



**AUTHORIZED GENERAL SERVICES ADMINISTRATION (GSA)
MULTIPLE AWARD SCHEDULE (MAS) PRICELIST**

LARGE CATEGORY: Professional Services
SUBCATEGORIES: Business Administrative Services; Training

Triumph Enterprises, Incorporated
8229 Boone Boulevard, Suite 750, Vienna, VA 22182
(P) 703-563-4400
www.triumph-enterprises.com

Contract Number: **GS-10F-0157U**
Period Covered by Contract: **3/7/2008 – 3/6/2023**

Point-of-Contact:
Adam Chance (703-563-4404)
contracts@triumph-enterprises.com

General Services Administration/Federal Supply Service

Pricelist current through Modification #PS-A812, effective April 28, 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 GSA Advantage! is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov.





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Customer Information

- 1a. Awarded Special Item Numbers:**
- SIN 541611 – Administrative Management and General Management Consulting
SIN 611430 – Professional and Management Development Training
SIN 611512 – Flight Training
OLM – Order Level Materials
- 1b/1c. Prices:** Hourly rates and descriptions for all offered labor categories are provided herein beginning on Page 3.
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage:** Domestic Only
- 5. Points of Production:** 8229 Boone Boulevard, Suite 750
Vienna, VA 22182
- 6. List Price Discounts:** The prices contained herein are fully discounted
- 7. Quantity Discounts:** None
- 8. Prompt Payment Terms:** Net 30 Days (Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions)
- 9a. Government Credit Card Below Micro-Purchase Threshold:** Accepted
- 9b. Government Credit Card Above Micro-Purchase Threshold:** Accepted
- 10. Foreign Items:** None
- 11a. Time of Delivery:** To be specified by Task Order
- 11b. Expedited Delivery:** Short-lead time start-ups are available on a case-by-case basis
- 11c. Overnight/2-Day Delivery:** Overnight and 2-day delivery requirements are available on a case-by-case basis. Contact Contractor for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements:** Urgent requirements are supported on a case-by-case basis
- 12. F.O.B. Point:** Destination



- 13a. Ordering Address:** contracts@triumph-enterprises.com
Mailed Orders: Triumph Enterprises, Inc.
Attn: Contracts Manager
8229 Boone Boulevard, Suite 750
Vienna, VA 22182
- 13b. Ordering Procedures:** Ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:** Triumph Enterprises, Inc.
8229 Boone Boulevard, Suite 750
Vienna, VA 22182
- 15. Warranty Provisions:** Triumph Enterprises, Inc., guarantees the satisfactory completion of all services performed under this contract and shall exercise sufficient diligence to ensure the technical correctness and accuracy of the services provided. Triumph Enterprises shall perform, at its sole expense, any services which are determined by the Government to be deficient, to ensure the satisfactory completion of such services.
- 16. Export Packing Charges** NOT APPLICABLE
- 17. Government Purchase Cards** Contact Contractor
- 18. Rental/Maintenance/Repair** NOT APPLICABLE
- 19. Installation** NOT APPLICABLE
- 20. Repair Parts** NOT APPLICABLE
- 20a. Other Repair Services** NOT APPLICABLE
- 21. Distribution Points** NOT APPLICABLE
- 22. Participating Dealers** NOT APPLICABLE
- 23. Preventive Maintenance** NOT APPLICABLE
- 24a. Special Attributes** NOT APPLICABLE
- 24b. EIT Section 508 Compliance** NOT APPLICABLE
- 25. Data Universal Numbering System (DUNS):** 167251011
- 26. SAM Registration:** Triumph Enterprises, Inc., is registered with the SAM database.



Multiple Award Schedule (MAS)

MAS is an acronym for Multiple Award Schedule. MAS is GSA’s new single Schedule featuring a simplified format with streamlined terms and conditions, new large categories and sub-categories, and updated Special Item Numbers (SINs) that makes it easier for contractors to offer, and agency partners to buy, products, services, and solutions.

