Contractor
SmartDoc Technologies, LLC
518 Saint Marks Avenue
Westfield, NJ 07090
Phone: (908) 917-8339
https://www.smartdoctech.com

DUNS Number
927850375

Point of Contact
J.P. Terry, CEO (908) 917-8339
jp@smartdoctech.com

Contract Information

Contract Number
GS-35F-446BA

Schedule Title
70 - General Purpose Commercial Information Technology Equipment, Software and Services

SIN and Description
611420: Training Courses
54151S: Information Technology Professional Services
Customer Information

1. Table of Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>611420</td>
<td>Training Courses</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

2. Lowest priced model number and price for each SIN: N/A

3. Hourly rates: See pricelist

4. Maximum Order *:
   
   611420 - $25,000
   
   54151S - $500,000

   *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

5. Minimum Order: 611420 & 54151S - $150.00

6. Geographic Coverage:

   48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

7. Point(s) of Production: USA

8. DISCOUNT FROM LIST PRICES: 5%

9. QUANTITY DISCOUNT(S): None

10. PROMPT PAYMENT TERMS: Net 30 days

11. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

12. Government Purchase Cards are accepted above the micro-purchase threshold.

13. FOREIGN ITEMS: N/A

14. TIME OF DELIVERY: TBD

15. EXPEDITED DELIVERY: TBD
16. OVERNIGHT AND 2-DAY DELIVERY: N/A

17. URGENT REQUIREMENTS:
   Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

18. FOB POINT: Destination

19. ORDERING ADDRESS:
    SmartDoc Technologies, LLC
    518 Saint Marks Avenue
    Westfield, NJ 07090
    Phone: (908) 917-8339

20. 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

21. PAYMENT ADDRESS:
    518 Saint Marks Avenue
    Westfield, NJ 07090
    Phone: (908) 917-8339

22. WARRANTY PROVISION: Standard

23. EXPORT PACKING CHARGES: N/A

24. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: N/A

25. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A

26. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

27. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

28. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

29. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

30. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

31. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

32. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

33. Section 508 Compliance for EIT: N/A

34. DUNS NUMBER: 927850375

35. Contractor has an active registration in the SAM database
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 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.
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 for a fee of $50. per student. Such documentation will become the property of the student upon completion of the training class.

b. 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 (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. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

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.
The “NO CHARGE” portions of our websites including the AEM Forms Known Bugs section on aemforms.training.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)

PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES

(SPECIAL ITEM NUMBER 541519ICAM)

**The phrase, "Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services" in the following paragraphs may need to be revised in order to be consistent with the Offeror's proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.**

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.****

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES
a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES


7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES
The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity’s Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

(a) The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers S4151S IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
(b) Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor’s customary commercial practices, e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
**Services Descriptions**

**Senior Adobe AEM (Adobe Experience Manager) Forms TA (Technical Architect)**

Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Competent to work at the highest technical level. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems.

Education: Bachelor's degree in computer science, information technology, management information systems, related technical field, or relevant work experience

Experience: 12 years

**Services Price List**

<table>
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<tr>
<th>SIN(s)</th>
<th>SERVICE</th>
<th>MINIMUM EDUCATION</th>
<th>MINIMUM YRS OF EXPERIENCE</th>
<th>UNIT OF ISSUE</th>
<th>PRICE OFFERED TO GSA</th>
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<tbody>
<tr>
<td>54151S</td>
<td>Senior Adobe AEM Forms TA (Technical Architect)</td>
<td>Bachelor's</td>
<td>12</td>
<td>Per Hour</td>
<td>$143.58</td>
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</tbody>
</table>
Join the #1 site for Adobe AEM Forms training. Access our 49 industry-leading AEM Forms Courses. Learn how to create sophisticated AEM Forms solutions and how to fully integrate your AEM Forms servers and applications.

www.aemforms.training

In addition to over 2,500 pages of Adobe-Certified AEM Forms courseware, your subscription also entitles you to monthly AEM Forms training sessions on our Zoom System. You will also have access to our AEM Forms video library of Zoom recordings. Remember, it’s the Information Age after all. Make the proactive choice to invest your time and money in getting the AEM Forms information you need.

