



P.O. Box 1328, Edmonds, WA 98020
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NPI, INC. GSA 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!*, a menu-driven database system. The INTERNET address of GSA *Advantage!* Is: GSAAdvantage.gov.

Schedule Title: 874, Mission Oriented Business Integrated Services (MOBIS)

Contract Number: GS02F0032K

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: July 21, 2010 to July 21, 2015

Contractor: NPI, Inc.
P. O. Box 1328
Edmonds, WA 98020

Business Size: Small

Telephone: (425) 776-0414

FAX Number: (425) 776-0467

Web Site: www.npi-training.com

Email: jennifer.murray@npi-training.com or
pat.shields@npi-training.com

Contract Administrators: Jennifer Murray and Patrick Shields

Effective Date: July 21, 2010

CUSTOMER INFORMATION

1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):** A table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices is attached. Awarded SINs under this Contract include: SIN 874-1, SIN 874-1RC, SIN 874-4, SIN 874-6, SIN 874-6RC, SIN 874-8.

1b. **Identification of the lowest priced model number and lower unit price for that model for each special item number awarded in the contract.** The lowest priced item is:

SIN 874-1: \$124.45
 SIN 874-1RC: \$124.45
 SIN 874-4, 69C-9 \$115
 SIN 874-6: \$124.45
 SIN 874-6RC: \$124.45
 SIN 874-8, 69-51 \$713

1c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those type of employees or subcontractors who will perform services shall be provided.** The following descriptions apply to the job categories appropriate to SIN 874-4, Service Number 69C-9, Course Development. The hourly rates for these job categories are attached in the table of awarded special item numbers and pricing for SIN 874-4.

69C-9: Course Development -- Labor Category	Position Description
Senior Subject Matter Expert	<p>Education/Experience Requirements: Baccalaureate degree in related professional discipline. Ten years in Federal Government Contracting; six years adult instruction experience; four years course development experience.</p> <p>Duties: Maintain currency in and is expected to function as an expert in the subject area of the acquisition, assistance, and business training. Integrate technical experience with training skills to provide complex current and relevant course materials and facilitation. Conducts research necessary to develop and revise comprehensive courses and prepare appropriate material and training aids. Prepare all student material (course manuals, workbooks, handouts, exercises, and student assessments). Provide supervision and direction to staff. Demonstrate excellent interpersonal written and oral communication skills.</p>
Subject Matter Expert	<p>Education/Experience Requirements: Baccalaureate degree in related professional discipline. Five years in Federal Government Contracting; four years adult instruction experience; two years course development experience.</p> <p>Duties: Maintain currency in and is expected to function as an expert in the subject area of the acquisition, assistance, and business training. Integrate technical experience with training skills to provide complex current and relevant course materials and facilitation. Prepare all student material (course manuals, workbooks, handouts, exercises, and student assessments). Demonstrate excellent interpersonal written/oral communication skills.</p>

Senior Technical Writer	<p>Education/Experience Requirements: Baccalaureate degree in English, Literature, or other related discipline. Five years experience in Technical Writing, including editing.</p> <p>Duties: Assists in collecting and organizing information required for preparation of textbooks, instructors' manuals, power point presentations, exercises, lesson plans, crosswalks, and all other course materials. Supervision of the DAU/ACE review processes.</p>
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The following descriptions apply to the job categories appropriate to SIN 874-1, Consulting Services and SIN 874-1RC, Recovery Purchasing; and SIN 874-6, Acquisition Management Support, and SIN 874-6RC, Recovery Purchasing. The hourly rates for these job categories are attached in the table of awarded special item numbers and pricing for SIN 874-1, SIN 874-1RC, SIN 874-6, and SIN 874-6RC.

SINs 874-1, 874-1RC, 874-6, and 874-6RC Labor Category	Description
Expert Consultant	<p>Education/Experience: Bachelor's Degree or higher, plus experience. Must have ten years of job-related experience, including management and consulting experience, and ten years subject matter expertise.</p> <p>Specific duties germane to each task order will be provided as required. General duties include: Consulting in a specialized functional or technical area, providing specific guidance reflecting detailed, expert knowledge of the given area or function; perform complex analysis and/or studies to assess assigned issues; when necessary, develop policy options and/or make policy recommendations on matters relating to the client's goals and mission; present findings of analysis and strategic recommendations through reports and/or presentations; develop appropriate plans, including quality control plans, to implement recommended action; interface with customer management personnel to ensure that task order objectives of the client are being accurately and thoroughly addressed. This labor category also provides acquisition services and support including acquisition planning, developing acquisition documents and work statements, preparing synopses and solicitation documents, participating in evaluations and negotiations, and performing contract administration.</p>
Senior Consultant	<p>Education/Experience: Bachelor's Degree or higher plus experience. Must have ten years of job-related experience, and five years subject matter expertise.</p>

