



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

April 13, 2017

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: NINNA VAUGHN  
STATE CONTRACT PROCUREMENT OFFICER I  
302-857-4584

SUBJECT: **AWARD NOTICE – Addendum #6 - Effective April 1, 2020**  
**CONTRACT NO. GSS16659-PROFTRNG**  
**Professional Training Services**

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OF  
KEY CONTRACT INFORMATION

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**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

## KEY CONTRACT INFORMATION

### 1. MANDATORY USE CONTRACT

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**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

### 2. CONTRACT PERIOD

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Each contractor's contract shall be valid for a two (2) year period from April 1, 2017 through March 31, 2019. Each contract may be renewed for three (3) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

Addendum #3 extends the contract for one year from April 1, 2019 through March 31, 2020.

**Addendum #6 extends the contract for one year from April 1, 2020 through March 31, 2021.**

### 3. ADDENDUM HISTORY

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Addendum #1 updates vendor information for various vendors effective August 31, 2017.

Addendum #2 updates vendor information for The AGA Group, LLC effective July 25, 2018.

Addendum #3 extends the contract for one year through March 31, 2020. Refer to updated list of Vendors.

Addendum #4 updates the contact information for Lead Your Way Solutions LLC, effective April 15, 2019.

Addendum #5 updates the links for Director's Memorandum and Training Request Form (Award Notice Section 12.5) effective April 26, 2019.

**Addendum #6 extends the contract for one year through March 31, 2021. Refer to updated list of Vendors.**

### 4. VENDORS

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GSS16659-PROFTRNGV01 <b>Advanced Strategies, Inc.</b> 4000 DeKalb Technology Pkwy., Suite 430 Atlanta, GA 30340 Contact: Sharon Notari Phone: 770-329-7645 Fax: 770-936-4009 <a href="mailto:snotari@advstr.com">Email: snotari@advstr.com</a> FSF#: 0000331182	GSS16659-PROFTRNGV02 <b>Delaware Coalition Against Domestic Violence</b> 100 West 10 <sup>th</sup> Street Suite 903 Wilmington, DE 19801 Contact: Sue Ryan Phone: 302-658-2958, Ext. 13 Fax: 302-658-5049 <a href="mailto:sryan@dcadv.org">Email: sryan@dcadv.org</a> FSF#: 0000027599	GSS16659-PROFTRNGV03 <b>Delaware Technical Community College</b> 300 N. Orange Street, SE 125 Wilmington, DE 19801 Contact: Rachel Anderson Phone: 302-830-5201 Fax: 302-830-5213 <a href="mailto:rander17@dtcc.edu">Email: rander17@dtcc.edu</a> FSF#: 0000025528
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Award Notice – Addendum #6  
 Contract No. GSS16659-PROFTRNG