Imagine that you had easy access to the world’s leading Adobe AEM Forms training. You could start your AEM Forms training right now! Think about the benefits of a state-of-the-art online reference to return to when you use your new skills in the real world. Make the proactive choice to invest your time and money in getting the AEM Forms information you need.

**SmartDoc Subscription Price List**

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<th>SIN(s)</th>
<th>Title</th>
<th>Length</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
<th>GSA(%) DISCOUNT</th>
<th>PRICE OFFERED TO GSA</th>
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<tr>
<td>611420</td>
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<td>3-Month</td>
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</table>
AEM Forms Training Course Descriptions

Adaptive and Responsive AEM Forms

AEM Forms Author

Course description: AEM Forms Author is a 1-day, instructor-led classroom or virtual course. The course covers foundational concepts in AEM Forms Authoring and is ideal for new users. You will be introduced to the out-of-the-box components and templates. You will learn best practices for creating AEM forms based on existing templates, themes, and form data models. Topics include form authoring based on a Form Data Model and form authoring based on an XDP template.

You will learn how to validate form data with out-of-the-box patterns, Regular Expressions, and JavaScript functions. You will also learn how to work with dynamic data, the Rules Editor, and Help messages. In addition to the interactive features, you will also learn how to create a DoR (Document of Record) and how to configure form submission.

Prerequisites: None

AEM Forms Developer

Course description: AEM Forms Developer is a two-day, instructor-led classroom or virtual course. The course covers foundational AEM Forms topics and techniques and is ideal for new users. You will learn best practices for creating AEM Forms templates and adaptive forms. Topics include Templates, Adaptive Forms, JavaScript, the Rule Editor, Themes, Accessibility, and DoRs (Documents of Record). Each topic includes a presentation and demo followed by hands-on exercises to implement your new knowledge.

Prerequisites: None

Target Audience: Designers, Developers, Form Authors, Business Professionals, and Technical Support Staff who need to create and/or manage AEM adaptive and responsive forms.

AEM Forms Advanced Developer

Course description: AEM Forms Developer is a two-day, instructor-led classroom or virtual course. The course covers advanced AEM Forms topics and techniques. You will learn best practices for enhancing the functionality and usefulness of your AEM Forms. Topics include advanced templates, form fragments, the Form Data Model, form submission, multilingual forms, custom components, and JavaScript client libraries. Each topic includes a presentation and demo followed by hands-on exercises to implement your new knowledge.

Prerequisites: The 2-Day AEM Forms Developer course or similar experience

Target Audience: Designers, Developers, Form Authors, and Technical Support Staff who need to master advanced AEM Forms technology and techniques.

AEM Forms and Databases (OSGi)

Course description: Integrate your AEM forms with databases such as Microsoft SQL Server, and Oracle's MySQL. This course shows you the secrets of integrating AEM adaptive/responsive forms with your company's databases and other data sources. In addition to learning concepts and theory about AEM
Forms and databases, you will complete hands-on exercises. You will create data sources, form data models, and adaptive forms based on form data models.

**Prerequisites:** The 2-Day AEM Forms Developer course or similar experience

**AEM Forms and Databases (JEE)**

Course description: Integrate your AEM forms with databases such as Microsoft SQL Server, and Oracle's MySQL. This course shows you the secrets of integrating AEM adaptive/responsive forms with your company's databases and other enterprise systems. In addition to learning concepts and theory about AEM Forms, you will complete hands-on exercises and develop a complete AEM Forms application. This course shows you how to prefill forms with data, use data within adaptive and responsive forms, and process AEM form submissions with and without attachments.

