

DIGITAL FORENSICS TRAINING AND CERTIFICATION CATALOG



DUNS 13-991-2971



CONTRACT GS-35F-0338T

***OFTEN COPIED BUT NEVER DUPLICATED.
THE WORLD LEADER FOR DIGITAL FORENSICS EXPERTISE.™***

COMPUTER FORENSICS CORE COMPETENCIES™
Learn what every competent forensic examiner needs to know in order to properly acquire, interpret, and report findings related to digital evidence. Learn from those that do. See page 4.

CYBERSECURITY FORENSIC ANALYST™
Possessing the CSFA™ certification is proof positive that you know your stuff. There is no other certification that tests your skills like the CSFA. Learn more on page 10.

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From the Desk of
Steve Hailey
Digital Forensic Analyst and Educator
President/CEO CyberSecurity Institute LLC
Office: 800.726.1433 Cell: 425.876.1777

Jan 9 2008

Dear Prospective Students and Clients:

Our goal at CSI is to help you become a forensic analyst that can think independently and deal with any situation that arises. Forensic examiners that know how to use a single program and are not aware of what happens behind the scenes are not true forensic analysts, but are merely people using software. These people will not hold up well against skilled forensic examiners who challenge their results and methodology - cases can be won or lost due to the skills of the forensic examiner.

Training someone to retrieve evidence is a simple matter - the evidence is simply there and can be found by any competent forensic analyst using a variety of tools. Proper interpretation of the evidence, however, is another story - that's where the true smarts and technical knowledge of the forensic examiner come into play. When you take your training from us, you'll learn how to properly interpret what you find. You'll also learn the tactics that defense experts are going to use - we'll show you how we would approach various cases if working for the defense. No, we don't do defense work although we are asked to on a regular basis.

Whether you are a member of law enforcement or are working for an organization conducting forensic analysis, your needs will be met with what CSI has to offer. Our Computer Forensics Core Competencies course is the most cost effective way anywhere in the world to obtain the knowledge you need - our GSA pricing starts at just 1,495.00 per student.

I am the lead instructor for all courses that CSI offers, and have 25 years of experience in information technology, 21 years experience with data recovery, 18 years experience developing and delivering technical training, and 11 years experience conducting forensic analysis professionally. I guarantee that your learning experience with my company will put you light years ahead of the other experts and competition.

I don't expect you to take my word for it when I say that a training experience with CSI is the best that can be had. Please be sure to review the instructor biographies on pages 12 -13, as well as our Dunn and Bradstreet Excellence Rating on page 15.

Feel free to email or call me with any questions you may have. I hope to see you in class!

Regards,

A handwritten signature in cursive script that reads 'Steven P. Hailey'.

Steven P. Hailey
President/CEO CyberSecurity Institute

COMPUTER FORENSICS CORE COMPETENCIES

Five Day Course/9 Hours Per Day/Your Location Or Ours

DAY ONE	DAY TWO	DAY THREE
Digital Forensics process overview Documentation, chain of custody, and evidence handling procedures Digital media types Active, archival and latent data How data is stored Slack and unallocated space Hashes and Checksums FAT 12/16/32 file systems Creating forensically sound working copies or images of media Imaging Labs/Practicals	Review Common file header formats Using a Hex editor How forensic software tools work Keyword lists and searches Time and date stamps Affidavits, search warrants, motions and subpoenas Rules of evidence Overcoming encryption and password protection mechanisms Field Triage Case Scenarios/Practicals	Review NTFS File Systems Field Triage Interpretation of logs Interpreting Internet History and HTTP concepts Metadata for Microsoft Office and other documents Creating understandable and accurate reports Questions to prepare for/working with attorneys Viruses and malware Windows registry Case Scenarios/Practicals
DAY FOUR Review Windows artifacts - print spool files, shortcuts, swap file and recycle bin Working as an expert technical witness Case Scenarios/Practicals	DAY FIVE Review Authenticating and verifying your results Insurance/liability issues Case Scenarios/Practicals	<i>I was watching Court TV today, the Michael Peterson case. An expert was being questioned in regards to the computer evidence. I can say that you taught us extremely well. I was finding problems with his testimony, and was picking up mistakes that he had made during his investigation.</i> Russell Titus

Note: When instructed for military personnel, this course has an emphasis on conducting Triage activities in the field.

