**Colleague Consulting LLC**
**Multiple Award Schedule**
**Contract Number GS-02F-0048V**

# GENERAL SERVICES ADMINISTRATION

## Federal Acquisition Service

## Authorized Federal Supply Schedule FSS 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*. The website for GSA *Advantage!*® is: https:/www.GSAAdvantage.gov.

## Multiple Award Schedule

FSC Group: Professional Services; Miscellaneous

**Contract number: GS-02F-0048V**

**Contract period: December 9, 2023 – December 8, 2028**

# Colleague Consulting LLC

7500 Greenway Center Dr Ste 200
Greenbelt, Md 20770-3531
Phone: 301-550-58555
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http://www.colleagueconsulting.com

Contract Administrator: Denis Cook
dcook@colleagueconsulting.com

Business size: Small

For more information on ordering from Federal Supply Schedules go to the following website: https://www.gsa.gov/schedules.

Prices Shown Herein are Net (discount deducted)

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Founded in 1997, Colleague Consulting, LLC (Colleague) is a dynamic organizational consultation and training firm that has a core team of consultants with expertise across the many disciplines of the federal government and private sector. We are experts at managing complex and technical projects that require close attention to detail and a strong emphasis on relationship management.

Colleague helps clients make the dramatic shift from conventional training to cutting-edge, relevant learning to achieve workforce transformation. We work with our customers to create learning environments that foster knowledge transfer, sharpen job skills, and improve long-term employee performance. Our consultants join consulting with collaborative design and creative execution to ensure continuous learning at every level. We use custom tools, advanced technologies, and industry best practices to help clients get the right people, in the right places, with the needed skill set to meet the challenges ahead and drive sustainable organizational success.

## Customer Information

1a.  Table of Awarded SINs:

| SINs | Recovery | SIN Title |
|------|----------|-----------|
| 541611 | | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services |
| 611430 | | Professional and Management Development Training |
| 611512 | | Flight Training |
| ANCILLARY | ANCILLARYSTLOC | Ancillary Supplies and Services |
| OLM | OLMSTLOC | Order-Level Materials (OLM's) |

1b.  Lowest Priced Model Number and Lowest Price: See pricing on Pages 4-5

1c.  Labor Category Descriptions: See Page 6

2.  Maximum Order:

| SINs | Maximum Order |
|------|---------------|
| 541611 | $1,000,000 |
| 611430 | $1,000,000 |
| 611512 | $1,000,000 |
| ANCILLARY | $250,000 |
| OLM | $250,000 |

3.  Minimum Order: $100

4.  Delivery Area: Worldwide

5.  Points of Production: Greenbelt, Prince George's County, MD.

6.   Discount from list prices or statement of net price: Government Net prices (discounts already deducted).

7.   Quantity Discounts: Price is reduced by an additional 5% when making a single purchase of five or more deliveries of a course within a 12-month period.

8.   Prompt Payment Terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions: Net 30 days

9.   Foreign Items: Not applicable.

10a. Time of Delivery: Contact Contractor

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

11.   F.O.B. Points: Destination.

12a. Ordering Address: 7500 Greenway Center Drive, Suite 200, Greenbelt, MD 20770

12b. Ordering Procedures: See Federal Acquisition Regulation (FAR) 8.405-3

13.   Payment Address: 7500 Greenway Center Drive, Suite 200, Greenbelt, MD 20770

14.   Warranty Provision: Not applicable.

15.   Export Packing Charges: Not applicable.

16.   Terms and Conditions of rental, maintenance, and repair: Not applicable.

17.   Terms and Conditions of installation: Not applicable.

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable.

18b. Terms and conditions for any other services (if applicable). Not Applicable.

19.   List of service and distribution points: Not applicable.

20.   List of participating dealers: Not applicable.

21.   Preventive Maintenance: Not applicable.

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services offered and show where full details can be found (e.g., Contractor's website or other location). ICT accessibility standards can be found at https://www.section508.gov/. Not Applicable.

23.   Unique Entity Identifier (UEI) number: UA6NPN6M89L6

24.   Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM

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## LABOR CATEGORY RATES

### All SINs

| Labor Category | Hourly Rate |
|---|---|
| Senior Program Analyst | $281.77 |
| Consultant | $212.56 |
| Senior Business Analyst | $202.23 |
| Senior Project Manager | $185.82 |
| Program Manager | $180.56 |
| Project Manager | $175.87 |
| Quality Assurance Analyst | $160.09 |
| Programmer Analyst | $159.06 |
| Business Analyst | $146.75 |
| Management Analyst | $112.69 |
| Junior Programmer Analyst | $86.27 |
| Senior Administrative Assistant | $79.02 |
| Research / Admin Assistant | $74.39 |
| Administrative Support | $52.83 |

