



Commonwealth Trading Partners, Inc. (CTP)

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

Contract Period

June 23, 2015 – June 22, 2030

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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Herndon, VA 20171
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Business Size: Small

For more information on ordering from Federal Supply Schedules, go to the following website:
<https://www.gsa.gov/schedules>

Price List current as of Modification #PS-0029, effective May 7, 2025.

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is:
<https://www.GSAAdvantage.gov>.

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ABOUT COMMONWEALTH TRADING PARTNERS (CTP)

Company Overview

Commonwealth Trading Partners Inc. (CTP) is a privately held small business based in Herndon, Virginia. Since 1994, CTP has developed and successfully delivered 3245+ distinct projects throughout the United States (U.S.) and in 117 countries. As an International Organization for Standardization (ISO) 9001:2015 certified company, Cybersecurity Maturity Model Certification (CMMC) compliant at Level 2 for enhanced data security, and holder of a Facility Clearance, CTP is recognized for the ability to provide high quality support across many domains for our customers. CTP has grown organically over three decades by supporting a variety of technical assistance programs for foreign partners including export control, nonproliferation, border security, law enforcement, anti-terrorism, anti-corruption, and security cooperation/security assistance (SC/SA). CTP offers its expertise to both government and private sector clients, providing a broad spectrum of expertise and professional services.

Core Capabilities

Tailored to the program objectives, the services provided by CTP may include:

- Instructional Design (Adult Learning Specialty) & Training Delivery
- Expert Staffing Solutions (Domestic, International)
- Event Management & Facilitation
- Monitoring & Evaluation
- Logistics Coordination
- Training Facilities Operations and Management
- Computer & Web Based Training (CBT) – Simulations, Job Aids, Online Courseware
- Web Based Marketing Services
- Export Control Compliance Consulting (EAR & ITAR). Classification & Licensing
- Foreign Military Sales (FMS) and Foreign Military Financing (FMF) Assistance and Compliance

Our staff meticulously plan and execute complex projects worldwide, working closely with clients to establish strategic goals, timelines, procedures, staffing needs, performance metrics, detailed budgets, reporting requirements, and communication protocols, coordinating complicated logistical activities. By establishing success metrics in the program lifecycle, we evaluate operational components in real-time, communicate transparently with stakeholders through scheduled reports and ongoing analysis, and maintain the highest service standards. We customize solutions to address local language, laws, technical readiness, and cultural norms, deploy innovative techniques such as case studies, group exercises, and micro-learning videos accessible by mobile devices, and empower partners through effective train-the-trainer programs to carry the work forward in their own country.

CTP's International Presence					
Afghanistan	Cameroon	Germany	Libya	Pakistan	Sri Lanka
Albania	Chad	Ghana	Lithuania	Panama	St. Lucia
Algeria	Chile	Guatemala	Macedonia	Paraguay	Switzerland
Argentina	China	Haiti	Malaysia	Peru	Taiwan
Armenia	Colombia	Honduras	Maldives	Philippines	Tajikistan
Austria	Costa Rica	Hong Kong	Mali	Poland	Tanzania
Azerbaijan	Croatia	Hungary	Malta	Portugal	Thailand
Bahamas	Cyprus	India	Mauritania	Qatar	Trinidad/Tobago
Bahrain	Czech Rep.	Indonesia	Mexico	Romania	Tunisia
Bangladesh	Dominican Rep.	Iraq	Moldova	Russia	Turkey
Barbados	Djibouti	Jamaica	Mongolia	Rwanda	Turkmenistan
Belarus	Ecuador	Japan	Montenegro	Saudi Arabia	UAE
Belgium	Egypt	Jordan	Morocco	Senegal	Uganda
BiH	El Salvador	Kazakhstan	Nepal	Serbia	Ukraine
Bolivia	England	Kenya	Nicaragua	Singapore	Uzbekistan
Botswana	Estonia	Kosovo	Niger	Slovakia	Vietnam
Brazil	Ethiopia	Kyrgyzstan	Nigeria	Slovenia	Yemen
Bulgaria	France	Latvia	Norway	South Africa	
Burkina Faso	Gabon	Lebanon	N. Macedonia	South Korea	
Cambodia	Georgia	Liberia	Oman	Spain	

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

For decades, CTP has been a trusted provider of staffing solutions for U.S. government programs, supporting operations across the globe. Whether for short-term tasks or multi-year engagements, we bring unparalleled expertise and reliability to every project. Our approach is defined by a commitment to quality, adaptability, and a deep understanding of the unique challenges associated with government staffing needs.

Our recruitment strategies are data-driven and proactive, leveraging insights from program performance metrics to stay ahead of staffing requirements. This ensures that we consistently provide top-tier talent aligned with mission-critical objectives. We invest in retaining a seasoned workforce through competitive compensation packages, employee-centric benefits, and opportunities for professional growth and leadership.

Seamless program management is at the core of our operations. With a focus on performance monitoring, client collaboration, and swift problem-solving, we guarantee the smooth execution of projects, even in dynamic and high-pressure environments. Our emphasis on risk assessment and mitigation reinforces our ability to deliver results under challenging circumstances.

CTP's history is marked by recruiting hundreds of skilled professionals and supporting some of the most demanding government initiatives. The consistent recognition of our team members as high performers is a testament to our dedication to excellence, innovation, and operational success in staffing support.

