

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Description: Information Technology Training Courses and Training Staffing

Special Item Numbers: This schedule covers the following special item number(s):

**SIN 132-50 - TRAINING COURSES FOR INFORMATION TECHNOLOGY
EQUIPMENT AND SOFTWARE (FPDS Code U012)**

**SIN 132-51 – INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (FPDS
Code D399)**

**Internet Institute USA
5025 North Central Ave, Suite 520
Phoenix, AZ 85012
602-776-4545 (ph); 480-452-1688 (fax)**

<http://iisatech.com>

Contract Number: GS-35F-0071R

Period Covered by Contract: October 28, 2004 – October 27, 2019

General Services Administration
Federal Supply Service

Pricelist current through Modification # PO-0019, dated October 28, 2014.

**Products and ordering information in this Authorized FSS Information Technology
Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse
GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at
<http://www.fss.gsa.gov/>**

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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT

The primary geographic scope of this schedule covers the 48 contiguous states, the District of Columbia, Hawaii, Alaska, Puerto Rico, and Europe.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

**IIUSA - Suite 520
5025 North Central Avenue
Phoenix, AZ 85012
602-776-4545 (ph)
480-452-1688 (fax)
<http://iiusatech.com>
info@iiusatech.com**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

602-776-4545 (Arizona)

732-905-0582 (New Jersey)

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE
COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 03-0359462

Block 30: Type of Contractor - B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 86-1014511

4a. CAGE Code: 1VHP7

4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

All items are FOB Destination.

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-50</u>	<u>30</u> Days
<u>132-51</u>	<u>30</u> Days

Expedited delivery of courses can be provided at no additional charge based on availability of resources.

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS

Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: 0% - ___ days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity

Maximum quantity discounts are included in the prices shown. There is no minimum order required.

c. Dollar Volume

d. Government Educational Institutions

Government education institutions are offered the same discounts as all other Government customers.

e. Other

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is No minimum.

11. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value for the following Special Item Numbers (SINs) is No maximum:

Special Item Number 132-50 - Training Courses

Special Item Number 132-51 - Training Labor

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS

In accordance with FAR 8.404:

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- (1) Catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity’s needs.

13. FEDERAL INFORMATION TECHNOLOGY / TELECOMMUNICATION STANDARDS REQUIREMENTS

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. **ODCs (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).**

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Travel outside of the 48 contiguous states and the District of Columbia is as indicated on the price list.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's

Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

<http://iiusatech.com/cgi-bin/CoursesGSA.cgi/>

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION
(JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.

d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

8. FORMAT AND CONTENT OF TRAINING

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. ****If applicable**** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses, must be indicated below. Rates paid as a result of travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts.

Travel expenses are in accordance with the Federal Travel Regulations for any ordering activity site located more than 50 miles away from an IIUSA facility or an IIUSA permanently staffed location. As of October 2012, these locations are: [none]. _____

9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING LABOR FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

- a. The Contractor shall provide instructor labor and coordinator labor normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Labor is restricted to support of those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of labor in accordance with the terms of this contract.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the labor. The Contractor agrees to permit the ordering activity to reschedule a training class within ninety (90) days from the original course date, at no additional charge.
- c. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING LABOR

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training labor shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. INSTRUCTOR AND COORDINATOR TRAVEL

For those courses conducted at the ordering activity's location, instructor and coordinator travel charges (if applicable), including mileage and daily living expenses, must be indicated below. Rates paid as a result of travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts.

Travel expenses are in accordance with the Federal Travel Regulations for any ordering activity site located more than 50 miles away from an IIUSA facility or an IIUSA permanently staffed location. As of October 2012, these locations are: [none].

9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

IIUSA provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Miles Murdocca, 732-905-0582, murdocca@iiusatech.com**).

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and IIUSA enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

_____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_____	_____	_____	_____
Ordering Activity	Date	Contractor	Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

DESCRIPTION OF LABOR CATEGORIES

IIUSA-6010: Technical Trainer 1

Functional Description: Under minimal supervision presents basic training programs for customers. Tests trainees to measure their learning progress and to evaluate effectiveness of training presentations. Conducts training classes involving basic topics.

Education/Experience: High school or equivalent, 2 - 4 years experience in subject matter, 0-2 yrs experience teaching, certified in courses being taught where professionally recognized certifications exist.

IIUSA-6020: Technical Trainer 2

Functional Description: Works independently to present training programs for customers. Searches source materials to develop instructor training curriculum and participates in writing course documents. Conducts training programs on topics and participates in the development of training program curricula.

Education/Experience: Typically BA/BS or equivalent, 5 years experience in subject matter, 2-4 yrs experience teaching, certified in courses being taught where professionally recognized certifications exist.

IIUSA-6030: Technical Trainer 3

Functional Description: With wide range of knowledge develops and presents complex training programs for customers. Tests trainees to measure their learning progress and to evaluate effectiveness of training presentations. Conducts training programs on complex topics and designs and develops training program curricula. Provides guidance and direction to less experienced trainers utilizing areas of expertise and training skills.

