



International Consulting, Inc.

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: 47QRAA20D001U

Contract Period: November 21 2019 – November 20 2024

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

Contractor: PZI INTERNATIONAL CONSULTING, INC.

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Huntsville, AL 35806-3520

Business Size: Small, Disadvantaged, Economically Disadvantaged
Woman Owned Business

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Contract Administration: Deborah E McGee

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

SINs	Recovery SINs	SIN Description
531	531RC	Employee Relocation Solution
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541612HC	541612HC RC	Human Resource Services
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	Order Level Materials

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. See rate tables on pages 4-13.

1c. If the Contractor is proposing hourly rates, 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. See Training Course Descriptions on pages 14-17 and Labor Category Descriptions on pages 18-20.

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): Same as company address

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. Not Applicable

10a. Time of delivery. To Be Determined at the Task Order level

10b. Expedited Delivery. To Be Determined at the Task Order level

10c. Overnight and 2-day delivery. To Be Determined at the Task Order level

10d. Urgent Requirements. To Be Determined at the Task Order level

11. F.O.B. point(s). Destination

12a. Ordering address(es). Same as company address

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(es). Same as company address

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. Section 508 compliance information is Not Applicable.

23. Data Universal Number System (DUNS) number. 079682586

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM.

PZI Labor Category Rates

The rates shown below include the Industrial Funding Fee (IFF) of 0.75% and are applicable to both contractor and customer sites.

Awarded SIns	Awarded Labor Categories	11/21/19-11/20/20	11/21/20-11/20/21	11/21/21-11/20/22	11/21/22-11/20/23	11/21/23-11/20/24
541611 541612HC	Business System Analyst I	\$72.80	\$74.76	\$76.78	\$78.85	\$80.98
541611 541612HC	Business System Analyst II	\$149.87	\$153.92	\$158.08	\$162.34	\$166.73
541611 541612HC	Business System Analyst III	\$210.58	\$216.26	\$222.10	\$228.10	\$234.26
611430	Curriculum Developer I	\$77.08	\$79.16	\$81.30	\$83.49	\$85.75
611430	Curriculum Developer II	\$158.69	\$162.97	\$167.38	\$171.89	\$176.54
611430	Curriculum Developer III	\$249.37	\$256.10	\$263.02	\$270.12	\$277.41
541611 611430	Executive Coach	\$302.27	\$310.43	\$318.81	\$327.42	\$336.26
611430 541512HC	Staff Coach	\$176.32	\$181.08	\$185.97	\$190.99	\$196.15
531 541611 541612HC	Management Consultant I	\$81.36	\$83.56	\$85.81	\$88.13	\$90.51
531 541611 541612HC	Management Consultant II	\$167.51	\$172.03	\$176.67	\$181.44	\$186.34
531 541611 541612HC	Management Consultant III	\$263.22	\$270.33	\$277.63	\$285.13	\$292.82
611430	Senior Trainer/Facilitator	\$185.00	\$189.99	\$195.12	\$200.39	\$205.80
531 541611 611430 541612HC	Subject Matter Expert	\$377.83	\$388.04	\$398.51	\$409.27	\$420.32
541611 611430 541612HC	Support Specialist**	\$55.67	\$57.17	\$58.71	\$60.30	\$61.93
611430	Training Assistant	\$72.54	\$74.50	\$76.51	\$78.58	\$80.70
611430	Training Coordinator	\$123.43	\$126.76	\$130.18	\$133.70	\$137.31

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Support Specialist	01312 - Secretary I	2015-4603

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

PZI Relocation Services

Service	Description	Rate
Domestic (CONUS) Relocation File Set up and data management	The contractor will set up a complete individual relocation file for each employee approved for relocation benefits by their employer. The file will include employee's current workstation, location of residence, and next duty station and list of relocation benefits approved, according to company policy. The contractor shall track, record, and advise the designated employer representative of any changes to the employee's file on a recurring basis. The relocation management set up applies to all employees who agree to accept the relocation policy benefits.	\$750.00 per employee
Lump Sum Relocation Management Assistance for Lump Sum Policy Benefits (CONUS)	After the domestic relocation file is set up, the contractor will contact the employee to go over the lump sum policy benefit. The contractor will advise the employee on approved listings of household good movers, approved temporary living accommodations, and additional assistance from lump sum suppliers in the contractor's lump sum relocation assistance program. The contractor shall track, record, and advise the designated employer representative of any changes in the employee's file on a recurring basis. The contractor will advise the employee in how to settle household good shipment issues with contractor's approved vendors. The contractor will supply the employer with a survey of employee's move experience at the conclusion of the relocation experience.	\$750.00 per employee
Relocation Expense Administration (CONUS)	Relocation expense administration is defined as receiving employee requested reimbursements, service providers invoices, auditing for compliance with relocation policy benefits, billing employer for expenses and paying expenses on behalf of employer. If the contractor makes payments to directed providers (such as deposits or rental payments to third parties on behalf of employees, payments will be charged under the "Directed Provider Payments." Expense administration will be from the period the employee is enrolled in the relocation benefit policy and for a period ending one year after the effective date of relocation acceptance. As part of the ongoing accounting and reporting of all taxable relocation expenses, the contractor shall provide a detailed report of all expenses incurred for the employee's relocation, on a quarterly basis. The contractor shall provide a secure relocation expense reimbursement portal for each employee approved for relocation policy benefits to submit for reimbursement of approved relocation out of pocket expenses. The contractor will review his expense and compare with the relocation benefits policy to determine acceptability or not. If acceptable, the contractor will approve the expense and submit to the employer for reimbursement to pay to the employee for the approved expenses. After receipt of funding for approved relocation expenses, contractor should fund to employee the reimbursement. Additionally, contractor shall review all relocation service providers invoices against estimates for accuracy. Upon acceptance of accuracy, contractor shall invoice employer for approved expenses according to relocation benefit policy. Upon receipt of funding from employer for approved relocation expense, contractor shall pay all third-party suppliers for services rendered.	\$850.00 per employee

