General Services Administration
Authorized Federal Supply Schedule Price List

GSA Multiple Award Schedule
Federal Supply Group: Information Technology

GSA Contract Number: GS-35F-300AA
Contract Period: April 2, 2018 through April 1, 2023
Note: There are 2 Remaining Additional Option Periods of 5 years apiece.

Price List current as of Modification # A824, effective September 4, 2020

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

Windwalker Corporation
1945 Old Gallows Road, Suite 201
Tysons Corner, VA 22182
Phone: (703) 970-3500
Fax: (703) 991-0639
Web: www.windwalker.com

Contract Administrator:
Jim Helein
jim.helein@windwalker.com
www.windwalker.com

Business Size:
Small Business

For more information on ordering from Federal Supply Schedules, click on the following hyperlink:
https://www.gsa.gov/acquisition/purchasing-programs/gsa-schedules/for-federal-agency-customers-ordering-from-schedules

Note: This contract features Cooperative Purchasing. This means that state and local governments are authorized users for any services or training within the scope of the contract. For further information, click on the following hyperlink:
Table of Contents

Customer Information ........................................................................................................................................... 1
Pricing ....................................................................................................................................................................... 4
Labor Category Descriptions ................................................................................................................................. 5
IT Training Overview ............................................................................................................................................ 11
SIN-Specific Terms and Conditions .................................................................................................................... 12
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).
   
   SIN 611420, Information Technology Training (See “Pricing” and “IT Training” sections of this document.)
   
   SIN 54151S, IT Professional Labor (See “Labor Category Descriptions” and “Pricing” sections of this document.)
   
   SIN OLM, Order-Level Materials (OLMs) (OLMs are supplies and services that are not pre-priced in GSA contracts. For a definition of OLMs, when they can be used, limitations on their use, and pricing procedures, see section titled “SIN-Specific Terms and Conditions Applicable to SIN OLM, Order-Level Materials.”)

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 611420: Customized Training Courses (On site): 00-001; $1,511.34 (half-day; price per student)
   
   SIN 54151S: Administrator; $49.87 per hour
   
   SIN OLM: N/A (these items not pre-priced)

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.
   
   See “Labor Category Descriptions” section of this document for descriptions of labor categories.

2. Maximum order.
   
   SINs 611420 and OLM: $250,000; SIN 54151S: $500,000
   
   The amount shown for each SIN is not a limit on the size of any task order. The contractor may honor orders exceeding the maximum in accordance with Clause 52.216 19.

3. Minimum order.
   
   $100

4. Geographic coverage (delivery area).
   
   Domestic.

5. Point(s) of production (city, county, and State or foreign country).
   
   Tyson’s County, VA (Fairfax County)

6. Discount from list prices or statement of net price.
   
   Government net prices (discounts already deducted). See “Pricing” section.

7. Quantity discounts.
   
   See “Pricing” section.

8. Prompt payment terms.
   
   Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
   Accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
   Accepted over the micro-purchase threshold.

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

11a. Time of delivery. (Contractor insert number of days.)
    As negotiated at the task order level.

11b. Expedited Delivery.
    As negotiated at the task order level.

11c. Overnight and 2-day delivery.
    As negotiated at the task order level.

11d. Urgent Requirements.
    Please note that the contract includes clause I-FSS-140-B (URGENT REQUIREMENTS). Agencies can contact the contractor’s representative to request a faster delivery.

12. F.O.B. point(s).
    Destination.

13a. Ordering address(es).
    Windwalker Corporation
    1945 Old Gallows Road, Suite 201
    Tysons Corner, VA 22182
    E-mail: jim.helein@windwalker.com
    Website: www.windwalker.com

13b. 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.

14. Payment address(es).
    See company address.

15. Warranty provision.
    Contractor’s standard commercial warranty.

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
    Contact contractor.

