NOTICE OF AWARD OF CONTRACT

TO: LEARNING TREE INTERNATIONAL, USA
1831 MICHAEL FARADAY DRIVE
RESTON, VA 20190

DATE ISSUED: OCTOBER 19, 2011
CURRENT CONTRACT NO: 589-12

CONTRACT TITLE: DTS - GOVERNMENT TRAINING VOUCHERS

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract in accordance with Agreement No. 589-12 dated October 19, 2011. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on APRIL 30, 2012.

This is the FIRST year award notice of a possible FIVE year contract.

The contract documents consist of the terms and conditions of Agreement No. 589-12, including any exhibits attached or amendments thereto.

CONTRACT PRICING:

REFER TO EXHIBIT B OF AGREEMENT NO. 589-12

ATTACHMENT:

AGREEMENT NO 589-12

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: MAUREEN MOORE
TELEPHONE NO.: 703-925-7648
EMAIL ADDRESS: MAUREEN_MOORE@LEARNINGTREE.COM

VENDOR PAYMENT TERMS: NET 30 DAYS

TAX IDENTIFICATION NUMBER (EIN/SSN): 54-1577802

COUNTY CONTACT: JEFF BRANDT
TELEPHONE NO.: 703-228-7983
EMAIL ADDRESS: JBRANDT@ARLINGTONVA.US

CONTRACT AUTHORIZATION

Mr. Ashley Barnes
Procurement Officer
Date: 10/19/11

DISTRIBUTION

VENDOR: 1
BID FOLDER: 2
RIDER AGREEMENT NO. 589-12

THIS AGREEMENT (hereinafter "Agreement") is made, on the date of its execution by the County, between Learning Tree International USA, Inc., 1831 Michael Faraday Drive, Reston, Virginia, 20190 ("Contractor"), a Delaware corporation authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County"). The County and the Contractor, for the consideration and quantity(ies) specified herein or specified in a County Purchase Order referencing this Agreement, agree as follows:

1. CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement, Exhibit A (Contract GS-35F-4414G), and Exhibit B (Price Quote) together with any exhibits and amendments issued or applicable thereto (collectively "Contract Documents" or "Contract"). This Agreement rides a contract awarded to the Contractor by the federal General Services Administration (GSA) and extended by the Contractor to the County on the same terms and conditions as the Contractor's agreement with GSA. Where the terms of this Agreement vary from the terms and conditions of the other Contract Documents, the terms and conditions of this Agreement shall prevail.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to the parties' agreement which is not contained in the Contract Documents.

2. CONTRACT TERM
The Contractor's work for the County ("Work") shall commence upon the execution of this Agreement by the County, and shall be completed no later than April 30, 2012 ("Initial Contract Term"), subject to any modifications as provided for in the Contract Documents. Upon satisfactory performance by the Contractor and with the concurrence of the Contractor, the County may authorize continued operations of the Contractor under the then-current contract unit prices for not more than three (3) additional twelve (12) month periods from May 1, 2012, to April 30, 2015 (Each such period shall be referred to as a "Subsequent Contract Term").

3. CONTRACT AMOUNT
In exchange for the Contractor's provision of the Work to the County during the Initial Contract Term, the County agrees to pay to the Contractor the amounts set forth in Exhibit B (the "Contract Amount"). The Contract Amount may be amended in any Subsequent Contract Term to reflect the same terms and conditions as Contractor's agreement with GSA and by mutual written agreement of the County and the Contractor.

4. PROJECT OFFICER
The performance of the Contractor is subject to the review and approval of the County Project Officer ("Project Officer") who shall be appointed by the Director of the Arlington County department or agency which obtains the Work pursuant to this Contract. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its Work pursuant to the Contract Documents.
5. COUNTY PURCHASE ORDER REQUIREMENT
County purchases are authorized only if a County Purchase Order is issued in advance of the transaction. A Purchase Order must indicate that the ordering agency has sufficient funds available to pay for the purchase. Such a Purchase Order is to be provided to the Contractor by the ordering agency. The County will not be liable for payment for any purchases made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. Contractors providing goods or services without a signed County Purchase Order do so at their own risk and expense.

