



Commonwealth Trading Partners, Inc. (CTP)

Contract Number: **GS-00F-175CA**

Contract Period

June 23, 2015 – June 22, 2025

GENERAL SERVICES ADMINISTRATION
MULTIPLE AWARD SCHEDULE (MAS)

FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST
Federal Supply Group: Professional Services

CTP, Inc.

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Business Size: Small

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Price List current as of Modification #PO-0016, effective February 21, 2022.

Online 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: www.GSAAdvantage.gov.

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ABOUT COMMONWEALTH TRADING PARTNERS (CTP)

Company Overview

Commonwealth Trading Partners (CTP) is a privately-held small business serving public and private clients throughout the U.S. and around the world and is ISO 9001:2015 Certified. In business since 1994, we have assembled a deeply experienced team of experts, many with 25+ years of experience in senior governmental technical and managerial positions, supplemented by a large sub-contractor network of veteran experts. Our broad spectrum of expertise enables us to provide clients with invaluable insight into their systems and personnel and lays the groundwork for innovative solutions.

We specialize in consulting, project management, and the development and delivery of training systems and tools for adult learners. Using proven Instructional Systems Design (ISD) methodologies, we have created dozens of customized software and training tools and deployed them in over 1000 workshops and technical exchanges with US and foreign government experts. Our core training competencies are targeted to trade and security issues, notably export control, nonproliferation, customs operations, law enforcement, and anti-corruption.

In our consulting practice, we commonly provide multi-phase project management in various fields, including software development and customization, strategic planning, information management, and quality control. We are also expert in meeting planning and management, from facilitation services to turn-key conference solutions.

Core Capabilities

We have worked domestically and internationally in the disciplines listed below, always with a focus on quality deliverables and client satisfaction.

- Program and Project Management
- Instructional Design (Adult Learning Specialty) & Training Delivery
- Expert Staffing Solutions (Domestic, International)
- Event Management & Facilitation
- Monitoring & Evaluation
- Financial Modeling
- Training Facilities Operations and Management
- Assessments & Remedial Assistance (Compliance)
- Computer & Web Based Training (CBT) – Simulations, Job Aids, Online Courseware
- Leadership Development
- Strategic Planning (Multi-phase, Inter-agency)
- Web Based Marketing Services
- Section 508 Compliance Services
- Export Control Compliance Consulting (EAR & ITAR). Classification & Licensing
- Foreign Military Sales (FMS) and Foreign Military Financing (FMF) Assistance and Compliance

MAS SERVICES

SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

CTP provides expert advice, technical assistance, best-practice guidance, and legal & regulatory consulting in support of agency, bureau, and departmental initiatives. These engagements include specific and brief tasks as well as long term projects devoted to management, organizational, and business improvement. Typical deliverables include strategic plans, knowledge management systems, policy studies, process analyses, cost comparisons, software/database tools, and technical reports.

In each instance CTP experts seek first to understand both the current situation and the desired outcome before designing solutions. Examples of our consultation services include, but are not limited to, strategic planning, program development, financial modeling, training curriculum design and development, software customization, and program implementation

IAIRTF
Iraq and Afghanistan Investment and Reconstruction Task Force

Feasibility Study
Center of Industry Excellence
Afghanistan Extractive Industries
December 18, 2011

Afghan Feasibility Study Team

Dr. Robert S. Krause, Team Leader
Colonel (retired) Ioannis Koskinas,
Afghan Operations Director
Sophia Swire, Afghan Gemstones
Expert & Former MoM Advisor
Professor (retired) Jack Hautaluoma,
Organizational Design Expert
Dr. Steven F. Olson, Consulting
Geologist

Photo: CTP Team Meeting with Minister of
Mines, Wahidullah Shahrani

CTP
Commonwealth Trading Partners, Inc.

IAIRTF
Iraq and Afghanistan Investment and Reconstruction Task Force

Background / Purpose

- Critical need for economic growth & jobs
- High GIRA priority for mining sector
- Market demand to grow from \$65 million annual revenues to \$11 billion by 2021
- Human capital demand to increase from 12,000 to nearly 500,000 by 2021
- Purpose to assess the feasibility of an Afghan Center of Industry Excellence for the extractive industries to help meet these human capital needs
- And to determine the human capital needs to do so

Total Extractive Industries Market Demand Revenues (\$ Million)

Year	Hard Rock	Metals	Industrial Minerals	Composites
1	1000	500	200	100
2	1500	750	300	150
3	2000	1000	400	200
4	2500	1250	500	250
5	3000	1500	600	300
6	3500	1750	700	350
7	4000	2000	800	400
8	4500	2250	900	450
9	5000	2500	1000	500
10	5500	2750	1100	550

Total Human Capital Demand for Extractive Industries: Number Jobs (000)

Year	Hard Rock	Metals	Industrial Minerals	Composites
1	1000	500	200	100
2	1500	750	300	150
3	2000	1000	400	200
4	2500	1250	500	250
5	3000	1500	600	300
6	3500	1750	700	350
7	4000	2000	800	400
8	4500	2250	900	450
9	5000	2500	1000	500
10	5500	2750	1100	550

CTP

Figure – We conduct analysis and create reports and assessments on projects all over the world on behalf of USG clients