18. Terms and conditions of rental, maintenance, and repair (if applicable).
    N/A

19. Terms and conditions of installation (if applicable).
    N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
   N/A
20a. Terms and conditions for any other services (if applicable).
   N/A
21. List of service and distribution points (if applicable).
   N/A
22. List of participating dealers (if applicable).
   N/A
23. Preventive maintenance (if applicable).
   N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
   N/A
24b. Section 508
   Windwalker Corporation complies with Section 508 Electronic and Information Technology (EIT) standards, which can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number.
   86-920-8108
26. Notification regarding registration in the System for Award Management (SAM).
   Windwalker Corporation is registered in SAM.
## Pricing

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Program Director</td>
<td>$200.84</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Director</td>
<td>$157.86</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Manager</td>
<td>$149.64</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Analyst/Principal Investigator</td>
<td>$195.13</td>
</tr>
<tr>
<td>54151S</td>
<td>Analyst</td>
<td>$85.95</td>
</tr>
<tr>
<td>54151S</td>
<td>Associate</td>
<td>$102.13</td>
</tr>
<tr>
<td>54151S</td>
<td>Management Analyst</td>
<td>$99.41</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Computer Programmer</td>
<td>$125.75</td>
</tr>
<tr>
<td>54151S</td>
<td>Computer Programmer</td>
<td>$93.78</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Technical Writer/Editor</td>
<td>$107.40</td>
</tr>
<tr>
<td>54151S</td>
<td>Editor/Proofreader</td>
<td>$93.78</td>
</tr>
<tr>
<td>54151S</td>
<td>Graphic Artist</td>
<td>$87.33</td>
</tr>
<tr>
<td>54151S</td>
<td>Graphic Designer</td>
<td>$95.33</td>
</tr>
<tr>
<td>54151S</td>
<td>Clerk Typist/Word Processor</td>
<td>$48.74</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Instructional Technologist</td>
<td>$126.76</td>
</tr>
<tr>
<td>54151S</td>
<td>Instructional Technologist</td>
<td>$113.26</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Instructional Designer</td>
<td>$112.69</td>
</tr>
<tr>
<td>54151S</td>
<td>Instructional Designer</td>
<td>$95.33</td>
</tr>
<tr>
<td>54151S</td>
<td>Training Instructor</td>
<td>$100.36</td>
</tr>
<tr>
<td>54151S</td>
<td>Data Entry Spec./Admin Assistant</td>
<td>$60.25</td>
</tr>
<tr>
<td>54151S</td>
<td>Subject Matter Expert II</td>
<td>$258.64</td>
</tr>
<tr>
<td>54151S</td>
<td>Subject Matter Expert I</td>
<td>$246.31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIN</th>
<th>Training Course</th>
<th>Length of Course</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>611420</td>
<td>Customized Training Course (On site): 00-001</td>
<td>Half Day, price per student</td>
<td>$1,511.34</td>
</tr>
<tr>
<td>611420</td>
<td>Customized Training Course (On site): 00-002</td>
<td>Full Day, price per student</td>
<td>$3,022.67</td>
</tr>
<tr>
<td>611420</td>
<td>Customized Training Course (On site): 00-003</td>
<td>Multi-Day, price per day per student</td>
<td>$3,022.67</td>
</tr>
</tbody>
</table>
Labor Category Descriptions

Program Director

Functional Responsibilities: Serves as the contractor counterpart for the Government’s program/technical managers. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities as well as problems, issues, or conflicts requiring resolution.

Minimum Education: Master’s degree in computer science, instructional technology, or related discipline or equivalent experience. Six years of applicable professional technical expertise may be substituted for master’s degree requirement.

Minimum/General Experience: Has managed substantial IT-related program and technical support operations involving multiple projects and task orders and personnel at diverse locations for a minimum of 15 years. Has demonstrated business intelligence and information technology expertise and communications skills to be able to interface with all levels of management.