	<p>Specific duties germane to each task order will be provided as required. General duties include: Analysis of business or operating procedures, or other assigned areas, to devise most effective method of accomplishing the task order objectives; plan study or analysis of work problems and procedures, such as organizational change, communications, information flow, quality control, cost analysis , or other assigned issues; interface with customer key personnel to ensure that client goals and mission objectives are being met through recommended changes; organize and document findings of studies and prepare recommendations for implementation of new systems or procedures; perform review of operational effectiveness of new systems and/or procedures; recommend modifications as required. This labor category also provides acquisition services and support including acquisition planning, developing acquisition documents and work statements, preparing synopses and solicitation documents, participating in evaluations and negotiations, and performing contract administration.</p>
Consultant	<p>Education/Experience: Bachelor's Degree plus experience. Must have five years of job-related experience and five years subject matter expertise.</p> <p>Specific duties germane to each task order will be provided as required. General duties include: Review assigned area(s) and determine the most effective method of obtaining data for analysis (such methods could include, surveys, interviews, document review, etc.); develop method and/or prepare instrument for data collection; recommend plan and time frame for data analysis; perform data analysis; prepare written and/or oral report presenting results of analysis; provide support for Expert and Senior Consultants as required; interface with client key personnel to ensure that task order objectives have been addressed accurately and thoroughly. This labor category also provides acquisition services and support including acquisition planning, developing acquisition documents and work statements, preparing synopses and solicitation documents, participating in evaluations and negotiations, and performing contract administration.</p>

2. **Maximum Order, SINS 874-4 and 874-8:** \$1,000,000.
Maximum Order, SINS 874-1, 874-1RC, 874-6, and 874-6RC: \$1,000,000

3. **Minimum Order, SINS 874-4 and 874-8:**
SIN 874-4, Instructor Led Training: The minimum order is \$360 tuition per student;

SIN 874-4, Test Administration: The minimum order is \$149 per student;
 SIN 874-4, Course Development: The minimum order is \$115 per hour;
 SIN 874-8, DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training for GS-1102 and non-1102 Personnel: The minimum order is \$713 tuition per participant per five day class.

Minimum Order:

SIN 874-1, MOBIS Consulting Services: The minimum order is eight (8) hours;
 SIN 874-1RC, MOBIS Consulting Services Recovery Purchasing: The minimum order is eight (8) hours;
 SIN 874-6, Acquisition Management Support: The minimum order is eight (8) hours;
 SIN 874-6RC: Acquisition Management Support Recovery Purchasing: The minimum order is eight (8) hours.

4. **Geographic coverage:** CONUS, Alaska, Hawaii, and Puerto Rico.
5. **Point of production:** NPI, Inc., 326 Admiral Way, Suite 200, Edmonds, WA 98020.
6. **Discount from commercial list prices or statement of net price:** 10.5% from all SINS for all students from Federal agencies.
7. **Quantity discounts:**
 SIN 874-1, SIN 874-1RC, SIN 874-6, SIN 874-6RC – 6.5%.

SIN 874-4, Instructor Led Training and SIN 874-8: Quantity Discounts: 4% for 15-20 students; 8% for 21 or more students from the same Agency. (See attached GSA Federal Supply Schedule Price List).

SIN 874-4, Test Administration, (69C-12): 4% for 15-20 students; 8% for 21 or more students.

SIN 874-4, Course Development (69C-9): 4% for 15-31 hours; 8% for 32 and more hours ordered. (See attached GSA Federal Supply Schedule Price List).

SIN 874-4 and SIN 874-8. The following Total Purchase Order Discounts will be applicable. This discount applies to purchase orders for services awarded at the rates on the attached price list.

Total Purchase Order Amount	Additional Discount
\$10,000-\$25,000	2%
\$25,001-\$50,000	2.5%
\$50,001-\$100,000	3%
\$100,001-\$150,000	3.5%
\$150,001- and Above	4%