**Prerequisites:** None

**AEM Forms Administration**

**AEM Forms Administration (OSGi)**

Course description: This course focuses on the AEM Forms on OSGi product. There is a similar course entitled AEM Forms Administration JEE for students who wish to focus on the AEM Forms on JEE product. AEM Forms Administration OSGi is a 3-day, instructor-led course where you will learn to install, configure, and maintain an AEM Forms on OSGi server. It can be taught live, in a classroom, or as a virtual course. AEM Forms on OSGi is the world's leading enterprise forms management platform. It facilitates the creation and management of responsive and adaptive forms and includes out-of-the-box portal components and document services.

You will learn all of the Administration tools including the Felix Web Console, CRXDE Lite, and the various administration consoles in AEM's Touch UI and Classic interfaces. You will learn how to install, configure, manage, maintain, and secure an AEM Forms on OSGi server. You will learn how to integrate your server with your enterprise applications like databases, mail servers, and LDAP systems. You will learn how to configure the Adobe Document Services on OSGi. You will learn how to create and manage workflows with the AEM Forms on OSGi workflow tools.

**Target Audience:** IT/Systems Administrators, Developers, Business Leaders, and Technical Support Staff who need to know how to install, configure, and maintain an AEM Forms on OSGi server.

**Prerequisites:** None

**AEM Forms Administration (JEE)**

Course description: This course focuses on the AEM Forms on JEE product. There is a similar course entitled AEM Forms Administration OSGi for students who wish to focus on the AEM Forms on OSGi product. AEM Forms Administration JEE is a 3-day, instructor-led course where you will learn to install, configure, and maintain an AEM Forms server. It can be taught live, in a classroom, or as a virtual course. AEM Forms on JEE is a robust and complex set of enterprise form technologies and tools. It includes Adobe's Legacy LiveCycle products along with their latest and greatest AEM Forms on OSGi technology and tools. You will learn all of the Administration tools including the Felix Web Console, CRXDE, AdminUI, and the various administration consoles in AEM's Touch UI and Classic interfaces. You will learn how to
install, configure, manage, maintain, and harden an AEM Forms on JEE server. You will learn how to integrate your AEM Forms Server with your enterprise applications like databases, Mail Servers, and LDAP systems. You will learn how to create and manage workflows with the AEM Forms on JEE workflow tools.

**Target Audience:** IT/Systems Administrators, Developers, Business Leaders, and Technical Support Staff who need to know how to install, configure, and maintain an AEM Forms on JEE server.

**Prerequisites:** None

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**AEM Forms Designer and Workbench**

**AEM Forms Designer**

*Course description:* This course is an instructor-led and hands-on workshop where you will create interactive and dynamic PDF forms. The course includes theory about Adobe Designer, followed by hands-on exercises. Participants will learn all of Designer's tools and be introduced to extending Designer's capabilities with JavaScript. The course covers the Designer Workspace, form objects, master pages, subforms and flow, tables, fonts, custom components, templates, form fragments, data binding, data validation, form conversion, tabbing, accessibility, localization, barcodes, and scripting. Take your skills to the next level or enhance the functionality of your forms with this important and intensive class.

*Prerequisites:* None

*Target audience:* Designers, developers, and business people.

**HTML Forms with Designer**

*Course description:* HTML Forms with Designer is a 1-day, instructor-led course where you will learn to create HTML forms with Adobe Designer. It can be taught live, in a classroom, or as a virtual course. You will learn AEM Forms Designer, HTML Rendering, and JavaScript. The course includes theory about Designer, the AEM Forms HTML Rendering Service, and JavaScript followed by hands-on exercises. You will learn the best practices for creating interactive and dynamic HTML forms. You will learn how to modify your existing Designer forms so they can be rendered as HTML forms. You will also learn how to create custom CRX Profiles and Renderers for your HTML5 forms. Take your skills to the next level or enhance the functionality of your forms with this useful class.

