

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*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!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**Mission Oriented Business Integrated Services (MOBIS)**

**FSC Group: 874  
SIN 874-4 / 874-4RC**

**Contract Number: GS-02F-0182Y**

*For more information on ordering from Federal Supply Schedules click here: [For Federal Agency Customers - Ordering From Schedules](#)*

**Contract Period: September 4, 2012 through September 3, 2017**  
*with three five-year Evergreen Option Periods*



**Learning Tree International USA, Inc.  
1831 Michael Faraday Drive  
Reston, VA 20190-5304  
Telephone: (703) 709-9019  
Fax: (800) 709-6405  
[www.learningtree.com](http://www.learningtree.com)**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through Modification PO-0063 dated January 5, 2015**

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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): *Please refer to page #4 for a more detailed description*  
SIN: 874-4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration



*Section 833 of the John Warner National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.*

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our pricing beginning on [page #11](#)
- 1c. Labor Category Descriptions: Not Applicable
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage: Domestic Only
5. Point of Production: United States
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: None Offered
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.  
9b. Government Purchase Card *is* accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: 10 Days after receipt of order
- 11b. Expedited Delivery: 5 Business days after receipt of order
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: Learning Tree International USA, Inc.  
Attn: GSA Orders  
1831 Michael Faraday Drive  
Reston, VA 20190-5304
- 13b. For Electronic Orders: [Contracts@learningtree.com](mailto:Contracts@learningtree.com)
- 13c. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Learning Tree International USA, Inc.  
Department AT 952907  
Atlanta, GA 31192-2907  
[usaccounting@learningtree.com](mailto:usaccounting@learningtree.com)
15. Warranty Provision: Standard Commercial Warranty
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: Not Applicable
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. 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: [www.Section508.gov/](http://www.Section508.gov/) Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 784896508
26. Learning Tree International USA, Inc. *is* registered in the System for Award Management (SAM), previously known as the Central Contractor Registration (CCR) database.

## **CONTRACT OVERVIEW**

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for domestic use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

### **CONTRACT ADMINISTRATOR**

Marthe Lewis, – Director, Contracts  
Learning Tree International USA, Inc.  
1831 Michael Faraday Drive  
Reston, VA 20190-5304  
Telephone: (703) 925-7794  
Fax Number: (800) 709-6405  
Email: [Marthe\\_Lewis@LearningTree.com](mailto:Marthe_Lewis@LearningTree.com)

### **MARKETING POINT OF CONTACT**

Tricia Sacchetti, VP World Wide Marketing  
Learning Tree International USA, Inc.  
1831 Michael Faraday Drive  
Reston, VA 20190-5304  
Telephone: (703) 925-5552  
Fax Number: (703) 925-5555  
Email: [Tricia\\_Sacchetti@LearningTree.com](mailto:Tricia_Sacchetti@LearningTree.com)

### **PUBLIC COURSE HOURS**

First day orientation 8:00 a.m. – 9:00 a.m.  
Standard class hours 9:00 a.m. – 4:30 p.m.  
Last day class hours 9:00 a.m. – 3:30 p.m.  
Optional course exam  
On the last day 3:30 p.m. – 4:30 p.m.  
Informal discussion with Instructor 4:30 p.m. – 5:30 p.m.

### **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Learning Tree International USA, Inc. has been awarded a contract by GSA to provide services under the following SIN:

*SIN 874-4 / 874-4RC, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration*

A full description of each SIN and examples of the types of work covered by the SIN are provided below.

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTION**

SIN 874-4 / 874-4RC, TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.



## INSTRUCTIONS FOR PLACING ORDERS FOR SUPPLIES BASED ON GSA SCHEDULE FIXED PRICES

GSA provides a streamlined, efficient process for ordering the supplies you need. GSA has already determined that Learning Tree's prices are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

<b>Orders under the Micro-Purchase Threshold (\$3,000)</b>
<ul style="list-style-type: none"><li>• Select the contractor best suited for your needs and place the order.</li></ul>
<b>Orders between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)</b>
As required by FAR 8.404, you are required to: <ul style="list-style-type: none"><li>• Review the GSA <i>Advantage!</i> online shopping service, review at least three Schedule contractors' price lists, or obtain quotations from at least three GSA Schedule contractors.</li><li>• Evaluate, then make a Best Value determination.</li><li>• Place the order directly with Schedule contractor of your choice.</li></ul>
<b>Orders over the Simplified Acquisition Threshold (\$150,000)</b>
<ul style="list-style-type: none"><li>• Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li><li>• Seek price reductions.</li><li>• Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li><li>• Place your order with the Schedule contractor offering the Best Value.</li></ul>

### Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures.](#)

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. 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 BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



## **ADDITIONAL TRAINING INFORMATION AND POLICIES**

### **FLEXIBLE TRANSFER / CANCELLATION**

For Public Courses, our flexible transfer/cancellation policy lets our customers enroll early with confidence. We do not impose any penalty for cancellations of enrollments or transfers to another course. We request that our customers inform us as soon as they can if they intend to cancel or transfer their scheduled course attendance. Government Training Passports and Government Premium Passes cannot be used after their expiration dates, and a course cancellation or transfer by the customer will not extend a Government Training Passport or Government Premium Pass expiration date. For On-Site Courses, the courses may be cancelled or rescheduled without penalty if communicated more than two weeks prior to the course execution start date. Cancellations that occur less than two weeks before the scheduled start date of the course are subject to a \$3,000 cancellation/rescheduling fee. If the event is rescheduled at the time of cancellation to execute within 90 days, 50% of the cancellation fee will be waived.

The ordering agency will notify the contractor at least 72 hours before the scheduled Public Course Training date, if a student will be unable to attend. The contractor will then permit the ordering agency to either cancel the order or reschedule the Public Course Training at no additional charge. In the event the training class is rescheduled, the ordering agency will modify its original training order to specify the time and date of the rescheduled training class. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in the paragraph 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.

### **SUBSTITUTIONS PERMITTED**

Learning Tree welcomes the enrollment of a qualified substitute in an enrollee's place provided the ordering activity notifies the Contractor in writing before the first day of the course. The substitute may not take advantage of any discount program for which he or she is not otherwise qualified, such as the Learning Tree's Returning Attendee program. Training Passports and Premium Passes are nontransferable and therefore are not eligible for substitution.

### **PUBLIC COURSE POSTPONEMENTS**

At times, Learning Tree must change a course location, course date, or postpone a course. Learning Tree will try to give the customer as much advance notice as possible of any such change. However, Learning Tree will not be liable for any other costs incurred including (for example) travel charges or any consequential damages even if Learning Tree was advised of them. Changes in course locations, course dates, or postponement of courses will not extend a Training Passport or Premium Pass expiration date.

### **LEARNING TREE ANYWARE™ MATERIALS**

Our AnyWare-related materials are included in our overall course tuition pricing. In the event that a customer enrolled in a Learning Tree AnyWare course is shipped a set of course materials and subsequently cancels their enrollment and does not reschedule for a future date, they will be responsible for returning those course materials to Learning Tree. Returning AnyWare materials to Learning Tree is easy and at no cost to you. Simply affix the pre-paid return label to the outside of the box and take it to any authorized FedEx shipping or drop off location, or call FedEx to schedule a pickup.

### **GUARANTEE OF QUALITY**

Learning Tree's Guarantee of Quality provides the ordering activity the opportunity to attend the course of their choice – and then pay only if 100% satisfied with the value of the course. If the ordering activity sends Learning Tree a written notice of dissatisfaction with a course within 60 days of the course, the ordering activity will have the option of retaking the course at no charge or receiving a full refund of any course tuition paid and cancellation of any unpaid invoices for that course. If the ordering activity used a Training Voucher, Training Passport or Premium Pass for the course, Learning Tree will not count the attendance against the Training Voucher, Training Passport or Premium Pass used.

## **PUBLIC COURSE PROGRAMS**

### **A. RETURNING ATTENDEE**

Returning Attendee - Once a course participant has attended their first course, they are eligible for Learning Tree's Returning Attendee discount. The discount entitles attendee to additional savings on the standard tuition for all subsequent courses they take. By taking just one course, the course participant is entitled to ongoing Returning Attendee discounts year after year. This program cannot be utilized in combination with any other discount program.

### **B. GOVERNMENT TRAINING PASSPORTS (3 COURSE) PROGRAM**

Learning Tree's Government Training Passports allow a course participant to attend as many as three instructor led courses over a 12-month period. The Learning Tree Government Training Passport (3 COURSE) expires 12 months after the start date of the first course attended under that Government Training Passport.

