



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

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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:

GSAAdvantage.gov

Multiple Award Schedule (MAS)
SIN 611430 Professional and Management Development Training
SIN 611512 Flight Training

FSC/PSC Code: U006

NAICS: 541618, 611420, 611430, 611699, 611710, 518210, 541511, 541611, 561210, 561499, 561990

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SBA Certified Small Disadvantaged Business

SBA Certified 8(a) Firm

HUBZone Certified Small Business

Native American Owned

Period Covered by Contract: 8/3/2016 to 8/3/2021

Contract Number: **GS-02F-033DA**



Instructional Design, Webinar and Courseware Development Firm

Engaging Training Solutions (Engaging Training) is an IACET-Accredited vendor. Our socio-economic qualifications include HUBZone Certified, SBA 8(a) Certified, Native American Owned, Small Disadvantaged Business.

Engaging Training designs and delivers SCORM compliant eLearning web-based training (WBT); webinars, instructor-led training (ILT); virtual ILT (vILT); blended and 3D Immersive training courses; and supporting capabilities. Since 2008, our Instructional Designers have been designing, developing, and delivering custom technical, professional, leadership, and business skill training courses, encompassing a variety of industries, including pharmaceuticals, financial, real estate/property management, health care, telecommunications, financial, government, oil and gas, software/technology, manufacturing, Higher Ed, and K-12.

Engaging Training utilizes the Systems Approach to Training (SAT) model, a disciplined and systematic approach to course development to ensure that the tasks most critical to success are the tasks that are integrated into critical E-Learning modules. Engaging Training also utilizes the ADDIE development model, which includes five key phases—Analysis, Design, Development, Implementation, and Evaluation. This represents a dynamic, flexible guideline for building effective training and performance support tools. By integrating the SAT model and ADDIE development model with rapid prototyping, Engaging E-Learning is able to provide visibility in the development of the final product throughout the design and development cycle and to assure the alignment of business objectives, development requirements, and expectations in modular phases to support interdisciplinary project development.

Some of the services we provide are:

Instructional Design, Webinar & Courseware Development

- Instructional design and E-Learning development services
- WebEx and Adobe Connect Management & Production
- Next Generation Learning Games, VirtualReality (VR) and Augmented Reality (AR)
- Evaluation and assessment services including questions, surveys, testing and certification
- Classroom course conversion and online course refresh services
- Custom instructor-led, web-based and mobile course development
- Supervisory skills & managing teams plus other off-the-shelf courses



CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs) SIN

DESCRIPTION

SIN 611430 Professional and Management Development Training

SIN 611512 Flight Training

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

(Government net price based on a unit of one)

<u>SIN</u>	<u>Part Number</u>	<u>PRICE</u>
611430	TB Prevention	\$9.97

1c. Hourly rates:

611430 NA

2. MAXIMUM ORDER: \$1,000,000 SINs 611430 and 611512, per order

3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE: 50 States, Washington D.C, and US Territories

5. POINT(S) OF PRODUCTION: USA

6. DISCOUNT FROM LIST PRICES: All prices are net discounts.

7. QUANTITY DISCOUNT(S): 15+ users 8.2% - 35.9% (depends on course and # of seats purchased).

8. PROMPT PAYMENT TERMS: 1% 10 Days, Net 30 Days for non-credit card payment

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards may be accepted above the micro-purchase threshold. Contact contract holder for approval.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: 30 Days ARO

11b. EXPEDITED DELIVERY: Contact contractor for quote. 11c.

OVERNIGHT AND 2-DAY DELIVERY: Call for quote.

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Origin



- 13a. **ORDERING ADDRESS: Same as contractor**
- 14. **PAYMENT ADDRESS: Same as contractor**
- 15. **WARRANTY PROVISION: Standard Manufacturer Warranty. Contact Vendor for additional Info**
- 16. **EXPORT PACKING CHARGES: Not applicable**
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds above the micropurchase level) Contractor will accept government purchase card payments.**
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):N/A**
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Contact Vendor**
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A**
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Contact Contractor**
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A**
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A**
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A**
- 24. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Energy Star products listed on GSA Advantage**
- 25. **DUNS NUMBER: 015766241**
- 26. **NOTIFICATION REGARDING REGISTRATION IN WWW.SAM.GOV DATABASE: 6SRQ7 Cage Code Registration is current in SAM.**



