



MULTIPLE AWARD SCHEDULE (MAS)

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

CONTRACT NO. GS-02F-087BA

SIN 611430: Professional and Management
Development Training
SIN OLM: Order-Level Materials

Contract Period: March 4 2019 - March 3 2024

Business Size: Victor 12, Inc. is a Service-Disabled, Veteran-Owned Small Business verified by the Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization's (OSDBU), and Center for Verification and Evaluation (CVE). <https://www.vip.vetbiz.gov/>

Victor 12, Inc.

**2000 N. Alafaya Trail, Suite 300
Orlando, Florida 32826
407-612-6011 Ext. 107
www.victor12.com**

Pricelist current as of Modification PS-A812 – Effective 3/10/2020

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: www.gsaadvantage.gov

Section I Customer Information

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description
611430	Professional and Management Development Training
OLM	Order-Level Materials (OLMs)

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Price List on Page 4**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Descriptions on page 5.**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** 50 United States, District of Columbia, and territories.
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** The discount is based upon annual sales of an individual task order and is based upon the order's funded value at time of award.
Orders greater than \$250,000 will receive an additional discount of 0.25%.
Additional discount of 0.5% for orders of two or more in a 12 month period not covered under a blanket purchase agreement.
- 8. Prompt payment terms:** Net 10 days, 1% prompt payment discount.
- 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:** Will not accept over the micro-purchase threshold.
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 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: Contact Contractor
12. **F.O. B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 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):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 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 (e.g. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 96-6660719
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered
27. **Final Pricing:** The rates shown in the table on page 5 include the Industrial Funding Fee (IFF) of 0.75%.

Section II Company Information

Victor 12 is a verified service-disabled veteran-owned small business with its headquarters in Orlando, Florida. The company's core focus is on providing services, solutions and tools that enhance the effectiveness and efficiency of individuals, teams, systems, and processes. We comprise three departments: Instructional Systems, Human Performance Improvement, and Virtual Training.



Our Instructional Systems department focuses on the optimization of instruction and learning. Our goal is to maximize the effectiveness, efficiency, and appeal of instruction and other learning experiences. We adhere to the ADDIE process and industry best practices. We have experience with several learning management systems and courseware development/conversion tools. Our services include the analysis, design and development of instructional materials; train-the-trainer and instructor services; training/job aids; and synchronous, asynchronous, and technology-based training (PDA Apps (HTML5), e-Learning, animation/video).

Our Human Performance Improvement department focuses on the optimization of the workforce. Applying the Human Performance Technology (HPT) model and other industrial and organizational psychology tools, processes, and procedures, we not only identify the performance gap but find the underlying causes to provide effective and long-term solutions that maximize your return on investment. Our services include organizational, environmental, cause, and gap analysis; intervention design; performance support tools, professional development programs and training program evaluation.



The Virtual Training division of Victor 12 focuses on the optimization of virtual on the optimization of virtual instructor-led training (VILT) and instruction, providing an integrated system of tools, technologies, and software expertise in a single turn-key learning solution.

Our team works with clients to design a customized learning environment tailored to individual needs and content. Once this is created, we provide a host who manages the technology and content in the virtual classrooms, freeing the instructor to focus on teaching. Student performance and attendance data is easily transferred to the client's existing LMS or to a Victor 12-managed database. Our team brings over 15 years of

VILT experience as developers, presenters, hosts, and help desk support specialists.