Service	Description	Rate
Manage Relocation of Household Goods (CONUS)	The contractor shall review the relocation benefit policy with the employee and advise which benefits are available to them. The contractor shall file a needs assessment with the employee to determine which suppliers will be required for completion of their relocation benefits. The contractor shall request minimum two, preferably three Household good surveys for the employee to determine the best price and quality for the relocating employee. The contractor will manage the suppliers for the movement of household goods, automobile, and pet shipments. Management of household goods relocation will include designating the GSA CHAMPS provider, ensure packing is scheduled, tracking transportation, and scheduling delivery at the employee's new location. The contractor will provide recurring reports of household goods relocations.	\$1050.00 per employee
Manage Location of temporary living Quarters at employee destination or Origin (CONUS)	The contractor shall assist the employee with locating and reserving acceptable temporary living quarters at the employee's new station or if required at origin. This will be based on the employer's relocation benefit policy, as to the number of days and will be either a hotel or monthly corporate apartment arrangement. The contractor may be directed to prepay the temp living arrangements or reimburse through the employee expense reimbursement method. All fees that the contractor incurs for this, actual cost, plus wire transfer, check fees, ach fees, etc. will be reimbursed through the employer.	\$450.00 per employee
Rental Assistance (CONUS)	The contractor will assist employees who desire to rent permanent accommodations in their new locations rather than purchase a home. The contractor will provide vetted rental agency supplier information to the employee and ensure that the employee is satisfied with the assistance via the relocation survey.	\$450.00 per employee
Property Management (CONUS)	The contractor shall assist the employee with vetted rental agencies in the home location, should the employee need to maintain their prior residence and require property management rental assistance. The contractor shall ensure services offered to the employee through their vetted suppliers are being delivered appropriately and will raise issues to the supplier or will assist the employee in finding a new supplier if employee requests assistance. This will be administered as per the relocation benefits policy of the employer. Our vetted suppliers will do background checks on renters as well as directed services such as utility payment, grounds maintenance and periodic check-ins of the property to ensure that the employee is satisfied with the services of the supplier	\$450.00 per month
Corporate Travel Services (CONUS)	The contractor will coordinate air travel and surface travel for all authorized travel related to employee relocation. All arrangements to be compliant with agency allowances. Surface travel arrangements may be required at both point of origin and point of destination.	\$300.00 per employee
Implementation of a Non-Network Client Directed Supplier (Discretionary for all Services) (CONUS)	The contractor will implement the use of a contractor out of network home sale/home purchase supplier at the request and approval of the employer. This will only apply if the supplier will not agree to the provisions of the contractor network agreements.	\$600.00 per employee

Service	Description	Rate
Directed Provider Payments (CONUS)	When directed, PZI will pay third party invoices, such as rent, deposits or hotel living accommodations and rebill the agency for the actual amount plus a fixed 5% handling fee. All wire fees, stamps, notarization fees will be reimbursed by the employer for these directed payments.	\$200.00 per transaction
Out of Pocket Fees (CONUS)	The contracting agency will be invoiced fees such as wire transfer fees, notary fees, international call fees for all payments made by PZI on the behalf of the agency or employee.	\$10.00 per transaction
Extension of Relocation Services- After completion of First Year (CONUS)	Annual Extension of Relocation Management Services after Completion of First Year of Assignment if Relocation Benefits have not been fully utilized. Includes use of relocation expense management system	\$650.00 per employee
International (OCONUS)Relocation File Set up and data management	The contractor will set up a complete individual relocation file for each employee approved for relocation benefits by their employer. The file will include employee's current workstation, location of residence, and next duty station and list of relocation benefits approved, according to company policy. The contractor shall track, record, and advise the designated employer representative of any changes to the employee's file on a recurring basis. The relocation management set up applies to all employees who agree to accept the relocation policy benefits.	\$800.00 per employee
Relocation Expense Administration (OCONUS)	Relocation expense administration is defined as receiving employee requested reimbursements, service providers invoices, auditing for compliance with relocation policy benefits, billing employer for expenses and paying expenses on behalf of employer. If the contractor makes payments to directed providers (such as deposits or rental payments to third parties on behalf of employees, payments will be charged under the "Directed Provider Payments." Expense administration will be from the period the employee is enrolled in the relocation benefit policy and for a period ending one year after the effective date of relocation acceptance. As part of the ongoing accounting and reporting of all taxable relocation expenses, the contractor shall provide a detailed report of all expenses incurred for the employee's relocation, on a quarterly basis. The contractor shall provide a secure relocation expense reimbursement portal for each employee approved for relocation policy benefits to submit for reimbursement of approved relocation out of pocket expenses. The contractor will review his expense and compare with the relocation benefits policy to determine acceptability or not. If acceptable, the contractor will approve the expense and submit to the employer for reimbursement to pay to the employee for the approved expenses. After receipt of funding for approved relocation expenses, contractor should fund to employee the reimbursement. Additionally, contractor shall review all relocation service providers invoices against estimates for accuracy. Upon acceptance of accuracy, contractor shall invoice employer for approved expenses according to relocation benefit policy. Upon receipt of funding from employer for approved relocation expense, contractor shall pay all third-party suppliers for services rendered	\$900.00 per employee