CTP provides assistance to agencies and bureaus in planning, initiating, managing, executing, and concluding mission-oriented business programs and projects. Our staff includes several experts who were senior executives in Federal agencies and have proven track records of program and project management. CTP services are listed below, followed by screen shots of sample tools:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Financial modeling – scenario-based planning
- Customized software tools for information archiving
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Stakeholders briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

MASTER ACTIVITY TRACKING SYSTEM (MATS) a/k/a Activity Calendar								
<p>1: This mock-up demonstrates the power of seeing ALL the activities, past, present and future. 2. Sample 2010 events are shown but prior years can be added for archiving and reporting purposes. 3: This is a web-based /electronic tool. A paper version cannot show the sort/filter capabilities. 4. This sheet contains brief weekly summaries of each activity and a link to the task-specific checklists. 5. This document is housed on our password-protected web site for global, 24/7, version-controlled</p>								
DATES	ACTIVITY DETAILS				TRACKING		POINT OF CONTACTS	
START DATE (Default to Mon.)	STATUS CODE	IN/OUT	COUNTRY/LOCATION	ACTIVITY DESCRIPTION	CLIENT Task ID # (Sample)	PRIME Task ID # (Sample)	CLIENT Point of Contact	PRIME Point of Contact
1-May-11	Reports			MAY				
6-May-11	Completed	Out	Nepal	Integrating Counterterrorism Strategies at the National Level	DOS.5607	CTP-053	Jane Doe	Dave Claybaugh
14-May-11	Completed	Out	Thailand	Combating Domestic and Transnational Terrorism (CDTI)	DOS.5608	CTP-054	Jane Doe	Dave Claybaugh
15-May-11	Completed	Out	Bahrain	Interviewing Terrorist Suspects	DOS.5609	CTP-055	Terry James	Dave Claybaugh
1-Jun-11	Reports			JUNE				
6-Jun-11	Good	Out	Indonesia	Investigative Information Management	DOS.5611	CTP-057	Terry James	Dave Claybaugh
28-Jun-11	Good	Out	Kenya	Interdicting Terrorist Activities (ITA)	DOS.5612	CTP-058	Terry Jones	Dave Claybaugh
30-Jun-11	Pending	Out	Tanzania	Police Leaders Role in Combating Terrorism	DOS.5613	CTP-059	Jane Doe	Dave Claybaugh
1-Jul-11	Reports			JULY				
7-Jul-11	Good	Out	Mauritania	Vital Infrastructure Security	DOS.5615	CTP-061	Jane Doe	Dave Claybaugh
7-Jul-11	Good	Out	Senegal	Crisis Response Training (CRT) (Dakar)	DOS.5616	CTP-062	Jane Doe	Dave Claybaugh
21-Jul-11	Pending	Out	India	Protection Against Soft Targets (PAST) (Hyderabad)	DOS.5617	CTP-063	Terry James	Dave Claybaugh

Figure - The MATS tool provides a sequential listing of ALL program activities, including several types of useful data points on each for easy tracking, cross-referencing, and reporting.

SAMPLE ATT -- ACTIVITY TASK TIMELINE - OUTBOUND (Note: Shortened Version)						
5-May-11	Task Order Received	1. This is a sample checklist of sub-tasks (ST) sequenced from beginning to end 2. The sub-tasks are categorized in Column C for ease of management. 3. Brief reports inserted in Col. F, referencing progress (Logistics, Reporting, etc) 4. Hyperlinks in Col. G lead to reference docs (RD) for easy access & version control. 5. See sample row (with active hyperlink) in red letters. 6. Tasking Window is activated by the Award date. 7. Implementation Sub Tasks key off Start Date. (Green in Col. A) 8. Follow Up Tasks key off Finish Date. (Yellow in Col. A)				
10-Oct-11	Activity Start Date					
15-Oct-11	Activity Finish Date					
12-Dec-11	End Period of Performance					
DAYS TILL KICKOFF	SUB-TASK DUE DATE	SUB-TASK CATEGORY	SUB-TASK STATUS	SUB - TASK DESCRIPTION	NOTES ON CURRENT STATUS OF SUB-TASK	AUTOMATED LINK TO INSTRUCTIONS, REQUIREMENTS, TEMPLATES
TASKING WINDOW						
N/A	5-May-11	Task Order Processing	Complete	Task Order Received From Client	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
N/A	TBD	Task Order Processing	Complete	Client Sends Notice to Proceed	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
N/A	TBD	Task Order Processing	Complete	Begins Planning with Client Officers	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
IMPLEMENTATION						
68	3-Aug-11	Task Order Processing	Active	Delivery Organization Identified	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
64	7-Aug-11	Training Related	Active	Resumes sent to Operations Coordinator	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
60	11-Aug-11	Logistics /Travel	Active	Delivery Organization confirms Passport/visa Requirements	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
30	10-Sep-11	Logistics /Travel	Active	Delivery Organization Obtains Travel Docs - Send to OC	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
30	10-Sep-11	Task Order Processing	Active	Logistics Manager identifies Equipment Requirements	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
21	19-Sep-11	Logistics /Travel	Active	Ops Coord. Sends completed Travel docs to Delivery Team	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
21	19-Sep-11	Training Related	Active	Training staff Receives Electronic Course Documents and Uploads onto Computers	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
14	26-Sep-11	Logistics /Travel	Future	Logistics Manager ships Equipment to Delivery Team Leader	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
7	3-Oct-11	Logistics /Travel	Future	Delivery Team Leader confirms Delivery Team is prepared for travel	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
1	9-Oct-11	Reporting Requirments	Future	Arrival Report Due	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
ACTIVITY WEEK(s)						
0	10-Oct-11	Training Related	Future	Verify Leahy Vetting Prior to Opening of Course	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
0	10-Oct-11	Reporting Requirments	Future	Deliver Training Per Agenda	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
0	9-Oct-11	Reporting Requirments	Future	Opening Day Report	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
1	14-Oct-11	Reporting Requirments	Future	Closing Report	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
POST ACTIVITY TASKS						
-2	17-Oct-11	Reporting Requirments	Future	Delivery Team Leader Identifies Issues and Sends Report to Ops. Coord	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
-3	18-Oct-11	Logistics /Travel	Future	Team Leader ships Equipment to Logistics Manager	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
-4	19-Oct-11	Reporting Requirments	Future	Delivery Team Completes Expense Reports and sends to Delivery Org.	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
-5	20-Oct-11	Reporting Requirments	Future	Delivery Org. Reviews Expense Reports and sends to Ops. Coord.	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance
-30	14-Nov-11	Reporting Requirments	Future	Delivery Org. completes invoicing	DATE - NAME - Note(s) on progress or problems	Hyper-Link to tool or guidance