Section III Price List

Labor Category	Minimum Education	Minimum Experience	3/4/2019	3/4/2020	3/4/2021	3/4/2022	3/4/2023
			- 3/3/2020	- 3/3/2021	- 3/3/2022	- 3/3/2023	- 3/3/2024
Project Manager	Bachelors	8	\$ 121.89	\$ 125.55	\$ 129.31	\$ 133.19	\$ 137.19
Sr. Analyst	Bachelors	8	\$ 141.87	\$ 146.13	\$ 150.51	\$ 155.03	\$ 159.68
Instructional Systems Developer III	Bachelors	8	\$ 117.27	\$ 120.78	\$ 124.41	\$ 128.14	\$ 131.98
Instructional Systems Developer II	Bachelors	5	\$ 92.32	\$ 95.09	\$ 97.94	\$ 100.88	\$ 103.91
Instructional Systems Developer I	Bachelors	2	\$ 75.86	\$ 78.14	\$ 80.48	\$ 82.89	\$ 85.38
Subject Matter Expert	Bachelors	12	\$ 183.53	\$ 189.03	\$ 194.70	\$ 200.54	\$ 206.56
Captivate Subject Matter Expert	Bachelors	10	\$ 172.00	\$ 177.16	\$ 182.47	\$ 187.95	\$ 193.59
Business Analyst	Associates	6	\$ 94.14	\$ 96.97	\$ 99.88	\$ 102.87	\$ 105.96
Graphic Designer	Associates	4	\$ 100.90	\$ 103.93	\$ 107.04	\$ 110.25	\$ 113.56
Graphic Artist	Associates	4	\$ 73.29	\$ 75.49	\$ 77.76	\$ 80.09	\$ 82.49
Quality Analyst/Editor	Associates	4	\$ 50.06	\$ 51.56	\$ 53.11	\$ 54.70	\$ 56.34
Technical Writer II	Bachelors	8	\$ 70.69	\$ 72.81	\$ 74.99	\$ 77.24	\$ 79.56
Programmer	Bachelors	6	\$ 101.98	\$ 105.04	\$ 108.19	\$ 111.44	\$ 114.78
Programming/Software Specialist	Bachelors	2	\$ 76.58	\$ 78.88	\$ 81.24	\$ 83.68	\$ 86.19
Program Manager/Senior	Bachelors	8	\$ 138.42	\$ 142.57	\$ 146.85	\$ 151.26	\$ 155.79
Document Specialist	Associates	2	\$ 44.87	\$ 46.21	\$ 47.60	\$ 49.03	\$ 50.50
Principal Training Specialist	Bachelors	8	\$ 113.65	\$ 117.06	\$ 120.57	\$ 124.19	\$ 127.91
Training Specialist/Instructor	High School	2	\$ 92.88	\$ 95.66	\$ 98.53	\$ 101.49	\$ 104.53
Virtual Classroom Facilitator	High School	2	\$ 72.33	\$ 74.50	\$ 76.73	\$ 79.03	\$ 81.40
Configuration Manager	Bachelors	4	\$ 87.51	\$ 90.13	\$ 92.84	\$ 95.62	\$ 98.49
Research Assistant	Associates	4	\$ 60.73	\$ 62.55	\$ 64.43	\$ 66.36	\$ 68.35
E-learning Producer	Bachelors	4	\$ 68.69	\$ 70.75	\$ 72.87	\$ 75.06	\$ 77.31
Multimedia Programmer	Bachelors	4	\$ 71.05	\$ 73.18	\$ 75.38	\$ 77.64	\$ 79.97
Project Control Specialist	Associates	4	\$ 83.64	\$ 86.15	\$ 88.73	\$ 91.39	\$ 94.13
Subject Matter Expert III	Masters	18	\$ 231.71	\$ 238.66	\$ 245.82	\$ 253.19	\$ 260.79
Subject Matter Expert II	Bachelors	15	\$ 204.13	\$ 210.25	\$ 216.56	\$ 223.05	\$ 229.74
Simulation Specialist Instructor II	Bachelors	10	\$ 132.10	\$ 136.06	\$ 140.14	\$ 144.35	\$ 148.68
Simulation Specialist Instructor I	Bachelors	7	\$ 107.03	\$ 110.24	\$ 113.55	\$ 116.95	\$ 120.46
Simulation Programmer I	Bachelors	4	\$ 93.54	\$ 96.35	\$ 99.24	\$ 102.22	\$ 105.29
Mid-Level Consultant II	Bachelors	6	\$ 148.34	\$ 152.79	\$ 157.37	\$ 162.10	\$ 166.96

Section IV Labor Categories

Project Manager

Responsible for the development, management, operation, cost, scheduling, and technical performance of the program. Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success.