Five Day Course/9 Hours Per Day/Your Location Or Ours

Who Should Take This Course?

Anyone that needs to perform digital forensic analysis. Law enforcement, security personnel, IT security officers, security professionals, security auditors, network engineers, network administrators, troubleshooters and technicians. If you have an immediate need to start performing digital forensic analysis and need to master the basics quickly, this course is for you. If you are an information technology professional, this course will show you how to leverage your existing skill set and put you on the path to starting your own digital forensics company.

Prerequisites

To fully benefit from the training, students should be familiar and comfortable with computer software and hardware, preferably at a level equal to that of someone possessing CompTIA's A+ certification. If you are going to be performing digital forensic analysis and providing expert testimony, you will want to obtain the A+ certification (among others) at some point.

Additional Discounts - Customized/Tailored Content

For large groups, additional discounts can be negotiated. We will also be glad to cover content based on your specific needs. Please contact us to discuss.

Your Computer Forensics Core Competencies was the best computer forensics training course I've taken. Not only did I learn the basics of conducting technical forensic investigations, I also feel confident that I can actually get started working in this field. Your approach of teaching what the forensic tools are doing by having us conduct forensic investigations manually is the only way to go. I feel that I could now use any software tool in my forensic investigations with confidence. The experience you related to the class from actually working in the field was invaluable, and worth three times the price of the course itself. You have enabled your students to be light years ahead of anyone else, and I'm very grateful for the new outlook you've given me in these difficult economic times. In a way I wish you'd keep this course secret to keep my competition down - I wouldn't want to go up against someone in a deposition or trial that had been trained by you!

Janet Holt

Having just completed the Computer Forensics Class, I can tell you that it was one of the most informative, enjoyable, and thought provoking periods of training that I have taken to date. The content was priceless, the instructor, Steve Hailey was exceptional, and, his presentation was flawless and well received. Steve's knowledge of the subject, coupled with his ability to teach and hold everyone's attention, was exceptional. His course plan was well thought out and presented. The greatest compliment I can pay him is that when the end of the class day would come, I excitedly looked forward to the next. Thank you for this opportunity. It has opened a door, and exposed me to a opportunity that combines not only my computer skills, but my past law enforcement experience. Experience that I thought would not be utilized again once I left police work.

Brian

WINDOWS FORENSICS ESSENTIALS

Two Day Course/9 Hours Per Day/Your Location Or Ours

DAY ONE	DAY TWO
Cross validation	File sharing artifacts
Defining a process	Swap file artifacts
Forms, checklists, and reports	Recycle bin artifacts
Windows registry artifacts	Overcoming passwords and encryption
Windows log file artifacts	Common data hiding techniques
LNK file artifacts	Understanding the MFT
Internet activity and chat artifacts	Metadata
Case Scenarios/Practicals	Case Scenarios/Practicals

I wish I would have known about your course sooner. Now after many months of wasted time and money, I'm finally on the right track. The fact that you allowed me to participate in an actual case has put me years ahead of my peers. Thanks for practicing what you preach - I know I can really do this now!
Allan Womac

Who Should Take This Course?

Anyone that is already performing digital forensic analysis of Windows based systems and wants to take their skills to the next level. Also suitable for a yearly refresher course – course content is constantly being updated.

Prerequisites

Forensic examiners of all levels of expertise will benefit from this training. Familiarity using a hex editor and a GUI based forensic tool such as EnCASE, FTK, or ProDiscover is a plus.

