

Management Concepts  
Contract # 47QREA20D000L

Authorized GSA Price List for Multiple Award Schedule (MAS)

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

Professional Services Schedule

For more information on ordering from the GSA Multiple Award Schedules click on the "GSA Schedules" link at [www.gsa.gov](http://www.gsa.gov).

Contract Period: Expires February 18, 2025

Price List Effective: July 10, 2020

Management Concepts, Inc.

8230 Leesburg Pike, Suite 800

Tysons Corner, VA 22182

P: (703) 790-9595

F: (703) 790-4033

POC: Rosanna Dombrowski

POC phone: 703-270-4043

POC email: [rdombrowski@managementconcepts.com](mailto:rdombrowski@managementconcepts.com)

Large Business (SINs 541612HC, 611430TD, and OLM)

Management Concepts is a global provider of integrated training, consulting, publications, and performance improvement solutions dedicated to the mind at work. We have been creating measurable results for the federal government in every key operational area since 1973. Specializing in federal acquisition and contracting, federal financial management, leadership & management, project management, program management, and grants & assistance, Management Concepts is dedicated to providing value-added, cost-effective solutions that improve workplace performance.

Management Concepts quality training programs, services, and products can be purchased through GSA FSS Contract under the Professional Services Schedule.

#### Customer Information

1. Table of Awarded SINs/Prices: See price tables below.
  2. Maximum Order: \$1,000,000.00.
  3. Minimum Order: \$100.00.
  4. Delivery Area: Domestic and Overseas. Overseas subject to a non-domestic fee equal to the greater of \$2,000 or 20 percent of the course price.
  5. Points of Production: Tysons Corner, Fairfax County, VA.
  6. Statement of Net Prices: See attached exhibit.
  7. Quantity Discount: See attached exhibit.
  8. Prompt Payment Discount: N/A.
  9. Management Concepts, Inc. will accept the Government Commercial Purchase Card for all transactions.
  10. Foreign Items: N/A.
  - 11a. Time of Delivery: Specified on Task Order and mutually agreed to by the ordering activity and vendor.
  - 11b. Expedited Delivery: N/A.
  - 11c. Overnight and 2-day delivery: N/A.
  - 11d. Urgent Requirements: N/A.
  12. F.O.B. Point: Destination for CONUS; Origin for OCONUS
  13. Ordering Address: 8230 Leesburg Pike, Suite 800, Tysons Corner VA 22182.
  14. Payment Address: 8230 Leesburg Pike, Suite 800, Tysons Corner VA 22182.
  15. Warranty Provisions: N/A.
  - 15a. Cancellation and Rescheduling Policy For SIN 611430TD Courses:
    - Classes may be canceled or rescheduled at no charge with a minimum written notice of 30 calendar days prior to the class start date.
    - Classes canceled or rescheduled between 15-29 calendar days prior to the class start date will incur a fee equal to 50% of the course price.
    - Classes canceled or rescheduled between 1-14 calendar days prior to the class start date will incur a fee equal to 100% of the course price.
    - Classes canceled on the first day of the class start date will be treated as a "no show," and the applicable MAS customer will be charged the full course price.
    - Classes started but not completed due to inclement weather will be invoiced and payable in full at the agreed price plus any costs incurred for delivering make-up days (including instructor fees and travel costs).
- Any revisions to the above policy shall be deemed an "Open Market Cancellation and Rescheduling Policy" and are subject to the mutual agreement of Management Concepts and the ordering entity.

For transactions involving the purchase of open enrollment seats as provided by the terms and conditions of Management Concepts GSA MAS contract, student substitutions are permitted at any time up to the start of the class at no additional charge to the ordering entity. This policy is consistent with Management Concepts commercial practice regarding this circumstance (see <http://www.managementconcepts.com/ContactUs/TermsandConditions.aspx>).

16. Export Packing Charges: N/A.

17. Terms and conditions of Government purchase card acceptance: N/A.

18. Terms and conditions of rental and maintenance: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Placing an order for training courses and/or services offered under SIN 611430TD constitutes acceptance of Management Concepts' standard commercial intellectual property policy and commercial terms and conditions governing the purchase of individual student seats in open enrollment courses. Both policies may be viewed at: <http://www.managementconcepts.com/ContactUs/TermsandConditions.aspx>

20b. All Management Concepts coaching services will be provided in accordance with the International Coach Federation (ICF) Code of Ethics (available at <http://www.coachfederation.org/includes/media/docs/Ethics-2009.pdf>). Unless otherwise required by a MAS order with the coaching sponsor (the MAS ordering entity paying for and/or arranging the coaching services), all client (the individual being coached) information obtained during a coaching session will be kept in the strictest confidence and not released to the coaching sponsor. Only general summaries, trends, and themes will be released to a coaching sponsor. If a coaching order requires a different disclosure of client information, Management Concepts will advise the client of the information that will be disclosed to the sponsor prior to conducting a coaching session. A cancellation fee equal to one hour of coaching services will be charged for any coaching session cancelled with 24 or fewer hours' notice.

