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: GSAdvantage.gov

Multiple Award Schedule (MAS)

<table>
<thead>
<tr>
<th>Large Category</th>
<th>Subcategory</th>
<th>FSC/PSC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>Business Administrative</td>
<td>R408</td>
</tr>
<tr>
<td></td>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>Training</td>
<td>R704</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Complimentary SIN</td>
<td>0000</td>
</tr>
</tbody>
</table>

Contract Number: GS-10F-0140V

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at www.gsa.gov/schedules-ordering

Contract Period: 04/13/2009 - 04/12/2024

Partnership for Public Service
1100 New York Avenue, NW Suite 200 East
Washington, DC 20005
Telephone: (202) 775-9111
Fax: (202) 775-8885
www.ourpublicservice.org

Business Size/Status: Large

Current through Modifications: PA-0037 (7/27/2020) and PS-A821 (07-10-20) Refresh 02
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GENERAL CONTRACT INFORMATION

1a. **Table of Awarded Special Item Numbers (SINs):** Please refer to Pages 7-8 for a more detailed description and pages 16-21 for prices.

   - 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
   - 611430 – Professional and Management Development Training
   - Ancillary – Ancillary Supplies and Services
   - OLM – Order Level Materials

1b. **Lowest Priced Model Number:** N/A.

1c. **Labor Category Descriptions:** Please refer to Pages 11-16.

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

3. **Minimum Order:** $100.00

4. **Geographic Coverage:** Domestic

5. **Point (s) of Production:** Not Applicable

6. **Discount from List Price:** All Prices Herein are Net

7. **Quantity Discounts:** None Offered

8. **Prompt Payment Terms:** Net 30 days

9a. **Government Purchase Card:** Is accepted at or below the micro – purchase threshold

9b. **Government Purchase Card:** Is accepted above the micro – purchase threshold

10. **Foreign Items:** None

11a. **Time of Delivery:** As specified on Task Order

11b. ** Expedited Delivery:** To Be Negotiated with Ordering Agency

11c. **Overnight and 2-Day Delivery:** To Be Negotiated with Ordering Agency

11d. **Urgent Requirements:** To Be Negotiated with Ordering Agency

12. **F.O.B. Point(s):** Destination
13a. **Ordering Address:** Partnership for Public Service  
   Attn: GSA Orders  
   1100 New York Avenue NW, Suite 200 East  
   Washington, DC  20005

13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment Address:** Partnership for Public Service  
   Attn: Tom Good / GSA Orders  
   1100 New York Avenue NW, Suite 200 East  
   Washington, DC  20005

15. **Warranty Provision:** Not Applicable

16. **Export Packing Charges:** Not Applicable

17. **Terms & Conditions of Government Purchase Card Acceptance:** Contact Contract Administrator

18. **Terms and conditions of rental, maintenance and repair:** Not Applicable

19. **Terms and conditions of installation:** Not Applicable

20. **Terms and conditions of repair parts:** Not Applicable

20a. **Terms and conditions for any other services:** Not Applicable

21. **List of service and distribution points:** Not Applicable

22. **List of participating dealers:** Not Applicable

23. **Preventative maintenance:** Not Applicable

24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):** Not Applicable

24b. **Section 508 compliance:** Information is available on Electronic and Information Technology (EIT) supplies and services; contact Contract Administrator for more information. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)

25. **Data Universal Number System (DUNS) Number:** 057136918

26. **System for Award Management (SAM) Database:** Partnership for Public Service is registered
ORGANIZATION OVERVIEW

The Partnership for Public Service is a nonprofit, nonpartisan organization dedicated to making our federal government more effective, efficient and responsive to the needs of its citizens. Since our founding in 2001, we have improved the way government works through an integrated model of research and thought leadership, advocacy, training and customized engagements.

Maintaining a highly engaged workforce is key to driving productivity, service quality and organizational performance. Employee engagement is a complicated issue, but we have helped federal leaders understand their Federal Employee Viewpoint Survey data and Best Places to Work in the Federal Government® rankings and develop targeted, actionable plans and training to address their workforce challenges.

We also have extensive experience working with executive teams across the federal government. Our range of work has included strategic planning, identifying and operationalizing working norms, change management and tackling specific issues or agency challenges through group coaching and executive team building.