Price List

Price List Amendments:
None

Engaging Training Solutions
GSA Schedule MAS (GS-02F-033DA) SIN 611430

Rates Shown Herein are Net (Discount Deducted)

<i>SIN</i>	<i>Labor Category</i>	<i>Price per Hour</i>
611430	Webinar Producer	\$63.48
611430	Senior Webinar Producer	\$81.61
611430	Webinar Coordinator	\$54.41
611430	Instructional Designer	\$81.61
611430	Senior Instructional Designer	\$126.95
611430	Graphic Designer	\$81.61
<i>Service Description</i>		<i>Price</i>
10 hours course content development, instructional design, includes research		\$1,309.82
20 hours course content development, instructional design, includes research.		\$2,518.89
50 hours course content development, instructional design, includes research.		\$5,350.13
100 hours course content development, instructional design, includes research.		\$9,884.13
<i>Off the Shelf Courses</i>		<i>Price</i>
Aseptic Techniques		\$14.51
Bloodborne Pathogen & Universal Precautions Training		\$14.51
CMS Fraud, Waste and Abuse in Health Care		\$14.51
Harassment Prevention Training for Employees		\$9.97
HIPAA for Health Care Workers		\$14.51
Sexual Harassment for Managers		\$9.97
Sexual Harassment for Non-Managers		\$9.97
Essential Supervisory Skills Training		\$16,367.76



Descriptions

Webinar Producer

Functional Responsibility: Expert level proficiency in WebEx and Adobe Connect. Produces webinars from beginning to end including: development of training schedule; registration and logistics; audio and video management and troubleshooting; live captioning; set evaluations and polls; 508 compliance for written materials; development of site and chat/break-out rooms; webinar monitoring and recording; conduct walk-throughs with trainers; host sessions; capture evaluations; and upload client required post-session documents and recordings.

Qualifications: 2 years of experience in webinar producing. Certificate of advanced training from Adobe Connect and/or WebEx.

Senior Webinar Producer

Functional Responsibility: Expert level proficiency in WebEx and Adobe Connect. Produces webinars from beginning to end including: development of training schedule; registration and logistics; audio and video management and troubleshooting; live captioning; set evaluations and polls; 508 compliance for written materials; development of site and chat/break-out rooms; webinar monitoring and recording; conduct walk-throughs with trainers; host sessions; capture evaluations; and upload client required post-session documents and recordings. May act as primary client contact and project manager.

Qualifications: Bachelor's degree and 5 years of experience in webinar producing. Certificate of advanced training from Adobe Connect and/or WebEx.

Webinar Coordinator

Functional Responsibility: Proficiency in WebEx and Adobe Connect. Primary job functions are: to coordinate webinar schedule with client; collect documents and webinar requirements; schedule walkthroughs with trainers; communicate registration information to client; and support webinars when secondary producers are required. As secondary producer or back-up: supports registration and logistics; audio and video management and troubleshooting; webinar monitoring and recording; and monitor break-out sessions.

Qualifications: 2 years of experience in webinar or event coordination. Certificate of training from Adobe Connect and/or WebEx.



Instructional Designer

Functional Responsibilities: Designs live classroom training and/or develops e-learning courses, including needs assessments, learning objectives, and follow-up measurement. Expert level proficiency in Articulate, Adobe Captivate and other ISD design applications, as well as, After Effects, GoAnimate and VideoScribes. Works with subject matter experts, programmers, and graphics specialists to create engaging, interactive, instructionally sound courses. Possesses solid communication skills. Demonstrates advanced knowledge of the instructional design process (ISD/ADDIE/SAT) and fosters design innovation. Reviews products throughout analysis, design, and development for style guidelines, writing standards, and sound instructional design.

Qualifications: Bachelor's degree in instructional design or related field and 3 years of experience in instructional design.

Senior Instructional Designer

Functional Responsibilities: Designs live classroom training and/or develops e-learning courses, including needs assessments, learning objectives, and follow-up measurement. Expert level proficiency in Articulate, Adobe Captivate and other ISD design applications, as well as, After Effects, GoAnimate and VideoScribes. Works with subject matter experts, programmers, and graphics specialists to create engaging, interactive, instructionally sound courses. May serve as project manager. Possesses solid communication skills. Demonstrates advanced knowledge of the instructional design process (ISD/ADDIE/SAT) and fosters design innovation. Reviews products throughout analysis, design, development for style guidelines, writing standards, and sound instructional design.