<p>GSS16659-PROFTRNGV04  <b>Educational Data Systems, Inc.</b>          15300 Commerce Drive North, Suite 200          Dearborn, MI 48120          Contact: Kevin Schnieders          Phone: 313-271-2660          Fax: 313-271-2698  <a href="mailto:kschnieders@edsisolutions.com">Email: kschnieders@edsisolutions.com</a>          FSF#: 0000022680</p>	<p>GSS16659-PROFTRNGV05  <b>Graduate School USA</b>          600 Maryland Ave., Suite 180          Washington, DC 20024          Contact: Al Tyree          Phone: 202-314-3639          Fax: 202-479-6810  <a href="mailto:al.tyree@graduateschool.edu">Email: al.tyree@graduateschool.edu</a>          FSF#: 0000280752</p>	<p>GSS16659-PROFTRNGV06  <b>HudsonMann, Inc.</b>          710 Johnnie Dodds Blvd., Suite 202          Mt. Pleasant, SC 29464          Contact: David Hudson          Phone: 843-884-5557          Fax: 843-884-8377  <a href="mailto:dhudson@hudsonmann.com">Email: dhudson@hudsonmann.com</a>          FSF#: 0000331444</p>
<p>GSS16659-PROFTRNGV07  <b>ICF Incorporated, LLC</b>          9300 Lee Highway          Fairfax, VA 22031          Contact: Tracy Cybuch          Phone: 703-283-2689          Fax:  <a href="mailto:tracy.cybuch@icf.com">Email: tracy.cybuch@icf.com</a>          FSF#: 0000331696</p>	<p>GSS16659-PROFTRNGV09  <b>inSITE Training &amp; Development, Inc.</b>          8177 Bodkin Ave          Pasadena, MD 21122          Contact: Thomas Lentz          Phone: 301-596-7657          Fax: 410-255-3053  <a href="mailto:tlentz@insitetraining.com">Email: tlentz@insitetraining.com</a>          FSF#: 0000331441</p>	<p>GSS16659-PROFTRNGV10  <b>Timothy Michael Nally /DBA/ Lead Your Way Solutions LLC</b>          PO Box 424          Ocean View, DE 19970          Contact: Emily Demarco          Phone: 443-604-5518          Fax:  <a href="mailto:emily.demarco@lywsusa.com">Email: emily.demarco@lywsusa.com</a>          FSF#: 0000160065</p>
<p>GSS16659-PROFTRNGV12  <b>Point Management Group, LLC</b>          5319 Marsh Landing Lane          Suffolk, VA 23435          Contact: Wendell Point, Ph.D.          Phone: 540-847-8935          Fax: 480-287-8565  <a href="mailto:twpoint@pointmgt.us">Email: twpoint@pointmgt.us</a>          FSF#: 0000331569</p>	<p>GSS16659-PROFTRNGV14  <b>Professional Staffing Associates, Inc.</b>          3301 Green St.          Claymont, DE 19703          Contact: Priscilla Turgon          Phone: 302-798-3520          Fax: 302-798-0215  <a href="mailto:pturgon@aol.com">Email: pturgon@aol.com</a>          FSF#: 0000026024</p>	<p>GSS16659-PROFTRNGV15  <b>Progressive Success Corporation</b>          9311 Hamilton Drive          Fairfax, VA 22031          Contact: Calvin Swartz          Phone: 703-395-2670          Fax:  <a href="mailto:askcal@cox.net">Email: askcal@cox.net</a>          FSF#: 0000331262</p>
<p>GSS16659-PROFTRNGV16  <b>Quality, Compliance &amp; Management Consulting, Inc. /DBA/ QCM</b>          14502 Greenview Drive          Laurel, MD 20708          Contact: Tina Young          Phone: 301-604-9898, Ext. 700          Fax: 240-554-1696  <a href="mailto:tyoung@qcmconsulting.com">Email: tyoung@qcmconsulting.com</a>          FSF#: 0000331479</p>	<p>GSS16659-PROFTRNGV18  <b>Strategic Initiatives Consulting Group, LLC</b>          8 Doe's Lane          Greenville, DE 19807          Contact: Pauline Higgins          Phone: 302-622-9610, Ext 1          Fax:  <a href="mailto:phiggins@sicgweb.com">Email: phiggins@sicgweb.com</a>          FSF#: 0000028497</p>	<p>GSS16659-PROFTRNGV19  <b>TAP International, Inc.</b>          3 Metro Center          Bethesda, MD 20814          Contact: Denise Callahan          Phone: 301-280-5928          Fax:  <a href="mailto:denise@tapinternational.org">Email: denise@tapinternational.org</a>          FSF#: 0000331912</p>
<p>GSS16659-PROFTRNGV20  <b>The AGA Group LLC</b>          7381 West 133<sup>rd</sup> Street Suite 200          Overland Park, KS 66213          Contact: Gregory Ikner          Phone: 913-661-1999          Fax: 913-815-8430  <a href="mailto:gikner@agasolutionsgroup.com">Email: gikner@agasolutionsgroup.com</a>          FSF# 0000332015</p>		

