General Services Administration (GSA)
Federal Supply Service

Authorized Federal Supply Schedule Price List

For more information on ordering from Federal Supply Schedules
Go to the GSA Schedules page at GSA.gov

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Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: 47QRAA18D006Q

Contract Period: March 26, 2018 through March 25, 2023

Price List current as of Modification # PA-0005 effective April 22, 2020

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Contractor Mailing Address:
220 Newport Center Drive, Suite 11-293
Newport Beach, CA 92660-7557

Contractor Physical Address
110 Newport Center Drive, Suite 276
Newport Beach, CA 92660-7557

Telephone Direct: (949) 922-7770
Fax: (877) 367-2257
Email: contracts@cakintl.com
Web: https://www.cakintl.com

Business Size:
Small Business
Woman Owned Small Disadvantaged Business

Contract Administration:
C.P. Krishnan
(949) 922-7770
Cp.krishnan@cakintl.com

Ann Krishnan
(949) 922-6155
ann@cakintl.com

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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: http://www.GSAAdvantage.gov.
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1. Title Page

Contract Number: 47QRAA18D006Q

Contract Period: March 26, 2018 through March 25, 2023

Federal Identification Number (FEIN): 45-0483805

CAGE Code: 1WVA0

DUNS Number: 001985741

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: http://www.GSAAdvantage.gov.
2. About CAK International, LLC

CAK International, LLC (CAK) provides technical, training, and management consulting services in the government, information technology, and intelligence markets. We serve commercial and government clients, delivering solutions that improve operations, compliance, and business performance as well as reduce risk, save money, and enhance security. CAK works in collaboration with our customers to augment existing capabilities and deliver the right resources at the right time to provide the right solutions. We interact closely with organizational managers to develop solutions that are specific and unique to each organization. Our focus is based on the Organizational Infrastructure, Strategic Architecture, and Capacity Building within each organization. Ultimately, the success of any organization is in adding value, relationship management, and creating a vibrant & efficient workplace. We provide "Programs & Services" that assist in starting, growing, and succeeding at any stage of the business cycle.

CAK operates training facilities designed to offer both Live & Web based training modules that are available on demand, online, or via a web browser. Attendees from across the globe can now attend training classes at their own convenience. This methodology also incorporates Visual Demonstrations, Dynamic Videos, Upload Documents, Trainee Assessments, and connecting with other organizational & industry participants. All our training courses encompass the most current information with market relevance. Further the training modules are carefully crafted and meticulously updated with relevant class exercises adapted with examples from real time client environment. Class duration are 1 – 21 days. CAK also provides training sessions at various government and corporate facilities.

### CAK at a Glance

- Graduated SBA Certified 8(a) Business
- SBA Certified Small Disadvantaged Business (SDB)
- SBA Certified Economically Disadvantaged Woman Owned Business
- State of California DGS Certified Minority Owned Small Business
- GSA FSS Professional Services Schedule Holder
- GSA GWAC 8(a) STARS II Contract Holder
- Certified Professional in Learning and Performance
- Federal Chief Innovation Officer Certification
- Certified Information Systems Security Professional (CISSP)
- CMMI SCAMPI Class B Appraisal
- Project Management Professional (PMP)
- Six Sigma, ITIL, Prince 2, SCRUM/Agile
- Certified Sarbanes Oxley Compliance Professional (CSOX)
- DCAA Compliance Specialist
- Top Secret SCI & Secret Clearance
- Government DCAA approved accounting system
- Management team with average 20 years industry experience
- Expert level team of senior level subject matter specialists
- NASBA CPE Sponsor
3. Customer Information and Pricing

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
<tr>
<td>541611</td>
<td>Integrated Consulting Services</td>
</tr>
<tr>
<td>611430</td>
<td>Training Services: Instructor Led Training, Web Based Training and Education</td>
</tr>
<tr>
<td></td>
<td>Courses, Course Development and Test Administration</td>
</tr>
<tr>
<td>611512</td>
<td>Flight Training</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. These contract unit prices are applicable Worldwide.

1c. A description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. Hourly rates are shown beginning on Page 7.