Qualifications: Master's degree in instructional design or related field and 5 years of experience in instructional design OR Bachelor's degree and 7 years of experience in instructional design.

Graphic Designer

Functional Responsibility: Expert level proficiency in Adobe Creative Cloud with an emphasis in Adobe Photoshop, Adobe Illustrator and Adobe InDesign. Graphic Designer creates custom graphics, designs course layouts, develops print graphics and layout, 3D models and other inactive media. Capable of creating a brand with each component having a consistent and complementary design. Works with project managers, client, course developer/ISD and other team members to produce print, web or course materials.

Qualifications: Bachelor's degree in art, electronic art or related field. 5 years of experience graphic design.

10 hours course content development, instructional design, includes research

Course types include SCORM compliant eLearning, webinars, web-based training (WBT), instructor-led training (ILT), virtual ILT (vILT), blended, and 3D Immersive training courses. Course development can include a SME, Instructional Designer, Graphic Designer, Researcher, Webinar Producer, Course Developer, Question Developers, Instructor, Presenter and Project Manager. Work to be completed at contractor site.



20 hours course content development, instructional design, includes research

Course types include SCORM compliant eLearning, webinars, web-based training (WBT), instructor-led training (ILT), virtual ILT (vILT), blended, and 3D Immersive training courses. Course development can include a SME, Instructional Designer, Graphic Designer, Researcher, Webinar Producer, Course Developer, Question Developers, Instructor, Presenter and Project Manager. Work to be completed at contractor site.

50 hours course content development, instructional design, includes research

Course types include SCORM compliant eLearning, webinars, web-based training (WBT), instructor-led training (ILT), virtual ILT (vILT), blended, and 3D Immersive training courses. Course development can include a SME, Instructional Designer, Graphic Designer, Researcher, Webinar Producer, Course Developer, Question Developers, Instructor, Presenter and Project Manager. Work to be completed at contractor site.

100 hours course content development, instructional design, includes research

Course types include SCORM compliant eLearning, webinars, web-based training (WBT), instructor-led training (ILT), virtual ILT (vILT), blended, and 3D Immersive training courses. Course development can include a SME, Instructional Designer, Graphic Designer, Researcher, Webinar Producer, Course Developer, Question Developers, Instructor, Presenter and Project Manager. Work to be completed at contractor site.

Course: Aseptic Techniques

OVERVIEW

Healthcare-associated infections are a cause of great concern and are estimated to affect 2 million people each year. Those who work in the healthcare field should perform their duties in a manner that minimizes the spread of infectious microorganisms. Having a solid understanding and employing the principles of aseptic technique will help reach this goal.

LEARNING OBJECTIVES

- Describe why asepsis is important in the health care setting
- List the difference between medical and surgical asepsis
- Recall the chain of infection
- Identify methods of decreasing the spread of infection
- List the steps in routine hand hygiene and a surgical hand scrub
- Compare the different ways one can correctly apply sterile gowns and gloves
- Explain the main principles of surgical asepsis



Course: Bloodborne Pathogen & Universal Precautions Training

OVERVIEW

- Define what is a bloodborne pathogen
- Identify methods of bloodborne pathogen transmission and prevention
- Compare Hepatitis B, Hepatitis C and HIV Infection
- Explain the concepts of Universal Precautions and Standard Precautions
- List OSHA's Bloodborne Pathogen Standard
- Review the purpose of personal protective equipment
- Recall the concepts of work practice and engineering controls
- Explain what to do if he/she is exposed to blood or OPIM

LEARNING OBJECTIVES

Commonly referred to as: Bloodborne Pathogens and Bloodborne Pathogens Safety

Whenever an individual comes into contact with another person's blood or certain body fluids, there is a potential exposure to a bloodborne pathogen

Two government agencies, the Occupational Safety and Health Administration (OSHA) and the Center for Disease Control (CDC) have created regulations and recommendations to reduce this exposure, especially within the workplace

Anyone who may anticipate coming into contact with blood or body fluids as part of their job should be aware of what bloodborne pathogens are, how they are transmitted, how they can protect themselves and their employer's responsibility to provide a safe working environment

Course: CMS Fraud, Waste and Abuse in Health Care

OVERVIEW

Broaden your knowledge of fraud, waste and, abuse in the health care environment.

