

## Customer Information Table of Contents

<b>Item</b>	<b>Page</b>
1a. Table of Awarded Special Item Number(s)	10
1b. Identification of the lowest priced model number & lowest unit price	25
1c. Description of commercial job titles, experience, functional responsibility and education for types of employees or subcontractors who will perform services that shall be provided.	65
2. Maximum order	7-9
3. Minimum order	7-9
4. Geographic coverage (delivery area)	6
5. Points of production	N/A
6. Discount from list prices or statement of net price	5
7. Quantity discounts	6
8. Prompt payment terms	6
9a. Notification that Government purchase cards are accepted at or below The micro-purchase threshold.	6
9b. Notification whether Government purchase cards are accepted or not accepted Above the micro-purchase threshold.	6
10. Foreign items (list by country of origin)	N/A
11a. Time of delivery (Number of days)	N/A
11b. Expedited Delivery	N/A
11c. Overnight and 2-day delivery	N/A
11d. Urgent Requirements	N/A
12. F.O.B. points(s)	N/A
13a. Ordering addresses	7-9

## Customer Information Table of Contents

<b>Item</b>	<b>Page</b>
13b. Ordering Procedures	7-9
14. Payment Address	5
15. Warranty Provision	6
16. Export Packing charges	N/A
17. Terms & Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).	6
18. Terms & Conditions of rental, maintenance, and repair	N/A
19. Terms & Conditions of installation	N/A
20. Terms & Conditions of repair parts	N/A
21. List of service and distribution points	N/A
22. List of participating dealers	N/A
23. Preventive maintenance	N/A
24a. Special attributes	N/A
24b. Section 508 compliance information	N/A
25. Data Universal Number (DUNS) Number	5
26. Notification regarding registration in System for Award Management (SAM)	5
27. Service Contract Act (SCA) and SCA Matrix	112
28. GP Strategies Professional Service Schedule Labor Rates	12
29. GP Strategies Professional Service Schedule Training Courses	25
30. GP Strategies Professional Service Schedule Hosting Services	63

## **GP STRATEGIES CORPORATION (GP)**

GP Strategies Corporation is a global performance improvement solutions provider of sales and technical training, e-learning solutions, management consulting, and engineering services. Our solutions improve the effectiveness of organizations by delivering innovative and superior training, consulting, and business improvement services, customized to meet the specific needs of our clients. Our clients include Fortune 500 companies; manufacturing, process, and energy industries; and other commercial and government customers. See the GP Strategies home page for further information about our services and products. GP Strategies is a NYSE-listed company (GPX).

As a global leader in technical and business skills improvement, GP develops performance improvement solutions by focusing on people, processes, and technology. By objectively analyzing production and business processes, GP can determine where the opportunities for improvement reside and develop the best solution to achieve measurable improvement in an organization's performance, cost management, and compliance objectives.

Although GP began with a professional staff of 6 in 1966, today GP has over 3000 employees, with offices worldwide. This growth has come through acquisitions, partnerships, and alliances but has been driven by the increasing demands of a global marketplace and an expanding client base. As companies look for better, faster, and more economical ways to train their global workforce, GP is using its more than 50 years of training and technical experience to lead the way, providing blended training programs to ensure training solutions that are innovative, effective, and engaging.

In today's dynamic and fiercely competitive business environment, our clients realize the importance of having the best-trained workforce possible. Our clients recognize that a highly trained workforce is an absolute necessity as the global marketplace evolves—that a better-trained workforce can provide the competitive advantage leading to increased earnings and productivity. By providing professional and technical skills training, lean manufacturing practices, and plant startup and consulting services, GP is a total solution performance improvement asset to its clients. GP employs top-notch personnel in every industry that it serves so that real-world knowledge, academic excellence, and technical expertise can be applied to customers' critical business challenges.

From HSBC to Microsoft, US Army to the Skills Funding Agency (UK), General Motors to Hyundai, Rockwell Automation to Southern Company and Cigna, GP's customer list reads like a Who's Who of Business and Industry. But no matter whom the client, GP's goal is to help its clients translate their strategic initiatives for improvement into actions and lasting results, helping these organizations overcome the inertia of change by providing the appropriate human resources and technical assistance needed.

GP's services have been recognized through countless industry and customer awards from organizations including: Training Industry, Inc., Brandon-Hall Group, Leadership Excellence, and Elearning! to name a few.

As GP looks to the future, its success depends upon its ability to continue to attract, retain, and integrate customer service and sales people, instructors, engineers, technical specialists, and consultants who possess the skills and experience required to meet the needs of its clients. Rapidly changing technology allows GP to be innovative as it seeks out the most cost-effective solutions. GP is squarely focused on performance

improvement by providing the best available training, consulting, technical services, and engineering to a diversity of corporations in the U.S. and around the world.

At GP, our mission is “to enable people and businesses to perform at their highest potential.” We accomplish this by providing innovative training, engineering, and consulting solutions in long-term partnership with our customers.

*Additional information about GP may be found at [www.gpstrategies.com](http://www.gpstrategies.com)*

**Schedule Title: PROFESSIONAL SERVICE SCHEDULE**

**Contract Number: GS-00F-0039N**

**Contract Period: February 07, 2003 through May 31, 2020**

**Contractor Name:**

GP Strategies Corporation  
70 Corporate Center, 11000 Broken Land Parkway  
Suite 200  
Columbia, MD 21044  
Phone:

**CUSTOMER INFORMATION –**

**Website:** [www.gpstrategies.com](http://www.gpstrategies.com)

**Business Size:** Large

**DUNS Number:** 047799267

**CAGE Code:** 64825

**System for Award Management (SAM) –** GP Strategies Corporation is registered in System for Award Management

**Payment Remit Address:**

Lock Box Address      GP Strategies Corporation  
                                 PO Box 932816  
                                 Atlanta, GA 31193-2816

Account #                      2000020791818

**Ordering and Sales Locations:**

GP Strategies Corporation  
70 Corporate Center, 11000 Broken Land Parkway  
Suite 200  
Columbia, MD 21044

**Discount from list prices or statement of net price –**

The government is GP's Most Favored Customer, as evidenced by the discounts offered through the GSA contract. The proposed pricing provided herein to GSA, as our MFC, is equal to or lower than any pricing provided to our commercial customers. We shall inform the procurement contracting officer when any sales are made, which based on their specific pricing, disturbs the price/discount relationship as outlined in 552.238-75.

**Quantity discounts** – Quantity discounts were awarded in the form of volume pricing for the monthly user fee of the Learning Management Hosting Services and are reflected in the tiered pricing.

**Prompt payment terms** – Net 30 days

**Geographic Coverage** – Worldwide and all 50 States and territories of United States.

**Government Purchase Cards** – Government purchase cards are accepted for purchases. There is no minimum or maximum dollar threshold for use. Accepted at or below the micro-purchase threshold.

**Warranty Provision** – Contractor warrants and implies that the items delivered are merchantable and fit for use for the particular purpose described in contract.

**SIN C132- 51, C132-51RC**

**Ordering Information**

**Fax Number 1** – (443) 393-2913

**Fax Number 2** – (443) 393-2911

**Mailed Orders** – 11000 Broken Land Parkway, Ste. 200, Columbia, MD 21044-3555

**Attention:**

Bill Finegan

443-367-9632

wfinegan@gpstrategies.com

**Maximum Order:** \$1,000,000

**Minimum:** \$100

<b>IT Personnel Disciplines</b>		
<b>Program Managers</b>	<b>Web Developers</b>	<b>Training Specialists</b>
<b>Systems Engineers</b>	<b>Software Engineers</b>	<b>Instructional Systems Designers</b>
<b>Programmers</b>	<b>Computer Specialists</b>	<b>Technical Writers</b>
<b>Technical Support Specialists</b>	<b>Network Administrators</b>	<b>Computer Associates</b>
<b>Database Developers</b>	<b>Web Masters</b>	<b>Administrative Specialists</b>
	<b>Specification Writers</b>	

