



Schedule



**US General Services Administration
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE FSS PRICE LIST**

**MULTIPLE AWARD SCHEDULE
PROFESSIONAL SERVICES**

**Contract Number: 47QREA23D002X
Contract Period: August 21, 2023 – August 20, 2028**



Business Size: Small – Service-Disabled, Veteran-Owned Small Business.

BMRA is a leading provider of training, consulting, oversight, and performance management for Federal, State, and Local governments. Founded in 1973, our company performs at the highest levels providing training in business related areas including Contracting, Acquisition Management, Government Finance, Program Management, Oversight and Audit, Analytics, and Grants. We are also a leading provider of Leadership and related Human Relations courses, dedicated to providing adult learning to future Government leaders in a relevant, cost effective manner.



Contact Information

Business Management Research Associates, Inc. (BMRA)
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Website: www.bmra.com
9817 Godwin Drive, Suite 202
Manassas, VA 20110
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Government Online Access

Website: GSAAdvantage.gov
(Order using a menu driven system)

Point of Contact: Susanna Goergen
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Website: www.bmra.com

Business Size: Small Business, Service-Disabled, Veteran-Owned Small Business

Prices Shown Herin are Net (Discount Deducted)

1.a. Table of Awarded Special Item Numbers (SINs)

The SINs listed below are covered by this price list. Labor categories, their descriptions, and rates provided under these SINs start on page 5.

SIN	SIN Description
611430	Professional and Management Development Training
611512	Flight Training
611TRAINAW	Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Professional Development Training for Acquisition Workforce Personnel

1.b. **Lowest Price Model Number:** Not Applicable

1.c. **Hourly Rates and Labor Categories:** See pages 5-13.

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

3. **Minimum Order:** \$100.00

4. **Geographic coverage/delivery area:** Domestic and Overseas for all SINs.

5. **Point(s) of Production (city, county, and state or foreign country):** N/A

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

7. **Quantity Discounts:**



Volume discounts (taught @ Government facilities):

Purchase Orders between \$100,000 and \$250,000: an additional 2.5% discount

Purchase Orders between \$250,001 and \$450,000: an additional 3.0% discount

Purchase Orders between \$450,001 and \$700,000: an additional 3.5% discount

Purchase Orders between \$700,001 and up: an additional 4% discount

Volume discounts (taught @ BMRA facilities):

Purchase Orders between \$100,000 and \$250,000: an additional 2.75% discount

Purchase Orders between \$250,001 and \$450,000: an additional 3.25% discount

Purchase Orders between \$450,001 and \$700,000: an additional 3.75% discount

Purchase Orders between \$700,001 and up: an additional 4.25% discount

Agency Multiple Purchases in one year:

Agency purchase of multiple courses within the same year (taught at any facility):

Agency Purchase Quantity between 6 and 10 courses: an additional 2% discount

Agency Purchase Quantity between 11 and 15 courses: an additional 3% discount

Agency Purchase Quantity between 16 and 20 courses: an additional 4% discount

Agency Purchase Quantity between 21 and 25 courses: an additional 5% discount

8. **Prompt payment terms:** Net 30 days.

9. **Foreign items** (list items by country of origin): None

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

10b. **Expedited Delivery:** N/A

10c. **Overnight and 2-day delivery:** N/A

10d. **Urgent Requirements:** N/A

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

12a. **Ordering Address(es):** All orders under this contract should be placed with the BMRA Business Development Department at the address below:

BMRA LLC
9817 Godwin Drive, Suite 202
Manassas, VA 20110
Attn: Business Development

12b. **Ordering Procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment Address(es):**

BMRA LLC



9817 Godwin Drive, Suite 202
Manassas, VA 20110
Attn: Finance

14. Warranty Provision: N/A (Hardware/materials are not offered as schedule items).

Cancellation and Rescheduling Policy for SINs 611430 and 611TRAINAW Training Courses:

- Classes may be cancelled or rescheduled at no charge with a minimum written notice of 30 calendar days prior to the class start date.
- Classes cancelled or rescheduled between 15 – 29 calendar days prior to the class start date will incur a fee equal to 50% of the course price.
- Classes cancelled or rescheduled between 1 – 14 calendar days prior to the class start date will incur a fee equal to 100% of the course price.
- Classes cancelled on the first day of the class date will be treated as a “no show” and the applicable MAS customer will be charged the full course price.
- Classes started, but not completed due to inclement weather will be invoiced and payable in full at the agreed price plus any costs incurred delivering make-up days (including instructor fees and travel costs (when applicable)).

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installations (if applicable): N/A

18a. Terms and conditions of repair parts including date of parts priced lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable):

Placing an order for the training courses and/or services offered under SINs 611430 constitutes acceptance of BMRA standard commercial intellectual property policy and commercial terms and conditions.

BMRA commits to provide MAS buyers the most recent version of the courses listed on its GSA Price List as of the date of the order. This means that MAS buyers will receive the most up-to-date content, learning objectives, and other instructional material required for the course delivery at no additional cost. BMRA continually updates its training courses. As a result, variations in course descriptions and content may vary slightly from delivery to delivery, to the benefit of the MAS buyer.