Additionally, we work with agencies on strategies to improve the customer experience for their clients and stakeholders and produce research and convene federal agencies to share best practices.

Our dedication to improving the federal government has always had a strong focus on serving federal employees. This emphasis allows us to design programming and initiatives grounded in the realities of working in the public sector and draw on our deep knowledge and expertise of federal management issues.

There are two ways to work with us:

1. **Open Enrollment Programs**: Federal agencies need strong, capable leaders at all levels, and it’s important for leaders to develop critical connections with their counterparts throughout government. Our open enrollment leadership development programs bring together federal employees from across the federal government so they can learn from and collaborate with one another to drive effective performance.

   One example is the Partnership’s Excellence in Government Fellows program for high-performing, mission-driven GS14-15 leaders. EIG provides the knowledge, skills and networks employees need to excel, so they can improve their team’s performance and drive agency outcomes. Sessions focus on the Executive Core Qualifications to prepare participants to enter the Senior Executive Service.

2. **Custom Programs and Initiatives**: The Partnership designs and delivers custom training and initiatives for federal agencies to build leadership and management capacity, encourage innovation, strengthen employee engagement, transform culture and improve effectiveness. Our programs range from one-day seminars or team-building retreats to months-long engagements and can be designed for use agency-wide or for specific offices or teams.
**CONTRACT OVERVIEW**
GSA awarded the Partnership for Public Service a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract Number GS-10F-0140V. The current contract period is 04/13/2019 - 04/12/2024. GSA may exercise an additional five-year option period. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

**CONTRACT ADMINISTRATOR**
Tim McManus, Chief Operating Officer Partnership for Public Service
1100 New York Avenue NW, Suite 200 East
Washington, DC  20005
Telephone: (202) 775-2759
Fax Number: (202) 775-8885
Email:  tmcmanus@ourpublicservice.org

**MARKETING AND TECHNICAL POINT OF CONTACT**
Tim McManus, Chief Operating Officer Partnership for Public Service
1100 New York Avenue NW, Suite 200 East
Washington, DC  20005
Telephone: (202) 775-2759
Fax Number: (202) 775-8885
Email:  tmcmanus@ourpublicservice.org

**CONTRACT USE**
This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

**CONTRACT SCOPE**
Services specified in a task order may be performed at the contractor’s facilities or the ordering agencies’ facilities. The government will determine the contractor’s compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Partnership for Public Service has been awarded a contract by GSA to provide services under the following SINs:

- 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- 611430 – Professional and Management Development Training
- Ancillary – Ancillary Supplies and Services
- OLM – Order Level Materials
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

**SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

541611 Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

**SIN 611430: Professional and Management Development Training**

611430 Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit &Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing OR http://icatalog.dau.mil/appg.aspx (click on commercial vendors). Training Audience Acquisition professionals interested in completing FAC-C or DAWIA.
SIN ANCILLARY: Ancillary Supplies and/or Services
ANCILLARY 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 compliment 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. NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

SIN OLM Order-Level Materials (OLM): OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level. OLM SIN-Level Requirements/Ordering Instructions: OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against a FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.
INSTRUCTIONS FOR PLACING ORDERS FOR SUPPLIES BASED ON
GSA SCHEDULE FIXED PRICES

GSA provides a streamlined, efficient process for ordering the supplies you need. GSA has already determined that the Partnership for Public Service’s prices 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.

<table>
<thead>
<tr>
<th>Order under the Micro-Purchase Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select the contractor best suited for your needs and place the order.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare a SOW or PWS in accordance with FAR 8.405-2(b).</td>
</tr>
<tr>
<td>• Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors.</td>
</tr>
<tr>
<td>• Evaluate, then make a &quot;Best Value&quot; determination.</td>
</tr>
<tr>
<td><strong>Note</strong>: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orders over the Simplified Acquisition Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.</td>
</tr>
<tr>
<td>• Seek price reductions.</td>
</tr>
<tr>
<td>• Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</td>
</tr>
<tr>
<td><strong>Note</strong>: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</td>
</tr>
</tbody>
</table>

**Developing a Statement of WORK (SOW)**

In the SOW, include the following information:

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

**Preparing a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria
- Request fixed price, ceiling 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 included information on the basis of selection
- May be posted on GSA’s electronic RFQ system, e-Buy
BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA’s period of performance.

