

Strategic Knowledge Solutions

Collaborate... Educate... Innovate...

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 is available through *GSA Advantage!*, a menu-driven database system. The Internet address for *GSA Advantage!* is

<http://www.GSAAdvantage.gov>. For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.



Solicitation TFTP-MC-000874-B (MOBIS)

Contract Number:	GS-02F-0093X
Contract Period:	FEB 23, 2011 to FEB 22, 2021 Modification # PO-0009
Contractor:	Strategic Knowledge Solutions, Inc. P.O. Box 896 Leavenworth, KS 66048
Business Size:	Service-Disabled Veteran Owned Small Business
Business Telephone:	937-654-8444
FAX Number:	913-829-4148
Web Site:	http://www.strategicks.com
E-mail:	holly@strategicks.com
Contract Admin:	Holly C. Baxter
DUNs	784429396

Customer Information

1a. Table of Awarded Special Item Number(s):

874-1	Consulting Services
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.

Not Applicable (Only Services Offered)

1c. Hourly Rates:

Please see Attachment 1 – Strategic Knowledge Solutions GSA Price List

2. Maximum Order:

\$1,000,000.00

3. Minimum Order:

\$100.00

4. Geographic Coverage (delivery Area):

CONUS and Washington, DC

5. Point(s) of production (city, county, and state or foreign country):

USA

6. Discount from list prices or statement of net price:

5% Discount for SINs 874-1, 874-4

7. Quantity discounts:

None Offered

8. Prompt payment terms:

None; Net 30 Days

9a. Notification that 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: will accept over \$2,500.

Yes

10. Foreign items (list items by country of origin):

None

11a. Time of Delivery (Contractor insert number of days):

Normal = 30 Days; Specified on the Task Order

11b. Expedited Delivery.

Not Offered

11c. Overnight and 2-day delivery.

Not Offered

11d. Urgent Requirements.

Contact Contractor

12. F.O.B Points(s):

Destination (includes 48 Contiguous States, Alaska, Hawaii, Puerto Rico, Washington, DC, and US Territories)

13a. Ordering Address(es):

Same as company address

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:

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):

None

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. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):

N/A

24b. Section 508 compliance

N/A

25. Data Universal Numbering System (DUNS) number:

784429396

26. Notification regarding registration in Central Contractor Registration (CCR) database:

Cage Code: 4HZ16, updated regularly.

Strategic Knowledge Solutions Labor Category Descriptions:

Labor Category	Description
Senior SME	Ph.D. with 10+ years of experience in knowledge management, knowledge assessment, human performance and cognition, learning psychology, education, training and development, organizational development, organizational leadership, or research and development. Widely published in key areas. Strategic planning expertise to help organization identify, set, and achieve long- and short-term goals. Six sigma certification for process improvement.
Subject Matter Expert (SME)	Master's Degree plus 10+ years of experience in knowledge management, knowledge assessment, human performance and cognition, learning psychology, education, training and development, organizational development, organizational leadership, or research and development. Strategic planning expertise to help organizations identify, set, and achieve long- and short-term goals.
Senior Instructional Designer	Master's Degree plus 10+ years of experience in knowledge management, instructional design, adult education, training, or leadership development. Strategies for 21st Century learning environment.
Instructional Designer	Bachelor's Degree plus 5-9 years of experience in knowledge management, instructional design, adult education, training, or leadership development.
Program Manager	Master's Degree plus 10+ years of experience in program and project management.
Project Manager	Master's Degree plus 5+ years of experience in project management.
Senior Analyst	Master's Degree plus 10+ years of experience in knowledge management, instructional design, adult education, training, or leadership development. Strategic Planning to help organization identify, set, and achieve long- and short-term goals. Six sigma certification for process improvement.
Analyst	Bachelor's Degree plus 5+ years of experience in knowledge management, instructional design, adult education, training, or leadership development.
Documentation Specialist	Experience in administrative tasks associated with program management, project management, knowledge management, and instructional design.