Project Director

Functional Responsibilities: Directs entire multitask IT project. Coordinates resources, quality assurance, contract management, cost control. Assigns tasks and resources internally. Prepares project implementation plan, coordinates project activities, monitors milestones, and provides progress reports. Acts as interface between end user and technical staff.

Minimum Education: Master’s degree in computer science, information systems, engineering, business, accounting, economics, instructional design, instructional technology, measurement, or other related scientific or technical discipline. Six years of applicable professional technical expertise may be substituted for master’s degree requirement.

Minimum/General Experience: A minimum ten years of IT technical experience is required, at least six of which must have been in program/project management.

Project Manager

Functional Responsibilities: Has responsibility for managing the IT project. Has primary role in designing the technical approach and the management plans for projects. Has full authority to act for the firm on all matters relating to the daily operation of the project. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements within the project. May act as client interface.

Minimum Education: Bachelor’s degree in business, computer science, information systems, engineering, instructional design, instructional technology, measurement, or related scientific or technical discipline.

Minimum/General Experience: A minimum ten years of IT technical experience is required. Type of experience necessary: Four years of experience in management of a multi-disciplined team. Fully qualified in one of the senior labor categories called for in a Task Order.

Senior Analyst/Principal Investigator

Functional Responsibilities: Develops procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analytic principles, theories, and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results.
Minimum Education: Master’s degree in a technical field related to information technology, science, or engineering. Six years of applicable professional technical experience may be substituted for master’s degree requirement.

Minimum/General Experience: Eight years of demonstrated experience in the development and implementation of criteria for the collection, compilation, and recording of data that allows verification and replication of outcomes through experimentation. Brings broad experience and accomplishments to the IT project. Serves as IT technical lead. May serve as the project manager on select technical projects.

Analyst

Functional Responsibilities: Supports client projects in areas of research, data management, writing and editing, training development and web design. Assists project and task managers and analysts in execution of project deliverables.

Minimum Education: Bachelor’s degree from an accredited college or university.

Minimum/General Experience: One year of work experience in education, information technology, instructional design, or a related field. Strong writing skills required. Working knowledge of programming and/or graphics.

Associate

Functional Responsibilities: Supports development of technical training programs. Develops instructional materials, documentation, and reports. Provides data analysis. Supports senior analysts and project managers as appropriate.

Minimum Education: Bachelor’s degree from an accredited college or university.

Minimum/General Experience: Three years of professional experience in education, IT, instructional design, or related field. Strong writing and editing skills required. Working knowledge of programming, web design, and graphics.

Management Analyst

Functional Responsibilities: Serves as a special resource on IT projects where management analysis skills are required. May serve as project manager in IT productivity projects or phases of other IT projects.

Minimum Education: Master’s degree in a business- or information management-related field.

Minimum/General Experience: Five years of business- or information management-related experience.

Senior Computer Programmer

Functional Responsibilities: Modifies commercial, off-the-shelf software to meet the specific requirements in user task orders. Minimum tasks include developing standard and ad hoc reports using COTS and data provided by the Government, producing and maintaining decision support systems, and using COTS software to develop input forms for data collection, data manipulation, and output.

Minimum Education: Bachelor’s degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Six years of professional technical experience may be substituted for degree requirement.

Minimum/General Experience: A minimum five years of technical experience is required. Type of experience necessary includes at least three years in writing programs and two years of designing computer software.
Computer Programmer

**Functional Responsibilities:** Minimum tasks include: developing standard and ad hoc reports using COTS and data provided by the Government, producing and maintaining decision support systems, and using COTS software to develop input forms for data collection, data manipulation, and output.

**Minimum Education:** Bachelor’s degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. Two years of professional technical experience may be substituted for degree requirements.

**Minimum/General Experience:** Two years of applicable professional technical experience is required. Type of experience necessary includes at least one year in writing programs and programming.

