



GS-35F-0001R

A man and a woman in business attire are standing against a teal background. The man, on the left, is wearing a dark button-down shirt and light-colored trousers, with his hands on his hips and a slight smile. The woman, on the right, is wearing a dark blazer over a dark top, with her arms crossed and a slight smile. The text "GSA SCHEDULE 611430 Professional Management Training" is overlaid in white on the image.

GSA SCHEDULE

611430 Professional Management Training

Dale Carnegie®
Federal Government Services

infotec
Now offering Dale Carnegie.

611430 LEADERSHIP TRAINING PRICING

Course ID	Course Name	Days	GSA Pricing
IL-DCC1	Dale Carnegie: Effective Communication and Human Relations Course (INDIVIDUAL PURCHASE)	8 Weeks	\$1 685.00
IL-DCC-SB1	Strictly Business: The Dale Carnegie Immersion Seminar (INDIVIDUAL PURCHASE)	3 Days	\$1 685.00
IL-DC-ADCC1	Advanced Dale Carnegie Course: Skills for Team Success (INDIVIDUAL PURCHASE)	3 Days or 8 weeks	\$1 685.00
IL-DC-HIP1	High Impact Presentation (INDIVIDUAL PURCHASE)	2 Days	\$1 685.00
IL-DC-PSM1	Public Speaking Mastery (INDIVIDUAL PURCHASE)	2 Days	\$1 685.00
IL-DC-GRF1	Getting Rid of the Fear and Horror of Public Speaking (INDIVIDUAL PURCHASE)	2 Days	\$1 685.00
IL-DC-DYLP1	Develop Your Leadership Potential: Stop doing, Start Leading (INDIVIDUAL PURCHASE)	3 Days	\$1 685.00
IL-DC-LTR1	Leadership Training for Results: Unleash Talent in Others (INDIVIDUAL PURCHASE)	3 Days	\$1 685.00
IL-DC-DEVAT1	Confident, Assertive, In Charge Developing the Attitudes of Leadership (INDIVIDUAL PURCHASE)	2 Days	\$1 585.00
IL-DC-STRS1	Dale Carnegie Sales Training: Winning with Relationship Selling (INDIVIDUAL PURCHASE)	3 Days	\$1 685.00
IL-DC-CBDS-HD-G	Dale Carnegie Half Day Custom Based Development System (GROUP CLASS OF 30)	Half Day	\$5 000.00
IL-DC-CBDS-FD-G	Dale Carnegie Full Day Custom Based Development System (GROUP CLASS OF 30)	1 Day	\$7 760.00
IL-DC-TPCO1	Dale Carnegie One Day Targeted Public Course Offerings	1 Day	\$1 485.00
IL-DC-TPCO2	Dale Carnegie Two Day Targeted Public Course Offerings	2 Days	\$1 585.00
IL-DC-TPCO3	Dale Carnegie Three Day Targeted Public Course Offerings	3 Days	\$1 685.00
LOL-DC-WEB1	Dale Carnegie Live Online (Virtual Training) 1 HOUR Webinar (INDIVIDUAL PURCHASE)	1 Hour	\$100.00
LOL-DC-WEB1-G	Dale Carnegie Live Online (Virtual Training) 1 HOUR Webinar (GROUP UP TO 90 PEOPLE)	1 Hour	\$2 300.00
LOL-DC-WKSP-2	Dale Carnegie Live Online (Virtual Training) 2 HOUR Workshop (INDIVIDUAL PURCHASE)	2 Hours	\$205.00
LOL-DC-WKSP-3	Dale Carnegie Live Online (Virtual Training) 3 HOUR Workshop (INDIVIDUAL PURCHASE)	3 Hours	\$295.00

LOL-DC-SEM-1	Dale Carnegie Live Online (Virtual Training) Seminars MULTIPLE WEEK SESSIONS (INDIVIDUAL PURCHASE)	7-10 Weeks	\$1 565.00
LOL-SUB-EG-1	Dale Carnegie Live Online Engaged Teams Subscription	8 Hours	\$485.00
CLD-SUB-SIL-1	Dale Carnegie Live Online - SILVER: Essential skills for individual contributors and transitional managers Subscription	1 Year	\$1 550.00
CLD-SUB-HPL-1	Dale Carnegie Live Online High Potential Leaders Subscription	12 Hours	\$550.00

