

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE**

**Authorized Federal Supply Schedule Pricelist**

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

**Schedule for Training  
FSC Group 69 Part 1 Section 1**

**Contract Number: GS-02F-0064V**

Special Item No. 27 – 400 Instructor Led Training and Web Based Training  
Special Item No. 27 – 500 Course Development and Test Administration

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at: <http://www.fss.gsa.gov/>

**Contract Period: 28 January 2009 through 27 January 2014**

**Contractor: LLH & ASSOCIATES, LLC  
300 Turners Neck Road  
Toano, VA 23168**

**Business Size: Small, Woman Owned Business**

**Telephone: 757- 865-1001**

**FAX Number: 757- 741-2782**

**Web Site: <http://www.llh-associates.com>**

**E-mail: [laura.hineman@llh-associates.com](mailto:laura.hineman@llh-associates.com)**

**Contract Administration: Laura Lee Hineman**

**CUSTOMER INFORMATION:**

- 1a. Special Item No. 27 – 400 Instructor Led Training and Web Based Training  
Special Item No. 27 – 500 Course Development and Test Administration  
(See attached price schedule for labor categories and courses)**

- 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.**
- 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.**
- 2. Maximum Order: \$1,000,000.00**
- 3. Minimum Order: \$100.00**
- 4. Geographic Coverage (delivery Area): FOB Domestic Only**
- 5. Point(s) of production (city, county, and state or foreign country): Same as company address.**
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). (See attached price schedule for labor categories and courses).**
- 7. Quantity discounts: None Offered**
- 8. Prompt payment terms: Net 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will**
- 10. Foreign items (list items by country of origin): None**
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor**

- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor**
- 12. F.O.B Points(s): Destination**
- 13a. Ordering Address(es): Same as company address**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.fss.gsa.gov/schedules>).**
- 14. Payment address(es): Same as 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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <http://www.section508.gov/>.**

**25. Data Universal Numbering System (DUNS) number: 01-6115953**

**26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered**

## Labor Category Descriptions

### **(LLHT001) Program Manager**

**Position Description:** Provides management and procedural direction to program managers or other action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and managerial problems. Approves work plan and staffing for each phase of the project. Approves recruitment and/or assignment of all project personnel. Person in charge responsible for project planning, execution, and performance. Serves as LLH counterpart to Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls all specialized and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises deputy program managers and assigned action and/or project personnel in accomplishing assigned tasks. Reviews and accepts the quality of work performed on the job. Makes administrative judgments and provides advice on resolving problems.

**Minimum Education:** M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

### **(LLHT002) Project Manager**

**Position Description:** Provides management and procedural direction to action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and managerial problems. Designs and establishes work plan and staffing for each phase of project. Arranges for recruitment and/or assignment of all project personnel. Responsible for successful project planning, execution, and performance. Serves as the LLH counterpart to Project Managers/Team Leaders. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls practical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises assigned action and/or project personnel in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative decisions and provides advice on resolving problems. Coordinates project activities and progress with program manager.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

### **(LLHT003) Senior Administrative Technician**

**Position Description:** Provides executive-level administrative support services for client senior staff. Capable of supervising and training senior support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

**Minimum Education:** A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

**Experience:** Minimum two (2) years experience in executive administrative processes and services, to include use of standard office computer software applications.

### **(LLHT004) Administrative Technician**

**Position Description:** Provides administrative support services for client staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports,

answering telephones, taking messages and making copies. Performs receptionist duties as required.

**Minimum Education:** A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

**Experience:** Minimum one (1) year experience in administrative processes and services, to include use of standard office computer software applications.

### **(LLHT005) Senior Instructional Architect**

**Position Description:** Designs and develops training products and services. Organizes training objectives into format for delivery in various formats to include Instructor Led Training, Web Based Training and stand alone CD training formats. Works with customer and other team members to develop courses to meet the requirements of the customer. Supplies knowledge of various architectural and instructional formats for team members.

**Minimum Education:** M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include instructional architectures, instructional delivery methods, and current understanding of automated requirements for training.

### **(LLHT006) Senior Instructional Designer**

**Position Description:** Designs instructional formats for various delivery means of training. Design includes the use of various graphical presentations, sources of media and other input to make training realistic. Works with Instructional Architect to ensure products meet the customer's requirements. Provides knowledge on instructional delivery, development and concepts. Supervises instruction design team.