Senior Technical Writer/Editor

**Functional Responsibilities:** Responsible for writing and editing IT technical documentation.

**Minimum Education:** Bachelor’s degree in English, education, instructional technology, or a related field.

**Minimum/General Experience:** Five years of specialized experience in IT technical writing and editing. Solid editing and English grammar skills.

Editor/Proofreader

**Functional Responsibilities:** Proofreads and edits IT technical documentation such as user manuals. Assists in the development of instructional materials.

**Minimum Education:** Bachelor’s degree in English, technical writing, or related field.

**Minimum/General Experience:** One year of specialized experience in IT technical writing and editing. Solid editing and English grammar skills.

Graphic Artist

**Functional Responsibilities:** Contributes to the creative process and upholds the quality of product developments. Establishes and directs the graphic identity of client websites. Conceptualizes and creates design, graphics, animation, audio, and video for content. Establishes style guidelines and visual format standards.

**Minimum Education:** Bachelor’s degree. Two years of specialized experience in the graphic arts may be substituted for the degree requirement.

**Minimum/General Experience:** One year of experience in multimedia or graphics arts using IT. Knowledge of related Internet and multimedia technologies.

Graphic Designer

**Functional Responsibilities:** Has primary role in designing and developing graphical user interfaces (GUIs), illustrations, animations, or other graphics to support solutions. Manages web design to create and implement online page layouts and graphics of high-quality, interactive, visual designs. Leads in the development of the look and feel of the overall project.

**Minimum Education:** Bachelor’s degree in graphics arts, design, multimedia, or a related field.

**Minimum/General Experience:** Five years of experience in multimedia or graphics arts and thorough knowledge of related Internet and multimedia technologies. Expertise in graphics design and in the use of graphics applications.
Clerk-Typist/Word Processor

Functional Responsibilities: Performs word processing, filing, information management, and data entry.

Minimum Education: High school diploma.

Minimum/General Experience: Minimum one year of professional experience and proficiency in Microsoft Office programs.

Senior Instructional Technologist

Functional Responsibilities: Develops courseware, including the following: job/task analysis, course design, test development, development of interactive & criterion-referenced materials. Validates instructional materials.

Minimum Education: Bachelor’s degree in education, instructional technology, or a multimedia-related field. Three years of applicable professional technical experience may be substituted for degree requirements.

Minimum/General Experience: Seven years of technical experience in education, instructional technology, or a related field. This must include teaching or other instructional experience in developing courseware, including the following: job/task analysis, course design, written/performance test development, development of interactive and criterion-referenced materials, or validation of instructional materials. May serve as day-to-day project manager and designer/developer on many projects.

Instructional Technologist

Functional Responsibilities: Develops courseware, including the following: job/task analysis, course design, written/performance test development, development of interactive and criterion-referenced materials. Assists in development and validation of instructional materials.

Minimum Education: Bachelor's degree in education, instructional technology, or a related field.

Minimum/General Experience: Three years of technical experience in education, instructional technology, or a related field. This may include teaching or other instructional experience in developing courseware, including the following: job/task analysis, course design, written/performance test development, development of interactive and criterion-referenced materials, or validation of instructional materials.

Senior Instructional Designer

Functional Responsibilities: Designs live classroom training and/or develops web-based and computer-based training, including needs assessments, learning objectives, and follow-up measurement. Works with subject matter experts, programmers, and graphics specialists to create engaging, interactive, instructionally sound courses. May serve as project manager.

Minimum Education: Bachelor's degree in instructional systems design, instructional technology, or a related field.

Minimum/General Experience: Seven years of hands-on instructional design experience. Expertise in instructional strategy, needs analysis, project management, and measurement. Excellent written and oral communication skills.

Instructional Designer

Functional Responsibilities: Designs and develops live classroom, computer-based and/or web-based training, including needs assessments, learning objectives, and follow-up
measurement. Works with subject matter experts, programmers, and graphics specialists to create engaging, interactive, instructionally sound courses. Possesses solid communication skills.

