

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage?™ is: <http://www.fss.gsa.gov>.

Schedule Title: 874 Mission Oriented Business Integrated Services

FSC Group: 874-4

FSC Class:

Contract Number: GS-02F-0188N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: August 26, 2003 - August 25, 2018

Contractor: David L. Houseman & Associates
King Street Station, PMB-119
1800 Diagonal Road, Suite 600
Alexandria, VA 22314-2840

Telephone No: (703) 690-4105

Fax: 1-877-728-7117

Contract Administration Source: Same as above

Business Size: Small Business/Other than Minority

CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1. **Table of Awarded Special Item Numbers:**

FSC: SINs awarded: 874-4

2. **All SINS Maximum Order Limitation:** \$1,000,000.00

3. **MINIMUM ORDER LIMITATION:** \$100.00

4. **GEOGRAPHIC COVERAGE:** 48 Contiguous States, Alaska, Hawaii, and Puerto Rico
(DELIVERY AREA)

5. **Points of Production:** United States

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

Pricing for Agency Specials: A 40.25% discount from the list price applies to all agency specials. The GSA Schedule prices include minor modifications to course materials to include sample agency specific documents and forms.

Additionally, a GSA discount of 50.25% applies to orders that acquire more than 14 classes or more than \$100,000 on a single order. A GSA discount of 55.25% applies to orders that acquire more than 29 classes or more than \$250,000 on a single order.

Houseman & Associates will provide course development to adapt our off-the-shelf courses to specific agency needs and interests. The price for such adaptations is dependent upon the scope of such adaptations. Our list price as well as GSA contract rate under SIN 27-500 is \$265/hour for course adaptation and consulting services; for orders involving more than 39 hours of effort, this rate is discounted by 20.25%.

Pricing for the Online and Self-Study Courses: A 20.25% discount from the list price applies to our self-study courses when more than 9 participants are registered on a single order. Additionally, a GSA discount of 25.25% from the list price applies when more than 29 participants registered on a single order.

Industrial Funding Fee (IFF): The IFF of 0.75% is included in the above pricing without affecting the discounts offered to our GSA contract clients.

7. **Quantity Discounts:** See above “Discount from list prices or statement of net prices.”

8. **Prompt Payment Terms:** NET 30 Days

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Houseman & Associates accepts the purchase card for micro-purchases.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Houseman & Associates accepts the purchase card above the micro-purchase threshold.
- 10. **Foreign Items:** N/A
- 11a. **Time of Delivery:** Scheduling of courses is based upon the mutual consent of Houseman & Associates and the ordering agency.
- 11b. **Expedited Delivery:** Houseman & Associates provides priority mail shipment of all self-study course materials, results, and certificates.
- 11c. **Overnight and 2-day Delivery:** Houseman & Associates will provide overnight and 2-day delivery via special delivery of self-study course materials, results, and certificates at an additional cost to the ordering agency.
- 11d. **Urgent Delivery:** Same as “Overnight and 2-day Delivery.”
- 12. **F.O.B. Point(s):** Instructor travel is included in the stated prices for delivery of classes in the Washington, DC Metropolitan Area. Instructor travel will be estimated and added to the stated prices for delivery of classes at other locations.
- 13. **Ordering Address(es):** Houseman & Associates, 4644 Timber Ridge Drive, Dumfries, VA 22025
- 14. **Payment Address(es):** Houseman & Associates, 4644 Timber Ridge Drive, Dumfries, VA 22025
- 15. **Warranty Provision:** N/A
- 16. **Export Packaging Charges, if applicable:** N/A
- 17. **Terms and Conditions of Government purchase card acceptance:** Houseman & Associates accepts the purchase card for all course registrations and payments.
- 18. **Terms and Conditions of rental maintenance, and repair:** N/A
- 19. **Terms and conditions of installation:** N/A
- 20. **Terms and conditions of repair parts indicating date of parts lists and any discounts from list price:** N/A

- 20a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of Service and Distribution:** N/A
- 22. **List of Participating Dealers:** N/A
- 23. **Preventive Maintenance:** N/A
- 24. **Year 2000 (Y2K) compliant:** N/A
- 25. **Environment Attributes:** N/A
- 26. **Data Universal Number System (DUNS) Number:** 177291986
- 27. **Notification regarding registration in Central Contractor Registration (CCR) database:** David L. Houseman & Associates is registered in the CCR.