6. NON-APPROPRIATION
All funds for payments by the County under this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia. In the event of non-appropriation of funds by the County Board of Arlington County, Virginia, for the goods or services provided under this Contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuance of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Contract beyond the date of termination specified in the County’s written notice.

7. PAYMENT OF SUBCONTRACTORS
The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Contract:

a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or

b. Notify the County and the subcontractor, in writing, of the Contractor’s intention to withhold all or a part of the subcontractor’s payment with the reason for nonpayment.

The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor’s obligation to pay an interest charge to a subcontractor pursuant to the above provisions may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.
8. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED
During the performance of this Contract, the Contractor agrees as follows:

A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an Equal Opportunity Employer.

C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

D. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in both publicly and privately provided services and activities.

E. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

9. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED
In accordance with § 2.2-4311.1 of the Code of Virginia, the Contractor acknowledges that it does not, and shall not during the performance of this Contract for goods and/or services in the Commonwealth, knowingly employ an unauthorized alien as that term is defined in the federal Immigration Reform and Control Act of 1986.

10. DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR
During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor by Arlington County in accordance with the Arlington County Purchasing Resolution, the employees of which contractor are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
11. **INDEMNIFICATION AND LIMITATION OF LIABILITY**

The Contractor covenants for itself, its employees, and subcontractors to save, defend, hold harmless and indemnify the County, and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions (collectively the "County" for purposes of this section) from and against any and all claims made by third parties or by the County for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, demands or exposure resulting from or arising directly out of the Contractor's negligent acts or omissions, including the negligent acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the work called for by the Contract Documents. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after notice by the County, the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor shall be liable for and reimburse the County for any and all expenses, including, but not limited to, reasonable attorneys' fees incurred and any settlements or payments made. The Contractor shall pay such expenses upon demand by the County, and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

NEITHER PARTY SHALL HAVE LIABILITY TO THE OTHER FOR ANY SPECIAL, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, PUNITIVE OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUES, DATA AND/OR USE), EVEN IF ADVISED OF THE POSSIBILITY THEREOF.

12. **RELATION TO COUNTY**

The Contractor is an independent contractor and neither the Contractor nor its employees or subcontractors will, under any circumstances, be considered employees, servants or agents of the County. The County will not be legally responsible for any negligence or other wrongdoings by the Contractor, its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes, social security tax, or any other amounts for benefits to the Contractor. Furthermore, the County will not provide to the Contractor any insurance coverage or other benefits, including workers' compensation, normally provided by the County for its employees.

13. **DISPUTE RESOLUTION**

All disputes arising under this Contract, or its interpretation, whether involving law or fact, or extra work, or extra compensation or time, and all claims for breach of contract shall be submitted to the Project Officer for decision at the time of the occurrence or beginning of the work upon which the claim is based, whichever occurs first. Any such claim shall state the facts surrounding it in sufficient detail to identify it, together with its character and scope. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than sixty (60) days after final payment. The time limit for final written decision by the County Manager in the event of a contractual dispute, as that term is defined in the Arlington County Purchasing Resolution, is fifteen (15) days. Procedures for considering contractual claims, disputes, administrative appeals, and protests are contained in the Arlington County Purchasing Resolution, which is incorporated herein by this reference. A copy of the Arlington County Purchasing Resolution is available upon request from the Office of the Purchasing Agent. The Contractor shall not cause a delay in the Work pending any decision of the Project Officer, County Manager, County Board, or a court of law.
14. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION
This Contract and the work performed hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction, forum, and venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing its Work pursuant to this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

15. NOTICES
Unless otherwise provided herein, all notices and other communications required by this Contract shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered by an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO THE CONTRACTOR
Learning Tree International USA, Inc.
Maureen Moore, Contracts Manager
1831 Michael Faraday Drive
Reston, Virginia 20190