Table 1. Hourly Rates for SIN 541611

LABOR CATEGORY	3/7/2018 - 3/6/2019	3/7/2019 - 3/6/2020	3/7/2020 - 3/6/2021	3/7/2021 - 3/6/2022	3/7/2022 - 3/6/2023
Subject Matter Expert – Sr.	\$168.80	\$172.18	\$175.62	\$179.14	\$182.72
Subject Matter Expert – Mid	\$145.92	\$148.83	\$151.81	\$154.85	\$157.94
Program Director	\$200.18	\$204.18	\$208.27	\$212.43	\$216.68
Project Director	\$170.61	\$174.03	\$177.51	\$181.06	\$184.68
Program Manager	\$122.80	\$125.25	\$127.76	\$130.31	\$132.92
Sr. Program Analyst	\$95.51	\$97.42	\$99.37	\$101.36	\$103.39
Project Coordinator	\$85.29	\$87.00	\$88.74	\$90.51	\$92.32
Analyst	\$54.08	\$55.16	\$56.26	\$57.39	\$58.54
Jr. Program Analyst	\$47.39	\$48.33	\$49.30	\$50.29	\$51.29

Table 2. Hourly Rates for SINs 611430 and 611512

LABOR CATEGORY	3/7/2018 - 3/6/2019	3/7/2019 - 3/6/2020	3/7/2020 - 3/6/2021	3/7/2021 - 3/6/2022	3/7/2022 - 3/6/2023
Training Instructor/Writer II	\$65.48	\$66.79	\$68.12	\$69.48	\$70.87
Training Instructor/Writer III	\$77.68	\$79.23	\$80.81	\$82.43	\$84.08
Lead Training Instructor/Writer	\$98.77	\$100.75	\$102.76	\$104.82	\$106.91
Instructional Specialist/Training Developer I	\$79.23	\$80.82	\$82.44	\$84.08	\$85.77
Instructional Specialist/Training Developer II	\$80.16	\$81.77	\$83.40	\$85.07	\$86.77
Senior Instructional Designer	\$133.12	\$135.78	\$138.50	\$141.27	\$144.09
Mid-Level Instructional Designer	\$87.63	\$89.39	\$91.17	\$93.00	\$94.86
Graphics Artist	\$82.08	\$83.72	\$85.40	\$87.10	\$88.85
Multimedia Developer	\$102.10	\$104.14	\$106.22	\$108.34	\$110.51

The Service Contract Labor Standards (SCLS) statute applies to this contract and as it applies to the MAS and all services provided. While no specific labor categories have been identified as being subject to SLCS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.



Labor Category Descriptions – SIN 541611

PROGRAM MANAGER LABOR CATEGORIES

Functional Responsibilities: Responsible for managing contract and task order operations. Ensures quality standards and work performance on all task orders and projects. Plans, organizes, and oversees work efforts; assigns resources; supervises personnel; provides risk management, and monitors the overall project and contract performance. Provides management and technical guidance to the project team in the accomplishment of work efforts. Serves as the primary interface with the customer. Demonstrates skills in the scope of work encompassed by the contract and task orders.

Specialized Experience: Specialized program management experience includes concurrent management of multiple projects with total responsibility for contract/task order cost, schedule, and technical performance and project teams.

PROGRAM DIRECTOR

Minimum Experience: 14 years' general experience, 2 years of which must be specialized program management experience.

Minimum Education: Bachelor's Degree

PROJECT DIRECTOR

Minimum Experience: 12 years' general experience, 2 years of which must be specialized program management experience.

Minimum Education: Bachelor's Degree

PROGRAM MANAGER

Minimum Experience: 8 years' general experience, 2 years of which must be specialized program management experience.

Minimum Education: Bachelor's Degree

SUBJECT MATTER EXPERT LABOR CATEGORIES

Functional Responsibilities: Plans, directs, conducts, and/or participates in the technical work associated with one or more task orders within the relevant subject matter domain of the project. Provides expertise in the areas of analysis, design, development, and implementation of management, organizational, and business improvement processes, methodologies, systems, and technologies. Applies the methods, tools, and techniques that are appropriate for the work requirements. Assures that the technical quality of work products meet quality standards. Makes substantial contributions to product content. Works with minimal supervision and has substantial latitude for unsupervised decision and action. Assignments are broad in nature requiring originality and initiative.

Specialized Experience: Analysis, design, development, and implementation of management, organizational, and business improvement processes, methodologies, systems, and technologies.



SUBJECT MATTER EXPERT – SR.

Minimum Experience: 12 years' general experience or 4 years of specialized experience.

Minimum Education: Bachelor's Degree

SUBJECT MATTER EXPERT - MID

Minimum Experience: 10 years' general experience or 3 years of specialized experience.