Additional Discounts - Customized/Tailored Content

For large groups, additional discounts can be negotiated. We will also be glad to cover content based on your specific needs. Please contact us to discuss.

I learned more from your course than my entire stack of forensics books and other "experts" I have talked to over the years. You make the classes fun, interesting, and I can tell you really care about your students. I am sticking with a winner.

Dual Hershi

COMPUTER FORENSICS FUNDAMENTALS

One Day Course/8 Hours/Your Location Or Ours

CORPORATE/GOVERNMENT VERSION - TOPICS
Data Storage and Hard Drive Primer
Sources of Data and Evidence
Computer Forensics Procedures
Computer Forensics Experts
Preparing to Testify

ATTORNEY/PARALEGAL VERSION - TOPICS
Data Storage and Hard Drive Primer
Sources of Data and Evidence
Computer Forensics Procedures
Computer Forensics Experts
Impeaching and Questioning The Expert

Steve has never disappointed. He has never disappointed because he is accurate and quick. While I never have sought any particular opinion from Steve, his expertise always leads to the correct opinion. He is professional and concise and has been very instrumental and helpful in resolving very difficult and thorny cases. His expertise is unparalleled.

Mitch Cogdill - Attorney At Law

Who Should Take This Course?

This course is designed for anyone interested in learning more about computer/digital forensics. One does not need to be working in an information technology related field to attend. Perfect for raising awareness about how important digital forensics is in the corporate and government environments. Great class for a retreat or organizational conference.

Prerequisites

None.

Additional Discounts - Customized/Tailored Content

For large groups, additional discounts can be negotiated. We will also be glad to cover content based on your specific needs. Please contact us to discuss.

Attorney/Paralegal Version

The Attorney-Paralegal version "Computer Forensics For Attorneys" is approved for 6.5 CLE credits including 1.0 Ethics credits in Washington State. We will work with your State Bar to obtain CLE approval.

I was really happy with your instant response, which I badly needed, your quick understanding of the issue, and your technical ability to solve it immediately. Finally, you were able to communicate technical information easily for the layperson.

Todd Nichols - Attorney At Law

I have taken eight Information System technology courses from you and can't wait to take more. They have all been informative, accurate, educational, and fun. It is rare to find an instructor who is both a good teacher and a true expert in his field. Your teaching style has really sparked my interest in network/computing security.

John Bell - The Boeing Company

One Day Course/10 Hours/Your Location Or Ours

TOPICS - MORNING	TOPICS - AFTERNOON
Active, archival and latent data	Interpreting Internet History and HTTP concepts
Affidavits, motions, and subpoenas	Manual and automated data recovery
Basic TCP/IP concepts	Metadata for Microsoft Office and PDF documents
Hashes and Checksums	Overcoming encryption mechanisms and password protection
Conducting keyword searches	PC hardware concepts
Creating understandable and accurate reports	Privacy issues
Creating forensically sound working copies or images of media	Regulatory compliance - Gramm-Leach-Bliley, HIPPA, Sarbanes-Oxley, SEC, NASD and ISO
File Header formats Documentation, chain of custody, and evidence handling procedures	Rules of evidence
Questions to prepare for/advising your retaining counsel	Windows print spool files
FAT 12/16/32 file systems	Windows registry
File slack, ram slack, drive slack, and unallocated space	Windows shortcuts
NTFS File Systems	Windows swap file
Compact Disc analysis	Working as an expert technical witness
Interpretation of various log formats	Insurance/liability issues
	Viruses and malware



I would just like to say that you are a unique teacher. You make sure that everyone understands the material presented in your courses, and if anyone has a problem, you take the time to come in, find additional material, or find any way possible to help out your students. I, for one, appreciate this very much, as I believe that this is an attribute all educators should have.

Also, you share your 'real world' experiences with students, which shows us what can really happen and sometimes explains things better than any book could. I look forward to taking many more classes from you, as you have proven yourself to be one of the true 'Subject Matter Experts' that the entire IT industry builds their certification criteria on. Thanks.