**SIN 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC  
 SIN 874-1, 871-1RC, 874-4, 874-4RC, SIN 874-7, 874-7RC**

**Ordering Information**

**Fax Number 1** – (443) 393-2913

**Fax Number 2** – (443) 393-2911

**Mailed Orders** – 11000 Broken Land Parkway, Ste. 200, Columbia, MD 21044-3555

**Attention:**

Kristina Sakash

443-367-9611

ksakash@gpstrategies.com

**Maximum Order:** \$1,000,000

**Minimum:** \$100

**GP Personnel Disciplines**

Mechanical Engineers	Sanitary Engineers	Geologists
Safety Engineers & Specialists	Nuclear Engineers	Hydrologists/Hydro geologists
Chemical Engineers & Specialists	Engineering Technicians	Oceanographers
Electrical Engineers	Specification Writers	Urban and Regional Planners
Civil Engineers	Training Specialists	Construction Inspectors
Structural Engineers	Technical Writers	Draftsmen
Software Engineers	Computer Specialists	Estimators
Aerospace Engineers	Ecologists	Economist
Petroleum Engineers	Industrial Hygienists	Administrative
Environmental Engineers/Scientists	Health Physicists	NDE Specialists
Designers	Operations Specialists	CAD Specialist
RCM Engineers/Specialists	I&C Engineer/Specialists	

**GP U.S. Office Locations**

San Diego, CA	Tampa, FL	Aberdeen, MD	Pottstown, PA
Santa Maria, CA	Titusville, FL	Edgewood, MD	Newport, RI
Vandenberg AFB, CA	Indianapolis, IN	Troy, MI	Arnold AFB, TN
Oak Creek, CO	Baton Rouge, LA	Amherst, NY	Tullahoma, TN
Mystic, CT	Columbia, MD (HQ)	Portland, OR	Houston, TX

SIN 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8, SIN 899-8RC

**Ordering Information**

**Fax Number 1** – (443) 393-2913

**Fax Number 2** – (443) 393-2911

**Mailed Orders** – 11000 Broken Land Parkway, Ste. 200, Columbia, MD 21044-3555

**Attention:**

Karen Thorpe

410-670-9531

kthorpe@gpstrategies.com

**Maximum Order:** \$1,000,000

**Minimum Order:** \$100

GP Personnel Disciplines		
Environmental Engineers	Mechanical Engineers	Training Specialists
Environmental Scientists	Electrical Engineers	Technical Writers
Sanitary Engineers	Civil Engineers	Computer Specialists
Ecologists	Structural Engineers	Oceanographers
Industrial Hygienists	Software Engineers	Urban and Regional Planners
Health Physicists	Aerospace Engineers	Construction Inspectors
Geologists	Petroleum Engineers	Draftsmen
Hydrologists/Hydro geologists	Nuclear Engineers	Estimators
Safety Engineers & Specialists	Engineering Technicians	Economist
Chemical Engineers & Specialists	Specification Writers	Administrative

## PROFESSIONAL SERVICE SCHEDULE SINs

- SIN C132- 51 *Information Technology (IT) Professional Services*
- SIN C132- 51RC *Information Technology (IT) Professional Services*
- SIN 871-1 *Strategic Planning for Technology Programs/Activities*
- SIN 871-1RC *Strategic Planning for Technology Programs/Activities*
- SIN 871-2 *Concept Development and Requirements Analysis*
- SIN 871-2RC *Concept Development and Requirements Analysis*
- SIN 871-3 *System Design, Engineering, and Integration*
- SIN 871-3RC *System Design, Engineering, and Integration*
- SIN 871-4 *Test and Evaluation*
- SIN 871-4RC *Test and Evaluation*
- SIN 871-5 *Integrated Logistics Support*
- SIN 871-5RC *Integrated Logistics Support*
- SIN 871-6 *Acquisition and Life Cycle Management*
- SIN 871-6RC *Acquisition and Life Cycle Management*
- SIN 899-1 *Environmental Consulting Services*
- SIN 899-1RC *Environmental Consulting Services*
- SIN 899-3 *Environmental Training Services*
- SIN 899-3RC *Environmental Training Services*
- SIN 899-5 *Materials and Waste Recycling and Disposal Services*
- SIN 899-5RC *Materials and Waste Recycling and Disposal Services*
- SIN 899-7 *Geographic Information Systems (GIS) Services*
- SIN 899-7RC *Geographic Information Systems (GIS) Services*
- SIN 899-8 *Remediation and Reclamation Services*
- SIN 899-8RC *Remediation and Reclamation Services*
- SIN 874-1 *Integrated Consulting Services*
- SIN 871-1RC *Integrated Consulting Services*
- SIN 874-4 *Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administrator Learning Management Internships*
- SIN 874-4RC *Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administrator Learning Management Internships*
- SIN 874-7 *Integrated Business Program Support Services*
- SIN 874-7RC *Integrated Business Program Support Services*

## Labor Rate - Professional Service Schedule

### GP Site

**SIN: C132-51, C132-51RC**

	<b>3/7/2016 thru 3/6/2017</b>	<b>3/7/2017 thru 3/6/2018</b>	<b>3/7/2018 thru 3/6/2019</b>	<b>3/7/2019 thru 3/6/2020</b>	<b>3/7/2020 thru 5/31/2020</b>
	<b>GP Site</b>				
Sr. Program Manager	174.01	177.14	180.33	183.57	186.88
Program Manager	138.88	141.38	143.92	146.51	149.15
Sr. Systems Engineer	140.65	143.18	145.76	148.38	151.05
Systems Engineer	117.39	119.50	121.65	123.84	126.07
Sr. Programmer	138.88	141.38	143.92	146.51	149.15
Programmer 1	115.74	117.82	119.94	122.10	124.30
Programmer 2	96.44	98.17	99.94	101.74	103.57
Jr. Programmer	82.54	84.03	85.54	87.08	88.64
Sr. Tech Support Specialist	123.69	125.91	128.18	130.49	132.84
Tech Support Specialist	93.77	95.46	97.17	98.92	100.70
Jr. Tech Support Specialist	80.33	81.78	83.25	84.75	86.27
Sr. Training Specialist	123.69	125.91	128.18	130.49	132.84
Training Specialist	101.04	102.86	104.71	106.59	108.51
Technical Writer/Editor	108.32	110.26	112.25	114.27	116.33
Computer Assoc./Admin Support	58.07	59.11	60.18	61.26	62.36
Enterprise Solutions Developer III	158.35	161.20	164.10	167.06	170.06
Enterprise Solutions Developer II	134.00	136.41	138.87	141.37	143.91
Enterprise Solutions Developer I	109.63	111.60	113.61	115.66	117.74
Enterprise Solutions Consultant III	231.44	235.61	239.85	244.17	248.56
Enterprise Solutions Consultant II	177.84	181.05	184.30	187.62	191.00
Enterprise Solutions Consultant I	158.35	161.20	164.10	167.06	170.06

## Labor Rate - Professional Service Schedule

### Gov't Site

**SIN: C132-51, C132-51RC**

	<b>3/7/2016 thru 3/6/2017</b>	<b>3/7/2017 thru 3/6/2018</b>	<b>3/7/2018 thru 3/6/2019</b>	<b>3/7/2019 thru 3/6/2020</b>	<b>3/7/2020 thru 5/31/2020</b>
	<b>Gov't Site</b>				
Sr. Program Manager	138.88	141.38	143.92	146.51	149.15
Program Manager	127.03	129.31	131.64	134.01	136.42
Sr. Systems Engineer	105.70	107.60	109.54	111.51	113.52
Systems Engineer	93.49	95.18	96.89	98.63	100.41
Sr. Programmer	115.55	117.63	119.75	121.91	124.10
Programmer 1	106.35	108.26	110.21	112.20	114.22
Programmer 2	85.27	86.80	88.36	89.96	91.57
Jr. Programmer	62.04	63.15	64.29	65.45	66.63
Sr. Tech Support Specialist	89.33	90.94	92.57	94.24	95.94
Tech Support Specialist	77.31	78.70	80.12	81.56	83.03
Jr. Tech Support Specialist	57.66	58.70	59.75	60.83	61.92
Sr. Training Specialist	93.49	95.18	96.89	98.63	100.41
Training Specialist	76.42	77.80	79.20	80.62	82.07
Technical Writer/Editor	81.92	83.39	84.89	86.42	87.98
Computer Assoc./Admin Support	49.46	50.35	51.26	52.18	53.12
Enterprise Solutions Developer III	N/A	N/A	N/A	N/A	N/A
Enterprise Solutions Developer II	N/A	N/A	N/A	N/A	N/A
Enterprise Solutions Developer I	N/A	N/A	N/A	N/A	N/A
Enterprise Solutions Consultant III	N/A	N/A	N/A	N/A	N/A
Enterprise Solutions Consultant II	N/A	N/A	N/A	N/A	N/A
Enterprise Solutions Consultant I	N/A	N/A	N/A	N/A	N/A