2. Maximum Order: **$1,000,000.00**

3. Minimum Order: **$100.00**

4. Geographic Coverage (delivery Area): **Domestic and Overseas**

5. Point(s) of production (city, county, and state or foreign country): **Newport Beach, Orange, California; Washington D.C.**

6. Discount from list prices or statement of net price: **Government net prices (discounts already deducted)**

7. Quantity discounts: **None**

8. Prompt payment terms: **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 (list items by country of origin): **None**

10a. Time of Delivery: **Specified on the Task Order**

10b. Expedited Delivery: **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**
10d. Urgent Requirements. **Contact Contractor**

11. F.O. B Points(s): **Destination**

12a. Ordering Address:
    CAK International, LLC  
    220 Newport Center Drive, Suite 11-293  
    Newport Beach, CA 92660  
    Cp.krishnan@cakintl.com

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:

   **By Mail:**
   CAK International, LLC  
   220 Newport Center Drive, Suite 11-293  
   Newport Beach, CA 92660

14. Warranty provision.: **Not applicable**

15. Export Packing Charges (if applicable): **Not applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable): **Not applicable**

17. Terms and conditions of installation (if applicable): **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. Preventive maintenance (if applicable): **Not applicable**

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: **Not applicable**

22b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services can be found at: www.Section508.gov/. **Not applicable**

23. Data Universal Numbering System (DUNS) number: **001985741**
24. Notification regarding registration in Systems for Award Management (SAM) database:
   Registration is current in the System for Award Management (sam.gov)

Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%

<table>
<thead>
<tr>
<th>SIN(s) Awarded</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>Contractor or Customer Facility or Both</th>
<th>Domestic or Overseas</th>
<th>GSA Price Including IFF Year 1</th>
<th>GSA Price Including IFF Year 2</th>
<th>GSA Price Including IFF Year 3</th>
<th>GSA Price Including IFF Year 4</th>
<th>GSA Price Including IFF Year 5</th>
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<tr>
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<td>Minimum Experience</td>
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<td>Domestic or Overseas</td>
<td>GSA Price Including IFF Year 1</td>
<td>GSA Price Including IFF Year 2</td>
<td>GSA Price Including IFF Year 3</td>
<td>GSA Price Including IFF Year 4</td>
<td>GSA Price Including IFF Year 5</td>
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<td>$161.39</td>
<td>$164.13</td>
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<td>$124.50</td>
<td>$126.62</td>
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<td>$130.96</td>
</tr>
<tr>
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<td>$93.79</td>
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<td>Both</td>
<td>Worldwide</td>
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<td>$73.77</td>
<td>$75.03</td>
<td>$76.30</td>
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<td>Both</td>
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<td>$64.56</td>
<td>$65.66</td>
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<td>Graphics Specialist</td>
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<td>$53.48</td>
<td>$54.39</td>
<td>$55.32</td>
<td>$56.26</td>
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<td>Worldwide</td>
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<td>$46.11</td>
<td>$46.89</td>
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<td>Minimum Participants</td>
<td>Maximum Participants</td>
<td>Contractor or Customer Facility or Both</td>
<td>Domestic or Overseas</td>
<td>GSA Price Including IFF Year 1</td>
<td>GSA Price Including IFF Year 2</td>
<td>GSA Price Including IFF Year 3</td>
<td>GSA Price Including IFF Year 4</td>
</tr>
<tr>
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<tr>
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<td>1 day</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$3,173.80</td>
<td>$3,227.75</td>
<td>$3,282.63</td>
<td>$3,338.43</td>
</tr>
<tr>
<td>611430</td>
<td>Socio Economic Certifications-8a, Hubzone, DBE &amp; MBE</td>
<td>1 day</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Domestic Only</td>
<td>$3,173.80</td>
<td>$3,227.75</td>
<td>$3,282.63</td>
<td>$3,338.43</td>
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<tr>
<td>611430</td>
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<td>2 days</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
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<td>1 day</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
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<td>$3,227.75</td>
<td>$3,282.63</td>
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<td>611430</td>
<td>Strategic Planning</td>
<td>1 day</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
<td>$3,173.80</td>
<td>$3,227.75</td>
<td>$3,282.63</td>
<td>$3,338.43</td>
</tr>
<tr>
<td>611430</td>
<td>Federal Retirement System</td>
<td>2 days</td>
<td>5</td>
<td>50</td>
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<td>Worldwide</td>
<td>$6,347.61</td>
<td>$6,455.52</td>
<td>$6,565.26</td>
<td>$6,676.87</td>
</tr>
<tr>
<td>611430</td>
<td>Funds Control for Non-Financial Personnel</td>
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<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
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<td>$6,455.52</td>
<td>$6,565.26</td>
<td>$6,676.87</td>
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<tr>
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<td>Federal Finance &amp; Accounting Process</td>
<td>2 days</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
<td>$6,347.61</td>
<td>$6,455.52</td>
<td>$6,565.26</td>
<td>$6,676.87</td>
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<tr>
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<td>Federal Acquisition Regulations &amp; Process</td>
<td>2 days</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
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<td>$6,565.26</td>
<td>$6,676.87</td>
</tr>
<tr>
<td>611430</td>
<td>Human Resources and Risk Management</td>
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<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
<td>$6,347.61</td>
<td>$6,455.52</td>
<td>$6,565.26</td>
<td>$6,676.87</td>
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<tr>
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<td>Conflict Management and Leadership</td>
<td>2 days</td>
<td>5</td>
<td>50</td>
<td>Both</td>
<td>Worldwide</td>
<td>$6,347.61</td>
<td>$6,455.52</td>
<td>$6,565.26</td>
<td>$6,676.87</td>
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</tbody>
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<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Clerk</td>
<td>01020 Administrative Assistant</td>
<td>2015-5613</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

