



GENERAL SERVICES ADMINISTRATION
Federal Acquisition 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:

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874

Contract No.: GS-02F-0135V

Contract Period: June 17, 2009 through June 16, 2014

Business Size: Other than Small Business

IP Solutions, LLC



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San Mateo, CA 94402

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Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at fss.gsa.gov

Updated through Contract Modification No. PO-0001, dated July 17, 2009



CUSTOMER INFORMATION

1a. Awarded Special Item Number(s): SIN 874-4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:
Assistant Instructor, \$750/day.

1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees: See descriptions in subsequent page(s).

2. Maximum Order: \$1,000,000.

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area):
Worldwide.

5. Point(s) of production (city, county, and State or foreign country): San Mateo, CA.

6. Discount from list prices or statement of net price: Prices shown herein are net prices (discounts already deducted)

7. Quantity discounts: None.

8. Prompt payment terms: None.

9a. 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 (list items by country of origin):
N/A

11a. Time of Delivery: 30 days

11b. Expedited Delivery: 20 days

11c. Overnight and 2-day delivery: N/A.

11d. Urgent Requirements: Contact the Contractor to affect a faster delivery.

12. F.O.B. Point(s): Destination.

13a. Ordering address: Company's San Mateo, CA address (see front page).

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

14. Payment address: Same as company's address (see front page).

15. Warranty provision: N/A.

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: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Terms and conditions for any other services:
N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes: N/A.

24b. Section 508: N/A.

25. Data Universal Number System (DUNS) number:
15-012-4274

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered;
CAGE Code 5ALV4



About IP Solutions, LLC

Our Background

IP Solutions, LLC (IPS) has a 20 year history of delivering educational solutions and consulting services to Global 1000 companies and government agencies worldwide. In 1999, IPS partnered with Stanford University's Center for Professional Development to create the Stanford Advanced Project Management (Stanford APM) program, through which IPS drives organizational performance improvement in the disciplines of strategic execution, leadership, and portfolio, program, and project management. Clients benefiting from the Stanford APM program include Google, IBM, HP, Cisco, BAE, Boeing, Visa, Barclays Bank, and various federal agencies.

The Stanford APM training content was co-developed with Stanford University's top professors in the School of Engineering and the graduate School of Business. All classes in the curriculum build on the world-class academic and interdisciplinary research expertise of Stanford University and on leading-practice methodologies tested and proven by IPS in its extensive work with global companies. To date, we've completed more than 7,500 training and consulting engagements in over 250 cities and 35 countries. Over the past five years our deliveries have grown by 60%. We have 15,000 students enrolled in the program and over 3,000 graduates who have earned their Stanford Certified Project Manager (SCPM) credential from the Stanford APM program.

The Stanford APM curriculum assists clients in experiencing immediate and measurable results by linking learning to business strategy and the ability to execute those strategies. The curriculum consists of 12 foundational courses, with each course based on the Strategic Execution Framework (SEF) model that was developed jointly by IPS and the Stanford faculty. The innovative SEF model is the foundation of the curriculum and helps us develop systems solutions that facilitate getting project work done—leading to better goal alignment and real productivity gains. This powerful management model helps companies ensure that their critical initiatives are on track to achieve their intended results. The SEF is featured in the book *Executing Your Strategy: How to Break It Down and Get It Done*, published by Harvard Business School Press.

Under our Training Aids & Devices, Instructor Led Training, Test Administration contract, IPS offers Federal agencies a variety of Stanford APM courses, workshops, and consulting services under the definition of Special Item Number (SIN) 874-4 established in the GSA contract:

Instructor Led Training & Web Based Training, SIN 874-4

IPS offers a variety of courses and workshops to assist our clients in improving the skill levels of project and program managers within their respective organizations. The Stanford APM curriculum focuses on management concepts that advance the way in which projects are managed, emphasizing the importance strategy execution in context of corporate culture, social dynamics, and human behavior.

The Stanford APM Program is geared towards clients who are interested in offering their high performance managers and leaders a suite of advanced level courses to satisfy the training needs beyond that offered through the Project Management Professional (PMP) curriculum. Managers earn the Stanford Certified Project Manager (SCPM) credential by completing six courses in the curriculum. The SCPM credential has become the standard for advanced expertise in the disciplines of strategy execution and enterprise project management. To complement the credential, managers earn Professional Development Units (PDUs) to maintain certification as a Project Management Professional from the Project Management Institute, as well as Continuing Education Units (CEUs) from Stanford University.

Increasingly, clients are recognizing the importance of the Stanford APM Program and the services offered by IPS. Through the Stanford APM Program and our services, we align projects with strategy, improve project performance, and offer increased opportunities for professional growth to managers. We offer flexibility in how the Stanford APM courses are delivered, with four modalities offered: 1) Instructor delivery at client locations; 2) Synchronous virtually delivery using a web conferencing technology such as WebEx and Live Meeting; 3) On Campus at Stanford University; 4) Asynchronous streaming video.



GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

SIN 874-4 Training Courses

Training Course	Course Length	Minimum Participants	Maximum Participants	Price
Converting Strategy into Action (CSIA)	3 days	18	35	\$1,096 per student
Leadership for Strategic Execution (LSE)	3 days	18	35	\$1,096 per student
Mastering the Project Portfolio (MPP)	3 days	18	35	\$1,096 per student
Mastering the Integrated Project (MIP)	3 days	18	35	\$1,096 per student
Leveraging the Customer Relationship (LCR)	3 days	18	35	\$1,096 per student
Managing Without Authority (MWA)	3 days	18	35	\$1,096 per student
Leading Effective Teams (LET)	3 days	18	35	\$1,096 per student
Financial Mastery for Projects (FMP)	3 days	18	35	\$1,096 per student
Strategic Program Management Office (SPMO)	3 days	18	35	\$1,096 per student
Project Management Mastery (PMM)	3 days	18	35	\$9,300 per course
Converting Strategy into Action – An Executive Perspective	2 days	15	35	\$28,291 per course
Leadership for Strategic Execution – An Executive Perspective	2 days	15	25	\$19,545 per course
FastPLAN 2.0 Facilitated Planning Workshop	3 days	15	35	\$39,091 per course
Strategic Execution Mapping Workshop	3 days	15	25	\$29,318 per course

The following is applicable to 874-4 courses:

- 1) Pricing is for instructor delivery at a customer facility or via synchronous virtual delivery using a web conferencing technology such as WebEx or Live Meeting.
- 2) Pricing for instructor delivery at a public facility may be requested as an ODC. IPS will arrange for the facility and equipment (e.g., projector) and will bill the client at cost plus the addition of a 10% general and administrative overhead fee. Once the client contractually commits to the delivery of the course, the client is responsible for any costs incurred by IPS for the facility and/or equipment along with the general and administrative overhead fee.
- 3) Pricing for the Project Management Mastery (PMM) course is based on a class size of 20. \$800 will be charged for each additional student above 20 with a maximum of 35 students.
- 4) Pricing excludes reimbursable expenses for travel, including per diem.
- 5) All courses listed above (minus the Project Management Mastery) are delivered in an asynchronous on line streaming video format directly from Stanford University. The price per course and registration information can be found at <http://apm.stanford.edu>.



- 6) All courses listed above (minus the Project Management Mastery) are delivered on campus at Stanford University in Stanford, CA. The price per on site course and registration information can be found at <http://apm.stanford.edu>.
- 7) Training manuals are provided with each of the courses listed above.
- 8) Up until 14 calendar days prior to the scheduled start date, Government clients can cancel or reschedule an On-Site or Virtual course. After that point, a \$2,500 cancellation/rescheduling fee will be charged to the client.

Course Descriptions

Converting Strategy into Action (CSIA)

Discover proven approaches and emerging concepts for aligning your organization's project and program initiatives with strategic objectives. Learn essential strategic management concepts and tools for building an effective project-based organization. This foundation course introduces a conceptual framework that the other Stanford APM courses build on.

Leadership for Strategic Execution (LSE)

Learn how to be a more effective leader with innovative techniques for making strategic decisions, translating strategy, assessing risk, establishing sponsorship, and managing change within your organization. This course provides the critical context, framework, and skills that leaders need to optimize organizational performance through effective portfolio, program, and project management.

Mastering the Project Portfolio (MPP)

Learn a comprehensive, leading-practices-based portfolio methodology for project selection, prioritization, and oversight – as well as how to resolve real-world implementation concerns involving technology, timing, roles and responsibilities, and metrics. This course provides proven approaches for ensuring that your organization is investing in the right projects, giving those projects the right resources, and getting them completed at the right time.

Mastering the Integrated Project (MIP)

Learn leading practices for meeting the complex challenges of managing programs made up of multiple projects, including interface management, schedule integration, and program risk management. This course is recommended for program managers and others having a stake in or directly contributing to program planning and success.

Leveraging the Customer Relationship (LCR)

Improving customer satisfaction while maintaining organizational priorities, values, and goals is a balancing act all organizations must achieve. This course teaches how participants can be most effective at weighing competing objectives, facilitating decision making, ensuring customer satisfaction without compromising goals, and following through on opportunities for business development.

Managing Without Authority (MWA)

Learn proven techniques for successfully completing project objectives in a project-based environment, including how to influence decisions, gain commitments, hold people accountable, and address performance problems, despite limited authority. This course will benefit project and program managers, as well as managers, executives, and professionals who must influence others to perform for success.

Leading Effective Teams (LET)

Leading a team whose members span organizational lines, geographical boundaries, culture, languages, and time zones has its challenges. Learn how to unleash your team's potential by applying proven approaches to communication, coordination, collaboration, and conflict management. Get the right insights and skills required to lead complex team efforts to success under the most challenging of circumstances.



Financial Mastery for Projects (FMP)

Gain a deeper understanding of finance and investment analysis as practiced by today’s leading managers. By viewing projects as investments, you’ll be able to maximize the return on those investments. You’ll learn powerful techniques for assessing the economic value of projects throughout their life cycles, as well as what you can do to improve a project’s financial performance.