19. List of service and distribution points: N/A



20. **List of participating dealers** (if applicable): N/A

21. **Preventative maintenance** (if applicable): N/A

22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**: N/A

22b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.** N/A

23. **Unique Entity Identifier (UEI) number:** TBSYN5HETPN5

24. **SAM registration:** Registered

**Government-Awarded Prices – Training and Training Support**

Management and Financial Consulting, Acquisition and Grants Management Support, and
Business Program and Project Management Services.

Labor Category	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate	Year 5 Rate
Program Executive	\$317.38	\$330.08	\$343.27	\$357.01	\$371.28
Senior Program Manager	\$251.89	\$261.96	\$272.44	\$283.35	\$294.68
Program Director	\$211.59	\$220.05	\$228.86	\$238.02	\$247.54
Program Leader	\$176.32	\$183.38	\$190.71	\$198.34	\$206.27
Program Manager	\$156.17	\$162.42	\$168.92	\$175.68	\$182.70
Project Manager	\$130.98	\$136.22	\$141.67	\$147.34	\$153.23
Junior Project Manager	\$125.94	\$130.98	\$136.22	\$141.67	\$147.34
Task Leader	\$95.72	\$99.55	\$103.53	\$107.67	\$111.97
SME IV	\$320.40	\$333.22	\$346.55	\$360.41	\$374.83
SME III	\$251.89	\$261.96	\$272.44	\$283.35	\$294.68
Senior Consultant	\$217.63	\$226.34	\$235.40	\$244.82	\$254.61
Researcher III	\$176.32	\$183.38	\$190.71	\$198.34	\$206.27
SME II	\$171.28	\$178.14	\$185.26	\$192.66	\$200.37
SME I	\$151.13	\$157.18	\$163.47	\$170.01	\$176.81
Researcher II	\$140.05	\$145.65	\$151.48	\$157.53	\$163.83
Analyst III	\$130.98	\$136.22	\$141.67	\$147.34	\$153.23
Researcher I	\$107.81	\$112.12	\$116.60	\$121.27	\$126.12
Analyst II	\$100.76	\$104.79	\$108.98	\$113.34	\$117.87
Analyst I	\$85.64	\$89.07	\$92.63	\$96.34	\$100.19
Research Assistant	\$78.59	\$81.73	\$85.00	\$88.39	\$91.93
Instructional Systems Designer III	\$211.59	\$220.05	\$228.86	\$238.02	\$247.54
Instructional Systems Designer II	\$151.13	\$157.18	\$163.47	\$170.01	\$176.81
Instructional Systems Designer I	\$95.72	\$99.55	\$103.53	\$107.67	\$111.97
Graphics Designer II	\$139.04	\$144.60	\$150.39	\$156.40	\$162.66
Graphics Designer I	\$88.66	\$92.21	\$95.90	\$99.74	\$103.73
Lead Instructor/Facilitator	\$176.32	\$183.38	\$190.71	\$198.34	\$206.27
Instructor/Facilitator	\$120.91	\$125.74	\$130.77	\$136.00	\$141.44
Technical Writer III	\$141.06	\$146.70	\$152.56	\$158.67	\$165.02
Technical Writer II	\$99.75	\$103.74	\$107.89	\$112.20	\$116.69
Technical Writer I	\$74.56	\$77.54	\$80.64	\$83.87	\$87.22
Administrative Assistant II	\$75.57	\$78.59	\$81.73	\$85.00	\$88.39
Administrative Assistant I**	\$63.48	\$66.02	\$68.65	\$71.41	\$74.26
Quality Assurance Analyst	\$151.13	\$157.18	\$163.47	\$170.01	\$176.81
Programmer Analyst II	\$165.24	\$171.85	\$178.72	\$185.87	\$193.31
Programmer Analyst I	\$128.97	\$134.13	\$139.49	\$145.07	\$150.87



Labor Categories/Descriptions
Functional/Position Description Education and Experience
Program Executive
Manages the program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction. May include Subject Matter Experts with Particular Functional Expertise. Coordinates personnel, services and products from a variety of functional areas. Applies industry knowledge as well as training, change management, technical, functional, and program management expertise. Works with other senior executives.
Experience: Bachelor's Degree with 20 years of experience.
Senior Program Manager
Senior Executive responsible for providing strategic direction, vision, leadership and program management to the team; contributes to organizational direction through regular involvement with senior level client leadership and team members; maintains productive and effective client relationships with the most senior levels of the client organization. May include Subject Matter Experts with particular functional expertise.
Experience: Bachelor's Degree with 17 years of experience.
Program Director
Supervises multiple small to medium sized, complex projects in the leader's area of expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. Coordinates personnel, services and products from a variety of functional areas. Applies industry knowledge as well as training, change management, technical, functional, and program management expertise. Works with other senior executives. May include Subject Matter Experts with particular functional expertise.
Experience: Bachelor's Degree with 15 years of experience.
Program Leader
Provides day to day management direction and leadership for projects comprised of several workstreams. Coordinates and directs the activities of other consultants and provides direct consulting support including but not limited to Functional, Technical, Training/Facilitation, and Change Management responsibilities and expertise to clients, including the resolution of project issues, quality control of deliverables, and the presentation of project findings and results to client management. May include Subject Matter Experts with particular functional expertise.
Experience: Bachelor's Degree with 12 years of experience.
Program Manager
Responsible for execution of large, complex projects. Interacts with customer on technical issues. Responsible for project planning and control, task scheduling and management, oversight of deliverable production, and project quality review. Oversees administrative functions including adherence to contract terms and conditions, progress reporting and project financial management. May include Subject Matter Experts with particular functional expertise.



