General Services Administration (GSA) Federal Supply Service

The Resume Place®

Authorized Federal Supply Schedule Price List

Professional Services Schedule to Multiple Award Schedule (MAS)







CONTRACT

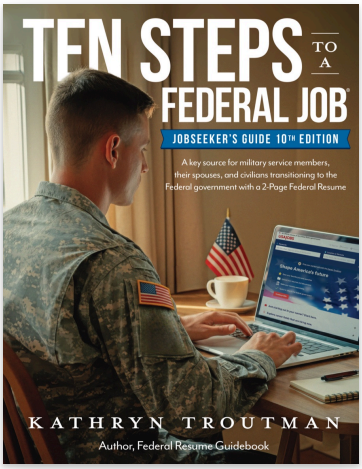
#47QRAA25D00E0

Resume Place, Inc. Publisher, Federal Career Books and Curriculum

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is www.gsaadvantage.com.

The Resume Place, Inc., has become well known as the sole provider of certification training programs offering successful program participants certification as a CERTIFIED FEDERAL JOB SEARCH TRAINER® and a CERTIFIED FEDERAL CAREER COACH®.

Those certifications ensure that individuals providing coaching to transitioning military personnel in federal job search and federal resume writing techniques are well equipped to ensure success among those transitioning military service members.



Woman Owned Small Business (WOSB)
www.resume-place.com
Kathryn Troutman, President,
kathryn@resume-place.com

Resume Place, Inc.
1012 Edmondson Avenue
Catonsville, MD 21228

P: (410) 744-4324
Write to us:
resume-place.com/about/contact

Ten Steps to a Federal Job®



Kathryn Troutman, Founder and President

Resume Place Inc. is the federal government's leading career skills training company. Founder and President of Resume Place, Inc., Kathryn Troutman has directed government training to more than 200 agencies and offices. Resume Place senior trainers have taught customized courses for their executives and employees on critical career skills during the past three decades.

In May of 2025, OPM announced that all Federal resumes must be 2 pages. In August of 2025, OPM announced that the SES package is NOW 2 pages – not 21 pages. These huge changes are integrated into the government training courses taught by experts in Federal resume writing and SES resume writing and interview preparation for the new QRG Structured Interview.

No other company has developed career training programs tailored directly to the needs of federal agencies and their employees and to the needs of military veterans and military spouses seeking federal employment. We have developed the only certification program for federal career coaches.

Our curriculum is proven with outstanding evaluations. Each program is customized for position titles, grades, agency mission and agency resume and recruitment systems.

Full and half day classes are available, as well as distance learning options. Also available: computer room, classroom, auditorium style, and noon-hour programs.

CCR Registered / Woman-Owned Small Business (WOSB) with strong references.

Customer Information for Ordering Activities

1. Table of Awarded Special Item Numbers (SINs)

SIN	RECOVERY	TITLE
333318TDTM	333318TDTMRC	Off-the-Shelf Training Devices and Training Materials
611430	611430RC	Professional and Management Development Training Services
OLM	OLMRC	Order Level Material

1b. Lowest Priced Model Number and Price for Each SIN

See attached prices list

1c. Hourly Rates (Services Only)

See attached prices list

2. Maximum Order

SIN 611430: $1,000,000

SIN OLM: $250,000

3. Minimum Order

$100.00

4. Geographic Coverage

Worldwide

5. Point of Production

N/A for Services

6. Discount from List Prices

Net GSA pricing is listed in attached Price List. Basic discounts have been deducted.

7. Quantity/Volume Discounts

None

8. Prompt Payment Returns

Net Thirty (30) Days

9. Foreign Items

None

10a. Time of Delivery

To be determined at Task Order Level

10b. Expedited Delivery

To be determined at Task Order Level

10c. Overnight and 2-Day Delivery

Please contact contractor for overnight and 2-day delivery

10d. 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.

11. F.O.B. Point

Destination

12a. Ordering Address

1012 Edmondson Avenue, Catonsville, MD 21228

12b. Ordering Procedures

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

13. Payment Address

1012 Edmondson Avenue, Catonsville, MD 21228

14. Warranty Provision

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

15. Export Packing Charges

N/A

16. Terms and Conditions of Rental, Maintenance, and Repair

N/A

17. Terms and Conditions of Installation

N/A

18a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices

N/A

18b. Terms and Conditions for any Other Services

N/A

19. List of Service and Distribution Points

N/A

20. List of Participating Dealers

N/A

21. Preventive Maintenance

N/A

22a. Special Attributes Such as Environmental Attributes (e.g. Recycled Content, Energy Efficiency, and/or Reduced Pollutants)

N/A

22b. Section 508 Compliance

If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: https://www.Section508.gov/. Not Applicable

23. Unique Entity Identifier

PHETUW6U27N4

24. Notification Regarding Registration in System for Award Management (SAM Website)

Active

GENERAL SERVICES ADMINISTRATION (GSA) FEDERAL SUPPLY SERVICE

Course Pricing

VENDOR NAME

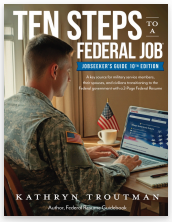
Resume Place, Inc.

