**ATC**

Applied Techniques Corporation

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!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: http://www.GSAAdvantage.gov.

Schedule Title:  Training Aids and Devices; Instructor-Led Training; Course Development & Test Administration

Contract number:  GS-02F-0162S

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

Contract period:  June 5, 2006 – June 4, 2011

Applied Techniques Corporation
10700 Lathrop Ln
PO Box 1007
Silverdale, WA 98311-1007
http://www.TeamATC.net

Woman-Owned, Small Business

**1a.     Awarded Special Item Numbers (SIN)**

SIN 27-400 – Instructor Led Training
SIN 27-500 – Course Development and Test Administration

**1b.     Lowest Priced Model Number and Unit Price per SIN**

SIN 27-400 – C001 (SUAV Familiarization course) = $546.24 (does not include travel)
SIN 27-400 – T018 (Instructor I) rate = $34.64/hr
SIN 27-500 – T021 (Technical Writer I) rate = $32.66/hr

PO Box 1007
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**1c.     Job Titles, Experience, Functional Responsibility and Education Requirements**

| Order# | Labor Category Title | Minimum Experience | Minimum Education | Functional Responsibilities |
|--------|----------------------|--------------------|-------------------|------------------------------|
| T001 | **Program Manager III** | 12 years project related experience. | Bachelor's degree in engineering, science, business or project-related discipline. | Manages the scheduling and allocation of work, provides guidance and coordinates training, and recommends/determines personnel actions. Responsible for overall program/project planning, execution and performance.  Analyzes and presents cost/schedule summary reports and program reviews to customer technical and management representatives. Oversees multiple projects/programs. |
| T002 | **Program Manager II** | 8 years project related experience. | Bachelor's degree in engineering, science, business or project-related discipline. | Manages the scheduling and allocation of work, provides guidance and coordinates training, and recommends/determines personnel actions. Responsible for overall program/project planning, execution and performance.  Analyzes and presents cost/schedule summary reports and program reviews to customer technical and management representatives. |
| T003 | **Program Manager I** | 4 years project related experience. | Bachelor's degree in engineering, science, business or project-related discipline. | Manages the scheduling and allocation of work, provides guidance and coordinates training, and recommends/determines personnel actions. Responsible for overall program/project planning, execution and performance.  Analyzes and presents cost/schedule summary reports and program reviews to customer technical and management representatives. |
| T004 | **Subject Matter Expert III** | 7 Years project related experience. | Certification or specialized training in field of expertise or Associates degree in related discipline. | Provide Subject Matter Expertise on projects related to technical, engineering, business, financial, security, software and/or related hardware projects in area of expertise. Provide management support in the planning and execution of major development projects. |

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| Order# | Labor Category Title | Minimum Experience | Minimum Education | Functional Responsibilities |
|---|---|---|---|---|
| T005 | **Subject Matter Expert II** | 5 Years project related experience. | Certification or specialized training in field of expertise or Associates degree in related discipline. | Provide Subject Matter Expertise on projects related to technical, engineering, business, financial, security, software and/or related hardware projects in area of expertise. Provide management support in the planning and execution of major development projects. |
| T006 | **Subject Matter Expert I** | 3 Years project related experience. | Certification or specialized training in field of expertise or Associates degree in related discipline. | Provide Subject Matter Expertise on projects related to technical, engineering, business, financial, security, software and/or related hardware projects in area of expertise. Provide management support in the planning and execution of major development projects. |
| T007 | **Operations Manager III** | 7 Years project related experience. | Bachelor's degree engineering, science, business, English or project related discipline. | Responsible for the day to day operation of related projects, and encompasses the monitoring, control, and reporting of operational aspects of the infrastructure. Operational aspects of the infrastructure include, configuration, resource utilization, performance, maintenance, and security. These projects are complex. |
| T008 | **Operations Manager II** | 5 Years project related experience. | Associates degree engineering, science, business, English or project related discipline. | Responsible for the day to day operation of related projects, and encompasses the monitoring, control, and reporting of operational aspects of the infrastructure. Operational aspects of the infrastructure include configuration, resource utilization, performance, maintenance, and security. These projects may be complex. |
| T009 | **Operations Manager I** | 3 Years project related experience. | Associates degree engineering, science, business, English or project related discipline. | Responsible for the day to day operation of related projects, and encompasses the monitoring, control, and reporting of operational aspects of the infrastructure. Operational aspects of the infrastructure include configuration, resource utilization, performance, maintenance, and security. |