5. Labor Category Descriptions

### Senior Manager/Project Director

**Education/Experience:** PhD and four years applicable experience, or Master’s degree and six years applicable experience, or fifteen years of applicable experience.

**Requirements:** Provides strong senior-level management and direction on PSS-type projects, defining project strategy, objectives, and scope, including defining project deliverables. Demonstrated understanding of the client’s industry, and possesses an extensive set of consulting skills to solve the client’s problems. Provides executive level leadership in strategic, business, and action planning. Provides oversight of key business and process enablers, and management of project resources. Provides management and technical review, industry insight, issue resolution, and overall quality assurance. Works effectively under pressure and in the conduct of demanding assignments and expresses well both orally and in writing. Possesses technical and management expertise and command of associated analytical disciplines. Delivers training presentations and leads strategic client meetings.

### Managing Consultant/Project Manager

**Education/Experience:** PhD and two years applicable experience, or Master’s degree and four years applicable experience, or ten years of applicable experience.

**Requirements:** Provides management and direction on PSS-type projects, defining project strategy, objectives, and scope, including defining project deliverables. Demonstrated understanding of the client’s industry, and possesses consulting skills to solve the client’s problems. Provides leadership in strategic, business, and action planning. Provides oversight of key business and process enablers, and management of project resources. Provides management and technical review, industry insight, issue resolution, and overall quality assurance. Works effectively under pressure and in the conduct of demanding assignments and expresses well both orally and in writing. Possesses technical and management expertise and command of associated analytical disciplines. Delivers training presentations and leads strategic client meetings.
## Senior Consultant/Senior Specialist

**Education/Experience:** Master’s degree and two years of applicable experience, or eight years of applicable experience.

**Requirements:** Provides direction on PSS-type projects. Demonstrated ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact. Performs extremely difficult, high visibility tasks requiring application of new or original concepts. Capable of managing multitask projects of high complexity. Sets parameters for optimum utilization of resources and personnel. Directs task execution at all levels to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management regarding strategic issues. Works effectively under pressure and in the conduct of demanding assignments. Delivers training presentations and leads strategic client meetings.

## Consultant/Specialist

**Education/Experience:** High School Diploma and seven years of professional experience in managing and executing PSS-type projects.

