



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: GSAAdvantage.gov.

Schedule Title: 69 Training Aids & Devices; Instructor-Led Training; Course Development; Test Administration; Contracting Curriculum Core GS 1102

FSC Group: 69

FSC Product Code: 6930

Contract Number: GS-02F-0102S

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

Contract Period: March 7, 2006 – March 6, 2011

Contractor:

Judith McManus LLC
Judith McManus M.A., President
6890 E Sunrise Drive #120-123
Tucson, Arizona 85750
520.749.2268
Judith@JudithMcManus.com
www.JudithMcManus.com

Business Size: Small, woman-owned business

6890 E. SUNRISE DRIVE #120-123
TUCSON, AZ 85750
(520) 749-2268
www.judithmcmanus.com

CUSTOMER INFORMATION

- 1. Special Item Numbers:** 27-400 Prepared Audio & Visual Instructional Materials (Online Courses)
27-400 Instructor-Led Training
27-500 Course & Training Development
(Please see attached “GSA Price List – Judith McManus LLC”)
- 2. Maximum Order:** \$1,000,000
- 3. Minimum Order:** \$100
- 4. Geographic Coverage:** Destination, 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington D.C. and U.S. territories as well as overseas delivery.
- 5. Point(s) of production:** Tucson, Arizona, USA
- 6. Discounts:** (Please see attached “GSA Price List - Judith McManus LLC). Judith McManus LLC is offering a 15% basic discount on Instructor-Led Training offered under SIN 27-400 and a 15% basic discount on the purchase of labor categories offered under SIN 27-500.
- 7. Quantity Discounts:** (Please see attached “GSA Price List – Judith McManus LLC). A quantity discount of 10% is offered on the purchase of 4 or more online courses offered under SIN 27-400 per order.
- 8. Prompt Payment Terms:** Net 30 days.
- 9a. Government Purchase Cards:** Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Cards:** Government purchase cards are accepted above the micro-purchase threshold.
- 10. Foreign Items:** None
- 11a. Time of Delivery:** Online Courses are available immediately. Instructor-Led Training and Training Development can be scheduled within 14 days.
- 11b. Expedited Delivery:** Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day delivery:** Please contact Contractor for overnight and 2-day delivery.
- 11 d.** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any

order (s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. Points: Destination, 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington D.C. and U.S. territories as well as overseas delivery.

13a. Ordering Address: 6890 E Sunrise Drive #120-123, Tucson, Arizona 85750

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address: 6890 E Sunrise Drive #120-123, Tucson, Arizona 85750

15. Warranty provision: Not applicable

16. Export Packing charges: Not applicable

17. Terms and Conditions for Government purchase card acceptance: no threshold above or below

18. Terms and Conditions of rental, maintenance, and repair: not applicable

19. Terms and Conditions of installation: not applicable

20. Terms and Conditions of repair parts indicating date of parts lists and discount: For Instructor-Led Training, there is a Maximum of 30 participants.

21. List of service and distribution points: not applicable

22. List of participating dealers: not applicable

23. Preventative maintenance: not applicable

24a. Special Attributes: Not applicable

24b. Section 508 Compliance Information: Not applicable

25. Data Universal Number: 061642836

26. Notification regarding registration in Central Contractor Registration: Judith McManus LLC is registered in CCR as of 10.18.05.



GSA Price List

Instructor-Led On-Site Training SIN 27-400

All federal purchases receive a 15% basic discount as reflected in the GSA Prices.

The Industrial Funding Fee (IFF) is included within the pricing.

The following on-site courses are one full-day in length. There is no minimum number of participants. The maximum number of participants is 30.

GSA Price.....\$2,125.

Effective Communication Means Better Business
Business Writing & Grammar
Excellent Customer Service
Powerful Presentations
Leadership Essentials

The following on-site courses are one half-day in length. There is no minimum number of participants. The maximum number of participants is 30.

GSA Price.....\$1,275.

Conflict Management
Coaching & Motivation Skills
Business Etiquette & Professionalism
Extraordinary Telephone Skills
Managing Pressures & Stress
Achieving Your Goals
Managing & Facilitating Meetings

Travel and per diem are negotiated outside of the contract with the government customer.

Online Courses SIN 27-400

All online courses are 1-2 hours in length.

1-3 Courses

All federal purchases receive a 15% discount.

The Industrial Funding Fee (IFF) is included within the pricing.

GSA Price.....\$33.15 each

4 or more Courses

All federal purchases receive a 15% discount.

A 10% volume discount is also offered for four or more courses.

The Industrial Funding Fee (IFF) is included within the pricing.

Courses include:

Writing with Evidence, Clarity, & Succinctness

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Grammar, Punctuation, Proofreading, & Documentation
Business Letters, Reports, & Proposals
E-Mail Essentials & Netiquette
Powerful Meetings
Business Etiquette
Achieving Your Goals
Managing Pressures & Stress
Lucid Listening
Conflict Resolution
Powerful Communication for Women
Leadership Skills for Women
Coaching & Motivation
Developing Assertiveness
Overcoming Speech Apprehension
Organizing Your Presentation
Using Evidence in Your Presentation
Delivering & Evaluating Your Presentation
Developing Rapport with Your Customers
Problem-Solving
Managing Criticism
Challenging Situations
Perfecting Your Delivery
Improving Your Attitude on the Telephone
Telephone Formulas
Voice Power
Handling Difficult Callers
Basics of Marketing
Marketing Tools
Creating a Marketing Plan
Building Your Sales Potential
Essential Sales Steps
Defining Sexual Harassment
Creating a Healthy Work Environment free of Sexual Harassment
Applying Sexual Harassment Cases

Course & Training Development SIN 27-500

All federal purchases receive a 15% discount as reflected in the GSA Price.
The Industrial Funding Fee (IFF) is included within the pricing.

Commercial Job Title: Course & Training Consultant

Minimum Education: M.A. in Communication, English, Education, or Related Area

Minimum Experience: Twenty years of curriculum & course development as well as training and/or teaching experience

GSA Hourly Rate: \$85. per hour

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Commercial Job Title: Senior Curriculum & Content Developer
Minimum Education: M.A. in Communication, English, Education, or Related Area
Minimum Experience: Twenty years of curriculum development & teaching and/ or training experience
GSA Hourly Rate: \$85. per hour

Commercial Job Title: Senior Writer
Minimum Education: M.A. in Communication, English, Education, or Related Area
Minimum Experience: Ten years of writing experience & two published works
GSA Hourly Rate: \$85. per hour

Commercial Job Title: Senior Editor
Minimum Education: M.A. in Communication, English, Education, or Related Area
Minimum Experience: Ten years of writing experience & two published works
GSA Hourly Rate: \$85. per hour