Learning Tree's Government Training Passport is non-transferable and is only to be used to attend courses by the named holder. Government Training Passports cannot be used after their expiration dates, and a course cancellation or transfer by the customer will not extend a Government Training Passport expiration date.

### **C. GOVERNMENT PREMIUM PASS**

With a Premium Pass, one person can take as many as four courses in 24 months at discounted rates. Premium Passes (i) are non-transferable and can only be used to pay course tuition fees for the named holder and (ii) cannot be used to attend courses either in excess of the specified number of courses or which start more than 24 months after the start date of the first course attended under that Premium Pass. Learning Tree reserves the right to exclude particular courses from the Premium Pass program.

Payment for a Government Training Passport or Government Premium Pass can be made by company check, GSA SmartPay or GCPC credit card. The purchasing agency will be invoiced for each course after course attendance. For the Government Training Passport or Government Premium Pass, the first course will be invoiced at the GSA discounted individual or Returning Attendee seat price, the second course will be invoiced at the GSA discounted Returning Attendee price, and any additional courses will be invoiced at the difference, if any, between the full GSA Government Price and the total amount already invoiced. Thereby, the Government will pay for courses only after attendance. In addition, the purchasing agency is required to submit a blanket Government Training Form and/or Purchase Order for the total Government Training Passport or Government Premium Pass price within thirty (30) days after the start date of the first course attended under the Government Training Passport or Government Premium Pass. Payment on the Government Training Passport or Government Premium Pass invoice is due within thirty (30) days of receipt of the invoice.

### **D. GOVERNMENT TRAINING VOUCHER PACK PROGRAM**

Government Training Voucher Packs are available in 5 course packs and above. The standard price is discounted based on number of events purchased by an organization. Learning Tree's Government Training Voucher Packs allow organizations maximum flexibility to meet evolving training needs as each Voucher can be used in lieu of tuition to allow anyone in the organization to attend any Learning Tree public course. The Government Training Voucher Packs do not expire.

Each Training Voucher may be redeemed for one course event, for one person, at any of Learning Tree's public courses. Training Vouchers cover the Public Course tuition only. They do not cover travel, meals or other related expenses. The Training voucher is transferrable and a qualified substitute will be allowed to attend in the enrollee's place. This substitution can be made at any time prior to the first day of the course.

Payment for a Government Training Voucher Packs can be made by company check, GSA SmartPay or GCPC credit card. Unless directed by the purchasing agency in writing to do otherwise, Learning Tree will prepare a monthly invoice to include the actual number of course attendances in the previous month, with each priced according to the discount offered through the Government Training Voucher Pack Program. In addition, the purchasing agency is required to submit a Government Training Form and/or Purchase Order for the total



Government Training Voucher Pack amount within thirty (30) days after the start date of the first course attended under the Government Training Voucher Pack. Payment on the Government Training Voucher Pack invoice is due within thirty (30) days of receipt of the invoice.

#### **E. COMPTIA MEMBER DISCOUNT**

Learning Tree International and CompTIA, a leading global Information Technology (IT) trade association and the world's largest developer of vendor-neutral IT certification exams, have set up a partnership in order to provide Public Course training services to the technical association members at a 10% discount. The partnership allows Learning Tree to initiate targeted and joint marketing and sales campaigns to this specific audience of technical professionals. Each party may advertise the partnership on its web site, in catalogs and publications, electronic newsletters, in marketing flyers and collateral, and in education center signage and posters. The relationship is effective November 21, 2005 for an indefinite period of time and may be cancelled at any time by either party. The 10% discount is offered off the standard or GSA price of an individual Public Course tuition. The offer is available to both commercial companies and Federal Government agency members of CompTIA and cannot be combined with any other discount offer.

#### **F. TRAINING ADVANTAGE**

Training Advantage is a program geared towards companies that have a recurring, ongoing need for Learning Tree training services. A percentage discount off commercial list pricing only is offered to customers as a reward for continued use of Learning Tree training services and as an incentive for future business. Participation in the program requires customers to (i) sign a one-year Open Order Preferred Pricing Agreement, (ii) have at least 100 IT professionals employed at the location of the signing facility or at least 200 IT professional employed at the company, which provides Learning Tree with assurance that the customer estimates of projected purchases are likely to be accurate, (iii) designate Learning Tree as a preferred training provider, (iv) inform its technical staff of the programs that Learning Tree provides, (v) make course materials available to its employees and (vi) provide the names of key training personnel to Learning Tree. Customer benefits of this program include (i) up to 10% discount off commercial list pricing only and (ii) \$100 off the commercial list price of a 3-Course Passport and Premium Pass under this program. Learning Tree or the customer can terminate the agreement with sixty days written notice and any courses ordered after termination will be priced at standard pricing.