Experience: Bachelor's Degree with 10 years of experience.
Project Manager
Responsible for the execution of small to medium-size, complex projects. Interacts with customer on technical issues. Responsible for project planning and control, task scheduling and management, oversight of deliverable production, and project quality review. Oversees administrative functions including adherence to contract terms and conditions, progress reporting and project financial management. May include Subject Matter Experts with particular expertise.
Experience: Bachelor's Degree with 8 years of experience.
Junior Project Manager
The Project Manager is assigned the management of a specific project and the work performed under assigned Task Orders. Performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. Ensures that work performed under contract is within the scope, consistent with requirements, and delivered on time and on budget, identifies critical paths, tasks, dates, testing and acceptance criteria. May include Subject Matter Experts with particular functional expertise.
Experience: Bachelor's Degree with 5 years of experience.
Task Leader
Responsible for managing and directing specific or all elements of a project. Assists in the preparation of management plans and various customer reports. Coordinates schedules to facilitate the completion of Task Order and change proposals, Contract Deliverables, TO reviews, briefings and presentations. Performs analysis development and review of program administrative operating plans and procedures. May include Subject Matter Experts with particular expertise.
Experience: Bachelor's Degree with 2 years of experience.
SME IV
Defines problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of program and systems specifications including, but not limited to information technology, health care, education, finance, human resources, transportation, and environment. Provides expertise, guidance, consultation, facilitation, training, change management, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as technology, science, public policy and administration and management. Interacts with Senior Executives and responsible for completing programs. Possesses one of kind expertise.
Experience: Advanced Degree with 10 years of experience .
SME III
Defines problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of program and systems specifications including, but not limited to information technology, health care,



education, finance, human resources, transportation, and environment. Provides expertise, guidance, consultation, facilitation, training, change management, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as technology, science, public policy and administration, and management. . Interacts with Senior Executives and responsible for completing programs. Possesses one of kind expertise.

Experience: Advanced Degree with 8 years of experience.

Senior Consultant

Possesses in-depth, demonstrated, and recognized expertise in a highly specialized, esoteric field. The individual possesses unique credentials that are not readily available. Provides expertise, guidance, consultation, facilitation, training, change management, thought leadership and education to the client and/or project team based on specialized deep expertise in such fields as technology, science, public policy, administration, and management.

Experience: Advanced Degree with 10 years of experience .

Researcher III

Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Can develop business methods for problem solving, process change, and solutions implementation. Areas of focus include but are not limited to business transformation, organizational analysis/performance management, leadership development, knowledge management, coaching/mentoring, business process re-engineering and modeling, change management and quality improvements.

Experience: Bachelor's degree with 10 years of experience.

SME II

Defines problems and analyzes and develops plans and requirements in the subject matter area for general programs. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of program and systems specifications including, but not limited to information technology, health care, education, finance, human resources, transportation, and environment. Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for executing one or more subtasks on a project. Experience in one of the functional areas or related disciplines included in the description of functional expertise.

Experience: Bachelor's Degree with 10 years of experience.

SME I

Defines problems and analyzes and develops plans and requirements in the subject matter area for single programs requiring limited expertise. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of program and systems specifications including, but not limited to information technology, health care, education, finance, human resources, transportation, and environment. Provides specific expertise required for a task, including but not limited to high-level analytical assignments.



Experience in one of the functional areas or related disciplines included in the description of functional expertise.

Experience: Bachelor's Degree with 7 years of experience.

Researcher II

Guides and assists clients through a wide range of analysis, management, organizational and business improvements and initiatives by applying human capital strategies, and training methodologies, and principles. Duties can include: development of business methods for problem solving, process change, solutions implementation, best practice identification, performance measurement assessment and research, collect and verify data and translates into strategic and operational guidance. Can provide group facilitation, interviewing, training and other forms of knowledge transfer.

Experience: Bachelor's degree with 8 years of experience.

Analyst III

Experience in the public or private sector organizations, or consulting in those organizations. Has demonstrated experience in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, change management, program/project management, performance measurement, business process improvement/redesign, business systems requirements analysis and design, learning program development and delivery, and facilitation services design and delivery. Has experience managing medium to large teams, takes responsibility for work product and delivery and quality. Demonstrates exceptional technical writing and presentation skills.

Experience: Bachelor's Degree with 10 years of experience.

Researcher I

Guides and assists clients through a wide range of analysis, management, organizational and business improvements and initiatives by applying human capital strategies and training methodologies, and principles. Duties can include assisting in: development of business methods for problem solving, process change, solutions implementation, best practice identification, performance measurement assessment and research, collect and verify data and translates into strategic and operational guidance. Can provide or assist in group facilitation, interviewing, training, and other forms of knowledge transfer.

Experience: Bachelor's degree with 5 years of experience.

Analyst II

Demonstrated expertise in one or more of the following disciplines: strategic planning and analysis, organizational analysis and design, change management, program/project management, performance measurement, business process improvement/redesign, business systems requirements analysis and design, learning program development and delivery, or facilitation services design and delivery. Has experience managing small to medium teams, takes responsibilities for work product delivery and quality. Demonstrates strong technical writing and presentations skills.

Experience: Bachelor's Degree with 5 years of experience.