*Prerequisites:* The 2-Day AEM Forms Designer or similar experience

*Target audience:* This course is intended for designers, developers, and business people.

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**JavaScript for Designer**

*Course description:* Move your forms to the next level with this intense JavaScript workshop. This course is a 2-day, instructor-led workshop where you will learn advanced techniques in Designer, JavaScript, and XML. The course includes theory about Designer, Adobe's XFA (XML Forms Architecture), and JavaScript followed by hands-on exercises. Participants will learn the fundamentals of how JavaScript works in the various Adobe DOMs (Document Object Models) and Events. Take your skills to the next level or enhance the functionality of your forms with this important and intensive class. You will learn the best practices for adding JavaScript functionality to your PDF and HTML forms.

*Prerequisites:* The 2-Day AEM Forms Designer or similar experience
Target audience: Designers, developers, and business people.

XML and XML Schema

Course description: XML and XML Schema is specifically designed to teach XML and XML Schema to Adobe Form Designers and Developers. Successful outcomes with Adobe's key AEM Forms products are heavily dependent on expertise in XML and XML Schema.

If you work with AEM Forms, AEM Forms Designer, or AEM Forms Workbench, you already know how important XML and XML Schema are to your success.

This intense 1-day, instructor-led workshop will show you the important details about XML and XML Schema that you are missing. The course includes theory about XML and XML Schema followed by hands-on exercises. Participants will learn the fundamentals of XML and XML Schema and how they work in Adobe's products. Take your skills to the next level or enhance the functionality of your AEM Forms with this important and intensive class.

Prerequisites: The 2-Day AEM Forms Designer or similar experience

Introduction to Workbench

Course description: Introduction to Workbench is a 1-day, instructor-led classroom or virtual course, where you will learn to use AEM Workbench to design AEM Forms JEE applications. You will learn the introductory topics necessary to be successful in the design, development, testing, and maintenance of AEM Forms JEE applications. You will develop a Workbench process with the out-of-the-box Document and Foundation Services. You will also learn how to test, deploy, invoke, and archive your applications.

Each section begins with a lecture and demonstration that introduces the topic. Each topic is then enforced with an exercise where you put into practice the details covered in the lesson. The exercises build on each other so you will have a complete AEM Forms Workbench document services application when you are done.

Prerequisites: None

Workbench and Workspace

Course description: Workbench and Workspace is a 2 day, instructor-led course that can be taught in-person or virtually. You will learn to use AEM Workbench to design and develop AEM Forms on JEE workflow applications. You will learn to automate business processes with both sequential and parallel workflows. Your end-users will use the Adobe Workspace application to access these applications.

Each section begins with an activity that introduces the topic. An Adobe-Certified Instructor will then teach the topic with a combination of lectures and demonstrations. Each topic will be enforced with an exercise where you can put into practice the details covered in the lesson. The exercises will build on each other so you will have a complete AEM Forms Workbench application when you are done. You will learn to use the Output Service, PDF Generator, Assembler, User Service, Multiple User Service, and the Gateway Service for parallel processing. You will learn to create custom events, user actions, completion policies, and custom task information for workflows.

Prerequisites: None
Specialty Courses

Document Security

Course description: Adobe Document Security is a 2-day, instructor-led, classroom or virtual course, where you will learn the Adobe Document Security tools and techniques. AEM Forms Document Security ensures that only authorized users can use your documents. By using Document Security, you can safely distribute any information that you have saved in a supported format. Supported file formats include Adobe Portable Document Format (PDF) and Microsoft Word, Excel, and PowerPoint files. The course includes theory about Adobe Document Security followed by hands-on exercises. Participants will learn how to configure servers, develop policies, and create rights-managed documents and workflows.

The first day focuses on the server. If you prefer, you can have your more technical students attend this day and have the business users attend the second day. All users will learn how to apply policies and encryption to documents to ensure that only authorized users access your documents.