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| Order# | Labor Category Title | Minimum Experience | Minimum Education | Functional Responsibilities |
|---|---|---|---|---|
| T010 | **Curriculum Developer III** | 8 years of experience in aspects of Instructional Design. | Bachelor's degree engineering, science, business or project-related discipline. | Manages and provides the assessment, development, design and evaluation of training programs and/or training materials. Develop and design instructional materials in various delivery formats. Organize, plan and deliver group and individual instructional and training sessions. Conduct post-training evaluations. Coordinate and develop various types of instructional materials. (e.g. instructor guides, student guides, requirements analyses, training evaluation reports, media analyses, design guides, and job-aids.) |
| T011 | **Curriculum Developer II** | 6 years of experience in aspects of Instructional Design. | Associates degree engineering, science, business or project-related discipline. | Provides the assessment, development, design and evaluation of training programs and/or training materials. Develop and design instructional materials in various delivery formats. Organize, plan and deliver group and individual instructional and training sessions. Conduct post-training evaluations. Coordinate and develop various types of instructional materials. (e.g. instructor guides, student guides, requirements analyses, training evaluation reports, media analyses, design guides, and job-aids.) |
| T012 | **Curriculum Developer I** | 2 years of experience in aspects of Instructional Design. | Associates degree engineering, science, business or project-related discipline. | Assists the assessment, development, design and evaluation of training programs and/or training materials. Develop and design instructional materials in various delivery formats. Organize, plan and deliver group and individual instructional and training sessions. Conduct post-training evaluations. Coordinate and develop various types of instructional materials. (e.g. instructor guides, student guides, requirements analyses, training evaluation reports, media analyses, design guides, and job-aids.) |

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| Order# | Labor Category Title | Minimum Experience | Minimum Education | Functional Responsibilities |
|---|---|---|---|---|
| **T013** | **Systems Analyst III** | 8 years project related experience. | Bachelor's degree in engineering, computer science, business, technical, instructional technology, education, or other project related field. | Provides direct interface with customer technical and management personnel for postulation of training program strategies and associated strategic planning, business process review and improvement, the assessment of alternative training concepts and technologies, the investigation and resolution of emergent training program problems, and life cycle costing and economic business case analysis. Assesses alternative acquisition strategies and provides high order expertise to specify requirements for the development of training program management plans to support acquisition and life cycle support requirements planning. |
| **T014** | **Systems Analyst II** | 6 years project related experience. | Bachelor's degree in engineering, computer science, business, technical, instructional technology, education, or other project related field. | Supervises training specialists in the development of training products and for providing training services, including training course/curricula design and definition, and/or the authoring, media digitization, and graphics implementation of training products. As an analyst, assesses training program requirements and performs resolution of emergent training problems. Performs analyses and develops training program management plans to support acquisition and life cycle support requirements planning. |