Analyst I



Work experience as a business analyst. Performs information gathering, analysis, and deliverable preparation under the direction of his/her immediate supervisor. Demonstrates good technical writing and verbal communication skills.

Experience: Bachelor's Degree with 2 years of experience.

Research Assistant

Under guidance of a Researcher or another Consultant, guides and assists clients through a wide range of analysis, management, organizational and business improvements and initiatives by applying human capital strategies and training methodologies and principles. Duties can include assisting in: development of business methods for problem solving, process change, solutions implementation, best practice identification, performance measurement assessment and research, collect and verify data and translates into strategic and operational guidance. Can or assist in group facilitation, interviewing, training, and other forms of knowledge transfer.

Experience: Bachelor's degree with 2 years of experience.

Senior Instructional Designer III

Acts as lead learning architect across multiple training designs and provides instructional design leadership across all learning consulting teams and resources in support of consulting projects. Responsible for the assessment, development, design, and evaluation of training programs and training material. Experience with the Instructional Systems Design (ISD) model in developing new and/or revised instructional materials. . Responsible to organize, plan and deliver instructional events including post-training evaluations using the Level 4 Kirkpatrick Model. Responsible to develop various types of instructional materials including, but limited to instructor guides, student guides, requirements analysis, training evaluation reports and job aids.

Experience: Advanced degree with 15 years of experience.

Instructional Systems Designer II

Manages learning consultant resources across multiple design initiatives in support of consulting engagements. Responsible for the assessment, development, design and evaluation of training programs and/or training materials in various delivery formats including paper-based and computer-based formats. Responsible to organize, plan, and deliver instructional events including group and individual training sessions. Knowledge of learning theory and, post-training evaluation theory.

Experience: Bachelor's degree with 15 years of experience.

Instructional Systems Designer I

Responsible for the assessment, development, design, and evaluation of training programs and/or training materials in support of consulting engagements. Responsible to develop and design instructional materials in various delivery formats. Familiarity of learning theory and principles of learning theory. Experience with the Instructional Systems Development (ISD) model in developing new and/or revised instructional materials.

Experience: Bachelor's degree with 10 years of experience .

Graphics Designer II



Interacts with clients to transfer client vision/intent into visual concepts, and directs the creative consulting team convert the concepts into moderate to highly sophisticated digital images in both still and animated formats. Provides visual design thought leadership and consultative support. Develops highly sophisticated, digital images in both still and animated formats. Manages multiple visual team projects and personnel. Demonstrated experience and proficiency in creative design software applications for business and training development and use.

Experience: Bachelor's degree with 6 years of experience.

Graphics Designer I

Develops digital images, interactive illustrations in support of consulting engagements and the training products that support the consulting engagements. Experience in producing multimedia graphics for web-deployed products, including experience in using Internet technologies and software applications.

Experience: Associate degree with 3 years of experience .

Lead Instructor/Facilitator

Develops, directs, plans and evaluates training programs or activities to meet external customer or internal employee learning objectives. Assignments may include needs analysis, custom course development, development criteria for evaluating the effectiveness of course objectives, and evaluation and learning assignments. Where instructing within a certified education institution, responsible for determining the organization communication and delivery of the course content and materials, and for developing learning activities and demonstrations. May create course curriculum, training materials, visual aids and documentation to support a variety of instructional formats such as lecture, lab exercises, field training, computer Base training and or web based training. Monitors and evaluates training programs, assess results, and implements enhancements as needed. May evaluate and or oversee contractors or vendors to develop and or administer ILT or vLLT training. Works on extremely complex problems where analysis of situations or data requires and evaluation of intangible variables.

Experience: Bachelor's degree with 10 years of experience.

Instructor/Facilitator

Develops, directs, plans, delivers and evaluates training programs or activities to meet external customer or internal employee learning objectives. Provides direct instruction and training to customers on services, procedures, processes, techniques, tactics, products or skill development. Assignments may include needs analysis, custom course development, development of criteria for evaluating the effectiveness of course objectives and evaluation and learning assessments. Collaborates with customer or internal functional organization to develop, enhance and. Or evaluate new or existing learning objectives and course content, May create course curriculum, training materials, visual aids and documentation to support a variety of instructional formats such as lecture, lab exercises, field training CBT and WBT. Has the knowledge and experience to be able to handle unusual and seldom occurring job events. Works under limited direction. Normally receives no instruction on routine work, general instructions on new assignments. Supervises and provides guidance to other personnel.

Experience: Bachelor's degree with 5 years of experience.

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Phone: 703-691-0868 Fax: 703-691-2731 Email: BusinessDevelopment@bmra.com



Technical Writer III

Responsible for editing, proofreading, and providing writing support on non-technical and/or technical documents or sections of documents prepared by writers such as course material, procedures, and company information. Duties include ensuring documents meet editorial and government specifications and adhering to standards for quality, graphics, coverage, format and style and copywrite restrictions. Problems are complex and typically impact multiple areas or disciplines. Provides measurable input to new solutions, processes or standards in order to achieve functional/project objectives. Requires ability to communicate with executive leadership regarding matters of significance importance to the organization/project. Works to convince others to accept area's view/current practices and agree/accept new concepts, practices and approaches.

Bachelor's degree with 8 years of experience .

