

Authorized Federal Supply Schedule Price List

Schedule 69

Course Development & Test Administration

SIN 27-500

FSC Class: 6930

Contract Number: GS-02F-0058R

Contract Period: 12/14/04 through 12/14/09



**Training Partnerships, Inc.
7306 Shannondale Drive
Sugar Land TX 77479
281-937-9542**

www.trainingpartnerships.com

Business Size: Small



SIN 27-500 TPI Consulting Rates

Authorized Federal Supply Schedule Price List

This document provides ordering agencies with information necessary to place orders with Training Partnerships, Inc.

GSA Labor Category and Rates

1a.	Item Awarded	Schedule 69: SIN 27-500 Course Development; Test Administration
1b.	Identification of Lowest Price Model	The government lowest unit price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price is listed in the table that follows.

Job Function	Labor Category Title	Commercial Customer Rates (Per Hour)	Discounted Rates 10% (Per Hour)
Program Management	Program Manager	\$145	\$130.50
	Consultant II	\$135	\$121.50
	Consultant I	\$115	\$103.50
	Business Process Specialist	\$115	\$103.50
Project Management	Project Manager III	\$115	\$103.50
	Project Manager II	\$100	\$90.00
Instructional Design	Training Specialist III	\$115	\$103.50
	Training Specialist II	\$95	\$85.50

Job Function	Labor Category Title	Commercial Customer Rates (Per Hour)	Discounted Rates 10% (Per Hour)
	Training Specialist I	\$75	\$67.50
Web Design / incl. storyboarding, Development / authoring	Interactive Media Specialist III	\$120	\$108.00
	Interactive Media Specialist II	\$100	\$90.00
	Interactive Media Specialist I	\$90	\$81.00
Graphic Designer	Media Artist – Senior	\$100	\$90.00
	Media Artist - Junior	\$85	\$76.50
Facilitation	Course Facilitator	\$1200/day	\$1080/day
Program/Course Evaluation	Program/Course Evaluator	\$110	\$99.00
Technical Writing	Technical Writer	\$75	\$67.50

The pricing/discounts set forth in this document and offered to the Government are based on TPI's most favored class of customers: end users.

1c.	Commercial Job Title Hourly Rate Descriptions	Functional responsibilities for each commercial job title follow.
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Commercial Job Title	Functional Responsibilities
Program Manager	<p>Education: MA/MS/MBA</p> <p>Experience: 10-15 years</p> <p>Functional Responsibility: Demonstrates awareness of business functions and how business decisions affect financial and non-financial work results. Provides facilitation, organization, and communication services during a management consulting engagement. Analyzes problems and provides solutions to difficult and complex organizational problems. Participates in project development from inception to deployment. Formulates and enforces work standards. Understands decisions and their implications on business processes. Versed in organizational change management and applies necessary measures to achieve stakeholder buy-in. Competencies include the ability to see the</p>

Commercial Job Title	Functional Responsibilities
	big picture, understanding of how each section of the business interrelates with others, understanding of the business entity's financial resources / limitations, understands the various processes that drive the business, understands the types of individuals who work within the business, etc.
Consultant II	<p>Education: BA/BS/MA/MS</p> <p>Experience: 5-10 years</p> <p>Functional Responsibility: Assists clients and stakeholders to question their assumptions, determine their needs and plan implementation strategies for achieving their training goals. Plans for and conducts analyses. Works with stakeholders to identify performance gaps. Anticipates and solves problems. Sets objectives and manages outcomes. Researches and presents findings. Conducts requirements analyses. Communicates results to stakeholders. Competencies include understanding stakeholder concerns, analytical skills, and presentation skills.</p>
Consultant I	<p>Education: BA/BS/MA/MS</p> <p>Experience: 5 years</p> <p>Functional Responsibility: Assists clients and stakeholders to question their assumptions, determine their needs and plan implementation strategies for achieving their training goals. Plans for and conducts analyses. Works with stakeholders to identify performance gaps. Anticipates and solves problems. Sets objectives and manages outcomes. Researches and presents findings. Conducts requirements analyses. Communicates results to stakeholders. Competencies include understanding stakeholder concerns, analytical skills, and presentation skills.</p>
Business Process Specialist	<p>Education: BA/BS degree</p> <p>Experience: 4 years of project-related experience</p> <p>Functional Responsibility: Assures that a systematic process is used to design and develop training interventions to provide workforces with the appropriate skills and competencies to achieve organizational goals. Applies organizational development and change management principles as necessary and appropriate.</p>
Project Manager III	<p>Education: MA/MS/BA/BS</p> <p>Experience: 10 years related experience</p> <p>Functional responsibility: Manages all phases of a project from setting requirements to close of the project. Anticipates problems and works to mitigate them. Resolves unique problems. Strives to meet time and budget estimates. Assures the overall success of an array of projects with varying levels of complexity involving</p>