## Labor Rate - Professional Service Schedule

GP Site

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-5, 871-5RC, 871-6, 871-6RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	GP Site	GP Site	GP Site	GP Site	GP Site
<b>Program Manager</b>					
Corporate Principal	300.12	305.52	311.02	316.62	322.32
Corporate Principal 2	198.42	201.99	205.63	209.33	213.09
Principal	164.48	167.44	170.45	173.52	176.64
Principal 2	141.04	143.58	146.17	148.80	151.48
Senior	123.52	125.75	128.01	130.32	132.66
Senior 2	106.93	108.86	110.81	112.81	114.84
<b>Engineer/Scientist</b>					
Corporate Principal	300.12	305.52	311.02	316.62	322.32
Corporate Principal 2	198.42	201.99	205.63	209.33	213.09
Principal	164.48	167.44	170.45	173.52	176.64
Principal 2	141.04	143.58	146.17	148.80	151.48
Senior	123.52	125.75	128.01	130.32	132.66
Senior 2	106.93	108.86	110.81	112.81	114.84
Staff	91.59	93.24	94.92	96.62	98.36
Staff 2	81.66	83.13	84.63	86.15	87.70
Associate	70.63	71.90	73.19	74.51	75.85
Associate 2	66.23	67.42	68.64	69.87	71.13
<b>Analyst</b>					
Corporate Principal	300.12	305.52	311.02	316.62	322.32
Corporate Principal 2	198.42	201.99	205.63	209.33	213.09
Principal	164.48	167.44	170.45	173.52	176.64
Principal 2	141.04	143.58	146.17	148.80	151.48
Senior	123.52	125.75	128.01	130.32	132.66
Senior 2	106.93	108.86	110.81	112.81	114.84
Staff	91.59	93.24	94.92	96.62	98.36
Staff 2	81.66	83.13	84.63	86.15	87.70
Associate	70.63	71.90	73.19	74.51	75.85
Associate 2	66.23	67.42	68.64	69.87	71.13
Assistant	58.04	59.08	60.14	61.23	62.33
Assistant 2	54.00	54.98	55.97	56.97	58.00

## Labor Rate - Professional Service Schedule

### GP Site

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-5, 871-5RC, 871-6, 871-6RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	GP Site				
<b>Specialist</b>					
Corporate Principal	300.12	305.52	311.02	316.62	322.32
Corporate Principal 2	198.42	201.99	205.63	209.33	213.09
Principal	164.48	167.44	170.45	173.52	176.64
Principal 2	141.04	143.58	146.17	148.80	151.48
Senior	123.52	125.75	128.01	130.32	132.66
Senior 2	106.93	108.86	110.81	112.81	114.84
Staff	91.59	93.24	94.92	96.62	98.36
Staff 2	81.66	83.13	84.63	86.15	87.70
Associate	70.63	71.90	73.19	74.51	75.85
Associate 2	66.23	67.42	68.64	69.87	71.13
Assistant	58.04	59.08	60.14	61.23	62.33
Assistant 2	49.93	50.83	51.75	52.68	53.63
<b>Administrative Support</b>					
Staff	91.59	93.24	94.92	96.62	98.36
Staff 2	81.66	83.13	84.63	86.15	87.70
Associate	70.63	71.90	73.19	74.51	75.85
Associate 2	66.23	67.42	68.64	69.87	71.13
Assistant	58.04	59.08	60.14	61.23	62.33
Assistant 2	54.00	54.98	55.97	56.97	58.00
Junior	44.90	45.71	46.54	47.37	48.23
Junior 2	43.01	43.78	44.57	45.38	46.19
Aide	37.08	37.74	38.42	39.11	39.82

## Labor Rate - Professional Service Schedule

Gov't Site

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-5, 871-5RC, 871-6, 871-6RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	Gov't Site				
<b>Program Manager</b>					
Corporate Principal	209.78	213.56	217.40	221.31	225.30
Corporate Principal 2	138.70	141.20	143.74	146.33	148.96
Principal	114.98	117.05	119.16	121.30	123.49
Principal 2	98.58	100.36	102.16	104.00	105.88
Senior	86.35	87.90	89.48	91.09	92.73
Senior 2	74.75	76.10	77.47	78.86	80.28
<b>Engineer/Scientist</b>					
Corporate Principal	209.78	213.56	217.40	221.31	225.30
Corporate Principal 2	138.70	141.20	143.74	146.33	148.96
Principal	114.98	117.05	119.16	121.30	123.49
Principal 2	98.58	100.36	102.16	104.00	105.88
Senior	86.35	87.90	89.48	91.09	92.73
Senior 2	74.75	76.10	77.47	78.86	80.28
Staff	64.01	65.16	66.34	67.53	68.75
Staff 2	57.09	58.12	59.16	60.23	61.31
Associate	49.37	50.26	51.17	52.09	53.02
Associate 2	46.30	47.13	47.98	48.84	49.72
<b>Analyst</b>					
Corporate Principal	209.78	213.56	217.40	221.31	225.30
Corporate Principal 2	138.70	141.20	143.74	146.33	148.96
Principal	114.98	117.05	119.16	121.30	123.49
Principal 2	98.58	100.36	102.16	104.00	105.88
Senior	86.35	87.90	89.48	91.09	92.73
Senior 2	74.75	76.10	77.47	78.86	80.28
Staff	64.01	65.16	66.34	67.53	68.75
Staff 2	57.09	58.12	59.16	60.23	61.31
Associate	49.37	50.26	51.17	52.09	53.02
Associate 2	46.30	47.13	47.98	48.84	49.72
Assistant	40.56	41.29	42.03	42.79	43.56
Assistant 2	37.74	38.42	39.11	39.81	40.53

## Labor Rate - Professional Service Schedule

Gov't Site

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-5, 871-5RC, 871-6, 871-6RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	Gov't Site	Gov't Site	Gov't Site	Gov't Site	Gov't Site
<b>Specialist</b>					
Corporate Principal	209.78	213.56	217.40	221.31	225.30
Corporate Principal 2	138.70	141.20	143.74	146.33	148.96
Principal	114.98	117.05	119.16	121.30	123.49
Principal 2	98.58	100.36	102.16	104.00	105.88
Senior	86.35	87.90	89.48	91.09	92.73
Senior 2	74.75	76.10	77.47	78.86	80.28
Staff	64.01	65.16	66.34	67.53	68.75
Staff 2	57.09	58.12	59.16	60.23	61.31
Associate	49.37	50.26	51.17	52.09	53.02
Associate 2	46.30	47.13	47.98	48.84	49.72
Assistant	40.56	41.29	42.03	42.79	43.56
Assistant 2	37.74	38.42	39.11	39.81	40.53
<b>Administrative Support</b>					
Staff	64.01	65.16	66.34	67.53	68.75
Staff 2	57.09	58.12	59.16	60.23	61.31
Associate	49.37	50.26	51.17	52.09	53.02
Associate 2	46.30	47.13	47.98	48.84	49.72
Assistant	40.56	41.29	42.03	42.79	43.56
Assistant 2	37.74	38.42	39.11	39.81	40.53
Junior	31.40	31.96	32.54	33.12	33.72
Junior 2	30.06	30.60	31.15	31.71	32.29
Aide	25.92	26.38	26.86	27.34	27.84

## Labor Rate - Professional Service Schedule

### GP Site

**SIN's: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 89905RC, 899-7, 899-7RC, 899-8, 899-8RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	GP Site	GP Site	GP Site	GP Site	GP Site
<b>Program Manager</b>					
Corporate Principal	229.32	233.45	237.65	241.93	246.29
Corporate Principal 2	191.05	194.49	197.99	201.55	205.18
Principal	150.64	153.36	156.12	158.93	161.79
Principal 2	131.06	133.42	135.82	138.26	140.75
Senior	115.32	117.39	119.51	121.66	123.85
Senior 2	97.83	99.59	101.38	103.21	105.07
<b>Engineer/Scientist</b>					
Corporate Principal	229.32	233.45	237.65	241.93	246.29
Corporate Principal 2	191.05	194.49	197.99	201.55	205.18
Principal	150.64	153.36	156.12	158.93	161.79
Principal 2	131.06	133.42	135.82	138.26	140.75
Senior	115.32	117.39	119.51	121.66	123.85
Senior 2	97.83	99.59	101.38	103.21	105.07
Staff	83.08	84.57	86.10	87.65	89.22
Staff 2	74.79	76.14	77.51	78.90	80.32
Associate	65.48	66.66	67.86	69.08	70.32
Associate 2	61.64	62.75	63.88	65.03	66.20
<b>Analyst</b>					
Corporate Principal	229.32	233.45	237.65	241.93	246.29
Corporate Principal 2	191.05	194.49	197.99	201.55	205.18
Principal	150.64	153.36	156.12	158.93	161.79
Principal 2	131.06	133.42	135.82	138.26	140.75
Senior	115.32	117.39	119.51	121.66	123.85
Senior 2	97.83	99.59	101.38	103.21	105.07
Staff	83.08	84.57	86.10	87.65	89.22
Staff 2	74.79	76.14	77.51	78.90	80.32
Associate	65.48	66.66	67.86	69.08	70.32
Associate 2	61.64	62.75	63.88	65.03	66.20
Assistant	55.54	56.54	57.56	58.60	59.65
Assistant 2	48.53	49.40	50.29	51.20	52.12