James Gotner

One Day Course/10 Hours/Your Location Or Ours

Who Should Take This Course?

This course is designed for digital forensic professionals who regularly perform forensic analysis and wish to prepare for what is covered in the CyberSecurity Forensic Analyst (CSFA) certification test.

Prerequisites

Test candidates should have at least two years of experience conducting forensic analysis, creating the verbiage for subpoenas, motions, affidavits, and search warrants, as well as experience creating comprehensive forensic analysis reports. In addition, it is highly recommended that candidates have successfully obtained one of the following certifications:

- AccessData Certified Examiner (ACE)
- Certified Forensic Computer Examiner (CFCE)
- Certified Computer Examiner (CCE)
- Computer Hacking Forensic Investigator (CHFI)
- EnCase Certified Examiner (EnCE)
- GIAC Certified Forensics Analyst (GCFA)

I came to class with no experience in the subject matter. With Steve as my Instructor, I successfully completed three courses. Steve is very knowledgeable and teaches his classes in an easy to understand manner. He really cares about his students and their success, and goes above and beyond his role as an instructor.

Kami Stock

A couple years ago, I decided that my engineering skills were getting stagnant. I needed to broaden my knowledge to become more marketable. I attended a free seminar concerning IT classes presented by Steve and enrolled in the CIW Foundations class shortly afterwards. I was instantly hooked. I have since taken all the courses in the CIW program, and the Security Certified Program. I will be taking additional security courses from Steve to prepare for my GSEC.

Why take classes through Steve versus another instructor or an on-line course? It's quite simple; you can't get the "hands on" experience by an instructor with Steve's background in network security any other way. You ask most instructors what time it is and they can tell you the time - ask Steve what time it is and he will show you how to build a watch.

Charlie Marquis - The Boeing Company

I have been able to experience first hand Mr. Hailey's broad background in subject matter experience as well as his ability to transmit that experience to the novice. Steve helps students to unravel complex systems and terminology in examples they can understand and often this is done in a humorous fashion. His teaching style is also markedly non-judgmental: there are no bad questions just opportunities for a different explanation of the issue. Steve heads my small personal list of computer literate people who really know how to teach.

Glen Decker - The Boeing Company



**CYBERSECURITY FORENSIC ANALYST
CERTIFICATION TEST**



Part: GS-35F-0338T-05
GSA Discount: 15%
GSA CONUS: 382.50
GSA OCONUS: 450.00
GSA Discounts: Page 16

Three Day Certification Test/10 Hours Per Day/Your Location Or Ours

Certification Test Overview

All test candidates will need to submit a Certification Test Application and Agreement which is available for download from: <http://certifications.cybersecurityinstitute.biz>

The CSFA certification test is the only test currently available of its kind. It closely resembles a scenario that a forensic analyst will encounter in the real world, with a specific time frame to complete the analysis, and the ability to request additional information relevant to the case. This is an advanced test, designed for professionals who already possess practical experience in the field of digital forensics. Possessors of the CSFA have proven themselves to part of the digital forensics elite, able to process cases that involve evidence from multiple sources.

CSFA candidates will have three days to take the test. There is a written component of 50 multiple choice questions, with the majority of the test being hands-on. Candidates will be given a scenario that includes processing a hard drive and one floppy disk or CDROM, or a cellular phone or other handheld device. The test candidate may be presented with a running computer to analyze, or will have the media/devices to be analyzed delivered by courier. Hard drives to be processed will be 10 Gigabytes or smaller, depending on the scenario.

The written test will comprise 20% of the total score, with the practical comprising 80% of the total score. An overall score of 85% must be attained in order to earn the designation of CyberSecurity Forensic Analyst (CSFA).

Candidates will be allowed to request additional information after reviewing their particular scenario, such as proxy, IDS, and router logs, acceptable use policies, interrogatories, etc. Depending on the scenario that the candidate receives, he or she may be assisting in creating the verbiage for motions, affidavits, subpoenas and search warrants.