611430 LEADERSHIP TRAINING PRICING AND DESCRIPTIONS

Course ID	Course Name	Description	Days	GSA Pricing
IL-DC-LDF-LS1	Leader Development Framework-Lead Self (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	In this course, participants will learn how to bring about strategic change to meet organizational goals (both within and outside the organization). Participants will gain an understanding of how to effectively establish an organizational vision and ways to implement the vision in a continuously changing environment while balancing the change and turning a resistant workforce into an engaged workforce.	3 Days	\$1 685.00
IL-DC-LDF-LP1	Leader Development Framework-Lead People (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	In this course, participants will learn how to lead and inspire a multi-sector group; civilian, military, government agency personnel, and contractors toward achieving centralized visions, missions, and goals. Participants will learn how to create an inclusive workplace that fosters the motivation and development of others, facilitates effective delegation, empowerment, conflict resolution, as well as, creates trust, confidence, cooperation and teamwork.	3 Days	\$1 685.00
IL-DC-LDF-LC1	Leader Development Framework-Lead Change (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	In this course, participants will learn how to bring about strategic change to meet organizational goals (both within and outside the organization). Participants will gain an understanding of how to effectively establish an organizational vision and ways to implement the vision in a continuously changing environment while balancing the change and turning a resistant workforce into an engaged workforce.	3 Days	\$1 685.00

IL-DC-LDF-BRD1	Leader Development Framework-Be Results Driven (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	Participants will learn to create SMART goals. Goals that are Specific, Measurable, Attainable, Relevant to driving the organization, and Timely. Participant will gain techniques to develop measurement milestones that allows participants and their team to know exactly where everyone stands at any moment. Participants will learn how to get buy-in to the goals and the performance standards.	3 Days	\$1 685.00
IL-DC-ADV1	Learn to Overcome Obstacles and Strengthen your team with Ropes and Adventure Training (INDIVIDUAL PURCHASE)	The Dale Carnegie Federal Government Adventure Programs are designed to explore individual limits and barriers to self-development within a group context and encourage risk taking, trust building, and the development of personal vision and commitment to organizational goals and values.	3.5 Hours	\$375.00

IL-DCC1	Dale Carnegie: Effective Communication and Human Relations Course (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	This course gives you the human relations skills to thrive in any setting. Discover how to form closer, more rewarding relationships built on trust and respect. Increasing your confidence and competence in interacting with others will gain the influence you need to reach new heights in your personal and professional life.	8 Weeks	\$1 685.00
IL-DCC-SB1	Strictly Business: The Dale Carnegie Immersion Seminar (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	Learn how to excel as a communicator, enabling you to influence others and strengthen key relationships. Master conflict resolution, and discover ways to maintain a positive attitude toward challenges and change. Explore ways to revitalize your career, build confidence and break down belief barriers to create an intentional, sustainable future.	3 Days	\$1 685.00

IL-DC-ADCC1	Advanced Dale Carnegie Course: Skills for Team Success (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	You will expand your capacity to identify and achieve your team's vision, build on organizational strengths to address challenges and opportunities, and you'll respond to contentious situations confidently and assertively. Improve your communication skills by recognizing the need for using language and behaviors appropriate to the audience and the situation. Create a team of mutual trust and you will identify team successes and commit to continuous improvement.	3 Days or 8 weeks	\$1 685.00
IL-DC-HIP1	High Impact Presentation (INDIVIDUAL PURCHASE)	Learn to communicate with clarity and certainty, interact with a natural and composed demeanor, and convey complex material directly and simply. Discover ways to project confidence and enthusiasm while building credibility. Explore techniques to overcome adverse situations and invigorate people to embrace change and take action!	2 Days	\$1 685.00
IL-DC-PSM1	Public Speaking Mastery (INDIVIDUAL PURCHASE)	Tap into techniques designed specifically for people with little or no public speaking experience. You'll start with the basics like getting to know your audience and planning your speeches; then you'll be ready to stand and deliver, using your voice, gestures, and ideas to create impactful presentations. Using a fail-proof outline, you'll learn to research and organize your presentation. Practice speaking with conviction and confidence, use voice techniques and gestures for impact, discover methods for handling hecklers and navigating Q&A with ease.	2 Days	\$1 685.00