Education/ Experience: Bachelors +8 / Masters +6

Sr. Analyst

Provides technical leadership on large complex projects or tasks including identifying appropriate training methodologies, developing data collection instruments and processes, directing analysis of collected data, providing interpretation of results of analysis, and leading the development of recommendations or interventions. Conducts business process reengineering or business process improvement studies, including identifying and evaluating core business processes, applying redesign methodologies to streamline, eliminate, merge, or align business processes, and provide supporting information to justify redesign and other improvements, such as investments in new technology. Leads the design, development, implementation, and evaluation of human performance interventions across the full spectrum of workforce activities.

Education/ Experience: Bachelors +8 / Masters +4

Instructional Systems Developer III

Responsible for completing the analysis, design, and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web storyboards and training, and measures and evaluates effectiveness of training.

Education/ Experience: Bachelors +8 / Masters +6

Instructional Systems Developer II

Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web storyboards and training, and measures and evaluates effectiveness of training.

Education/ Experience: Bachelors +5 / Masters +3

Instructional Systems Developer I

Responsible for completing the analysis, design, and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Conducts training analysis, designs and develops training curricula, designs and develop multimedia/web storyboards and training, and measures and evaluates effectiveness of training.

Education/ Experience: Bachelors +2 / Masters +0

Subject Matter Expert (SME)

Recognized authority across multiple areas of expertise.

Expert in a specialized subject matter and/or technology. Provides highly technical specialized guidance with regard to area of expertise. Often called upon as a recognized specialist with unique knowledge and skills.

Education/ Experience: Bachelors +12 / Masters +10

Captivate Subject Matter Expert

Devises or modifies procedures to solve complex problems. Prepares detailed specifications from which solutions will be developed. Manages development and support of training technologies using formal specifications, data flow diagrams, other accepted design techniques and CASE tools.

Education/ Experience: Bachelors +10 / Masters +8

Business Analyst

Ensures training solutions match customer requirements in terms of functionality, usability, efficiency, reliability, availability, and scalability. Analyzes user needs and performs research and functional analysis on a variety of projects. Conducts independent verification and validation studies using documented performance specifications.

Education/ Experience: Associates +6 / Bachelors +4

Graphic Designer

Analyzes user needs and performs research and functional analysis on a variety of projects. Conducts independent verification and validation studies using documented performance specifications. Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

Education/ Experience: Associates +4 / Bachelors +2

Graphic Artist

Utilizes knowledge of graphic design fundamentals and technology to develop graphics and miscellaneous media files for multiple projects. Develops line drawings, digital images, flow charts, slide presentations, animations, video stills/clips, and simulations.

Education/ Experience: Associates +4 / Bachelors +2

Quality Analyst/Editor

Performs activities required to ensure quality deliverables. Participates in quality reviews on all deliverables prior to delivery. Performs quality assurance reviews of all the types of training products, including but not limited to instructional material, multimedia products, and process and procedures. Organizes and maintains QA documents as required. Ensures compliance with standards and practices are met. Track test results as required. May perform quality audits and provide reports to management.

Education/ Experience: Associates +4 / Bachelors +3

Technical Writer II

Prepares and reviews technical documentation and training course materials. Must be able to communicate with customer and understand customer requirements. Works with little or no supervision on increasingly complex projects. May be task lead, supervisor, or project supervisor.

Education/ Experience: Bachelors +8 / Masters +6

Programmer

Plans, organizes, manages, and executes input of content into the LMS/LCMS, testing and adapting training content as needed. May supervise the loading of custom training content and building assessments. Works with SMEs to develop online content using eLearning authoring tools such as Articulate, Camtasia, Visio and/or Adobe Presenter. Uploads and maintains materials to be hosted on the LMS/LCMS (training courses, references, document, resources, assessments, and so forth), maintains e-Learning content by posting and updating course materials and other information, and reports on training progress.

Education/ Experience: Bachelors +6 / Masters +4

Programming/Software Specialist

Uses computers and related technologies to create and manipulate electronic images in support of virtual training delivery. Designs, develops, programs, and produces web or desktop multimedia training products. Prepares technical reports and related documentation.