TO THE COUNTY:
John Bayliss, Project Officer
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 610
Arlington, Virginia 22201

AND

Richard D. Warren, Jr., Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

16. ARLINGTON COUNTY BUSINESS LICENSES
The Contractor must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060.

17. INSURANCE REQUIREMENTS
The Contractor shall provide to the County Purchasing Agent a Certificate of insurance indicating that the Contractor has in force the coverage types and minimum amounts below prior to the start of any Work under this Contract and upon any contract extension. The Contractor agrees to maintain such insurance until the completion of this Contract or as otherwise stated in the Contract Documents. All required insurance coverage must be acquired from insurers authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Insurance Guides, and acceptable to the County. The minimum insurance coverage types and amounts shall be:
a. Workers Compensation - Virginia Statutory Workers Compensation (W/C) coverage including Virginia benefits and employers liability with limits of $100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.

b. Commercial General Liability - $1,000,000 combined single limit coverage with $2,000,000 general aggregate covering all premises and operations and including Personal Injury, Completed Operations, Contractual Liability, Independent Contractors, and Products Liability. The general aggregate limit shall apply to this Contract. Evidence of Contractual Liability coverage shall be typed on the certificate.

c. Business Automobile Liability - $1,000,000 Combined Single Limit (Owned, non-owned and hired).

d. The Contractor shall carry Errors and Omissions or Professional Liability insurance which will pay for injuries arising out of errors or omissions in the rendering, or failure to render services or perform Work under the contract, in the amount of $1,000,000.

e. Additional Insured - Arlington County, and its officers, elected and appointed officials, employees, and agents shall be named as an additional insureds on all policies except Workers Compensation and Auto and Professional Liability; and evidence of the Additional Insured endorsement shall be typed on the certificate.

f. Cancellation - All insurance policies required by this Contract shall be endorsed to include the following provision: "It is agreed that Contractor shall provide thirty (30) days written notice to the Purchasing Agent, Arlington County, Virginia, prior to cancellation or non-renewal of any policies shown on this certificate." If there is a material change or reduction in coverage the Contractor shall notify the Purchasing Agent immediately upon Contractor's notification from the insurer. Any policy on which the Contractor has received notification from an insurer that the policy has or will be cancelled or materially changed or reduced must be replaced with another policy consistent with the terms of this Contract, and the County notified of the replacement, in such a manner that there is no lapse in coverage. Not having the required insurance throughout the Contract Term is grounds for termination of the Contract.

g. Any insurance coverage that is placed as a "claims made" policy must remain valid and in force, or the Contractor must obtain an extended reporting endorsement consistent with the terms of this Contract, until the applicable statute of limitations has expired, such date as determined to begin running from the date of the Contractor's receipt of final payment.

h. Contract Identification - The insurance certificate shall state this Contract's number and title.

The Contractor shall require all subcontractors to maintain during the term of this Contract, Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation insurance in the same form and manner as specified for the Contractor. The Contractor shall furnish subcontractors' certificates of insurance to the County immediately upon request by the County.
No acceptance or approval of any insurance by the County shall be construed as
relieving or excusing the Contractor from any liability or obligation imposed upon the
Contractor by the provisions of the Contract Documents.

The Contractor shall be responsible for the work performed under the Contract
Documents and every part thereof, and for all materials, tools, equipment, appliances,
and property of any description used in connection with the work.

Notwithstanding any of the above, the Contractor may satisfy its obligations under this
section by means of self insurance for all or any part of the insurance required, provided
that the Contractor can demonstrate financial capacity and the alternative coverages
are submitted to and acceptable to the County. The Contractor must also provide its
most recent actuarial report and provide a copy of its self insurance resolution to
determine the adequacy of the insurance funding.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

AUTHORIZED
SIGNATURE:  [Signature]

NAME: RICHARD D. WARREN, JR.
TITLE: PURCHASING AGENT
DATE: 10/19/11

LEARNING TREE INTERNATIONAL USA, INC.