Figure - Activity Task Timelines list all the subtasks for each activity in sequence, including current status, instructions, and links to current guidance, templates, forms, etc.

SUMMARY OF PROJECTED EXPENSES			
LP 2.1.3 - Licensing Procedures & Practices Workshop III	\$ 65,000	\$ 65,000.00	\$ (0)
Course Description	Current Total	Funds Available	Plus/Minus
	\$39,862	\$ 25,138	\$ -
	Contractor Total	Direct Gov. Expse	Plus/Minus
<p>Proposal Generation: This page brings the totals forward from 1) the Master Cost Sheet, 2) the worksheets below and 3) linked cost driver worksheet--Inbound Cost Drivers-2004. Do not change these numbers directly, especially the blue numbers, which are the result of linked calculations. Go to the source calculations and change the basic assumptions on the Master Cost Sheet, which are denoted in red letters/numbers. Note: Changing the source drivers on the Inbound Driver Sheet will also affect all other linked spreadsheets.</p> <p>Specific Country Budgets: 1) Create a new copy. 2) Make sure the Inbound Driver file is open. 3) Finally, remaining on this worksheet, change only those numbers which are indicated in green letters.</p>			
			Jordan
			Country
DIRECT GOVERNMENT EXPENSE			
Catering	\$ -	0.0%	
Photographer	\$ -	0.0%	
Delegate Gifts	\$ -	0.0%	
Hosted Lunch/Reception (From Hospitality Fund)	\$ -	0.0%	
Miscell. Expense	\$ -	0.0%	
Sub-total	\$ -	0.0%	
LOGISTICS			
Delegate Travel (If fund cite is used)			
Flights	\$ 16,800	28.7%	
Per Diem (Hotel & M & IE)	\$ 1,680	2.9%	
Ground Transportation	\$ -	0.0%	
Sub-total	\$ 18,480	31.6%	
G&A (G&A not levied on flights if fund cite is used)	\$ 202	0.3%	
Labor	\$ -	0.0%	
Logistics Total	\$ 18,682	31.9%	
TOTAL - DIRECT GOVERNMENT EXPENSE	\$ 18,682	31.9%	
PROGRAM DEVELOPMENT & MANAGEMENT (PDM)			
Delegate Travel (If fund cite is NOT used)			
Flights	\$ -	0.0%	
Per Diem (Hotel & M & IE)	\$ 4,995	8.5%	
Ground Transportation	\$ 3,000	5.1%	
Interpreters	\$ 5,200	8.9%	
Translation	\$ 750	1.3%	
Program Books	\$ 560	1.0%	
Supplemental Books (EU Lists, etc)	\$ 400	0.7%	
Travel DC	\$ 204	0.3%	
Meeting Materials (Pads, Pens, Badges, etc)	\$ 100	0.2%	
Catering	\$ 600	1.0%	
Photographer	\$ 400	0.7%	
Delegate Gifts	\$ 150	0.3%	
Miscell. Expense - # of \$100 Units	\$ -	0.0%	
Miscell. Expense - # of \$100 Units	\$ -	0.0%	
Miscell. Expense - # of \$100 Units	\$ -	0.0%	
Subtotal	\$ 16,359	27.9%	
G&A	\$ 1,963	3.4%	
Labor - Planning, Management & Follow-Up	\$ 21,540	36.8%	
PDM Total	\$ 39,862	68.1%	
APPROXIMATE EVENT EXPENSE	\$ 58,543	100%	
NEC Admin. Overhead/Contingency	\$ 6,456	10.0%	Target Sum
TOTAL (Fully Loaded)	\$ 65,000		\$ 65,000.00

DRIVERS	
Number of Delegates	6
# of Event Days	4
# of Travel Days	3
# of Rest Days	1
Total Days	8
Flight Cost Estimate	\$ 2,800
Fund Cite. 1=No Need, 0=Needed	0
Lgstcs Cntrctor Hrs Billable	0
Translation Days Required	3
# of Interpreters Needed	2
# of Program Books	16
# of Supplemental Books	16
Meeting Materials (1=Yes)	1
Catering (1=Yes)	1
Photographer (1=Yes)	1
Delegate Gifts (1=Yes)	1
Miscell. Expense - # of \$100 Units	0
Miscell. Expense - # of \$100 Units	0
Miscell. Expense - # of \$100 Units	0
Contract Support Hours	
Project Manager	24
SAPI	40
Senior Engineer	160
Senior Analyst	0
Admin. Assist.	24

Figure – CTP financial models use “what if” drivers to facilitate project and program budgeting.