Education/ Experience: Bachelors +2 / Masters +0

Program Manager/Senior

Performs tasks requiring management of a large-scale program encompassing multiple projects. Maintains supervisory responsibility for all members of the program team. Manages risks to program schedule, resources, and scope. Recommends approaches to stakeholder management and options to reduce complexity. Creates Standard Operating Procedures and advises compliance and conformance to regulatory requirements. Tasks may include planning, initiating, managing, executing, and closing out small and large scale programs in support of an agency's mission.

Education/ Experience: Bachelors +8 / Masters +8

Document Specialist

Controls distribution and manages formatting guidelines, change history, and templates for a variety of document types. Examples include materials used in the presentation of training such as Instructor and Participant Guides, data compilation to support monthly reporting, VATMS/LEDS reports. The Document Specialist distribution and collection of written evaluations, provides configuration management of modifications to existing courseware, and provides instruction on administrative roles and responsibilities for VATMS/LEDS use.

Education/ Experience: Associates +2 / Bachelors +0

Principal Training Specialist

Performs the research necessary to develop and update training courses and prepare appropriate training materials. Prepares instructor materials (course outline, background material and training aids) and student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms) for courses. Trains instructor and producer/facilitator personnel with the use of course materials in the setting expected for presentation: virtual classroom, virtual conference, face-to-face classroom courses, webinar, focus groups, and seminars. Provides supervision and guidance for all instructional staff.

Education/ Experience: Bachelors +8

Training Specialist/Instructor

Prepares instructor and participant materials for face-to-face and virtual Instructor-led Training (ILT). Produces, facilitates and trains others to provide ILT in the setting expected for course or performance support presentation: Participates in opportunities to improve facilitation and training approaches such as focus groups and formative evaluation validation and verification groups. Applies the principles and techniques of adult instruction.

Education/ Experience: High School +2

Virtual Classroom Facilitator

Prepares virtual classroom setting including shared versions of any instructor and participant materials. Trains Instructors and participants in the technical aspects of virtual Instructor-led Training (ILT). Supports real-time presentations, and provides help on call before, during, and after training. Produces support documents and examples for any virtual or scenario based training or performance support systems. Participates in opportunities to improve facilitation and training approaches. Examples of these opportunities include focus groups, in process reviews, formative evaluation, and validation / verification groups.

Education/ Experience: High School +2

Configuration Manager

Develops and maintains complex configuration management plans, implementation scheduling and software documentation for all Document/Records Management Software Systems and life-cycle reviews. The Configuration Manager monitors the configuration control process and ensures standard operating procedures comply with VA and/or applicable software specifications. Acts as lead when required, reports to the Project Manager/Program Manager. Knowledgeable of software development techniques, configuration audits and client/government regulations, manuals, standards and industry publications related to configuration/data management required to perform the task.

Education/ Experience: Bachelors +4

Research Assistant

Performs tasks which support the relevant research of a project. Tasks may include conducting literature or other relevant research; supporting the development of project deliverables such as position papers, guides and cognitive interview materials; providing administrative research support; maintaining documents and records for assigned tasks; and utilizing external resources to supplement, organize, and contribute to tasks and deliverables.

Education/ Experience: Associates +4

E-Learning Producer

Performs tasks requiring use of IT solutions to advance the organization's goals by creating web-based training and online performance support. Guides and manages projects from inception to delivery. Identifies course objectives in collaboration with Program and Project Managers. Develops course format, exercises, and testing in collaboration with Subject Matter Experts. Organizes course into storyboards, and scripts using best instructional design practices. Produces & edits courses using A/V production software. Gathers user feedback and incorporates improvements into content. Supports standards testing required prior to publishing course content in training and/or content management systems.