IL-DC-GRF1	Getting Rid of the Fear and Horror of Public Speaking (INDIVIDUAL PURCHASE)	If you find the prospect of public speaking horrifying, you're not alone! In this course, you'll dive into the factors of your fear, assess the source of those fears and most importantly, overcome those fears so that you not only stop dreading, but begin looking forward to presenting with confidence and polish. You will explore techniques that calm the nerves and control the butterflies. You will learn to think on your feet and leverage your unique style to present with conviction and composure. In this course you will explore ways to win over your fears, and your audience.	2 Days	\$1 685.00
IL-DC-DYLP1	Develop Your Leadership Potential: Stop doing, Start Leading (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	This course provides emerging leaders and high potential employees the skills to transition from a high performer or a good supervisor into an effective and engaging leader. In this course, participants will learn how to develop their Leadership Potential. The course goes far beyond traditional leadership training programs because it focuses on the foundational interpersonal communication skills that are needed to build strong teams and equip new leaders with the right attitudes to step up and take charge.	3 Days	\$1 685.00
IL-DC-LTR1	Leadership Training for Results: Unleash Talent in Others (INDIVIDUAL PURCHASE) Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.	Your team is looking to you, as their leader, to solve problems, guide them through change, and grow their careers. They are looking to you to inspire them and instill confidence, all while facilitating teamwork and collaboration. They need you to empower them to get the work done and engage them so they go the extra mile. To be a successful leader you must bring the right set of skills and attitudes to engage, retain and achieve results through your team. This course will provide you a comprehensive toolkit that will help you become the type of leader required in today's organization.	3 Days	\$1 685.00

IL-DC-DEVAT1	Confident, Assertive, In Charge Developing the Attitudes of Leadership (INDIVIDUAL PURCHASE)	<p>Confidence is one of the most important elements to being a compelling leader, and it all starts with attitude. This course explores ways to increase your visibility, approach new people, and most importantly, boldly deal with difficult situations with composure. Now is your chance to tap into your latent power, and unleash your inner attitudes of confidence and enthusiasm, eliminating all doubt of who's in charge.</p> <p>You will practice being assertive without appearing aggressive when dealing with challenging circumstances. Learn methods to persuade others to your point of view, and maintain control of situations. You will learn to speak up confidently, gain the support of others and release your inner leader.</p>	2 Days	\$1 585.00
IL-DC-STRS1	<p>Dale Carnegie Sales Training: Winning with Relationship Selling (INDIVIDUAL PURCHASE)</p> <p>Group Class up to 18 Participants \$24,985. Group Class adds above 18 Participants \$1,285.</p>	<p>This course is uniquely positioned to prepare sales professionals to transition into the new world where collaboration, confidence and credibility are the way to connect with customers to increase business. Learn the importance of a confident attitude when interacting with customers. Develop active listening skills to uncover customer needs and head off challenges. Find out how to establish credibility, and communicate your value by focusing on customer-centric solutions. Your customers are the personification of the empowered consumer, knowledgeable beyond the need for basic information. Create a relationship-selling approach that leads to a profitable relationship.</p>	3 Days	\$1 685.00
IL-DC-CBDS-HD-G	Dale Carnegie Half Day Custom Based Development System (GROUP CLASS OF 30)	<p>Dale Carnegie has over 500 course modules that have been developed to create a unique training solution that supports varying objectives, cultures and audiences. A Dale Carnegie Consultant can assist in providing you a targeted solution that aligns to your organizational and/or command needs.</p>	Half Day	\$5 000.00