**Minimum Education:** M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include current instructional designs, instructional delivery methods and other relevant information.

### **(LLHT007) Senior Courseware Developer**

**Position Description:** Develops courseware for CBT and other media presentations for training. Provides guidance and oversight on projects along with knowledge of CBT and other media formats for development team. Interacts with Architects, Designers, and Technical Writers to provide guidance on requirements to produce training in the CBT format as well as other media presentations.

**Minimum Education:** M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include work with CBT, other web base delivery, and methods like CD stand alone training.

### **(LLHT008) Senior Curriculum Developer**

**Position Description:** Develops curriculum to meet all requirements based on customer's requirements. This includes, but is not limited to incorporating higher education standards for courseware. Develops curriculum at the appropriate levels of knowledge with the goals and desired results of training. Supervises curriculum development staff.

**Minimum Education:** M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, current educational standards, methods of development and delivery.

### **(LLHT009) Instructional Designer**

**Position Description:** Designs instructional formats for various delivery means of training. Design includes the use of various graphical presentations, sources of media and other input to make training realistic. Works with Instructional Architect to ensure products meet the customer's requirements. Provides knowledge on instructional delivery, development and concepts. Supervises instruction design team.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include current instructional designs, instructional delivery methods and other relevant information.

### **(LLHT010) Courseware Developer**

**Position Description:** Develops courseware for CBT and other media presentations for training. Provides guidance and oversight on projects along with knowledge of CBT and other media formats for development team. Interacts with Architects, Designers, and Technical Writers to provide guidance on requirements to produce training in the CBT format as well as other media presentations.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

### **(LLHT011) Curriculum Developer**

**Position Description:** Develops curriculum to meet all requirements based on customer's requirements. This includes, but is not limited to incorporating higher education standards for courseware. Develops curriculum at the appropriate levels of knowledge with the goals and desired results of training. Supervises curriculum development staff.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, current educational standards, methods of development and delivery.

### **(LLHT012) Senior Technical Writer**

**Position Description:** Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Integrates with other contractors or customer personnel to ensure project milestones are met. Performs independent research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

**Experience:** Minimum two (2) years of technical writing experience.

### **(LLHT013) Technical Writer**

**Position Description:** Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Performs research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

**Experience:** Minimum one (1) year of technical writing experience in project management, consultation, or support positions.

### **(LLHT014) Senior Graphics Designer**

**Position Description:** Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to ensure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

**Minimum Education:** A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in graphics design work may be substituted for the A.A/A.S degree requirement.

**Experience:** Minimum one (1) year experience in designing and using computer-based graphic applications.

### **(LLHT015) Graphics Designer**

**Position Description:** Uses advanced desktop publishing, page layout, and/or typesetting software to assist in the design and development of high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art assistance utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Maintains basic skills and working knowledge of Web development programming tools, including HTML. Assists in the testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy. May also perform other duties as required.

**Minimum Education:** High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

**Experience:** Minimum six (6) months experience in designing and using computer-based graphic applications.

### **(LLHT016) Senior Instructor**

**Position Description:** Provide course instruction using a variety of formats and applications. Review curriculum and course standards and provide guidance to development teams in regards to requirements for presenting the training. Develop instructors in current methods of instruction, and provide guidance on the customer's requirements. Evaluate instructors on a periodic basis and provide feedback on enhancing the instructor's capabilities.

**Minimum Education:** M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

**Experience:** Minimum eight (8) years of instructional experience.

### **(LLHT017) Instructor**

**Position Description:** Provide course instruction using a variety of formats and applications. Review curriculum and course standards and provide guidance to development teams in regards to requirements for presenting the training. Continuously train on current training deliveries and mediums for training support.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