## Labor Rate - Professional Service Schedule

### GP Site

SIN's: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 89905RC, 899-7, 899-7RC, 899-8, 899-8RC

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	GP Site				
<b>Specialist/Technician</b>					
Corporate Principal	229.32	233.45	237.65	241.93	246.29
Corporate Principal 2	191.05	194.49	197.99	201.55	205.18
Principal	150.64	153.36	156.12	158.93	161.79
Principal 2	131.06	133.42	135.82	138.26	140.75
Senior	115.32	117.39	119.51	121.66	123.85
Senior 2	97.83	99.59	101.38	103.21	105.07
Staff	83.08	84.57	86.10	87.65	89.22
Staff 2	74.79	76.14	77.51	78.90	80.32
Associate	65.48	66.66	67.86	69.08	70.32
Associate 2	61.64	62.75	63.88	65.03	66.20
Assistant	55.54	56.54	57.56	58.60	59.65
Assistant 2	48.53	49.40	50.29	51.20	52.12
<b>Administrative Support</b>					
Staff	83.08	84.57	86.10	87.65	89.22
Staff 2	74.79	76.14	77.51	78.90	80.32
Associate	65.48	66.66	67.86	69.08	70.32
Associate 2	61.64	62.75	63.88	65.03	66.20
Assistant	55.54	56.54	57.56	58.60	59.65
Assistant 2	48.53	49.40	50.29	51.20	52.12

## Labor Rate - Professional Service Schedule

Gov't Site

SIN's: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 89905RC, 899-7, 899-7RC, 899-8, 899-8RC

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	Gov't Site	Gov't Site	Gov't Site	Gov't Site	Gov't Site
<b>Program Manager</b>					
Corporate Principal	186.74	190.10	193.53	197.01	200.55
Corporate Principal 2	155.58	158.38	161.23	164.13	167.09
Principal	122.65	124.86	127.10	129.39	131.72
Principal 2	106.70	108.62	110.57	112.56	114.59
Senior	93.90	95.59	97.31	99.06	100.85
Senior 2	79.64	81.07	82.53	84.02	85.53
<b>Engineer/Scientist</b>					
Corporate Principal	186.74	190.10	193.53	197.01	200.55
Corporate Principal 2	155.58	158.38	161.23	164.13	167.09
Principal	122.65	124.86	127.10	129.39	131.72
Principal 2	106.70	108.62	110.57	112.56	114.59
Senior	93.90	95.59	97.31	99.06	100.85
Senior 2	79.64	81.07	82.53	84.02	85.53
Staff	67.65	68.86	70.10	71.37	72.65
Staff 2	60.88	61.97	63.09	64.22	65.38
Associate	53.35	54.31	55.29	56.29	57.30
Associate 2	50.21	51.11	52.03	52.97	53.92
<b>Analyst</b>					
Corporate Principal	186.74	190.10	193.53	197.01	200.55
Corporate Principal 2	155.58	158.38	161.23	164.13	167.09
Principal	122.65	124.86	127.10	129.39	131.72
Principal 2	106.70	108.62	110.57	112.56	114.59
Senior	93.90	95.59	97.31	99.06	100.85
Senior 2	79.64	81.07	82.53	84.02	85.53
Staff	67.65	68.86	70.10	71.37	72.65
Staff 2	60.88	61.97	63.09	64.22	65.38
Associate	53.35	54.31	55.29	56.29	57.30
Associate 2	50.21	51.11	52.03	52.97	53.92
Assistant	45.20	46.01	46.84	47.68	48.54
Assistant 2	39.54	40.25	40.98	41.71	42.46

## Labor Rate - Professional Service Schedule

Gov't Site

SIN's: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 89905RC, 899-7, 899-7RC, 899-8, 899-8RC

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	Gov't Site	Gov't Site	Gov't Site	Gov't Site	Gov't Site
<b>Specialist/Technician</b>					
Corporate Principal	186.74	190.10	193.53	197.01	200.55
Corporate Principal 2	155.58	158.38	161.23	164.13	167.09
Principal	122.65	124.86	127.10	129.39	131.72
Principal 2	106.70	108.62	110.57	112.56	114.59
Senior	93.90	95.59	97.31	99.06	100.85
Senior 2	79.64	81.07	82.53	84.02	85.53
Staff	67.65	68.86	70.10	71.37	72.65
Staff 2	60.88	61.97	63.09	64.22	65.38
Associate	53.35	54.31	55.29	56.29	57.30
Associate 2	50.21	51.11	52.03	52.97	53.92
Assistant	45.20	46.01	46.84	47.68	48.54
Assistant 2	39.54	40.25	40.98	41.71	42.46
<b>Administrative Support</b>					
Staff	67.65	68.86	70.10	71.37	72.65
Staff 2	60.88	61.97	63.09	64.22	65.38
Associate	53.35	54.31	55.29	56.29	57.30
Associate 2	50.21	51.11	52.03	52.97	53.92
Assistant	45.20	46.01	46.84	47.68	48.54
Assistant 2	39.54	40.25	40.98	41.71	42.46

## Labor Rate - Professional Service Schedule

GP Site

SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	GP Site	GP Site	GP Site	GP Site	GP Site
<b>Consultant</b>					
Corporate Principal	297.77	303.12	308.58	314.14	319.79
Principal	233.46	237.66	241.94	246.29	250.73
Senior	195.33	198.85	202.43	206.07	209.78
Staff	154.84	157.62	160.46	163.35	166.29
Associate	111.97	113.99	116.04	118.13	120.25
<b>Analyst</b>					
Corporate Principal	284.39	289.51	294.72	300.02	305.42
Principal	219.76	223.71	227.74	231.84	236.01
Senior	186.15	189.50	192.91	196.39	199.92
Staff	152.53	155.27	158.07	160.91	163.81
Associate	137.02	139.49	142.00	144.56	147.16
<b>Specialist</b>					
Principal	209.40	213.17	217.01	220.92	224.89
Senior	176.84	180.02	183.26	186.56	189.92
Staff	134.96	137.39	139.86	142.38	144.94
<b>Instructional Designer</b>					
Corporate Principal	271.46	276.35	281.32	286.38	291.54
Principal	227.51	231.61	235.78	240.02	244.34
Senior	191.32	194.77	198.27	201.84	205.47
Staff	149.94	152.64	155.39	158.18	161.03
Associate	116.34	118.43	120.56	122.73	124.94
<b>Instructor</b>					
Corporate Principal	232.68	236.87	241.14	245.48	249.90
Principal	197.78	201.34	204.96	208.65	212.41
Senior	167.53	170.55	173.62	176.74	179.92
Staff	134.96	137.39	139.86	142.38	144.94
Associate	107.03	108.96	110.92	112.92	114.95

## Labor Rate - Professional Service Schedule

GP Site

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	GP Site	GP Site	GP Site	GP Site	GP Site
<b>Editor</b>					
Senior	157.70	160.54	163.43	166.37	169.36
Staff	126.68	128.96	131.28	133.64	136.05
<b>Graphic Artist</b>					
Senior	149.94	152.64	155.39	158.18	161.03
Staff	116.34	118.43	120.56	122.73	124.94
<b>Administrative Support</b>					
Staff	90.48	92.11	93.77	95.45	97.17
Associate	72.39	73.69	75.02	76.37	77.74
<b>Project Manager</b>					
Principal	221.05	225.03	229.08	233.20	237.40
Senior	190.79	194.23	197.72	201.28	204.91
Staff	153.57	156.33	159.14	162.01	164.92
<b>Multimedia Designer</b>					
Staff	100.12	101.92	103.76	105.62	107.53
<b>Software Engineer</b>					
Senior	113.64	115.68	117.77	119.89	122.04
Staff	97.59	99.34	101.13	102.95	104.80
<b>Creative Designer</b>					
Senior	145.99	148.62	151.29	154.02	156.79
<b>Computer Programmer</b>					
Senior	102.90	104.75	106.64	108.56	110.51
Staff	93.55	95.24	96.95	98.70	100.47