MALAYSIA - Planning & Proposal Worksheet					
Return to Summary		\$ AMOUNT			
COURSE TITLE	PURPOSE OF ACTIVITY	2010	2011	2012	2013
		BIS PROPOSAL	BIS PROPOSAL	BIS PROPOSAL	BIS PROPOSAL
		\$ 150,000	\$ 225,000	\$ 75,000	\$ 65,000
2010	LP 2.2.1 - National Control List Workshop I	\$ 75,000			
2010	EM 2.1.1 - Export Control Enforcement Workshop I	\$ 75,000			
2011	IG 2.1.1. - Industry-Government Executive Forum I		\$ 75,000		
2011	LP 3.4.1 - National Control List Technical Workshop I		\$ 75,000		
2011	EM 2.1.2 - Export Control Enforcement Workshop II		\$ 75,000		
2012	LP 2.1.1 - Licensing Procedures And Practices Workshop I			\$ 75,000	
2013	LR 3.3.1 - Regulations Technical Forum and Workshop I				\$ 65,000
2014	LEFT CLICK to Select Course RIGHT CLICK to Add Comments				\$ -
TOTAL AMOUNT OF PROPOSALS & AWARDS		\$ 150,000	\$ 225,000	\$ 75,000	\$ 65,000

Figure: CTP creates Strategic Planning tools that facilitate out year planning for multiple countries/ departments, providing aggregated views that can be prioritized according to funding levels.

The four samples provided above demonstrate the versatility and effectiveness of our consulting/support functions. We design our solutions to fit the needs of your organization, enabling your staff to collect and organize data in effective, user-friendly way.

SIN 611430: Professional and Management Development Training

CTP provides easily customizable training packages to meet the needs of government and industry clients for program management, trade security, law enforcement, foreign military sales, and anti-corruption. The training is commonly customized or modified to meet the needs of our specific government clients. Instruction is provided in a variety of settings including USG training facilities, conference centers, and virtually. The training typically uses computer based training and simulations. Our topical areas include, but are not limited to, the following.

Professional and Management Development Training 611430 services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar) and/or web-based (i.e., Internet/Intranet, software packages and computer applications) system.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

CTP Course List:

1. Commerce Control List - Procedures & Practices
2. Export Control Licensing Procedures & Practices
3. Preventing Technology Transfer
4. Licensing Officer Instructional Simulation (LOIS)
5. WMD (Weapons of Mass Destruction) Awareness
6. Training for Internal Control Program (ICP)
7. Targeting and Risk Management
8. Proliferation Awareness Training (UNSCR 1540)
9. Industry Outreach Compliance
10. Muslim Extremism for Law Enforcement Officials
11. Industry-Government Outreach
12. Integrity Awareness Training

13. Setting up an Office of Professional Responsibility

Upon request, we can also develop and deploy customized training materials to meet the specific needs of your organization. When designing our training we use Instructional Systems Design (ISD) methodology which is the recognized “best practice” within the Adult Learning community, based on the ADDIE principle.

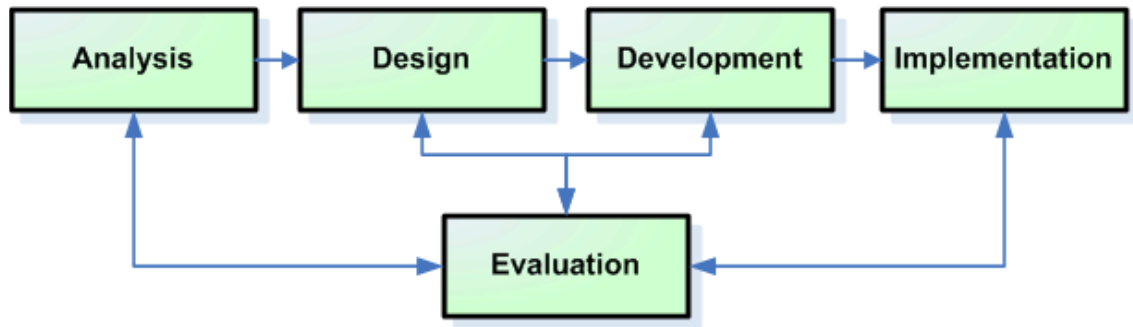


Figure - ADDIE model of Analysis, Design, Development, Implementation, and Evaluation

We begin with interviews and research to ensure we understand the target audience and identify the specific Knowledge, Skills, and Abilities (KSAs) that are to be transferred. We then follow a comprehensive methodology to systematically develop the plan, refine it with client feedback, then build it into the desired course, complete with varying teaching modalities that are designed to engage the adult/expert audience and maximize their attention/retention.