**Experience:** Minimum one (1) year of instructional experience.

### **(LLHT018) Facilitator**

**Position Description:** Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

**Minimum Education:** B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

**Experience:** Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

**LLH & Associates GSA Labor Category Rates**

Category Code	Labor Category	Aug 08-Jul 09		Aug 09-Jul 10		Aug 10-Jul 11		Aug 11- Jul 12		Aug 12-Jul 13	
		Hourly	Daily	Hourly	Daily	Hourly	Daily	Hourly	Daily	Hourly	Daily
LLHT001	Program Manager	\$ 101.01	\$ 808.08	\$ 103.51	\$ 828.08	\$ 107.14	\$ 857.12	\$ 110.88	\$ 887.04	\$ 114.76	\$ 918.08
LLHT002	Project Manager	\$ 85.84	\$ 686.72	\$ 88.88	\$ 711.04	\$ 91.96	\$ 735.68	\$ 95.17	\$ 761.36	\$ 98.51	\$ 788.08
LLHT003	Senior Administrative Technician	\$ 34.71	\$ 277.68	\$ 35.92	\$ 287.36	\$ 37.19	\$ 297.52	\$ 38.49	\$ 307.92	\$ 39.83	\$ 318.64
LLHT004	Administrative Technician	\$ 27.35	\$ 218.80	\$ 28.31	\$ 226.48	\$ 29.30	\$ 234.40	\$ 30.32	\$ 242.56	\$ 31.39	\$ 251.12
LLHT005	Senior Instructional Architect	\$ 113.76	\$ 910.08	\$ 117.74	\$ 941.92	\$ 121.86	\$ 974.88	\$ 126.12	\$ 1,008.96	\$ 130.54	\$ 1,044.32
LLHT006	Senior Instructional Designer	\$ 98.24	\$ 785.92	\$ 101.67	\$ 813.36	\$ 105.23	\$ 841.84	\$ 108.92	\$ 871.36	\$ 112.73	\$ 901.84
LLHT007	Senior Courseware Developer	\$ 68.20	\$ 545.60	\$ 70.59	\$ 564.72	\$ 73.06	\$ 584.48	\$ 75.62	\$ 604.96	\$ 78.27	\$ 626.16
LLHT008	Senior Curriculum Developer	\$ 61.39	\$ 491.12	\$ 63.54	\$ 508.32	\$ 65.77	\$ 526.16	\$ 68.07	\$ 544.56	\$ 70.45	\$ 563.60
LLHT009	Instructional Designer	\$ 70.61	\$ 564.88	\$ 73.08	\$ 584.64	\$ 75.63	\$ 605.04	\$ 78.28	\$ 626.24	\$ 81.02	\$ 648.16
LLHT010	Courseware Developer	\$ 50.76	\$ 406.08	\$ 52.53	\$ 420.24	\$ 54.37	\$ 434.96	\$ 56.28	\$ 450.24	\$ 58.24	\$ 465.92
LLHT011	Curriculum Developer	\$ 52.10	\$ 416.80	\$ 53.92	\$ 431.36	\$ 55.81	\$ 446.48	\$ 57.76	\$ 462.08	\$ 59.79	\$ 478.32
LLHT012	Senior Technical Writer	\$ 51.19	\$ 409.52	\$ 52.98	\$ 423.84	\$ 54.83	\$ 438.64	\$ 56.75	\$ 454.00	\$ 58.74	\$ 469.92
LLHT013	Technical Writer	\$ 47.15	\$ 377.20	\$ 48.80	\$ 390.40	\$ 50.51	\$ 404.08	\$ 52.28	\$ 418.24	\$ 54.11	\$ 432.88
LLHT014	Senior Graphics Designer	\$ 39.09	\$ 312.72	\$ 40.46	\$ 323.68	\$ 41.88	\$ 335.04	\$ 43.34	\$ 346.72	\$ 44.86	\$ 358.88
LLHT015	Graphics Designer	\$ 34.51	\$ 276.08	\$ 35.72	\$ 285.76	\$ 36.97	\$ 295.76	\$ 38.27	\$ 306.16	\$ 39.61	\$ 316.88
LLHT016	Senior Instructor	\$ 48.18	\$ 385.44	\$ 49.87	\$ 398.96	\$ 51.61	\$ 412.88	\$ 53.42	\$ 427.36	\$ 55.29	\$ 442.32
LLHT017	Instructor	\$ 42.14	\$ 337.12	\$ 43.61	\$ 348.88	\$ 45.14	\$ 361.12	\$ 46.72	\$ 373.76	\$ 48.35	\$ 386.80
LLHT018	Facilitator	\$ 39.66	\$ 317.28	\$ 41.05	\$ 328.40	\$ 42.49	\$ 339.92	\$ 43.97	\$ 351.76	\$ 45.51	\$ 364.08