8. **Prompt payment terms:** NA
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign Items:** None
- 11a. **Time of Delivery:** Specified on each Task Order
- 11b. **Expedited delivery is available for all offered items:** NA
- 11c. **Overnight and 2-day delivery.** NA
- 11d. **Urgent Requirements.** The contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contract Contractor.
12. **FOB Point(s):** Destination
- 13a. **Ordering address:** NPI, Inc., Box 1328, Edmonds, WA 98020.
- 13b. **Ordering Procedure:** NPI, Inc., Box 1328, Edmonds, WA 98020.
14. **Payment Address:** NPI, Inc., Box 1328 , Edmonds, WA 98020.
15. **Warranty provision:** NA
16. **Export packing charges:** NA
17. **Terms and conditions of Government purchase card acceptance (any purchase above the micro-purchase level):** Cards accepted; no additional terms and condition; see items 9a and 9b.
18. **Terms and conditions of rental, maintenance, and repair:** NA
19. **Terms and conditions of installation:** NA
20. **Terms and conditions of repair parts.** NA
- 20a. **Terms and condition for any other services.** NA
21. **List of service and distribution points:** NA
22. **List of participating dealers:** NA
23. **Preventive maintenance:** NA
- 24a. **Special attributes such as environmental attributes:** Training materials are printed on recycled content when available. The use of double sided copying and energy efficient copy equipment is the NPI, Inc. standard operating procedure.

24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found:** All aspects of NPI, Inc.'s training services are compliant with Section 508. Contact Contractor directly with specific question regarding this matter.

25. **Data Universal Number Systems (DUNS) Number:** 78-0460739.

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** NPI, Inc.'s registration in CCR is current.

GSA Federal Supply Schedule Price List - Contract No.				
GS-02F-0032K				
SIN-874-4 – Instructor Led Training				
Item Number	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21- Maximum Students)
69-13	Source Selection	770	739	708
69-15	Best Value Acquisition	537	516	494
69-16	Commercial Item Acquisition	465	446	428
69-19	COR/COTR Inspector Workshop – Level I	535	514	491
69-20	COR/COTR Inspector Workshop – Level II	415	396	382
69-21	COR/COTR Inspector Workshop – Level III	415	396	382
69-22	COR/COTR Refresher Seminar (One Day)	386	374	357

GSA Federal Supply Schedule Price List - Contract No.

GS-02F-0032K

SIN-874-4 – Instructor Led Training

Item Number	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21-Maximum Students)
69-23	Developing Performance Based Work Statements	537	516	494
69-24	Federal Appropriations Law	667	640	614
69-27	Simplified Acquisition Procedures – Basic	743	713	684
69-28	Simplified Acquisition Procedures – Advanced	743	713	684
69-37	Practical Negotiation Techniques	537	516	494
69-38	Alternative Dispute Resolution	537	516	494
69-39	Special Request Classes:			
	Five Day	704	676	648
	Four Day	670	643	616
	Three Day	621	596	571
	Two Day	571	548	525
	One Day	473	454	435

GSA Federal Supply Schedule Price List - Contract No.**GS-02F-0032K****SIN-874-4 – Instructor Led Training**

Item Number	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21- Maximum Students)
1028	COR/COTR Refresher – Five Days	770	739	708
1036	Incident Procurement	770	739	708
1037	Introduction to Contracting	770	739	708
1040	Performance Based Acquisition	770	739	708
1046	Simplified Acquisition Procedures – Refresher	532	511	489
3001	Alternative Dispute Resolution	483	464	444
3003	Conflict Resolution	483	464	444
3005	Excellence in Customer Service	483	464	444
3006	Mediation	483	464	444
3009	Practical Negotiation Techniques	483	464	444
3011	Team Building	483	464	444

GSA Federal Supply Schedule Price List - Contract No.**GS-02F-0032K****SIN-874-4 – Instructor Led Training**

Item Number	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21- Maximum Students)
2006	Concession Agreements/Special Use Permits	770	739	708
4002	Basic Timber Sale Administration	770	739	708
4003	Fuels and Forest Restoration	770	739	708
4005	Skills Enhancement for Timber Sale Administrators	770	739	708
4006	Stewardship Contracting	770	739	708
4007	Timber Sale Contracting Officer I	770	739	708
4008	Timber Sale Contracting Officer II	770	739	708
4009	Timber Sale Financial Management	770	739	708
4010	Timber Sales Contract Law	770	739	708
2004	Assistance Agreements – Development and Award	667	640	614

GSA Federal Supply Schedule Price List - Contract No.**GS-02F-0032K****SIN-874-4 – Instructor Led Training**

Item Number	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21- Maximum Students)
2001	Assistance Agreements – Administration for AR's	670	643	616
2002	Assistance Agreements – Appropriations Law	670	643	616
2003	Assistance Agreements – Cost Principles and Audit	670	643	616
2005	Assistance Agreements – Practical Negotiations Techniques	680	653	623
1026	COR/COTR Certification Course	770	739	708
10261	Project Office Certification Course	770	739	708
10262	COR/COTR Aviation Certification Course	770	739	708

Cancellation Policy for Classes: No late charges will be assessed if the training session is cancelled at least four weeks prior to the first day of class. If the class is cancelled after that time, the client will be charged all nonrefundable costs.

