

MASTER AGREEMENT E194-73092-MA2190
BETWEEN
THE COMMONWEALTH OF VIRGINIA
AND
NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC.

Reference Attachment B Section 2.

1. PRICING SCHEDULE

Prices shown in the table include the items below; however, do not include travel and travel-related expenses. Courses and services not shown on the table will require negotiations between the Participating Entity and the Contractor.

- a. Training instructor salary and fees;
- b. Training materials;
- c. Cost of exams; and
- d. Production and preparation of any reports.

| # | Type of Delivery | Course Name | Length of Time | Number of Students | | | |
|---|--------------------------|---|----------------|--------------------|---------------|-----|------|
| | | | | 12 - 19 Students | 20 + Students | 50+ | 100+ |
| 1 | Classroom Instructor Led | Name of Course | One Day | | | | |
| | | Ethics: A Survival Kit for Public Procurement | One Day | | \$357 | | |
| | | Protests: Managing Options for Positive Results | | | \$357 | | |
| | | Alternative Dispute Resolution | Two Day | \$617 | | | |
| | | Best Practices in Service Contracting | | \$617 | | | |
| | | Capital Acquisitions | | \$617 | | | |

| | | | | | | | |
|----------|-----------------------------------|---|--------------------------|---------------------|------------------|------------------|-------------------|
| | | Certified Professional Procurement Buyer (CPPB) Prep | | \$617 | | | |
| | | Certified Public Procurement Officer (CPPO) Prep | | \$617 | | | |
| | | Contracting for Construction Services | | \$617 | | | |
| | | Fundamentals of Leadership and Management in the Public Sector | | \$617 | | | |
| | | Logistics and Transportation | | \$617 | | | |
| | | Managing Risk in Public Sector Contracts | | \$617 | | | |
| | | Warehousing and Inventory Control | | \$617 | | | |
| | | Contract Administration | Three Day | \$795 | | | |
| | | Developing and Managing Requests for Proposals in the Public Sector | | \$795 | | | |
| | | Introduction to Public Procurement | | \$795 | | | |
| | | Legal Aspects of Public Procurement | | \$795 | | | |
| | | Sourcing in the Public Sector | | \$795 | | | |
| | | Developing and Managing Requests for Proposals in the Public Sector | | \$795 | | | |
| | | Introduction to Public Procurement | | \$795 | | | |
| | | | | | | | |
| 2 | Asynchronous Online Course | Name of Course | # Contact Hours?* | 1 – 19 seats | 20+ seats | 50+ seats | 100+ seats |
| | | Spend Wisely: The Strategic Use of Spend Analysis and Spend Management (Online) | 3 Contact hours | \$114 | | | |
| | | Debriefing Suppliers and Avoiding Protests (Online) | 1 Contact hour | \$48 | | | |
| | | How to Process and Evaluate Bids (Online) | Course is in | | | | |

| | | | | | | | |
|----------|----------------------------------|--|--------------------------|----------------------|------------------|------------------|-------------------|
| | | | revision | | | | |
| | | Selecting the Right Procurement Method (Online) | 1 Contact hour | \$48 | | | |
| | | Specification Writing (Online) | Course is in revision | | | | |
| | | | | | | | |
| | Synchronous Online Course | Name of Course | # Contact Hours?* | 12 – 19 seats | 20+ seats | 50+ seats | 100+ seats |
| 3 | | Contract Administration (Online) | 24 | \$819 | | | |
| | | "Developing & Managing Requests for Proposals (Online)" | 24 | \$819 | | | |
| | | Legal Aspects of Public Procurement (Online) | 24 | \$819 | | | |
| | | Strategic Procurement Planning in the Public Sector (Online) | 24 | \$819 | | | |
| | | Fundamentals of Leadership & Management (Online) | 16 | \$634 | | | |
| | | Risk Management in Public Contracting (Online) | 16 | \$634 | | | |
| | | Certified Professional Procurement Buyer (CPPB) Prep | 16 | \$634 | | | |
| | | Certified Public Procurement Officer (CPPO) Prep | 16 | \$634 | | | |

- Synchronous learning refers to a learning event in which a group of students are engaging in learning at the same time and with an instructor.
- Asynchronous learning refers to a learning event in which the student is engaged in learning individually with no set time or location restrictions.
- Classes can be purchased in advance and selected dates for delivery can be scheduled for a later date based on instructor availability. Multiple day courses must be delivered consecutively. For example, a three day course cannot be delivered over a three week period with one day of instruction delivered on one day each week.

- All one-day NIGP classes assume a minimum of 20 participants. A decrease in the number of participants will result in a higher fee per registrant as shown in the table below:

| One Day Class | |
|---------------|-----------------|
| # of students | Cost per person |
| 10 | \$714 |
| 11 | \$649 |
| 12 | \$595 |
| 13 | \$549 |
| 14 | \$510 |
| 15 | \$476 |
| 16 | \$446 |
| 17 | \$420 |
| 18 | \$396 |
| 19 | \$375 |
| 20 | \$357 |

2. GENERAL INFORMATION

A. Class Size: The minimum class sizes are:

Face-to-Face Instructor Led

1 Day Course 10 with fee exceptions noted above
 2 Day Course 18
 3 Day Course 15

Online Instructor Led

16 hours 16
 24 hours 16