### **ON-SITE COURSE PROGRAMS**

#### **A. LEARNING TREE COACHING**

Learning Tree Coaching is a program designed to “bridge the gap” between classroom training and the workplace. The coaching is done at the workplace as a one-day extension immediately following completion of a Learning Tree On-Site Course. The instructor helps course attendees put into practice the knowledge gained in the course to tackle “real” projects or assignments.

#### **B. DOCUMENT DEVELOPMENT WORKSHOPS**

Document Development Workshops are custom learning events that isolate and address performance impediments within an organization that are negatively impacting the cost, schedule, performance or customer satisfaction of a program. The Workshop deliverables include formally constructed management artifacts/processes that have been developed by the actual program team within guidelines provided by Learning Tree subject matter experts.

## **SPECIAL PROGRAMS**

### **A. COLLEGE CREDIT**

The American Council on Education (ACE) College Credit Recommendation Service recommends Contractor courses for college credit to more than 1,500 universities and colleges. Two semester hours of college credit are recommended by ACE for most Contractor four and five-day courses. Participation in this program is optional and the Contractor pays initial registration fees with ACE.

Step 1. Successfully complete a Contractor course and pass the associated exam. Students will be given an opportunity during the course to participate in the College Credit Program. The exam is given at the end of the course.

Step 2. The Contractor will handle registration with ACE and pay the associated fee. The student's ACE Registry record will be automatically updated once the student successfully completes additional Contractor courses and passes the associated exams.

Step 3. Whenever the student wishes to send a transcript of the earned Contractor educational achievements to a university or college, the student contacts ACE directly. ACE personnel are available by phone to assist on an ongoing basis or students may complete a Transcript Request Form online at the ACE Web Site.