<b>The following vendors have elected to discontinue services under the contract, effective March 31, 2019</b>		
<p>GSS16659-PROFTRNGV11  <b>Miller Consultants, Inc.</b>            1653 Beechwood Avenue            Louisville, KY 40204            Contact: Kathleen Miller Perkins            Phone: 502-452-1751            Fax:  <a href="mailto:kathy@millerconsultants.com">Email: kathy@millerconsultants.com</a>            FSF#: 0000334423</p>	<p>GSS16659-PROFTRNGV17  <b>Soaring Eagle Enterprises, Inc. /DBA/ SEE, Inc.</b>            PO Box 35707            Las Vegas, NV 89133            Contact: Katie Meeks            Phone: 702-523-9103            Fax:  <a href="mailto:katie@discoversee.com">Email: katie@discoversee.com</a>            FSF#: 0000331565</p>	<p>GSS16659-PROFTRNGV21  <b>The Chief Storyteller, LLC.</b>            9907 Pomona Drive            Bethesda, MD 20817            Contact: Ira Koretsky            Phone: 301-718-8368            Fax: 301-718-8368  <a href="mailto:ira@TheChiefStoryteller.com">Email: ira@TheChiefStoryteller.com</a>            FSF#: 0000332009</p>
<p>GSS16659-PROFTRNGV22  <b>TrainRight, Inc.</b>            10 Valleywood Road            Hopkinton, MA 01748            Contact: Kevin Stacey            Phone: 617-680-2600            Fax:  <a href="mailto:kevin@trainrightinc.com">Email: kevin@trainrightinc.com</a>            FSF#: 0000331188</p>		
<b>The following vendors have elected to discontinue services under the contract, effective March 31, 2020</b>		
<p>GSS16659-PROFTRNGV13  <b>Beth Philley /DBA/ ProBizAssoc.com</b>            1114 Whipple Ave SW            Canton, OH 44710            Contact: Beth Philley            Phone: 330-705-0938            Fax: 216-706-4542  <a href="mailto:bphilley@ProBizAssoc.com">Email: bphilley@ProBizAssoc.com</a>            FSF#: 0000331187</p>	<p>GSS16659-PROFTRNGV08  <b>Inner Inspiration LLC</b>            16041 Laconia Circle            Woodbridge, VA 22191            Contact: Jean Porto            Phone: 703-475-1041            Fax:  <a href="mailto:jean@inner-inspiration.com">Email: jean@inner-inspiration.com</a>            FSF#: 0000331844</p>	

## 5. SHIPPING TERMS

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F.O.B. destination; freight pre-paid.

## 6. PRICING

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Prices will remain firm for the term of the contract year. Please note that all prices quoted are a “not to exceed price” and may be further negotiated by the requesting Agency throughout the term of the contract.

The list of course offerings and associated prices can be found on the Pricing Spreadsheet posted on the Awarded Contract Details page.

## ADDITIONAL TERMS AND CONDITIONS

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## 7. BILLING

**The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.**

## 8. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

## 9. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

## 10. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

## 11. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS16659-PROFTRNG on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

## 12. REQUIREMENTS

Prior to issuing a purchase order, the ordering agency shall complete the following:

1. Determine the training topic or service needed by the agency.
2. Review the list of awarded vendors on the Professional Training Services Contract Pricing Spreadsheet accessed from the contract details page. This list includes vendor's contact information, courses provided and pricing. Agencies are encouraged to negotiate the price of the course and/or additional associated charges listed in the vendor specific course offerings. It is important to keep in mind the type and length of training, the size of the audience and additional costs including materials, supplies and any development costs.
3. Contact one or more vendors and request a quote for the requested course. Select the vendor with the quote that is most advantageous to the Agency.
4. Obtain agency approval for the service through your agency's normal fiscal process.
5. "If the training service is over \$5,000, and meets the conditions outlined in the OMB [Director's Memorandum](#) related to using outside vendors for training or workforce development, a [Training Request Form](#) should be submitted to OMB/HRM Statewide Training for approval."
6. Statewide Training will provide a response within 48 hours of the request and either ask for clarification or approve the request. The approval is sent to the agency with a copy to OMB with instructions on forwarding the documentation through the purchase order process.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

## 13. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

## 14. NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

## 15. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

## 16. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.