

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit Government users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the Government's location, as agreed to by the Contractor and the Government.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the Government.

4. CANCELLATION AND RESCHEDULING

- a. The Government will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the Government to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the Government will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the Government fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the Government will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the Government to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The Government reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the Government, the Contractor must notify the Government at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the Government will be charged will be the Government training price in effect at the time of order placement, or the Government price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after Government completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion each training course.
- d. The Contractor shall provide the following information for each training course offered:

DM001	Introduction to Microsoft Access	This two-day course teaches new users about designing and creating a relational database. Topics include creating and modifying tables, fields and indexes, adding and displaying records, queries and filters, and generating reports. Users will learn how to use Access Wizards for quick development.
DM002	Advanced Microsoft Access	This two-day course focuses on multi-file relational database building. Topics include joining tables, one to many relationships and database integrity, creating forms and subforms, data validation, database maintenance and security.

DM003	Track It!	This one-day course will prepare you to install, configure and maintain Track-It! Databases. Topics include how to maintain inventory of hardware and software components installed on workstations and servers, how to set up a help desk for tracking work requests and trouble calls, how to register students for courses and keep track of completed training, how to create and audit purchase orders, and how to keep track of material from the library database.
DM012	Programming with Access	This two-day course focuses on using Visual Basic for Access. Topics include using variables and procedures, control structures, debugging and error handling, events, and record sets.
GD001	Introduction to Microsoft PowerPoint	Microsoft PowerPoint is a presentation graphics application. With PowerPoint, you can create powerful slides, overheads, and electronic presentations. This one-day class covers how to create a new presentation, work with text, bullets and graphics, organize the slides, and print and view a slide show.
GD002	Advanced Microsoft PowerPoint	This one day course covers how to use rulers and guides for setting up the presentation, formatting text through WordArt, how to use drawing tools, create tables, create and edit datasheets, graphs, and organization charts.
GS002	Introduction to Windows	This half-day seminar teaches students everything they need to be productive with this powerful Windows interface. Topics include launching Windows, types of windows, security, icons, the mouse, sizing windows, switching between applications, task lists, menus, help, accessories, and the file system.
GS003	Microsoft Office Overview	This one-day course focuses on the basics of Word, Excel, and PowerPoint. Users will learn the similarities between the three software applications and learn how to create a file, as well as, edit, spellcheck, print, save, copy, move and delete files.
I001	Introduction to Microsoft FrontPage	In this one-day course users are introduced to important web page terminology and then immediately begin creating their own web page. Students are taught how to create links (internal, external and bookmark), how to insert and align images, create hotspots, insert and work with tables and work with frames.
I002	Advanced Microsoft FrontPage	In this one-day course users continue with creating their web page while learning advanced concepts involving table design, enhancing and customizing tables. Users learn how to create forms; insert form fields and prepare information to be used by databases. In addition, an introduction to Microsoft's Image Composer is given, enabling users to import and export existing images in a variety of formats, or to create new images. Web management and security completes the advanced course with discussion on how to manage a web site, update links, spell check the web and organize files using FrontPage Explorer.

I003	Introduction to HTML	Students will take a two-day tour of the Hypertext Markup Language enroute to developing their own web sites. Students will learn the basics of HTML, including links, using images, text formatting, tables and page formatting. All attendees will create a web site in class.
I004	Microsoft Internet Explorer	This half-day course is both a tour of the Internet and a hands-on session for Microsoft's Internet Explorer. Students will learn the history of the Internet, how to start and use Internet Explorer, favorites, URLs, links, Internet precautions, search engines, and surfing tips and techniques.
NC001	Windows Administration	This five-day course is geared towards computer professionals. The goal of this class is to provide all of the skills necessary to become a full time System Administrator. Students will learn to install Windows Server and Workstation, system basics, accounts, policies, security, configuration, disk and file management, application support and networking basics.
NC002	Microsoft Outlook (Contact Management)	This one-day class teaches users to get organized with the features of Outlook. Users will learn to operate and configure Outlook, e-mail functionality, and contact management features of Outlook.
NC003	Microsoft Outlook	In this one-day course students learn the fundamentals of E-Mail. Topics include how to send, receive, reply and forward mail messages and file attachments, manage incoming and outgoing mail, establish file folders for easier maintenance, set priority levels and delays on mail messages, maintain the address book and create distribution lists. Half-day class is also available.
NC007	Microsoft Outlook Part I	This half-day class teaches users how to efficiently use the e-mail features of Outlook. Topics include finding your way around Outlook, creating and formatting messages, responding to mail, using the address book, and receiving and sending attachments.
NC008	Microsoft Outlook Part II	This half-day class teaches users how to use Outlook's calendar, manage contacts, track tasks, create journal entries, and use electronic notes.
PM001	Introduction to Microsoft Project	This one-day course teaches users how to create and begin managing a project. Users learn how to create the project, enter tasks and resources, create task dependencies, identify the critical path, and update the project with actual start and finish dates. In addition, students learn how to analyze their data through the use of Pert, Gantt, and Work breakdown charts.
PM002	Advanced Microsoft Project	This one-day course teaches the experienced Project user how to customize the project environment, track and analyze the project's progress, resolve conflicts, generate reports for sorting and filtering the data, create multiple projects and subprojects, and track cost information.

S001	Introduction to Microsoft Excel	This one-day course provides new users with the following tools for using this spreadsheet: spreadsheet introduction, command definitions, cursor movement, formulas, formatting, and sorting and printing.
S002	Intermediate Microsoft Excel	This one-day class is for users already familiar with Excel basics. This class discusses: advanced formatting techniques, managing worksheets and workbooks, working with multiple windows, using headers and footers, security and password protection, and creating presentation quality graphs.
S003	Advanced Microsoft Excel	This two-day course focuses on creating complex worksheets, linking worksheets together, creating macros, styles, and working with
SS001	CorrTrack	This one-day course includes adding and updating correspondences, searching for records, generating reports, using the system administration features, and working with lookup tables.
SS004	Membership Management System	MMS is a user-friendly database that manages all of your membership records. MMS tracks everything from address, phone and fax to demographics on all kinds of data from gender to voter information, marital status and birth date. MMS makes the report process easy by providing membership statistical reports to demographic sorts and management reports that often take hours to generate.
SS005	Student Class Management System	Student Class Management System (SCMS) automates the entire education management process from tracking student history to managing multiple classrooms. In this one-day class, users learn how to add new classes and classroom information, enter student demographics and register students for class. In addition, users will learn how to update the class roster and generate reports displaying historical information for students, instructors, classrooms and
WP001	Introduction to Microsoft Word	This one-day class covers creating, saving and retrieving documents, editing and block movement (copy, move, delete), the spell checker, character formatting and selecting fonts, setting tabs and margins, page breaks, using print preview, printing and saving.
WP002	Intermediate Microsoft Word	The objectives of this one-day class include setting up headers and footers, applying borders and shading around text, inserting graphics, mail merge, tables and sorting, working with columns and frames, creating auto text entries and converting documents from other applications to Word documents.
WP003	Advanced Microsoft Word	The objectives of this two-day class include extensive text formatting for creating styles and templates, creating footnotes and endnotes, glossary entries, document index, table of contents, outlines, bookmarks, form letters, and macros. In addition, this class covers how to use annotations and track revisions.

- e. For those courses conducted at the Government's location, instructor travel charges (if applicable), including mileage and daily living expenses, must be indicated below. Rates paid as a result of travel must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA City pair contracts.

Travel will be reimbursed in accordance with Federal Travel Regulations or Joint Travel Regulations, as applicable.

9. **“NO CHARGE” TRAINING**

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

Not Applicable