## Labor Rate - Professional Service Schedule

Govt Site

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	Gov't Site	Gov't Site	Gov't Site	Gov't Site	Gov't Site
<b>Consultant</b>					
Corporate Principal	211.55	215.36	219.23	223.18	227.20
Principal	165.86	168.85	171.89	174.98	178.13
Senior	138.77	141.27	143.81	146.40	149.04
Staff	110.02	112.00	114.01	116.06	118.15
Associate	79.55	80.98	82.44	83.92	85.43
<b>Analyst</b>					
Corporate Principal	186.17	189.52	192.93	196.41	199.94
Principal	143.85	146.44	149.08	151.76	154.49
Senior	121.85	124.05	126.28	128.55	130.87
Staff	99.86	101.65	103.48	105.35	107.24
Associate	89.70	91.31	92.95	94.63	96.33
<b>Specialist</b>					
Principal	152.31	155.05	157.85	160.69	163.58
Senior	128.62	130.94	133.30	135.70	138.14
Staff	98.17	99.93	101.73	103.56	105.43
<b>Instructional Designer</b>					
Corporate Principal	177.71	180.91	184.17	187.48	190.86
Principal	148.93	151.61	154.34	157.12	159.95
Senior	125.24	127.50	129.79	132.13	134.51
Staff	98.17	99.93	101.73	103.56	105.43
Associate	76.16	77.53	78.92	80.34	81.79
<b>Instructor</b>					
Corporate Principal	169.25	172.30	175.40	178.56	181.77
Principal	143.85	146.44	149.08	151.76	154.49
Senior	121.85	124.05	126.28	128.55	130.87
Staff	98.17	99.93	101.73	103.56	105.43
Associate	77.85	79.25	80.67	82.13	83.60

## Labor Rate - Professional Service Schedule

### GP Site

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

	3/7/2016 thru 3/6/2017	3/7/2017 thru 3/6/2018	3/7/2018 thru 3/6/2019	3/7/2019 thru 3/6/2020	3/7/2020 thru 5/31/2020
	Gov't Site	Gov't Site	Gov't Site	Gov't Site	Gov't Site
<b>Editor</b>					
Senior	103.25	105.10	107.00	108.92	110.88
Staff	82.93	84.42	85.94	87.49	89.06
<b>Graphic Artist</b>					
Senior	98.17	99.93	101.73	103.56	105.43
Staff	76.16	77.53	78.92	80.34	81.79
<b>Administrative Support</b>					
Staff	59.24	60.30	61.39	62.49	63.62
Associate	47.39	48.24	49.11	49.99	50.89
<b>Project Manager</b>					
Principal	160.79	163.69	166.63	169.63	172.69
Senior	138.77	141.27	143.81	146.40	149.04
Staff	111.71	113.72	115.76	117.85	119.97
<b>Multimedia Designer</b>					
Staff	N/A	N/A	N/A	N/A	N/A
<b>Software Engineer</b>					
Senior	N/A	N/A	N/A	N/A	N/A
Staff	N/A	N/A	N/A	N/A	N/A
<b>Creative Designer</b>					
Senior	N/A	N/A	N/A	N/A	N/A
<b>Computer Programmer</b>					
Senior	N/A	N/A	N/A	N/A	N/A
Staff	N/A	N/A	N/A	N/A	N/A

## Training Courses SINS 874-4 and 874-4RC

1b.		Students		Course Price	Additional
SBU	Course Name	Minimum	Maximum		
The Professional Development Suite					
874-4	Accountability	12	20	\$ 5,541.56	
847-4	Coaching for Performance	12	25	\$7,556.68	
874-4	Communicate with Clarity	8	25	\$7,556.68	
874-4	Delegation	12	25	\$6,297.23	
874-4	Emotional Intelligence		12	\$8,816.12	
874-4	Facilitating Effective Meetings	12	25	\$6,297.23	
874-4	Feedback: Giving and Receiving	12	25	\$6,045.34	
874-4	Handling Conflict	12	25	\$7,556.68	
874-4	Hiring Talent; Right Person, Right Job	12	25	\$7,556.68	
874-4	Leading Change	12	25	\$6,297.23	
874-4	Mentoring	12	25	\$6,297.23	
874-4	Partnering for Performance	12	25	\$7,556.68	
874-4	Presentation Skills	5	25	\$6,045.34	
874-4	Problem Solving & Decision Making	12	25	\$7,556.68	
874-4	Provide Powerful Service	12	25	\$6,297.23	
874-4	Stress Management	12	25	\$6,297.23	
874-4	Teamwork	12	20	\$5,541.56	
874-4	Time Management	12	25	\$6,297.23	

## Training Courses SINS 874-4 and 874-4RC

1b.		Students		Course Price	Additional
SBU	Course Name	Minimum	Maximum		
<b>Part 2: Leadership Solutions</b>					
874-4	Building Generational IQ		12	\$13,219.14	
874-4	Building High Performing Teams	12	20	\$9,974.81	
874-4	Building Your Global Perspective		12	\$14,710.33	
874-4	Helping Others Succeed	12	20	\$ 12,594.46	
874-4	Influencing Across the Matrix	12	20	\$16,120.91	
874-4	Leading in a Virtual Environment	12	20	\$9,974.81	
874-4	Leading People +	12	20	\$ 10,075.57	
874-4	Leading Technical People +	12	20	\$10,075.57	
874-4	Leading Out Loud		12	\$21,158.69	
874-4	Leader in 2025	12	12	\$4,191.44	
874-4	Why Should Anyone Be Led By You	12	20	\$20,151.13	
874-4	The Outthinker Process	10	18	\$ 12,896.72	
<b>Part 3: Engagement Suite</b>					
874-4	The Engagement Equation	12	ILT up to 20 VILT up to 20	\$9,571.79	
874-4	Taking Control of Your Engagement	12	ILT up to 25 VILT up to 20	\$5,541.56	
874-4	Managing	12	20	\$ 9,068.01	

**Training Courses SINS 874-4 and 874-4RC**

1b.

		Students			
SBU	Course Name	Minimum	Maximum	Course Price	Additional
	Professional Growth				
Part 4: Career Suite					
874-4	It's Your Career	12	20	\$ 7,304.79	
874-4	Career Coaching For Managers	12	ILT up to 20 VILT up to 15	\$ 7,304.79	

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Accountability</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 5,541.56</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

This course teaches the skills and explains the attitude that is necessary for creating an accountable organization. In today’s business climate, it is more important than ever for team members to hold themselves accountable; individuals are depended upon to implement actions that align with the values, competencies, and strategies of the organization. While the term “accountability” is commonly heard, there is often a great deal of confusion about what this word means and to whom it applies. In this course, participants explore the true meaning of accountability and how it relates to them in their day-to-day duties.

OUTCOME

- Define accountability, responsibility, and empowerment.
- Rate yourself and your team on the PowerMeter.
- Discuss the Account-Able Choice.
- Identify obstacles to being accountable.
- Speak the language of empowerment and accountability.
- Apply a five-step model to create accountability in others.

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Coaching for Performance</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$ 7,556.68</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Successful organizations create environments in which people can achieve their potential through guidance, assistance, and support. Coaching is a skill that can be utilized to create that environment and to support team members in ways that allow them to contribute to their fullest. When coaching becomes an integrated part of doing business, employees are engaged; this results in greater productivity and the retention of top talent. This course provides participants with the tools to coach effectively, and it enables the performance improvement of all team members.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Identify the benefits of coaching.</li> <li>• Follow a three-stage Leader as Coach Model.</li> <li>• Identify coaching opportunities with direct reports and peers.</li> <li>• Solicit the ideas of others during a coaching session using effective questioning skills.</li> <li>• Apply active listening skills during a coaching session.</li> <li>• Apply the four-step GROW Model to coach direct reports and peers.</li> <li>• Respond effectively to difficult situations using one of five techniques.</li> <li>• Implement an action plan for formal and informal follow-up.</li> <li>• Provide reinforcement and developmental feedback to direct reports and peers on a day-to-day basis.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Communicate with Clarity</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$ 7,556.68</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			N/A
<u>DESCRIPTION OF COURSE</u>			
<p>Every function and activity that takes place in an organization involves some form of direct or indirect communication. The success of these functions and activities directly depends on the ability of the people in the organization to communicate effectively. This course focuses on the process of creating open communication that increases rapport and productivity. Most people in organizations take steps to work toward “being a better communicator.” In this course, participants will identify concrete steps and processes that will truly help them improve their communications skills. Once these concepts are identified, they will then practice these skills during several role-play and group activities, which will add more depth and solidify their learning.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Describe the five steps to creating open communication.</li> <li>• Assess communication skills and identify areas of strength and development.</li> <li>• Determine the most appropriate method for sharing messages.</li> <li>• Demonstrate the appropriate nonverbal skills to enhance communication with others.</li> <li>• Create assertive statements.</li> <li>• Apply open-ended questioning techniques to increase two-way communication.</li> <li>• Use active listening skills to improve rapport and productivity in the working environment.</li> <li>• <b>Respond effectively when receiving feedback.</b></li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Delegation</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 6,297.23</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

Delegation is an overlooked and undervalued tool that managers can use to complete an ever-increasing list of work responsibilities. This course provides managers with the skills to effectively delegate work to others.

