



**GENERAL SERVICES ADMINISTRATION**  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
**Revised 15 Sep 2013**

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 addresses GSA *Advantage!* is: <http://www.GSAAdvantage.gov>.

**SCHEDULE FOR: MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**  
**FEDERAL SUPPLY GROUP: 874**  
**CONTRACT NUMBER: GS-02F-9319C**

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

**CONTRACT PERIOD: 1 OCT 2009 – 30 SEP 2014**



**Career Training Concepts, Inc.**  
– Established 1973 –

3640 Hewatt Court  
Snellville, GA 30039

Phone: 770-326-9229  
Fax: 770-729-8099

[www.careertrainingconcepts.com](http://www.careertrainingconcepts.com)

Business Size: Veteran-Owned Small Business Concern

Contract Administration POCs: Sandi Zimmerman, Contract Specialist; [szimmerman@careertrain.com](mailto:szimmerman@careertrain.com)  
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**Company Overview**

Career Training Concepts, Inc. (CTC) is incorporated in the state of Georgia as a Veteran-owned Small Business providing training and personnel services solutions to meet specific customer needs. CTC has over thirty-five years of experience in providing training, consulting, and personnel solutions to military organizations and numerous other private and public organizations.

Career Training Concepts, Inc. was founded in 1973 by Jimmy Shafe. In 1979, CTC began providing the Army National Guard with training and consulting services on Strength Maintenance issues, and has stayed engaged as such on a daily basis ever since.

CTC's reputation for quality and innovation is well established. To date, more than 300,000 personnel have participated in workshops conducted by the CTC team. Another four million students have participated in *Career Direction*, an ARNG high school recruiting/outreach program. We currently have a number of federal contracts providing personnel support. To date, CTC has placed over 210 contract employees in various locations throughout the country.



**CUSTOMER INFORMATION**

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

Contract Period: **1 OCT 2009 – 30 SEP 2014**

- 1a. Awarded Special Item Number(s):
  - 874-1 Integrated Consulting Services**
  - 874-4 Training Services**
  - 874-5 Support Products**
  - 874-6 Acquisition Management Support**
  - 874-7 Integrated Business Program Support Services**
  - 874-9 Instructional Training Devices**

(See pricing at pages 9 – 14 for a more detailed description of these SINs.)

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. The following SINs include Recovery Purchasing: **874-1RC, 874-4RC, 874-5RC, 874-6RC, 874-7RC, and 874-9RC**

1b. Lowest Unit Price for each SIN#: See pricing at pages 9 – 14

1c. Labor Category Descriptions: See pages 5 – 6

1d. Course Descriptions: See page 7

2. Maximum Order: None

3. Minimum Order: \$ 10.<sup>00</sup>

4. Geographic Coverage: Domestic Only.

5. Point(s) of Production: Same as company address.

6. Discounts: All prices listed are government **net prices** (discount already deducted). See prices on pages 9 – 14.

7. Quantity Discounts: Only Support Products under **SIN 874-5** and Instructional Training Devices under **SIN 874-9** receive a quantity discount:

<u>Amount</u>	<u>Discounts:</u>
<b>\$ 1.00 – \$9,999.99</b>	<b>15%</b>
<b>10,000.00 – 24,999.99</b>	<b>25%</b>
<b>25,000.00 – 49,999.99</b>	<b>35%</b>
<b>50,000.00 – and up</b>	<b>50%</b>

8. Prompt Payment Terms: 1/2% 10 days, Net 30 Days.



**CUSTOMER INFORMATION - Continued**

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

Contract Period: **1 OCT 2009 – 30 SEP 2014**

- 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; will not accept it for payments over \$3,000.<sup>00</sup>. 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): Destination. 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](http://fss.gsa.gov/schedules)).
14. Payment Address: Career Training Concepts, Inc.  
3640 Hewatt Court  
Snellville, GA 30039
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. Stock Items Return Policy: All CTC stock items / products may be returned within 30 days of purchase for a full refund or exchange. Return shipping fees are the responsibility of the customer. Returned products must be in saleable condition and in original packaging. If an exchange is requested and the exchange item is in CTC's inventory, CTC will ship comparable replacement within 5 business days of receipt of the product.