Service	Description	Rate
Specialty Services-Temporary Serviced Apartments Arranged by Destination Service Provider (DSP) (OCONUS)	Transportation of household goods for OCONUS clients can take 6-8 weeks, or longer. For OCONUS relocations, rental of a temporary serviced apartment may be more cost effective than long term hotel accommodations. The contractor will locate, negotiate rental terms, and schedule arrival dates for the client and family. Temporary serviced apartments have the advantage of being furnished and cleaning services are provided. This will be based on the employer's relocation benefits policy, as to the number of days allowed in home and home location for temporary accommodations	\$850.00 per employee
Manage Relocation of Household Goods (OCONUS)	The contractor shall review the relocation benefit policy with the employee and advise which benefits are available to them. The contractor shall file a needs assessment with the employee to determine which suppliers will be required for completion of their relocation benefits. The contractor shall request minimum two, preferably three Household good surveys for the employee to determine the best price and quality for the relocating employee. The contractor will manage the suppliers for the movement of household goods, automobile, and pet shipments. Management of household goods relocation will include designating the GSA CHAMPS provider, ensure packing is scheduled, tracking transportation, and scheduling delivery at the employee's new location. The contractor will provide recurring reports of household goods relocations.	\$1100.00 per employee
Specialty Services-Directed Provider Payments (OCONUS)	Directed Provider Payments for items such as Rent, Miscellaneous Relocation allowances and Deposits for Host location housing and utilities Actual Costs plus 5% handling costs. Host location payments will be made in host location currency, but billed to employer in USD	\$250.00 per invoice
Property Management (OCONUS)	The contractor shall assist the employee with vetted rental agencies in the home location, should the employee need to maintain their prior residence and require property management rental assistance. The contractor shall ensure services offered to the employee through their vetted suppliers are being delivered appropriately and will raise issues to the supplier or will assist the employee in finding a new supplier if employee requests assistance. This will be administered as per the relocation benefits policy of the employer. Our vetted suppliers will do background checks on renters as well as directed services such as utility payment, grounds maintenance and periodic check-ins of the property to ensure that the employee is satisfied with the services of the supplier.	\$500.00 per month
Corporate Travel Services (OCONUS)	The contractor will coordinate air travel and surface travel for all authorized travel related to employee relocation. All arrangements to be compliant with agency allowances. Surface travel arrangements may be required at both point of origin and point of destination.	\$300.00 per employee
Airport Drop off/Pick up Services (OCONUS)	The contractor shall arrange for airport drop off at origin and/or pick up at foreign destination with vetted companies and appropriate surface travel accommodations	\$250.00 per transaction

Service	Description	Rate
Area Orientation Tours (OCONUS)	The contractor shall arrange for area orientation tours for the employee and/or spouse to include host country grocery stores, retail stores, entertainment venues and religious venues. Tours can consist of 1 to 3-day orientations with Destination Service providers. Management fee does not include the costs of area orientation tours.	\$500.00 per employee
Rental Home Finding Assistance (OCONUS)	The contractor will work with the employee to determine needs assessment for host country rental home accommodations. The contractor will arrange with host location rental agencies to ensure appropriate English language capabilities and approved areas for rental are within budget and have appropriate security qualifications before employees are shown locations during host location rental tour. Rental home finding tours can be 1 to 3 days in length. Management services does not include the costs of the rental agency assistance	\$450.00 per employee
Rental Home Lease Negotiation Assistance (OCONUS)	The contractor will work with the employee and the approved host location rental agency to ensure leases are reviewed and all leases are in both English and the host nation language. The contractor shall ensure that appropriate clauses for breaking the leases early are included and any security deposits, pre-existing conditions are duly documented for future needs and refunds. Management services costs does not include the host location vendor costs.	\$450.00 per employee
Rental Home Lease Renewal Negotiation Assistance (OCONUS)	The contractor shall work the employee and the approved host location rental agency to ensure that host country lease renewals are undertaken well in advance of the lease termination and all renewals are in both English and the host location languages. The contractor shall ensure that all lease breaking clauses are appropriately documented as well as any changes to the current lease, as negotiated by the employee and the agency. Management services costs does not include the host location vendor costs.	\$400.00 per employee
International School Search Assistance (OCONUS)	The contractor will work with the employee and the approved international school search agencies to ensure enrollment in international schools for the accompanying dependent children in the host country. The contractor shall ensure that all international testing and interviews are appropriately scheduled to ascertain enrollment in requested international schools are met timely and completely. Management services costs does not include the host location vendor costs.	\$500.00 per employee
Host Location Settling in Assistance (OCONUS)	The contractor will work with the employee and the host location service providers to ensure that settling in assistance, such as local host country utilities are turned on, international bank accounts are set up, cable and internet connections are turned on. The contractor will ensure that the employee has a host location provider to accompany them on these settling in requirements that speak fluently both the host country language as well as English. Management services costs does not include the host location vendor costs.	\$450.00 per employee