Course Descriptions:

Product	Description
Executive Leadership Development and Assessment Seminar	This 2-day workshop provides executives a look into personal behaviors and the impact of leadership style on individuals and organizations. This highly interactive workshop helps an executive understand individual leadership style, recognize ethical behavior, make sound ethical decisions, and build a set of personal leadership behaviors that support both personal and organizational values. Who is this workshop for? Professionals looking to improve leadership performance. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.
Community of Practice Start-Up Seminar	Communities of Practice are the cornerstone for connecting people in vibrant and dynamic conversation around relevant and timely content needed to do a job successfully. This 2-day workshop helps you conduct the strategic planning necessary to effectively develop and start a new community. Who is this workshop for? Professionals and teams looking to design and launch an effective Community of Practice. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.
Developing and Facilitating Virtual Communities	The common thread among all effective virtual communities is facilitated conversation. This 5-day onsite or 4-week online workshop prepares designated facilitators, topic leaders, and content managers with the skills necessary to make organizational communities active and valuable. Who is this workshop for? Practicing community leaders, facilitators, and content managers. Prerequisites: Community of Practice Startup or a working knowledge of Communities of Practice in your organization. Includes all materials. Maximum of 16 participants. Travel is an additional charge.
Community of Practice Users: Workshop I	This half-day workshop is designed to train your users on the 12 fundamentals they need to operate as a member of a professional community of practice. It increases the speed at which new professionals develop a sense of organizational community and become valuable contributors. Who is this workshop for? Professionals who wish to maximize benefit from a Community of Practice. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.
Community of Practice Users: Workshop II	This half-day workshop is designed to introduce six effective facilitation behaviors required to lead conversations, manage topics, and facilitate knowledge exchange in a professional community. Who is this workshop for? Professionals who wish to take a more active role in community activities, or assigned topic leaders and conversation managers. Prerequisites: A working knowledge of Communities of Practice in your organization. Includes all materials. Maximum of 16 participants. Travel is an additional charge.
Organizational Knowledge Management for Executives	This half-day workshop focuses on understanding how to manage the <i>Knowledge Environment</i> [™] to enable knowledge flow, improve collaboration, and foster both learning and innovation. The workshop includes an overview of KM foundations and basic KM activities while teaching the executive the difference between managing information and managing knowledge. It also explains how KM should be aligned with organizational strategy, introduces the language of KM, and suggests the types of questions executives should ask of company information and knowledge managers as they guide KM programs. Who is this workshop for? Organizational executives, leaders, and managers who want to understand KM and what it can provide for a company. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.