LEARNING OBJECTIVES

- Identify the mandatory laws governing Medicare fraud and abuse.
- Describe your part in preventing Medicare fraud, waste, and abuse.
- Summarize what you can do to detect, correct, and prevent fraud, waste, and abuse.



Course: Harassment Prevention Training for Employees

OVERVIEW

This presentation will define harassment and related terms. Employees will know how to respond to and identify harassment. Employees will also understand their role in preventing harassment.

LEARNING OBJECTIVES

- Define harassment
- Identify harassment in the workplace
- Explain the consequences of harassment in the workplace
- Define individual responsibility and how to report harassment

Course: HIPAA for Health Care Workers

OVERVIEW

Includes HIPAA Privacy and Security, Confidentiality, ARRA / HITECH and Omnibus Rule. This online HIPAA training course is designed to educate Health Care Workers on HIPAA privacy and security laws. As a health care worker, maintaining the HIPAA privacy and security of patient information is crucial. A solid understanding of the Health Insurance Portability and Accountability of 1996 (HIPAA) is necessary to achieve this. However, HIPAA legislation is complex and robust. It has had many changes and additions since its creation in 1996. Most recently, the The Health Information Technology for Economic and Clinical Health (HITECH) Act, enacted as part of the American Recovery and Reinvestment Act of 2009 and the Final Omnibus Rule of 2013 have: Strengthened existing HIPAA compliance requirements for Privacy and Security Expanded individuals' rights relating to their Protected Health Information (PHI) Increased enforcement of HIPAA, including higher fines for non-compliance Addressed notifications for breaches of PHI This HIPAA course provides a comprehensive and in-depth look at HIPAA compliance legislation as it pertains to a health care worker, so that Protected Health Information is properly used and disclosed.

LEARNING OBJECTIVES

- Describe the purpose of HIPAA laws
- Identify the changes implemented to HIPAA by the Omnibus Final Rule
- Identify the key elements of the HIPAA Privacy Rule, HIPAA Security Rule, and HIPAA Enforcement Rule
- Explain the process for Breach Notification
- Interpret the Unique Identifiers and Transaction and Code Set Rules
- Identify ways how to apply these rules to his/her daily practice as a health care worker



Course: Sexual Harassment for Managers

OVERVIEW

The purpose of this self-study educational module is to define sexual harassment and related terms. Managers will know how to respond to and identify sexual harassment. Managers will understand their role in preventing sexual harassment.

LEARNING OBJECTIVES

- Define sexual harassment
- Recall the laws that protect victims against sexual harassment
- Explain how to respond to and recognize sexual harassment situations
- Discuss your Individual role in preventing sexual harassment

Course: Sexual Harassment for Non-Managers

OVERVIEW

This presentation will define sexual harassment and related terms. Employees will know how to respond to and identify sexual harassment. Employees will also understand their role in preventing sexual harassment.

LEARNING OBJECTIVES

- Define sexual harassment
- Recall the laws that protect victims against sexual harassment
- Explain how to respond to and recognize sexual harassment situations
- Discuss your Individual role in preventing sexual harassment

Course: Essential Supervisory Skills Training

In-person training. Does not include travel expenses. The Essential Supervisory Skills training is a training program to support and benefit those with supervisory responsibility including front line supervisors, managers and executives. The training includes 80 hours of interactive workshop training customized to your specific requirements which may include: how to supervise as a coach, set performance and development goals for yourself and your team, provide value-added feedback and conduct meaningful performance evaluations. The Essential Supervisory Skills training will help supervisors and managers become more capable and confident as they carry out their critical role and strengthen their relationship with the employees and teams who report to them. Customized version have included technical modules in the following:

- Title 8, Immigration and Nationality Act (INA) regarding admissibility, deportability and discretion
- Title 19, Customs laws, regulations and statutes as well as Trade laws and regulations
- Title 7 and 9, covering Agriculture laws, regulations, enforcement and penalties