Service	Description	Rate
Host Location Departure Services Assistance (OCONUS)	The contractor shall work with the employee and the host location suppliers to ensure that departure services, such as utility disconnection, cable/internet disconnection, school disenrollment, final rental home inspection are all appropriately taken care of. The contractor shall ensure that the employee has accompanying vendors that are fluent in both the host country language as well as English. Management services costs does not include the host location vendor costs.	\$400.00 per employee
Host Location Spouse Specialty Services (OCONUS)	The contractor will work with the employee and spouse regarding any special assistance needed for the spouse, such as work authorization. Management services costs does not include the host location vendor costs.	\$300.00 per employee
Host Location Language Lessons Assistance (OCONUS)	The contractor should work with employee and spouse to set up host location language instruction, according to the relocation benefit policy guidelines. The language instruction can be in person or via web-based instruction, depending on the preference of the employee and the costs of the assistance. Management services costs does not include the host location vendor costs.	\$200.00 per employee
Host Location Cultural Training Assistance (OCONUS)	The contractor will work with the employee and the accompanying family to provide host location country cultural training. The contractor shall ensure the instructor is fluent in English and the content is appropriate for the host location and meets the needs of the employer required cultural training program for their employees, according to the relocation benefit policy. Management services costs does not include the host location vendor costs.	\$250.00 per employee
Extension of Relocation Services- After completion of First Year (OCONUS)	Annual Extension of Relocation Management Services after Completion of First Year of Assignment if Relocation Benefits have not been fully utilized. Includes use of relocation expense management system	\$750.00 per employee
Lump Sum Relocation Management Assistance for Lump Sum Policy Benefits (OCONUS)	After the international relocation file is set up, the contractor will contact the employee to go over the lump sum policy benefit. The contractor will advise the employee on approved listings of household good movers, approved temporary living accommodations, and additional assistance from lump sum suppliers in the contractor's lump sum relocation assistance program. The contractor shall track, record, and advise the designated employer representative of any changes in the employee's file on a recurring basis. The contractor will advise the employee in how to settle household good shipment issues with contractor's approved vendors. The contractor will supply the employer with a survey of employee's move experience at the conclusion of the relocation experience.	\$800.00 per employee
Relocation Counseling (CONUS)	The contractor will provide relocation counseling for candidates for a group relocation. The purpose is to provide information on the destination which will improve employee retention rates for the applicable agency. The contractor will present a total picture of cultural, housing, education options, employment opportunities for spouses, banking, realtors, etc. This service is provided at the agency's location, in groups of 20 for a period of 4 hours.	\$5500.00 per session
Pre-payment audit of Household Goods Movement (CONUS and OCONUS)	The contractor will verify all aspects of the move are complete, claims against the mover are available, and verify that all charges are within allowances and are valid.	\$400.00 per employee

PZI Training Course Prices

The rates shown below include the Industrial Funding Fee (IFF) of 0.75% and are applicable to both contractor and customer sites.

Course/Training Name	Course Length	Minimum Participants	Maximum Participants	Unit	Price
Awareness and Understanding of Self	2-4 hours	1	16	Per class	\$7,875.82
Awareness and Understanding of Self	2-4 hours	17	30	Additional per person	\$334.01
The Personal Effectiveness Key	2-4 hours	1	16	Per class	\$7,875.82
The Personal Effectiveness Key	2-4 hours	17	30	Additional per person	\$334.01
Strengths & Understanding where your Blinders Are	2-4 hours	1	16	Per class	\$7,875.76
Strengths & Understanding where your Blinders Are	2-4 hours	17	30	Additional per person	\$333.99
Stress Management 101- Stress at Work	2-4 hours	1	16	Per class	\$7,875.82
Stress Management 101- Stress at Work	2-4 hours	17	30	Additional per person	\$334.01
Stress Management 102- Stress Coping Strategies	2-4 hours	1	16	Per class	\$7,875.82
Stress Management 102- Stress Coping Strategies	2-4 hours	17	30	Additional per person	\$333.99
Conflict Resolution	2-4 hours	1	16	Per class	\$7,875.82
Conflict Resolution	2-4 hours	17	30	Additional per person	\$334.01
Team Effectiveness 101	2-4 hours	1	16	Per class	\$7,875.82
Team Effectiveness 101	2-4 hours	17	30	Additional per person	\$334.01
Understanding the Team Dynamics	2-4 hours	1	16	Per class	\$7,875.82
Understanding the Team Dynamics	2-4 hours	17	30	Additional per person	\$334.01
Transforming Your Team Culture	2-4 hours	1	16	Per class	\$7,875.82
Transforming Your Team Culture	2-4 hours	17	30	Additional per person	\$334.01
Inclusion & Diversity 101: Introduction and Overview	2-4 hours	1	16	Per class	\$7,875.82
Inclusion & Diversity 101: Introduction and Overview	2-4 hours	17	30	Additional per person	\$334.01
Inclusion & Diversity 102: Focus Group Type Class	2-4 hours	1	16	Per class	\$7,875.82
Inclusion & Diversity 102: Focus Group Type Class	2-4 hours	17	30	Additional per person	\$333.99
Inclusion & Diversity 103: Role of Leader and Role of Employees	2-4 hours	1	16	Per class	\$7,875.82
Inclusion & Diversity 103: Role of Leader and Role of Employees	2-4 hours	17	30	Additional per person	\$334.01
Innovation in Problem Solving	2-4 hours	1	16	Per class	\$7,875.82
Innovation in Problem Solving	2-4 hours	17	30	Additional per person	\$334.01