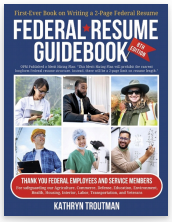
COURSE TITLE	COURSE LENGTH	MINIMUM PARTICIPANTS	MAXIMUM PARTICIPANTS	RETAIL PRICE
Two-Page Federal Resume Writing and USAJOBS Workshop	4 Hours (1/2 Day)	15	20	$3,325.00
Two-Page Federal Resume Writing and USAJOBS Workshop	8 Hours (1 Day)	15	20	$5,486.00
Behavior-Based Interview Preparation and Practice	4 Hours (1/2 Day)	15	20	$3,325.00
Senior Executive Service 2-Page SES ECQ Resume Writing	4 Hours (1/2 Day)	15	20	$3,325.00
Senior Executive Service 2-Page SES ECQ Resume Writing	8 Hours (1 Day)	15	20	$5,486.00
SES ECQ Interview Preparation and Practice	8 Hours (1 Day)	15	20	$5,486.00
Hosted Program - Certified Federal Job Search Trainer® / Certified Federal Career Coach®	24 hours (3 Day)	7	7	$19,100.00

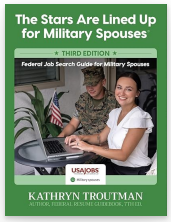
SERVICE TITLE	HOURLY RATE
Certified Federal Career Coach, Editor and Writer	$229.01

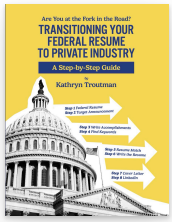
Resume Place, Inc., Award-Winning Federal Career Publications

Kathryn Troutman, Author and Publisher









COURSE NAME

Two-Page Federal Resume Writing and USAJOBS Workshop *Full Day and Half Day*

SIN

611430

VENDOR NAME

Resume Place, Inc.

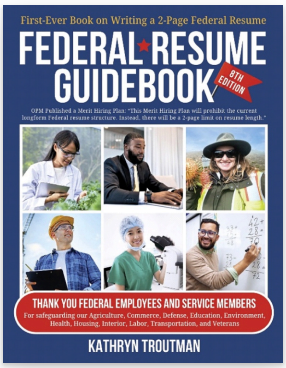
COURSE PRICE

Half-Day

$3,325.00

Full-Day

$5,486.00



Course Description

This half-day and full-day workshop is based on the award-winning ***Federal Resume Guidebook, 8th Edition (2025)*** by Kathryn Troutman, President and Founder of Resume Place, Inc. Participants bring their current long-form federal resume and begin transforming it into a targeted, two-page federal resume aligned with USAJOBS announcements. The course introduces methods for identifying core responsibilities, extracting and applying job-specific keywords and competencies using AI tools, and developing strong accomplishment statements. Participants draft one to three CCAR-based accomplishments applicable to both resumes and behavior-based interviews, collaborate in breakout sessions, and begin organizing page one and page two of the resume for maximum impact. The objective is to produce a clearly structured, keyword-rich two-page resume positioned for Best Qualified and referral status.

Keywords

Federal, USAJOBS, Resume, Accomplishments, Keywords

Class Warm-Up

“How Many Hats Do You Wear at Work?” This activity introduces the primary areas of responsibility for the current job. This is the beginning of writing a new resume with keywords and an easy-to-read outline of the job duties.

Keywords

Next we cover Keywords for the 2-Page Federal Resume. Where are they in the USAJOBS announcement? The instructor will use AI to produce 6 to 10 keywords and competencies for at least 2 sample USAJOBS announcements. This list of keywords will become the centerpiece of the resume with 2 or 3 of the job blocks utilizing the keywords – with duties and accomplishments.

Accomplishments

A critical element of the class is Accomplishment Writing. The participants will use the RP CCAR Builder to write accomplishments for the 2-page resume and the Behavior-Based Interview, which will happen hopefully if the result is Best Qualified and Referred. The 1 to 3 accomplishments are written in the class. And a break-out session will be set up to share the CCAR accomplishments.