GSA Federal Supply Schedule Course Listing (GS-02F-0188N)

Note: A “List” price is the price offered to our most favored commercial customer.

A “GSA” price includes all applicable GSA customer discounts + GSA’s Industrial Funding Fee

TR-01 Basic COR. This 5-day course looks to improve agency acquisitions and contractor performance by enhancing COR knowledge and practical application of contracting principles. It covers the acquisition process, legal requirements, and COR duties; developing a procurement request package including a work statement, cost estimate, and source selection criteria; competition requirements, communications with prospective offerors, and confidentiality requirements; proposal evaluation and source selection; quality/schedule assurance; payment reviews; contract modifications and contractual remedies; and procurement ethics. This course fulfills the business and technical competency requirements of FAC-COR.

This 5-day course is offered on an agency special basis only.

Tuition: List \$16,500; GSA Price \$9,933.

Special Discounts: \$8,271/class (>14 classes or >\$100,000 on a single order)
 \$7,439/class (>29 classes or > \$250,000 on a single order)

TR-02 COR Refresher Training. This 1-day course is designed to update CORs on recent statutory and regulatory changes that affect their responsibilities. It also provides an overview of their contract management responsibilities, planning for quality and schedule assurance; review and approval of technical submittals; and payment reviews. Finally, it presents a major component on procurement ethics including COR relationships, criminal conflicts of interest, and reporting contractor fraud, waste and abuse.

This 1-day course is offered on an agency special basis.

Tuition: List \$8,250; GSA Price \$4,966.

Special Discounts: \$4,135/class (>14 classes or >\$100,000 on a single order)
 \$3,720/class (>29 classes or > \$250,000 on a single order)

An 8 CLP online and self-study version of this course are also available.

Tuition: List \$330; GSA Price \$332 (includes GSA Industrial Funding Fee).

Special Discounts: \$265 (>9 registrants on a single order)

\$249 (>29 registrants on a single order)

TR-03 Task Order Contracting for CORs. This 2-day course looks to improving the placement and administration of task orders against indefinite delivery indefinite quantity (IDIQ) contracts through training CORs and other program personnel (points of contact/POCs) responsible for generating work requirements, processing task requests, assisting in task order placement, and monitoring the contractor's performance

This course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency's contracts.

Tuition: List \$11,000; GSA Price \$6,621.

Special Discounts: \$5,513/class (>14 classes or >\$100,000 on a single order)
 \$4,959/class (>29 classes or > \$250,000 on a single order)

TR-04 Simplified Acquisition for CORs. This 2-day course focuses on COR input to processing support service purchase orders. It provides CORs with information and tools necessary to prepare purchase requests for support services; identify the appropriate source of supply; and assess technical/price quotations, support negotiations, and recommend source selection, and management performance.

It is designed to ensure that CORs understand the unique rules and procedures applicable to making legal and otherwise proper purchases from Required and Open Market sources. It also references the latest purchasing techniques applicable to acquiring services as "commercial items," using GSA Advantage and Federal Supply Schedule purchasing, and publicizing and accessing source and item information on the Internet.

It also addresses management of support service orders. It covers common responsibilities of CORs assigned to such requirements, applicable purchase clauses, service requests, and inspection under principles of expressed/implied warranty, and payment

This course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency's purchases.

Tuition: List \$11,000; GSA Price \$6,621.

Special Discounts: \$5,513/class (>14 classes or >\$100,000 on a single order)
 \$4,959/class (>29 classes or > \$250,000 on a single order)

TR-05 COR Management of IT Service Contracts. This 2-day course looks to improving contractor performance by enhancing COR knowledge and practical application of IT contract management principles, policies and procedures from contract award through contract completion.