Course/Training Name	Course Length	Minimum Participants	Maximum Participants	Unit	Price
Influencing Relationships	2-4 hours	1	16	Per class	\$7,875.82
Influencing Relationships	2-4 hours	17	30	Additional per person	\$334.01
Change Management	2-4 hours	1	16	Per class	\$7,875.82
Change Management	2-4 hours	17	30	Additional per person	\$334.01
Leadership Development 101	2-4 hours	1	16	Per class	\$7,875.82
Leadership Development 101	2-4 hours	17	30	Additional per person	\$334.01
Leadership Development 102: Transformational Leadership	2-4 hours	1	16	Per class	\$7,875.82
Leadership Development 102: Transformational Leadership	2-4 hours	17	30	Additional per person	\$334.01
How to Get the Best Results out of a Coaching Session	2-4 hours	1	16	Per class	\$7,875.82
How to Get the Best Results out of a Coaching Session	2-4 hours	17	30	Additional per person	\$334.01
Motivating Employees without Compensation	2-4 hours	1	16	Per class	\$7,875.82
Motivating Employees without Compensation	2-4 hours	17	30	Additional per person	\$334.01
Global Expansion in the Government Contracting Realm	2-4 hours	1	10	Per class	\$3,818.64
Global Expansion in the Government Contracting Realm	2-4 hours	11	40	Additional per person	\$334.01
International Compensation and Benefits for Government Contractors	2-4 hours	1	10	Per class	\$3,818.64
International Compensation and Benefits for Government Contractors	2-4 hours	11	40	Additional per person	\$334.01
Security issues around Global HR and Personal Identifiable Information	2-4 hours	1	10	Per class	\$3,818.64
Security issues around Global HR and Personal Identifiable Information	2-4 hours	11	40	Additional per person	\$334.01
International Business Travelers - What you Need to Know	2-4 hours	1	10	Per class	\$3,818.64
International Business Travelers - What you Need to Know	2-4 hours	11	40	Additional per person	\$334.01
Creating a Global Team	2-4 hours	1	16	Per class	\$7,875.82
Creating a Global Team	2-4 hours	17	30	Additional per person	\$334.01
The Energies Great Teams are Made of	2-4 hours	1	16	Per class	\$7,875.82
The Energies Great Teams are Made of	2-4 hours	17	30	Additional per person	\$334.01
Tax issues Around International Expansion	2-4 hours	1	10	Per class	\$3,818.64
Tax issues Around International Expansion	2-4 hours	11	40	Additional per person	\$334.01
Making Meetings Matter	2-4 hours	1	16	Per class	\$7,875.82
Making Meetings Matter	2-4 hours	17	30	Additional per person	\$334.01

Course/Training Name	Course Length	Minimum Participants	Maximum Participants	Unit	Price
Workplace Communications	3 Days	1	16	Per class	\$18,329.47
Workplace Communications	3 Days	17	24	Additional per person	\$1,145.59
Supervisor-Employee Effective Communication	1 Day	1	16	Per class	\$11,455.92
Supervisor-Employee Effective Communication	1 Day	17	24	Additional per person	\$668.26
Career Conversations and Effective Feedback	1 Day	1	16	Per class	\$11,455.92
Career Conversations and Effective Feedback	1 Day	17	24	Additional per person	\$668.26
Career Goal Planning	1 Day	1	16	Per class	\$11,455.92
Career Goal Planning	1 Day	17	24	Additional per person	\$668.26
Supervisory Training	2 Days	1	10	Per class	\$17,183.88
Supervisory Training	2 Days	11	16	Additional per person	\$1,670.53
Your Leadership Journey	1 Day	1	10	Per class	\$20,047.86
Your Leadership Journey	1 Day	11	16	Additional per person	\$1,909.32
Leading Your Organization	1 Day	1	10	Per class	\$20,047.86
Leading Your Organization	1 Day	11	16	Additional per person	\$1,909.32
Teams Effectiveness	2 days	1	12	Per class	\$12,887.91
Teams Effectiveness	2 days	13	30	Additional per person	\$811.34
Your Place as a Team Member	1 Day	1	10	Per class	\$13,603.78
Your Place as a Team Member	1 Day	11	30	Additional per person	\$859.19
Your Place in the Team Dynamics	1 day	1	10	Per class	\$13,603.78
Your Place in the Team Dynamics	1 day	11	30	Additional per person	\$859.19