Format Selection/Organization

And finally, the participants will decide how to organize their resume sections in the resume: Page 1 and Page 2. What is most important for Page 1? They will select a format and begin to organize their major sections into the 2-page resume with new keywords, new accomplishments – all in 2 pages. The goal is for the participants to be Best Qualified for the federal job.

COURSE NAME

Behavior-Based Interview Preparation and Practice

Course Description

The goal of this course is to prepare federal applicants and current federal employees for the behavior-based interview. Participants will use the Context-Challenge-Actions-Results (CCAR) method to write and practice interview stories based on their unique qualities and accomplishments. Applicants will learn to match qualifications and core competencies to the position for which they are applying to achieve a promotion or new federal position. Applicants will gain confidence for the interview through preparation and storytelling practice.

Workshop Format

Whether delivered virtually or in-person, this course is presented as an interactive workshop. Participants will write and share drafts with their peers, give and receive feedback, practice interviewing, and build a network of supportive contacts.

Outcomes

Because the separate KSA narratives have been eliminated from the USAJOBS application process, hiring managers will be using the behavior-based interview as a valid, reliable assessment tool to determine the best qualified candidates. This practical, hands-on course uses role-playing and class discussion to give participants the key skills needed to successfully prepare for the behavior-based interview format.

Key Objectives

This interactive course aims to prepare applicants for a successful federal interview. Participants will:

- Understand what to expect from the behavior-based interview.
- Learn how interviews are scored.
- Use the Office of Personnel Management's preferred Context-Challenge-Action-Results (CCAR) model to respond to interview questions. Write at least two CCAR accomplishments in the class.
- Prepare accomplishment stories in response to typical interview questions, such as "Why should we hire you?".

Preferred format

Virtual training via the Zoom platform. Active participation in the chat and interviews. Course length: Full day, half day, or 90-minute webinars

SIN

611430

VENDOR NAME

Resume Place, Inc.

COURSE PRICE

Half-Day

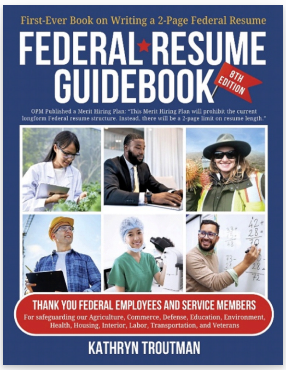
$3,325.00

Full-Day

$5,486.00

Course Text

Each participant will be required to purchase the course text, *Federal Resume Guidebook 8th Ed.* The printed book is $21.95 plus $10 for shipping. The PDF version is $21.95.



COURSE NAME

Senior Executive Service 2-Page SES ECQ Resume Writing *Full Day and Half Day*

SIN

611430

VENDOR NAME

Resume Place, Inc.

COURSE PRICE

Half-Day

$3,325.00

Full-Day

$5,486.00

Course Description

This half-day and full-day intensive workshop provides comprehensive instruction on developing the new two-page SES resume in alignment with OPM and QRB guidance. Participants receive an in-depth introduction to the updated ECQs and competency framework and spend the day actively drafting executive accomplishments, which must comprise approximately half of the final resume. The course emphasizes expanded CCAR writing through facilitated breakout sessions, peer feedback, and discussion, enabling participants to strengthen both content and delivery. Attendees draft page one with accomplishment statements aligned to all ECQs and develop page two to consolidate professional experience, education, certifications, publications, and presentations. By the end of the day, participants produce a substantial draft of their SES resume with significant new material developed during the session.

Keywords

SES, ECQs, Resume, Accomplishments, Leadership

Agenda

SES Instructors will be following the OPM Guide to SES Qualifications and the QRB. This text includes a sample of the new 2-Page SES resume and the new ECQs and Competency Definitions

The course will start out with introduction to the new ECQs and competencies. The class is very active and productive with original executive accomplishment writing. The attendees will write a short version of their top 5 accomplishments to get started. The 2-page SES resume must be about 50% accomplishments, so this is the beginning of the class.

The attendees will learn how to write an expanded version of their accomplishments in the required Challenge, Context, Action and Results format (known as CCAR). This class - either virtual or live - involves break-outs to share accomplishments, get feedback on the CCAR elements and listen to others speak their accomplishments. It is inspiring!

- **Page one of the resume** must include 10 accomplishments mapping into the new ECQs. The class members will begin a draft of page one.
- **Page two of the resume** will be their Professional Experience, Education, Certification, Publications, and Presentations. As much of their career history as possible on page two. This information will be gained from their current resume. The focus on the two-page resume is on the last ten years of their career.

The output of this class is a beginning draft of the 2-page SES resume. The attendees will produce as much new material in the class as possible in the full-day class.