The candidate will also be required to verify and document that their forensic workstation is in proper operating condition, as well as verify and document the proper operation of any write blocking or imaging hardware/software used.

Forensic Processing Environment

Each CSFA candidate will be provided a computer running Windows XP or Vista, with administrative access. Each candidate is to bring their own forensic software and imaging hardware. Cables will be made available for any handheld device that is part of a candidate's scenario.

Who Should Take This Certification Test?

Anyone that needs to show expert competency with digital forensic analysis and prove that they can perform a comprehensive analysis within a limited time frame.



CYBERSECURITY FORENSIC ANALYST
CERTIFICATION TEST



Part: GS-35F-0338T-05
GSA Discount: 15%
GSA CONUS: 382.50
GSA OCONUS: 450.00
GSA Discounts: Page 16

Three Day Certification Test/10 Hours Per Day//Your Location Or Ours

Prerequisites

Before taking the CSFA test, test candidates should have at least 18 months of experience conducting forensic analysis, creating the verbiage for subpoenas, motions, affidavits, and search warrants, as well as experience creating comprehensive forensic analysis reports. In addition to these experience requirements, it is highly recommended that candidates have successfully obtained one of the following certifications:

AccessData Certified Examiner (ACE)
Certified Forensic Computer Examiner (CFCE)
Certified Computer Examiner (CCE)
Computer Hacking Forensic Investigator (CHFI)
EnCase Certified Examiner (EnCE)
GIAC Certified Forensics Analyst (GCFA)

ALL TEST CANDIDATES – PLEASE READ!

The CSFA is an advanced certification test. While you are not required to attend a CSFA Test Preparation session, it is highly recommended that you do so. For additional information, please see: <http://certifications.cybersecurityinstitute.biz>

I just wanted to thank you again for your forensics class. Someone here got wind that I had some forensics training and our HR department had me do some work for them. Someone here had decided to purchase EnCase before I even took your class, so that's what I had to use. The non-vendor related information you taught was instrumental in my being able to quickly learn the tool and produce some good results.

It was nice to be able to put to rest some of the rumors about what the computer was being used for. I was able to let HR know what the user did and didn't appear to do.

Steve B.

I've noticed that other schools are starting to offer the courses you've been teaching now for years, and a few are offering the courses at lower prices. This is unfortunate. Unfortunate that the students attending these cheaper classes have no idea what they are missing not taking classes from you.

Donny Neil - Boeing

Steve Hailey - President/CEO, CyberSecurity Institute

Steve is an Information Technology veteran of twenty-four years, with seventeen years experience developing and delivering technical training. After ten years of experience with "data recovery" in both the public and private sectors, Steve began conducting forensic analysis professionally in 1997. He is a highly skilled expert witness and dynamic instructor, bringing to bear his combined skills in forensic analysis and computing technology. He currently instructs the information security and digital forensics curriculum at Edmonds Community College in Washington State, where he chairs the Digital Forensics Committee.

Steve has performed work and conducted training in the fields of computer networking, information security, and digital forensics for two Fortune 50 (*yes, 50 not 500*) companies, several law firms, the federal government, various law enforcement agencies, and several colleges throughout the Pacific Northwest. He is actively involved with developing and delivering training in computer forensics to members of city, state, and federal law enforcement agencies, and was chosen to train military personnel to perform forensic analysis in the Mideast.

He has authored certification practice tests for several vendors and is also a Subject Matter Expert for Comptia's Security+. Steve has processed digital forensic cases ranging from inappropriate resource use and network intrusions to cases involving identity theft, credit card fraud, child pornography and money laundering. He is creator of the CyberSecurity Institute Certified Instructor (CSICI)[™] and CyberSecurity Forensic Analyst (CSFA)[™] certifications, as well as the author of several computer forensics/forensic computing course books.