TAXPAYER
ID (EIN): 54-1577802

AUTHORIZED
SIGNATURE: [Signature]

NAME AND
TITLE: Katherine Pellock, Vice President, Controller
DATE: 10/14/2011

7
589-12
Schedule
Contract GS-35F-4414G

AUTHORIZED ADP SCHEDULE PRICE LIST
FSC GROUP 70, PART I, SECTIONS B & C

GENERAL PURPOSE COMMERCIAL AUTOMATIC DATA
PROCESSING EQUIPMENT, END-USER COMPUTERS
(NORMALLY MICROCOMPUTERS) AND EQUIPMENT USED
PRIMARILY OFF-LINE, AND SOFTWARE

Special Item No. 132-50 Classroom Training

LearningTree International
1831 Michael Faraday Drive
Reston, VA 20190-5304
Tel: (800) 843-8733
Fax: (800) 709-6405

Contract Number: GS-35F-4414G

Period Covered by Contract:
May 1, 2007—April 30, 2012

General Services Administration
Federal Supply Service

Learning Tree International
Productivity through Education

Toll-Free: 1-800-THE-TREE
Free Fax: 1-800-709-6405
www.learningtree.com
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Information for Ordering Offices

1. Geographic scope of contract: The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, the Commonwealth of Puerto Rico, and the District of Columbia.

2. Contractor’s payment address:
   Learning Tree International
   Dept. ATS52907
   Atlanta, GA 31192-2907
   Contractor’s ordering address:
   Learning Tree International
   1831 Michael Parady Drive
   Reston, VA 20190-5304
   Tel: (800) 843-8733
   Fax: (800) 709-6405

   Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

   Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance:
   Tel: 800-THE-TREE (800-843-8733)
   Fax: (800) 709-6405
   Training Passport holders call: 800-LRN-TREE (800-576-8733)
   Or visit our Web site: www.learningtree.com

3. Liability for Injury or Damage:
   The Contractor shall not be liable for any injury to ordering activity personnel or damage to order activity property arising from Contractor-provided classroom training, unless such injury or damage is due to the fault or gross negligence of the Contractor.

4. Statistical Data for Ordering Agency Ordering Office Completion of Standard Form 279:
   Block 9: G. Order/Modification Under Federal Schedule
   Block 16: Contractor Establishment Code (DUNS: 78486508)
   Block 30: Type of Contractor—C. Large
   Block 31: Woman-Owned Small Business—No
   Block 36: Contractor’s Taxpayer Identification Number (TIN)—54-1577802

   b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)
   a. TIME OF DELIVERY
      The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below. Offerors shall insert in the “Time of Delivery (days ARO)” column in the Schedule of Items a definite number of calendar days within which delivery will be made. In no case shall the offered delivery time exceed the contractor’s normal commercial practice.

<table>
<thead>
<tr>
<th>ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)</th>
<th>DELIVERY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-50</td>
<td>As negotiated between contractor and Govt. Agency</td>
</tr>
</tbody>
</table>

   b. URGENT REQUIREMENTS
      When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts:
   a. Prompt Payment: None
   b. Quantity: See price list
   c. Dollar Volume: None
   d. Ordering Agency Educational Institutions: Ordering Agency Educational Institutions are offered the same discounts as all other Ordering Agency customers.

8. Trade Agreements Act of 1979, as amended:
   All items are U.S.-made products, designated country and products, Caribbean Basin country end products, Canadian
9. Export Packing: Outside the scope of this contract.

10. Small Requirements: The minimum dollar value of orders to be issued is $100.

11. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)

   The maximum order value for the following Special Item Numbers (SINs) is $25,000: Special Item Number 132-50-Training Courses.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

   Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

   a. FAR 8.405-1 Ordering procedures for supplies and services not requiring a statement of work.

   b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY TELECOMMUNICATION STANDARDS REQUIREMENTS

   Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (Reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

   Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable “FIPS Publication.” Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to the National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Fort Royal Road, Springfield, Virginia 22161.

   FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs)

   Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable “FED-STD.” Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to the National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA Federal Supply Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8125. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS

   a. SECURITY CLEARANCES:

      The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

   b. TRAVEL:

      The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does not apply to travel and per diem charges.

   c. CERTIFICATIONS, LICENSES AND ACCREDITATIONS:

      As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

   d. INSURANCE:

      As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

   e. PERSONNEL:

      The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

   f. ORGANIZATIONAL CONFLICTS OF INTEREST:

      Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

   g. DOCUMENTATION/STANDARDS:

      The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

   h. DATA/DELIVERABLE REQUIREMENTS:

      Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.
1. GOVERNMENT-FURNISHED PROPERTY:
   As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

J. AVAILABILITY OF FUNDS:
   Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES
   Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (f) (Termination for convenience or convenience), and (m) (Termination for default).

16. GSA Advantage!
   GSA Advantage! is an online, interactive electronic information and ordering system that provides online access to vendors’ schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts, including, but not limited to:
   
   (1) Manufacturer;
   (2) Manufacturer’s Part Number; and
   (3) Product categories.

   Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape).

   The Internet address is www.gsadvantage.gov

17. PURCHASE OF OPEN MARKET ITEMS
   NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering activities procuring open market items must follow FAR 8.402.

   For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS)—referred to as open market items—to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if:

   (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
   (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
   (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
   (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS
   a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

   (1) Time of delivery/installation quotations for individual orders;
   (2) Technical representations and/or warranties of products concerning performance, total system performance and/or composition, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
   (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

   b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES
   The terms and conditions of this contract shall apply to all orders for installation, maintenance, and repair of equipment in areas listed in the price list outside the 48 contiguous states and the District of Columbia, except as indicated below:

   None

   Upon request of the Contractor, the Ordering Agency may provide the Contractor with logistics support, as available, in accordance with all applicable Ordering Agency regulations. Such Ordering Agency support will be provided on a reimbursable basis, and will only be provided to the Contractor’s technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)
   The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS
   Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IPP for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION
   The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not
apply if the construction work is incidental to the furnishing of supplies, equipment or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.learningtree.com
The EIT standard can be found at: www.Section508.gov

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES
Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
b. The following statement:

This order is placed under written authorization from ______ dated ______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION
(JAN. 1997) (FAR 52.228-5)
a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government’s interest shall not be effective:

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or
(2) Until 30 days after the insurance or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government Installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors’ proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY
Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www. core.gov

27. ADVANCE PAYMENTS
A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or prepayment is not authorized or allowed under this contract. (31 U.S.C. 3324)

Terms and Conditions Applicable to Purchase of Training Courses for General Purpose Commercial Information Technology Equipment and Software (Special Item 132-50)

1. SCOPE
a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity 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 ordering activity’s location, as agreed to by the Contractor and the ordering activity.

2. ORDER
Written orders, EDI orders (GSA Advantage and FANET), 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 ordering activity.

4. FLEXIBLE TRANSFER/CANCELLATION
a. For Public Courses, the Contractor’s flexible transfer/cancellation policy lets the ordering agency employees enroll early with confidence. The Contractor does not impose any penalty for cancellations of enrollments or transfers to another course as long as Contractor is notified in writing or by phone before the start of the course.
b. For On-Site Courses, the Contractor does not impose any penalty if the Ordering Agency notifies the Contractor in writing of the need to cancel or reschedule an On-Site Course at least ten (10) business days before the scheduled start date of the course. Any On-Site Course cancelled or rescheduled by the Ordering Agency less than ten (10) business days before the scheduled start of the course is subject to a $3,000.00 cancellation/rescheduling fee.
c. The Ordering Agency will notify the Contractor at least seventy-two (72) hours before the scheduled Public Course training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the Public Course training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.

d. In the event the Ordering Agency fails to cancel or reschedule a training course within the time frame specified in paragraph c., the Ordering Agency will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.

