

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

FSC Group: Professional Services

Contract number: GS-10F-0357Y

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period:
June 25, 2017 – June 24, 2022

Protocol Institute, Inc. (d.b.a.) The Protocol School of Washington
132 Stonemark Lane
Columbia, SC 29210-3841
(803) 407/4177
(808) 848/4620

Crystl Zimmer

Business size: Small
Woman-Owned Small Business

Price list current as of Modification #PA-0035 effective April 5, 2021.

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
611430	611430	Professional and Management Development Training
Ancillary	Ancillary	Ancillary Supplies and/or Services
OLM	OLM	Order-level Materials
611512	611512	Flight Training

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. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

SIN(s) Proposed	Course Title	Course Length	Minimum Participants	Maximum Participants	GSA Price (Including IFF)
Customized Training - Customer Facility NOTE: Cost does not include travel					
611430	Protocol Officer Training - Customer Facility	5 days	1	15	\$6,090.68
611430	Students 16-30 for above course		16	30	\$4,872.56
eLearning Classes					
611430	Outclass with eClass Principles of Professionalism: Bundle of 4 classes include Lessons 1 thru 4	2.5 hours	1	99	\$301.26
611430	100-999 End Users				\$200.50
611430	1000+ End Users				\$99.75
611430	Lesson 1: Make a Good Impression with Right Business Attire	35 minutes	1	99	\$99.75

611430	100-999 End Users				\$79.60
611430	1000+ End Users				\$59.45
611430	Lesson 2: Project Professionalism through Body Language	45 minutes	1	99	\$99.75
611430	100-999 End Users				\$79.60
611430	1000+ End Users				\$59.45
611430	Lesson 3: Making an Entrance and Mingling with Confidence	35 minutes	1	99	\$129.97
611430	100-999 End Users				\$79.60
611430	1000+ End Users				\$59.45
611430	Lesson 4: Electronic Communications	35 minutes	1	99	\$99.75
611430	100-999 End Users				\$79.60
611430	1000+ End Users				\$59.45
Support Product (ODC's)					
Ancillary	Honor & Respect by Robert Hickey				\$58.44

1c. If the Contractor is proposing hourly rates, a 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. If hourly rates are not applicable, indicate “Not applicable” for this item. Not Applicable

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

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.)

7. Quantity discounts. A quantity discount of 10% for orders of more than 100 books is offered. Quantity discounts are also offered for the eLearning courses as indicated in #1b.

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days
9. Foreign items (list items by country of origin). Not Applicable
- 10a. Time of delivery. (Contractor insert number of days.) Contact Contractor
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor
- 10c. Overnight and 2-day delivery. Contact Contractor
- 10d. Urgent Requirements. Contact Contractor
11. F.O.B. point(s). Destination
- 12a. Ordering address(es). Same as Contractor
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es). Same as company address
14. Warranty provision. Standard Commercial Warranty Terms & Conditions
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable

23. Data Universal Number System (DUNS) number. 837698513

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/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 SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

GSA Pricelist

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The Protocol School of Washington – Course Descriptions

Protocol Officer Training

Master the fundamentals of operational protocol.

Protocol Officer Training will enhance your operational protocol skills to plan and orchestrate international VIP visits, meetings, tours and special events. With the evolution of globalization, protocol has become a highly sophisticated and strategic asset in today's business, military, and diplomatic world. You will be a strategic asset, using your finely honed talents to enhance business relationships. Our team of experts will train you in the essentials of: Protocol History and Competencies | Precedence | Seating | Titles & Forms of Address | Flags and Logos | Gifts | Logistics | Military Protocol | Ceremonies | VIP Excellence | Dining Etiquette | Leadership | Legendary Service | Personal Diplomacy

Outclass with eClass - Principals of Professionalism

Students will capitalize on the most convenient, cost-effective way to sharpen their professional image. The Protocol School of Washington has applied the latest scientific principles of Web-based learning to our curriculum, ensuring meaningful practice activities and the proper amount of learner guidance and interaction.

A list of classes is provided below.

Lesson 1 - Make a Good Impression with the Right Business Attire

Everyone is looking at you. Will it be for the right reasons, or the wrong ones? Professional business attire can yield an instant edge over the competition.

State the importance of a good first impression | List the elements of a well-dressed professional | Identify basic pieces of a professional wardrobe | Learn the importance of selecting best colors, shapes, fits & proportions.

Lesson 2 - Making an Entrance and Mingling with Confidence

Students will learn how to navigate the accepted channels of small talk, while sharing professional business attributes and avoiding topic faux pas.

Describe the elements and value of an effective entrance | List 3 purposes for making “small talk” | List 6 tips for improving one’s mingling proficiency | State & describe appropriate handshaking.

Lesson 3 - Project Professionalism Through Body Language

Eye contact and posture project professionalism if used appropriately. While these nuanced indicators may not show up on standardized tests, they introduce you to everyone you meet before you have had the chance to say word one. Make your first impression a positive one!

Learn why eye contact is important | State the appropriate amount of eye contact time | Describe poor posture & the power of good posture | State differences in personal space.

Lesson 4 - Electronic Communications

Technology has changed the world, and it has changed the rules as well. You'll learn how to use electronic communication devices effectively and not be seen as rude and annoying to potential clients and business associates.

State components of a voice message & greeting | Identify time when it is inappropriate to use a cell phone | List the rules for sending effective e-mail messages.