

# Price Catalog: GSA MOBIS Contract # GS-10F-0152J

Option Period July 1, 1999 Through June 30, 2019

Human Technology, Inc.  
6738 Curran Street  
McLean, VA 22101



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**General Services Administration  
Federal Supply Service**

**Authorized Federal Supply Schedule Price Catalog**

**Mission Oriented Business Integrated Services (MOBIS)**

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**Human Technology, Inc.  
6738 Curran Street  
McLean, VA 22101  
DUNS: 021873740**

**Phone: 703-893-5305  
Fax: 703-448-6072**

**Contract Administration: John Cannon**

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Federal Supply Class: 874

Industrial Class: 8742

Contract Number: GS-10F-0152J

Contract Option Period: July 1, 2014 through June 30, 2019

Business Size: Woman-owned large business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <<http://www.gsa.gov>>

***Prices Shown Herein are Net (discount deducted)***

## Customer Information for Ordering

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1	Awarded special item numbers	874-1 Integrated Consulting Services 874-4 Training Services: Instructor Led Training, Web Based Training and Education Course Development and Test Administration, Learning Management, Internships.
2	Maximum order	\$1,000,000.00
3	Minimum order	\$100.00
4	Geographic coverage	Domestic and International
5	Point(s) of production	McLean, VA (Fairfax County)
6	Discount from list prices or statement of net price	Not Applicable
7	Quantity discounts	Not Applicable
8	Prompt payment terms	Net 30
9a	Government commercial credit cards	Yes
9b	Discount for payment by Government commercial credit card	Not Applicable
10	Foreign items	None
11a	Time of delivery	As specified on Individual Task Order
11b	Expedited delivery	Not Applicable
11c	Overnight and 2-day delivery	Not Applicable
11d	Urgent requirements	Not Applicable
12	F.O.B. points	Destination
13	Ordering address	Human Technology, Inc. 6738 Curran Street McLean, VA 22101 Attn: David Meyers
14	Payment address	Human Technology, Inc. 6738 Curran Street McLean, VA 22101 Attn: David Meyers
15	Warranty provision	None
16	Export packing charges	Not Applicable
17	Terms and conditions of Government commercial credit card acceptance	No Special Terms



# Human Technology, Inc.

During the past 35 years, Human Technology, Inc.'s (HT's) mission has been to offer a comprehensive, one-stop source for organizations seeking integrated solutions for enhancing their human resources.

To accomplish this mission, we have developed pathfinding models and technologies for:

- Instructional Systems Design (ISD)
- Human Resources Management (HRM)

We have successfully applied these models and systematic processes in hundreds of public- and private-sector organizations. Our instructional design expertise has been recognized through awards from many sources including the Government Training Officers Conference, the International Society for Performance Improvement, MacroMedia, and Brandon Hall. The HT team has produced numerous instructional videos that have received prestigious CINE Golden Eagles.

The National Academy of Public Administration has included our HRM solutions among the Academy's list of best practices. Our pay-for-performance, competency-based HR system for a new Federal intelligence agency received the Workforce Optimas Award and President's Quality Award.

Human Technology, Inc., is a women-owned corporation. The corporation maintains a fully established office in the Washington, DC, metropolitan area with satellite offices in strategic locations nationwide.

## **Services (SINs 874-1, 874-1RC, 874-4, 874-4RC)**

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Human Technology's (HT's) approach to consulting is to design and implement changes that enhance the client's productivity and quality—not just for the short term, but for the long run. HT consultants focus on maximizing effectiveness, eliminating waste, and improving the strength of the organization.

### **SIN 874-1/874-1RC: Integrated Consulting Services.**

Human Technology, Inc. provides 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

### **SIN 874-4/874-4RC: Training Services: Instructor Led Training, Web Based Training and Education, Course Development and Test Administration, Learning Management, Internships.**

Human Technology provides the following services:

- 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.
  - Professional services 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.
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## Labor Categories and Rates

### Hourly Rates

Labor Category	Year 16	Year 17	Year 18	Year 19	Year 20
	7/1/2014 to 6/30/2015	7/1/2015 to 6/30/2016	7/1/2016 to 6/30/2017	7/1/2017 to 6/30/2018	7/1/2018 to 6/30/2019
	<b>Hourly Rates</b>				
Senior Consultant	\$131.58	\$133.94	\$136.36	\$138.81	\$141.31
Program Manager	\$128.14	\$130.44	\$132.79	\$135.18	\$137.61
Consultant I	\$94.32	\$96.02	\$97.74	\$99.50	\$101.29
Consultant II	\$68.33	\$69.56	\$70.81	\$72.08	\$73.38
Administrative Support	\$48.48	\$49.35	\$50.24	\$51.14	\$52.06

SCA APPLICABILITY STATEMENT: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 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 29 CFR 541.300), 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 the applicable wage determination number. Failure to do so may result in cancellation of the contract.

