

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

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address *GSA Advantage!* is: GSAAdvantage.gov.

TRAINING AIDES AND DEVICES – FSC GROUP 69

CONTRACT NUMBER: GS-02F-9319C

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

CONTRACT PERIOD: 1 OCT 2004 - 30 SEP 2009

Career Training Concepts, Inc.

- Established 1973 -

**3640 Hewatt Court
Snellville, GA 30039**

**(888)326-9229 or (770)326-9229
Fax: 770-729-8099**

**www.careertrain.com
www.careertrainingconcepts.com**

Business Size: Veteran-Owned Small Business Concern

Contract Administration POCs: James C. Shafe, President; jshafe@careertrain.com
Matthew Morgan, Vice President; mmorgan@careertrain.com

GENERAL SERVICES ADMINISTRATION

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

“TRAINING AIDES AND DEVICES – FSC GROUP 69”

CUSTOMER INFORMATION

Contract Number: **GS-02F-9319C**

Contract Period: **1 OCT 2004 - 30 SEP 2009**

1a. Awarded Special Item Number(s): SIN #27-200, SIN #27-300, SIN #27-400
 May be found with each product description in the catalog, pages 4 - 6

1b. Lowest Government Price Per SIN#:

SIN #27-200: \$17.⁸¹ (1 **TrainingMinder** after 15% discount per Item 6 below.)
 SIN #27-300: \$2.⁰⁰ (1 **FUTUREFOCUS** workbook after 15% discount per Item 6 below.)
 SIN #27-400: \$4,320.⁰⁰ (0.5 day of Instructor Led Training after 10% discount per Item 6 below.)

1c. Hourly Rates: N/A
 2. Maximum Order: None.
 3. Minimum Order: \$ 10.⁰⁰
 4. Geographic Coverage: Domestic Delivery Only.
 5. Point(s) of Production: USA.

6. Discounts:
 (From
 Price List)

<i>Discounts from List</i>	<i>Publications/Kits:</i>
\$ 1. ⁰⁰ – \$9,999. ⁹⁹	15%
10,000. ⁰⁰ – 24,999. ⁹⁹	25%
25,000. ⁰⁰ – 49,999. ⁹⁹	35%
50,000. ⁰⁰ – and up	50%

GSA Discount for <u>SIN #27-400:</u> 10%

7. Quantity Discounts: See tables above (paragraph 6) for all discounts.
 8. Prompt Payment Terms: 1/2%, 10 days.
 9a. Government Purchase Cards are accepted at or below the Micro-Purchase Threshold.
 9b. Government Purchase Cards are accepted above the Micro-Purchase Threshold, but not preferred.
 For payments over \$2,500.⁰⁰, EFT is the preferred payment method.
 10. Foreign items: None.
 11a. Time of Delivery: If product is in inventory, 10 day delivery or better.
 If product is not in inventory, delivery within 45 days.
 11b. Expedited Delivery: All items are available for expedited delivery, if in inventory. Extra shipping rate applies. Contact for rates.
 11c. Overnight/2-Day Delivery: Available if product is in inventory, extra shipping rate applies. Contact for rates.
 11d. Urgent Requirements: Career Training Concepts strives to meet all customer delivery needs.
 Please contact the contractor representative to inquire about urgent delivery.
 12. FOB Point(s): Shipping and freight is paid by the customer.
 13a. Ordering Address: Career Training Concepts, Inc.
 3640 Hewatt Court
 Snellville, GA 30039
 (888) 326-9229 or (770) 326-9229, FAX: 770-729-8099
 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
 14. Payment Address: Career Training Concepts, Inc.
 3640 Hewatt Court
 Snellville, GA 30039

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CUSTOMER INFORMATION - CONTINUED

Contract Number: **GS-02F-9319C**

Contract Period: **1 OCT 2004 – 30 SEP 2009**

- 15. Warranty Provisions: All materials are warranted to be free from manufacturing defect. Should any materials be found defective within one year from the dates of delivery, CTC will replace the defective materials at no charge to the customer. CTC does reserve the right to inspect the materials and determine whether the defect is due to customer misuse or neglect.
- 16. Export Packing Charges: N/A
- 17. Terms & Conditions of Government Purchase Cards: See 9a and 9b.
- 18. Terms & Conditions of Rental, Maintenance, & Repair: N/A
- 19. Terms & Conditions of Installation: N/A
- 20. Terms & Conditions of Repair Parts: N/A
- 20a. Terms & Conditions of Other Services: N/A
- 21. List of Service & Distribution Points: N/A
- 22. List of Participating Dealers: N/A
- 23. Preventive Maintenance: N/A
- 24a. Special Attributes: N/A
- 24b. Section 508 Information: N/A
- 25. DUNS Number: 07-248-7721
- 26. CCR Registered: Yes