5. SUBSTITUTION PERMITTED
The Contractor welcomes the enrollment of a qualified substitute in an enrollee’s place, provided the Ordering Agency notifies the Contractor in writing before the first day of the course. The substitute may not take advantage of any discount program for which he or she is not otherwise qualified, such as the Contractor’s Alumni Gold Program. Contractor’s Training Passport and 10-Day Pass are nontransferable and therefore are not eligible for substitution.

6. PUBLIC COURSE POSTPONEMENTS
At times, the Contractor must change a course location, course date, or postpone a course. The Contractor will try to give the customer as much advance notice as possible of any such change. However, the Contractor will not be liable for any costs incurred, including (for example) travel charges or any consequential damages, even if the Contractor was advised of them. Changes in course locations, course dates, or postponement of courses will not extend a Training Passport or 10-Day Pass expiration date.

7. FOLLOW-UP SUPPORT
The Contractor agrees to provide each student with unlimited telephone support for the period of one month from the completion of the training class. During this period, the student may contact the Contractor’s instructors for refresher assistance and answers to related course curriculum questions.

8. LIABILITY FOR INJURY OR DAMAGE
The Contractor shall not be liable for any injury to the students or damage to Ordering Agency property arising from Contractor-provided classroom training, unless such injury or damage is due to the fault or negligence of the Contractor.

9. PURCHASE PRICE FOR CLASSROOM TRAINING
The purchase price that the Ordering Agency will be charged will be the Ordering Agency’s purchase price in effect at the time of order placement, or the Ordering Agency purchase price in effect at the time the training course is conducted, whichever is less.

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

11. FORMAT AND CONTENT OF CLASSROOM 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 will be two student per workstation.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

   (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

   (2) The length of the course;

   (3) Mandatory and desirable prerequisites for student enrollment;

   (4) The minimum and maximum number of students per class;

   (5) The locations where the course is offered;

   (6) Class schedule; and

   (7) Price (per student, per class [if applicable]).

e. For those courses conducted at the Ordering Agency’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

12. “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.

None

13. SPECIAL PROGRAMS
a. College Credit
   The American Council on Education (ACE) College Credit Recommendation Service recommends Contractor Courses for college credit to more than 1,500 universities and colleges. Two semester hours of college credit are recommended by ACE for most Contractor four- and five-day courses. Participation in this program is optional and Contractor pays initial registration fees with ACE.

   Step 1. Successfully complete a Contractor Course and pass the associated exam. Students will be given an opportunity during the course to participate in the College Credit Program. The exam is given at the end of the course.

   Step 2. Contractor will handle registration with ACE and pay the associated fee. The student’s ACE Registry record will be automatically updated once the student successfully completes additional Contractor Courses and passes the associated exams.
Step 3. Whenever the student wishes to send a transcript of the earned Contractor educational achievements to a university or college, the student contacts ACE directly. ACE personnel are available by phone to assist on an ongoing basis, or students may complete a Transcript Request Form online at the ACE Web site.

b. Tuition Discount

Once the student has attended the first course, they will automatically receive an Alumni Gold Tuition Discount card which entitles the student to additional savings from commercial list prices on all subsequent courses that are taken during the following 12-month period. To receive the discount, the student must state the personal Alumni Gold number when enrolling.