Steve is a Licensed Private Investigator in the state of Washington, a Certified Information Systems Security Professional (CISSP), possesses a certificate in computer forensics from Oregon State University, and has over twenty other technical certifications, including: Certified Ethical Hacker (CEH), A+ , Certified EC-Council Instructor, CIW Certified Trainer, CIW E-Commerce Designer, CIW Foundations, CIW Internetworking Professional, CIW Security Analyst, CIW Security Professional, CIW Server Administrator, CIW Site Designer, CIW Master Server Administrator, CIW Master Site Designer, Certified Personal Digital Assistant Examiner, Certified Technical Trainer, iNet+, Microsoft Certified Systems Engineer, Network+, Security+, Security Certified Network Professional.

Steve is an active participant in organizations devoted to the advancement of digital forensics and information security. He is the founder and President of the Washington State High Technology Crime Investigation Association (HTCIA), and is on the Board of Directors for the Institute of Computer Forensic Professionals. His other affiliations include The Agora, InfraGard, and the High Tech Crime Consortium. Steve has been featured on television, radio, and has authored several articles related to digital forensics and information security. The article "Catch cyber criminals by thinking like them" that he co-authored with the creator of the Certified Ethical Hacker course and certification can be found at <http://www.csisite.net/LawOfficerArticle.pdf>.



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INSTRUCTOR BIOGRAPHIES

Mike Andrew - Vice President of Training, Forensic Analyst for CyberSecurity Institute

Mike has been an Information Technology professional for 9 years, and has been conducting training and forensic analysis at CSI since 2003 for attorneys, various law enforcement agencies, and several colleges throughout the Pacific Northwest. He is certified by the National Security Agency in INFOSEC Assessment Methodology and is a CyberSecurity Institute Certified Instructor. Since joining CSI, Mike has been actively involved with developing and delivering training in digital forensics to members of city, state, and federal law enforcement agencies, as well as training military personnel to perform forensic analysis in the Mideast. He has performed work as a forensic analyst on cases at all levels - local, state, and federal.

Mike is currently a member of the Computer Information Systems Dept. Advisory Committee and Digital Forensics Committee at Edmonds Community College in Washington State. He is an officer and founding member of the Washington State chapter of HTCIA and is also a member of both the HTCC and the Institute of Computer Forensic Professionals. Mike is a CyberSecurity Forensic Analyst and Certified Ethical Hacker, and possesses certificates in Network Security and Micro-Computer Support.

Scott Matsudaira - Instructor for CyberSecurity Institute

Scott has been a Detective/Computer Forensic Examiner for the Bellingham Police Department since 1991 and is currently assigned to the Investigations Unit as a Major Crimes Detective and Computer Forensic Examiner. His current responsibilities include examining, analyzing, and securing electronic evidence with regards to investigations of criminal activity where a computer or other means of electronic data manipulation were used.

Aside from investigating criminal cases with the Bellingham Police Department, Scott has also assisted other Law Enforcement agencies with computer forensic assistance to include the Federal Bureau of Investigations (FBI), Immigrations and Customs Enforcement (ICE), Alcohol, Tobacco, Firearms and Explosives (ATF), National Center for Missing and Exploited Children (NCMEC), and other surrounding local Police and Sheriff agencies. Scott has performed over 100 computer forensic examinations as a Law Enforcement Officer and maintains certifications as a computer forensic examiner (CFCE), electronic evidence collection specialist (CEECS), seized computer evidence recovery specialist (SCERS), and Certified Ethical Hacker (CEH). He is also an instructor with The Internet and Your Child (IYC) organization.

Scott is a certification coach for the International Association of Computer Investigative Specialists where he both mentors and evaluates prospective candidates as they work towards their CFCE certification, and is also Vice President and founding member of the Washington State High Technology Crime Investigation Association.