## SUMMARY OF CONTRACT PRICING

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
<b>PUBLIC COURSES</b>					
874-4	Preparing for the Project Management Professional (PMP)® Exam	276-PUBLIC	5	Person	\$2,833.00
874-4	Project Risk Management	286-PUBLIC	4	Person	\$2,659.00
874-4	Complex Project Management	287-PUBLIC	4	Person	\$2,659.00
874-4	Disaster Recovery Planning: Ensuring Business Continuity	289-PUBLIC	4	Person	\$2,659.00
874-4	Management Skills	290-PUBLIC	4	Person	\$2,659.00
874-4	Influence Skills: Getting Results without Direct Authority	294-PUBLIC	4	Person	\$2,659.00
874-4	Project Management: Skills for Success	296-PUBLIC	4	Person	\$2,659.00
874-4	Personal Skills for Professional Excellence	297-PUBLIC	4	Person	\$2,659.00
874-4	Developing User Requirements: The Key to Project Success	315-PUBLIC	4	Person	\$2,659.00
874-4	Technical Writing: A Comprehensive Hands-On Introduction	319-PUBLIC	4	Person	\$2,659.00
874-4	Project Management for Software Development	340-PUBLIC	4	Person	\$2,659.00
874-4	Project Leadership: Building High-Performance Teams	346-PUBLIC	4	Person	\$2,659.00
874-4	Introduction to Modeling for Business Analysis	447-PUBLIC	4	Person	\$2,659.00
874-4	Management Skills for an IT Environment	906-PUBLIC	4	Person	\$2,659.00
874-4	IIBA® CBAP® and CCBA® Certification Exam Prep	913-PUBLIC	4	Person	\$2,659.00
874-4	Accelerating Agile Development for Scrum Teams	1812-PUBLIC	3	Person	\$2,355.00
874-4	Hands-On Objective-C Programming: Fundamentals for the Mac®/iPhone®/iPad®	2755-PUBLIC	4	Person	\$2,659.00
874-4	Business Analysis Introduction: Defining Successful Projects	211-PUBLIC	3	Person	\$2,355.00
874-4	Building an Effective Business Case	212-PUBLIC	3	Person	\$2,355.00
874-4	Business and Report Writing Introduction: Hands-On	219-PUBLIC	3	Person	\$2,355.00
874-4	Finance and Accounting for Nonfinancial Managers	281-PUBLIC	3	Person	\$2,355.00
874-4	Critical Thinking and Creative Problem Solving	284-PUBLIC	3	Person	\$2,355.00
874-4	Communication Skills: Results through Collaboration	292-PUBLIC	3	Person	\$2,355.00
874-4	Business Relationship Management Aligning IT with the Business	902-PUBLIC	3	Person	\$2,355.00
874-4	Public Speaking: Conveying Your Message with Confidence	903-PUBLIC	3	Person	\$2,355.00
874-4	High Impact Leadership: Expanding Your Influence	909-PUBLIC	3	Person	\$2,355.00
874-4	Agile Project Management with Scrum	918-PUBLIC	3	Person	\$2,355.00
874-4	SharePoint® for Project Management	919-PUBLIC	3	Person	\$2,355.00
874-4	Applying Strategic Thinking to Operational Management	3310-PUBLIC	3	Person	\$2,355.00
874-4	Developing Your Leadership Voice for Presence and Impact	3405-PUBLIC	3	Person	\$2,355.00
874-4	Emotional Intelligence: Achieving Leadership Success	3411-PUBLIC	3	Person	\$2,355.00
874-4	Introduction to Business Process Improvement (BPI)	3505-PUBLIC	3	Person	\$2,355.00
874-4	Business Analysis in an Agile Environment	3511-PUBLIC	3	Person	\$2,355.00
874-4	Preparing for the Certified Associate in Project Management (CAPM)® Exam	3601-PUBLIC	3	Person	\$2,355.00
874-4	Building a Successful Project Management Office	3610-PUBLIC	3	Person	\$2,355.00
874-4	COBIT 5® Foundation	3922-PUBLIC	3	Person	\$2,355.00
874-4	Power Excel®: Analyzing Data to Make Business Decisions	195-PUBLIC	2	Person	\$1,532.00
874-4	Assertiveness Skills: Communicating with Authority & Impact	244-PUBLIC	2	Person	\$1,532.00
874-4	Time Management Essentials	344-PUBLIC	2	Person	\$1,532.00
874-4	Scrum Master: Leading Scrum Teams	1813-PUBLIC	2	Person	\$1,532.00
874-4	FAC-P/PM Senior/Expert Program Management	U152-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Senior/Expert Acquisition Management	U153-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Senior/Expert Business Management for Government Applications	U154-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Entry Project Management	U156-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Entry Acquisition Management	U157-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Entry Business Management for Government Applications	U158-PUBLIC	4	Person	\$2,659.00

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
874-4	FAC-P/PM Journeyman Project/Program Management	U160-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Journeyman Acquisition Management	U161-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Journeyman Business Management for Government Applications	U162-PUBLIC	4	Person	\$2,659.00
874-4	FAC-P/PM Senior/Expert Leadership and Interpersonal Skills	U155-PUBLIC	3	Person	\$2,355.00
874-4	FAC-P/PM Entry Leadership and Interpersonal Skills	U159-PUBLIC	3	Person	\$2,355.00
874-4	FAC-P/PM Journeyman Leadership and Interpersonal Skills	U163-PUBLIC	3	Person	\$2,355.00
874-4	Returning Attendee All 2 Day Public Courses: 2 Days	RA2-PUBLIC	2	Person	\$1,379.00
874-4	Returning Attendee All 3 Day Public Courses: 3 Days	RA3-PUBLIC	3	Person	\$2,120.00
874-4	Returning Attendee All 4 Day Public Courses: 4 Days	RA4-PUBLIC	4	Person	\$2,393.00
874-4	Returning Attendee All 5 Day Public Courses: 5 Days	RA5-PUBLIC	5	Person	\$2,550.00
874-4	3 Course Training Passport All 2, 3, 4 & 5 Day Public Courses	PP3-PUBLIC	ANY	Person	\$5,530.00
874-4	4 Course Training Passport All 2, 3, 4 & 5 Day Public Courses	PPP-PUBLIC	ANY	Person	\$6,700.00
874-4	Training Voucher, 03 Events	TRIPLE PACK (3)	ANY	Person	\$6,885.00
874-4	Training Voucher, 05 - 09 Events	TV0509-PUBLIC	ANY	Person	\$2,225.00
874-4	Training Voucher, 10 - 24 Events	TV1024-PUBLIC	ANY	Person	\$1,995.00
874-4	Training Voucher, 25 - 49 Events	TV2549-PUBLIC	ANY	Person	\$1,950.00
874-4	Training Voucher, 50 - 99 Events	TV5099-PUBLIC	ANY	Person	\$1,900.00
874-4	Training Voucher, 100 - 199 Events	TV100199-PUBLIC	ANY	Person	\$1,850.00
874-4	Training Voucher, 200 or more Events	TV200-PUBLIC	ANY	Person	\$1,800.00
874-4	All Eligible Public Courses: Express Boot Camp	All Eligible Public Courses	1	Person	\$800.00