IL-DC-CBDS-FD-G	Dale Carnegie Full Day Custom Based Development System (GROUP CLASS OF 30)	Dale Carnegie has over 500 course modules that have been developed to create a unique training solution that supports varying objectives, cultures and audiences. A Dale Carnegie Consultant can assist in providing you a targeted solution that aligns to your organizational and/or command needs.	1 Day	\$7 760.00
IL-DC-TPCO1	Dale Carnegie One Day Targeted Public Course Offerings	Dale Carnegie offers targeted 1 Day public offerings on our schedule to pinpoint a specific objective. Topics range from Customer Service, leadership, presentation that are available to enrich professionals learning experience.	1 Day	\$1 485.00
IL-DC-TPCO2	Dale Carnegie Two Day Targeted Public Course Offerings	Dale Carnegie offers targeted 2 Day public offerings on our schedule to pinpoint a specific objective. Topics range from Customer Service, leadership, presentation that are available to enrich professionals learning experience.	2 Days	\$1 585.00
IL-DC-TPCO3	Dale Carnegie Three Day Targeted Public Course Offerings	Dale Carnegie offers targeted 3 Day public offerings on our schedule to pinpoint a specific objective. Topics range from Customer Service, leadership, presentation that are available to enrich professionals learning experience.	3 Days	\$1 685.00
LOL-DC-WEB1	Dale Carnegie Live Online (Virtual Training) 1 HOUR Webinar (INDIVIDUAL PURCHASE)	Live online training designed to focus on individual participant results, engaging virtual activities, and personalized experienced. Over 70 Instructor-led courses to choose from with a flexible schedule. This is a purchase for a single individual to experience a one hour webinar.	1 Hour	\$100.00
LOL-DC-WEB1-G	Dale Carnegie Live Online (Virtual Training) 1 HOUR Webinar (GROUP UP TO 90 PEOPLE)	Live online training designed to focus your organizational objectives. Your organization can choose from 70 Instructor-led courses to conduct to your team of up 90 participants. Dates and times for the one hour session can be mutually determined to support your team's work schedules.	1 Hour	\$2 300.00

LOL-DC-WKSP-2	Dale Carnegie Live Online (Virtual Training) 2 HOUR Workshop (INDIVIDUAL PURCHASE)	Live online training designed to focus on individual participant results, engaging virtual activities, and personalized experienced. Over 70 Instructor-led courses to choose from with a flexible schedule. This is a purchase for a single individual to experience a two hour workshop.	2 Hours	\$205.00
LOL-DC-WKSP-3	Dale Carnegie Live Online (Virtual Training) 3 HOUR Workshop (INDIVIDUAL PURCHASE)	Live online training designed to focus on individual participant results, engaging virtual activities, and personalized experienced. Over 70 Instructor-led courses to choose from with a flexible schedule. This is a purchase for a single individual to experience a three hour workshop.	3 Hours	\$295.00
LOL-DC-WKSP3-MP	Dale Carnegie Live Online (Virtual Training) 3 HOUR Workshop (2 PERSON PRICING)		3 Hours	\$486.00

LOL-DC-WKSP3-G	Dale Carnegie Live Online (Virtual Training) 3 HOUR Workshop (GROUP WORKSHOP UP TO 20)	Live online workshop designed to focus your organizational objectives. Your organization can choose from 70 Instructor-led courses to conduct to your team of up to 20 participants. Dates and times for the three hour session can be mutually determined to support your team's work schedules. Due to engaging virtual activities, coaching in the moment and personalized experiences class size is established for a smaller group.	3 Hours	\$5 000.00
LOL-DC-WKSP3-GA	Dale Carnegie Live Online (Virtual Training) 3 HOUR Workshop (GROUP ADDS ABOVE 20)	Three hour Workshop purchase for each individual above 20.	3 Hours	\$185.00
LOL-DC-SEM-1	Dale Carnegie Live Online (Virtual Training) Seminars MULTIPLE WEEK SESSIONS (INDIVIDUAL PURCHASE)	Multiple weekly sessions which includes all engaging features of workshops allowing individuals to apply skills between each session. Progress reports enable ongoing performance improvement. This is an individual purchase to experience a multi-week session.	7-10 Weeks	\$1 565.00
LOL-SUB-EG-1	Dale Carnegie Live Online Engaged Teams Subscription	Give the tools to teams to be engaged. Courses in this 1 year cloud subscription are prearranged to give your teams professional development that suite them and flexibility to support their learning pathways.	8 Hours	\$485.00