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|---|---|---|---|---|
| **T015** | **Systems Analyst I** | 2 years project related experience. | Associates degree in engineering, computer science, business, technical, instructional technology, education, or other project related field. | As part of a task team develops training products and/or provides training services. Performs training course/curricula design and/or the authoring, media digitization, and graphics implementation of training products. Responsibilities may also include defining curricula and creating course content/materials such as teacher's guides, grading schemes, student handouts, laboratory exercise, tests, and audiovisual presentation materials. Responsible for setting up and conducting classes, soliciting student feedback, and reporting on student performance. Monitors training program schedules and integrates/develops recommendations for corrective or remedial action. Develops content for contract technical packages (SOW, CDRL, Specifications). |
| **T016** | **Instructor III** | 8 years project related experience. | Associates degree in computer science, instructional technology, education field or a related field with or an instructional technology certification. | Coordinates training specialists/analysts in the development of training products; and for providing training services, including training course/ curricula design and definition, and / or the authoring, media digitization, and graphics implementation of training products. Monitors training program schedules and integrates / develops recommendations for corrective or remedial action. Develops content for contract technical packages (SOW, CDRL, Specifications). |
| **T017** | **Instructor II** | 2 years project related experience | Associates degree in computer science, instructional technology, education field or a related field with or an instructional technology certification. | Development of curriculum and preparation of printed instructional material to include testing administration. Well versed in Microsoft Office products to include Word, PowerPoint and Excel. Provide Train the Trainer (TOT) instruction in related field. Oversee Instructors. |

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| Order# | Labor Category Title | Minimum Experience | Minimum Education | Functional Responsibilities |
|---|---|---|---|---|
| T018 | **Instructor I** | Entry Level | Associates degree in computer science, instructional technology, education field or a related field with or an instructional technology certification | Certified in related field of instruction. Well versed in Microsoft Office products to include Word, PowerPoint and Excel. |
| T019 | **Technical Writer III** | 8 years of project related documentation experience. | Bachelor's degree engineering, science, business, English or project related discipline. | Manages and develops project documentation, project schedules and various planning and implementation documents. Develops technical content of documentation and standards. Utilizes word processing and desktop publishing software to produce User Manuals, Programmer Manuals, System Manuals, Installation Guides, On-line Help and Training Guides or Course Materials. Drafts technical reports, proposals, manuals and technical instructions. |
| T020 | **Technical Writer II** | 5 years of project related documentation experience. | Bachelor's degree engineering, science, business, English or project related discipline. | Develop project documentation, project schedules and various planning and implementation documents. Develops technical content of documentation and standards. Utilizes word processing and desktop publishing software to produce User Manuals, Programmer Manuals, System Manuals, Installation Guides, On-line Help and Training Guides or Course Materials. Drafts technical reports, proposals, manuals and technical instructions. |
| T021 | **Technical Writer I** | 2 years of project related documentation experience. | Associates degree in engineering, science, business, English or project-related discipline. | Assists to develop project documentation, project schedules and various planning and implementation documents. Assists to develop technical content of documentation and standards. Utilizes word processing and desktop publishing software to produce User Manuals, Programmer Manuals, System Manuals, Installation Guides, On-line Help and Training Guides or Course Materials. Drafts technical reports, proposals, manuals and technical instructions. |

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| Order# | Labor Category Title | Minimum Experience | Minimum Education | Functional Responsibilities |
|---|---|---|---|---|
| **T022** | **Administrative Assistant III** | 5 years of relevant experience | Bachelor's degree | Serves as executive assistant to Program or Project Manager. Maintains schedule, filing & correspondence of assigned manager. Serves as office manager. Provides clerical support using commercial software packages. |
| **T023** | **Administrative Assistant II** | 3 years of relevant experience | Associates degree. | Perform executive level administrative duties in support of software and hardware development teams. Develop and maintain budgets and schedules. |
| **T024** | **Administrative Assistant I** | Entry level | High School Diploma | Provides clerical support for project staff using commercial software packages. Maintains project records. Screens calls, visitors & incoming correspondence. |
| **T025** | **Training Specialist III** | 8 years Instructional experience | Bachelor's degree in computer science, instructional technology, education field or related field with an instructional certification. | Coordinates Training Specialists / Analysts / Instructors in the development and delivery of training products, providing training services, including training course/ curricula design and definition, and / or the authoring, media digitization, and graphics implementation of training products. Monitors training program schedules and integrates / develops recommendations for corrective or remedial action. Develops content for contract technical packages (SOW, CDRL, Specifications). Manages Course audits. |
| **T026** | **Training Specialist II** | 2 years Instructional experience | Associates degree in computer science, instructional technology, education field or a related field. | Development and delivery of curriculum and preparation of instructional material. utilizing Microsoft Office products to include Word, PowerPoint and Excel. Provide Train the Trainer (TOT) instruction in related field. |
| **T027** | **Training Specialist I** | Entry Level | High School Diploma or Equivalent | Utilize Microsoft Office products to include Word, PowerPoint and Excel, to deliver instruction. |

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| ATC LABOR CATEGORY SUBSTITUTIONS INFORMATION |
|---|

Applied Techniques Corporation will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. Applied Techniques Corporation labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all ATC Security labor categories unless specified in the description.

