



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 for GSA Advantage! is: GSAAvantage.gov.

Mission-Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874 Class: R499

Special Item Numbers (SINs) 874-1 & 874-1RC: Integrated Consulting Services, and 874-4 & 874-4RC, Training Services: Instructor led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

Contract No.: GS-10F-0109T

Contract Period: January 24, 2007 through January 23, 2017

Business Size: Small, Woman-Owned Business



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Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Updated through Contract Modification No. PS-0016, dated May 27, 2015



Customer Information

1a. Awarded Special Item Number(s): SINs 874-1, 874-1RC, 874-4, and 874-4RC.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. SINs 874-1, 874-1RC, 874-4, and 874-4RC: Project Coordinator, at \$36.84 per hour.

1c. Description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. See descriptions in subsequent pages.

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

3. Minimum Order: \$100.00

4. Geographic Coverage (Delivery Area): Domestic only.

5. Point(s) of production (city, county, and State or foreign country): Same as company address.

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted) are listed on page 4.

7. Quantity discounts: An additional discount of 2.5% is offered when the total of an order is funded at \$500,000 or more.

8. Prompt payment terms: Net 30 days

9a. Government purchase cards are accepted up to the micropurchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: Will accept over \$3,000.

10. Foreign items (list items by country of origin): None.

11a. Time of Delivery: Specified on Task Order.

11b. Expedited Delivery: Contact Contractor.

11c. Overnight and 2-day delivery: Contact Contractor.

11d. Urgent Requirements: Contact Contractor.

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

13a. Ordering address: Same as company address (see front page).

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: Same as company address (see front page).

15. Warranty provision: Contractor's Standard Commercial Warranty.

16. Export packing charges, if applicable: N/A.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contact Contractor.

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: N/A.

20a. Terms and conditions for any other services: N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes such as environmental attributes: N/A.

24b. Section 508 Compliance: N/A.

25. Data Universal Number System (DUNS) number: 14-430-5161.

26. Notification regarding registration in the System for Award Management (SAM) database. Registered.



About Polly Thompson & Associates, LLC



Polly Thompson, principal of Polly Thompson & Associates (PT&A), has more than 35 years experience in the learning solutions industry with commercial, government and military organizations. PT&A is a partner of Advantage Performance Group (www.advantageperformance.com), one of the largest human performance consulting networks in the United States.

Since 2004, PT&A has provided compelling and highly successful customized executive/management coaching and business training to a wide range of clients that include:

- The United States Marine Corps (USMC)
- The Army National Guard (ARNG)
- Commonwealth of Pennsylvania
- The HEW Federal Credit Union
- The Internal Revenue Service
- The U.S. Food and Drug Administration
- The Smithsonian Institution
- Time Warner Cable
- Ciena Network Solutions
- NVR, Inc
- VCA Antech

Polly Thompson & Associates offers clients a unique business model. Because of our partnership with Advantage Performance, we have access to the world's "best-of-class" thought leading performance companies. Working in close partnership with our clients, we routinely develop and implement totally customized executive/management and business programs that reflect 100% of our clients' work environment and the realities of its learners.

We bring clients innovative approaches for helping people execute strategies that will meet improvement goals – no matter how diverse, challenging, or complex those goals may be. This approach enables our project teams of developers and facilitators to shorten our clients' "learn-to-performance" curve, and create positive business results from every coaching and business improvement learning experience.



GSA Federal Supply Schedule Price List
SINs 874-1 & 874-1RC and 874-4 & 874-4RC
(Rates are for On-Site and Off-Site)

<i>Labor Category</i>	<i>Government Rates (Loaded)</i>
Senior Executive Consultant	\$408.06
Senior Consultant	\$340.05
Project Manager	\$283.38
Instructional Designer	\$133.61
Technical Writer	\$116.06
Senior Graphics Designer	\$107.05
Copy Editor	\$85.64
Production Editor	\$68.51
Project Coordinator	\$36.84

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 874-MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.



Labor Category Duties and Education/Experience Requirements for SINs 874-1 & 874-1RC and 874-4 & 874-4RC

<i>Labor Category Duties</i>	<i>Education and Experience Requirements</i>
<i>Senior Executive Consultant:</i> Oversees application of performance improvement solutions to meet business needs/organizational goals, insuring seamless integration and return on investment of solutions. Interfaces with top-level client leadership team.	Minimum of High School diploma and 39 years' experience in business, facilitating and consulting on organizational effectiveness or performance improvement OR Bachelor's degree and 31 years' experience in the above activities OR Master's degree and 25 years' experience in the above activities.
<i>Senior Consultant/Facilitator:</i> Serves as expert advisor and strategic orchestrator of resources. Studies organization's goals, issues and challenges in order to facilitate specific and relevant training programs; conducts certifications for in-house client trainers, if required.	Minimum of High School diploma and 32 years' experience in business, facilitating and consulting on organizational effectiveness or performance improvement OR Bachelor's degree and 24 years' experience in the above activities OR Master's degree and 18 years' experience in the above activities.
<i>Project Manager:</i> Maintains responsibility for all aspects of training implementation; responsible for multiple complex projects and serves as principle liaison with customer to insure successful completion of work in a timely and quality manner.	Minimum of Master's degree and 8 years' experience in serving as a project manager for large, significant projects and in providing value-added customer service.



Labor Category Duties	Education and Experience Requirements
<p>Instructional Designer:</p> <p>Designs and develops customized training solutions and components of the training programs to reflect the desired knowledge and skills, critical on-the-job applications and individual or team key results to meet specific organizational goals.</p>	<p>Minimum of High School diploma and 16 years' experience in developing training materials</p> <p>OR</p> <p>Bachelor's degree in organizational development or Education or specific subject of training and 8 years' experience in the above activities.</p>
<p>Technical Writer:</p> <p>Responsible for researching and verifying all technical elements of the client's work environment and incorporating the information into customized training components, i.e. pre-work, role plays, case studies, simulations, sustainment training.</p>	<p>Minimum of Bachelor's degree in Business/English and 5 years' experience in research and writing of technical subjects.</p>
<p>Senior Graphic Designer:</p> <p>Provides design, layout and proofs of all customized training components to reflect client's image, logo, brand and message.</p>	<p>Minimum of High School diploma and 18 years' experience in graphic design, production work</p> <p>OR</p> <p>Bachelor's degree and 10 years' experience in the above activities.</p>
<p>Copy Editor:</p> <p>Insures text in all training components is accurate, relevant and consistent with intended learning outcomes. Insures content flow is easy to understand, logical and facilitates learning outcomes.</p>	<p>Minimum of Bachelor's degree in English and 5 years' experience in editing educational materials for corporate training use.</p>
<p>Production Editor:</p> <p>Reviews all text in training materials for grammatical and spelling accuracy, as well as consistency across all training components.</p>	<p>Minimum of High School diploma and 11 years' experience in editing materials for corporate training use</p> <p>OR</p> <p>Bachelor's degree and 3 years' experience in the above activities.</p>



<i>Labor Category Duties</i>	<i>Education and Experience Requirements</i>
<p><i>Project Coordinator:</i></p> <p>Works closely with Project Manager to maintain Project Status Reports, coordinate data collections, technical reviews and pilot programs among client contacts and specific training resource partners. Monitors project budget and advises project team on a regular basis. Insures project completion on time and within budget.</p>	<p>Minimum of High School diploma and 11 years' experience in serving as a project coordinator and providing budget and other administrative support assistance to a project manager for large, significant projects</p> <p>OR</p> <p>Bachelor's degree and 3 years' experience in the above activities.</p>