

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201**

**NOTICE OF RENEWAL**

<b>TO:</b> Learning Tree International USA, Inc. 13650 Dulles Technology Dr. 4 <sup>th</sup> Floor Herndon, Virginia 20171	<b>ORIGINAL DATE ISSUED:</b> <u>October 10, 2020</u>
	<b>CONTRACT NO:</b> <u>21-DTS-R-407b</u>
	<b>CONTRACT TITLE:</b> <u>Training: IT Service Management (ITSM)</u>

**THIS IS A NOTICE OF RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The contract documents consist of the terms and conditions of AGREEMENT No. 21-DTS-R-407b including any attachments or amendments thereto.

**EFFECTIVE DATE:** December 1, 2021

**EXPIRES:** November 30, 2022

**RENEWALS:** THIS IS THE 2ND YEAR RENEWAL OF A POSSIBLE FIVE-YEAR CONTRACT.

**COMMODITY CODE(S):** 26019, 64022, 64122

**ATTACHMENTS:**

Fairfax County Acceptance Agreement – Contract Number 4400007987

**EMPLOYEES NOT TO BENEFIT:**

**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

**VENDOR CONTACT:** Marthe Lewis **VENDOR TEL. NO.:** (571) 383-0722

**EMAIL ADDRESS:** [marthe.lewis@learningtree.com](mailto:marthe.lewis@learningtree.com)

**COUNTY CONTACT:** Ishai Trani (DTS – Technology Services) **COUNTY TEL. NO.:** (703) 228-3408

**COUNTY CONTACT EMAIL:** [itrani@ARLINGTONVA.US](mailto:itrani@ARLINGTONVA.US)

**CONTRACT AUTHORIZATION**

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

PRINT: SY GEZACHEW DocuSigned by:

SIGNATURE: 

TITLE: PROCUREMENT OFFICER

DATE: 8/27/2021

LENDING TREE INTERNATIONAL USA, INC.

PRINT: Marthe Lewis DocuSigned by:

SIGNATURE: 

TITLE: Director, Contracts

DATE: 8/26/2021



Office of Procurement Services  
8115 Gatehouse Road, Suite 4400  
Falls Church, VA 22042

Learning Tree International USA, Inc.  
13650 Dulles Technology Drive  
Herndon, VA 20171

OCT 19 2017

Reference: IFB2000002364 – Training: IT Service Management (ITSM)

Dear Mr. White:

**Acceptance Agreement**

**Contract Number: 4400007987**

This acceptance agreement signifies a contract award to Learning Tree International USA, Inc. as a secondary source for Training: IT Service Management (ITSM). The period of the contract shall be from November 1, 2017 through November 30, 2022 with the option to renew for three (3) one-year periods.

The contract award shall be in accordance with:

1. This Acceptance Agreement;
2. The Terms and Conditions of IFB2000002364, and all addenda;
3. Your bid dated 9/22/2017; and
4. The attached summarized Pricing Schedule.

Please note that this is not an order to proceed. A purchase order, which constitutes your notice to proceed, will be issued to your company. Please provide your Insurance Certificate according to Special Provisions Paragraph 13 within ten (10) days after receipt of this letter. Contract award documents may be viewed on the Fairfax County, Department of Purchasing and Supply Management website at: [www.fairfaxcounty.gov/crregister](http://www.fairfaxcounty.gov/crregister).

Sincerely,

A handwritten signature in blue ink that reads "Michelle Pratt".

Michelle R. Pratt  
Acting Director

MRP/sm

Baird  
10/19/17

Acceptance Agreement  
 Contract 4400007987  
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**PRICING SCHEDULE**

**SECONDARY: LEARNING TREE INTERNATIONAL USA, INC.**  
**CONTRACT: 4400007987**

<u>Item #</u>	<u>Item Description</u>	<u>Duration</u>	<u>UOM</u>	<u>Unit Price</u>
<b>PRICE FOR 1-9 STUDENTS</b>				
<b>Category A: ITIL Certification Classes</b>				
1	Percentage Discount for ITIL v3 Certification Classes			12%
2	ITIL v3 Foundation Certification Course	3 days	EA	\$2,355.00
3	ITIL v3 Intermediate Qualification: Service Transition Course	3 days	EA	\$2,355.00
4	ITIL v3 Intermediate Qualification: Service Design Course	3 days	EA	\$2,355.00
5	Retake Test Fee		EA	Free
<b>Category B: Non-Certification Classes</b>				
6	Percentage Discount for Non- Certification Classes			12%
7	Communication Skills Course	3 days	EA	\$2,355.00
8	Achieving Excellence in Customer Service Course	1 day	EA	\$520.00
9	Introduction to Knowledge Management Course	No Bid		
10	Retake Test Fee			
<b>Category D: Information Privacy and Security Classes</b>				
16	Percentage Discount for Information Privacy and Security Classes			12%
17	Certified Information Privacy Technologist (CIPT) Certification Prep Course	No Bid		
18	CISSP Certification Prep Course	5 days	EA	\$3,664.00
19	Fundamentals of Information Systems Security	5 days	EA	\$2,833.00
19	Fundamentals of Information Systems Security – ALTERNATE	5 days	EA	\$2,833.00
20	Retake Test Fee - CISSP		EA	\$600.00
20	Retake Test Fee - SSCP		EA	\$300.00

Acceptance Agreement  
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**PRICING SCHEDULE**

**SECONDARY: LEARNING TREE INTERNATIONAL USA, INC.**  
**CONTRACT: 4400007987**

<u>Item #</u>	<u>Item Description</u>	<u>Duration</u>	<u>UOM</u>	<u>Unit Price</u>
<b>PRICE FOR 10+ STUDENTS</b>				
<b>Category A: ITIL Certification Classes</b>				
21	Percentage Discount for ITIL v3 Certification Classes			25%
22	ITIL v3 Foundation Certification Course	3 days	EA	\$1,995.00
23	ITIL v3 Intermediate Qualification: Service Transition Course	3 days	EA	\$1,995.00
24	ITIL v3 Intermediate Qualification: Service Design Course	3 days	EA	\$1,995.00
25	Retake Test Fee		EA	Free
<b>Category B: Non-Certification Classes</b>				
26	Percentage Discount for Non- Certification Classes			25%
27	Communication Skills Course	3 days	EA	\$1,995.00
28	Achieving Excellence in Customer Service Course	1 day	EA	\$520.00
29	Introduction to Knowledge Management Course	No Bid		
30	Retake Test Fee			
<b>Category D: Information Privacy and Security Classes</b>				
36	Percentage Discount for Information Privacy and Security Classes			47%
37	Certified Information Privacy Technologist (CIPT) Certification Prep Course		EA	No Bid
38	CISSP Certification Prep Course	5 days	EA	\$1,995.00
39	Fundamentals of Information Systems Security	5 days	EA	\$1,995.00
39	Fundamentals of Information Systems Security – ALTERNATE	5 days	EA	\$1,995.00
40	Retake Test Fee - CISSP		EA	\$600.00
40	Retake Test Fee - SSCP		EA	\$300.00