This course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency's contracts.

Tuition: List \$11,000; GSA Price \$6,621.

Special Discounts: \$5,513/class (>14 classes or >\$100,000 on a single order)
 \$4,959/class (>29 classes or > \$250,000 on a single order)

TR-06 Source Selection for CORs. This 3-day course focuses on source selection methods, typical organization (and variants), and source selection procedures. It examines special acquisition planning issues including concept development, market exchanges and multi-step acquisition procedures. It covers preparation and approval of a technical plan, peer review, activities of technical evaluation panel, qualitative and quantitative scoring methods, oral presentations, cost realism analysis and making/supporting a source selection recommendation.

This course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency's contracts.

Tuition: List \$13,000; GSA Price \$7,825.

Special Discounts: \$6,515/class (>14 classes or >\$100,000 on a single order)
 \$5,861/class (>29 classes or > \$250,000 on a single order)

TR-07 Performance-based Work Statements. This 3-day course focuses on preparing a PBWS for professional support services contracts. It presents a standard approach and format for developing a PBWS including the Scope, Specific Tasks, Deliverables, Dates, Acceptance Criteria, and Monetary and Non-Monetary Performance Incentives. It links the PBWS to the Quality Assurance Surveillance Plan and Contractor Performance Evaluations.

This 3-day course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency's contracts.

Tuition: List \$13,000; GSA Price \$7,825.

Special Discounts: \$6,515/class (>14 classes or >\$100,000 on a single order)
 \$5,861/class (>29 classes or > \$250,000 on a single order)

TR-08 Leadership Skills for CORs. This 1-day course is an introduction to essential leadership skills for CORs. It emphasizes the key FAC-COR competencies of flexibility, influencing/negotiating, interpersonal skills, and teamwork. Participants will assess their personal leadership style, learn and integrate leadership behaviors into COR performance, and foster a high performance project team. They will be able to encourage productive team communication, provide constructive feedback, use influence skills to get results without direct authority, and effectively manage conflict.

This 1-day course is offered on an agency special basis only. The course workbook includes a self-assessment tool, presentations, and exercises.

Tuition: List \$8,250; GSA Price \$4,966.

Special Discounts: \$4,135/class (>14 classes or >\$100,000 on a single order)
 \$3,720/class (>29 classes or >\$250,000 on a single order)

TR-09 Cost Estimating and Analysis for CORs. Initial FAC-COR training often lacks meaningful coverage of cost estimating and analysis. It notes that CORs must prepare an independent Government cost estimate (IGCE) as part of a procurement request and sometimes offers a sample format. It references that CORs have a role to play in cost analysis of proposals and may even acknowledge that they should focus on “types and quantities of direct costs, including labor.” Although initial certification training emphasizes contract modifications, it typically focuses on how to process a change under a contract – not how to determine a fair pricing adjustment.

This 2-day course addresses a major gap in carrying out the “cost and pricing” aspects of the procurement process. CORs recognize that “it must be done, but how?” This course explains the why, what, when, and how of cost estimating and analysis for new acquisitions (including task orders) and contract modifications. It is “hands-on” training, using examples to show how estimates should be generated and how they should be analyzed.

This 2-day course is offered on an agency special basis only.

Tuition: List \$11,000; GSA Price \$6,621.

Special Discounts: \$5,513/class (>14 classes or >\$100,000 on a single order)
 \$4,959/class (>29 classes or > \$250,000 on a single order)

TR-10 Market Research. This 1-day course focuses on *implementing* the FAR requirement to conduct market research for all acquisitions exceeding the simplified acquisition threshold or whenever the situation calls for it such as “new requirements” or “limited source justifications.” It focuses on identifying market research needs; performing market research; analyzing market research results; and preparing a market research report. It guides participants through each

market research step and option including accessing and using high value websites and exploring effective strategies and tactics to address acquisition needs. Participants are provided with templates for conducting a market research meeting, issuing a market research announcement, and preparing a market research report.