Prerequisites: None

Introduction to Adobe Sign

Course description: Introduction to Adobe Sign is a 1-day, instructor-led course where you will learn to create, and participate in, digital signing workflows. The class is designed for new users and introduces you to the most popular features and benefits of Adobe Sign. Students will learn the business benefits of electronic signature and participate in a dozen hands-on exercises. If you are a new user or just kicking the tires, this is the class for you. In addition to learning all aspects of the system, you will also create digital signature workflows, sign documents with your mobile device, and learn how to configure Adobe Sign for your specific business needs. Transform your time consuming paper-based signing into an instant digital process. Adobe Sign speeds every business transaction and works on any device. The signatures comply with legal requirements, industry regulations, and the most stringent security standards around the world. Seal the deal and streamline your business with Adobe Sign from the world-wide digital document leader.

Prerequisites: None

Target Audience: Business Users and evaluators who need to get hands-on with Adobe Sign.

AEM Forms & Adobe Sign

Course description: AEM Forms and Adobe Sign is a 1-day, hands-on, and instructor-led course. You will learn how to configure and integrate your systems and create forms and signature workflows. Combine the power of AEM’s adaptive and responsive forms with the security of Adobe Sign’s electronic signatures to transform your business.

Modernize your time consuming paper-based signing into an instant digital process. AEM Forms and Adobe Sign automate every business transaction and work on any device. The signatures comply with legal requirements, industry regulations, and the most stringent security standards around the world. Seal the deal and streamline your business with AEM Forms and Adobe Sign from the world-wide digital document leader.

Prerequisites: None

Target Audience: Business Professionals, Developers, IT Professionals and Evaluators who need to integrate Adobe Experience Manager Forms with Adobe Sign.
Forms Portal and Publishing

Course description: Forms Portal and Publishing is a 2 day, instructor-led course that can be taught in-person or virtually. You will learn to create a custom Forms Portal and publish your adaptive and responsive forms. You will customize the out-of-the-box AEM Forms Document Services components including the Search & Lister, the Link, and the AEM Form components.

The course includes theory about AEM Forms development and publishing followed by hands-on exercises. You will learn best practices for AEM Forms Publishing by creating and working with an AEM Author and Publish instance. You will also learn how to configure Dispatcher to integrate your web server with your Publish instance.

Prerequisites: The 2-Day AEM Forms Developer or similar experience

Interactive Communications

Course description: Interactive Communications is a 2-day, instructor-led course where you will learn to design, create, and publish web and print communications. Adobe's Interactive Communications centralizes and manages the creation, assembly, and delivery of secured, personalized, and interactive correspondences. Organize and automate your marketing materials, documents, statements, invoices, and welcome kits. These communications can be synchronized and delivered using two channels: Print and Web. The Print channel is used to create PDFs and paper communications, while the Web channel is used to deliver online experiences. As a result, your customers get the right communication at the right time in the right way: timely, accurate, convenient, secure, and relevant. As a secondary benefit, your business maximizes the value of customer interactions and minimizes the cost and risk with a process that is streamlined for ease, speed, and productivity.

Prerequisites: None

Target Audience: Business Users, Document Authors, and evaluators who need a hands-on experience.

Correspondence Management

Course description: Correspondence Management is a 2-day, instructor-led course where you will learn to create and automate customer correspondence. Adobe’s Correspondence Management Solution centralizes and manages the creation, assembly and delivery of secure, personalized, and interactive correspondences. It enables you to quickly assemble correspondence from both pre-approved and custom-authored content in a streamlined process from creation to archival. As a result, your customers get the right communication at the right time in the right way: timely, accurate, convenient, secure, and relevant. Your business maximizes the value of customer interactions and minimizes cost and risk with a process that is streamlined for ease, speed, and productivity.