Review of BPAs:

The order activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.
LABOR CATEGORY DESCRIPTIONS

Experience Substitutions Methodology: Bachelor’s Degree + 2 years additional experience is equivalent to a Master’s Degree

Education Substitutions Methodology: A Ph.D. may be substituted for 3 years of required experience with a Master’s Degree or 4 years with a Bachelor’s Degree. A Master’s Degree may be substituted for 2 years of required experience with a Bachelor’s Degree.

Relevant SIN(s): 541611
Title: Principal
Minimum Education Level: Master’s Degree.
Minimum Experience Requirements: 17 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Provides strong executive level management and direction. Works with Program and Project Managers to monitor quality and risk, identify potential issues and overall project problem areas, and designs a strategy for addressing them. Serves in an advisory capacity providing members of the project team and the client organization a level of quality review to ensure clients and projects receive the appropriate support and resources required to deliver quality products and services.

Relevant SIN(s): 541611
Title: Consultant V
Minimum Education Level: Master’s Degree.
Minimum Experience Requirements: 17 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Displays expert and innovative use of concepts and principles related to program evaluation or survey research. Contributes to advanced methods and techniques in the fields of program evaluation and survey research such as designing educational studies or survey research projects, selecting the appropriate theoretical perspective, and helping to organize the work. Is able to conceptualize, coordinate, and carry on difficult program evaluation or survey research projects. Manages resources, and monitors progress to ensure successful project completion. Meets and confers with customer management officials regarding the status of specific contracts. Participates in stakeholder briefings.
Relevant SIN(s): 541611
Title: Director
Minimum Education Level: Master’s Degree.
Minimum Experience Requirements: 16 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Performs overall management role at the highest level of the project. Directs the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support the program. Establishes and alters management structure to direct effective contract support activities. Serves as a strategic director providing members of the project team and the client organization a level of quality review to ensure clients and projects receive the appropriate support and resources required to deliver quality products and services. Responsible for strategic plans for all personnel and project activities to ensure deliverables are met on multiple concurrent contracts or projects. Oversees and approves all budgets and personnel management project team staff.

Relevant SIN(s): 541611
Title: Subject Matter Expert III
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 11 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Provides expert independent services and leadership in specialized technical areas. Develops and executes complex technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects.

Relevant SIN(s): 541611
Title: Sr. Program Manager II
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 18 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Responsible for planning and coordinating activities of project personnel to ensure project deliverables on multiple concurrent projects are met. Plans, organizes, staffs, directs and manages performance of work for task orders for a project. Reviews and approves all deliverables and monitors the quality of team members. Responsible for management, budgetary and administrative aspects of the project.
Relevant SIN(s): 541611
Title: Technical Writer IV
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 8 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Prepares brochures, survey reports, training materials, and reports working under general direction and subject to deadlines and heavy workload. Edits documents that have been prepared by staff to ensure that organization, vocabulary, and development is clear, logical, and meaningful to those with less subject matter knowledge than the authors. Combines reports and papers from several authors, determining the relationships of each component part to the whole, to produce final products that are clear, logically organized, and presented in a uniform style. Reviews complex and lengthy material and prepares written or oral summaries that are easily understood by all audiences.

Relevant SIN(s): 541611
Title: Program Manager III
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 14 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Coordinates activities of project personnel to ensure project deliverables are met; plans, organizes, staffs, directs and manages performance of work for task orders for a project. Reviews and approves all deliverables and monitors the quality of team members. Responsible for management, budgetary and administrative aspects of the project.

Relevant SIN(s): 541611
Title: Functional Analyst I
Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 2 year
Substitution Methodology: See above
Functional Duties/Responsibilities: Knowledgeable in computer based documentation, presentation techniques, and word processing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material for reporting survey results, project objectives and stakeholders briefings

Relevant SIN(s): 541611
Title: Database Manager I
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 10 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Leads, develops, makes recommendations and motivates a team of project managers and analysts to design, execute and analyze data requirements to contribute to the overall strategic objectives of a project.
Relevant SIN(s): 541611
Title: Technical Writer II
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 4 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Prepares brochures, survey reports, training materials, and reports working under general direction and subject to deadlines and heavy workload. Edits documents that have been prepared by staff to ensure that organization, vocabulary, and development is clear, logical, and meaningful to those with less subject matter knowledge than the authors. Combines reports and papers from several authors, determining the relationships of each component part to the whole, to produce final products that are clear, logically organized, and presented in a uniform style. Reviews complex and lengthy material and prepares written or oral summaries that are easily understood by all audiences.