CLD-SUB-SIL-1	Dale Carnegie Live Online - SILVER: Essential skills for individual contributors and transitional managers Subscription	Essential skills for individual contributors and transitional managers.	1 Year	\$1 550.00
CLD-SUB-HPL-1	Dale Carnegie Live Online High Potential Leaders Subscription	This subscription gives you the tools to become or enrich your leadership skills to be highly impactful to your team.	12 Hours	\$550.00

SILVER ANNUAL PRICE PER LEARNER GSA (PRICE BELOW INCLUDES IFF)													
TOTAL NUMBER OF LEARNERS	1	2-4	5-9	10-24	25-49	50-99	100-249	250-499	500-999	1000-2499	2500-9999	10000+	
1 Year Subscription	ITEM #	CLD-SUB-SIL-1	CLD-SUB-SIL-1-T1	CLD-SUB-SIL-1-T2	CLD-SUB-SIL-1-T3	CLD-SUB-SIL-1-T4	CLD-SUB-SIL-1-T5	CLD-SUB-SIL-1-T6	CLD-SUB-SIL-1-T7	CLD-SUB-SIL-1-T8	CLD-SUB-SIL-1-T9	CLD-SUB-SIL-1-T10	CLD-SUB-SIL-1-T11
	PRICE	\$ 1,550.00	\$ 1,225.00	\$ 950.00	\$ 725.00	\$ 475.00	\$ 300.00	\$ 200.00	\$ 150.00	\$ 130.00	\$ 110.00	\$ 100.00	\$ 70.00
2 Year Subscription	ITEM #	CLD-SUB-SIL-2	CLD-SUB-SIL-2-T1	CLD-SUB-SIL-2-T2	CLD-SUB-SIL-2-T3	CLD-SUB-SIL-2-T4	CLD-SUB-SIL-2-T5	CLD-SUB-SIL-2-T6	CLD-SUB-SIL-2-T7	CLD-SUB-SIL-2-T8	CLD-SUB-SIL-2-T9	CLD-SUB-SIL-2-T10	CLD-SUB-SIL-2-T11
	PRICE	\$ 1,350.00	\$ 1,075.00	\$ 800.00	\$ 625.00	\$ 400.00	\$ 275.00	\$ 175.00	\$ 135.00	\$ 115.00	\$ 100.00	\$ 90.00	\$ 60.00
3 Year Subscription	ITEM #	CLD-SUB-SIL-3	CLD-SUB-SIL-3-T1	CLD-SUB-SIL-3-T2	CLD-SUB-SIL-3-T3	CLD-SUB-SIL-3-T4	CLD-SUB-SIL-3-T5	CLD-SUB-SIL-3-T6	CLD-SUB-SIL-3-T7	CLD-SUB-SIL-3-T8	CLD-SUB-SIL-3-T9	CLD-SUB-SIL-3-T10	CLD-SUB-SIL-3-T11
	PRICE	\$ 1,175.00	\$ 925.00	\$ 695.00	\$ 550.00	\$ 350.00	\$ 240.00	\$ 155.00	\$ 118.00	\$ 100.00	\$ 85.00	\$ 80.00	\$ 55.00
GOLD ANNUAL PRICE PER LEARNER GSA (PRICE BELOW INCLUDES IFF)													
TOTAL NUMBER OF LEARNERS	1	2-4	5-9	10-24	25-49	50-99	100-249	250-499	500-999	1000-2499	2500-9999	10000+	