**Requirements:** Demonstrated ability to develop and execute work plans, manage performers assigned to task, and ensure timely delivery of high-quality products within prescribed budget. Performs highly complex technical, economic, and financial studies and analyses. Works effectively under pressure and in the conduct of demanding assignments. Expresses ideas well both orally and in writing. Desegregates moderately complex tasks into discrete work elements, representative of complete task scope. Executes each component as assigned and integrates work product(s) with the final deliverable. Demonstrates flexibility and innovative approaches to perform varying assignments. Delivers presentations and leads strategic client meetings.

## Associate

**Education/Experience:** High School Diploma and five years of professional experience in managing and executing PSS-type projects.

**Requirements:** Demonstrated ability to develop and execute work plans, manage performers assigned to task, and ensure timely delivery of high-quality products within prescribed budget. Performs highly complex technical, economic, and financial studies and analyses. Works effectively under pressure and in the conduct of demanding assignments. Expresses ideas well both orally and in writing. Desegregates moderately complex tasks into discrete work elements, representative of complete task scope. Executes each component as assigned and integrates work product(s) with the final deliverable. Demonstrates flexibility and innovative approaches to perform varying assignments. Delivers presentations.
Analyst

**Education/Experience:** High School Diploma and four years of experience in a management field.

**Requirements:** Demonstrated ability to apply specific and diversified knowledge of management principles and practices in assigned management area of PSS-type projects. Provides direct support to consultants and other senior personnel conducting consulting activities including creativity and sound judgment involving unusual and complex management and technical problems.

Administrative Clerical

**Education/Experience:** High School Diploma and Experience in all aspects of office support services including typing, word processing, graphics production, reproduction, and distribution.

**Requirements:** Knowledgeable of most recent software and computer applications to produce state-of-the-art presentation materials and technical documents. Efficiently and accurately reproduces final products by copying, collating, and binding.

Graphics Specialist

**Education/Experience:** High School Diploma and two years of experience in all aspects of graphic production, reproduction, and distribution.

**Requirements:** Demonstrated Knowledge of most recent graphics, desktop publishing, and word processing software using IBM and Mac format to produce state-of-the-art presentation materials and technical documents. Reviews graphics requests to determine scope of requirements, consults with requestor as assignment progresses. Coordinates with service provider prior to production and provides camera-ready and/or electronic files for service provider at the start of production, including PDF (portable document format) preparation preflight pub, color separations, and color hardcopy for 4 and 2 color printing jobs. Reviews, blue lines, and color proofs during production process.

6. Training Course Titles & Descriptions

**Course Title:** DCAA Compliance & Audits

**Description:**
The U.S. Department of Defense is the largest Federal Contract Awarding Agency. In doing business with the DOD, passing the DCAA audits is paramount. Contractors are placed under intense strain in passing their DCAA audits. In some cases, this comes down to solvency and resource reduction. The course will focus on the ‘How to’s of Becoming & Staying Compliant.
Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:
- DCAA, DCMA, Governing Regulations, Areas of Emphasis and Audit Interests
- Accumulation of Costs and Labor Distribution, Timecard Compliance
- Submission of Vouchers and Incurred Cost Proposals
- Indirect Cost Determination and Unallowable Expenses
- Accounting System Setup, Process Flows, Policies, and Compliance Items

Length of Course:
This Training Module will be for one (1) day. Total hours for Training will be six (6) hours.

Minimum Number of Participants: Five (5)  Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals. Attendee Assessment Forms
- Online downloads of all Training Material are also available.
- Writing instruments, Flip Charts, and Reference Materials.
- Multimedia Projector for training presentation use alone by Instructors.

Support Materials provided by Customer Organization:
- Workshop coordination
- Training facility (if at Customer Facility)
- Shipping of all support materials

Description:
The 8(a) Business Development Program is a business assistance program for small, disadvantaged businesses. The Program offers a broad scope of assistance to firms that are owned and controlled by socially and economically disadvantaged individuals. The Historically Underutilized Business Zones (HUBZone) program helps small businesses in urban and rural communities gain preferential access to federal procurement opportunities. A minority-owned business (MBE) is a business that is at least 51% owned, operated, and controlled daily by one or more American citizens of specific ethnic minority, and/or gender, and/or military veteran classifications. Minorities own more than 4.1 million firms and account for nearly $700 billion in revenues. Disadvantaged Business Enterprise (DBE) is an outreach, education and goaling program designed to increase and encourage the utilization and participation of DBEs in procurements. The course will focus on the Benefits and the Application procedures.

Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:
- Benefits of the programs.
- Requirements and goals of the programs.
- Eligibility requirements. How to apply and obtain the Certifications.
- Marketing approaches after obtaining the Certifications.
Length of Course:
This Training Module will be for one (1) day. Total hours for Training Module will be six (6) hours.

Minimum Number of Participants: Five (5)  Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals. Attendee Assessment Forms
- Online downloads of all Training Material are also available.
- Writing instruments, Flip Charts, and Reference Materials.
- Multimedia Projector for training presentation use alone by Instructors.

Support Materials provided by Customer Organization:
- Workshop coordination
- Training facility (if at Customer Facility)
- Shipping of all support materials

Course Title: Financial Systems, Operations, and Controls

Description:
This class will focus on customizing solutions to meet budgetary resources, staff limitations, scheduling constraints, and deadlines. Organizational managers and the financial community need solutions in delivering specific services more quickly and communicate such performance to the Stakeholders more regularly.

Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:

Finance 101
- What every manager needs to know about the basic blocks of accounting and finance
- Cut through the jargon to translate financial data into meaningful concepts and terms.
- Understand the dynamics and take initiatives that meet your short- and long-term goals.
- The 15 financial terms your business vocabulary must include.

How to use financial tools to make better management decisions.
- How to quickly decipher balance sheets, income statements and cash flow reports
- 5 important ways to understanding GAAP that will make you an effective manager.
- Using the balance sheet to examine assets and liabilities.
- “Profit” and “loss”—understanding the real meaning of each.
- The important differences between expenses and revenues on a cash versus accrual
- How to identify fixed versus variable costs
- Cash flow: where cash comes from and how it's applied.
- Financing —where the money comes from … types of loans, short-term, long-term, unsecured loans, factoring, advantages, and disadvantages of each.
- How to use a simple formula for figuring break-even analysis
- Which concepts of budgeting all managers need to understand
- The key financial ratios to consider when analyzing financial statements.
- How to use accounting principles to make realistic growth projections
Computers and Financial Management

- Evaluation criteria to help you select the best software package for your unique needs.
- Strategic Program Planning, Audits, and Compliance
- Budget Formulation and Measurement
- Internal Controls & Analysis. Stakeholder Reporting
- Taxation & Exposure Studies

Length of Course:
This Training Module will be for two (2) days. Total hours for Training will be twelve (12) hours.

Minimum Number of Participants: Five (5)    Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals. Attendee Assessment Forms
- Online downloads of all Training Material are also available.
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- Multimedia Projector for training presentation use alone by Instructors.

Support Materials provided by Customer Organization:
- Workshop coordination
- Training facility (if at Customer Facility)
- Shipping of all support materials

Course Title: Leading Complex Projects

Description:
Leadership is important in every project but can be even more challenging for complex projects, since there is a multitude of variables to manage all at once. Complex projects lie between traditional project management and extreme project management. First, most projects have a goal of demonstrating unproven technology to meet the needs. Second, projects involve the designing, building, and delivery of a system or subsystem that fits into a larger architecture and requires integration at multiple levels. Third, in these times of shrinking budgets and affordability, many programs have adopted cost-sharing partnerships to ease the financial burden. And fourth, organizations have personnel who rotate often, creating a dynamic human resource environment.

Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:
- What is a Complex Project?
- Where Does a Complex Project Fit Compared to Other Lifecycles?
- Seven Project Leadership Best Practices
- Independent, interacting elements that require integration.
- Utilizing new or unproven technology
- Entailing a dynamic human resource environment
- Utilize new or unproven technology.
- Consist of independent, interacting elements that require integration.
- Involve two or more stakeholders.
- Entall a dynamic human resource environment.
Length of Course:
This Training Module will be for one (1) day. Total hours for Training Module will be six (6) hours.

Minimum Number of Participants: Five (5)  Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals. Attendee Assessment Forms
- Online downloads of all Training Material are also available.
- Writing instruments, Flip Charts, and Reference Materials.
- Multimedia Projector for training presentation use alone by Instructors.