Technical Writer II

Responsible for editing, proofreading, and providing writing support on non-technical and/or technical documents or sections of documents prepared by writers such as course material, procedures, and company information. Duties include ensuring documents meet editorial and government specifications and adhering to standards for quality, graphics, coverage, format and style and copywrite restrictions. Problems are unclear and may require understanding of a broader set of issues, and may be difficult. Develops solutions to problems and issues that are unclear and require thorough analyses and understanding of domain knowledge. Communicates with and client project team members. Works to influence team members regarding solution design, process and/or approaches.

Experience: Bachelor's degree with 5 years of experience.

Technical Writer I

Responsible for editing, proofreading, and providing writing support on non-technical and/or technical documents or sections of documents prepared by writers such as course material, procedures, and company information. Duties include ensuring documents meet editorial and government specifications and adhering to standards for quality, graphics, coverage, format and style and copywrite restrictions. Identifies, defines, and addresses problems which are not immediately evident, but typically not complex. Problems are typically within a narrow scope and are solved through drawing from prior experiences or standard procedures and basic analysis. Communicates with peers to explain facts, basic analysis, processes and practices related to an area.

Experience: Bachelor's degree with 2 years of experience.

Administrative Assistant II

Responsible for providing analytical and specialized support to relieve, assist, and in delegated matters, act on behalf of mid level and senior management. Acts as primary liaison with administration and various support functions. Prioritizes and carries out special project and complex assignments. Makes administrative decisions and takes action on behalf of the officer/executive based on knowledge of the organization, policies and personnel. Exercises judgement, initiative and tact, makes administrative decisions and takes action based on



knowledge of the organization, policies and personnel. Directs established guidelines, procedures, and policies. Administers policies that directly affect subordinate employees.

Experience: Bachelor's degree with 4 years of experience.

Administrative Assistant I

Responsible for providing general administrative, clerical, and/or secretarial support. Performs routine and non-routine tasks including special projects. May be responsible for scheduling and making arrangements for meetings, for researching and securing requested information, and for researching, compiling, and proofing of various reports and studies. Performs an increasing range of administrative duties under general supervision. Works on assignments that are semi-routine in nature, but recognizes the need for occasional deviation from accepted practice.

Experience: High School degree with 2 years of experience.

Quality Assurance Analyst

Must be able to determine the resources required for quality control. Performs requirement and data analysis, and quality checks, and development of quality assurance plans. Analyzes discrepancies in service or performance and makes recommendations for product or service updates. Familiar with a variety of the field's concepts, practices, and procedures.

Bachelor's Degree with 4 years of experience.

Programmer Analyst II

Provides technical leadership and front-end consultative support. Performs requirement and data analysis, data modeling, diagramming and solutions development to support consulting engagements. Position requires independent judgement and technical discretion in the following areas: requirements definitions and analysis, database diagrams and schema, database design and development, and data flow diagrams. Familiarity with a wide range.

Experience: Bachelor's degree with 12 years of experience.

Programmer Analyst I

Performs requirement and data analysis, data modeling, diagramming and solutions development to support consulting engagements. Understands workflow and supply chain design and implementation, data modeling, requirements analysis and development. Typical products include requirements definitions and analysis, database diagrams and development, and data flow diagrams. Performs job independently with minimal supervision.

Experience: Bachelor's degree with 5 years of experience.

**Instructor Led Training, Virtual and In Person Delivery**

Acquisition and Contracting Courses		
Course Name	Course ID	Price
Acquisition of Commercial Items	ACI-EL	\$855.42
Acquisition Planning	ACQ PLAN - EL	\$1,268.51
Federal Contract Law	CON LAW-EL	\$919.90
Advanced Federal Contract Law	FCL A-EL	\$1,690.98
Agile Contracting	AGILE CON-EL	\$872.56
Category Management	CAT MAN-EL	\$939.04
Contracting for Best Value	CBV-EL	\$855.42
Cybersecurity for Contracting Professionals	CCP-EL	\$903.90
Contract Disputes and Terminations	CDT-EL	\$855.42
Construction COR Refresher	CSTN COR REF-EL	\$1,252.39
Contract Administration	CON ADMIN-EL	\$1,252.29
Contract Claims	CON CLAIM-EL	\$919.90
Contract Closeout	CON CLO-2-EL	\$855.42
Contract Terminations	CON TERM-EL	\$855.42
COR I: Basic	COR I	\$641.32
COR II: Intermediate	COR II	\$1,252.29
COR III: Advanced	COR III	\$1,318.94
COR Refresher	COR REF-EL	\$662.50
Advanced COR Refresher	COR REF A-EL	\$1,386.83
COR Refresher Workshop	COR REF WKSP-EL	\$829.75
COR Recertification Suite	COR RS-EL	\$1,386.83
Cost Estimating	COST EST 3-EL	\$855.42
Cost Realism	COST REAL-EL	\$688.16
Cost Reimbursement	COST REIM-EL	\$855.42
Cost and Price Analysis	CPA-EL	\$1,252.29
CPARS for the Acquisition Workforce	CPARS-EL	\$641.81
Cost and Price Realism	CPR-EL	\$855.42
Contracting with Small Business Concerns	CSBC-EL	\$920.06
Construction Claims	CSTN CLAIMS-EL	\$920.06
Changes Under Federal Government Contracts	CUFGC-EL	\$920.06
Evaluation and Assessment of Contract Documents	EACD-EL	\$956.81
Emergency Contracting	EMERG CON-EL	\$855.42
Ethics in Contracting	ETHICS CON-EL	\$662.50
Equitable Adjustments in the Federal Government Contracts	EAFGC-EL	\$919.90
FAR Overview	FAR OV-EL	\$976.35