Education/Experience: Typically BA/BS or equivalent, 5-7 yrs experience in subject matter, 4+ yrs experience teaching, certified in courses being taught where professionally recognized certifications exist, advanced certificates beyond the subject matter being taught.

IIUSA-6040: Lead Instructor

Functional Description: Develops curricula, oversees work of more junior trainers and presents complex training programs for customers. Conducts training programs on all topics and designs and develops training program materials. Formulates training policies and schedules. Oversees and reviews the development of teaching aids including training manuals, reference materials and visual aids. Provides guidance and direction to less experienced trainers utilizing strong technical and training skills.

Education/Experience: Typically BA/BS or equivalent, 7-9 yrs experience in subject matter, 4+ yrs experience teaching, certified in courses being taught where professionally recognized certifications exist, advanced certificates beyond the subject matter being taught.

IIUSA-6050: Coordinator

Functional Description: Manages and ensures the successful completion of multiple teaching tasks in assigned program(s). Recruits, hires, manage, supervises, trains, schedules, coordinates, and evaluate staff as assigned. Responsible for organizing instruction for very complex programs. Directs daily staff and other instructors to meet client objectives. Supervises assigned instructional design staff, including subordinate managers. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractors.

Education/Experience: Typically BA/BS, MA/MS preferred, 7+ years of professional experience in information technology, 3 - 5 years experience in teaching and learning theory.

Education/Experience Substitutions

The following substitutions may be made based on education and experience:

Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years' experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

IIUSA PRODUCTS AND SERVICES PRICELIST

(Effective date: 21 January 2013)

Note #1: All prices and full updated course descriptions, are available on the GSA link at <http://iiusatech.com>. All courses include a personal copy of the curriculum for each student. Several courses lead to college credit through an articulation agreement with the University of Phoenix. Minimum class size is 6 students. Maximum class size is 12 students. Note special GSA discount: price for 6 - 12 students is the same as the price for 6 students.

Note #2: All non-professional labor categories (if any) must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note #3: Equipment may be provided as needed for the cost of transportation using the least expensive practical means available.

IIUSA TRAINING PRICE LIST				
<p>NOTE: Check http://iiusatech.com/cgi-bin/CoursesGSA.cgi for updated course titles and course descriptions.</p> <p>NOTE SPECIAL GSA DISCOUNT: Price per class for 6 - 12 students is the same as 6 students</p>				
Part Number	Course Title	Course Length	Price per student	Price per class (min: 6 students; max: 12 students)

JAVA / UNIX / ORACLE / WEB				
IIUSA-110	Introduction to Java Programming	5 days	\$1526	\$9164
IIUSA-119	Unix Fundamentals	4 days	\$1221	\$7324
IIUSA-239	Unix System Administration I	5 days	\$1526	\$9164
IIUSA-275	Java Programming Language	5 days	\$1526	\$9164
IIUSA-288	Unix System Administration II	5 days	\$1526	\$9164
IIUSA-341	Web Design	5 days	\$1526	\$9164
IIUSA-349	Data Modeling and Relational Database Design	3 days	\$917	\$5499
IIUSA-361	Introduction to Oracle: SQL	5 days	\$1526	\$9164

IIUSA-362	Database Administrator Fundamentals I	5 days	\$1526	\$9164
IIUSA-363	Database Administrator Fundamentals II	5 days	\$1526	\$9164
IIUSA-364	Database Performance Tuning	5 days	\$1526	\$9164
IIUSA-365	Structured Query Language (SQL)	5 days	\$1526	\$9164
IIUSA-441	Introduction to Adobe Photoshop	3 days	\$917	\$5499
IIUSA-442	Advanced Photoshop	2 days	\$612	\$3666

COMPTIA				
IIUSA-338	A+ Computer Technician	5 days	\$1526	\$9164
IIUSA-339	Network+ Technician	5 days	\$1526	\$9164
IIUSA-342	Security+	5 days	\$1526	\$9164
IIUSA-434	Project+	5 days	\$1526	\$9164

CISCO				
IIUSA-315	Interconnecting Cisco Network Devices (ICND) - CCNA	5 days	\$1526	\$9164
IIUSA-316	Implementing Secure Converged Wide Area Networks (ISCW)	5 days	\$1526	\$9164
IIUSA-317	Optimizing Converged Cisco Networks (ONT)	5 days	\$1526	\$9164
IIUSA-330	Cisco IP Routing	5 days	\$1526	\$9164
IIUSA-331	Cisco IP Switched Networks	5 days	\$1526	\$9164
IIUSA-332	Building Cisco Remote Access Networks (BCRAN)	5 days	\$1526	\$9164
IIUSA-333	Troubleshooting Cisco IP Networks	5 days	\$1526	\$9164
IIUSA-334	Cisco Firewalls	5 days	\$1526	\$9164
IIUSA-336	Cisoworks	5 days	\$1526	\$9164
IIUSA-350	Interconnecting Cisco Network Devices 1 (ICND1)	5 days	\$1526	\$9164
IIUSA-351	Interconnecting Cisco Network Devices 2 (ICND2)	5 days	\$1526	\$9164
IIUSA-610	Cisco Voice over IP (CVOICE)	5 days	\$1526	\$9164
IIUSA-611	Cisco IP Telephony Part 1 (CIPT 1)	5 days	\$1526	\$9164