Minimum Education: Bachelor’s degree in instructional systems design, instructional technology, or a related field. Three years of applicable professional technical experience may be substituted for degree requirements.

Minimum/General Experience: Three years of hands-on instructional design experience.

Training Instructor

Functional Responsibilities: Creates and delivers software training either in the classroom or on computer. Works with subject matter experts and programmers to design live, web- and computer-based training. Provides support on software before and after training. Possesses excellent instructional design skills and ability to learn and explain new software products. Strong presentation and interpersonal skills.

Minimum Education: Bachelor’s degree in education, instructional technology, subject matter expertise, or a related field.

Minimum/General Experience: Three years of professional experience in instructional design and either training delivery or training programming or a combination thereof. Subject matter expertise preferred.

Data Entry Specialist/Administrative Assistant

Functional Responsibilities: Performs information management and data entry in support of technical projects. Manages project databases. Experienced in administrative duties, including areas of document management, facilities management and desktop publishing. Has solid word-processing skills and working knowledge of information technology and graphic design.

Minimum Education: High school diploma.

Minimum/General Experience: Three years of administrative experience in an IT technical-related work environment. Experience with databases and data entry.

Subject Matter Expert II

Functional Responsibilities: Performs and assists project teams in high-level studies and analysis, evaluation, design, integration, documentation, and implementation of very complex projects, which require a high level of technical and administrative knowledge. Requires a high level of expertise in specialty areas of the project. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Applies higher level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solutions. Duties include establishing requirements, functional modeling, developing procedures, developing functional architectures, and other related management and technical duties. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task Order. May be required to serve as Project or Task Leader, ensuring the quality of products and services delivered.

Minimum Education: Ph.D. with a minimum ten years of experience. The degree must be from an accredited program of an accredited college or university in such disciplines as electrical or electronic engineering, computer science, information systems, instructional systems design, operations research, physics, statistics, mathematics, or related discipline.

Minimum/General Experience: At least ten years of experience in the specific discipline or functional areas of the project. A minimum eight years of studies and analysis experience.
Hands-on experience and demonstrated ability to provide analysis support of complex tasks similar to those ordered.

**Subject Matter Expert I**

**Functional Responsibilities:** Performs and assists project teams on assigned portions of information technology or engineering/scientific projects such as studies and analyses, design, and integration, which may require a high level of knowledge of computer science, higher mathematics and related engineering/scientific skills. Participates in all phases of information technology and/or engineering/scientific projects such as design, development, testing, training and documentation. May assist in planning and be responsible for portions of an information technology or engineering/scientific project.

**Minimum Education:** Master’s degree with a minimum ten years of experience. The degree must be from an accredited program of an accredited college or university in such disciplines as electrical or electronic engineering, computer science, information systems, instructional systems design, operations research, physics, statistics, mathematics, or another discipline related to the task.

**Minimum/General Experience:** A minimum ten years of studies and analytic experience in a specific discipline or functional area of a project. Hands-on experience and demonstrated ability to provide analytic support of complex tasks.
IT Training Overview

Windwalker Corporation is a leader in combining adult learning research, generational learning style studies, and emerging technologies to the design of multimedia-based instruction and e-learning programs for delivery in classrooms, on the Internet and intranets, on hand-held devices, and through simulation and game-based applications. Our graphics, animations, and online training products have earned numerous awards for their quality and innovation. The following federally sponsored projects exemplify Windwalker’s capabilities and skills in delivering training services under SIN 611420:

**eLearning Development for New IT Systems.** For the U.S. Postal Inspection Service, Windwalker provides online and classroom training on new information system functionality. Windwalker trains Inspection Service users to operate the web-based Inspection Service Integrated Information System and its Resource Management System. Windwalker is developing or updating all present in-service training courses offered at the Inspection Service Career Development Division to meet the training needs of Inspection Service personnel. Materials are presented in a variety of formats, including computer- and web-based tutorials, online documentation, job aids, and blended classroom training.