Item Code	Product /Description	Program Length	List Price	Instructor Training Kit
CAREER DIRECTION - High School & College Program SIN #27-300	Career Direction (workbook) Senior High School, College level career guidance program. Includes the <i>CDII</i> , a self-scored interest test, guidance on career choices and education, and information on financial aid, resumes, interview skills, and substance abuse risk factors.	Requires 3-4 hours instruction time 46 page student workbook including computer Scanform	<ul style="list-style-type: none"> • \$3.30 per workbook (may not be shared) • add \$1.65 per student for processing & school report • add \$1.65 per student for Management Report Service 	<ul style="list-style-type: none"> • \$27.30 per Instructor Kit • \$275.00 per Instructor Kit with courseware enhancements and Instructor Training workshop (minimum 20 for on-site)
TRAILBLAZER Program for younger military members SIN #27-300	TrailBlazer (workbook) Career guidance program for Junior Enlisted Military Reserve Component members. Includes a self-scored interest test, guidance on career choices and education, information on job finding skills including networking, and substance abuse facts.	Requires 3-4 hours instruction time 48 page student workbook	<ul style="list-style-type: none"> • \$3.00 per workbook (may not be shared) • \$1.65 per Certificate • \$1.65 per Survey • \$1.65 per student for Management Report Service 	<ul style="list-style-type: none"> • \$27.30 per Instructor Kit • \$275.00 per Instructor Kit with courseware enhancements and Instructor Training workshop (minimum 20 for on-site)
Instructor-Led Training Modules <ul style="list-style-type: none"> • SCORES Selling • TEAM Series SIN #27-400	Training Modules A series of leadership training modules which can be presented “as is” or adjusted to meet specific requirements. Priced Per Class Available in formats of 0.5 day up to 5 days of live training. Fees shown are per class, based on a class size of up to 36 participants.	0.5 day 1 day 2 days 3 days 4 days 5 days	<u>Per Class</u> \$4,800. ⁰⁰ \$6,000. ⁰⁰ \$11,000. ⁰⁰ \$15,000. ⁰⁰ \$18,000. ⁰⁰ \$20,000. ⁰⁰	N/A All instruction by CTC Instructors. Price at left includes 3-ring binder kits. For portfolio kits with planner materials and CD-ROM, add \$110. per person.
T.E.A.M. Leadership Training Modules SIN #27-300	T.E.A.M. <ul style="list-style-type: none"> • Trust • Empowerment • Attitude • Motivation Training modules in booklet form designed to enhance team member and team leader performance. Targeted to all levels, public or private sector. Training modules include: participant certificate, pre/post survey, and computerized database. Turnkey program management.	Each training module requires approximately 4 hours class time. Module workbooks average 60-75 pages	\$22. ⁰⁰ per student	\$275.00 per Instructor Kit with courseware enhancements and Instructor Training workshop (minimum 20 for on-site)
ATTRITION MANAGEMENT MODULES SIN #27-300	Modules 1-10 Cover various personal and team development subjects.	2-15 pages	\$13. ²⁰ per student	Same Fee Base (Note: more than one module may be included during 2-day instructor workshop)

<i>Item Code</i>	<i>Product /Description</i>	<i>Program Length</i>	<i>List Price</i>	<i>Instructor Training Kit</i>
GOAL SETTING SIN # 27-200	Goals For Success (workbook) This manual requires a complete analysis of every aspect of an individual's personal and professional goals, and helps create a specific plan of action.	Self-paced 76 pages requires approximately 8-10 hours for completion	\$22. ⁰⁰ per workbook	N/A

TOTAL QUALITY LEADERSHIP STUDENT KIT*

ATTITUDE DEVELOPMENT SIN # 27-200	How to Develop an Attitude for Success Self-help, inspirational material designed to enhance individual self-esteem. Correspondence tests are included.	Self-paced 100 pages requires approximately 10 hours for completion	\$22. ⁰⁰ per copy ISBN # 1-877846-00-7	N/A
TQL SIN #27-300	Total Quality Leadership Supervisory guidance, understanding motivation, using recognition as a motivational tool, correcting and instructing without demotivating, handling absenteeism, family support, stressing benefits. Provides basis for 16 hours of training.	95 page workbook Requires 16 hours class time for program instruction	\$22. ⁰⁰ per student	\$661. ⁰⁰ per Instructor Kit with courseware enhancements and Instructor Training workshop (minimum 12 for on-site)
*TQL kit also includes: All Processing, Personalized Certificate of Completion, Transcripts, Computerized record keeping (database), individual shipping envelope, course instruction letter, 2-3 awards per class group instructed by certified trainers, shipping costs, and participant survey with management reports.				

TrainingMinder Full-sized Portfolio Planner -- training reinforcement tool SIN # 27-200	TrainingMinder Planner Organizational/training tool; briefcase-style; zippered closure; indexed tabs; calendar; daily planner, business card-sized training reminders & clear view insert; CD-ROM with customer-contact letter templates software.	N/A	\$110. ⁰⁰ each	N/A
TrainingMinder Wallet-sized Planner and training reinforcement tool SIN # 27-200	TrainingMinder Wallet Organizational/training tool with 24 clear view pockets designed to hold custom training reminder cards which reinforce subjects covered during training workshops. Also contains <i>PlanningMinder</i> to-do cards and slots for business/credit cards.	N/A	\$20. ⁹⁵ each	N/A

<i>Item Code</i>	<i>Product /Description</i>	<i>Program Length</i>	<i>List Price</i>	<i>Instructor Training Kit</i>
<p><i>FUTUREFOCUS</i> Middle School & Jr. High Program</p> <p>SIN #27-300</p>	<p><i>FUTUREFOCUS</i> (workbook) Middle School level Career guidance program. Includes a self-scored interest test, curriculum shaping information for high school and post-high school, guidance on goal setting and career choices, and substance abuse risk factors.</p>	<p>Requires 1.5-2 hours instruction time</p> <p>16 page student workbook including computer Scanform</p>	<p><u>Basic Package</u> \$2.95 per student Self-scored instrument and workbook (may not be shared)</p> <p><u>Enhanced Package</u> \$4.25 per student includes Basic Package, plus report processing</p>	<p>\$22.00 per Instructor Guide</p>
<p>EDUconnect™ Program</p> <p>SIN #27-400</p>	<p><i>CTC Educational Outreach Personnel</i> provide training to military recruiters, educational administrators, faculty, and students focusing on a variety of life skills and career development subjects; promoting a positive image of the military within the community at large; developing ongoing relationships within the educational community; proper usage of school programs; and mentoring recruiters in marketing, presentation skills, and sales strategies.</p>	<p>1 year (260 days)</p>	<p>\$299.⁰⁰ per day</p>	<p>N/A</p>