Prerequisites: None

Target Audience: Designers, Developers, Business Professionals, and Technical Support Staff who need to learn Adobe's Correspondence Management solution.
## Training Course Price List

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Course Title</th>
<th>Course Length</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
<th>GSA(%) DISCOUNT</th>
<th>PRICE OFFERED TO GSA</th>
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<tr>
<td>611420</td>
<td>AEM Forms Author</td>
<td>1 Day</td>
<td>1</td>
<td>8</td>
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<td>1</td>
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</tr>
</tbody>
</table>
Instructor-led Training

Our instructor-led training can be taught in-person or online with our Adobe Connect system. Any of our courses can be instructor-led and this type of expert training is considered to highly-complimentary to your AEM Forms Training Cloud subscription.

J.P. Terry, Adobe ACE and ACI

J.P. is an Adobe Certified Expert (ACE) and an Adobe Certified Instructor (ACI) in the following Adobe technologies:

- Adobe AEM Administration
- Adobe AEM Developer
- Adobe AEM Forms
- Adobe LiveCycle ES4 Server & Designer ES4

Mr. Terry has taught Adobe forms to thousands of students over the past twelve years. J.P. is a recognized authority and he represents Adobe each year by teaching AEM Forms at the Adobe Summit conference. J.P. is the author of the best-selling Adobe Press books on Adobe Forms including:

- Paperless: Real-World Solutions with Adobe Technology (2010)
- Creating Dynamic Forms with Adobe LiveCycle Designer (2007)

Mr. Terry is the author of the official, Adobe-Certified AEM Forms courses offered by Adobe and has taught these courses to the U.S. Army, NASA, Citigroup, New York Life, Visa, the Federal Reserve, Pratt & Whitney, the states of Hawaii and Tennessee, Adobe Systems, LA County, Hennepin County, MetLife, American Family Insurance, and The Hartford.
Virtual Instructor-Led Training (VILT)

Successful online training begins with world-class, Adobe-Certified Instructors (ACIs) and Adobe-Certified Experts (ACEs). Our experienced instructors will lead each student through the material in a real-time and engaging way. Each course is organized into a series of topics. Students begin each topic with a short, hands-on activity to start the learning process. Our expert instructors will then dive deep into the topic with a demonstration and presentation. The student’s learning is further strengthened through a long, hands-on exercise that is specific to the topic. This instructor-led and hands-on method has led to great success for thousands of our students worldwide.

Successful online training is facilitated by our online Adobe-Connect System. Each student watches the instructor’s screen in real-time. As you can see in the screenshot above, there are also additional online Pods for all of the following:

- **Share My Screen**: Students can share their screen with the Instructor.
- **Files**: The Instructor can share files with the whole team.
- **Audio**: As shown at the top of the screen, there are speaker controls and microphone controls.
- **Chat**: In addition to Audio, the Instructor and students can also communicate in the Chat Pod. The contents in this Chat Pod can be downloaded when class ends as a permanent record of the training.
- **Discussion Notes**: Like the Chat Pod, you can also export the contents of your Notes Pod when class ends. These contents are private and individual in nature.
Online Training with on-demand ELearning

Join the #1 site for Adobe AEM Forms training. Access our 49 industry-leading AEM Forms Courses. Learn how to create sophisticated AEM Forms solutions and how to fully integrate your AEM Forms servers and applications.

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In addition to over 2,500 pages of Adobe-Certified AEM Forms courseware, your subscription also entitles you to monthly AEM Forms training sessions on our Zoom System. You will also have access to our AEM Forms video library of Zoom recordings. Remember, it's the Information Age after all. Make the proactive choice to invest your time and money in getting the AEM Forms information you need.

Imagine that you had easy access to the world's leading Adobe AEM Forms training. You could start your AEM Forms training right now! Think about the benefits of a state-of-the-art online reference to return to when you use your new skills in the real world. Sign-up today and start realizing the benefits of membership in the world’s largest AEM Forms community. Make the