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FAR Part 8: Advanced Issues in Multiple Award Contracts	FAR8 MAS-EL	\$855.42
FAR Part 8: Governmentwide Acquisition Contracts and Source Selection	FAR8 GWAC-EL	\$855.42
FAR Refresher	FAR REF-EL	\$855.42
FAR Update	FAR UPDATE-EL	\$855.42
Hot Issues in Federal Contracting	HIFC-EL	\$751.57
Intermediate Agile Techniques for Contracting	IATC-EL	\$956.81
Introduction to Federal Contracting	IFC-EL	\$1,386.83
Developing and Independent Government Cost Estimate	IGCE 3-EL	\$920.06
Incentive Contracting	INCENT CON-EL	\$855.42
Introduction to Agile Contracting for IT	INTRO ACIT-EL	\$751.57
Justification and Approvals	JUST APP-EL	\$641.81
Leadership Skills and Contract Professionals	LSCP-EL	\$855.42
Monitoring and Documenting Contractor Performance	MDCP-EL	\$920.06
Managerial Decision Making and Problem Solving for Acquisition Teams	MDPS-EL	\$887.66
Micro-Purchase Procedures	MPP-EL	\$751.57
Market Research	MRKT RE 3-EL	\$919.90
Negotiation Techniques	NEG TEC 5-EL	\$1,252.39
Performance-Based Service Acquisition	PBSA 5-EL	\$1,252.29
Performance-Based Statements of Work	PBSOW-EL	\$939.04
Procurement Innovation	PRO INN-EL	\$947.03
Performance Work Statements	PWS-EL	\$939.04
Intermediate Quality Assurance and Risk Management	QARM-EL	\$852.09
Risk Management in Acquisition	RMA-EL	\$792.95
Simplified Acquisition Procedures (Basic)	SAP B-EL	\$1,252.29
Simplified Acquisition Procedures (Advanced)	SAP A-EL	\$1,252.29
Simplified Acquisition Procedures Refresher	SAP REF 2-EL	\$855.42
Service Contract Law Statue	SCLS-EL	\$947.03
Source Evaluation and Selection (Basic)	SES B-EL	\$855.42
Source Evaluation and Selection (Advanced)	SES A-EL	\$965.47
Source Evaluation and Selection (Best Value)	SES BV-EL	\$792.95
Writing Statements of Work	SOW-EL	\$919.90
Source Selection Debriefing Procedures Workshop	SSDPW-EL	\$947.03
Conducting Technical Evaluations	TECH EVAL 2-EL	\$688.16
Task Order Contracting	TOC-EL	\$855.42

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Types of Contracts	TYPE CON 2-EL	<i>\$641.81</i>
Understanding Protests	UNDER PROT-EL	<i>\$641.81</i>
Understanding Protests, Disputes, and Terminations	UPDT-EL	<i>\$919.90</i>



Certified Acquisition and Contracting Courses		
Course Name	Course ID	Price
ACQ 265 Mission-Focused Services Acquisition	ACQ 265	\$869.52
ACQ 315 Understanding Industry	ACQ 315	\$1,047.86
ACQ 3700 Acquisition Law	ACQ 3700	\$1,357.18
CON 091 Contract Fundamentals	CON 091	\$1,964.74
CON 1100 Contract Foundational Skills	CON 1100	\$1,934.51
CON 1200 Contract Pre-Award	CON 1200	\$1,934.51
CON 1300 Contract Award	CON 1300	\$1,934.51
CON 1400 Contract Post-Award	CON 1400	\$1,934.51
CON 121 Contract Planning	CON 121	\$695.21
CON 124 Contract Execution	CON 124	\$695.21
CON 127 Contract Management	CON 127	\$695.21
CON 170 Fundamentals of Cost and Price Analysis	CON 170	\$1,934.51
CON 200 Business Decisions for Contracting	CON 200	\$747.61
CON 216 Legal Considerations in Contracting	CON 216	\$1,017.63
CON 2420 Architect Engineering Indirect Rates	CON 2420	\$747.61
CON 2430 Architect Engineering Contracting	CON 2430	\$1,017.63
CON 2440 Construction Contracting	CON 2440	\$1,017.63
CON 2450 Construction Modification Proposal Analysis	CON 2450	\$869.52
CON 270 Intermediate Cost and Price Analysis	CON 270	\$2,210.58
CON 280 Source Selection and the Administration of Services Contracts	CON 280	\$2,210.58
CON 290 Contract Administration and Negotiation Techniques in a Supply Environment	CON 290	\$2,210.58
CON 360 Contracting for Decision Making	CON 360	\$1,934.51