**CUSTOMER INFORMATION - Continued**

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

Contract Period: **1 OCT 2009 – 30 SEP 2014**

Replacement shipping costs will be charged as applicable. If the product is not in inventory, replacement delivery time will be within 45 days. If a refund is requested, CTC will issue a refund within 10 business days. No restocking fees will apply either way.

- 16a. Special Items Return Policy: No special items may be returned. Special items are defined as product(s) custom printed / produced for the customer, at the customer's request. Special items examples include, but are not limited to, products produced with the customer's name and / or logo.
  
- 17. CTC Cancellation policy: CTC follows the FAR directives related to contract cancellations. If the government cancels a contract prior to services being provided, CTC honors the cancellation
  
- 18. Export Packing Charges: N/A
  
- 19. Terms & Conditions of Government Purchase Cards: See 9a and 9b.
  
- 20. Terms & Conditions of Rental, Maintenance, & Repair: N/A
  
- 21. Terms & Conditions of Installation: N/A
  
- 22. Terms & Conditions of Repair Parts: N/A
  
- 22a. Terms & Conditions of Other Services: N/A
  
- 23. List of Service & Distribution Points: N/A
  
- 24. List of Participating Dealers: N/A
  
- 25. Preventive Maintenance: N/A
  
- 26a. Special Attributes: N/A
  
- 26b. Section 508 Information: N/A
  
- 27. DUNS Number: **07-248-7721**
  
- 28. CCR Registered: Yes

**Contractor will accept LH and FFP contracts.**



## **MOBIS Labor Categories Descriptions**

### **Program/Project Manager**

Desired Bachelor's in technical field or other related field. The candidate must have 10 years experience within a specific business or technical management discipline. Certification in the field of expertise may be required. Other combinations of experience and education that meet the minimum qualifications may be substituted. Incumbent is responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks.

### **Senior Technical Consultant**

Desired Bachelor's in technical field or other related field. Candidate must have 2 years experience within a specific business or technical management discipline (Government or industry). Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks. Personnel are assigned to complex programs involving multiple tasks.

### **Senior Functional Area Expert**

Position includes requirements of the Mid-Level Functional Area Expert. In addition must possess experience/knowledge directly related to the requirements of the task order. An AAS or BA in Instructional Systems Technology, Education, Human Factors, or a related discipline is highly recommended. Requires 5 years of experience.

### **Mid-Level Functional Area Expert**

Desired Bachelor's or AAS degree in the area of expertise required by the task order. Incumbents in this job category require at least 3 years of experience in the area of knowledge required by the task order. Professional experience is commensurate with a formal undergraduate degree. Incumbents must have excellent oral and written communications skills; an ability to learn quickly; an ability to train and work with other professionals; ability to prioritize, assign, categorize, and track events.

### **Junior Functional Area Expert**

Desired Bachelor's degree or demonstrated experience in the areas of expertise required by the task order. This job category requires a minimum of two years experience in the area of expertise. Personnel must possess experience/knowledge that demonstrates the individual is an authority in the subject matter field or area of consultation.

### **Staff Planner**

Bachelor's degree in business or a related field is preferred and may substitute for experience. Demonstrated experience in the area (s) of expertise required by the Task Order. Minimum of 2 years of cost, budget, or schedule analysis experience required. Must be able to collect and analyze data and organize it in a standard work breakdown structure.

### **Business Management Specialist**

Desired Bachelor's degree or demonstrated practical experience in the area(s) of expertise required by the Task Order, as well as a demonstrated capability to organize and manage multi-disciplined project tasks. Personnel must have the knowledge and experience to provide assistance in a number of areas in support of the tasks business functions. Position requires the incumbent to have the capability to conduct studies and provide reports documenting the results. Position requires 2 years experience.