SIN 541511: Web Based Marketing Services

CTP has developed dozens of web-based solutions, including web site design and maintenance, on-line training, webinars, and search engines. We have designers and technologists on staff and dozens more “on-call” in part-time roles to help develop strategies for our clients in maximizing their Internet presence and capabilities. CTP has designed specific solutions for Federal clients with marketing needs or for specific events and we have provided all media in formats compatible with each client’s IT system. We have also customized tools for specific countries based on their legal, regulatory and organizational environment.

SIN 561920: Conference, Meeting, Event and Trade Show Planning Services

CTP has the depth and breadth of experience to provide world class conference management. We use customized tools and templates designed specifically for complex international programs with sensitive policy concerns and strict budgetary constraints. In fact, CTP has over 25 years' experience of program management, notably comprehensive planning and management for more than 1350 distinct projects throughout the United States and in over 88 countries around the world, including over 600 training workshops and 17 large multinational conferences.

Our program managers coordinate all aspects of event development and delivery and work with clients to understand the core message of the program. We organize the reservation of facilities including researching and confirming event locations. CTP works with the client to build agendas and organize attendee participation. We manage the execution of the event by providing staff support (including all communication with attendees) for on-site meetings, registration, telecommunications and ensuring that all audiovisual and information technology is working and available. CTP ensures that all documentation is professionally designed, edited and produced.

CTP's expertise and experience in developing and delivering event services has produced a very accurate model for estimating staff requirements both in terms of competencies and required resources for effective performance at maximum time and cost efficiency. CTP has a seasoned conference/workshop staff that is well-qualified to meet the requirements in a typical Statement of Work (SOW). Our team leads have been with CTP for over 10 years and have led numerous successful technical exchanges and conferences globally. Our team combines international experience with excellent organizational and communications skills and CTP has received consistently high marks for each conference we have managed. We have developed numerous processes and procedures, project plans, checklists, sample templates and other job aids that our staff utilizes in the planning, management and tracking of all tasks necessary to ensure successful event delivery.

SIN OLM: Order-Level Materials

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

MAS LABOR CATEGORIES / RATES

Contract # GS-00F-175CA

Line Item	Labor Category	Unit	Year 6	Year 7	Year 8	Year 9	Year 10
			Unit Price NTE	Unit Price NTE	Unit Price NTE	Unit Price NTE	Unit Price NTE
			6/23/2020 to 6/22/2021	6/23/2021 to 6/22/2022	6/23/2022 to 6/22/2023	6/23/2023 to 6/22/2024	6/23/2024 to 6/22/2025
1	Program Manager	per hour	\$251.88	\$256.92	\$262.05	\$267.30	\$272.64
2	Project Manager	per hour	\$187.13	\$190.87	\$194.69	\$198.58	\$202.55
3	Senior Subject Matter Expert	per hour	\$156.70	\$159.84	\$163.03	\$166.29	\$169.62
4	Junior Subject Matter Expert	per hour	\$126.29	\$128.81	\$131.39	\$134.02	\$136.70
5	Senior Instructional Technologist	per hour	\$122.93	\$125.39	\$127.90	\$130.45	\$133.06
6	Instructional Technologist	per hour	\$92.41	\$94.26	\$96.15	\$98.07	\$100.03
7	Junior Instructional Technologist	per hour	\$59.23	\$60.42	\$61.62	\$62.86	\$64.11
8	Senior Training Specialist	per hour	\$76.38	\$77.91	\$79.46	\$81.05	\$82.67
9	Training Specialist	per hour	\$64.70	\$65.99	\$67.31	\$68.66	\$70.03
10	Senior Scientist	per hour	\$128.55	\$131.12	\$133.74	\$136.42	\$139.15
11	Mid-level Scientist	per hour	\$110.88	\$113.10	\$115.36	\$117.67	\$120.02
12	Sr. Project Control/Management Analyst	per hour	\$111.18	\$113.40	\$115.67	\$117.99	\$120.34
13	Project Control/Management Analyst	per hour	\$86.65	\$88.38	\$90.15	\$91.95	\$93.79
14	Sr. Systems Engineer	per hour	\$120.15	\$122.55	\$125.00	\$127.50	\$130.05
15	Sr. Software Specialist	per hour	\$101.65	\$103.69	\$105.76	\$107.88	\$110.03
16	Mid-Level Software Specialist	per hour	\$68.07	\$69.44	\$70.83	\$72.24	\$73.69
17	Sr. Technical Writer/Editor	per hour	\$70.84	\$72.26	\$73.70	\$75.17	\$76.68
18	Technical Writer/Editor	per hour	\$61.59	\$62.82	\$64.08	\$65.36	\$66.66
19	Sr. Graphics Specialist	per hour	\$75.52	\$77.03	\$78.57	\$80.14	\$81.75
20	Graphics Specialist	per hour	\$64.70	\$65.99	\$67.31	\$68.66	\$70.03
21	Sr. Administrative Support	per hour	\$72.20	\$73.64	\$75.11	\$76.61	\$78.15
22	Principal Meeting Manager	per hour	\$98.48	\$100.45	\$102.46	\$104.51	\$106.60
23	Meeting Planner	per hour	\$89.58	\$91.37	\$93.20	\$95.06	\$96.96
24	Web Developer	per hour	\$169.20	\$172.58	\$176.03	\$179.55	\$183.14
25	Web Programmer	per hour	\$182.21	\$185.86	\$189.57	\$193.37	\$197.23

SERVICE CONTRACT LABOR STANDARDS

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when CTP adds SCLS labor categories/employees to the contract through the

modification process, CTP will inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

1. PROGRAM MANAGER

Duties. Oversees the execution of multiple contracts, including coordinating the efforts of individual Project Managers. Supplements the Project Managers on higher level issues in relationship to Government Contracting Officers (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Approves and oversees work standards, schedules, and personnel actions. Manages multiple efforts to strategically ensure performance objectives and quality services.