PZI COMMERCIAL TRAINING COURSE DESCRIPTION

Course Title	Course Description	Course Length
Awareness and Understanding of Self	This course explains the concept of Carl Jung's psychological preferences (the philosophy of the Insights Discovery energy preference model), and helps participants identify their own psychological preferences and create an understanding of how those affect their behavior. All needed materials are included with the stated price.	2-4 hours
The Personal Effectiveness Key	This course helps participants develop the ability to understand the nature of perception and its importance in our relationships with others. It teaches how to identify the four basic color energies (Cool Blue, Fiery Red, Sunshine Yellow, Earth Green), the characteristics associated with each, and the relative strengths and weaknesses of each energy. All needed materials are included with the stated price.	2-4 hours
Strengths & Understanding where your Blinders Are	This course highlights the strengths and weaknesses of each participant's personality preferences. It explores the development potential of their "shadow" (the least developed and less conscious aspects of their personality) and what that means for them. Each participant creates an action plan to build on their natural qualities and how to implement that plan in their daily lives. Participants will then deepen their understanding of the impact of the 'less conscious' and of the 'shadow' in their life, as well as build an awareness and acceptance of where their "blinder may lie". All needed materials are included with the stated price.	2-4 hours
Stress Management 101- Stress at Work	This course helps participants identify when they are stressed, take action to utilize energy preferences to maintain a high level of performance. All needed materials are included with the stated price.	2-4 hours
Stress Management 102- Stress Coping Strategies	This course helps participants create a plan to take action to "de-stress", as well as develop strategies for staying calm and focused. It teaches participants by utilizing the ladder of preference experience to help to manage their stress. All needed materials are included with the stated price.	2-4 hours
Conflict Resolution	This course helps participants understand the communication process and the barriers to effective communication. It teaches active or empathic listening skills and how to use feedback to deepen understanding of what the other person is communicating; the goal being to build awareness of the importance of language in communication. All needed materials are included with the stated price.	2-4 hours
Team Effectiveness 101	This course aims to build relationships that can transform participants' level of effectiveness, as well as develop long-term, meaningful relationships with others. It teaches participants to approach interactions and relationships from a new point of view and helps them take practical steps to build an effective team and improve teamwork. All needed materials are included with the stated price.	2-4 hours
Understanding the Team Dynamics	This course helps participants understand the team dynamics between the Eight Insights types and helps gain an insight into their contribution to the team dynamic. It teaches participants to take practical steps to build an effective team and improve teamwork. All needed materials are included with the stated price.	2-4 hours
Transforming Your Team Culture	This course helps participants analyze their 'current team culture' and compare it with their 'desired' culture. It provides a practical framework for transforming team culture and teaches them how to shape high performing teams that make appropriate use of all four-color energies. All needed materials are included with the stated price.	2-4 hours

Course Title	Course Description	Course Length
Inclusion & Diversity 101: Introduction and Overview	This course helps participants understand the dynamics of inclusion and diversity and how dominant and non-dominant subtle actions can affect inclusion in the workplace, understand unwritten rules, unconscious perceptions, and how we each walk in the world. All needed materials are included with the stated price.	2-4 hours
Inclusion & Diversity 102: Focus Group Type Class	This course helps participants learn how to think inclusion and diversity first in all aspects of their work. Learn how to conduct thoughtfully run meetings, post-work activities, mentoring, feedback, promotions, career development, performance evaluations, and individual communication interactions. All needed materials are included with the stated price.	2-4 hours
Inclusion & Diversity 103: Role of Leader and Role of Employees	This course helps to distinguish the roles that leaders and employees play in inclusion and diversity. Leaders learn how subtle actions in the workplace can create change in an organization. All needed materials are included with the stated price.	2-4 hours
Innovation in Problem Solving	This course helps participants identify and attack top timewasters in the workplace. Discover time management strengths and build-upon them. It teaches them to recognize time management weaknesses and make them stronger and achieve harmony between work and personal time. All needed materials are included with the stated price.	2-4 hours
Influencing Relationships	This course helps participants learn how to influence others. It enhances their interpersonal skills and helps them understand how they can apply their knowledge of the different color energies to influence the outcomes of their interactions. It teaches them to be able to apply their persuasion/ influencing skills in three different situations: their personal life, as a leader within an organization, and in a selling situation. All needed materials are included with the stated price.	2-4 hours
Change Management	This course teaches participants to recognize that change is constant, and to understand the effects of change. It takes the participants through the psychology of change; how different color energies are affected by change and helps them identify and practice tools for thriving through change. Other topics discussed are resilience to stress and adaptability. All needed materials are included with the stated price.	2-4 hours
Leadership Development 101	This course teaches participants the traits of effective leaders and then moves on to specific leadership actions based on color preferences. It teaches the concept of the four manifestations of leadership: Results, Visionary, Relationship, and Centered. It helps leaders maximize their leadership effectiveness by covering individuals' motivators and blockers. It helps participant identify and embody the characteristics of effective leaders: soft and strong, tough but kind, decisive but judicious, tactful and candid. All needed materials are included with the stated price.	2-4 hours
Leadership Development 102: Transformational Leadership	This course teaches participants the traits of transformational leaders and specific leadership actions based on color preferences. It goes further into transformation leadership with the 40 facets of leadership and how the strengths and weaknesses of a leader affect their hopes and fears. All needed materials are included with the stated price.	2-4 hours

Course Title	Course Description	Course Length
How to Get the Best Results out of a Coaching Session	This course helps participants understand the value and impact of effective coaching on their team. It teaches a model of coaching for maximum effectiveness, as well as how to use tools and techniques for coaching effectively. It will also help participants plan and prepare for coaching success and develop an action plan for their continuous growth and development as peer coaches. All needed materials are included with the stated price.	2-4 hours
Motivating Employees without Compensation	This course focuses on how to motivate your employees to deliver their best at work without the incentive of additional money. Using techniques in adapting and connecting, motivating and blocking with different energies, participants will learn how to identify what motivates their team and how to tap into it. All needed materials are included with the stated price.	2-4 hours
Global Expansion in the Government Contracting Realm	This course focuses on the foundations of operating in OCONUS environments. It explores the regulatory and additional items that the USG must be considering when requesting work from contracting companies to perform OCONUS. All needed materials are included with the stated price.	2-4 hours
International Compensation and Benefits for Government Contractors	This course focuses on the compensation and allowances elements of OCONUS work. Provides additional exposure to local labor law basics and a foundational understanding of international benefits requirement. All needed materials are included with the stated price.	2-4 hours
Security Issues around Global HR and Personal Identifiable Information	This course focuses on managing an OCONUS population with the new data regulations around cross border release of personal identifiable information. All needed materials are included with the stated price.	2-4 hours
International Business Travelers - What you Need to Know	This course focuses on OCONUS business travel and how this can quickly expand into assignment requirements. Additional information regarding the regulations for the USG and the local/tax regulations are included. All needed materials are included with the stated price.	2-4 hours
Creating a Global Team	This course focuses on how to create and manage/motivate virtual teams across multiple cultures and time zones. The focus is on adapting and connecting in other forms of communication such as email, voice tone, and text messages. All needed materials are included with the stated price.	2-4 hours
The Energies Great Teams are Made of	Every wonder why a team of Subject Matter Experts doesn't seem to work well together? This course will focus on how to focus on the energies a team requires and obtain the best team dynamics with what you have. All needed materials are included with the stated price.	2-4 hours
Tax issues Around International Expansion	This course will focus on basic Status of Forces Agreement regulations around OCONUS work and the taxable requirements in foreign locations of US individuals working for the USG OCONUS. All needed materials are included.	2-4 hours
Making Meetings Matter	This course will focus on how to establish and manage meetings with effective energy and keep all parties engaged during the entire meeting process. All needed materials are included with the stated price.	2-4 hours
Workplace Communications	This high-level core interpersonal skills awareness course focuses on utilizing and identifying energies to connect and adapt with each other. This sets the stage for successful interactions. The curriculum is designed to increase self-awareness, focus on difficult/career conversations, and individual development plans. It also teaches coaching skills for supervisors and employees (giving feedback and having effective conversations for success in the workplace). All needed materials are included with the stated price.	3 days