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
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## ON SITE COURSES

### TIER 1

874-4	Project Risk Management	286-ONSITE	4	Course	\$17,622.00
874-4	Complex Project Management	287-ONSITE	4	Course	\$17,622.00
874-4	Project Management Skills for Success	296-ONSITE	4	Course	\$17,622.00
874-4	Technical Writing: A Comprehensive Hands-On Introduction	319-ONSITE	4	Course	\$17,622.00
874-4	Introduction to Modeling for Business Analysis	447-ONSITE	4	Course	\$17,622.00
874-4	Accelerating Agile Development for Scrum Teams	1812-ONSITE	3	Course	\$12,589.00
874-4	Hands-On Objective-C Programming: Fundamentals for the Mac®/iPhone®/iPad®	2755-ONSITE	4	Course	\$17,622.00
874-4	Building an Effective Business Case	212-ONSITE	3	Course	\$14,668.00
874-4	Business and Report Writing Introduction: Hands-On	219-ONSITE	3	Course	\$14,668.00
874-4	COBIT 5® Foundation	3922-ONSITE	3	Course	\$14,668.00
874-4	Power Excel®: Analyzing Data to Make Business Decisions	195-ONSITE	2	Course	\$12,589.00
874-4	Public Speaking: Conveying Your Message with Confidence	903-ONSITE	3	Course	\$14,668.00
874-4	SharePoint® for Project Management	919-ONSITE	3	Course	\$14,668.00
874-4	Scrum Master: Leading Scrum Teams	1813-ONSITE	2	Course	\$9,797.00
874-4	FAC-P/PM IT Planning and Management	U210T1-ONSITE	5	Course	\$19,859.00
874-4	FAC-P/PM IT Security, Accessibility and Quality	U211T1-ONSITE	4	Course	\$17,622.00
874-4	FAC-P/PM IT Architecture and Design	U212T1-ONSITE	4	Course	\$17,622.00

### TIER 2

874-4	Preparing for the Project Management Professional (PMP)® Exam	276-ONSITE	5	Course	\$18,465.00
874-4	Project Management for Software Development	340-ONSITE	4	Course	\$16,453.00
874-4	Project Leadership: Building High-Performance Teams	346-ONSITE	4	Course	\$16,453.00