Relevant SIN(s): 541611
Title: Associate Manager
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 4 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Provides knowledge and experience relevant in program management, facilitation, survey, analysis, and related activities. Applies intermediate knowledge of the subject matter to solve. Participates in teams with business requirement development and analysis, evaluation and implementation of systems or processes. Plans, designs, and conducts programs and events. Exercises discretion and independent judgment on the analysis, planning, and/or implementation of important program initiatives. Oversees budget development and contract implementation. Prepares briefings, reports, program evaluation analysis and presents findings to other staff and senior leaders.

Relevant SIN(s): 541611
Title: Program Associate
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 2 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Provides project and program support by planning, implementing, and executing projects while working with experts and staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, prepares reports, and presents findings. Leads the administration analysis and reporting of surveys. Provides logistics and event management support. Prepares invoices, contract and budget documents.
Relevant SIN(s): 541611
Title: Consultant I
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 4 years
Substitution Methodology: See above
Functional Duties/ Responsibilities: Provides consulting services by planning, implementing, and executing projects while working with other experts and staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, prepares reports, and presents findings. Also plans, designs and develops surveys and leads the administration analysis and reporting of surveys.

Relevant SIN(s): 541611
Title: Consultant II
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 6 years
Substitution Methodology: See above
Functional Duties/ Responsibilities: Provides consulting services by planning, implementing, and executing projects while working with other experts and staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, prepares reports, and presents findings. Also plans, designs and develops surveys and leads the administration analysis and reporting of surveys.

Relevant SIN(s): 541611
Title: Trainer II
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 6 years
Substitution Methodology: See above
Functional Duties/ Responsibilities: Serves as lead instructor delivering customized business training and coaching services to teams of executives and program managers; conducts and administers surveys. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client’s requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, and seminars. Formulates and provides overall direction for the training/development activities within a program.
Relevant SIN(s): 541611
Title: Trainer I
Minimum Education Level: Bachelor’s Degree.
Minimum Experience Requirements: 4 years
Substitution Methodology: See above
Functional Duties/Responsibilities: Serves as instructor delivering customized business training and coaching services to teams of executives and program managers; conducts and administers surveys. Formulates and provides overall direction for the training/development activities within the task. Works with functional analysts (subject matter experts), vendors, and clients to ensure that scope and depth of training/development activities are current and appropriate to client’s requirements. Develops criteria for evaluating the effectiveness of the activities. Updates course curricula and documentation on a continuous basis to ensure timeliness, relevance, and contractual compliance. Conducts formal classroom courses, workshops, and seminars. Formulates and provides overall direction for the training/development activities within a program.

HOURLY RATES FOR SERVICE
SIN 541611

<table>
<thead>
<tr>
<th>GSA Labor Category</th>
<th>04/13/19 - 04/12/20</th>
<th>04/13/20 - 04/12/21</th>
<th>04/13/21 - 04/12/22</th>
<th>04/13/22 - 04/12/23</th>
<th>04/13/23 - 04/12/24</th>
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<td>Principal</td>
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<td>Functional Analyst I</td>
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<td>Program Associate</td>
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Rates include 0.75% IFF (Industrial Funding Fee) and annual escalation of 1.7%
## TRAINING PRICELIST
### Multi-Month Open Enrollment Programs SIN 611430