SIN 611430: Professional and Management Development Training

Our success in training development and delivery is rooted in extensive experience and proven methodologies. By applying the principles of Instructional Systems Design (ISD) and leveraging a network of over 350 experts, we create technical content tailored for adult learners. Our delivery methods have evolved from live sessions to web-based solutions, now offering diverse digital content through a web portal. We prioritize monitoring and evaluation to ensure the transfer of Knowledge, Skills, and Abilities (KSAs) specified in program objectives. With this approach, CTP has conducted thousands of workshops in over 117 countries, consistently achieving high-quality performance through continuous improvement and adherence to ISO9001:2015 standards.

The CTP team's expertise in ISD principles drives the development of curricula that engage target audiences and enhance the absorption of new knowledge, skills, and abilities. These principles have been applied in designing training programs for multiple U.S. Government agencies, ensuring alignment with their specific needs.

We have developed and delivered a wide range of training formats, including computer-based training, virtual instructor-led training, video-based training, micro-learning modules, and hybrid approaches. Historically, our courses ranged from short, intensive workshops to longer, multi-week programs. Designed to engage adult learners, our synchronous and asynchronous training solutions boost information retention through interactive and practical content. Using the ADDIE (Analyze, Design, Develop, Implement, and Evaluate) ISD methodology, we have created over 250 courses for U.S. Government agencies. Our expert staff deliver self-paced, group, and blended courses that combine proven learning theories with advanced technology, ensuring exceptional user experiences equivalent to traditional classroom training.

A cornerstone of our approach is adherence to the ADDIE model, which ensures systematic, performance-based course development. This methodology emphasizes minimizing lectures and maximizing practical exercises to optimize knowledge and skill retention. Client reviews and sign-offs at each ADDIE phase guarantee the appropriateness and alignment of course content with major learning objectives.

THE ADDIE INSTRUCTIONAL DESIGN MODEL	
A	Analyze- What is the Need? Ask Who? What? Why? And most importantly ask "Will training address the issue I am trying to resolve?" Identify your objectives.
D	Design- How should the training be offered? Traditional, Distance, or Blended learning? Blueprint the learning structure around your objectives. Use modules to chunk information and allow for re-use and re-sequencing.
D	Development- Build the training. Build job aids, projects, and learning activities, based on how they will be delivered. Ensure all elements of the training support the identified objectives.
I	Implementation- Prior to delivering the training evaluate it based on the course objectives. Present your training. Have all course material available. Follow the "script" you have designed to ensure coverage of all material.
E	Evaluation- Evaluate learners test scores. Did learners meet all course objectives? Observe and measure changes in the workplace. Analyze evaluation data to guide plans for revising the instructional course.

SIN 541511: Web Based Marketing Services

With a deep understanding of federal agency requirements, CTP offers comprehensive web-based marketing services designed to drive measurable results. These services include website development, social media management, content creation, and analytics. By integrating creativity with technology, CTP helps federal agencies achieve their outreach and communication objectives, ensuring transparency and consistency across digital platforms.

Our three phased approach (as seen below) delivers a holistic marketing strategy that focuses on generating outcomes that matter, creating communications that drive action, and continuously optimizing to deliver value and return on investment against a challenging landscape. Our team of strategists, creatives, media experts, event planners, and educators work collaboratively over the contract period to ensure a cohesive experience that can be measured against benchmark goals and key performance indicators (KPIs) established with key stakeholders and program managers.



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

For more than 30 years, CTP has provided high-level logistical support for domestic and international events. We have provided full conference support, travel coordination, foreign language interpretation and translation, program material preparation to include procuring supplies and printing, professional production and design services, and subject matter expertise for events worldwide. CTP's disciplined processes, rigorous management approach, credentialed Logistics Team, and experienced global partners serve as discriminating factors for our firm.

Our technical approach demonstrates our methodology and provides examples of our provision of excellent support for each requirement. It also outlines our precise technical, financial, and operational controls to ensure the success of program management support. CTP understands the critical importance of seamless logistical and travel support for all programs, whether they take place in the contiguous U.S. (CONUS) or outside the continental U.S. (OCONUS), and whether they are large full-scale conferences, or smaller workshops requiring less intensive event management.

CTP has delivered on events on an ad-hoc basis, through the payment of logistics vendors (flights, lodging, hotel venue) directly, reimbursement for direct travel expenses for designated individuals, facilitation of all program and participant needs, administrative oversight of all approved travel, monitoring and evaluation of programs, providing personnel to facilitate programmatic logistics needs on the ground when required, and supplying subject matter expertise as needed. In addition, it is understood that coordination of virtual implementation may be necessary, as well as coordinating hybrid services inclusive of both virtual and in-person elements. The seamless travel and logistics support delivered by CTP allows our customers to focus on the substantive programmatic elements of each event.

CTP has provided logistics and travel support for multiple events on a wide array of subjects with requirements including participant travel, comprehensive conference logistics support, coordinating speakers, vetting subject matter experts (SMEs), and preparing all conference support materials.

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.

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)

13221 Woodland Park Rd, STE 460, Herndon, VA 20171

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

Not Available

10c. Overnight and 2-day Delivery

Not Available

10d. Urgent Requirements

To Be Determined at the Task Order level

11. FOB Points

Destination

12a. Contractor's Ordering Address

Commonwealth Trading Partners, Inc.
13221 Woodland Park Rd, STE 460
Herndon, VA 20171

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.
13221 Woodland Park Rd, STE 460
Herndon, VA 20171

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. registered and active in SAM.

Questions regarding this listing should be directed to
Tom Fergus: 202-369-0998, tfergus@ctp-inc.com or
Dave Claybaugh: 443-956-4015, dclaybaugh@ctp-inc.com

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