## Allowable Substitutions

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

| DEGREE | DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS | RELATED CERTIFICATION SUBSTITUTIONS |
|---|---|---|
|  | In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description. |  |
| Associate's | 2 years relevant experience | Trade/Vocational School or Technical Training or Military Training in relevant field |
| Bachelor's | Associate's + 4 years relevant experience OR 6 years relevant experience | Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE) |
| Master's | Bachelor's + 4 years relevant experience OR Associate's + 8 years relevant experience OR 10 years relevant experience | Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)] |
| Doctorate | Master's + 4 years relevant experience OR Bachelor's + 8 years relevant experience OR 14 years relevant experience |  |

2.     **Maximum Order**

SIN 27-400 – Instructor Led Training                                          $1,000,000.00 USD
SIN 27-500 – Course Development and Test Administration          $1,000,000.00 USD

Requirements exceeding the Maximum Order will be processed in accordance with FAR 52.216-19.

3.     **Minimum Order** – $100.00 USD.

4.     **Geographic coverage (delivery area)** – Worldwide.

5.     **Point of Production (city, state)** – Silverdale, WA

6.     **Discount from list prices or statement of net price** – Prices shown herein are net (discount deducted).

7.     **Other Discounts**

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A p p l i e d   T e c h n i q u e s   C o r p o r a t i o n

**Quantity** – Additional 4% for orders over $500,000.  Additional 5% for orders over $1,000,000.00.

**8.** **Prompt payment terms** – Net 30 day

**9a**. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** – Government purchase cards are accepted below the micro-purchase threshold, but no discounts offered.

**9b**. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** – Government purchase cards are accepted above the micro-purchase threshold.

**10.** **Foreign Items** – Not applicable

**11a.** **Time of delivery** – 30 days after receipt of order.

**11b.** **Expedited Delivery** – Applied Techniques Corporation will process each Ordering Agency's request for expedited delivery times on a case-by-case basis.  Whenever possible, the Ordering Agency's request will be honored.

**11c.** **Overnight and 2-day delivery** – Not applicable

**11d.** **Urgent Requirements** – Applied Techniques Corporation will, whenever possible, comply with the Ordering Agency's request for urgent services.

**12.** **FOB Point** – Destination

**13a.** **Ordering Address**

Applied Techniques Corporation
10800 Lathrop Lane
P.O. Box 1007
Silverdale, WA 98383-1007

**Technical/contractual assistance**

David Lester
(360) 692-4464
DavidLester@TeamATC.net

**13b.** **Ordering Procedures** – For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (www. gsa.gov).

**14.** **Payment Address**

Applied Techniques Corporation
10800 Lathrop Lane
P.O. Box 1007
Silverdale, WA 98383-1007

**15.** **Warranty Provision** – Not applicable

**16.** **Export packing charges, if applicable** – Not applicable

**17.** **Terms and Conditions of Government purchase card acceptance (any threshold above the micro-purchase level)** – None

**18.** **Terms and conditions of rental, maintenance, and repair** – None

**19.** **Terms and conditions of installation** – None

**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** – None

**21.** **List of service and distribution points** – Not applicable

**22.** **List of participating dealers** – Not applicable

**23.** **Preventive maintenance** – 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 – If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at DavidLester@TeamATC.net.

**25.** **Data Universal Number (DUNS) number** – 059440375

**26.** **Notification regarding registration in Central Contractor Registration (CCR) database** – Applied Techniques Corporation is registered in the Central Contractor Registration database.

