1-ONSITE	5	Course	\$19,859.00
611430	FAC-P/PM IT Security, Accessibility and Quality	U211T1-ONSITE	4	Course	\$17,622.00
611430	FAC-P/PM IT Architecture and Design	U212T1-ONSITE	4	Course	\$17,622.00
611430	Project Management Professional (PMP)® Exam Prep	276-ONSITE	5	Course	\$18,465.00
611430	Project Management for Software Development	340-ONSITE	4	Course	\$16,453.00
611430	Project Leadership: Building and Leading High-Performance Teams	346-ONSITE	3	Course	\$14,668.00
611430	Disaster Recovery Planning: Ensuring Business Continuity	289-ONSITE	4	Course	\$15,290.00
611430	Management Skills	290-ONSITE	4	Course	\$15,290.00
611430	Influence Skills: Getting Results without Direct Authority	294-ONSITE	4	Course	\$15,290.00
611430	Personal Skills for Professional Excellence	297-ONSITE	4	Course	\$15,290.00
611430	Developing User Requirements: The Key to Project Success	315-ONSITE	4	Course	\$15,290.00
611430	Management Skills for an IT Environment	906-ONSITE	4	Course	\$15,290.00
611430	IIBA® CBAP® and CCBA® Certification Exam Prep	913-ONSITE	4	Course	\$15,290.00
611430	FAC-P/PM Certification: Applications in Project and Program Management	1321-ONSITE	4	Course	\$15,290.00
611430	FAC-P/PM Certification: Applications in Contracting	1322-ONSITE	3	Course	\$12,589.00
611430	FAC-P/PM Cert Applications in Business, Cost, and Financial Management	1323-ONSITE	3	Course	\$12,589.00
611430	FAC-P/PM: Applied Leadership in Projects and Programs	1324-ONSITE	2	Course	\$9,797.00
611430	Applications in Project, Program, Business, Cost & Financial Management	1325-ONSITE	5	Course	\$17,067.00
611430	FAC-P/PM Certification: Progressive Concepts in Program Management	1331-ONSITE	4	Course	\$15,290.00
611430	FAC-P/PM Certification: Progressive Contracting Strategies for Programs	1332-ONSITE	3	Course	\$12,589.00
611430	FAC-P/PM Certification: Earned Value Management	1333-ONSITE	3	Course	\$12,589.00
611430	FAC-P/PM Certification: Progressive Leadership in Program Management	1334-ONSITE	2	Course	\$9,797.00
611430	Progressive Concepts in Program, Business, Cost & Financial Management	1335-ONSITE	5	Course	\$17,067.00
611430	Smoothing Development Workflow: An Introduction to Kanban	3650-ONSITE	2	Course	\$12,589.00
611430	Value in Kanban Systems Design (KMP-I)	3651-ONSITE	2	Course	\$12,589.00
611430	Kanban Management Professional (KMP-II)	3652-ONSITE	2	Course	\$12,589.00
611430	Business Analysis Introduction: Defining Successful Projects	211-ONSITE	3	Course	\$12,589.00
611430	Finance and Accounting for Nonfinancial Managers	281-ONSITE	3	Course	\$12,589.00
611430	Critical Thinking and Creative Problem Solving	284-ONSITE	3	Course	\$12,589.00
611430	Communication Skills: Results through Collaboration	292-ONSITE	3	Course	\$12,589.00
611430	Business Relationship Management: Aligning IT with the Business	902-ONSITE	3	Course	\$12,589.00
611430	High Impact Leadership: Expanding Your Influence	909-ONSITE	3	Course	\$12,589.00
611430	Agile Fundamentals: Scrum, Kanban, Lean, and XP	918-ONSITE	3	Course	\$12,589.00
611430	Strategic Thinking for Operational Management	3310-ONSITE	3	Course	\$12,589.00
611430	Developing Your Leadership Voice for Presence and Impact	3405-ONSITE	3	Course	\$12,589.00
611430	Emotional Intelligence: Achieving Leadership Success	3411-ONSITE	3	Course	\$12,589.00
611430	Introduction to Business Process Improvement (BPI)	3505-ONSITE	3	Course	\$12,589.00
611430	PMI-Agile Certified Practitioners (PMI-ACP) Exam Prep	3605-ONSITE	3	Course	\$12,589.00
611430	Business Analysis in an Agile Environment	3511-ONSITE	3	Course	\$12,589.00
611430	CAPM® Certification Training Course	3601-ONSITE	3	Course	\$12,589.00
611430	Building a Successful Project Management Office	3610-ONSITE	3	Course	\$12,589.00
611430	APMG Lean IT: Achieving Foundation Certification	3630-ONSITE	2	Course	\$9,797.00

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
611430	Program Management: Essential Skills for your Program Success	3611-ONSITE	2	Course	\$15,290.00
611430	Fundamentals of DevOps	3641-ONSITE	3	Course	\$14,668.00
611430	Agile Project Management	3644-ONSITE	2	Course	\$9,797.00
611430	Adaptative Program and Portfolio Management	3645-ONSITE	3	Course	\$12,589.00
611430	The Agile Business Analyst	3646-ONSITE	3	Course	\$12,589.00
611430	Business Agility Accelerator	3647-ONSITE	2	Course	\$9,797.00
611430	Agile Coaching	3648-ONSITE	3	Course	\$12,589.00
611430	Agile Team Facilitation and Iteration Management	3649-ONSITE	3	Course	\$12,589.00
611430	Assertiveness Skills: Communicating with Authority & Impact	244-ONSITE	2	Course	\$9,797.00
611430	Time Management	344-ONSITE	2	Course	\$9,797.00
611430	FAC-P/PM IT Planning and Management	U210T3-ONSITE	5	Course	\$17,067.00
611430	FAC-P/PM IT Security, Accessibility and Quality	U211T3-ONSITE	4	Course	\$15,290.00
611430	FAC-P/PM IT Architecture and Design	U212T3-ONSITE	4	Course	\$15,290.00

ADD ON STUDENT PRICES

611430	Over 10 Students - All 5 Day Courses	5DAYOVER10T1-ONSITE	5	Person	\$820.00
611430	Over 10 Students - All 4 Day Courses	4DAYOVER10T1-ONSITE	4	Person	\$730.00
611430	Over 10 Students - All 3 Day Courses	3DAYOVER10T1-ONSITE	3	Person	\$640.00
611430	Over 10 Students - All 2 Day Courses	2DAYOVER10T1-ONSITE	2	Person	\$550.00
611430	Over 10 Students – Third Party Courses	2DAYOVER10T3 rd ONSITE	ALL	Person	\$900.00

OTHER

611430	Learning Tree Document Development Workshop	WS01-ONSITE	1	Day	\$3,000.00
611430	Learning Tree Coaching: All Course Durations	COACH-ONSITE	1	Day	\$2,700.00