Course Title	Course Description	Course Length
Supervisor-Employee Effective Communication	This core interpersonal skills awareness course sets the introduction for successful communication interactions. The curriculum is designed for self-awareness by understanding your own energy preferences and do's/don'ts of communicating with me. The curriculum focuses on quickly adapting and connecting using the energy model and assessments/materials. All needed materials are included with the stated price.	1 day
Career Conversations and Effective Feedback	The core interpersonal skills awareness course focuses on using all four energies in adapting and connecting during crucial conversations. All needed materials are included with the stated price.	1 day
Career Goal Planning	This core interpersonal skills awareness course focuses on using a combination of all four energies in setting and obtaining career goals. All needed materials are included with the stated price.	1 day
Supervisory Training	This course focuses on the four manifestations of leadership. It concentrates on positive energy and flipping the mind side of the individual contributor to the team leader. It takes a more in-depth look at 4 of the 8 different types of communication styles, while adapting and connecting with several different motivation models. This course also comes with an individual 360 assessment with up to 12 respondents. All needed materials are included with the stated price.	2 days
Your Leadership Journey	This course focuses on the four manifestations of leadership and provides a 360 of the individual leader's energy preference of up to 12 respondents. The course concentrates on the power of positive leadership attributes. All needed materials are included with the stated price.	1 day
Leading Your Organization	This course focuses on several different motivation modules for leaders and provides a 360 of the individual leader's energy preference for up to 12 respondents. The goal of this workshop is to propel an individual leader to the leader of the organization with an organization mindset, instead of focusing their mindset on themselves. All needed materials are included with the stated price.	1 day
Teams Effectiveness	This course focuses on taking intake teams through the four pillars of teamwork and concentrates on facilitating difficult conversations and ah-ha moments within the teams. Secondly, it focuses on specific coaching tools within the team on current issue resolutions. All needed materials are included with the stated price.	2 days
Your Place as a Team Member	This course focuses on the four pillars of teamwork and where each individual team member contributes to bring value to the team. Also, it focuses on how teams that work together can reach and exceed their goals. All needed materials are included with the stated price.	1 day
Your Place in the Team Dynamics	The course focuses on taking intact teams through recent conflict resolution exercises. Involves a facilitated discussion over where each energy is best used within the team and how having a team that utilizes all their energies can achieve their goals. Focuses on working with their opposite types and how to recognize their own blind spots in team environments. Intact team coaching is also used in this workshop. All needed materials are included with the stated price.	1 day

PZI Labor Category Descriptions

Labor Category	Functional Responsibilities	Minimum Education	Minimum Years of Experience
Business System Analyst I	Supports senior level staff in the analysis, design, improvement and implementation of business management systems. Possesses knowledge of basic business Information Technology (IT) systems. May review and analyze various types of information including policies and procedures, methods, schedules, systems, tax, immigration, domestic and foreign regulations, and in-country licensing requirements.	Associate	0
Business System Analyst II	Possesses knowledge of applicable business IT systems to perform system and data analysis, design, and implementation. Reviews and analyzes various types of information such as policies and procedures, methods, schedules, systems, tax, immigration domestic and foreign regulations, and in-country licensing requirements to assist with business strategy development. Responsible for the management of all resources to meet client objectives.	Bachelors	4
Business System Analyst III	Applies knowledge of business process to perform system and data analysis, design, improvement and implementation. Reviews and analyzes various types of information such as policies and procedures, methods, schedules, systems, tax, immigration, domestic and foreign regulations, and in-country licensing requirements to assist with business strategy development. Supervises lower-level staff as well as all resources to meet client objectives within the project scope and budget, while meeting deliverable requirements. May design and/or deploy business tools to improve systems effectiveness and efficiency.	Bachelors	10
Curriculum Developer I	Conducts comprehensive research in complex curriculum areas to support the development and revision of training materials. Works with graphic expertise to enhance visual effectiveness to ensure effective training products.	Bachelors	2
Curriculum Developer II	Leads a design team in the design and creation of content in support of an effective training experience. Participates in brainstorming sessions with client and/or training team. Transforms needs of clients into appropriate and effective curriculum for trainees. Provides direction to staff in the required research. Works with graphic expertise to enhance visual effectiveness. Reviews and approves training site, logistics, participant materials, and visuals.	Bachelors	6
Curriculum Developer III	Responsible for working directly with clients on matters involving strategic solution designs. Transforms needs of clients into appropriate and effective curriculum for trainees. Organizes and coordinates subject matter experts and writers to produce highly effective training content. Organizes and coordinates instructional and graphic expertise to produce engaging training designs. Manages the process and production all training materials and the acquisition of appropriate training tools. Edits and refines the finished product.	Masters	10
Executive Coach	Works with executives/managers to identify goals and recommends strategies to achieve the goals. Typically assists clients with changing outlook/approaches to increase effectiveness. Understands organization development and where executive fits within the organizational instruction. Coaches the executives/managers to results on optimal strategic human capital value. May have coaching certification.	Masters	3