Minimum Education: Bachelor's Degree

PROGRAM ANALYST LABOR CATEGORIES

Functional Responsibilities: Provides expertise by applying advanced and comprehensive knowledge of theoretical concepts, principles, and practices in a specific professional, scientific or technical discipline. Support conducts and directs complex projects of critical importance to the organization involving the origination and application of new and unique approaches. Evaluates progress and results, and recommends a change in procedures.

Specialized Experience: Analysis, design, development, and implementation of management, organizational, and business improvement processes, methodologies, systems, and technologies. Data entry, graphics, proof reading, editing, word processing, clerical, filing, typing, organizing, word processing, meeting scheduling/facilitation, and/or general administrative support assistance. Must also have experience with standard office software packages (e.g., MS Word, MS Excel, MS PowerPoint, Visio).

SR. PROGRAM ANALYST

Minimum Experience: 10 years of specialized project support experience.

Minimum Education: High school diploma

ANALYST

Minimum Experience: 4 years of specialized project support experience.

Minimum Education: High school diploma

JR. PROGRAM ANALYST

Minimum Experience: 2 years of specialized project support experience.

Minimum Education: High school diploma

PROJECT SUPPORT LABOR CATEGORIES

Functional Responsibilities: Supports project team(s) in administrative activities associated with contract and task order work performance. Assists in the preparation of plans, reports, contract deliverables, and correspondence. Schedules and coordinates meetings, conferences, presentations, demonstrations, and travel. Works under immediate supervision on routine tasks.



Specialized Experience: Data entry, graphics, proof reading, editing, word processing, clerical, filing, typing, organizing, word processing, meeting scheduling/facilitation, and/or general administrative support assistance. Must also have experience with standard office software packages (e.g., MS Word, MS Excel, MS PowerPoint, Visio).

PROJECT COORDINATOR

Minimum Experience: 6 years of specialized project support experience.

Minimum Education: High school diploma

Education/Experience Equivalents:

1. A Master's degree may be substituted for two years of general experience.
2. A doctoral degree may be substituted for an additional two years of general experience.
3. For all categories requiring a degree, one additional year of experience may be substituted for each year of college not attended (Bachelor's degree plus two additional years of experience is the equivalent of Master's degree, High School diploma plus four additional years of experience is the equivalent of Bachelor's degree).
4. Additional experience to be substituted foreducation must also be specialized experience defined for the labor category.
5. A High School G.E.D. may be substituted for a High School Diploma for the Project Support labor categories.

Labor Category Descriptions – SINS 611430 and 611512

TRAINING INSTRUCTOR/WRITER II

Functional Responsibilities: Delivers instruction to the target audience using a variety of modalities (paper-based, individual coaching, lecture, etc.). Provides feedback as to effectiveness and user-friendliness of materials developed by instructional designers. Has practical familiarity with instructional design methodology.

Minimum Experience: 2 years' general experience Minimum Education: Bachelor's Degree

TRAINING INSTRUCTOR/WRITER III

Functional Responsibilities: With a wide range of knowledge develops and presents complex training programs for customers. Tests trainees to measure their learning progress and to evaluate the effectiveness of training presentations. Conducts training programs on complex topics and designs and develops training program elements/modules. Provides guidance and direction to less experienced trainers utilizing areas of expertise and training skills.

Minimum Experience: 6 years' general experience Minimum Education: Bachelor's Degree

LEAD TRAINING INSTRUCTOR/WRITER

Functional Responsibilities: Develops, oversees work of more junior trainers and presents complex training programs for customers. Conducts training programs on all topics. Formulates training policies and schedules. Utilizes knowledge of identified training needs, company production processes, business systems or changes in products, procedures or services. Oversees and reviews the development of teaching aids including training manuals, demonstration models, reference materials and visual aids. Provides guidance and direction to less experienced trainers utilizing strong technical and training skills.

Minimum Experience: 8 years' general experience, 2 of which must be specialized Minimum Education: Bachelor's Degree

INSTRUCTIONAL SPECIALIST/TRAINING DEVELOPER I

Functional Responsibilities: Uses the Systems Approach to Training to integrate concepts, strategies, and guidelines for all new and existing courses and identifies instructional needs and constraints within available resources. Also, uses the Systems Approach to training to analyze job and task requirements to design and develop full-length courses and training including programs of instruction, lesson plans, tests, student and instructor training materials, evaluation metrics, training products, instructional multimedia training, course resourcing data and course maps. Reviews the development of teaching aids including training manuals, demonstration models, reference materials and visual aids. Provides guidance and direction to less experienced trainers utilizing strong technical and training skills.