Strategic Program Management Office (SPMO)

Learn how to use strategic program management offices (SPMO) to support the effective execution of strategy through engagements, programs, and projects. This course provides proven techniques for creating SPMOs to support the achievement of your organization’s strategic objectives.

Project Management Mastery (PMM)

Master the essential project management skills you need to succeed in today’s challenging business environment through a streamlined, flexible, step-by-step approach to managing projects. This process is modeled after the Project Management Institute’s A Guide to the Project Management Body of Knowledge and you’ll have a chance to apply the elements of the process to actual organizational projects and case studies.

Converting Strategy into Action – An Executive Perspective

This course introduces a framework for aligning an organization’s project and program initiatives with its strategic objectives by treating strategic execution as an overall system. This course is designed for executives responsible for large programs and portfolios of projects, having a need to understand how the organization’s environment as a whole affects each project’s results.

Leadership for Strategic Execution – An Executive Perspective

Organizations stand or fall on their ability to execute strategy effectively, and this course addresses the critical role that leadership plays in achieving better organizational performance in today’s global environment. It accomplishes this by applying a framework of strategic leadership at the organizational, team, and personal levels.

FastPLAN 2.0 Facilitated Planning Workshop

FastPLAN workshops are highly interactive, expertly facilitated planning sessions that are used to develop detailed plans and schedules for various project scenarios. From designing a baseline plan for launching a mission-critical program to developing a recovery plan for getting a troubled project back on track, FastPLAN workshops offer organizations a proven process for effective business execution.

Strategic Execution Mapping Workshop

The Strategic Execution Mapping Workshop provides a process-based approach to design, develop, and document an organization’s strategy through collaborative planning amongst team members. Strategy execution mapping is a proven way to turn the complex and often inaccessible strategic plan into an interactive, visual roadmap for the plan’s successful execution.

Instructor Labor Categories

Labor Category Titles	GSA Daily Rate
Senior Consultant	\$2,199
Program Manager	\$2,199
Senior Instructor	\$1,129
Instructor	\$940
Assistant Instructor	\$750



DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS

Senior Consultant

Position Description: Provides consulting support in the definition and execution of strategy and project planning, and delivers advanced training solutions in support of executing and documenting these strategies and plans. Duties include working with clients to document the operational elements of their organizations, define strategies that align with the mission of a client's organization, and deliver courses on strategy, project planning, and project management.

Experience: Minimum of ten (10) years of work experience or research in strategic business execution.

Minimum Education: Advanced degree in business administration, management, public administration, or relevant technical area (or equivalent undergraduate degree with 14 years of strategic management work experience).

Program Manager

Position Description: Provides management oversight and maintains relationships with senior-level client managers and sponsors on critical and complex strategic programs. Responsible for leading a large program team and overseeing all aspects of managing a project portfolio including schedule control, financial management, quality control, resource management, processes, customer satisfaction, change management, and performance.

Experience: Minimum of ten (10) years of work experience managing a portfolio of complex IT, consulting, or training service projects for the public or private sector.

Minimum Education: Undergraduate degree in a technical, management, business administration, or financial discipline.

Senior Instructor

Position Description: Provides the highest level of expertise in delivering courses within the Stanford Advanced Project Management (Stanford APM) curriculum to managers and executives responsible for meeting their organization's objectives through effective strategic execution. Duties include working with clients in advance of a Stanford APM class to provide a primer on strategic execution, deliver Stanford APM courses, and assist clients following a course delivery in the application of strategic execution concepts into the work environment.

Experience: Minimum of ten (10) years of work experience managing large, complex programs with three (3) years delivering Stanford APM courses.

Minimum Education: Advanced degree in business administration, finance, management, or a technical field of study (or equivalent undergraduate degree with five (5) years of experience developing and delivering training solutions).



Instructor

Position Description: Provides experience in delivering one of the courses offered through the Stanford Advanced Project Management (Stanford APM) curriculum to managers and executives responsible for meeting their organization's objectives through effective strategic execution. Duties include working with clients in advance of a Stanford APM class to provide a primer on strategic execution, deliver Stanford APM courses, and assist clients following a course delivery in the application of strategic execution concepts into the work environment.

Experience: Minimum of eight (8) years of work experience managing programs of medium size and complexity with three (3) years delivering Stanford APM courses.

Minimum Education: Undergraduate degree in a technical, management, business administration, or financial discipline.

Assistant Instructor

Position Description: Provides experience in delivering project management courses to managers to instill common project management processes and improve the manner in which projects are managed. Duties include working with clients in advance of a project management class to provide a primer on project management fundamentals, deliver project management courses, and assist clients following a course delivery in the application of project management concepts into the work environment.

Experience: Minimum of five (5) years of work experience managing projects of medium complexity with three (3) years delivering project management courses.

Minimum Education: Undergraduate degree in a technical, management, business administration, or financial discipline.