### Labor Category Functional Responsibilities/Duties and Minimum Qualifications

Labor Category	Description
Senior Consultant	<p><b>Functional Responsibilities/Duties:</b> Work with client agencies to:</p> <ul style="list-style-type: none"> <li>• Align managerial, organizational, and business intervention goals with an agency's mission.</li> <li>• Provide specialized expertise in technical, challenging areas.</li> <li>• Determine the optimal managerial, organizational, and business intervention solutions.</li> <li>• Design and execute organizational development and transformation/change management interventions.</li> <li>• Analyze systems and design new business processes.</li> <li>• Design systems to capture and disseminate knowledge and expertise.</li> <li>• Integrate research with theory and practice by providing management consulting and coaching.</li> <li>• Design program evaluation methods that are feasible, valid, and reliable.</li> <li>• Assess the return-on-investment resulting from interventions.</li> </ul> <p><b>Minimum Qualifications:</b> Recognized Expert in Area of Expertise; Bachelors Degree and 20 years experience or Masters Degree and 15 years experience</p>

Labor Category	Description
<b>Program Manager</b>	<p><b>Functional Responsibilities/Duties:</b> Work with client agencies to:</p> <ul style="list-style-type: none"> <li>• Develop the project plan with activities, timelines, and deliverables.</li> <li>• Establish objective, measurable performance requirements and quality standards.</li> <li>• Establish continuous improvement systems.</li> <li>• Oversee the execution of projects to ensure that performance standards are met or exceeded.</li> <li>• Acquire, allocate, and supervise project resources.</li> <li>• Anticipate and solve potential problems.</li> <li>• Exercise full authority to act for Human Technology on all matters relating to the daily operation of the project.</li> <li>• Measure project deliverables against quality standards.</li> </ul> <p><b>Minimum Qualifications:</b> Bachelors Degree and 15 years experience or Masters Degree and 10 years experience</p>
<b>Consultant I</b>	<p><b>Functional Responsibilities/Duties:</b> Work with client agencies to:</p> <ul style="list-style-type: none"> <li>• Plan a project technical approach and develop a work plan.</li> <li>• Establish objective, measurable performance requirements and quality standards.</li> <li>• Conduct comprehensive front-end and performance needs analyses.</li> <li>• Analyze performance problem areas and identify root causes.</li> <li>• Design and develop responsive, innovative interventions including: workforce planning, organizational development, classroom-based training programs; technology-enabled learning interventions; learning aids and performance support tools, knowledge management, etc.</li> <li>• Produce clear and accurate reports and other written documents.</li> <li>• Evaluate, measure, and validate the effectiveness of the delivered interventions.</li> <li>• Ensure evaluation feedback and results are incorporated into improved solutions and continuous improvement.</li> </ul> <p><b>Minimum Qualifications:</b> Bachelors Degree and 15 years experience or Masters Degree and 10 years experience</p>
<b>Consultant II</b>	<p><b>Functional Responsibilities/Duties:</b> Work with client agencies to:</p> <ul style="list-style-type: none"> <li>• Establish objective, measurable performance requirements and quality standards.</li> <li>• Conduct front-end and performance needs analyses.</li> <li>• Conduct research in support of projects.</li> <li>• Develop responsive, innovative interventions including: workforce planning, organizational development, and knowledge management, etc.</li> <li>• Design and develop strategies and solutions for performance management, pay-for-performance, pay banding, compensation and benefits.</li> <li>• Create competency models and career plans for supporting agency talent development.</li> <li>• Design and develop systems and techniques for individual and organizational assessment.</li> <li>• Produce clear and accurate reports and other written documents.</li> <li>• Evaluate, measure, and validate the effectiveness of agency program and human capital interventions.</li> </ul> <p><b>Minimum Qualifications:</b> Bachelors Degree and 10 years experience or Masters Degree and 5 years experience</p>

Labor Category	Description
<b>Administrative Support</b>	<p><b>Functional Responsibilities/Duties:</b> Work with client agencies to:</p> <ul style="list-style-type: none"> <li>• Coordinate arrangements for meeting/training facilities, materials, and travel.</li> <li>• Record notes during meetings and focus groups.</li> <li>• Perform quality assurance reviews of technology-based products.</li> <li>• Use software applications to produce and edit project deliverables.</li> <li>• Edit deliverables to comply with the Government Printing Office Style Manual and agency publication standards and procedures.</li> <li>• Apply information-simplification formatting principles or other techniques to enhance the readability of the materials.</li> <li>• Proofread documents to ensure that they are free of errors.</li> </ul> <p><b>Minimum Qualifications:</b> High School graduate with 2 years of work experience or Bachelors Degree in writing, editing, or liberal arts</p>