GSA Federal Supply Schedule Price List - Contract No. GS-02F-0032K

SIN-874-4 – Course Development and Test Administration

Item Number	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21-Maximum Students)
69C-12	Test Administration	149	143	137
69C-9	Course Development	GSA Price Per Hour	15- 31 Hours	32 and More Hours
	Labor Categories:	XX	XX	XX
	Senior Subject Matter Expert	235	225	215
	Subject Matter Expert	170	163	156
	Senior Technical Writer	125	120	115

GSA Federal Supply Schedule Price List –

Contract No. GS-02F-032K

SIN 874-8 – DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training for GS-1102 and Non-1102 Personnel

Item Numbers	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21-Maximum Students)
69-51	Architect & Engineer Services – CON 243	770	739	708

GSA Federal Supply Schedule Price List –**Contract No. GS-02F-032K****SIN 874-8 – DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training
for GS-1102 and Non-1102 Personnel**

Item Numbers	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21-Maximum Students)
69-52	Construction Contracting – CON 244	770	739	708
1008	Shaping Smart Business Arrangements – CON 100	770	739	708
1009	Mission Support Planning – CON 110	770	739	708
1010	Mission Strategy Execution CON 111	770	739	708
1011	Mission Performance Assessment – CON 112	770	739	708
1012	Mission Focused Contracting – CON 120	1316	1263	1211
1018	Advanced Business Solutions for Mission Support – CON 353	1316	1263	1211
1056	Business Decisions for Contracting- CON 214	770	739	708

GSA Federal Supply Schedule Price List –

Contract No. GS-02F-032K

**SIN 874-8 – DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training
for GS-1102 and Non-1102 Personnel**

Item Numbers	Course Name	GSA Price per Student at A Public Session	On-Site GSA Price Per Student (15-20 Students)	On-Site GSA Price Per Student (21-Maximum Students)
1058	Intermediate Contracting for Mission Support – CON 215	1316	1263	1211
1059	Legal Considerations in Contracting – CON 216	770	739	708
1057	Cost Analysis & Negotiation Techniques – CON 217	770	739	708
1055	Advanced Contracting for Mission Support – CON 218	1316	1263	1211

Cancellation Policy for Classes other than CON 353: No late charges will be assessed if the training session is cancelled at least four weeks prior to the first day of class. If the class is cancelled after that time, the client will be charged all nonrefundable costs. Cancellation Policy for CON 353: This training session includes pre-course reading, research and writing assignments which are electronically provided to the students 6-8 weeks in advance of the course. Therefore there will be no penalty assessed to the Agency if notice of cancellation of this class is received by NPI, Inc. fifty-six (56) calendar days prior to the first day of class. If cancellation is received after fifty-six calendar days, the Agency will be assessed non-refundable costs.

**GSA Federal Supply Schedule Price List - Contract No. GS-02F-0032K
SIN-874-1 – MOBIS Consulting Services**

Item Number	Service Name	GSA Price per Hour
874-1	MOBIS Consulting Services – Labor Categories	
	Expert Consultant	223.55
	Senior Consultant	169.20
	Consultant	124.45
874-1RC	MOBIS Consulting Services Recovery Purchasing – Labor Categories	
	Expert Consultant	223.55
	Senior Consultant	169.20
	Consultant	124.45

All rates for these SINS are exclusive of travel and per diem. The client will be invoiced for any travel, per diem, or other direct costs on a reimbursable basis. The reimbursement will be based on Government allowed travel rates. The estimated travel and per diem will be included in the price proposal for any project, when the location of the project has been decided and agreed to between the client and NPI.

GSA Federal Supply Schedule Price List - Contract No. GS-02F-0032K
SIN-874-6 – Acquisition Management Support

Item Number	Service Name	GSA Price per Hour
874-6	Acquisition Management Support – Labor Categories	
	Expert Consultant	223.55
	Senior Consultant	169.20
	Consultant	124.45
874-6RC	Acquisition Management Support Recovery Purchasing – Labor Categories	
	Expert Consultant	223.55
	Senior Consultant	169.20
	Consultant	124.45

All rates for these SINS are exclusive of travel and per diem. The client will be invoiced for any travel, per diem, or other direct costs on a reimbursable basis. The reimbursement will be based on Government allowed travel rates. The estimated travel and per diem will be included in the price proposal for any project, when the location of the project has been decided and agreed to between the client and NPI.