### Additional Labor Categories
### SIN 541611

| Labor Category | Hourly Rate |
|---|---|
| Mechanical/Electrical Engineer | $221.86 |
| Facilitator | $186.83 |

### Additional Labor Categories
### SIN 611430

| Labor Category | Hourly Rate |
|---|---|
| Senior Training Instructor | $270.64 |
| Senior Instructional Technologist | $261.96 |
| Instructional Technologist | $128.91 |
| Graphics Designer | $110.29 |
| Training Instructor | $107.21 |

### Ancillary Supplies and/or Services

| Labor Category | Hourly Rate |
|---|---|
| PMBok® | $56.93 |
| MBTI Step I | $77.63 |
| MBTI Step II | $103.50 |

## SIN 611430: Professional and Management Development Training

| Course Title | Course Length (Days) | 5 – 19 Students | 20 - 25 Students | 26 - 30 Students |
|---|---|---|---|---|
| Intro to Project Scope and Schedule Planning | 1 | $6,993.52 | $7,476.84 | $7,960.43 |
| Cost Principles of Federal Financial Assistance | 2 | $8,699.62 | $9,182.93 | $9,666.23 |
| Effective Writing | 2 | $8,699.62 | $9,182.93 | $9,666.23 |
| Federal Financial Assistance Funds Management | 2 | $8,699.62 | $9,182.93 | $9,666.23 |
| Mid-Career Retirement Planning Seminar | 2 | $8,131.24 | $8,614.54 | $9,097.63 |
| Performance Based Contracting Fundamentals | 2 | $8,699.62 | $9,182.93 | $9,666.23 |
| Project Human Resources and Communications Mgmt | 2 | $8,699.62 | $9,182.93 | $9,666.23 |
| Project Quality Management | 2 | $8,699.62 | $9,182.93 | $9,666.23 |
| Types of Contracts | 2 | $8,699.62 | $9,182.93 | $9,666.23 |
| Acquisition Strategy and Planning | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Advanced Risk Management | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Breaking the Code: Understanding Project Management | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Contract Administration for Technical Representatives (COR) | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| CSRS Retirement Preparation Seminar | 3 | $10,405.71 | $10,889.02 | $11,372.04 |
| Environmental Laws and Regulations | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| FERS Retirement Preparation Seminar | 3 | $10,405.71 | $10,889.02 | $11,372.04 |
| Implementation and Management of PBMC | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Preparing for the Project Management Professional (PMP®) Exam | 3 | $12,680.17 | $13,163.48 | $13,646.45 |
| Project Earned Value Management Systems | 3 | $13,248.55 | $13,731.85 | $14,215.06 |
| Project Execution and Closeout | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Project Risk Analysis and Management | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Project Scope Management Development | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Project Team Leadership and Supervision | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Value Management | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Workforce Planning | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| 24/7 Coaching | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Consulting Skills | 3 | $12,110.83 | $12,594.15 | $13,077.85 |
| Advanced Concepts in Project Management | 5 | $18,365.85 | $18,849.16 | $19,332.48 |
| Advanced Leadership | 5 | $18,365.85 | $18,849.16 | $19,332.48 |
| Cost and Schedule Estimation | 5 | $18,365.85 | $18,849.16 | $19,332.48 |
| Fundamentals of Federal Financial Assistance | 5 | $16,659.76 | $17,143.07 | $17,626.68 |
| Fundamentals of Project Management | 5 | $18,365.85 | $18,849.16 | $19,332.48 |
| Intro to Project Mgmt & Prep for the PMP® Exam Boot Camp | 5 | $20,640.33 | $21,123.63 | $21,606.90 |
| Project Management Cost & Schedule Estimation and Management | 5 | $18,365.85 | $18,849.16 | $19,332.48 |

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## LABOR CATEGORY DESCRIPTIONS