IIUSA-612	Cisco IP Telephony Part 2 (CIPT 2)	5 days	\$1526	\$9164
IIUSA-613	Implementing Cisco Quality of Service (QOS)	5 days	\$1526	\$9164
IIUSA-614	Troubleshooting Cisco Voice	5 days	\$1526	\$9164
IIUSA-615	Implementing Cisco Voice Gateways and Gatekeepers (GWGK)	5 days	\$1526	\$9164

WIN-T / TACTICAL				
IIUSA-337	Realsecure Intrusion Detection System	3 days	\$917	\$5499
IIUSA-423	IDNX/Promina: Manager	5 days	\$1526	\$9164
IIUSA-424	IDNX/Promina: Operator and Maintainer	10 days	\$3053	\$18,328
IIUSA-425	Redcom IGX: Manager	5 days	\$1526	\$9164
IIUSA-426	Redcom IGX: Operator and Maintainer	10 days	\$3053	\$18,328
IIUSA-429	Tactical Network Nodal Management	10 days	\$3053	\$18,328
IIUSA-430	Commercial Off-the-Shelf Network Nodal Management	10 days	\$3053	\$18,328
IIUSA-431	C4E Practical Training Exercise	5 days	\$1526	\$9164
IIUSA-432	Tactical Network Nodal Management - Overview	5 days	\$1526	\$9164
IIUSA-433	Commercial-off-the-Shelf Network Nodal Management - Overview	5 days	\$1526	\$9164
IIUSA-620	Fiber Optic and Copper Cable Termination	5 days	\$2506	\$15,040
IIUSA-622	Expeditionary Signal Battalion (ESB) Internetworking	10 days	\$3053	\$18,328
IIUSA-623	Network Maintenance	5 days	\$1526	\$9164

MICROSOFT				
IIUSA-340	Microsoft Site Designer / Administrator (MOSS)	5 days	\$1526	\$9164
IIUSA-529	Developing Microsoft ASP .NET Applications with Microsoft Visual Studio	5 days	\$1526	\$9164

IIUSA-624	Sharepoint Poweruser	2 days	\$612	\$3666
IIUSA-1026	Microsoft Windows Exchange Server	5 days	\$1526	\$9164
IIUSA-1560	Microsoft Windows Operating System Transition Course	5 days	\$1526	\$9164
IIUSA-2151	Windows Networking and Operating System Essentials	5 days	\$1526	\$9164
IIUSA-2152	Introduction to Microsoft Windows	5 days	\$1526	\$9164
IIUSA-2153	Microsoft Windows Server	5 days	\$1526	\$9164
IIUSA-2272	Implementing and Supporting Microsoft Windows	5 days	\$1526	\$9164
IIUSA-2273	Managing and Maintaining a Microsoft Windows Server Environment	5 days	\$1526	\$9164
IIUSA-2277	Implementing, Managing, and Maintaining a Microsoft Windows Server Network Infrastructure: Network Services	5 days	\$1526	\$9164
IIUSA-2278	Planning and Maintaining a Microsoft Windows Server Network Infrastructure	5 days	\$1526	\$9164
IIUSA-2279	Planning, Implementing, and Maintaining a Microsoft Windows Server Active Directory Infrastructure	5 days	\$1526	\$9164
IIUSA-2694	Microsoft Internet Information Server	5 days	\$1526	\$9164
IIUSA-2830	Designing Security for Microsoft Networks	5 days	\$1526	\$9164

ADVANCED COMPUTING AND PROFESSIONAL				
IIUSA-335	Certified Information Systems Security Professional (CISSP)	5 days	\$1526	\$9164
IIUSA-352	VMWare ESX Server	5 days	\$1526	\$9164
IIUSA-353	VMWare Infrastructure Advanced Architecture	5 days	\$1526	\$9164
IIUSA-427	HP Openview: Manager	5 days	\$1526	\$9164
IIUSA-428	HP Openview: Operator and Maintainer	10 days	\$3053	\$18,328
IIUSA-435	Project Management Professional (PMP)	5 days	\$1526	\$9164
IIUSA-621	Project Management	5 days	\$1526	\$9164

CERTIFICATION EXAM VOUCHERS		
IIUSA-5001	CompTIA A+	\$178
IIUSA-5002	CompTIA Network+, Project+	\$253
IIUSA-5003	CompTIA Security+	\$276
IIUSA-5004	Microsoft 70-xxx	\$150
IIUSA-5005	Cisco ICND1 or ICND2 (640-816/822)	\$150
IIUSA-5006	Cisco Professional (640/642-xxx)	\$200
IIUSA-5007	Cisco CCNA (640-802)	\$295
IIUSA-5008	CISSP	\$599

LABOR RATES (PER HOUR)		
IIUSA-6010	Technical Trainer 1	\$74.37
IIUSA-6020	Technical Trainer 2	\$78.03
IIUSA-6030	Technical Trainer 3	\$80.47
IIUSA-6040	Lead Instructor	\$97.54
IIUSA-6050	Coordinator	\$104.14