Minimum/General Experience. The Program Manager shall have a minimum of twelve years' experience with demonstrated ability in the management of large projects for a minimum of ten years.

Minimum Education. Bachelor's Degree. A Master's will be considered equivalent to two years-specialized experience and three years general experience.

2. PROJECT MANAGER

Duties. Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. The PM is capable of negotiating and making binding decisions for the company. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommends/determines personnel actions. Responsible for project planning execution, and overall contract performance. Manages substantial program/technical support operations involving multiple project/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. The PM has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Establishes and alters management structure (as necessary) to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

Minimum/General Experience. The Project Manager shall have a minimum of ten years' experience with demonstrated ability in the management of large projects for a minimum of five years.

Minimum Education. A Bachelor's Degree. A Master's will be considered equivalent to two years-specialized experience and three years general experience.

3. SENIOR SUBJECT MATTER EXPERT

Duties. Analyzes projects to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs tasks and provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of ten years' experience as an expert in a functional field, of which at least four years must be specialized.

Minimum Education. A Bachelor's Degree, or ten years of general experience with at least four years of specialized experience.

4. JUNIOR SUBJECT MATTER EXPERT

Duties. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs task-related functions.

Minimum/General Experience. This position requires a minimum of six years' experience, of which at least three years must be specialized. Specialized experience includes developing functional requirements for complex integrated systems. Must demonstrate the ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree or five years of general experience, of which at least two years must be specialized experience.

5. SENIOR INSTRUCTIONAL TECHNOLOGIST

Duties. Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials (course outline, background materials, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision and direction to staff. Creates instructional objectives and program plans from identified data or needs. Designs training activities, methods, and materials to meet identified objectives. Creates instruments, tests or activities to evaluate in-class learning. Creates workbooks, teaching guides, video scripts, software, written "role playing" scenarios, simulations, and case studies to meet learning objectives. Delivers lectures, presentations, examples, and analogies to enhance learning. Gives feedback, examinations, and assessments to determine learning or skills level.

Minimum/General Experience. This position requires a minimum of seven years' experience, of which at least five years must be specialized.

Minimum Education. A Bachelor's Degree or ten years of general experience of which at least five years is specialized.

6. INSTRUCTIONAL TECHNOLOGIST

Duties. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Designs instruments to assess individual or organizational changes in knowledge, skill, attitude, behavior, and results. Designs instruments to assess program and instructional quality. Creates reports and conducts presentations on program impact on individuals or

organizations. Evaluates and validates program designs and results. Creates video, audio, or computer-based resources to enhance learning.

Minimum/General Experience. This position requires a minimum of four years' experience, of which at least two years must be specialized.

Minimum Education. A Bachelor's Degree or five years of general experience, of which two years is specialized.

7. JUNIOR INSTRUCTIONAL TECHNOLOGIST

Duties. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms) under supervision of senior instructor. Assists at formal classroom courses, workshops, and seminars. Creates reports and conducts presentation on program impact on individuals or organizations. Evaluates and validates program designs and results. Creates video, audio, or computer-based resources to enhance learning.

Minimum/General Experience. This position requires a minimum of two years' experience. Demonstrated ability to communicate orally and in writing.

Minimum Education. A Bachelor's Degree or two years general experience.

8. SENIOR TRAINING SPECIALIST

Duties. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Arranges logistics for training facilities and the production of training materials. Trains personnel by conducting formal classroom courses, workshops, and seminar. Designs instruments to assess individual or organizational change in knowledge, skill, attitude, behavior, and results. Designs instruments to assess program and instructional quality. Creates reports and conducts presentations on program impact on individuals or organizations. Evaluates and validates program designs and results.

Minimum/General Experience. This position requires a minimum of four years' experience, of which at least two years must include delivery of materials to specialized audiences.

Minimum Education. A Bachelor's Degree or two years of professional experience.

9. TRAINING SPECIALIST

Duties. Assists senior trainer in delivering training courses. Develops and revises general introductory level courses. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminar.

Minimum/General Experience. This position requires a minimum of two years' experience and demonstrated ability to communicate orally and in writing.

Minimum Education. A Bachelor's Degree or two years of professional experience.

10. SENIOR SCIENTIST

Duties. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Develops and applies design methods, theories, and research techniques in the investigation and solution of complex and advanced problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates, and plans methods of approach and organizes means to achieve solution of highly complex technical problems. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analyses. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations.

Minimum/General Experience. This position requires a minimum of ten years of progressively more complex engineering experience.

Minimum Education. Bachelor's Degree or fifteen years of professional experience.