## **MOBIS Labor Categories Descriptions – Continued**

### **Technical Specialist/Trainer**

Desired Bachelor's degree or demonstrated practical experience in the area(s) of expertise required by the Task Order. Relevant experience in instructional system design, computer-based training, computer-aided instruction or related technologies. Requires 5 years experience in related fields. A combination of education, training, and experience that meet the minimum qualifications may be substituted.

### **Administrative Assistant**

Requires high school diploma or GED. Two years relevant experience in administrative issues. Incumbent will provide administrative assistance in a variety of functional areas and must have the capability to organize and track various tasks/events. Must have knowledge and experience using a variety of technical equipment and programs.

### **Certified Professional Facilitator (CPF)**

Desired Bachelor's degree with demonstrated experience in the field. The candidate must have 10 years experience with knowledge of the fields requiring facilitation. Facilitator must have broad experience in strategic planning, organizational redesign, leadership development, training, process design improvement, and change management. Duties are initial prep, research and develop an agenda for the facilitation and conducting the facilitation meeting; develop an after-action report to detail the meeting and outcomes. Certification by the International Association of Facilitators as a Master Facilitator is required.

### **Facilitator**

Desired Bachelor's degree with demonstrated experience within comparable fields is required. The candidate must have 5 years experience in the field and a proven ability in implementing quality management and organizational practices. Must have excellent written and oral communication skills. Duties include meeting prep, research on topic of facilitation, and develop a meeting agenda; develop and present an after-action report detailing the meeting and outcomes.

### **Educational Outreach**

Desired Bachelor's degree or demonstrated practical experience - minimum of 3 years experience in the field. Candidate to have the ability to 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.

### **Training Developer**

Desired Bachelor's degree with demonstrated experience within comparable fields is required. The candidate must have 3 years experience in the field. Also desired is experience in instructional system design, computer based training, computer-aided instruction or related technologies.

### **Senior Training Developer/QC**

Desired Bachelor's degree with demonstrated experience within comparable fields is required. The candidate must have 5 years experience in the field. Also desired is experience in instructional system design, computer based training, computer-aided instruction or related technologies. Candidate must have a proven ability in implementing quality management and organizational practices.



### **Contract Specialist**

Personnel must possess the skill level required by the PWS with the knowledge, skills and abilities required for a professional contracting position. Position requires knowledge of different types of contracting methods, contracting types, and principals and procedures applicable to a full range of pre-award, post award and price/cost analysis. Must have knowledge of business and industry practices and market conditions including commercial market sources to obtain adequate competitive prices. Bachelor's degree or Associate degree in business with 2 years experience in the field is required.

### **MOBIS Course Descriptions**

**Change Management** - Training focus is on helping leaders understand their role in managing change within the organization. Employee's emotional response to change is examined and strategies are developed to achieve successful adaptation to both positive and negative change within the organization

**Improving Customer Service** - Training designed to help employees understand customer expectations and perceptions. The customer relationship process of the organization is analyzed and employees develop empowerment initiatives which will build customer loyalty.

**TEAM Focused Leadership** - Training provides knowledge and skill development for potential or current organizational leaders. Training begins with each individual making an assessment of the personal and professional development level and focusing on those areas that are their strengths and weaknesses. In order to help participants to perform the necessary skills for effective team building, skill development in coaching and correcting employees without de-motivating is included as well and specific sessions directed at managing a diverse workforce.

**Facilitation Basics** - Teach the participants basic facilitation skills that will enable them to lead and facilitate meetings and work sessions when: buy-in is needed to successfully implement a course of action; a solution to a problem is not known; issues need to be uncovered and action taken; a large group has interest in voicing opinions about a topic; a leader wants input; and neutrality is important. All training is based on the International Association of Facilitators' core competencies and is **taught by two Certified Professional Facilitators who are also experienced trainers.**

**Scores Selling and TEAM Series** – are a series of leadership training modules which can be presented “as is” or adjusted to meet specific requirements.