| Title | Description | Minimum Education | Minimum Years of Experience |
|---|---|---|---|
| Senior Program Analyst | Personnel should show evidence of outstanding performance in management or technical direction of basic research, engineering design, construction, operation, maintenance, or regulatory operations. Breadth of experience in the above disciplines is preferred to a narrow focus in one of the disciplines. Individuals should have a field system's perspective of the disciplines identified for the whole contractual effort. They must also be capable of managing multiple technical efforts concurrently and supervising the technical effort of Program Managers, Senior Project Managers and all professionals engaged in developing and managing customer projects and business solutions. A Master's degree in science, engineering, Business Administration or related field may be substituted with a minimum of 8 years of experience in program management. | Bachelors | 12 |
| Consultant | With the customer defines a business solution for an organization. Ensures that the solution is viable within that organization. Consults with all stakeholders. Coordinates activities. Develops recommendations. A Bachelor's degree in Engineering, Business Administration, or a related field is desirable. | Bachelors | 5 |
| Senior Business Analyst | Organizes and manages task-level (work assignment, task order or other sub-project). Requires organizational, communication and problem-solving skills. Provides technical direction to projects. Supervises day-to-day work, and staff assigned to work on associated tasks. Responsible for meeting cost, schedule, and technical objectives for assigned tasks, and for analysis of external matters that impact the project and organization. Works directly with associated responsible client managers to plan and organize work. Produces project reports and is responsible for associated data accuracy. Manages and supervises the work of Analysts and administrative personnel. Skilled in use of Microsoft Office applications. A Bachelor's Degree in Engineering, Business Administration, or a related field is desirable. | Bachelors | 7 |
| Senior Project Manager | Manages and supervises work of Project Managers and other professional personnel. Performs analysis of project/program needs and makes recommendations. Manages larger, more complex projects. Responsible for allocating and managing resources across multiple projects. Responsible for overseeing and approving deliverables and customer reports. Responsible for financial management at the contract and program level, including developing monitoring contract and program budgets. Responsible for project planning, execution and performance including technical approach and management plan. Demonstrates project management and subject expertise as well as communication skill to interface with all levels of management. A Bachelor's degree, as above, may be substituted when reinforced by at least 8 – 12 years of similar experience. | Bachelors | 7 |

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| Title | Description | Minimum Education | Minimum Years of Experience |
|---|---|---|---|
| Program Manager | Personnel should show evidence of outstanding performance in management or a portfolio of projects, technical direction of basic research, engineering design, construction, operation, maintenance, or regulatory operations. Breadth of experience in the above disciplines is preferred to a narrow focus in one of the disciplines. Individuals should have an integrated perspective of the disciplines identified for the whole effort. They must also be capable of managing multiple efforts concurrently and supervising the technical effort of professionals at all skill levels. Responsible for all aspects of program planning, budgeting, execution and quality assurance. | Bachelors | 12 |
| Project Manager | Manages and supervises work of Senior Analysts, Analysts and other professional personnel. Performs analysis of project/program needs and makes recommendations. Provides support to other professional personnel. Develops client relationships, and works closely with clients to meet client needs. Serves as project manager for assigned work. Responsible for overseeing and approving deliverables and customer reports. Responsible for financial management for the units of works assigned, including developing and monitoring associated budgets. Responsible for meeting cost, schedule, and technical objectives of assigned projects. Responsible for meeting cost, schedule, and technical objectives of assigned contracts and programs. Responsible for project planning, execution and performance including technical approach and management plan. Demonstrates project management and subject expertise as well as communication skill to interface with all levels of management. Has full authority to act on all matters related to the daily operation of the project. Acquires, allocates and supervises project resources to assure quality deliverables on time and on budget. | Bachelors | 4 |
| Quality Assurance Analyst | Evaluates projects, products, systems and materials to ensure there are no defects and in compliance with company and customer standards and requirements. Reviews project requirements and performs product and software testing to ensure proper functionality and efficiency. Requires a Master's degree in science, engineering or business administration or related field and minimum 3 years of experience in quality management and data quality objective implementation. A Bachelor's degree, as above, may be substituted when reinforced by at least 5 years of similar experience. | Bachelors | 3 |
| Programmer Analyst | Analyzes requirements, develops specifications for programming activities and translates design documents into computer code. Tests and debugs computer code, troubleshoots problem areas, maintains existing reports and applications, and documents software. A Bachelor's degree in Computer Science is preferred. | Bachelors | 6 |
| Business Analyst | Conduct day to day technical work on project and tasks. Conducts original research, writes reports, and provides suggested solutions to staff. A Bachelor's or Master's degree in Engineering, Business Administration, or a related field is desirable. | Bachelors | 0 |