Product	Description
Organizational Knowledge Management Basic Course	<p>This 3-day workshop presents the fundamentals of KM and serves as the foundation for follow-on KM education. The workshop focuses on the value of KM to an organization by introducing the <i>Knowledge Environment</i>[™] framework, helping practitioners understand basic KM concepts, and applying practical KM solutions. It also provides a familiarization to KM approaches and tools along with techniques for organizing personal knowledge, sharing lessons learned, and effective networking and collaboration. Who is this course for? KM Team Members or anyone interested in using KM to improve organizational or personal performance. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Organizational Knowledge Management Certification Course	<p>This 5-day workshop provides strategies for designing and maintaining an effective <i>Knowledge Environment</i>[™]. Participants develop a firm understanding of KM principles, processes, and systems for capturing, organizing, integrating, and sharing organizational knowledge. Who is this course for? Mid-level managers, direct supervisors, and KM specialists who must effectively design, develop, and apply KM approaches, develop business processes, or routinely use KM tools to enable knowledge flow. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
How to Conduct a Knowledge Assessment	<p>This 5-day workshop focuses on the background and uses of a knowledge assessment. Assessments identify performance gaps between what an organization is doing and what it should be doing, and what it knows and what it needs to know to perform at the desired level. The knowledge assessment leads to a knowledge strategy, which in turn, helps develop KM approaches and tools to close the gaps. This workshop, designed for 4-6 participants, uses a hands-on approach to walk the participants through the steps of the process while actually conducting a mini-assessment of your organization. Preparation by students prior to the workshop is required. Who is this workshop for? Anyone tackling how to assess or improve knowledge flow in an organization. Prerequisites: KM Basic, or Organizational Knowledge Manager, or equivalent. Includes all materials. Maximum of 6 participants. Travel is an additional charge.</p>
Advanced Knowledge Assessment Coaching	<p>This 3-day workshop focuses on coaching an individual through a knowledge assessment. Designed for 4-6 participants, this coaching-based workshop uses a hands-on approach to walk the participants through the steps of the process while actually conducting a mini-assessment of an organization. Who is this workshop for? Knowledge assessment team members. Prerequisites: An SKS knowledge assessment instructional workshop, or equivalent. Preparation by the students prior to the workshop is required. Includes all materials. Maximum of 6 participants. Travel is an additional charge.</p>
Creating a High Performing Virtual Team	<p>Today's leaders join teams whose members cross organizational lines, bringing together people with vastly different expertise and perspectives. Team members and team leadership require new skills, knowledge, and attitudes that build on their face-to-face experiences. This 2-day workshop is designed to form and launch a team, and to develop the team competencies to sustain high performance levels. Who is this workshop for? Newly formed teams and team members or existing teams that need to be reenergized and refocused. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Facilitating Virtual Meetings	<p>As companies become more and more virtual and more meetings are conducted with the aid of video and web-based conferencing, the need to manage and facilitate the meeting has changed dramatically. Who is this workshop for? Individuals and teams who must collaborate virtually. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>

Product	Description
Creating a Virtual Team Work Environment	<p>This workshop is based on the principles of Six Sigma and is designed to assess needs and requirements, design and develop solutions, and implement an initial Virtual Teaming Work Environment using your existing information architecture. The length of the workshop depends on the complexity of the requirements, with most companies requiring 3 days to design an initial architecture and build an initial web presence. Who is this workshop for? New teams or IT/KM professionals assigned to support high-performing teams. Prerequisites: A working knowledge of your organization's existing collaborative tools. Administrative permissions to modify or update these tools is preferred. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Introduction to Cognitive Task Analysis (CTA)	<p>This 1-day workshop provides an introduction to the background and uses of CTA, as well as an overview of knowledge elicitation, data analysis, and application. It addresses how to recognize and capture cognition and expertise in context and then leverage that knowledge for a wide-range of applications. Who is this workshop for? Professionals interested in understanding how to capture tacit knowledge and mapping how experts think. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Introduction to Cognitive Task Analysis for Knowledge Managers	<p>This 1-day workshop provides an introduction to the background and uses of CTA for Knowledge Management, as well as an overview of online knowledge elicitation, data analysis, and application. It addresses how to recognize and capture cognition and expertise in context using both in-person interviews and a Community of Practice, and then leverage that knowledge for improving knowledge transfer. Participants learn CTA methods specific to Knowledge Management. Who is this workshop for? Knowledge Managers responsible for capturing and transferring tacit knowledge in a variety of settings. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Cognitive Task Analysis for Instructional Design	<p>This 2-day workshop provides an introduction to the background and uses of CTA for instructional designers, as well as an overview of knowledge elicitation methods targeted for needs assessment, data analysis, and application to training design, development, implementation, and evaluation. Who is this workshop for? Instructional designers seeking methods to improve cognitive performance in the courses they design, including improving competency models. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Cognitive Task Analysis for Vignette Development	<p>This 3-day workshop provides an introduction to the background and uses of CTA and the uses of vignettes and storytelling for learning and expertise development. It also provides an overview of knowledge elicitation methods for capturing stories, data analysis for capturing key cognitive information to embed in stories, and the creation and evaluation of vignettes. This workshop teaches participants how to capture tacit knowledge in the field and transform that knowledge into effective training vignettes. Who is this workshop for? Professionals who are looking for ways to accelerate the development of expertise. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Cognitive Task Analysis for System Design	<p>This 3-day workshop provides an introduction to the background and uses of CTA for system and software developers, as well as an overview of knowledge elicitation methods for better understanding users. This workshop will teach system or software developers how to elicit and embed cognitive processes into systems or software they are developing. Who is this workshop for? System and Simulation designers looking to incorporate human behavior and cognition into systems and simulations. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>