Commercial Job Title	Functional Responsibilities
	<p>business consulting. Assesses, plans, negotiates, organizes, monitors and evaluates the design and delivery process. Effectively manages human, capital and financial resources. Serves as a single point of contact and interfaces with all areas affected by the project. Guides and directs work.</p>
Project Manager II	<p>Education: BA/BS</p> <p>Experience: 5 years related experience</p> <p>Functional Responsibility: Manages all phases of a project from setting requirements to close of the project. Anticipates problems and works to mitigate them. Resolves unique problems. Strives to meet time and budget estimates. Assures the overall success of an array of projects with varying levels of complexity involving business consulting. Assesses, plans, negotiates, organizes, monitors and evaluates the design and delivery process. Effectively manages human, capital and financial resources. Serves as a single point of contact and interfaces with all areas affected by the project. Guides and directs work.</p>
Training Specialist III	<p>Education: BA/BS degree</p> <p>Experience: 10 years experience</p> <p>Functional Responsibility: Designs, develops, presents and updates training packages that may include classroom, CBT, WBT, performance support, IVT workshops, exercises. Prepares detailed specifications for training programs. Decides what combination of instructional methods, presentation methods, and distribution methods best deliver the final program to the learner. Outlines and creates instructional materials suitable for electronic dissemination. Competencies include ability to create a design document, create paper-based and/or electronic materials, select instructional, presentation and distribution methods; and understand electronic media quality design.</p>
Training Specialist II	<p>Education: BA/BS</p> <p>Experience: 5 years experience</p> <p>Functional Responsibility: Designs, develops, presents and updates training packages that may include classroom, CBT, WBT, performance support, IVT workshops, exercises. Prepares detailed specifications for training programs. Decides what combination of instructional methods, presentation methods, and distribution methods best deliver the final program to the learner. Outlines and creates instructional materials suitable for electronic dissemination. Competencies include ability to create a design document, create paper-based and/or electronic materials, select instructional, presentation and distribution methods; and understand electronic media quality design.</p>

Commercial Job Title	Functional Responsibilities
Training Specialist I	<p>Education: BA/BS</p> <p>Experience: 1 year experience</p> <p>Functional Responsibility: Designs, develops, presents and updates training packages that may include classroom, CBT, WBT, performance support, IVT workshops, exercises. Prepares detailed specifications for training programs. Decides what combination of instructional methods, presentation methods, and distribution methods best deliver the final program to the learner. Outlines and creates instructional materials suitable for electronic dissemination. Competencies include ability to create a design document, create paper-based and/or electronic materials, select instructional, presentation and distribution methods; and understand electronic media quality design.</p>
Web Design / Interactive Media Specialist III	<p>Education: BA/BS</p> <p>Experience: 6-10 years</p> <p>Functional Responsibility: Provides consulting services for graphic design. Provides professional consulting advice regarding appropriate media, software applications, etc., for optimum training participant skill building and interactivity.</p>
Web Design / Interactive Media Specialist II	<p>Education: BA/BS</p> <p>Experience: 3-5 years</p> <p>Functional Responsibility: Provides consulting services for graphic design. Provides professional consulting advice regarding appropriate media, software applications, etc., for optimum training participant skill building and interactivity.</p>
Web Design / Interactive Media Specialist I	<p>Education: BA/BS</p> <p>Experience: 1-3 years</p> <p>Functional Responsibility: Provides consulting services for graphic design. Provides professional consulting advice regarding appropriate media, software applications, etc., for optimum training participant skill building and interactivity.</p>
Graphic Design / Media Artist – Senior	<p>Education: BA/BS/Technical School</p> <p>Experience: Directly related experience in graphic design.</p> <p>Functional Responsibility: Uses current, industry-standard graphic design technology and computer software to produce and develop high-level graphics for projects which may include line drawings, digital images, flow charts, slide presentations, animations, simulations, etc. Requires in-depth knowledge and skills with current software products. Applies creative judgment and</p>