11. MID-LEVEL SCIENTIST

Duties. Performs engineering analysis and design tasks. Prepares specifications and designs; implements solutions; may design subsystems; assists in developing standards. May work as part of a project team. Writes test procedures, compiles and evaluates design and test data and prepares technical specifications. Recommends design approaches to meet production requirements for new or improved products or processes. Coordinates with technical support personnel to conduct prototype or experimental runs for products or processes. May coordinate the efforts of drafters, technical writers, and engineering technicians.

Minimum/General Experience. This position requires a minimum of four years of directly related engineering experience.

Minimum Education. Bachelor's Degree or other technical degree or four years of directly related engineering experience.

12. SENIOR PROJECT CONTROL /MANAGEMENT ANALYST

Duties. Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues and recommends solutions. Develops work breakdown structures; prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members; defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum/General Experience. This position requires a minimum of six years' experience, of which at least three years must be specialized.

Minimum Education. A Bachelor's Degree or ten years of general experience, of which at least five years are specialized experience.

13. PROJECT CONTROL/MANAGEMENT ANALYST

Duties. Supports financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Develops work breakdown structures; prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum/General Experience. This position requires a minimum of three years' experience, of which a least one year must be specialized.

Minimum Education. A Bachelor's Degree.

14. SENIOR SYSTEMS ENGINEER

Duties. Analyzes and develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces; maintains hardware and software performance tuning; analyzes workload and computer usage; maintains interfaces with outside systems; analyzes downtimes; analyzes proposed system modifications, upgrades and new COTS items Analyzes the problems and the information to be processed. Defines the problems, and develops system requirements and program specifications, from which detailed flow charts, programs, and tests are prepared. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, alternative solutions. This position will also support the database administration functions. Designs and implements modifications or enhancements to forms, menus, and reports. Performs system-wide analysis, primarily with respect to software development; hardware development; and reliability, maintainability, and availability. Experienced in computer-aided software engineering (CASE) tools.

Minimum/General Experience. This position requires a minimum of six years' experience, of which at least four years must be specialized.

Minimum Education. A Bachelor's Degree or ten years of general experience of which at least eight years must be specialized experience.

15. SENIOR SOFTWARE SPECIALIST

Duties. Develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces; maintains hardware and software performance tuning; analyzes workload and computer usage; maintains interfaces with outside systems; analyzes downtimes; analyzes proposed system modifications, upgrades and new COTS items. Analyzes problems and the information to be processed. Works with clients to understand human interface requirements.

Minimum/General Experience. This position requires a minimum of three years' experience, of which at least two years must be specialized.

Minimum Education. A Bachelor's Degree or ten years of general experience, of which at least five years must be specialized experience.

16. MID-LEVEL SOFTWARE SPECIALIST

Duties. Develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Performs testing and documents results. Works at the direction of supervisor.

Minimum/General Experience. This position requires a minimum of four years' experience, of which at least two years must be specialized.

Minimum Education. A Bachelor's Degree or five years of general experience, of which at least one year must be specialized experience.

17. SENIOR TECHNICAL WRITER/EDITOR

Duties. Writes or edits technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Draws on a substantial knowledge of a particular subject-matter area, such as engineering, law, social sciences or other fields. Develops information and analysis to present on the specialized subject in a form and at a level suitable for the intended audience.

Minimum/General Experience. This position requires a minimum of three years' experience, of which at least two years must be specialized.

Minimum Education. A Bachelor's Degree or ten years of general experience of which at least five years must be specialized experience.

18. TECHNICAL WRITER

Duties. Writes or edits technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Works at the direction of supervisor.

Minimum/General Experience. This position requires a minimum of four years' experience, of which at least two years must be specialized.

Minimum Education. A Bachelor's Degree or five years of general experience of which at least one year must be specialized experience.

19. SENIOR GRAPHICS SPECIALIST

Duties. Works closely with instructional designers to develop materials for multimedia training products, web-delivered courses, and stand-up presentations. Designs, develops, and produces print communication, such as courses, guides, and manuals. Provides image editing and layout support,

performs color corrections, and prepares files for digital output. Ensures that graphics and visuals meet training objectives. Provides technical direction to graphic artists to ensure program deadlines are met.

Minimum/General Experience. This position requires a minimum of four years' experience, with at least three years specialized experience, including: extensive knowledge of graphic design tools, experience in three-dimensional design, ability to develop graphics for multimedia products and web-pages. Demonstrated ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in graphic design, communication graphics, or other related scientific or technical discipline. Four years of experience, of which at least three years must be specialized experience.

20. GRAPHICS SPECIALIST

Duties. Prepares graphic materials for multimedia training products, web-delivered courses, and stand-up presentations. Assists in design, development, and production of print communication, such as courses, guides, and manuals. Provides editing and layout support, performs color corrections, and prepares files for digital output.

Minimum/General Experience. This position requires a minimum of two years' experience, with at least one year of specialized experience, including: knowledge of graphic design tools, experience in graphics development for multimedia products and web-pages, and experience in print production. Demonstrated ability to work independently or under only general direction.

Minimum Education. An Associate Degree in graphic design, communication graphics, or other related scientific or technical discipline. With two years of experience, of which at least one year must be specialized experience.

21. SENIOR ADMINISTRATIVE SUPPORT

Duties. Directly supports Project Manager by maintaining personnel and other files; preparing correspondence, scheduling and coordinating travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, distributes mail, and makes travel arrangements.

Minimum/General Experience. Three years' experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation).