Education/ Experience: Bachelors +4

Multimedia Programmer

Performs tasks related to the development and maintenance of any web-based infrastructure, virtual training materials and performance support tools. Uses all media appropriate to a virtual instructor-led Infrastructure to present information and analyze results of interactions or scenario- based performance. Tasks may include updating the development team's knowledge of emerging industry or technology trends to support design specifications for training and performance support, recommending approaches or changes to current approaches to the multimedia environment, and troubleshooting issues with computer or information systems during key stakeholder and Subject Matter Expert review and providing test scenarios for verification of new content. Per specifications—update website content, provide analysis for given metrics and trends, verify solutions to requirements; test website performance; and participate in review events.

Education/ Experience: Bachelors +4

Project Control Specialist

Performs tasks which support data reporting on specific projects. Tasks include reporting to standard templates, managing project schedules, budget, and milestones. Reports to the Senior Project Manager assigned to the task order and controls systems that input, delete, retrieve, manipulate, and correct information in databases or automated/electronic records. Tasks may include designing and producing reports via a wide variety of information management research tools, systems, and processes. The Project Control Specialist conducts risk management to include activation of risk mitigation strategies as needed to complete projects to the schedule, scope, and resources plan.

Education/ Experience: Associates +4 / Bachelors +0

Subject Matter Expert (SME) III

Expert in a specialized subject matter and/or technology. Provides highly technical specialized guidance with regard to area of expertise. Often called upon as a recognized specialist with unique knowledge and skills including, but not limited to, curricula analysis, design, and delivery; integrated product team support; conducting and instructing training classes across all training modalities; review and analysis of post-course after action reports, surveys, and evaluations for gaps and areas of improvement; and generation of recommendations to close identified gaps / areas; conduct of simulation-based process training and evaluation.

Education/ Experience: Masters +18/ PH.D. or M.D. + 10

Subject Matter Expert (SME) II

Expert in a specialized subject matter and/or technology. Provides highly technical specialized guidance with regard to area of expertise. Often called upon as a recognized specialist with unique knowledge and skills including, but not limited to, curricula analysis, design, and delivery; integrated product team support; conducting and instructing training classes for highly specialized content; review and analysis of post-course after action reports, surveys, and evaluations for gaps and areas of improvement; and generation of recommendations to close identified gaps / areas; conduct of simulation-based training and evaluations.

Education/ Experience: Bachelors + 15/ Masters +12

Simulation Specialist/Instructor II

Provides simulation-based services and instruction with unique knowledge and skills including, but not limited to, assessment, planning, implementing, evaluating, and revising phases of curricula for simulation-based activities; and conducting classes. Serves as an expert in the latest simulation equipment; learner evaluations, post course debriefing, after action reports, and evidence based practice reported in the literature. Supports simulation activities to identify latent hazards as well as risk identification, classification, and reporting; supports the coordination and evaluation of applications, periodic inspection, and sustainment for simulation center certification programs.

Education/ Experience: Bachelors + 10/ Masters + 8

Simulation Specialist/Instructor I

Provides simulation-based services and instruction with unique knowledge and skills including, but not limited to, assessment, planning, implementing, evaluating, and revising phases of curricula for simulation-based activities; and conducting classes. Serves as an expert in the latest simulation equipment; learner evaluations, post course debriefing, after action reports, and evidence based practice reported in the literature. Supports simulation activities to identify latent hazards as well as risk identification, classification, and reporting; supports the coordination and evaluation of applications, periodic inspection, and sustainment for simulation center certification programs.

Education/ Experience: Bachelors + 7/ Masters + 5

Simulation Programmer I

Provides simulation programming services with unique knowledge and skills including, but not limited to planning, execution, evaluation, and process Improvement for delivery of simulation based scenario programming. Performance includes subject matter expert in the assessment and planning of simulation based training; revising simulation software/scenario applications; development of training modules; and, assist in the development of the tools/templates used for the programming.

Education/ Experience: Bachelors + 4/ Masters + 2

Mid Level Consultant II:

May develop solutions in accordance with project requirements related to mission oriented business integrated services such as consulting, training, and business program support services disciplines. May be involved in leading or supporting activities associated with facilitation, training development, data collection, data analysis, methodology development and evaluation, process reengineering, or policy development to support clients and project team. May supervise other employees, function as task lead or perform as an individual contributor.

Education/ Experience: Bachelors +6