

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 for GSA Advantage is: gsaadvantage.gov.

Schedule Title: Training Aids & Devices, Instructor Led Training

FSC Group: 69

Contract Number: GS-02F-0170S

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

Contract Period: June 13, 2006- June 12, 2011

MyLife Services

2519 W Easton St

Tulsa, OK 74127

Telephone: 918-582-0561

Fax: 707-516-1429

www.mylifeservices.com

Contract Administrator

Mr. John Sanders

2519 W Easton St

Tulsa, OK 74127

Telephone: 918-582-0561

Fax: 707-516-1429

Email: sanders@mylifeservices.com

Business Size: Small, Veteran Owned

Customer Information Page

- 1a. SIN 27-400 Instructor Led Training
- 1b. See attachment 1 for pricing of Tasks
- 1c. See attachment 1
2. Maximum order: \$1,000,000
3. Minimum order: \$100
4. Geographic coverage (delivery area): Domestic
5. Point(s) of production (city, county, and state, or foreign country): Tulsa, Ok 74127
6. Discount from list prices or statement of net prices: See 1a above, or prices above are net prices and discounts are inclusive.
7. Quantity discounts: N/A.
8. Prompt Payment terms: 2%- 10 days, net 30.
- 9a. Notification whether Government purchase cards are accepted at or below 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: Not Applicable
- 11a. Time of Delivery. To be negotiated at the task order level.
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day delivery: Overnight delivery is available.
- 11d. Urgent Requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery
12. F.O.B point(s): Destination
- 13a. Ordering address(es):
2519 W Easton St.
Tulsa, OK 74127
- 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(es):
2519 W Easton St.
Tulsa, OK 74127
15. Warranty provision: Not applicable
16. Export packing charges: Not applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): Not applicable
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: Not applicable
- 20a. Terms and conditions for any other services: Not applicable
21. List of services and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventative maintenance: Not applicable
- 24a. Special attributes such as environmental attributes: Not applicable
- 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 and be found: Not Applicable
25. Data Universal Number System (DUNS) number: 58-203-6546
26. Notification regarding registration in Central Contract Registration (CCR) database: Registered, 05/16/07.

Attachment 1



www.mylifeservices.com

Awarded Contract Price List

27-400

Course Name	Price
The Right Track Workshop	\$2,346.00
Federal Employee Benefits Review	\$2,346.00

Course description

"THE RIGHT TRACK" -- WORKSHOP DESCRIPTION

[Workshop catalog](#)

The Right Track financial training program is a 6 to 7 hour course of instruction which is designed to be an interactive session for all federal employees at all career and lengths of service. Young employees will benefit from starting their federal career off right by being instructed on financial pitfalls to avoid. Middle aged employees gain useful insight into the mid-course corrections which maybe required to prevent a delay in a planned retirement. Senior adults are assisted in correcting potential years of unchecked lifestyle, making final corrections immediately prior to retirement.

The workshop attendee can expect to gain a greater understanding in the aspects of the development and maintenance of a financial plan. Credit pitfalls

which could place great emotional and mental stress on an employee and their family. Budgeting methods which work, if applied. If credit and finance management issues exist, what is required to correct a poor credit report. Finally, some miscellaneous topics to include ideas on how to save and make money.

Each workshop attendee will receive a spiral bound workbook (\$34.95 value) and in class handouts. Employees may to bring a guest to the workshop in order than they may benefit from the information presented.

Each attendee is provided a FREE Budget Investigator budget review. The Budget Investigator will analyze budget information and make comparisons with thousands of pieces of information. Six individual reports will be provided to each participating employee. Each report is specifically designed to improve their financial position.

Specific workshop topics covered include:

Introduction

Your financial plan

- Do I need financial planning?
- How do I start a financial plan?
- Personal data
- Important people
- Family balance sheet
- Family budget
- Financial goals
- Action plan
- Implement your plan
- Follow up
- Personal data worksheet
- List of important people worksheet
- Family balance sheet
- Budget worksheet
- Financial goals worksheet
- Planning actions worksheet
- What is most important to me?

Using credit

- What is credit and how does it work?
- Why is good credit absolutely essential?
- Establish or re-establish your credit?
- Steps to establish or re-establishing your credit
- Credit and divorce

Budgeting

- Seven benefits of budgeting
- What is the importance of a budget?
- Record your monthly expenses
- Budgets are like diets
- Savings strategies and planning goals
- Budgeting myths
- Budget methods, in general
- Budgeting tips

Oops, I need help

- Building a better credit report
- Frequently asked questions
- Improving your credit report
- Credit correction letter
- Dealing with debt
- Self-help
- Avoiding scams
- File segregation
- What's a credit counselor?
- Credit laws

Miscellaneous

- Transportation
- Financial
- Home equity loans
- Real Estate
- Utilities
- Other stuff
- The time value of money and compounding

"FEDERAL EMPLOYEE BENEFITS" -- WORKSHOP DESCRIPTION

[Workshop catalog](#)

The federal benefits review is a highly information packed 6 to 7 hour course of instruction which is filled with real life examples and instructions for employee computations of existing benefits. This workshop is designed to best assist employees of any length of service. Newly hired employees can benefit from understanding the present set of benefits which they enjoy. A mid-career or late-career employee will benefit from this workshop as a refresher from an

earlier benefit workshop and a review of existing benefits in the later career years.

The workshop attendee can expect to gain a greater understanding in the aspects of their government life insurance, retirement annuity, Social Security, Thrift Savings Plan, health care, and disability insurance. With a properly completed current benefit information collection worksheet

Each workshop attendee will receive a 74 page spiral bound workbook and in class handouts. Every employee is invited to bring a spouse or significant other to the class in order than they may benefit from the information presented.

Each attendee is provided a FREE Budget Investigator budget review. The Budget Investigator will analyze budget information and make comparisons with thousands of pieces of information. Six individual reports will be provided to each participating employee. Each report is specifically designed to improve their financial position.

Specific workshop topics covered include:

INTRODUCTIONS

- Presenter
- Attendees
- Objectives of seminar
- Expectations of attendees

FEDERAL EMPLOYEES BENEFITS

- CSRS retirement annuity
- FERS retirement annuity
- Survivor benefits
 - - restrictions and offsets
 - - when it's payable
 - - how it's computed
- Creditable Service (military, re-deposits, deposits)
- How to calculate your retirement annuity

- FEGLI rules & options
- Health Insurance rules & options
- Thrift Savings Plan
 - - new changes
 - - participation rules
 - - loan program
 - - withdrawal options
 - - potential gain

SOCIAL SECURITY
END OF CLASS REVIEW AND RATING