COURSE NAME

SES ECQ Interview Preparation and Practice *Full Day*

SIN

611430

VENDOR NAME

Resume Place, Inc.

COURSE PRICE

Half-Day

$3,325.00

Full-Day

$5,486.00

Course Description

This full-day SES structured interview workshop focuses on preparing candidates for the interview phase of the SES selection process using the updated ECQs and MTQs. Delivered as an interactive session either virtually or in person, the course guides participants through understanding OPM's structured interview methodology, evaluation templates, and rating scales. Attendees analyze job announcements, research agency missions, and draft interview stories using the CCAR framework. Participants actively practice interviewing, share and refine responses with peers, and receive constructive feedback throughout the day. The course equips candidates with practical tools and confidence to clearly demonstrate executive competencies, performance outcomes, and unique qualifications during SES interviews.

Keywords

SES, Interview, ECQs, Competencies, CCAR

Workshop Format

Whether delivered virtually or in-person, this course is presented in an interactive workshop format. Participants will write and share drafts with their peers, give and receive feedback, practice interviewing, and build a network of supportive contacts.

Outcomes

This course is designed to help SES candidates understand the structured interview and explain OPM's requirements for using this interview method to evaluate competencies. Participants study the most common SES Interview Evaluation Template and its 1-4 scale ratings. The curriculum offers a step-by-step approach to preparing for a structured interview. Candidates will leave the class with the necessary tools to demonstrate fundamental competencies and evidence of special or unique qualities.

Key Objectives

Participants will be asked to bring their most recent resume, at least 5 top accomplishments to begin the class. Participants will:

- Study OPM's Practical Guide to Structured Interviews
- Learn the QRB Interview Evaluation Template and its rating scale
- Analyze job announcements line-by-line, including the MTQ
- Research the agency and office
- Draft and/or review accomplishment stories in the Context-Challenge-Actions-Results (CCAR) format to prepare interview content

Course Text

Each participant will be required to purchase the course text, *Writing the New SES Application, 2nd Edition.* The printed book is $21.95 plus $10 for shipping. The PDF version is $21.95. If you would like to order 20 PDF copies for class participants.

Preferred format

Virtual training via the Zoom platform. Active participation in the chats, peer review workshops, and practice interviews is required.

COURSE NAME

Hosted Certified Federal Job Search Trainer® / Certified Federal Career Coach®

Course Description

Ten Steps to a Federal Job® Training. Our Master Ten Step Trainers will train your staff in groups of 7 or more in teaching the popular Ten Steps to a Federal Job curriculum. Learn successful methods for coaching federal resume writing in the winning 2-Page Federal Resume.

Advantages of the Hosted Training. Onsite training. Our trainers will come to you! Or we will provide a designated virtual class for your team with custom training and Federal resume reviews for your customers. No travel for your staff. Your staff can just be available for three days of training onsite.

Live 2.5 day Course Curriculum - 30 Classroom Hours

Day 1: Ten Steps to a Federal Job®, including Federal Resume Reviews and Coaching

Day 2: The Stars are Lined Up For Military Spouses®, Federal Resume Reviews. Student Ten Steps, Creating Your First Resume, Transitioning Your Federal Resume to Private Industry

Day 3: HR Half Day. Merit Principles, Veterans Preference, Unique Hiring Authorities

Or Five 3.5 hours class in virtual format. The 5-Part Curriculum includes: Licensed / training for course training and Federal Resume Coaching. Ten Steps to a Federal Job®; The Stars are Lined Up For Military Spouses®.

Ten Steps to a Federal Job® Resources

20 Course Books: Jobseeker Guide, Ten Steps to a Federal Job® 10th Edition and Stars are Lined Up For Military Spouses®

Book Collection and licensed PowerPoints: One book of each of the Federal Resume Publications for your coaching: Jobseeker Guide, Ten Steps to a Federal Job, 10th; Federal Resume Guidebook - First-Ever book on writing a 2-Page Federal Resume, 8th; The Stars are Lined Up For Military Spouses®; Creating Your First Resume: Students Federal Career Guide, 3rd, Transitioning Your Federal Resume to Private Industry

3-Year Certification / License to teach the 5 curriculum. Our Ten Steps Certification Training program is pre-approved to fulfill 30 continuing education hours for the Center of Credentialing and Education's Global Career Development Facilitator (GCDF) certification.

SIN

611430

VENDOR NAME

Resume Place, Inc.

COURSE PRICE

Live In-Class, 3-5 Days or Virtual, 5 Sessions, 3.5hr each session

7 Attendees

$19,100.00

Course length

Full day, half day, or 90-minute webinars. 2-5 Days Live Class; Virtual: 5 sessions: 3.5 hours each