Instructor-Led Training Modules include a variety of leadership training courses – other Off-the-Shelf or custom programs can be quoted.



## **Instructions for Placing Orders for Services Based on GSA Schedule Hourly Rates**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Career training Concepts, Inc. meets the technical requirements and that our prices offered 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.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple “how to” steps:

### **Step 1. Develop a Statement of Work (SOW) or Performance Work Statement (PWS)**

In the SOW, include the following information:

- Scope of work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

The PWS is a performance based work statement; in addition to the above, it should include:

- Purpose of the work with measurable outcomes (task description),
- Requirements in terms of results required (performance indicator), and
- Measurable performance standards (required performance measurements).

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW/PWS and evaluation criteria for Best Value;
- Request fixed 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.
- The RFQ may be posted on GSA’s electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**





**MOBIS Government Awarded Prices (Net Prices)**

• **SIN 874-1 / 874-1RC**                      **Integrated Consulting Services**

Contractors shall provide expert advice and assistance in support of an agency’s mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

<u>Position</u>	<u>Hourly GSA Rate (Net)</u>
Program Manager	\$77.00
Senior Technical Consultant	\$67.65
Senior Functional Area Expert	\$57.40
Mid-Level Functional Area Expert	\$49.20
Junior Functional Area Expert	\$42.02
Staff Planner	\$42.02
Business Management Specialist	\$38.95
Technical Specialist /Trainer	\$34.85
Administrative Assistant	\$32.80
Certified Professional Facilitator	\$248.00
Certified Professional Facilitator	\$180.40

• **SIN 874-4 / 874-4RC**                      **Training Services**

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.). Support materials not included may be offered under SIN 874-5, C874-9.

Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN. A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.



**MOBIS Government Awarded Prices (Net Prices) – Continued**

Training modules are a series of leadership training modules which can be presented “as is” or adjusted to meet specific requirements. 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. Other off the shelf and custom programs can be quoted.

**Rates include all materials (i.e. notebooks, training manuals, index tabs, etc.) and instructor travel/per diem.**

<u>Course Name</u>	<u>Course Price (Net)</u>	<u>Length</u>	<u>Min. Partic.</u>	<u>Max. Partic.</u>
Change Management	\$5,400.00	1 day	12	36
Improving Customer Service	\$5,400.00	1 day	12	36
Team Focused Leadership	\$18,000.00	5 days	12	36
Facilitation Basics	\$13,500.00	3 days	8	24
<i>SCORES</i> Selling and <i>TEAM</i> Series	\$4,320.00	0.5 day	12	36
	\$5,400.00	1 day	12	36
	\$9,900.00	2 days	12	36
	\$13,500.00	3 days	12	36
	\$16,200.00	4 days	12	36
	\$18,000.00	5 days	12	36

<u>Training/Course Development</u>	<u>Hourly/Daily GSA Rate (Net)</u>	<u>Program Length</u>
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**EDUconnect™ Program**

CTC Educational Outreach	\$269.10 per day	1 year (260 days)
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**Course Development**

Training Development	\$45.43	hourly
Senior Training Developer /QC	\$51.92	hourly

**• 874-6 / 874-6RC Acquisition Management Support**

Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.; expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis; contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies; contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

<u>Position</u>	<u>Hourly GSA Rate (Net)</u>
Contract Specialist	\$35.31



**MOBIS Government Awarded Prices (Net Prices) – Continued**

• **SIN 874-7 / 874-7RC**                      **Integrated Business Program Support Services**

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor’s Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