Support Materials provided by Customer Organization:
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- Training facility (if at Customer Facility)
- Shipping of all support material

Course Title: Strategic Planning

Description:
In this course, you will cover proven-by-practice methods and ideas from a wide range of current strategic thinking. You will get direction on analytical and organizational approaches to your strategic dilemmas. This course will focus on:
- Identify strategic planning issues in order to develop a unique competitive advantage
- Analytical and conceptual approaches to expand your understanding of the marketplace
- Align your organization by integrating strategy, objectives, metrics, and performance
- Evolving strategic patterns and generate ideas on application to your organization
- Incorporate customer needs into your strategic planning
- How the actions of customers, competitors, and your own determine the market outcomes
- Determine the best approach to effectively implement your strategic planning

Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:
- Evolution of Strategy and its Movement through Different Schools of Thought
- Application of helpful Concepts, Frameworks, and Analytical Tools for Your Workplace
- Strategic Planning Principles & Process
- External Assessment, Macro & Market Environment
- Internal Assessment
- Strategic Issues and Decisions in Competitive Situations & Formulating a Strategy
- Strategy Implementation

Length of Course:
This Training Module will be for one (1) day. Total hours for Training Module will be Six (6) hours.
Minimum Number of Participants: Five (5)  Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals.
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- Writing instruments, Flip Charts, and Reference Materials.
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- Attendee Assessment Forms

Support Materials provided by Customer Organization:
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Course Title: Federal Retirement System

Description:
This class will help maximize the opportunities and determine how much will be needed to retire comfortably. Retirement and other benefits have become more complicated and the decisions one makes will determine a person’s standard of living later. All Federal employees are eligible to attend. New Federal employees, mid-career Federal employees, and Federal employees within five years of retirement would all benefit from this training. This course is also effective for Federal HR practitioners who want to increase their knowledge of Federal retirement and benefits.

Major Course Objectives:

- What is FERS & CERS
- Planning and Applying
- Being ready - Personal total 360 degrees focus
- Healthy & Well – your step-by-step plan
- Annuity and Benefits
- Online Services - Services Online
- Manage your monthly annuity. 
- Report a Missing Payment or Death
- Voluntary Annuity Allotments
- Federal & State Tax Information – Make Federal and State Tax elections
- Savings Bonds – Manage Saving Bond Elections
- Financial Allotments – Create and/or modify checking and savings accounts.
- Cost-of-Living Adjustments (COLA)
- Life Events – Useful information for life event for retirees and their families.
- Third Party Payees – Information on Power of Attorney
- Federal & State Taxes
- Estate planning, living trusts, wills.
- Healthcare & Insurance
Length of Course:
This Training Module will be for two (2) days. Total hours for Training will be sixteen (16) hours.

Minimum Number of Participants: Five (5) Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals. Attendee Assessment Forms
- Online downloads of all Training Material are also available.
- Writing instruments, Flip Charts, and Reference Materials.
- Multimedia Projector for training presentation use alone by Instructors.

Support Materials provided by Customer Organization:
- Workshop coordination
- Training facility (if at Customer Facility)
- Shipping of all support materials

Course Title: Funds Control for Non-Financial Personnel

Description:
Most Federal employees have some responsibility or oversight for federal dollars. The involvement in purchase cards, contracting, grants or cooperative agreements, work on or support the budget, spending plans or operating plans, request or purchase supplies, work in information technology, manage the transit program, or plan or facilitate travel or training, then you are involved in funds control. This course examines the statutory, regulatory, policy, and historical basis of the availability and use of appropriated funds. The course is based on the Principles of Federal Appropriations Law, as published by the GAO.