**ATC**

Applied Techniques Corporation

Applied Techniques Corporation (ATC) Rate Summary for Training and Instructional Development Services
(Offered to GSA 69, Training Aids and Devices – Effective date April 19, 2006)

| Order Number | SIN | Labor Category Title | 4/19/2006 - 6/4/2007 | 6/5/2007 - 6/4/2008 | 6/5/2008 - 6/4/2009 | 6/5/2009 - 6/4/2010 | 6/5/2010 - 6/4/2011 |
|---|---|---|---|---|---|---|---|
| T001 | 27-500 | Program Manager III | $114.50 | $118.51 | $122.66 | $126.95 | $131.39 |
| T002 | 27-500 | Program Manager II | $97.92 | $104.78 | $108.45 | $112.25 | $116.18 |
| T003 | 27-500 | Program Manager I | $90.72 | $97.08 | $100.48 | $104.00 | $107.64 |
| T004 | 27-500 | Subject Matter Expert III | $72.00 | $74.52 | $77.13 | $79.83 | $82.62 |
| T005 | 27-500 | Subject Matter Expert II | $55.00 | $56.93 | $58.92 | $60.98 | $63.11 |
| T006 | 27-500 | Subject Matter Expert I | $40.00 | $41.40 | $42.85 | $44.35 | $45.90 |
| T007 | 27-500 | Operations Manager III | $65.63 | $67.93 | $70.30 | $72.77 | $75.31 |
| T008 | 27-500 | Operations Manager II | $56.88 | $58.87 | $60.93 | $63.06 | $65.27 |
| T009 | 27-500 | Operations Manager I | $48.13 | $49.81 | $51.56 | $53.36 | $55.23 |
| T010 | 27-500 | Curriculum Developer III | $70.00 | $72.45 | $74.99 | $77.61 | $80.33 |
| T011 | 27-500 | Curriculum Developer II | $61.25 | $63.39 | $65.61 | $67.91 | $70.29 |
| T012 | 27-500 | Curriculum Developer I | $52.50 | $54.34 | $56.24 | $58.21 | $60.24 |
| T013 | 27-500 | Systems Analyst III | $60.00 | $62.10 | $64.27 | $66.52 | $68.85 |
| T014 | 27-500 | Systems Analyst II | $50.00 | $51.75 | $53.56 | $55.44 | $57.38 |
| T015 | 27-500 | Systems Analyst I | $40.00 | $41.40 | $42.85 | $44.35 | $45.90 |
| T016 | 27-400 | Instructor III | $69.00 | $71.42 | $73.91 | $76.50 | $79.18 |
| T017 | 27-400 | Instructor II | $52.01 | $53.83 | $55.71 | $57.66 | $59.68 |
| T018 | 27-400 | Instructor I | $35.00 | $36.23 | $37.49 | $38.81 | $40.16 |
| T019 | 27-500 | Technical Writer III | $52.50 | $54.34 | $56.24 | $58.21 | $60.24 |
| T020 | 27-500 | Technical Writer II | $42.00 | $43.47 | $44.99 | $46.57 | $48.20 |
| T021 | 27-500 | Technical Writer I | $33.00 | $34.16 | $35.35 | $36.59 | $37.87 |
| T022 | 27-500 | Administrative Assistant III | $35.00 | $37.46 | $38.77 | $40.12 | $41.53 |
| T023 | 27-500 | Administrative Assistant II | $28.88 | $30.91 | $31.99 | $33.11 | $34.27 |
| T024 | 27-500 | Administrative Assistant I | $25.03 | $26.79 | $27.72 | $28.69 | $29.70 |
| T024 | 27-400 | Training Specialist III | $69.60 | $74.48 | $77.09 | $79.78 | $82.58 |
| T026 | 27-400 | Training Specialist II | $56.53 | $60.50 | $62.61 | $64.80 | $67.07 |
| T027 | 27-400 | Training Specialist I | $42.29 | $45.25 | $46.83 | $48.47 | $50.17 |

ATC rates are escalated at 3.5%