OUTCOME

- Define delegation.
- Break your personal barriers to delegation.
- Apply situational leadership to delegation.
- Decide the tasks to delegate and the tasks to keep.
- Determine the right person to whom to delegate the task.
- Plan and conduct a four-step delegation meeting.
- Follow up on a delegated task.
- Obtain the results you expect from a delegated task.

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Emotional Intelligence</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$ 8,816.12</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	12
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Research has proven that our emotional intelligence (EQ) is more reliable in predicting success than our intelligence quotient (IQ). In this course, we explore the topic of EQ and how to develop our own EQ; thereby increasing our success with our career and relationships both inside and outside of the workplace.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Define emotional intelligence and how it relates to personal and organizational success.</li> <li>• Apply tools to increase personal skills: self-awareness and self-management of personal emotions.</li> <li>• Analyze and interpret online assessment results from the EQ-I Inventory.</li> <li>• Apply tools to increase social skills: recognizing the emotions in others and responding to those emotions.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Facilitating Effective Meetings</b>	LENGTH OF COURSE (hrs or days)	Half or Full Day
TOTAL PRICE OF COURSE	<b>\$ 6,297.23</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Meetings are often described as being one of the biggest time wasters in the work environment. Countless hours are devoted to meeting attendance, which can comprise a large portion of an organization’s resources. However, the problem is not the actual meeting, but rather how the meeting is planned and facilitated. Poor planning and facilitation are guaranteed to result in a nonproductive meeting and a waste of company resources. This course is designed to help participants utilize tools and methods to plan, prepare, and facilitate a productive meeting that will capitalize on the time and talents of all attendees.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Apply four steps to successfully facilitate meetings.</li> <li>• Create an effective purpose statement.</li> <li>• Identify intended outcomes to achieve the purpose.</li> <li>• Develop an agenda that is focused on achieving intended outcomes.</li> <li>• Understand the logistics of setting up a meeting.</li> <li>• Apply three tools that keep a meeting on track.</li> <li>• Resolve challenging attendee behaviors.</li> <li>• Utilize a method for reviewing a meeting that gets results on action items.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Feedback: Giving and Receiving</b>	LENGTH OF COURSE (hrs or days)	Half or Full Day
TOTAL PRICE OF COURSE	<b>\$ 6,045.34</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>This course teaches the skills that are necessary to both give and receive constructive and positive feedback in a way that maintains relationships and increases performance. Feedback opens the door to discussion and problem solving, and it is essential to personal growth and development. When feedback is given constructively, the receiver of the feedback is more likely to listen nondefensively and take appropriate action. It is important for learners to discover that the receiver of feedback has equal responsibility in creating a comfortable interaction between both parties.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Define feedback.</li> <li>• Understand the importance of the approach to giving feedback.</li> <li>• Identify guidelines for giving feedback.</li> <li>• Demonstrate the ability to use observation versus judgment.</li> <li>• Apply steps to giving constructive feedback.</li> <li>• Apply steps to giving positive feedback.</li> <li>• Apply guidelines for receiving feedback.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Handling Conflict</b>	LENGTH OF COURSE (hrs or days)	Half or Full Day
TOTAL PRICE OF COURSE	<b>\$ 7,556.68</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			N/A
<p align="center"><u>DESCRIPTION OF COURSE</u></p> <p>Conflict is an inevitable dynamic in the work environment. Unfortunately, it usually carries a negative connotation. Conflict, in and of itself, is neither “good” nor “bad”. What makes a conflict situation productive or destructive is the way in which issues and information are analyzed, approached, and communicated. Successful teams and managers have the ability to not only address but utilize differences in a way that increases the overall strength of the team. This course teaches the skills and perspectives that are necessary to effectively manage conflict.</p> <p align="center"><u>OUTCOME</u></p> <ul style="list-style-type: none"> <li>• Define conflict.</li> <li>• Recognize the five styles of conflict resolution and how to best adapt your style and approach to a conflict situation.</li> <li>• Understand your preferred style of conflict resolution.</li> <li>• Apply the Stop, Yield, Go Model to collaborative conflict resolution.</li> <li>• Apply techniques to managing emotions during conflict.</li> <li>• Explain assumptions and their effect on conflict.</li> <li>• Use active-listening skills to improve the working environment.</li> <li>• Apply assertive language techniques to express your needs and respect the needs of others.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Hiring Talent; Right Person, Right Job</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$7556.68</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Given today's business realities, it is more important than ever for organizations to utilize their resources wisely. In any organization, selecting the right person for the right job is a challenge. When the challenge is met, turnover is low, morale and productivity are high, and great customer service is provided. This course is designed to provide information and skills to assess, build, and conduct high-quality selection interviews in order to decide on the right person for the right job.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Recognize the importance of selecting the right candidate.</li> <li>• Calculate the cost of turnover.</li> <li>• Explain the organization's hiring process.</li> <li>• Apply a four-step interviewing process.</li> <li>• Identify job competencies and value behaviors for an open position.</li> <li>• Create behavior-based interview questions.</li> <li>• Conduct an effective selection interview.</li> <li>• Decide on the best candidate.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Leading Change</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 6,297.23</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Change is in every new project, every new customer, and every improvement in products or services. Change can be major, like a merger or acquisition. Or change can be minor, like the introduction of a new system. Regardless of the intensity, change is survival, and has a direct impact on productivity, turnover, employee engagement, and organizational effectiveness. This course teaches the skills that leaders need in order to be effective during times of change. Participants will learn the stages of change, the five organizational elements that affect the process of change, a five-step approach for communicating change, and a tool to analyze resistors and drivers of change.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Understand the three stages of change that people and organizations go through.</li> <li>• Identify what stage of change people are in by their words or actions.</li> <li>• Discuss personal reactions to change and rethink the more self-defeating aspects of their reactions to change.</li> <li>• Identify actions to lead and communicate organizational change through each stage.</li> <li>• Identify five areas of the organization that leaders can change.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Mentoring</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 6,297.23</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

Mentoring is one way to transfer expertise and knowledge to new workers. Mentoring has been proven to reduce turnover and increase employee satisfaction. This course provides an opportunity for a mentor and his/her protégé to work together, learn about each other, and determine the most successful working relationship. Techniques are provided for mentors and protégés to learn about one another, identify interaction guidelines, and set mentoring goals. Participants will discuss and practice the components of being an effective mentor and protégé, and develop a plan to ensure the effectiveness of the relationship.

OUTCOME

- Define your role and responsibilities as a mentor or protégé in the mentoring process.
- Understand the phases of mentoring and the activities in each phase.
- Understand your mentor's or protégé's interaction style.
- Set and manage expectations for the mentoring relationship.
- Listen with openness and understanding.
- Provide supportive feedback.
- Coach mistakes without commanding or criticizing.