Phone: 800.726.1433
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CUSTOMERS AND CLIENTS

**Customer Satisfaction is Top Priority at CyberSecurity Institute.
The list of our great clients from the public and private sectors include:**

Airborne Express	Law Offices of Cogdill Nichols Rein Wartelle
AT&T	Microsoft
Bellevue Community College	MultiCare Health System
Boeing	Navigant Consulting
City of Bellevue	Nordstrom
City of Bonney Lake	Ocean Shores Police Department
City of Edmonds	PCE Pacific
City of Federal Way	Pettit Oil Company
City of Lynnwood	Port of Seattle
City of Monroe	Portland Community College
City of Oak Harbor	Premera
City of Seattle	Qwest
City of Snohomish	Royal Canadian Mounted Police
City of Westport	Seattle Police Department
Clark Community College	Shoreline Community College
Clark County Sheriff's Office	Skagit County Sheriff's Office
Data I/O	Snohmish County Sherrif's Office
Edmonds Community College	Snohomish County Sherrif's Office
Farmers Insurance	Sonitrol
Federal Bureau of Investigation	Swedish Medical Center
Franciscan Health System	Technical Systems Inc.
Fred Hutchinson Cancer Research Center	United States Army
Frontier Bank	United States Coast Guard
Garvey Schubert Barer	United States Department of Justice
Goodwill	United States Environmental Protection Agency
Grays Harbor County	United States Marine Corps
Island County Sheriff's Office	United States Navy
King County	University of Washington
King County Bar Association	Washington State Patrol
Law Office of Don Clocksin	Weyerhaeuser



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DUNN AND BRADSTREET EXCELLENCE RATING

Dunn and Bradstreet surveyed our clients to see if our delivery times, cost estimates, service quality and professionalism met their expectations. Here are the results of the latest survey for CyberSecurity Institute, D-U-N-S Number 13-991-2971. **Our overall rating is 97 out of a possible 100.**

CATEGORY	SCORE	QUESTION ASKED
RELIABILITY	98 out of 100 possible	How reliably do you think this company follows through on its commitments?
COST	98 out of 100 possible	How closely did your final total costs correspond to your expectations at the beginning of the transaction?
ORDER ACCURACY	96 out of 100 possible	How well do you think the product/service delivered matched your order specifications and quantity?
DELIVERY/TIMELINESS	98 out of 100 possible	How satisfied do you feel about the timeliness of the product/service delivery?
QUALITY	98 out of 100 possible	How satisfied do you feel about the quality of the product/service provided by this company?
BUSINESS RELATIONS	98 out of 100 possible	How easy do you think this company is to do business with?
PERSONNEL	99 out of 100 possible	How satisfied do you feel about the attitude, courtesy, and professionalism of this company's staff?
CUSTOMER SUPPORT	98 out of 100 possible	How satisfied do you feel about the customer support you received from this company?
RESPONSIVENESS	98 out of 100 possible	How responsive do you think this company was to information requests, issues, or problems that arose in the course of the transaction?

GSA PRICING AND INFORMATION
SP Hailey Enterprises LLC DBA CyberSecurity Institute - GSA Pricelist
Effective Date: 1/1/2007
SIN 132-50 Training CONUS

Training	Retail	GSA Discount	GSA CONUS	6-9 = 10%	10+ = 15%	Min Class Size	Max Class Size
Computer Forensics Fundamentals 1-Day ¹	358.00	23%	275.66			15	40
Windows Forensic Essentials 2-Day ¹	716.00	23%	551.32			15	40
Computer Forensics Core Competencies 5-Day ¹	2,300.00	35%	1,495.00	1,345.50	1,270.75	6	19
Cyber Security Forensic Analyst(CSFA) Test Prep - Per Day ¹	358.00	23%	275.66			15	40
Computer Forensics Fundamentals 1-Day (Mobile) ²	358.00	23%	275.66			15	40
Windows Forensic Essentials 2-Day (Mobile) ²	716.00	23%	275.66			15	40
Computer Forensics Core Competencies 5-Day (Mobile) ²	1,950.00	23%	1,501.50			10	16
Cyber Security Forensic Analyst(CSFA) Test Prep - Per Day (Mobile) ²	358.00	23%	275.66			15	40
Cyber Security Forensic Analyst(CSFA) Test Class 3 Day ¹	\$450	15%	\$382.50		\$325.12	10	20
Cyber Security Forensic Analyst(CSFA) Test Class 3 Day (Mobile) ²	\$450		\$450			10	20