20c. Management Concepts commits to provide MAS buyers the most recent version of the courses listed on its GSA Price List as of the date of an order. This means that MAS buyers will receive the most up-to-date content, learning objectives, and other instructional material required for the course delivery at no additional cost. Management Concepts continually updates its training courses. As a result, variations in title and content may occur. Such variations, however, will always be to the benefit of the MAS buyer.

21. Service and distribution points: N/A.

22. Participating dealers: N/A.

23. Preventive maintenance: N/A.

24. Special Attributes: N/A.

24b. Section 508 Compliance: Yes.

25. DUNS number: 082355652.

26. Notification regarding registration in System For Award Management (SAM) database: Registered

**GOVERNMENT AWARDED PRICES**
**SIN 541612HC: AGENCY HUMAN CAPITAL STRATEGY, POLICY, AND OPERATIONS**

## Labor Categories, Rates, and Descriptions

Labor Categories	Hourly Rate (Includes IFF)
Sr. Practitioner	\$94.66
Practitioner	\$74.72
Program Executive	\$186.90
Project Manager	\$131.02
Subject Matter Expert 4	\$282.65
Subject Matter Expert 3	\$230.47
Subject Matter Expert 2	\$160.47
Subject Matter Expert 1	\$122.71
Business Analyst 3	\$110.44
Business Analyst 2	\$89.67
Business Analyst 1	\$70.79
Graphics Designer	\$53.80
Administrative Assistant	\$43.42

Labor Categories	Descriptions
Sr. Practitioner	Undergraduate degree in relevant field or equivalent work experience. Provides expertise required for training, educational or professional development projects, including content review and feedback to development staff, as well as delivery of training. Experience: 5 or more years.
Practitioner	Undergraduate degree in relevant field or equivalent work experience. Provides expertise required for training, educational or professional development projects, including content review and feedback to development staff, as well as delivery of training. Experience: 3 or more years.
Program Executive	Undergraduate degree in business administration, public administration, management, or relevant technical discipline (or equivalent work experience). At least 12 years of work experience in consulting, operational management, strategic planning or performance improvement as a principal executive or senior manager. Maintains business relationships with senior-most client executives and managers. Responsible for substantive management of large projects or projects with a high degree of complexity. Oversees quality review of projects, development of methodologies and standards, and monitoring project team performance.
Project Manager	Undergraduate degree in business administration, public administration, management, or relevant technical discipline (or equivalent work experience). At least 7 years of work experience in management, business improvement consulting, organizational development, operational management, strategic planning or performance improvement. Responsible for leading small or medium sized engagements including project planning and control, task scheduling and management, oversight of deliverable production, and project quality review. Oversees administrative functions including adherence to contract terms and conditions, progress reporting and project financial management.
Subject Matter Expert 4	Advanced degree in human resource development, organizational behavior, business administration, public administration, management, or relevant technical discipline (or equivalent work experience). Subject matter expertise is in a unique domain area and/or requires unique professional credentials/security clearances. At least 15 years of work experience working with individuals and teams at senior management and executive levels to support leadership excellence, performance improvement, organizational development and related management objectives. Consults with client executives on the most critical substantive components of projects in areas such as organizational design, business process reengineering and related disciplines. Coaches and facilitates in skill areas such as leadership development, change management, strategic thinking, and developing high performance teams. Encourages behavioral change that allows individual and teams to have greater leadership impact on the successful performance of their organizations