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| Title | Description | Minimum Education | Minimum Years of Experience |
|---|---|---|---|
| Management Analyst | Conducts day-to-day technical work on projects and tasks. Conducts original research, writes reports, and provides suggested solutions to Research Associates and Project Managers. Able to work independently to meet cost, schedule, and technical objectives of assigned work. Provides data collection, analytical, evaluative and advisory support for an area of subject matter expertise within the scope of a project and organization. Client interface limited to seeking information and providing data. Responsible for accuracy of own work. Contributes data for project and task reports. Skilled in use of Microsoft Office applications. | Bachelors | 2 |
| Junior Programmer Analyst | Analyzes requirements, develops specifications for programming activities and translates design documents into computer code. Tests and debugs computer code, troubleshoots problem areas, maintains existing reports and applications, and documents software. A Bachelor's degree in Computer Science is preferred. A bachelor's degree may be substituted when reinforced by at least 5 years of relevant experience. | Bachelors | 3 |
| Senior Administrative Assistant | In addition to administrative support tasks, provides general support to task and project teams including data input, note-taking, word processing, scheduling coordination, meeting coordination and other logistics support, document reproduction, proofreading and related tasks. Able to work independently, but with minimal supervision. Skilled in use of Microsoft Office applications. | Bachelors | 0 |
| Research / Admin Assistant | In addition to administrative support tasks, conducts research for an area of subject matter expertise within the scope of a project and organization. Analyzes and synthesizes data collected and provides results in written format appropriate to each project's requirements. Able to work independently, but with moderate supervision. Skilled in use of Microsoft Office applications. | Bachelors | 0 |
| Administrative Support | Provides general support to task and project teams including data input, note-taking, word processing, scheduling coordination, meeting coordination and other logistics support, document reproduction, proofreading and related tasks. Able to work independently, but with close supervision. Skilled in use of Microsoft Office applications. | High School | 0 |
| Mechanical/ Electrical Engineer | Performs lifecycle product development (design, develop, test prototypes, manufacture and implement). Designs systems and components that meet needs and requirements, and conducts experiments methodically, analyses data and interpret results. Evaluates final product's overall performance, reliability and safety, and alters and modifies designs to meet requirements and to eliminate malfunctions. Estimates budget and scope of projects, solicits observations from customers and operators, and prepares product reports and documentation. Requires a Bachelor's degree in mechanical or electrical engineering or related field plus 5 years of related experience. | Bachelors | 5 |

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| Title | Description | Minimum Education | Minimum Years of Experience |
|---|---|---|---|
| Facilitator | Meets with various members of an organization to define issues and work through solutions. Coordinates activities among various members of an organization. Develops reports of actions taken and conclusions drawn. A Bachelor's degree in Engineering, Business Administration, or a related field is desirable. | Bachelors | 5 |
| Senior Training Instructor | Teaches management and technical courses requiring a senior level of skill. Delivers instructional content for client organizations in a classroom or an alternative learning environment, such as a synchronous or asynchronous web-based learning environments. Employs multiple training delivery methodologies to meet project-specific requirements, such as lecture, case study, gaming or simulation. Responsible for learning environment management, and for ensuring that the learning experience meets its objections. Provides daily supervision and direction to other trainers and serves as lead for a team of trainers responsible for a course, curriculum, or subject-matter area. A bachelor's degree and 10 years of experience or equivalent subject-matter-related experience is required. | Bachelors | 10 |
| Senior Instructional Technologist | Responsible for large, complex instructional design projects. Designs and develops instructional products and courseware materials with input from project and customer stakeholders in supporting of project-specific requirements. Supervises graphics designers, instructional technologists and administrative personnel assigned to a project. Converts policy and procedure information and other technical information into training content. Designs overall course structure and flow. Has extensive experience with the basic analysis-design-development-implementation-evaluation training development process. A Master's degree in Instructional Systems Design, Adult Education, Human Resources Development, Human Resources Management, Business or related field of instruction plus a minimum of 3 years experience developing training for an adult environment is required. A Bachelor's degree, as above, may be substituted when reinforced by at least 5 years of experience developing instruction for adults. | Bachelors | 3 |
| Instructional Technologist | Designs and develops instructional products and courseware materials with input from project and customer stakeholders in support of project-specific requirements. Converts policy and procedure information and other technical information into training content. Designs overall course structure and flow. Designs and implements distance learning solutions, such as web-based training. Is familiar with the basic analysis-design-development-implementation-evaluation training development process. Supervises work of graphics artists and administrative personnel. Skilled in use of Microsoft Office applications. A Bachelor's degree in Instructional Systems Design, Adult Education, Human Resource Management, or a related field is desirable. A Master's degree, as above, may be substituted when reinforced by at least 0 – 2 years of relevant experience | Bachelors | 2 |
| Graphics Designer | Designs, develops and delivers graphical user interfaces, illustrations, cartoons, animations, and other graphics in support of project-specific requirements. Skilled in use of arts technologies, including PowerPoint. A Bachelor's degree may be substituted with 3 – 5 years or relevant experience. | Bachelors | 0 |

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| Title | Description | Minimum Education | Minimum Years of Experience |
|---|---|---|---|
| Training Instructor | Delivers instructional content for client organizations in a classroom or an alternative learning environment, such as a synchronous or asynchronous web-based learning environments. Employs multiple training deliver methodologies to meet project-specific requirements, such as lecture, case study, gaming or simulation. Responsible for learning environment management, and for ensuring that the learning experience meets its objections. | Bachelors | 2 |

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.