SIN 132-50 Training OCONUS

Training	GSA Discount	GSA OCONUS	Min Class Size	Max Class Size
Computer Forensics Fundamentals 1 Day (Mobile) ²	23%	\$275.66	17	40
Windows Forensic Essentials 2 Day (Mobile) ²	23%	\$551.32	17	40
Computer Forensics Core Competencies 5-day (Mobile) ²	23%	\$1,501.50	12	12
Cyber Security Forensic Analyst(CSFA) Test Class 3 Day (Mobile) ²	0%	\$450.00	17	40

¹ Course is at our location.

² Course is at your location. We will work with you and your support staff in regards to classroom setup. We supply all forensic software and hardware.

QUESTIONS? CALL US AT 800.726.1433

**AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE
PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132-50 Training Courses

SIN 132-50 - TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(FPDS Code U012)

SP Hailey Enterprises LLC
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Monroe, WA 98272
Tel: 800.726.1433
Fax: 800.726.1433
www.csisite.net

INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS
SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:
N/A

2. CONTRACTOR'S ORDERING ADDRESS:

SP Hailey Enterprises LLC DBA CyberSecurity Institute
19030 Lenton Place SE #162
Monroe, WA 98272
Phone: (800) 726-1433
Fax: (800) 726-1433

Contractor's Service Area: All Ordering activity locations within the scope of the contract.

CONTRACTOR'S PAYMENT ADDRESS:

SP Hailey Enterprises DBA CyberSecurity Institute
19030 Lenton Place SE #162
Monroe, WA 98272

Contractors are required to accept the credit card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micropurchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number (s) can be used by ordering activities to obtain technical and/or ordering assistance:

Tel: (800)726-1433
FAX: (800)726-1433

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 13-991-2971
Block 30: Type of Contractor – Small Business
Block 31: Woman-Owned Small Business – No.
Block 36: Contractor's Taxpayer Identification Number (TIN): 21-123598

4a. CAGE Code: IN9Z4

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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:

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)
132-50 30 Days

b. EXPEDITED DELIVERY
SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)
132-50 30 Days

c. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities 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 activity, any order(s) 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: Prices shown are NET Prices; Basic Discounts have been deducted.
a. Prompt Payment: None
b. Quantity: See attached pricing for quantity discounts offered.
c. Dollar Volume: None
d. Government Educational Institutions are offered the same discounts as all other Government customers.

8. Trade Agreements Act of 1979, as amended:
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing: N/A

10. Small Requirements: The minimum dollar value of orders to be issued is \$300.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)
a. 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: ordering activities 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 activities, 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 National Security Act.

Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port 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 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)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(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.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(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.

(i) 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 ACTIVITIES: Any ordering activity, 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 (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line 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 <http://www.fss.gsa.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.

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.

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 8.401(d).

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 configuration, 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 pricelist outside the 48 contiguous states and the District of Columbia. Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity 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 IFF 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 received 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 applies. 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.csisite.net. 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 insurer 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 in 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 pre-payment 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 NUMBER 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 FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

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

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the 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.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity 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.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

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

6. PRICE FOR TRAINING

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

The discount structure for ordering is fixed on a per class basis, rather than per task order basis. If several task orders from different agencies are used to meet the per student discount level in a single class, the discount will apply to all task orders for all students attending the class.

7. INVOICES AND PAYMENT

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

8. FORMAT AND CONTENT OF TRAINING

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion 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 schedules; and

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

e. For those courses conducted at the ordering activity'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.

9. "NO CHARGE" TRAINING

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