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>GSA Price</th>
</tr>
</thead>
</table>
| **Excellence in Government Fellows Program (EIG)** | **Overview and Audience:** Excellence in Government Fellows Program is an 11 month leadership program for GS 14-15s and high performing GS-13s. Through a proven combination of innovative coursework, best practices benchmarking, challenging action-learning projects, executive coaching and government-wide networking, EIG prepares leaders to be innovators whose creativity in problem-solving stands up to the complexity of 21st century challenges.  
**Length:** Participants remain in their full-time jobs, meet every six weeks and spend a total of 24 days in session (over 11 months).  
**Pricing Information:** Per student price includes all coaching and facilitation; course materials (e.g., books, articles), assessments; one-on-one coaching and individualized development planning; online collaboration tools; access to the Partnership’s resources, expertise and networks; invitations to ongoing activities  
**Dates:** Two sessions offered annually. Contact vendor for session dates.  
**Location:** Williamsburg, VA (kickoff only) and Washington, DC | $11,400 |
| **Information Technology Leaders (ITL)** | **Overview and Audience:** The IT Leaders Program is an 8 month leadership program for high-performing GS-12 to GS-14 IT professionals with at least three years of federal IT experience. Participants should possess and be highly motivated to develop their leadership skills. ITL strengthens leadership and management skills through a unique combination of innovative coursework, peer collaboration, best practice benchmarking and facilitated dialogue with industry leaders.  
**Length:** Participants remain in their full-time jobs, meet every 5-6 weeks, and spend approximately 15 days in session (over 8 months).  
**Pricing Information:** Per student price includes all facilitation and program support; course materials (e.g., books, articles, handouts); online collaboration and assessment tools; access to the Partnership’s resources, expertise and networks; invitations to ongoing activities  
**Dates:** One session offered annually. Contact vendor for dates.  
**Location:** Washington, DC | $5,900 |

Prices include 0.75% IFF (Industrial Funding Fee)
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5 Languages of Appreciation</td>
<td><strong>Overview and Audience:</strong> 5 Languages of Appreciation focuses on appreciation and how supervisors and managers can use the Five Languages of Appreciation framework to better engage their workforce and increase productivity, efficiency and employee satisfaction and commitment. <strong>Length:</strong> 3.5 hours <strong>Pricing Information:</strong> Per student price requires minimum class size of 25. Price includes all facilitation and program support; course materials (e.g., books, articles, handouts); online collaboration and assessment tools as applicable. Price includes use of classroom facilities at the Partnership for Public Service, or travel to the Government’s location in the Washington, DC metropolitan area. Travel to the Government’s location outside of the Washington, DC metropolitan area will be reimbursed to the vendor in accordance with Government rates. <strong>Dates and Location:</strong> Contact vendor to arrange session dates, and location at your agency or at the Partnership for Public Service in Washington, DC.</td>
<td>$400</td>
</tr>
<tr>
<td>Building a Culture of Engagement</td>
<td><strong>Overview and Audience:</strong> Building a Culture of Engagement is for current, new and aspiring frontline federal supervisors and managers to help boost employee satisfaction. Participants take away low- and no-cost strategies to use appreciation, communication and empowerment to build their workforce. Training sessions use research-supported methods, which have been successfully applied across government, to help address real-time challenges. In addition to developing a useful set of tools, participants also hear from a panel of experts, including former government executives, who will discuss their experiences and offer suggestions to effectively improve workforce engagement. <strong>Length:</strong> Three 90-minute webinars over three consecutive days <strong>Pricing Information:</strong> Per student price requires minimum class size of 50. Price includes all facilitation and program support; course materials (e.g., books, articles, handouts); online collaboration and assessment tools as applicable. <strong>Dates and Location:</strong> Contact vendor to arrange session dates; training takes place virtually via online webinar.</td>
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<td>Description</td>
<td>GSA Price</td>
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<td>---------------------------</td>
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</tbody>
</table>
| **Driving Innovation**    | **Overview and Audience:** Driving Innovation, for GS12 through Executive, is based on the Partnership for Public Service’s extensive research on federal innovation. This seminar focuses on building participants’ abilities around effective change management and problem solving in government. We introduce best practices from both the public and private sectors and allow participants to develop solutions to real challenges that they face on the job. Participants will learn how to:  
  - Identify root causes of workplace challenges  
  - Learn fresh approaches to innovation from the best practices of both public and private organizations  
  - Learn and apply new brainstorming techniques  
  - Test ideas in a supportive, interactive and engaging environment  
  - Implement solutions upon returning to the office  
  **Length:** 2 Days  
  **Pricing Information:** Per student price requires minimum class size of 25. Price includes all facilitation and program support; course materials (e.g., books, articles, handouts); online collaboration and assessment tools as applicable. Price includes use of classroom facilities at the Partnership for Public Service, or travel to the Government’s location in the Washington, DC metropolitan area. Travel to the Government’s location outside of the Washington, DC metropolitan area will be reimbursed to the vendor in accordance with Government rates.  
  **Dates and Location:** Contact vendor to arrange session dates, and location at your agency or at the Partnership for Public Service in Washington, DC. | $1,195    |
| **Leading From Your Level** | **Overview and Audience:** Leading From Your Level for GS 9-12 focuses on how aspiring leaders can establish credibility and influence within their work teams and organizations. The session will also focus on key skill areas such as networking, developing a mentor/mentee relationship, and communications. Participants will learn how to:  
  - Build credibility and influence within their work teams and organization  
  - Expand their professional and personal networks  
  - Lead peers and team members for whom they do not have supervisory authority  
  - Strengthen their relationships with their managers  
  - Communicate more effectively with peers and leaders  
  **Length:** 2 Days  
  **Pricing Information:** Per student price requires minimum class size of 25. Price includes all facilitation and program support; course materials (e.g., books, articles, handouts); online collaboration and assessment tools as applicable. Price includes use of classroom facilities at the Partnership for Public Service, or travel to the Government’s location in the Washington, DC metropolitan area. Travel to the Government’s location outside of the Washington, DC metropolitan area will be reimbursed to the vendor in accordance with Government rates.  
  **Dates and Location:** Contact vendor to arrange session dates, and location at your agency or at the Partnership for Public Service in Washington, DC. | $1,195    |
<table>
<thead>
<tr>
<th>Mastering Action Planning</th>
<th>Overview and Audience: Mastering Action Planning for agency staff and managers responsible for improving employee engagement, provides instruction on the foundations of action planning to address Best Places to Work in the Federal Government® and Federal Employee Viewpoint Survey results. We provide interactive activities to teach core concepts such as data analysis, facilitation, change management and stakeholder engagement. At the end of the session, participants will be equipped to lead action planning for their office or agency.</th>
<th>$1,695</th>
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<tbody>
<tr>
<td></td>
<td>Length: 2 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pricing Information: Per student price requires minimum class size of 25. Price includes all facilitation and program support; course materials (e.g., books, articles, handouts); online collaboration and assessment tools as applicable. Price includes use of classroom facilities at the Partnership for Public Service, or travel to the Government’s location in the Washington, DC metropolitan area. Travel to the Government’s location outside of the Washington, DC metropolitan area will be reimbursed to the vendor in accordance with Government rates.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dates and Location: Contact vendor to arrange session dates, and location at your agency or at the Partnership for Public Service in Washington, DC.</td>
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</table>