Certified Program Management Courses		
Course Name	Course ID	Price
FPM 121: Acquisition Fundamentals of Project and Program Management	FPM 121	\$1,386.83
FPM 131: Fundamentals of Project and Program Management	FPM 131	\$1,338.55
FPM 132: Fundamentals of Contracting	FPM 132	\$1,111.29
FPM 133: Fundamentals of Business, Cost, and Financial Management	FPM 133	\$1,111.29
FPM 134: Fundamentals of Leading Projects and Programs	FPM 134	\$920.32
FPM 231: Applications in Project and Program Management	FPM 231	\$1,338.55
FPM 232: Applications in Contracting	FPM 232	\$1,111.29
FPM 233: Applications in Business, Cost, and Financial Management	FPM 233	\$1,111.29
FPM 234: Applied Leadership in Projects and Programs	FPM 234	\$920.32
FPM 331: Progressive Concepts in Program Management	FPM 331	\$1,338.55
FPM 332: Progressive Contracting Strategies for Programs	FPM 332	\$1,111.29
FPM 333: Progressive Business, Cost and Financial Management	FPM 333	\$1,111.29
FPM 334: Progressive Leadership in Program Management	FPM 334	\$920.32
FPM 511: Managing IT Projects	FPM 511	\$920.32
FPM 512: IT Management, Security, and Performance Assurance	FPM 512	\$1,471.27
FPM 513: IT Infrastructure and Architectural Design	FPM 513	\$1,471.27



Program Management Courses		
Course Name	Course ID	Price
Agile for Federal Government Executives	AFGE-EL	\$688.16
Agile Project Management for the Federal Government	APMFG 3- EL	\$1,885.27
Aligning Project Management with Organizational Strategy	APMOS-EL	\$939.04
Assessing and Recovering Trouble Projects	ARTP-EL	\$1,885.27
Data Visualization	DATA VIS-EL	\$1,885.27
Earned Value Management	EVM-EL	\$792.55
Information Technology Acquisitions	ITA-3-EL	\$792.95
Introduction to Cloud Computing	INTRO CC-EL	\$688.16
Introduction to Project Management	INTRO PM-EL	\$939.28
Introduction to Project Management for the Non-Project Manager	INTRO PMNPM-EL	\$751.57
Introduction to the Acquisition of Agile Services	INTRO AAS-EL	\$939.04
The Integrated Project Team	IPT-EL	\$1,611.62
IT Project Management for the Federal Government	ITPMFG-EL	\$995.90
Leading Complex Projects	PM-DFZ	\$688.16
Making the Sense of Complexity	Making	\$939.04
Overview of GAO Requirements for Fraud Prevention, ERM and Internal Controls	GAO RFP-EL	\$490.95
PMP Exam Prep	PMP EP-EL	\$1,268.25
Project Leadership and Communication	PLC-EL	\$1,885.27
Project Management for Contracting Professionals	PMCP-EL	\$939.04
Project Management Intermediate Training	PM INT -EL	\$939.04
Project Risk Management	PRM-EL	\$1,885.27
Project Team Building	PTB-EL	\$939.04
Requirements Definition and Acquisition Approaches for Mission Success	ARRT	\$1,268.51
Work Breakdown Structures	WBS-EL	\$751.57



Grants Courses		
Course Name	Course ID	Price
Assistance Agreements: Development and Award	AADA-EL	\$887.66
Auditing of Federal Grants	AFG-EL	\$695.21
Cooperative Agreements and Substantial Involvement	CASI 2-EL	\$694.82
Cost Principles for Federal Grants	CPG-EL	\$695.21
Detecting and Preventing Fraud in Grants	DPFFGP-2-EL	\$887.74
Developing and Initiating Federal Grants and Other Financial Assistance Instruments	FGOF-EL	\$695.21
Ethical Considerations in Federal Financial Assistance Management	ECFFAM-EL	\$751.57
Ethics in a Grant Environment	EGE-EL	\$694.82
Evaluating Financial Capabilities of Grant Recipients	EFCGR-EL	\$887.74
Federal Financial Assistance	FFA-EL	\$1,268.51
Federal Funds Management - Evaluating Risk and Auditing Performance	FFM RA-EL	\$695.21
Internal Controls for Grants	ICG-EL	\$695.21
Introduction to Grants and Cooperative Agreements	INTRO GCA-EL	\$1,015.97
Introduction to Grants: Pre-Award and Award	INTRO PAA-EL	\$956.81
Managing and Monitoring Federal Grants and Other Financial Assistance Instruments	MGCFA-EL	\$1,015.62
Negotiating Federal Financial Assistance	NFFAARFC-EL	\$887.66
Overview of National Grants, Policy, and Law	OGPL-EL	\$1,015.62
Performance Measurement for Federal Grants Under 2 CFR 200	PMFG-EL	\$887.74
Uniform Administrative Requirements for Federal Grants 2 CFR 200 (A-D)	UGKC-EL	\$887.74



Financial Courses		
Course Name	Course ID	Price
The Anti-Deficiency Act	ADA-EL	\$748.37
Appropriations Law (3,4, or 5) Day	APPLAW 5-EL	\$1,690.68
Appropriations Law Refresher	APPLAW REF-EL	\$855.42
Advanced Cost Principles: Avoiding Problem Areas and Responding to Questions	ACP-EL	\$694.82
Appropriations Law Refresher	APPLAW REF-EL	\$751.57
Budget and Accounting Principles	BAP-EL	\$748.37
Cost Accounting Principles	CAP-EL	\$748.37
Federal Budget Process	FBP-EL	\$748.37
Federal Budgeting for Non-Budget Personnel	FBNBP-EL	\$956.81
Fiscal Law in DoD	RISLAW-DOD-EL	\$748.37
Fundamentals of Budget Formulation and Execution	FBFE-EL	\$1,149.62
Internal Controls	INT CON-EL	\$490.95
Planning, Programming, Budgeting and Execution	PPBE-EL	\$942.07
Working Capital Funds	WCF-EL	\$748.37