<u>Position</u>	<u>Hourly GSA Rate (Net)</u>
Program Manager	\$77.00
Senior Technical Consultant	\$67.65
Senior Functional Area Expert	\$57.40
Mid-Level Functional Area Expert	\$49.20
Junior Functional Area Expert	\$42.02
Staff Planner	\$42.02
Business Management Specialist	\$38.95
Technical Specialist /Trainer	\$34.85
Administrative Assistant	\$32.80

**SINs’ 874-5 and 874-9 prices vary based on quantity discounts offered – (All prices listed Net at 15% discount. See page 2, item 7 for additional Quantity Discounts off List price)**

• **874-5 / 874-5RC**                      **Ancillary Supplies and/or Services**

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to complement a contractor’s offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. **SIN 5 is for ancillary supplies and/or services used in support of services offered in SINs 1, 4, 6, 7, 8, & 99.**

• **874-9 / 874-9RC**                      **Training Aids and Devices**

**SIN 9 is for Off-the-Shelf and Customizable Print, Audio, and Visual Instructional Training Devices (stand alone or ancillary to other MOBIS services).**

Off-the-Shelf Training Devices: Proposed training devices shall be commercially-available off-the-shelf training devices available as stand-alone or ancillary to other services being offered on this schedule. They can include software programs, teaching machines and devices, simulators such as driving simulators, flight simulators, etc., prepared printed instructional material, medical models and simulators, prepared audio and visual instruction material and multimedia program kits.



**MOBIS Government Awarded Prices – Continued**

Customizable Training Devices: Proposed customized training devices and simulators shall be in addition to the or the result of planning, designing, and/or producing customized training products that include, but are not limited to print, audio/visual, audio, digital formats and emerging technologies. Proposed training devices shall directly train students in a specific subject matter(s) or assist in the training of a specific subject matter(s).

**All products to be shipped FOB Destination.**



**MOBIS Government Awarded Prices – Continued**

*(All prices at 15% net discount. See pg 2, item 7 for additional Quantity Discounts off List price)*

<b>Item Code</b>	<b>Product /Description</b>	<b>Length</b>	<b>Net Price (see discount pg 2, #7)</b>	<b>Instructor Training Kit</b>
<p><b>CAREER DIRECTION II</b> High School &amp; College Program</p> <p>SIN #874-5 and SIN #874-9</p>	<p><b>Career Direction II</b> (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.</p>	<p>Requires 3-4 hours instruction time.</p> <p>46 page student workbook including computer Scanform</p>	<p><b>\$2.80</b> per workbook (\$3.30 list @ 15% discount) (may not be shared)</p> <p>Add Student Processing &amp; School Report for <b>\$1.40</b> per workbook (\$1.65 list @15% discount)</p> <p>Add Management Report Service for <b>\$1.40</b> per workbook (\$1.65 list @15% discount)</p>	<p><b>\$23.20 per</b> Instructor Kit (\$27.30 list @ 15% discount)</p> <p><b>\$233.75 per</b> Instructor Kit with courseware enhancements and <b>Instructor Training Workshop</b> (\$275.00 per list @ 15% discount) Minim. 20 for on-site.</p>
<p><b>TRAILBLAZER</b> Program for younger military members</p> <p>SIN #874-5 and SIN #874-9</p>	<p><b>TrailBlazer</b> (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.</p>	<p>Requires 3-4 hours instruction time.</p> <p>48 page student workbook</p>	<p><b>\$2.55</b> per workbook (\$3.00 list @ 15% discount) (may not be shared)</p> <p><b>\$1.40</b> per for Certificate (\$1.65 list @15% discount)</p> <p><b>\$1.40</b> per for Survey (\$1.65 list @15% discount)</p> <p><b>\$1.40</b> per for Management Report Service (\$1.65 list @15% discount)</p>	<p><b>\$23.20 per</b> Instructor Kit (\$27.<sup>30</sup> list @ 15% discount)</p> <p><b>\$233.75 per</b> Instructor Kit with courseware enhancements and <b>Instructor Training Workshop</b> (\$275.00 per list @ 15% discount) Minim. 20 for on-site.</p>
<p><b>T.E.A.M.</b> Leadership Training Modules</p> <p>SIN #874-5 and SIN #874-9</p>	<p><b>T.E.A.M.</b> • 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.</p>	<p>Each training module requires approx 4 hours of class time. Module workbooks average 60-75 pages</p>	<p><b>\$18.70</b> per student (\$22.00 list @15% discount)</p>	<p><b>\$233.75 per</b> Instructor Kit with courseware enhancements and <b>Instructor Training Workshop</b> (\$275.00 per list @ 15% discount)  Minim. 20 for on-site.</p>
<p><b>ATTRITION MANAGEMENT MODULES</b></p> <p>SIN #874 9</p>	<p><b>Modules 1-10</b> Cover various personal and team development subjects.</p>	<p>2-15 pages</p>	<p><b>\$11.22</b> per student (\$13.20 list @15% discount)</p>	<p>Same Fee Base (Note: more than 1 module may be included during 2-day instructor workshop)</p>