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Partnering for Performance</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 7,556.68</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Managers often view performance management as being primarily the end-of-year performance review. In truth, performance management is an ongoing, year-round function. The annual review is merely the culmination of the performance conversations that have taken place throughout the year. In this course, managers learn how to</p> <p>a) collaboratively develop performance goals;  b) provide feedback and coaching toward those goals; and  c) review performance results. These three activities make up the performance management cycle.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Use a three-phase process to effectively manage performance.</li> <li>• Assess employee strengths and development opportunities.</li> <li>• Apply the SMART goal-setting formula.</li> <li>• Help employees prepare for the goal-setting discussions.</li> <li>• Apply follow-up techniques to ensure commitments, goals, and standards are being met.</li> <li>• Apply a structured approach to conducting the performance review.</li> <li>• Use language that focuses on development vs. criticism.</li> <li>• Establish a safe climate for collaborative performance discussions.</li> <li>• Apply collaborative techniques to create a two-way dialogue.</li> <li>• Handle difficult performance discussions.</li> <li>•</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Presentation Skills</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$ 6,045.34</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Powerful presentation skills increase a person’s ability to educate and inform audiences. Ideas, products, and concepts must be presented succinctly and compellingly. This course, specifically designed for people looking to influence or inspire, teaches a presenter to develop and deliver a clear, concise message that will quickly and effectively gain the attention of the audience.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Identify the benefits of a powerful presentation.</li> <li>• Create an opening that will capture audience attention.</li> <li>• Apply a five-step process for preparing a powerful presentation.</li> <li>• Utilize techniques to add variety, interest, and emphasis.</li> <li>• Manage nervousness.</li> <li>• Discuss the power of visual, verbal, and vocal skills.</li> <li>• Use visual aids effectively (handouts, charts, PowerPoint slides).</li> <li>• Encourage audience participation.</li> <li>• Manage difficult questions and audience members.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Problem Solving and Decision Making</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$ 7,556.68</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Employees in any organization find themselves solving problems on a daily basis. The ability to identify the problem, pinpoint the true cause and identify a workable solution is essential for personal, professional, and organizational success.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Define your role in problem solving.</li> <li>• Identify barriers to effective problem solving.</li> <li>• Apply a six-step problem-solving process.</li> <li>• Select appropriate tool(s) to effectively problem solve.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Provide Powerful Service</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 6,297.23</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Given today’s business and economic climate, it is important for participants to experience and understand the reality of their customers. The purpose of the course is to identify and learn best practices and their supporting skills so that employees can provide excellent service to both internal and external customers, alike.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Recognize and understand the perspectives of both internal and external customers and appreciate our impact on the ability to get their needs met.</li> <li>• Use a consultative and partner-based approach to facilitate solutions for internal and external customers.</li> <li>• Apply your expertise in ways that provide value.</li> <li>• Provide positive feedback to colleagues on the use of partnership behaviors; ask for and accept feedback from colleagues.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Stress Management</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 6,297.23</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Stress is a normal part of everyday life. A person’s ability to understand and manage their stress has a direct correlation to effective performance in the workplace. In this course, participants will learn how stress works, recognize personal sources of stress, understand the effects of stress, develop resilience strategies, and create an action plan to reduce stress and improve productivity.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Apply a three-step process to manage your stress.</li> <li>• Define stress.</li> <li>• Discuss how stress works.</li> <li>• Identify personal sources of stress.</li> <li>• Apply effective strategies to increase resilience.</li> <li>• Implement an action plan to reduce stress and improve personal productivity.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Teamwork</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 5,541.56</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Most of the time when you hear the word team, it's about a group of people who get together to complete a special project. This course is about creating a team environment amongst the people with whom you work each day. The purpose of this course is to create a team environment that will foster a positive and productive work group. Participants will learn techniques for translating team goals into individual goals, empowering all team members to participate, encouraging collaboration amongst team members, and monitoring the team's progress using structured tools and processes.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Identify telltale signs that the teamwork within your team needs attention.</li> <li>• Apply techniques to translate goals to individual team members.</li> <li>• Apply techniques to empower all team members to participate.</li> <li>• Apply techniques to encourage collaboration amongst all team members.</li> <li>• Discuss techniques to track the team's environment and to make adjustments.</li> <li>• Recognize how teamwork is often more beneficial than individual performance.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Time Management</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 6,297.23</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	25
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>In today's business climate, every member of the organization is challenged to accomplish more in a given day. This can be difficult and lead to increased stress for employees. In this course, participants will learn many time management tools and techniques that not only help them complete their projects and tasks more efficiently, but also help them manage their stress load.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Define time management.</li> <li>• Develop an effective planning process.</li> <li>• Identify time wasters and what to do about them.</li> <li>• Create an action plan for future development.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Building Generational IQ</b>	LENGTH OF COURSE (hrs or days)	Modular from 2 Hour Intro to Full Day
TOTAL PRICE OF COURSE	<b>\$ 13,219.14</b>	MINIMUM NUMBER OF PARTICIPANTS	
		MAXIMUM NUMBER OF PARTICIPANTS	12
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>An engaging and interactive workshop to understand Generational IQ and why this is becoming the “next Emotional IQ” for business professionals. Participants will gain insights into what actions they can take to develop both personal and organizational competence in engaging a multi-generational workforce.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Understand the principles of generational IQ and how it impacts staff, customers and society at large.</li> <li>• Distinguish the expectations and general preferences of the five generations currently found in the workplace.</li> <li>• Have better awareness of personal preconceptions and biases at play, and how to manage these.</li> <li>• Be prepared to build a more inclusive work environment in which employees of any generation can contribute to their fullest.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Building High Performing Teams</b>	LENGTH OF COURSE (hrs or days)	Modular from 2 Hour Intro to Full Day
TOTAL PRICE OF COURSE	<b>\$ 9,974.81</b>	MINIMUM NUMBER OF PARTICIPANTS	
		MAXIMUM NUMBER OF PARTICIPANTS	12
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

Creating an effective team requires more than great leadership. Simply gathering together some really talented people, pointing them at the challenge and hoping the ‘wisdom of crowds’ will prevail doesn’t work either. Creating and sustaining an effective team requires an investment of time and energy in making it happen — teams don’t just happen naturally, certainly not the high-performing sort. It also requires commitment and a willingness to see short term performance dip as the group makes the transition into a high performing team.

OUTCOME

- Clarity on the fundamentals of effective team-working.
- A compelling purpose.
- Agreement on the key outcomes the team is responsible for delivering.
- A realistic assessment of current team effectiveness.
- Clarity on the issues and interferences that hinder team effectiveness.
- An action plan for improvement and roadmap for development.
- Real progress on a current business challenge or opportunity.
- Sustainable improvement in team performance.

<b>TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC</b>			
TITLE OF COURSE	<b>Building Your Global Perspective</b>	LENGTH OF COURSE (hrs or days)	8 Hours
TOTAL PRICE OF COURSE	<b>\$ 14,710.33</b>	MINIMUM NUMBER OF PARTICIPANTS	
		MAXIMUM NUMBER OF PARTICIPANTS	12
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Working with a robust personalized feedback report, participants in the Building Your Global Perspective experience will gain insight into their own global competencies, including strengths and blind spots. By exploring the different facets of a global mindset, including strategic thinking and inter-cultural cooperation, participants will better understand how to lead a global workforce.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Develop a global mindset to drive business and career success</li> <li>• Gauge your Cultural Intelligence (CQ) with an in-depth report, then improve your perspective with a set of self-development activities and experiences.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Helping Others Succeed</b>	LENGTH OF COURSE (hrs or days)	8 Hours
TOTAL PRICE OF COURSE	<b>\$ 12,594.46</b>	MINIMUM NUMBER OF PARTICIPANTS	
		MAXIMUM NUMBER OF PARTICIPANTS	12
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

Managers who think their job is to have all the answers end up with a long line of people waiting for solutions, leaving little time for the work to get done. Even worse, they may lose talented team members who feel micromanaged or chained to a sole point of view. Successful managers build a workforce of people who have the confidence and support to think on their own — not only to come up with ideas and solutions, but to execute them. The most successful managers have one thing in common: they are all great coaches. They have discovered that coaching people — helping others to succeed — is ultimately a more effective way for them to achieve their own success. They find it is a more rewarding way to manage others. They spend less time putting out fires and addressing performance problems. Ultimately, they worry less about dreaded turnover, since everyone loves to work for a great coach.

OUTCOME

- Managers will be able to create an environment where ideas, feedback and concerns are freely discussed
- Increase their personal satisfaction and success
- Deliver on the needs of their organization and keep individual team members energized
- Make the most of their team members’ unique talents
- Retain top talent
- Their employees will:
  - Be more productive and produce higher-quality work
  - Attain greater satisfaction
  - Develop and grow professionally
  - Be able to achieve personal goals while delivering on the organization’s
  - Experience an increased sense of ownership to
  - Multiply their reasons to stay – and stay engaged

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Influencing Across the Matrix</b>	LENGTH OF COURSE (hrs or days)	Two Days
TOTAL PRICE OF COURSE	<b>\$ 16,120.91</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Attendees will walk away being better equipped to navigate a matrix environment, where they may have little positional power. They will be able to form stronger networks across the organization and more effectively build sponsorship for their ideas, gain stakeholders' buy-in and support, solicit the cooperation of others and drive their priorities. They will do so through building trust and credibility, thoroughly assessing the style and needs of those being influenced and skillfully applying core communication techniques.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Understand a Matrix structure and its implications on decision making</li> <li>• How to build credibility and trust in a matrix reporting structure</li> <li>• Develop communication approaches to keep stakeholders in the loop and align with expectations of others</li> <li>• Identifying and handling resistance.</li> <li>• Building influence and gaining cooperation of others.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Leading in a Virtual Environment</b>	LENGTH OF COURSE (hrs or days)	Two Days
TOTAL PRICE OF COURSE	<b>\$ 9,974.81</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

Leading in a Virtual Environment (LIVE), a one-day course for those leading others across distance. This workshop presents leadership fundamentals and then applies them to actual virtual leadership situations. It offers tools and strategies to make leaders more effective virtually. Participants learn and use skills and tools through a mix of instruction, lecture, simulation and practice. Their learning is enhanced by direct input from their virtual associates and direct feedback from workshop peers.