This 1-day course is offered on an agency special basis.

Tuition: List \$8,250; GSA Price \$4,966.

Special Discounts: \$4,135/class (>14 classes or >\$100,000 on a single order)
 \$3,720/class (>29 classes or > \$250,000 on a single order)

TRR-01 Advanced COR. Initial COR certification training focuses on acquisition, rules, and procedures. This 5-day course focuses on *how to effectively* select sources and manage contracts. It covers how to choose and customize select procedures for different requirements; how to assess offeror proposals and render a selection decision; how to prepare for quality/schedule assurance, guide contractor performance, and ensure proper payments; and how to foster a proper business partnership with a contractor.

This 5-day course is offered on an agency special basis only.

Tuition: List \$16,500; GSA Price \$9,933.

Special Discounts: \$8,271/class (>14 classes or >\$100,000 on a single order)
 \$7,439/class (>29 classes or > \$250,000 on a single order)

SA-01 Purchase Card Training. This 1-day course presents cardholder and approving official responsibilities. It includes practical guidance on how to use purchase cards; purchase and usage limits; documentation, reconciliation, retention, and card security. It addresses purchases from required and open market sources.

This 1-day course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency and participating bank.

Tuition: List \$8,250; GSA Price \$4,966.

Special Discounts: \$4,135/class (>14 classes or >\$100,000 on a single order)
 \$3,720/class (>29 classes or >\$250,000 on a single order)

SA-02 Purchase Card Refresher. This 1-day course (i) refreshes attendees on the purchase card process; (ii) provides more in-depth coverage of required and open market micro-purchasing; (iii) identifies common problems needing attention; and (iv) addresses several legal matters that affect cardholder purchases. It references the latest techniques for buying commercial goods using required supply programs and accessing source and item information on the internet.

This 1-day course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency and participating bank.

Tuition: List \$8,250; GSA Price \$4,966.

Special Discounts: \$4,135/class (>14 classes or >\$100,000 on a single order)
 \$3,720/class (>29 classes or >\$250,000 on a single order)

SA-03 Simplified Acquisition. This 5-day course introduces purchasing personnel to the simplified acquisition environment. It provides them with information and tools necessary to review incoming purchase requests; identify the appropriate source of supply; evaluate product and pricing information; issue written/oral orders; and provide purchase follow-up. It references the latest purchasing techniques applicable to buying commercial items, using UNICOR, JWOD, GSA Advantage, the GSA E-Library, and e-buy; and accessing source/item information on the Internet.

This 5-day course as well as a modified 3-day version is offered on an agency special basis only.

Tuition: List \$16,500; GSA Price \$9,933.

Special Discounts: \$8,271/class (>14 classes or >\$100,000 on a single order)
 \$7,439/class (>29 classes or >\$250,000 on a single order)

SA-04 Simplified Acquisition Refresher. This 2-day course presumes that attendees are familiar with standard simplified acquisition (SA) procedures covered by FAR 13. It updates attendees on purchasing rules and procedures contained in the FAR and agency policies and guidelines. It focuses upon common purchasing problems and techniques for making more informed and effective purchases of items and services. It also presents methods for streamlining purchasing workload and procedures in line with internet access and evolving purchasing policy and practice. Finally, it covers the legal framework for SAs including applicable portions of federal regulation, Uniform Commercial Code, and case law decisions.

This course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency's purchases.

Tuition: List \$11,000; GSA Price \$6,621.

Special Discounts: \$5,513/class (>14 classes or >\$100,000 on a single order)
 \$4,959/class (>29 classes or > \$250,000 on a single order)

SA-05 Advanced Simplified Acquisition. This 3-day course addresses the professional aspects of purchasing. It presents the legal structure of purchasing including regulatory requirements, Uniform Commercial Code principles, and case law decisions. It focuses upon new requirements and techniques for acquiring commercial items; special policies and guidelines for procuring support services; provision and clause selection/development; and purchase order administration.