Major Course Objectives:
- Identify the major legislation and legal framework that affects funds control.
- Get an overview of the Federal budget process.
- Understand budget authority and who makes the rules.
- Learn how to spend under a Continuing Resolution (CR) environment
- Learn what documentation is required for each fund control area.
- Understand the importance of reviewing a Statement of Work.
- Thoroughly understand the Bona Fide Needs Rule
Understanding of the fund control system and follow fund control regulations.
Comprehend the relationship between an agency’s internal controls and fund control.
Receive an overview of the relationship between an agency’s fiscal management system and fund control system.
Achieve a comprehensive understanding of the Anti-deficiency Act.
Understand the types of funds (annual, multi, and no year)
Understand the difference between a contract, grant, and a cooperative agreement.
Thoroughly understand restrictions on obligations and expenditures (outlays/disbursements)
Gain practical experience working through exercises involving apportionments, allotments, sub-allotments, statutory limitations, and administrative subdivision and control of funds.

Length of Course:
This Training Module will be for two (2) days. Total hours for Training Module will be sixteen (16) hours.

Minimum Number of Participants: Five (5) Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
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Support Materials provided by Customer Organization:
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- Training facility (if at Customer Facility)
- Shipping of all support materials

Course Title: Federal Finance & Accounting Process

Description:
This course is designed for Federal employees and contractors who want a comprehensive overview of Federal financial systems, processes, rules, and regulations. Both financial and nonfinancial personnel will benefit from learning how the various components of Federal finance work together, including planning, budgeting, accounting, reporting, appropriations, etc.

In this course, you will receive a thorough overview of the pertinent laws, rules, and regulations governing Federal fiscal management. Also included will be a range of Federal financial management practitioner areas, including basic government operations, planning, budgeting, accountability, accounting principles and standards, performance goals and measures, financial systems and operations, management controls, appropriations, and reporting.
Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:

- Basic Government Operations
- Agency Statutory Requirements
- Authorizations and Appropriations
- Agency Structure, Mission, and Purpose
- Administrative Priorities
- Central Agency Oversight
- OMB, GSA, Treasury, and OPM
- Legislation, Rulings, and Executive Orders
- Planning, Budgeting, and Accountability
- Strategic Planning Process
- Financial Operations
- Asset and Project Management
- Basic Techniques of Financial Management
- Basic Financial Analysis and Review
- Organizational Structure
- Federal Accounting Principles
- Strategic Vision

Length of Course:
This Training Module will be for two (2) days. Total hours for Training Module will be sixteen (16) hours.

Minimum Number of Participants: Five (5) Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals. Attendee Assessment Forms
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Support Materials provided by Customer Organization:
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Course Title: Federal Acquisition Regulations & Process

Description:
This course is designed for anyone who deals with money in the Federal Government, such as budget analysts, purchase card holders, approving officials, certifying officers, contracting officers, approving officials, auditors, accountants, office managers, office assistants, and anyone else who wants to obtain a better understanding of the laws governing the proper execution of appropriated funds.
Major Course Objectives:

- Roles/Responsibilities in the Acquisition Process
- Review important provisions of the Procurement Integrity Act.
- Review important sections of the Federal Acquisition Regulation (FAR).
- Required Sources of Supplies and Services
- Agency Inventory
- UNICOR/Federal Prison Industries (FPI) Ordering Guidelines
- Committee for Purchase from People Who Are Blind or Severely Disabled - AbilityOne
- National Supply System
- GSA Advantage! and GSA/FSS Services and Supplies Program
- Small Business Set-Asides
- Brand-Name or Make-and-Model Requirements
- Micro-Purchases Threshold
- Commercial Items
- Interagency Acquisitions
- GSA Federal Supply Schedules (FSS)
- VA Federal Supply Schedules (FSS)
- Government-Wide Acquisition Contracts (GWACS)
- Multi-Agency Contracts (MACS)
- Commercial Acquisitions
- Market Research
- Posting Requirements
- Small Business and Socioeconomic Concerns
- SAP Methods
- Competition and Soliciting Competitive Quotes
- Price Reasonableness
- Commercial Catalog/Published Price List
- Best Value Process and Documentation
- Purchase Orders (PO)/ Delivery orders (DO)
- Shipping & Acceptance
- Blanket Purchase Agreements (BPAs)
- Procurement Administrative Lead Times (PALT)
- Reporting and Publicizing Actions
- FPDS-NG
- Publicizing Contract Actions in FedBizOpps
- Tax Information
- Administration after Award
- Documentation
- File Close-Out and Retention
- Inspection and Acceptance Process
- Resolving the Non-Conformance Deliveries

Length of Course:
This Training Module will be for two (2) days. Total hours for Training Module will be sixteen (16) hours.
Support Materials provided by CAK International, LLC:
- Course Handouts and Training Manuals. Attendee Assessment Forms
- Online downloads of all Training Material are also available.
- Writing instruments, Flip Charts, and Reference Materials.
- Multimedia Projector for training presentation use alone by Instructors.