Federal Leasing Courses		
Course Name	Course ID	Price
FCN 406: Lease Acquisition Training	L-LAT	\$1,230.07
FCN 408: Cost and Price Analysis of Lease Proposals	L-CPALP	\$1,252.29
FCN 409: Negotiating Federal Real Property Leases	L-NFRPL	\$1,252.29
FCN 411: Federal Real Property Lease Law	L-FRPLL	\$1,252.29
FCN 412: Lease Administration	L-ADMIN	\$1,252.29
Real Estate Finance and Marketing Fundamentals	MMP-EL	\$1,386.83
FCN 406: Lease Acquisition Training	L-LAT	\$1,230.07
FCN 408: Cost and Price Analysis of Lease Proposals	L-CPALP	\$1,252.29
FCN 409: Negotiating Federal Real Property Leases	L-NFRPL	\$1,252.29
FCN 411: Federal Real Property Lease Law	L-FRPLL	\$1,252.29
FCN 412: Lease Administration	L-ADMIN	\$1,252.29
Real Estate Finance and Marketing Fundamentals	MMP-EL	\$1,386.83
FCN 406: Lease Acquisition Training	L-LAT	\$1,230.07
FCN 408: Cost and Price Analysis of Lease Proposals	L-CPALP	\$1,252.29



Leadership Courses		
Course Name	Course ID	Price
Adapting to Change While Maintaining Accountability	ACMA-EL	\$480.60
Briefing and Presentation Skills	BPS 3-EL	\$1,112.92
Building Networks and Maximizing your Relationships	BNMYR-EL	\$1,112.92
Business Writing	BUS WRIT-EL	\$1,934.51
Business Writing for Contracting Officers	BWCO-EL	\$751.57
Communicating with Diplomacy, Tact, and Credibility	CDTC-EL	\$947.03
Communicating Up, Down, and Across Organizations	CUDAO-EL	\$887.74
Creativity and Innovation	CREAT INN-EL	\$947.03
Critical Thinking for Problem Solving	CTPS-EL	\$1,112.92
Data Driven Decision Making	DDDM-EL	\$986.71
Design Thinking for Results	DTR-EL	\$947.03
Driving and Influencing Change	DIC 3-EL	\$887.66
Effective Leadership Communication and Behavior	ELCB-EL	\$947.03
Emotional Intelligence	EMOT INTEL 3-EL	\$1,113.35
Engaging Leadership	ENG LEAD-EL	\$947.03
Establishing a Business Mindset	EBM-EL	\$1,113.35
Evaluating and Presenting Analysis Results	EPAR-EL	\$1,380.58
Fundamentals of Business Analysis	FBA-EL	\$947.03
Government Technical Writing	GTW-EL	\$887.74
High Performing Teamwork	HPT-EL	\$887.66
High Impact Communication	HIC-EL	\$891.16
Leadership and Communication Skills	LCS-EL	\$1,113.35
Advanced Leadership and Communication Skills	LCS-A-EL	\$1,166.48
Leadership and Management Skills for Non-Managers	LMSNM-EL	\$1,048.28
Leading and Managing High Performing Project Teams	LMHPPT-EL	\$934.20
Leadership Skills and Techniques	LST-EL	\$1,112.92
Leadership Skills for Contract Professionals	LSCP-EL	\$887.66
Managing Critical Relationships	MCR 3-EL	\$740.55
Managing Multiple Priorities	MMP 3-EL	\$1,113.35
Myers Briggs Type Indicator Assessment: Personality Matters	MBTI-EL	\$955.83
Problem Solving and Decision Making	PSDM-EL	\$450.38
Resiliency in the Workplace	RIW-EL	\$751.57
Responding to Conflict: Strategies for Improved Communication	RC SIC 3-EL	\$887.66
Retirement Planning	RET PLAN-EL	\$740.55
Succession Planning Workshop	SPW-EL	\$751.57
From Tactical to Strategic Thinking	TST-EL	\$1,113.35
Taking Charge of Organizational Change	TCOC-EL	\$1,019.36
Women in Leadership	WIL-EL	\$741.01

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General Courses		
Course Name	Course ID	Price
General 1 Day Course	GEN-1	\$688.16
General 2 Day Course	GEN-2	\$860.20
General 3 Day Course	GEN-3	\$1,075.25
General 4 Day Course	GEN-4	\$1,344.06
General 5 Day Course	GEN-5	\$1,680.08
General 6 Day Course	GEN-6	\$2,100.10
General 7 Day Course	GEN-7	\$2,625.13
General 8 Day Course	GEN-8	\$3,281.41
General 9 Day Course	GEN-9	\$4,101.76
General 10 Day Course	GEN-10	\$5,127.20

Pricing for all courses is per-student and includes the Industrial Funding Fee (IFF). Price per student assumes up to 15 students per course, with a minimum order of 7 students per course. Prices for courses with more than 15 students will be negotiated on a case-by-case basis. Price per student listed is for government-furnished facilities. Price per student is 10% higher if at contractor-furnished facilities.

Service Contract Labor Standards Matrix:

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Administrative Assistant I**	01460 Switchboard Operator/Receptionist	2015-4281

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).