Labor Category	Functional Responsibilities	Minimum Education	Minimum Years of Experience
Staff Coach	Provides coaching, teaching, and mentoring to human capital individuals, small teams, and small team leaders on various subjects and/or trains and instructs subjects to achieve optimal organizational goals. Recommends strategies to achieve the goals. Typically assists clients with changing outlook/approaches to increase effectiveness. Understands organization development and where staff fit within the organizational instruction. Coaches staff to results on optimal strategic human capital value. May have coaching certification.	Bachelors	2
Management Consultant I	Assists senior level staff to formulate and design business solutions to achieve an organization's mission and strategic vision. Assists with studies, evaluations, and scenarios/simulations as required to develop solutions, recommendations and/or outcomes. Areas of consultation may include human resource solutions, workforce recommendations as well as international tax, immigration, in-country licensing, and international commerce.	Bachelors	0
Management Consultant II	Uses demonstrated knowledge and experience to formulate and develop integrated business solutions to achieve an organization's mission and strategic vision. Conducts studies, evaluations, and scenarios/simulations as required to develop solutions, recommendations and/or outcomes. Areas of consultation may include human resource solutions, workforce recommendations as well as international tax, immigration, in-country licensing, and international commerce.	Bachelors	4
Management Consultant III	Uses demonstrated knowledge and experience to formulate and develop integrated business solutions to achieve an organization's mission and strategic vision. Conducts studies, evaluations, and scenarios/simulations as required to develop solutions, recommendations and/or outcomes. Areas of consultation may include human resource solutions, workforce recommendations as well as international tax, immigration, in-country licensing, and international commerce. Directs the activities of junior staff as necessary. May have expertise such as: regulatory compliance, financial acumen, accounting standards, or international laws/regulations. May provide human capital leadership and workforce vision to client and project teams. When needed, possess the ability to view all aspects of workforce and diversity requirements and focus direction and vision on strategic objectives for optimal human capital value.	Bachelors	10
Senior Trainer/Facilitator	Possess effective presentation/speaker skills. Supervises organizational development training and instruction personnel and directs research necessary to develop and revise organizational development training courses and prepare appropriate training catalogs. Engages senior level staff and encourages dialog to achieve objectives. Organizes, defines agendas, and leads work group sessions such as problem solving, dispute and disagreement resolution, decision-making, workshop recording and reporting, and training. Reviews all instructor materials (course outline, background material, and training aids) as well as student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides supervision of, and direction to, training staff. Must have training accreditation as required by the task order.	Bachelors	8
Subject Matter Expert	Senior expert with extensive knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning organizational strategic direction and applicability of up to date, industry standard solutions. The SME is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive organizational methods for improving current and/or future structure and behavior of an organization's processes, systems, and personnel.	Bachelors	12

Labor Category	Functional Responsibilities	Minimum Education	Minimum Years of Experience
Support Specialist **	Performs administrative support such as word processing/document preparation using Microsoft Office software. May provide planning for meetings and conferences as well as support to status and expense reporting.	HS	4
Training Assistant	Assists in the development and revision of the training courses. Prepares all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). May train additional trainer personnel by conducting formal classroom courses, workshops, and seminars, based on prior curriculum developed.	Bachelors	0
Training Coordinator	Interviews client staff and managers to assess training requirements. Manages all site logistics, including the scheduling of rooms and preparing the room and all audio/visual equipment for an effective training environment, and assisting trainers during training events. Manages lower level staff and directs the preparation and revision of all material (course manuals, workbooks, handouts, completion certificates, and course critique forms).	Bachelors	3

Education/Experience Substitutions

Labor Category	Min Education	Min Exp	PhD	Masters	Bachelors	Associate	High School
Business System Analyst I	Associate	0	0	0	0		2
Business System Analyst II	Bachelors	4	0	2		6	8
Business System Analyst III	Bachelors	10	6	8		12	14
Curriculum Developer I	Bachelors	2	0	0		4	6
Curriculum Developer II	Bachelors	6	2	4		8	10
Curriculum Developer III	Masters	10	8		12	14	16
Executive Coach	Masters	3	1		5	7	9
Staff Coach	Bachelors	2	0	0		4	6
Management Consultant I	Bachelors	0	0	0		2	4
Management Consultant II	Bachelors	4	0	2		6	8
Management Consultant III	Bachelors	10	6	8		12	14
Senior Trainer/Facilitator	Bachelors	8	4	6		10	12
Subject Matter Expert	Bachelors	12	8	10		14	16
Support Specialist**	High School	4	0	0	0	2	
Training Assistant	Bachelors	0	0	0		2	4
Training Coordinator	Bachelors	3	0	1		5	7