Support Materials provided by Customer Organization:
- Workshop coordination
- Training facility (if at Customer Facility)
- Shipping of all support materials

Course Title: Human Resources and Risk Management

Description:
This course is open to any individual either interested in entering the human resources profession, new supervisors/managers, team leaders, HR professionals, administrative, and management support professionals. It is also designed to provide awareness to other individuals who have a need to understand the principles and practices of employee relations in the Government. The purpose of this course is to provide students with an introduction to the discipline of employee relations, especially in the Federal Government. The primary goal of those involved in employee relations is to provide guidance and assistance to management, ensuring the consistent application of statute and regulation. Management and employees have rights and responsibilities.

Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:
- Managing Stakeholder Expectations and relationships
- Offer federal clients access to an effective, flexible, and affordable option for training supervisors and managers.
- Laws, rules, and regulations governing employee relations.
- Laws that govern EEO
- Prohibited forms of discrimination.
- Rights and responsibilities of Federal employees, supervisors, managers, and agencies
- Regulatory/oversight agencies
- Discrimination complaints, investigations, and resolution
- Reasonable accommodations
- Defining and identifying sexual harassment in the workplace
- Full and fair employment opportunities for all qualified individuals
- Unfair treatment versus illegal discrimination in the workplace
- Laws, rules, and regulations governing performance management.
- Roles and responsibilities
- Performance plans/agreements
• Awards and recognition
• Review and practice methods for communicating professionally with all types of people.
• Learn how to be productive, even when working with difficult people.
• Take our self-assessment and discover what your hot buttons are and how to prevent people from “pushing” them.

Length of Course:
This Training Module will be for two (2) days. Total hours for Training Module will be Sixteen (16) hours.

Minimum Number of Participants: Five (5) Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
• Course Handouts and Training Manuals.
• Online downloads of all Training Material are also available.
• Writing instruments, Flip Charts, and Reference Materials.
• Multimedia Projector for training presentation use alone by Instructors.
• Attendee Assessment Forms

Support Materials provided by Customer Organization:
• Workshop coordination
• Training facility (if at Customer Facility)
• Shipping of all support materials

Course Title: Conflict Management and Leadership

Description:
This course is open to supervisors/managers, team leaders, HR professionals, administrative, and management support professionals. It is also designed to provide awareness to other individuals who have a need to understand the principles and practices of employee relations in the Government. The purpose of this course is to provide students with understanding and resolving Conflicts in workplace. This course will also address the very important areas of Communication and Leadership.

Major Course Objectives:
The learning objectives/expected outcomes from the training courses are:

• Conflict Resolution
• The BEST model
• Conflict as a misunderstanding
• Conflict Management Strategies
• Managing anger and emotions
• Responding to anger
• Conflict communication skills
• Interpersonal skills and resolving conflict.
• Effective Communication and Active Listening
• The Architecture of Conversation as a cycle of value
• The Architecture of Conversation as a cycle of waste
• Effective Leadership
• Reality – Focus on what
• Dedication – Focus on the were
• Concentration – Focus on the why
• Sacrifice – Focus on the how

Length of Course:
This Training Module will be for two (2) days. Total hours for Training Module will be sixteen (16) hours.

Minimum Number of Participants: Five (5)  Maximum Number of Participants: Fifty (50)

Support Materials provided by CAK International, LLC:
• Course Handouts and Training Manuals.
• Online downloads of all Training Material are also available.
• Writing instruments, Flip Charts, and Reference Materials.
• Multimedia Projector for training presentation use alone by Instructors.
• Attendee Assessment Forms

Support Materials provided by Customer Organization:
• Workshop coordination
• Training facility (if at Customer Facility)
• Shipping of all support materials