### TIER 3





SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
874-4	Disaster Recovery Planning: Ensuring Business Continuity	289-ONSITE	4	Course	\$15,290.00
874-4	Management Skills	290-ONSITE	4	Course	\$15,290.00
874-4	Influence Skills: Getting Results without Direct Authority	294-ONSITE	4	Course	\$15,290.00
874-4	Personal Skills for Professional Excellence	297-ONSITE	4	Course	\$15,290.00
874-4	Developing User Requirements: The Key to Project Success	315-ONSITE	4	Course	\$15,290.00
874-4	Management Skills for an IT Environment	906-ONSITE	4	Course	\$15,290.00
874-4	IIBA® CBAP® and CCBA® Certification Exam Prep	913-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Senior/Expert Program Management	U152-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Senior/Expert Acquisition Management	U153-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Senior/Expert Business Management for Government Applications	U154-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Entry Project Management	U156-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Entry Acquisition Management	U157-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Entry Business Management for Government Applications	U158-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Journeyman Project/Program Management	U160-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Journeyman Acquisition Management	U161-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM Journeyman Business Management for Government Applications	U162-ONSITE	4	Course	\$15,290.00
874-4	Business Analysis Introduction: Defining Successful Projects	211-ONSITE	3	Course	\$12,589.00
874-4	Finance and Accounting for Nonfinancial Managers	281-ONSITE	3	Course	\$12,589.00
874-4	Critical Thinking and Creative Problem Solving	284-ONSITE	3	Course	\$12,589.00
874-4	Communication Skills: Results through Collaboration	292-ONSITE	3	Course	\$12,589.00
874-4	Business Relationship Management: Aligning IT with the Business	902-ONSITE	3	Course	\$12,589.00
874-4	High Impact Leadership: Expanding Your Influence	909-ONSITE	3	Course	\$12,589.00
874-4	Agile Project Management with Scrum	918-ONSITE	3	Course	\$12,589.00
874-4	Applying Strategic Thinking to Operational Management	3310-ONSITE	3	Course	\$12,589.00
874-4	Developing Your Leadership Voice for Presence and Impact	3405-ONSITE	3	Course	\$12,589.00
874-4	Emotional Intelligence: Achieving Leadership Success	3411-ONSITE	3	Course	\$12,589.00
874-4	Introduction to Business Process Improvement (BPI)	3505-ONSITE	3	Course	\$12,589.00
874-4	Business Analysis in an Agile Environment	3511-ONSITE	3	Course	\$12,589.00
874-4	Preparing for the Certified Associate in Project Management (CAPM)® Exam	3601-ONSITE	3	Course	\$12,589.00
874-4	Building a Successful Project Management Office	3610-ONSITE	3	Course	\$12,589.00
874-4	FAC-P/PM Senior/Expert Leadership and Interpersonal Skills	U155-ONSITE	3	Course	\$12,589.00
874-4	FAC-P/PM Entry Leadership and Interpersonal Skills	U159-ONSITE	3	Course	\$12,589.00
874-4	FAC-P/PM Journeyman Leadership and Interpersonal Skills	U163-ONSITE	3	Course	\$12,589.00
874-4	Assertiveness Skills: Communicating with Authority & Impact	244-ONSITE	2	Course	\$9,797.00
874-4	Time Management Essentials	344-ONSITE	2	Course	\$9,797.00
874-4	FAC-P/PM IT Planning and Management	U210T3-ONSITE	5	Course	\$17,067.00
874-4	FAC-P/PM IT Security, Accessibility and Quality	U211T3-ONSITE	4	Course	\$15,290.00
874-4	FAC-P/PM IT Architecture and Design	U212T3-ONSITE	4	Course	\$15,290.00

### ADD ON STUDENT PRICES

#### TIER 1

874-4	Over 10 Students - All 5 Day Courses (Tier 1)	5DAYOVER10T1-ONSITE	5	Person	\$820.00
874-4	Over 10 Students - All 4 Day Courses (Tier 1)	4DAYOVER10T1-ONSITE	4	Person	\$730.00
874-4	Over 10 Students - All 3 Day Courses (Tier 1)	3DAYOVER10T1-ONSITE	3	Person	\$640.00

SIN	Course Title	Course Number	Course Length (Days)	Unit	GSA Price (w/IFF)
874-4	Over 10 Students - All 2 Day Courses (Tier 1)	2DAYOVER10T1-ONSITE	2	Person	\$550.00

**TIER 2**

874-4	Over 10 Students - All 5 Day Courses (Tier 2)	5DAYOVER10T2-ONSITE	5	Person	\$820.00
874-4	Over 10 Students - All 4 Day Courses (Tier 2)	4DAYOVER10T2-ONSITE	4	Person	\$730.00
874-4	Over 10 Students - All 3 Day Courses (Tier 2)	3DAYOVER10T2-ONSITE	3	Person	\$640.00
874-4	Over 10 Students - All 2 Day Courses (Tier 2)	2DAYOVER10T2-ONSITE	2	Person	\$550.00

**TIER 3**

874-4	Over 10 Students - All 5 Day Courses (Tier 3)	5DAYOVER10T3-ONSITE	5	Person	\$820.00
874-4	Over 10 Students - All 4 Day Courses (Tier 3)	4DAYOVER10T3-ONSITE	4	Person	\$730.00
874-4	Over 10 Students - All 3 Day Courses (Tier 3)	3DAYOVER10T3-ONSITE	3	Person	\$640.00
874-4	Over 10 Students - All 2 Day Courses (Tier 3)	2DAYOVER10T3-ONSITE	2	Person	\$550.00

**OTHER**

874-4	Learning Tree Document Development Workshop	WS01-ONSITE	1	Day	\$3,000.00
874-4	Learning Tree Coaching: All Course Durations	COACH-ONSITE	1	Day	\$2,700.00