1 Year Subscription	ITEM #	CLD-SUB-GLD-1	CLD-SUB-GLD-1-T1	CLD-SUB-GLD-1-T2	CLD-SUB-GLD-1-T3	CLD-SUB-GLD-1-T4	CLD-SUB-GLD-1-T5	CLD-SUB-GLD-1-T6	CLD-SUB-GLD-1-T7	CLD-SUB-GLD-1-T8	CLD-SUB-GLD-1-T9	CLD-SUB-GLD-1-T10	CLD-SUB-GLD-1-T11
	PRICE	\$ 3,050.00	\$ 2,010.00	\$ 1,200.00	\$ 1,000.00	\$ 750.00	\$ 500.00	\$ 400.00	\$ 300.00	\$ 250.00	\$ 225.00	\$ 200.00	\$ 150.00
2 Year Subscription	ITEM #	CLD-SUB-GLD-2	CLD-SUB-GLD-2-T1	CLD-SUB-GLD-2-T2	CLD-SUB-GLD-2-T3	CLD-SUB-GLD-2-T4	CLD-SUB-GLD-2-T5	CLD-SUB-GLD-2-T6	CLD-SUB-GLD-2-T7	CLD-SUB-GLD-2-T8	CLD-SUB-GLD-2-T9	CLD-SUB-GLD-2-T10	CLD-SUB-GLD-2-T11
	PRICE	\$ 2,700.00	\$ 1,800.00	\$ 1,100.00	\$ 885.00	\$ 675.00	\$ 450.00	\$ 350.00	\$ 270.00	\$ 225.00	\$ 200.00	\$ 175.00	\$ 135.00
3 Year Subscription	ITEM #	CLD-SUB-GLD-3	CLD-SUB-GLD-3-T1	CLD-SUB-GLD-3-T2	CLD-SUB-GLD-3-T3	CLD-SUB-GLD-3-T4	CLD-SUB-GLD-3-T5	CLD-SUB-GLD-3-T6	CLD-SUB-GLD-3-T7	CLD-SUB-GLD-3-T8	CLD-SUB-GLD-3-T9	CLD-SUB-GLD-3-T10	CLD-SUB-GLD-3-T11
	PRICE	\$ 2,350.00	\$ 1,550.00	\$ 925.00	\$ 775.00	\$ 600.00	\$ 400.00	\$ 300.00	\$ 230.00	\$ 195.00	\$ 170.00	\$ 155.00	\$ 115.00
SALE AND SERVICE PRICE PER LEARNER GSA (PRICE BELOW INCLUDES IFF)													
TOTAL NUMBER OF LEARNERS	1	2-4	5-9	10-24	25-49	50-99	100-249	250-499	500-999	1000-2499	2500-9999	10000+	
1 Year Subscription	ITEM #	CLD-SUB-SCS-1	CLD-SUB-SCS-1-T1	CLD-SUB-SCS-1-T2	CLD-SUB-SCS-1-T3	CLD-SUB-SCS-1-T4	CLD-SUB-SCS-1-T5	CLD-SUB-SCS-1-T6	CLD-SUB-SCS-1-T7	CLD-SUB-SCS-1-T8	CLD-SUB-SCS-1-T9	CLD-SUB-SCS-1-T10	CLD-SUB-SCS-1-T11
	PRICE	\$ 1,100.00	\$ 750.00	\$ 700.00	\$ 500.00	\$ 350.00	\$ 220.00	\$ 170.00	\$ 100.00	\$ 90.00	\$ 80.00	\$ 70.00	\$ 60.00
2 Year Subscription	ITEM #	CLD-SUB-SCS-2	CLD-SUB-SCS-2-T1	CLD-SUB-SCS-2-T2	CLD-SUB-SCS-2-T3	CLD-SUB-SCS-2-T4	CLD-SUB-SCS-2-T5	CLD-SUB-SCS-2-T6	CLD-SUB-SCS-2-T7	CLD-SUB-SCS-2-T8	CLD-SUB-SCS-2-T9	CLD-SUB-SCS-2-T10	CLD-SUB-SCS-2-T11