## Courses Descriptions and Prices

Course Title	Minimum Participants	Maximum Participants	Year 16	Year 17	Year 18	Year 19	Year 20
			7/1/2014 to 6/30/2015	7/1/2015 to 6/30/2016	7/1/2016 to 6/30/2017	7/1/2017 to 6/30/2018	7/1/2018 to 6/30/2019
Government Performance & Results Act: Strategic Planning & Performance Measurement	15	20	\$ 6,415.44	\$ 6,530.91	\$ 6,648.47	\$ 6,768.14	\$ 6,889.97
Quality Awareness/ Incident Command System (ICS) 402	15	25	\$ 2,283.37	\$ 2,324.47	\$ 2,366.32	\$ 2,408.91	\$ 2,452.27
Problem Solving Tools & Techniques	15	25	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Advanced Decision Making & Planning Tools/Incident Command System (ICS) 400	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Measuring Quality in Daily Work	15	20	\$ 7,770.39	\$ 7,910.26	\$ 8,052.65	\$ 8,197.59	\$ 8,345.15
Group Solve	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Competitive Edge: Customer Service Inside & Out	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Facilitating Workplace Transitions	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Leading & Managing Change	15	20	\$ 7,770.39	\$ 7,910.26	\$ 8,052.65	\$ 8,197.59	\$ 8,345.15
Leadership Development for First-Line Leaders	15	20	\$ 11,389.38	\$ 11,594.39	\$ 11,803.09	\$ 12,015.55	\$ 12,231.83
Leadership Development for Mid-Level Managers/Incident Command System (ICS) 300	15	20	\$ 9,653.69	\$ 9,827.46	\$ 10,004.35	\$ 10,184.43	\$ 10,367.75

Course Title	Minimum Participants	Maximum Participants	Year 16	Year 17	Year 18	Year 19	Year 20
			7/1/2014 to 6/30/2015	7/1/2015 to 6/30/2016	7/1/2016 to 6/30/2017	7/1/2017 to 6/30/2018	7/1/2018 to 6/30/2019
Facilitation Skills	15	20	\$ 7,770.39	\$ 7,910.26	\$ 8,052.65	\$ 8,197.59	\$ 8,345.15
PS Teams: Building High Performance Teams	15	15	\$ 13,796.95	\$ 14,045.30	\$ 14,298.11	\$ 14,555.48	\$ 14,817.48
Career Transitions	15	25	\$ 7,770.39	\$ 7,910.26	\$ 8,052.65	\$ 8,197.59	\$ 8,345.15
Personal Transitions	15	20	\$ 3,296.28	\$ 3,355.62	\$ 3,416.02	\$ 3,477.51	\$ 3,540.10
Living With Change	15	25	\$ 3,296.28	\$ 3,355.62	\$ 3,416.02	\$ 3,477.51	\$ 3,540.10
Aspiring Leader	15	24	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Team Communication Skills	15	25	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Training Skills for Non-Trainers	10	15	\$ 7,770.39	\$ 7,910.26	\$ 8,052.65	\$ 8,197.59	\$ 8,345.15
Achieving Results Through Interpersonal Skills	15	20	\$ 5,002.45	\$ 5,092.50	\$ 5,184.16	\$ 5,277.48	\$ 5,372.47
Project Management Toolkit	15	20	\$ 5,886.08	\$ 5,992.03	\$ 6,099.88	\$ 6,209.68	\$ 6,321.45
Situational Coaching	15	20	\$ 5,002.45	\$ 5,092.50	\$ 5,184.16	\$ 5,277.48	\$ 5,372.47
Adult Learning Principles	15	20	\$ 2,765.91	\$ 2,815.69	\$ 2,866.37	\$ 2,917.97	\$ 2,970.49
Basics of Supervision	15	20	\$ 16,010.09	\$ 16,298.27	\$ 16,591.64	\$ 16,890.29	\$ 17,194.31
Building a Quality Team	15	20	\$ 8,004.53	\$ 8,148.62	\$ 8,295.29	\$ 8,444.61	\$ 8,596.61
Developing Employees	15	20	\$ 8,004.53	\$ 8,148.62	\$ 8,295.29	\$ 8,444.61	\$ 8,596.61
High Impact Presentation Skills	10	15	\$ 8,004.53	\$ 8,148.62	\$ 8,295.29	\$ 8,444.61	\$ 8,596.61

Course Title	Minimum Participants	Maximum Participants	Year 16	Year 17	Year 18	Year 19	Year 20
			7/1/2014 to 6/30/2015	7/1/2015 to 6/30/2016	7/1/2016 to 6/30/2017	7/1/2017 to 6/30/2018	7/1/2018 to 6/30/2019
Instructor Training/Incident Command System (ICS) TTT	10	15	\$ 11,182.73	\$ 11,384.02	\$ 11,588.93	\$ 11,797.53	\$ 12,009.89
Leading an Intelligent Organization	15	20	\$ 8,004.53	\$ 8,148.62	\$ 8,295.29	\$ 8,444.61	\$ 8,596.61
Managing for High Performance	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Principled Negotiation Skills	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Professional Skills Series	15	20	\$ 10,005.92	\$ 10,186.03	\$ 10,369.38	\$ 10,556.03	\$ 10,746.03
Skills for Internal Consultants	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Team Collaboration Skills	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70
Working Through Conflict	15	20	\$ 5,179.58	\$ 5,272.82	\$ 5,367.73	\$ 5,464.35	\$ 5,562.70