This 3-day course is offered on an agency special basis only. The course handbook and presentations are adapted to the procedures and forms of the client agency's purchases.

Tuition: List \$13,000; GSA Price \$7,825.

Special Discounts: \$6,515/class (>14 classes or >\$100,000 on a single order)
 \$5,861/class (>29 classes or >\$250,000 on a single order)

SA-06 Work Statements for Simplified Acquisitions. This 1-day course focuses on the most important document in government purchasing, the statement of work (SOW). Participants are given a SOW template comprised of six sections plus step-by-step guidelines on preparing each section. Examples and exercises demonstrate application. Instructor feedback reinforces essential principles and guides participant learning.

This 1-day course is offered on an agency special basis only. The course handbook and presentations are adapted to sample purchase of the client agency.

Tuition: List \$8,250; GSA Price \$4,966.

Special Discounts: \$4,135/class (>14 classes or >\$100,000 on a single order)
 \$3,720/class (>29 classes or >\$250,000 on a single order)

An 8 CLP credit self-study version is also available.

Tuition: List \$330; GSA Price \$332 (includes GSA Industrial Funding Fee).

Special Discounts: \$265 (>9 registrants on a single order)
 \$249 (>29 registrants on a single order)

PM-01 Contract Management for Executives. This 1/2-day course looks to build a sensible understanding and relationship between senior level agency personnel and contract managers (contracting officers, CORs, CORs, and other contract management personnel) to promote meeting agency needs through effective contract management.

This course is offered on an agency special basis only.

Tuition: List \$6,250; GSA Price \$3,762.

Special Discounts: \$3,132/class (>14 classes or >\$100,000 on a single order)
 \$2,818/class (>29 classes or >\$250,000 on a single order)

PM-02 Funds Management. This 3-day course provides a framework for Project Managers, Contracting Officers, CORs, and Task Managers to effectively grasp basic funds management policies, principles, and practices. It sets forth successful strategies and tactics as well as how to apply them in order to achieve program goals.

This course is offered on an agency special basis only.

Tuition: List \$13,000; GSA Price \$7,825.

Special Discounts: \$6,515/class (>14 classes or >\$100,000 on a single order)
 \$5,861/class (>29 classes or >\$250,000 on a single order)

FAL-01 Federal Appropriations Law. This 3-day course provides participants a framework for identifying and resolving appropriations law issues that arise in their own line of work. It focuses on the availability of appropriations as to purpose, amount, and time. It also explains (i) basic constitutional and legislative controls and processes affecting federal funds; (ii) fiscal law terminology; (iii) fundamental rules of statutory construction; (iv) the concept of “obligation” in appropriations law; and (v) application of appropriations law to interagency transactions.

This course is offered on an agency special basis only.

Tuition: List \$13,000; GSA Price \$7,825.

Special Discounts: \$6,515/class (>14 classes or >\$100,000 on a single order)
 \$5,861/class (>29 classes or >\$250,000 on a single order)

FAL-02 Federal Appropriations Law Refresher: This 1-day refresher course is intended for participants who have successfully completed a Federal Appropriations Law (FAL) overview course. It provides a refresher and update of the most important legal principles covered in the FAL course and illustrates those principles through lecture, group discussion, and exercises utilizing recent Comptroller General Opinions. In addition, it explores the legal principles relating to Current Resolutions and Interagency Agreements.

This course is offered on an agency special basis only.

Tuition: List \$8,250; GSA Price \$4,966.

Special Discounts: \$4,135/class (>14 classes or >\$100,000 on a single order)
 \$3,720/class (>29 classes or >\$250,000 on a single order)

CR-01 Course Related Support Services: Course related support services include development of course materials, review of agency purchasing policies and practices, purchasing audits, assessment of FAC-COR implementation and related agency COR policies and practices, and development and/or review of performance-based contracting practices and documents.

Hourly Rate: List \$265; GSA Rate \$267 (includes GSA Industrial Funding Fee)

Special Discount: \$213 (>39 hours are purchased under a single order)