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ANCILLARY SUPPLIES AND/OR SERVICES PRICELIST
SIN ANCILLARY

Availability: Conference rooms at the Partnership for Public Service are available Monday through Friday during regular business hours. Evenings may be available by request. Conference rooms are not available on federal holidays.

Location: 1100 New York Ave NW, Suite 200 East, Washington DC 20005

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Room</td>
<td>Suitable for groups of up to 32 people seated pod/workshop style, 20 people seated board style and 35 people theater style. Room features all basic AV capabilities including wifi, LCD TVs and laptops for presentations, microphones and in-house sound. Price is per day.</td>
<td>$1,400</td>
</tr>
<tr>
<td>2 Rooms</td>
<td>Suitable for groups of up to 64 people seated pod/workshop style, 40 people seated board style and 90 people theater style. Room features all basic AV capabilities including wifi, LCD TVs and laptops for presentations, microphones and in-house sound. Square footage 38'8&quot; long x 38' wide. Price is per day.</td>
<td>$2,200</td>
</tr>
<tr>
<td>3 Rooms</td>
<td>Suitable for groups of up to 96 people seated pod/workshop style, 50 people seated board style and 150 people theater style. Room features all basic AV capabilities including wifi, LCD TVs and laptops for presentations, microphones and in-house sound. Price is per day.</td>
<td>$3,000</td>
</tr>
<tr>
<td>4 Rooms</td>
<td>Suitable for groups of up to 144 people seated pod/workshop style, board style (n/a) and 220 people theater style. Room features all basic AV capabilities including wifi, LCD TVs and laptops for presentations, microphones and in-house sound. Square footage 80' long x 38' wide (3040 sq. ft.). Price is per day.</td>
<td>$3,900</td>
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Prices include 0.75% IFF (Industrial Funding Fee)