Product	Description
Decision Making in Tough Situations: Ethical Reasoning	<p>This 1-day workshop provides a framework and a process for making ethical decisions in tough situations. It addresses the difference between right vs. wrong situations and right vs. right dilemmas, and provides a step-by-step approach for making ethical decisions. Who is this workshop for? Professionals looking to improve decision making skills in today's complex leadership environment. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Strategic Planning	<p>This 1-day workshop provides leadership teams with clear strategies and priorities to execute their mission. Before the workshop, each team will conduct a scan of all its stakeholders and directives. During the workshop, we facilitate the clarifying the mission, creating strategies to accomplish that mission, and develop priorities to implement the strategies. The resulting plan often fits on one page. We review best practices that enable execution of the priorities. We also introduce communication messages and tools useful in aligning everyone in the organization around the priorities. Who is this workshop for? Leadership teams or individuals associated with strategic or project planning. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Rapid Collaborative Change Process	<p>This custom-designed workshop focuses on a disciplined approach to managing change. We apply a four-step process to identify and work through change barriers. In this workshop, SKS facilitators work with your internal expert team to develop the skills needed to analyze a problem, facilitate the design and development of a solution, and manage implementation. This workshop provides the how, why, and when to use different change management approaches. Who is this workshop for? Professionals responsible for change management or leading change in an organization. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Process Improvement Workshop	<p>SKS can guide you through your process improvement journey. This workshop focuses on mapping business processes, identifying barriers, and applying the swarm-and-fix strategy to generate immediate results. Client teams must commit to significant pre-work, particularly in identifying participants, clarifying goals, scheduling resources, and creating agendas. During this workshop, the client team follows a disciplined but flexible approach that analyzes the problem, designs and develops a solution, and makes significant progress toward implementing that solution before the workshop is complete. Who is this workshop for? Professionals responsible for improving processes in an organization or Process Managers. Prerequisites: None. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>
Knowledge Environment Design Workshop	<p>This 5-day workshop helps an organization design a virtual work environment where information is easily created, shared, and stored. Using an interactive, expert-facilitated approach to design, the workshop can save an organization both time and trouble in building and launching an effective knowledge network. Client teams must commit to significant pre-work in responding to assessments, surveys, and interviews, and in clarifying goals, scheduling resources, and creating agendas. By the end of the workshop, participants will have all the materials needed to quickly get a custom <i>Knowledge Environment</i>[™] up and running. Who is this workshop for? Knowledge Professionals responsible for designing and implementing effective virtual work environments. Prerequisites: Organizational Knowledge Manager or equivalent. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>

Product	Description
The Leader as Storyteller	<p>This 2-day workshop provides participants with skills and knowledge to accelerate their ability to lead using the oldest and most effective leadership tool: storytelling. Students will learn how to tell stories that teach values, inspire people to change, motivate people to action, introduce themselves to new groups, and encourage people to do what's right. Students learn the components of a good story and how different types of stories can serve differing purposes. Students also practice storytelling and receive evaluations by an experienced storyteller. Who is this workshop for? Organizational leaders and prospective storytellers. Prerequisites: Students must commit to significant pre-work in reading key material before the workshop. Includes all materials. Maximum of 16 participants. Travel is an additional charge.</p>