	PRICE	\$ 885.00	\$ 665.00	\$ 620.00	\$ 450.00	\$ 310.00	\$ 195.00	\$ 150.00	\$ 90.00	\$ 80.00	\$ 70.00	\$ 62.00	\$ 53.00
3 Year Subscription	ITEM #	CLD-SUB-SCS-3	CLD-SUB-SCS-3-T1	CLD-SUB-SCS-3-T2	CLD-SUB-SCS-3-T3	CLD-SUB-SCS-3-T4	CLD-SUB-SCS-3-T5	CLD-SUB-SCS-3-T6	CLD-SUB-SCS-3-T7	CLD-SUB-SCS-3-T8	CLD-SUB-SCS-3-T9	CLD-SUB-SCS-3-T10	CLD-SUB-SCS-3-T11
	PRICE	\$ 775.00	\$ 600.00	\$ 550.00	\$ 385.00	\$ 270.00	\$ 170.00	\$ 135.00	\$ 80.00	\$ 70.00	\$ 60.00	\$ 55.00	\$ 45.00
PLATINUM ANNUAL PRICE PER LEARNER GSA (PRICE BELOW INCLUDES IFF)													
TOTAL NUMBER OF LEARNERS	1	2-4	5-9	10-24	25-49	50-99	100-249	250-499	500-999	1000-2499	2500-9999	10000+	
1 Year Subscription	ITEM #	CLD-SUB-PLT-1	CLD-SUB-PLT-1-T1	CLD-SUB-PLT-1-T2	CLD-SUB-PLT-1-T3	CLD-SUB-PLT-1-T4	CLD-SUB-PLT-1-T5	CLD-SUB-PLT-1-T6	CLD-SUB-PLT-1-T7	CLD-SUB-PLT-1-T8	CLD-SUB-PLT-1-T9	CLD-SUB-PLT-1-T10	CLD-SUB-PLT-1-T11
	PRICE	\$ 3,775.00	\$ 2,650.00	\$ 1,725.00	\$ 1,175.00	\$ 1,025.00	\$ 700.00	\$ 550.00	\$ 380.00	\$ 350.00	\$ 300.00	\$ 250.00	\$ 210.00
2 Year Subscription	ITEM #	CLD-SUB-PLT-2	CLD-SUB-PLT-2-T1	CLD-SUB-PLT-2-T2	CLD-SUB-PLT-2-T3	CLD-SUB-PLT-2-T4	CLD-SUB-PLT-2-T5	CLD-SUB-PLT-2-T6	CLD-SUB-PLT-2-T7	CLD-SUB-PLT-2-T8	CLD-SUB-PLT-2-T9	CLD-SUB-PLT-2-T10	CLD-SUB-PLT-2-T11
	PRICE	\$ 3,325.00	\$ 2,350.00	\$ 1,510.00	\$ 1,025.00	\$ 895.00	\$ 620.00	\$ 490.00	\$ 345.00	\$ 300.00	\$ 260.00	\$ 225.00	\$ 185.00
3 Year Subscription	ITEM #	CLD-SUB-PLT-3	CLD-SUB-PLT-3-T1	CLD-SUB-PLT-3-T2	CLD-SUB-PLT-3-T3	CLD-SUB-PLT-3-T4	CLD-SUB-PLT-3-T5	CLD-SUB-PLT-3-T6	CLD-SUB-PLT-3-T7	CLD-SUB-PLT-3-T8	CLD-SUB-PLT-3-T9	CLD-SUB-PLT-3-T10	CLD-SUB-PLT-3-T11
	PRICE	\$ 2,900.00	\$ 2,005.00	\$ 1,325.00	\$ 890.00	\$ 775.00	\$ 550.00	\$ 425.00	\$ 295.00	\$ 275.00	\$ 225.00	\$ 195.00	\$ 165.00