**MOBIS Government Awarded Prices – Continued**

*(All prices at 15% net discount. See pg 2, item 7 for additional Quantity Discounts off List price)*

<b>Item Code</b>	<b>Product /Description</b>	<b>Length</b>	<b>Net Price (see discount pg 2, #7)</b>	<b>Instructor Training Kit</b>
<b>GOAL SETTING</b> SIN # 874 9	<b>Goals For Success</b> (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 approx 8-10 hours	<b>\$18.70</b> per workbook  (\$22.00 list @15% discount)	N/A
<b>TOTAL QUALITY LEADERSHIP STUDENT KIT*</b>				
* <b>Besides the below two items, TQL kit also includes:</b> 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.				
<b>ATTITUDE DEVELOPMENT</b> SIN # 874 9	<b>How to Develop an Attitude for Success</b> Self-help, inspirational material designed to enhance individual self-esteem. Correspondence tests are included.	Self-paced 100 pages requires approx 10 hours for completion	<b>\$18.70</b> per book  (\$22.00 list @15% discount)  ISBN #1-877846-00-7	N/A
<b>TQL</b> SIN # 874 9	<b>Total Quality Leadership</b> 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 hrs of training.	95 page workbook Requires 16 hours class time for program instruction	<b>\$18.70</b> per student  (\$22.00 list @15% discount)	<b>\$561.85</b> Instructor Kit with courseware enhancements and Instructor Training workshop.  (\$661.00 list @ 15% discount)  Minimum 12 for on-site.
<b>TrainingMinder</b> Full-sized Portfolio Planner -- training reinforcement tool SIN # 874 9	<b>TrainingMinder Planner</b> 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	<b>\$93.50 each</b>  (\$110.00 @15% discount)	N/A
<b>TrainingMinder</b> Wallet-sized Planner and training reinforcement tool SIN # 874 9	<b>TrainingMinder Wallet</b> 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	<b>\$17.80 each</b>  (\$20.95 @15% discount)	N/A



**MOBIS Government Awarded Prices – Continued**

*(All prices at 15% net discount. See pg 2, item 7 for additional Quantity Discounts off List price)*

<b>Item Code</b>	<b>Product /Description</b>	<b>Length</b>	<b>Net Price (see discount pg 2, #7)</b>	<b>Instructor Training Kit</b>
<b>FUTUREFOCUS</b> Middle School & Jr. High Program SIN #874 9	<b>FUTUREFOCUS</b> (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.	Requires 1.5-2 hours instruction time 16 page student workbook including computer Scanform	<u>Basic Package</u> <b>\$2.51 per student</b> Self-scored instrument And workbook (\$2.95 @15% discount) (may not be shared)  <u>Enhanced Package</u> <b>\$3.61 per student</b> includes Basic Package, plus report processing (\$4.25 @15% discount)	<b>\$18.70</b> per Instructor Guide  (\$22.00 list @ 15% discount)