Minimum Experience: 5 years' general experience Minimum Education: Bachelor's Degree

INSTRUCTIONAL SPECIALIST/TRAINING DEVELOPER II

Functional Responsibilities: Uses the Systems Approach to Training to integrate concepts, strategies, and guidelines for all new and existing courses and identifies instructional needs and constraints within available resources. Also, uses the Systems Approach to Training to analyze job and task requirements to design and develop full-length courses and training including programs of instruction, lesson plans, tests, student and instructor training materials, evaluation metrics, training products, instructional multimedia training, course resourcing data and course maps. Reviews the development of teaching aids including training manuals, demonstration models, reference materials and visual aids. Provides guidance and direction to less experienced trainers utilizing strong technical and training skills.

Minimum Experience: 8 years' general experience, 2 of which must be specialized Minimum Education: Bachelor's Degree

SENIOR INSTRUCTIONAL DESIGNER

Functional Responsibilities: Develops training solutions using the ISD methodology. Conducts analysis: needs analysis, job/task analysis, front-end analysis. Develops design plans for paper, video, CBT, and WBT that include developing learning objectives, determining functionality and navigation strategies, documenting minimum technical specifications (user and client), determining learning strategies and content flow, determining testing/evaluation requirements and interactivity, and planning the interface functionality. Develops instructor and participant guides, scripts, and storyboards to include content and theme, defines all media elements (graphics, animations, video, audio), and explains programming requirements. Writes narration scripts and plans music/sound effects. Confers with SMEs.

Minimum Experience: 8 years' general experience, 6 of which must be specialized Minimum Education: Bachelor's Degree

MID-LEVEL INSTRUCTIONAL DESIGNER

Functional Responsibilities: Applies ISD techniques and methodologies to client organization requirements, typically as part of an interdisciplinary task team. Confers, as necessary and appropriate, with client stakeholders. Develops storyboards to include content and theme, defines all media elements (graphics, animations, video, audio), and explains programming requirements. Writes narration scripts and uses audio/sound or music effects.

Minimum Experience: 6 years' general experience, 4 of which must be specialized Minimum Education: Bachelor's Degree

GRAPHICS ARTIST

Functional Responsibilities: Renders, revises, and finalizes graphic sketches, designs, animation, and copy layouts for multimedia and print content. Determines size and arrangement of illustrative material and copy selects style and size of type and arranges layout based upon available space, knowledge of layout principles, and visual design principles.

Minimum Experience: 4 years specialized experience Minimum Education: Bachelor's Degree



MULTIMEDIA DEVELOPER

Functional Responsibilities: Utilizes best practices and design methods to ensure the success of the project. Designs, develops, tests, and delivers websites. Enhances and resolves defects on an ongoing basis. Provides multimedia expertise and support in the development of instructional content, tools, and courses. Demonstrates experience with graphics and interface design, multimedia programming, animations design and development, video editing, and audio production and recording for the development of educational training materials, documents, and presentations. Requires experience in graphics, audio, video, layout, scripting, programming, as well as development involving compatibility and seamless integration with various technologies.

Minimum Experience: 4 years specialized experience
Minimum Education: Bachelor's Degree

Education/Experience Equivalents:

1. A Master's degree may be substituted for two years of general experience.
2. A doctoral degree may be substituted for an additional two years of general experience.
3. For all categories requiring a degree, one additional year of experience may be substituted for each year of college not attended (Bachelor's degree plus two additional years of experience is the equivalent of Master's degree, High School diploma plus four additional years of experience is the equivalent of Bachelor's degree).
4. Additional experience to be substituted for education must also be specialized experience defined for the labor category.
5. A High School G.E.D. may be substituted for a High School Diploma for the Project Support labor categories.



Contacts

Ordering Assistance:

Contracts

8229 Boone Boulevard, Suite 750

Vienna, VA 22182

703-563-4400

contracts@triumph-enterprises.com

Ordering Procedures:

Master these tips and techniques! The changes made to the Schedules program have impacted your ability to buy commercial services and products. Schedule contracts are attractive for Federal buyers because Federal regulations have been rewritten, shifting from rigid regulations to guiding principles. The result has been that Federal buyers can now make sound business decisions in much the same manner as their industry counterparts.

Ordering agencies also make selections based on best value. This allows the discussion between you and the supplier to focus on the business aspects of the transaction, rather than on the contracting process itself.

You can now access Federal Supply Schedule contract award information on-line at <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules>, and then click on [GSA eLibrary](#).