**Game-Based Training in Asset Management.** As public housing moved from cash-based to online asset management-based budgeting, the U.S. Department of Housing and Urban Development (HUD) employed a game-based curriculum of 16 courses on Asset Management developed by Windwalker to educate management at all 3,400 of HUD’s public housing authorities on how to use the novel technology-based system. This also happens to be the first known government effort to ensure rapid deployment of new federal policy through serious gaming.

**Interactive Multimedia Learning Simulation.** For the Federal Deposit Insurance Corporation (FDIC), Windwalker designed and developed Money Smart—a highly interactive online simulation that teaches immigrants, young people, and others how to use American banking services. One of the unique challenges of this project was the creation of an integrated user tracking and reporting system that sends achievement and evaluative data from web and CD users to a single database for management reporting purposes. Money Smart is now available as a Windwalker-developed podcast.

**Training Users of Information Management Systems.** Windwalker was contracted by Pearson, a leading information management provider in the educational market space, to develop online simulation-based tutorials to instruct personnel of state and local education agencies to set up and operate statewide Pearson’s Educational Information Management System (EIMS). Windwalker developed simulations of the system that enabled users to train on the EIMS specific to their roles as state executives, school administrators, measurement specialists; counseling and guidance personnel, school psychologists, and others school support personnel.

**Blended Learning Technology Training.** For the Bureau of the Census (BOC), Windwalker developed an interactive, video-based simulation program for training Census interviewers to interact with the public. We created a model for interviewer training that has become the benchmark upon which all other interviewer training activities at BOC are based. For both telephone interviewers and door-to-door census takers, Windwalker developed 22 different instructional products, including learning videos, classroom training, and learning magazines, in addition to the interactive multimedia training simulation.
SIN-Specific Terms and Conditions

SIN-Specific Terms and Conditions Applicable to SIN 611420, Customized Training Courses

a) Prepaid training tokens, credits, etc., shall not be permitted on this SIN.

b) Offerors 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 the IT Category.

c) Cancellation and Rescheduling

   i) 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.

   ii) In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified 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.

   iii) The ordering activity reserves the right to substitute one student for another up to the first day of class.

   iv) 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.

d) Follow-Up Support

   The Contractor agrees to provide each student with unlimited telephone support or online 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.

e) Format and Content of Training

   i) Offerors shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings, printed and copied two-sided on paper containing 30% postconsumer materials (fiber). Such documentation will become the property of the student upon completion of the training class.

   ii) If applicable, for hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

   iii) Offerors shall provide each student with a Certificate of Training at the completion of each training course.

   iv) Offerors shall provide the following information for each training course offered:

      A) course title,

      B) a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

      C) length of the course;

      D) mandatory and desirable prerequisites for student enrollment; E) minimum and maximum number of students per class;

      F) locations where the course is offered;
G) class schedules; and
H) price (per student, per class (if applicable)).

v) For courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. The Industrial Funding Fee does NOT apply to travel and per diem charges.

vi) For Online Training Courses, a copy of all training material must be available for electronic download by the students.

f) “No Charge” Training

g) Offerors shall describe any training provided with equipment and/or software provided under this contract, free of charge as an attachment to the GSA Price List (1-FSS-600 CONTRACT PRICE LISTS (OCT 2016).

h) If other than the manufacturer, submit proof of authorization to provide training course(s) for manufacturer’s software and/or hardware products.

**SIN-Specific Terms and Conditions Applicable to SIN 54151S, IT Professional Labor**

None.

**SIN-Specific Terms and Conditions Applicable to SIN OLM, Order-Level Materials**

(a) Definitions. Order-level materials means supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA), when the supplies and/or services are not known at the time of Schedule contract or FSS BPA award. The prices of order-level materials are not established in the FSS contract or FSS BPA. Order-level materials acquired following the procedures in paragraph (d) are done so under the authority of the FSS program, pursuant to 41 U.S.C. 152(3), and are not open market items, which are discussed in FAR 8.402(f).