c. Government Training Passport Program

This program allows the student to attend a specified number of courses over a 12-month period for one discounted fee. Payment will be due within seven days after the start date of each course attendance. In addition, the purchasing agency is required to submit a blanket Government Training Form and/or Purchase Order for the total Passport amount in advance of the start date of the first course attended under the Government Training Passport. Contractor will accept Training Forms and/or Purchase Orders by mail, facsimile, or electronic transmission. The Training Form and/or Purchase Order is required to administer payment processing, as it shows clear authorization by the ordering agency for an employee's attendance pursuant to the Government Training Passport Program. Contractor's Government Training Passport is nontransferable and is only to be used to attend courses by the named holder. Government Training Passports cannot be used after their expiration dates, and a course cancellation or transfer by the customer will not extend a Government Training Passport expiration date. The purchasing agency will pay for each course under the Government Training Passport after services are rendered. There is no potential for loss of funds as the Government will pay in arrears for each course attended at the GSA discounted individual seat price or GSA discounted Alumni Gold price. For a 3-Course Government Training Passport, the first course will be invoiced at the GSA discounted individual seat price, the second course will be invoiced at the GSA discounted Alumni Gold price, and the third course will be invoiced at the difference between the full GSA Training Passport price and the total amount already paid. Thereby, the Government will pay for courses only after attendance.

d. Government Training Voucher Program

Government Training Vouchers are available in 5-Course Packs and above. The standard price is discounted based on the number of events purchased within your organization. Contractor's Government Training Vouchers allow organizations maximum flexibility to meet evolving training needs as each Government Training Voucher can be used in lieu of tuition to allow anyone in the organization to attend any Contractor Public Course. The Government Training Vouchers do not expire. Payment will be due within seven days of invoice date. Contractor will prepare a monthly invoice to include the actual number of course attendances in the previous month, with each priced according to the discounts offered through the Government Training Voucher Program. In addition, the purchasing agency is required to submit a blanket Government Training Form and/or Purchase Order for the total Voucher amount within seven days after the start date of the first course attended under the Government Training Voucher. Each Training Voucher may be redeemed for one course event, for one person, at any of Contractor's Public Courses. Training Vouchers cover the Public Course tuition only. They do not cover travel, meals, or other related expenses. The Training Voucher is transferable and a qualified substitute will be allowed to attend in the enrollee's place. This substitute can be made at any time prior to the first day of the course.

14. PUBLIC COURSE HOURS

First day orientation: 8:00 a.m.—9:00 a.m.
Standard class hours: 9:00 a.m.—4:30 p.m.
Last day class hours: 9:00 a.m.—3:30 p.m.
Optional course exam on the last day: 3:30 p.m.—4:30 p.m.
Informal discussion with Instructor: 4:30 p.m.—5:30 p.m.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE:

Learning Tree International provides commercial products and services to the Ordering Agencies. We are committed to promoting participation of small, minority, disadvantaged, and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.
To identify, qualify, mentor, and develop small, minority, disadvantaged, and women-owned small businesses by purchasing from these businesses whenever practical.
To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
To undertake significant efforts to determine the potential of small, minority, disadvantaged, and women-owned small businesses to supply products and services to our company.
To ensure procurement opportunities are designed to permit the maximum possible participation of small, minority, disadvantaged, and women-owned small businesses.
To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We certify our commitment to work in partnership with small, minority, disadvantaged, and women-owned small businesses to promote and increase their participation in Ordering Agency contracts. To accelerate potential opportunities, please contact:

Vice President of Public Course Sales
Tel: 1-800-843-9733
E-mail: uscourses@learningtree.com
Fax: 1-800-709-6405

Learning Tree International
Productivity through Education

GSA Schedule
Terms & Conditions
GS-35F-4414G

Toll-Free: 1-800-THE-TREE
Free Fax: 1-800-709-6405
www.learningtree.com
### Pricing

**Public Courses**

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<th>GSA Alumni</th>
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**Government 3-Course Training Passport:** $5,290  
**Government Premium Pass:** $6,700

**Training Vouchers**

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<td>200 or more events</td>
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**On-Site Courses**

**Tier 1 Courses**

*with Learning Tree-provided hardware*

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<th>Per Student over 10</th>
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<tr>
<td>2-day</td>
<td>$12,589</td>
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<td>3-day</td>
<td>$14,668</td>
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<td>4-day</td>
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**Tier 2 Courses**

*with Learning Tree-provided hardware*

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<td>5-day</td>
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**Tier 3 Courses**

*with Learning Tree-provided hardware*

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<td>$820</td>
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</table>
July 13, 2011

Ms. Divina Tsui
Management Specialist
DTS Dept. Suite 612
Arlington County Government
2100 Clarendon Blvd.
Arlington, VA 22201

Dear Ms. Tsui,

Thank you for the opportunity to provide you with a Learning Tree Price Quote.