Minimum Education. Requires an Associate's Degree.

22. PRINCIPAL MEETING MANAGER

Duties. Facilitates working groups, self-directed teams, and senior policy/technical exchanges. Organizes and runs meetings which define, refine, and resolve disputes, disagreements, and divergent views, excluding EEO disputes; leads large and small group briefings and discussions; records discussion content and enables focused decision-making; prepares and provides draft and final reports related to the facilitated issues and policy discussions.

Minimum/General Experience. This position requires a minimum of four years' experience in facilitating major meetings, forums, or workshops.

Minimum Education. A Bachelor's Degree or five years of general experience.

23. MEETING PLANNER

Duties. Oversees planning aspects of conferences, forums, workshops and technical exchanges. Organizes all logistical and administrative aspects of conferences, forums, and workshop technical exchanges. Serves as the focal point for invitations, speakers, translators, interpreters, and audio-visual consultants or subcontractors. Provides reports on schedule and budget to supervisor.

Minimum/General Experience. This position requires a minimum of two years' experience in facilitating major meetings, forums, or workshops.

Minimum Education. Bachelor's Degree or two years of general experience

24. WEB DEVELOPER

Duties. Develop HTML, CSS, Flash and other common web and social media applications. Apply web standards, such as W3c, 508c, CSS2&3, and HTML4&5. Able to achieve a minimum level of parity between compliant browsers (e.g. Firefox, Opera, and Safari) and noncompliant browsers (e.g. Internet Explorer). Able to execute server-side scripts to configure a web server. Must have expert knowledge of HTML and CSS. Must have a working knowledge of JavaScript, ActionScript, and XML.

Minimum/General Experience. This position requires a minimum of five years' experience, of which at least three must be specialized.

Minimum Education. Bachelor's Degree

25. WEB PROGRAMMER

Duties. Research and analyze technical requirements. Create evaluative instruments to gauge technical scope and compare alternate proposed development approaches. Establish methodology and frameworks to fulfill project requirements. Write scripts to provide core functionality and expand existing systems. Integrates system components with existing or third-party technologies. Able to manage and troubleshoot a web server and application error codes. Must have expert knowledge of HTML, XML, PHP, MySQL, JavaScript, and ActionScript. Must have a working knowledge of CSS and Flash fundamentals. Works in conjunction with Web Developer.

Minimum/General Experience. This position requires a minimum of seven years' experience, of which at least five must be specialized.

Minimum Education. Bachelor's Degree in relevant field (e.g. Computer Science)

CUSTOMER INFORMATION

1a. Table of Special Item Number(s)

SIN 541611: Management and Financial Consulting, Acquisition and Grants
Management Support, and Business Program and Project Management
Services
SIN 611430: Professional and Management Development Training
SIN 541511: Web Based Marketing
SIN 561920: Conference, Meeting, Event and Trade Show Planning Services
SIN OLM: Order-Level Materials (OLM)

1b. Identifications of Lowest Price Model Number/Unit Price

Not Applicable

1c. Commercial Job Titles

Not Applicable

2. Maximum Order

The maximum dollar value per order for purchase of MAS services is \$1,000,000.

3. Minimum Order

The minimum dollar value per order for purchase of MAS services is \$100.00.

4. Geographic Scope of Contract

Worldwide

5. Points of Production (City, County and State or Foreign Country)

100 North Pitt Street, Suite 425, Alexandria, VA 22314

6. Statement on Net Price

Prices shown in price list are net. Discounts have already been deducted.

7. Quantity Discounts

None.

8. Prompt Payment Terms

0.25% 20 Days, Net 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the

contractual agreement in exchange for other concessions.

9. Foreign Items

Not Applicable

10a. Time of Delivery

To Be Determined at the Task Order level

10b. Expedited Delivery

To Be Determined at the Task Order level

10c. Overnight and 2-day Delivery

To Be Determined at the Task Order level

10d. Urgent Requirements

To Be Determined at the Task Order level

11. FOB Points

Destination

12a. Contractor's Ordering Address

Commonwealth Trading Partners, Inc.
100 North Pitt Street, Suite 425
Alexandria, VA 22314

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

13. Payment Address

Commonwealth Trading Partners, Inc.
100 North Pitt Street, Suite 425
Alexandria, VA 22314

14. Warranty Provisions

Not Applicable

15. Export Packing Charges

Not Applicable

16. Terms and Conditions of Rental, Maintenance and Repair

Not Applicable

17. Terms and Conditions of Installation

Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

18b. Terms and conditions for any other services (if applicable).

Not Applicable

19. List of Service and Distribution Points (if applicable).

Not Applicable

20. List of Participating Dealers (if applicable).

Not Applicable

21. Preventative Maintenance (if applicable).

Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)

Not Applicable

22b. Section 508 Compliance

Not Applicable

23. Unique Entity Identifier (UEI) Number

ZQQYSKV77PP8

24. Registration in System for Award Management (SAM) Database

Commonwealth Trading Partners, Inc. is actively registered in SAM.

Questions regarding this listing should be directed to
Tom Fergus: 703-373-8138, tfergus@ctp-inc.com or
Dave Claybaugh: 703-373-8148, dclaybaugh@ctp-inc.com

For additional information visit the Commonwealth Trading Partners website at:
<http://www.ctp-inc.com/>