(b) FAR 8.403(b) provides that GSA may establish special ordering procedures for a particular FSS.

(c) The procedures in FAR subpart 8.4 apply to this contract, with the exceptions listed in this clause. If a requirement in this clause is inconsistent with FAR subpart 8.4, this clause takes precedence pursuant to FAR 8.403(b).

(d) Procedures for including order-level materials when placing an individual task or delivery order against an FSS contract or FSS BPA.

(1) The procedures discussed in FAR 8.402(f) do not apply when placing task and delivery orders that include order-level materials.

(2) Order-level materials are included in the definition of the term “materials” in [FAR] clause 52.212-4 Alternate I, and therefore all provisions of FAR clause 52.212-4 Alternate I that apply to “materials” also apply to order-level materials.

(3) Order-level materials shall only be acquired in direct support of an individual task or delivery order and not as the primary basis or purpose of the order.

(4) The cumulative value of order-level materials in an individual task or delivery order awarded under an FSS contract or FSS BPA shall not exceed 33.33 percent of the total value of the individual task or delivery order.

(5) All order-level materials shall be placed under the Order-Level Materials SIN.

(6) Prior to the placement of an order that includes order-level materials, the Ordering Activity shall follow procedures in FAR 8.404(h).

(7) To support the price reasonableness of order-level materials,

(i) The contractor proposing order-level materials as part of a solution shall
obtain a minimum of three quotes for each order-level material above the simplified acquisition threshold.

(A) One of these three quotes may include materials furnished by the contractor under FAR 52.212-4 Alt I (i)(1)(ii)(A).
(B) If the contractor cannot obtain three quotes, the contractor shall maintain its documentation of why three quotes could not be obtained to support their determination.
(C) A contractor with an approved purchasing system per FAR 44.3 shall instead follow its purchasing system requirement and is exempt from the requirements in 552.238-82(d)(7)(i)(A)-(B).

(ii) The Ordering Activity Contracting Officer must make a determination that prices for all order-level materials are fair and reasonable. The Ordering Activity Contracting Officer may base this determination on a comparison of the quotes received in response to the task or delivery order solicitation or other relevant pricing information available.

(iii) If indirect costs are approved per [FAR 52.212-4(i)(1)(ii)(D)(2) Alternate I), the Ordering Activity Contracting Officer must make a determination that all indirect costs approved for payment are fair and reasonable. Supporting data shall be submitted in a form acceptable to the Ordering Activity Contracting Officer.

(8) Prior to an increase in the ceiling price of order-level materials, the Ordering Activity Contracting Officer shall follow the procedures at FAR 8.404(h)(3)(iv).

(9) In accordance with GSAR clause 552.215-71 Examination of Records by GSA, GSA has the authority to examine the Contractor’s records for compliance with the pricing provisions in FAR clause 52.212-4 Alternate I, to include examination of any books, documents, papers, and records involving transactions related to the contract for overbillings, billing errors, and compliance with the IFF and the Sales Reporting clauses of the contract.

(10) OLMs are exempt from the following clauses:

   (i) 552.216-70 Economic Price Adjustment-FSS Multiple Award Schedule Contracts.

   (ii) 552.238-71 Submission and Distribution of Authorized FSS Schedule Pricelists.

   (iii) 552.238-75 Price Reductions.

(11) Exceptions for travel.

   (i) Travel costs are governed by FAR 31.205-46 and therefore the requirements in paragraph (d)(7) do not apply to travel costs.

   (ii) Travel costs do not count towards the 33.33% limitation described in paragraph (d)(4).

   (iii) Travel costs are exempt from clause 552.238-74 Industrial Funding Fee and Sales Reporting.