Commercial Job Title	Functional Responsibilities
	originality by translating needs into graphics capabilities. Makes final decisions related to design and methods of presenting technical data.
Graphic Design / Media artist – Junior	<p>Education: BA/SB/Technical School</p> <p>Experience: Directly related experience in graphic design</p> <p>Functional Responsibility: Develops graphics and miscellaneous media files for multiple projects which may include line drawings, digital images, flow charts, slide presentations, animations, simulations, etc. Requires skill with current graphics software products.</p>
Course Facilitator	<p>Education: BA/BS</p> <p>Experience: 5-10 years experience in training field specifically facilitating interactive, performance-based curricula</p> <p>Functional Responsibility: Prepares for and conducts formal classroom and/or instructor-assisted synchronous training, workshops, and seminars; links training to business, performance, and learning objectives</p>
Program/Course Evaluator	<p>Education: MA/MS/BA/BS</p> <p>Experience: 5-10 years related experience</p> <p>Functional Responsibility: Measures the success of learning interventions. Develops an overall evaluation plan; generates evaluation requirements; identifies, clarifies and documents roles and responsibilities of the evaluation team; creates evaluation instruments; manages and/or administers data collection; conducts cost/benefit analyses; collects, analyzes and interprets data; formulates and reports conclusions and recommendations from evaluation findings; communicates results to stakeholders. Competencies include knowledge of statistics, survey instrument design, Kirkpatrick's four levels of evaluation, knowledge of the various types of measurement, ability to determine what is or isn't important to measure, ability to evaluate the program within the broader context of the organizational goals</p>
Technical Writer	<p>Education: BA/BS</p> <p>Experience: 5 years</p> <p>Functional Responsibility: Collates and organizes information required for preparation of training materials, user manuals, reports. Develops, writes and edits materials for reports, manuals, instructor guides concerned with work methods and procedures. Works independently or with only general direction. Familiar with and uses structured information mapping principles.</p>

2.	Maximum order	\$1,000,000.00
3.	Minimum Order	\$100.00
4.	Geographic Coverage:	Continental United States
5.	Points of Production	Sugar Land, Texas
6.	Discount from List Prices	Commercial customer rates discounted 10 percent
7.	Quantity Discounts	Not applicable
8.	Prompt Payment Terms	Net 30 days
9a.	Government purchase cards	Government purchase cards are accepted at all levels
9b.	Government purchase cards accepted at the micro-purchase threshold	Government purchase cards are accepted at all levels
10.	Foreign Items	Not applicable
11.	a) Time of Delivery b) Expedited Delivery c) Overnight and second day delivery d) Urgent Requirements	To be negotiated with ordering agency To be negotiated with ordering agency To be negotiated with ordering agency Not applicable
12.	F.O.B. Points	Destination
13a.	Ordering Address	Training Partnerships, Inc. 7306 Shannondale Drive Sugar Land TX 77479
13b.	Ordering Procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14.	Payment Address	Training Partnerships, Inc. 7306 Shannondale Drive Sugar Land TX 77479
15.	Warranty Provision	Not applicable
16.	Export Packaging	Not applicable

	Charges	
17.	Terms and conditions of Government Purchase Card acceptance	None
18.	Terms and conditions of rental, maintenance, and repair	Not applicable
19.	Terms and conditions of installation	Not applicable
20a.	Terms and conditions of repair parts	Not applicable
20b.	Terms and conditions for any other services	Not applicable
21.	List of service and distribution points	Not applicable
22.	List of participating dealers	Not applicable
23.	Preventative maintenance	Not applicable
24a.	Environmental attributes	Not applicable
24b.	Section 508	Contractor adheres to Section 508 requirements.
25.	Data Universal Number System (DUNS) number	93-056-7693
26.	Central Contractor Registration (CCR) database	Training Partnerships, Inc. is registered in the CCR database.