Course Catalog - GSA Authorized Price List

<b>GSA SIN 27-400: Training Courses</b>			
<b>Course Description</b>	This course is designed to assist the student in enhancing their interpersonal communications skills. The student will gain insight into aspects of every day life that affect communications between two or more people. The student will understand that it takes a concerted effort to communicate effectively and to check the communications channels through feedback mechanisms.		
Course Title: Communications			
Product Number: TC001			
Length of Course (Days):	2		
Minimum Number of Students:	8		
Maximum Number of Students:	15		
<b>Price Per Course:</b>	<b>Commercial Rate</b>	<b>GSA Rate</b>	<b>GSA Discount</b>
	\$ 4,375.00	\$ 3,500.00	20%

<b>GSA SIN 27-400: Training Courses</b>			
<b>Course Description</b>	This course is designed to provide the student with an understanding of the different types of extremist, supremacist, militia and gang organizations. The student will be provided with information on various aspects of these organizations, how to recognize them and some tools for intervention without becoming a victim. The student will also receive information regarding local area groups, contact listings for reporting, and information pertaining to current activities in the local area.		
Course Title: Extremist Groups & Gangs			
Product Number: TC002			
Length of Course (Days):	2		
Minimum Number of Students:	8		
Maximum Number of Students:	15		
<b>Price Per Course:</b>	<b>Commercial Rate</b>	<b>GSA Rate</b>	<b>GSA Discount</b>
	\$ 4,375.00	\$ 3,500.00	20%

Course Catalog - GSA Authorized Price List

<b>GSA SIN 27-400: Training Courses</b>			
<b>Course Description</b>	This course is designed to provide the student with the basic skills to perform as a small group facilitator. In this course, the student will gain an understanding of the facilitation process, the dynamics of a group, effective and efficient communication skills and the role of the facilitator. Upon completion of this course, the student will have the necessary tools to enhance their abilities as a small group facilitator		
Course Title: Facilitation			
Product Number: TC003			
Length of Course (Days):	2		
Minimum Number of Students:	8		
Maximum Number of Students:	15		
<b>Price Per Course:</b>	<b>Commercial Rate</b>	<b>GSA Rate</b>	<b>GSA Discount</b>
	\$ 4,375.00	\$ 3,500.00	20%

<b>GSA SIN 27-400: Training Courses</b>			
<b>Course Description</b>	This course is designed to provide the student with a foundation in Alternate Dispute Resolution (ADR) techniques using a proven mediation process. The student will gain an understanding of the principles of mediation. The student will be provided with tools to use while serving as a mediator during a dispute.		
Course Title: Mediation			
Product Number: TC004			
Length of Course (Days):	2		
Minimum Number of Students:	8		
Maximum Number of Students:	15		
<b>Price Per Course:</b>	<b>Commercial Rate</b>	<b>GSA Rate</b>	<b>GSA Discount</b>
	\$ 4,375.00	\$ 3,500.00	20%

Course Catalog - GSA Authorized Price List

**GSA SIN 27-400: Training Courses**

<b>Course Description</b>	This course is designed to provide the student with an understanding of what sexual harassment is, methods to cope with sexual harassment, and the impact of sexual harassment on an organization. The student will be able to identify sexually harassing behaviors, employ techniques to prevent sexual harassment and understand reporting requirements.
Course Title: Prevention of Sexual Harassment	
Product Number: TC005	

Length of Course (Days):	1
Minimum Number of Students:	8
Maximum Number of Students:	15

Price Per Course:	Commercial Rate	GSA Rate	GSA Discount
	\$ 2,187.50	\$ 1,750.00	20%

**GSA SIN 27-400: Training Courses**

<b>Course Description</b>	This course is designed to give the student a foundation in project management from the selection of a project through the final reporting phases and capturing lessons learned from a particular project. Project management techniques and skills from renowned sources like the Project Management Institute (PMI) will be explored with the student. Upon completion of the course, the student will have the requisite knowledge to function as the Project Manager.
Course Title: Project Management	
Product Number: TC006	

Length of Course (Days):	3
Minimum Number of Students:	8
Maximum Number of Students:	15

Price Per Course:	Commercial Rate	GSA Rate	GSA Discount
	\$ 6,250.00	\$ 5,000.00	20%