Subject Matter Expert 3	Advanced degree in human resource development, organizational behavior, business administration, public administration, management, or relevant technical discipline (or equivalent work experience). Subject matter expertise is in a technical domain area and/or requires specific professional credentials/security clearances. At least 15 years of work experience working with individuals and teams at senior management and executive levels to support leadership excellence, performance improvement, organizational development and related management objectives. Consults with client executives on the most critical substantive components of projects in areas such as organizational design, business process reengineering and related disciplines. Coaches and facilitates in skill areas such as leadership development, change management, strategic thinking, and developing high performance teams. Encourages behavioral change that allows individual and teams to have greater leadership impact on the successful performance of their organizations.
Subject Matter Expert 2	Advanced degree in management, finance, business administration, organizational development, public administration or other relevant field of study (or equivalent experience). At least 8 years of work experience in the field of discipline relevant to the client's work requirement. Provides the highest level of subject matter expertise in the business of government including financial management, acquisition and contracting, grants management, program and project management, program development, or similar disciplines. Demonstrates superior communications skills in both written and verbal presentations.
Subject Matter Expert 1	Advanced degree in management, finance, business administration, organizational development, public administration or other relevant field of study (or equivalent experience). 4-8 years work experience in the field of discipline relevant to the client's work requirement. Provides substantive expertise in the business of government including financial management, acquisition and contracting, grants management, program and project management, program development, or similar disciplines. Demonstrates strong communication skills, both written and verbal.
Business Analyst 3	Undergraduate degree with at least 7 years work experience as a business analyst in public or private sector organizations, or consulting to those organizations. Has demonstrated expertise in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, change management, program/project management, performance measurement, business process improvement/redesign, business systems requirements analysis and design, learning program development and delivery, and facilitation services design and delivery. Has experience managing medium to large teams, takes responsibility for work product delivery and quality. Demonstrates exceptional technical writing and presentation skills.
Business Analyst 2	Undergraduate degree with 3-7 years work experience as a business analyst. Has demonstrated expertise in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, change management, program/project management, performance measurement, business process improvement/redesign, business systems requirements analysis and design, learning program development and delivery, or facilitation services design and delivery. Has experience managing small to medium teams, takes responsibility for work product delivery and quality. Demonstrates strong technical writing and presentation skills.
Business Analyst 1	Undergraduate degree with 0-3 years work experience as a business analyst. Performs information gathering, analysis, and deliverable preparation under the direction of his/her immediate supervisor. Demonstrates good technical writing and verbal communication skills.

Graphics Designer	High school diploma with at least three years of work experience in graphics design, desktop publishing, and administrative software applications. Develops presentation standards for all work products. Manages the production of specialized work products including workbooks, training manuals, and automated presentation media.
Administrative Assistant	High School diploma with at least one year of work experience. Has formal training in word processing, spreadsheet, presentation software and related administrative tools. Provides general support to the project team including data input, word processing, copy and reproduction, proofreading and related administrative tasks as assigned.

**SIN 611430TD: TALENT DEVELOPMENT**

## Training Courses

**Price Note:**

Courses may be customized at customer's direction in accordance with the following:

25% customization = 75% discount on 30 seats (e.g., 75% discount on 30 X \$979 = \$7,342.50)

50% customization = 50% discount on 30 seats (e.g., 50% discount on 30 X \$979 = \$14,685)

75% customization = 25% discount on 30 seats (e.g., 25% discount on 30 X \$979 = \$22,027.50)

Course Name	Course No.	Individual Student Seat Price*	Number of Students**	Number of Students**	Number of Students***	Number of Students***	Number of Students***
			5 to 9	10 to 14	15 to 20	21 to 25	26 to 30
Leadership and Management Skills for HR Personnel (Non-Managers)	4990	\$979	\$4,650	\$8,811	\$14,575	\$15,547	\$16,471
Leadership Skills and Techniques for HR Personnel	4991	\$1,039	\$4,983	\$9,351	\$15,585	\$16,624	\$17,767
Advanced Leadership Skills and Techniques for HR Personnel	4992	\$1,089	\$5,173	\$9,801	\$16,335	\$17,424	\$18,622
Supervising Human Resource Performance	4993	\$979	\$4,650	\$8,811	\$14,575	\$15,547	\$16,741
Anytime Coaching for HR Personnel	4994	\$1,039	\$4,983	\$9,351	\$15,585	\$16,624	\$17,767

\* Individual student seats in open enrollment (OE) courses are available on a per order basis in lots of 5 seats or more. An order of students containing less than that amount (i.e., 1-4 students) cannot be placed under this contract.

\*\* Orders for this number of student seats per order may be placed only for OE course deliveries. The purchase of OE seats are subject to availability as provided in Management Concepts public OE schedule. Dates and locations of course sessions may be viewed at <http://www.managementconcepts.com>. OE seats may be used in any combination of courses. Discounts will apply as described above. In the event an order is placed for a specific dollar value but does not identify at the time of the order the specific course(s) and course session(s) that will be attended, the actual number of seats to be delivered will be calculated based on the maximum number of student seats that may be purchased at the prices above the for the course(s) attended.

\*\*\* Orders for this number of student seats per order may be placed for private group customer on-site (OS) delivery only as provided at <https://www.managementconcepts.com/Training/Training-Modalities/Private-Group-Training>. For orders of OS deliveries, prices exclude reimbursable expenses for instructor travel, including per diem. In the event Management Concepts cannot obtain lodging at per diem for the applicable locale, Management Concepts will bill the ordering entity its actual lodging expenses in accordance with FAR 31.205-46(a) and FTR 301-11.300(b). Ordering entities may request that classes be delivered at Management Concepts facilities. The price for delivery of a course at a Management Concepts facility is: 1-24 students = \$600/day; 25-Max students = \$800/day; and \$1,000/day for computer equipped classrooms. Alternatively, eligible ordering activities may request Management Concepts to arrange training at a third-party's facility (e.g., commercial hotel) on a reimbursable basis.