Leadership and Professional Development Training Courses

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Phone: 800-720-9185

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611430 Professional Management Training www.DaleCarnegieGSA.com

Contract Number: GS-35F-0001R

Business Size Status: Other than Small

Period Covered by Contract: October 1, 2009 through September 30, 2024

Pricelist current through Modification PS-0024 dated August 20, 2018

Products and ordering information in this Authorized Information Technology Schedule Pricelist is also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

Pricelist current Modification PS-0031, dated August 11, 2020.

Products and ordering information in this schedule is also available on the GSA Advantage! System (gsaadvantage.gov).

GS-35F-0001R PRICE LIST

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!_ online shopping service (www.gsaadvantage.gov). The catalog/pricelists, GSA Advantage!_ and the Federal Acquisition.

Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ he Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

CONTRACTOR'S ORDERING ADDRESS:

Infotec, LLC
100 Constitution Drive Virginia Beach,
VA 23462 egann@infotectraining.com

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

Phone: 757-518-9100 or 800-720-9185

FAX: 757-213-7410

CONTRACTOR'S PAYMENT ADDRESS: Infotec, LLC 100 Constitution Drive
Virginia Beach, VA 23462 mbach@infotectraining.com

PAYMENT VIA WIRE/ACH: Infotec, LLC Wells Fargo Bank
ABA Routing Number: On Invoice
Account Number to be credited: On Invoice

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Contractor must accept the credit card for payments equal to or less than the micro- purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

3. **LIABILITY FOR INJURY OR DAMAGE:** The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.
4. **STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: **131 783420**
Block 30: Type of Contractor: **C. Large Business**
Block 31: Woman-Owned Small Business – **No**
Block 37: Contractor's Taxpayer Identification Number (TIN): **04-3656782** Block
40: Veteran Owned Small Business (VOSB): **No**

4a. CAGE Code: **3F8F8**

4b. Contractor has registered with the System for Acquisition Management (SAM) Database.

5. **FOB DESTINATION**

6. **DELIVERY SCHEDULE**

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

DELIVERY TIME (Days ARO)

TBD by Task

10

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

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **0.0%, Net 30** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: Group Classes
- c. Dollar Volume: A volume purchase is typically represented with a value card (VC). A VC can be purchased providing reduced rate. The VC can be purchased providing a reduced rate.
- d. Other Special Discounts (i.e. Government Education Discounts, etc.):
See [Special Program](#) details under terms and conditions

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:
Outside of the scope of this contract

10. SMALL REQUIREMENTS: The minimum dollar of orders to be issued is **\$100.00**.

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

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the

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National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161.
FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual
orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription
service should be referred to the NTIS Subscription

Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED- STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 6198925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

- (i) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (j) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES: The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated: **None**

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

20. BLANKET PURCHASE AGREEMENTS (BPAs): The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.4053 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS: Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant: **Yes**

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL):

611430 DaleCarnegieGSA.com

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES: Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

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

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- (b) The following statement:

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

SOFTWARE INTEROPERABILITY: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

26. ADVANCE PAYMENTS: A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered.

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR 611430

1. SCOPE

- a. The Contractor shall provide training courses normally available to Commercial Computer Training and Professional Management Training. 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. All other training will be held in accordance with the Contractor's published public course schedule.

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. PUBLIC COURSE POSTPONEMENTS

At times, Infotec Dale Carnegie courses must change location, course date, or postpone a course. The contractor will try to give the customer as much advance notice as possible of any

such change. However, the contractor will not be liable for any cost incurred including (for example) travel charges or any consequential damages even if Infotec was advised of them.

6. 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.

7. 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.

8. 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.

9. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For 611420 Computer Training, there will be a one-to-one assignment to students as specified by the training type.
- 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);

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- (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)).

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

10. "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.

An audit policy is provided for participants who have previously attended a course and need a refresher. The audit is applicable for any course attended within the year, using the same version of the course and the same material. The course must have available seating and the student is responsible for bringing their previously used materials.

11. LIABILITY FOR INJURY OR DAMAGE

The contractor shall not be liable for any injury to the student or damage to ordering activity property arising from contractor provided classroom training, unless such injury or damage is due to the fault or negligence of the contractor.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Ed Gann, egann@infotectraining.com, 757-518-9100 (phone), 757-214- 7410 (fax).**

AGREEMENT	BLANKET	PURCHASE
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Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0001R, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

MODEL NUMBER/PART NUMBER

*SPECIAL BPA DISCOUNT/PRICE

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

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

- (3) This BPA does not obligate any funds.
- (4) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (5) The following office(s) is hereby authorized to place orders under this
BPA: OFFICE _____ POINT OF CONTACT _____

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

- (6) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
 - (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number; D
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and (h) Date of Shipment.
- (7) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (8) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

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

Here is a general outline on how it works:

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