For 36 years Learning Tree has been a pioneer in the application of Active Training, which is the most advanced and effective method of adult education. In our courses, attendees learn by doing. Our instructors do more than lecture – they actively involve attendees in the training. Our courses feature paired exercises and group activities to create social involvement, encourage team building and simulate the real-world workplace. This total immersion in their training enables our attendees to master tools and techniques more quickly, in greater depth and with a more lasting effect.

At our Education Centers throughout North America and Europe, attendees and their employers benefit from our superior course design, which has been developed through a rigorous and time-tested process that continuously ensures that every course is practical, relevant and up-to-date. Attendees also gain practical hands-on skills using state-of-the-art equipment. MagnaLearn, our proprietary instructional enhancement technology, provides our instructors with the flexibility to annotate, customize, and pace their course presentations to respond more effectively to in-class questions.

Attendees can further advance their careers by taking advantage of our College Credit Program and applying credits from Learning Tree courses toward relevant coursework for undergraduate and graduate programs offered at more than 1,500 universities and colleges nationwide.

If you have questions when reviewing the enclosed information, if you need additional information, or if you wish to move forward with a purchase of Learning Tree training services, please do not hesitate to call me on my direct line: 1-800-575-2240.

As your account manager, I look forward to working with you. Thank you for considering Learning Tree International for your training needs.

Sincerely,

Kavin Shahi
Account Manager
Learning Tree International
Direct Line: 1-800-575-2240
Price Quote for Training Voucher Program
Learning Tree International

Issued For:
Ms. Divina Tsui
Management Specialist
DTS Dept. Suite 612
Arlington County Government
2100 Clarendon Blvd.
Arlington, VA 22201

Account Manager Contact Info:
Kavin Shahi
Account Manager
Learning Tree International
1-800-575-2240
kavin_shahi@learningtree.com

<table>
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<th>Product Description</th>
<th>Price Per Program</th>
<th>Quantity</th>
<th>Total Cost</th>
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<td>GSA Vouchers</td>
<td>$2,275.00</td>
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<td>$13,650.00</td>
</tr>
<tr>
<td>Savings - For every 5-pack of Vouchers purchased at standard price, receive 1 FREE Voucher! One must attend the first course by November 30, 2011. This offer expires September 2, 2011. ($2,275.00)</td>
<td>$1,896.00</td>
<td>6</td>
<td>$11,375.00</td>
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<tr>
<td>GSA Vouchers</td>
<td>$2,159.00</td>
<td>12</td>
<td>$25,908.00</td>
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<tr>
<td>Savings - For every 10-pack of Vouchers purchased at standard price, receive 2 FREE Vouchers! One must attend the first course by November 30, 2011. This offer expires 9/2/2011. ($4,318.00)</td>
<td>$1,800.00</td>
<td>12</td>
<td>$21,590.00</td>
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GSA Schedule Number: GS-35F-4414G

Training Voucher Program Benefits:

- Learning Tree’s Training Voucher Program is a cost-effective solution for organizations with individuals whose training requirements vary from a single course per person to an entire series of courses.
- Purchase the quantity of Vouchers equal to the number of courses your group or organization requires annually. The volume discount is determined by the number of Training Vouchers purchased. Please note, non-Government Voucher purchases expire 12 months from the date of the first attendance.
- Obtain high-quality Learning Tree training at significant savings without having to designate specific individuals to be trained at the time of purchase.

Please note, course 958 The (ISC)² CISSP® CDB® Review Seminar is ineligible for the Training Voucher Program. Course DJ90 Disney’s Approach to Business Excellence, Course 2021 SANS Security Essentials Bootcamp and Course 2022 SANS Security Leadership Essentials for Managers requires 2