OUTCOME

- Increase the environment of trust and productivity with virtual team members
- Use four Critical Communication Skills essential to virtual leadership
- Apply feedback from virtual associates and be equipped to lead productive Virtual Partnership Discussions
- Develop best practices for virtual team meetings and conference calls
- Lead virtually with more effectiveness as Coach, Connector and Campaigner
- Develop strategies and carry out action plans for enhancing their own virtual leadership style and practices
- Leading in a Virtual Environment

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	Leading People +	LENGTH OF COURSE (hrs or days)	Two Days
TOTAL PRICE OF COURSE	<b>\$ 10,075.57</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Leaders must be equipped with specific skills to forge engagement while unleashing innovation. For more than 20 years we have conducted research which shows that leaders:</p> <ul style="list-style-type: none"> <li>• Have distinct workplace needs and leadership challenges</li> <li>• Increasingly have to lead through influence and inspiration rather than authority</li> <li>• Have blind spots when it comes to seeing what their teams need and where their leadership falls short</li> <li>• Have specific learning preferences (i.e., multiple, shorter sessions, and access to on-demand resources).</li> </ul> <p>Leading People+ is based on proven success with hundreds of leading companies, training thousands of people. It is exclusively designed to equip managers with skills and strategies for engaging and unleashing the knowledge, expertise, independence, and confidence of today's workers.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Accelerated time-to-market for new product concepts</li> <li>• Reduced friction and increased productivity</li> <li>• More rapid adoption and implementation of new technology, techniques, and processes</li> <li>• Retention of high-value talent</li> <li>• Smoother, faster transitions for people promoted to leadership roles</li> <li>• Leaders who can handle increased span of control</li> <li>• A culture where employees thrive and a reputation that attracts the best in the business</li> </ul>			
<b>KEY FEATURES</b>			
<ul style="list-style-type: none"> <li>• Research-based content and real-world practice scenarios for maximum relevance and impact</li> <li>• Modular program design for easy customization and flexible implementation</li> <li>• Continuous learning approach with multiple touch points to increase engagement and knowledge retention</li> <li>• Assessment process for quantifiable improvements</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Leading Technical People +</b>	LENGTH OF COURSE (hrs or days)	Depends on Modules Chosen 8 Hours to 32 Hours
TOTAL PRICE OF COURSE	<b>\$ 10,075.57</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Leading Technical People+ is exclusively designed to equip managers with skills and strategies for engaging and unleashing the knowledge, expertise, independence, and confidence of today’s specialized knowledge workers: programmers, engineers, scientists, financial analysts and more.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Accelerated time-to-market for new product concepts</li> <li>• Reduced friction and increased productivity</li> <li>• More rapid adoption and implementation of new technology, techniques, and processes</li> <li>• Retention of high-value technical talent</li> <li>• Smoother, faster transitions for people promoted to leadership roles</li> <li>• Leaders who can handle increased span of control</li> <li>• A culture where technical experts thrive and a reputation that attracts the best in the business</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Leading Out Loud</b>	LENGTH OF COURSE (hrs or days)	Two Days
TOTAL PRICE OF COURSE	<b>\$ 21,158.69</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

People are looking for meaning at work beyond the traditional definitions of job satisfaction, compensation and benefits.

How does a leader obtain committed action in this environment? It takes a lot more than business competence or merely communicating strategic objectives. It takes personal connection.

Inspiring leaders look inward and connect their business messages with their experiences and what they deeply believe in and care about. They establish competence and build trustworthiness. They create shared purpose and engage the hearts and minds of others. They take people somewhere. This kind of leadership earns commitment and provides the meaning that fuels maximum contribution.

OUTCOME

- Inspire others to greater engagement, ownership and action to create positive change.
- Create a culture of authenticity, openness, and candor.
- Connect their personal convictions to organizational strategy.
- Effectively lead change with or without positional authority.
- Apply a framework for communicating inspirationally in all situations, venues and media.
- Answer the questions: Who are you and what are you here to do?

<b>TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC</b>			
TITLE OF COURSE	<b>Leader in 2025</b>	LENGTH OF COURSE (hrs or days)	Half Day
TOTAL PRICE OF COURSE	<b>\$ 4,191.44</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	12
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Based on the best-selling book ‘The 2020 Workplace’ and the ongoing work of author Jeanne Meister, The Leader in 2025 reviews several mega-trends impacting the future workforce:</p> <ol style="list-style-type: none"> <li>1. Multiple generations of employees</li> <li>2. Wearables in the workplace</li> <li>3. Social Media as a Leadership Tool</li> <li>4. Globalization and the need for a global perspective</li> <li>5. The rise of virtual and transparent work</li> <li>6. Social Learning and Gamification</li> <li>7. Corporate Social Responsibility</li> </ol> <p>Leaders will focus on the most relevant trends and examine their importance using real world scenarios and case studies. They will explore together the upcoming competencies required to thrive in a disruptive workplace. Finally, the group will discuss what activities to initiate now in order to prepare for the future world of work.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Explore future trends that will impact the workplace and the nature of leadership</li> <li>• Build an action plan to drive the required changes to embrace these new developments.</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Why Should Anyone Be Led By You?</b>	LENGTH OF COURSE (hrs or days)	Two Days
TOTAL PRICE OF COURSE	<b>\$ 20,151.13</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	12
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

Leadership is a relationship between leaders and followers. It, like all relationships, is a somewhat fragile condition and needs to be carefully, constantly cultivated. Yet too many leaders hone prescriptive behaviors outside the context of their followers, emulating celebrity CEOs and bosses they admire. They try to be people they aren't and as a result, they often fail. If they fail, your organization will, too.

**GREAT LEADERSHIP EXCITES PEOPLE TO EXCEPTIONAL PERFORMANCE**

Successful leaders modify their behavior to respond to the needs of their followers and the circumstances they encounter – while simultaneously remaining true to who they are. They produce results by being crystal clear on their unique differentiators and by addressing the four critical needs of their followers:

- Community
- Authenticity
- Significance
- Excitement

Successful leaders can answer the question “Why should anyone be led by you?” with confidence.

OUTCOME

- Assess the needs of their followers and modify their leadership approach appropriately
- Deploy their personal values, strengths and even weaknesses to maximize their effectiveness as leaders
- Understand and integrate inherent tensions of leadership
- Size up situations and adapt their leadership behavior without losing their unique differentiators to drive results
- Build a thriving community of aligned, engaged team members
- Communicate more effectively by considering not only their authentic point of view but also considering their followers’ readiness for change
- Tap into a peer leadership community and expand their influence beyond their teams.

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>The Outthinker Process</b>	LENGTH OF COURSE (hrs or days)	1.5 Days
TOTAL PRICE OF COURSE	<b>\$ 12,896.72</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	18
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			

DESCRIPTION OF COURSE

Businesses easily get stuck in using the same strategic approaches, when in fact, unleashing creative solutions that push beyond the obvious creates a Fourth Option® not previously considered. Individuals and teams working through The Outthinker Process discover Fourth Options® for breakthrough solutions to challenges of any size. Throughout this one or one-and-a-half-day program, participants first work through a business case to master the process, habits, and core tools. Participants then deepen their skills by applying what they have learned to a real-life, immediate business challenge. By immediately practicing what they learn, participants build their comfort level by designing innovative strategies to create breakthrough solutions to their business challenges.

OUTCOME

- Learn and gain command over a set of strategic and innovative thinking tools
- Apply these tools to real-world challenges
- Create Fourth Option® solutions for a current initiative or problem

<b>TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC</b>			
TITLE OF COURSE	<b>The Engagement Equation</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$ 9,571.79</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	ILT up to 20 VILT up to 20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>The more engaged your workforce, the more capacity it has to deliver on your organizational imperatives. High employee engagement drives discretionary effort, innovation, customer loyalty, quality, productivity, profitability and retention of top talent. Yet in most regions of the world, only one in three employees is fully engaged.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Articulate the definition, drivers, and owners of engagement</li> <li>• Better assess and manage their own engagement</li> <li>• Establish trust, unleash potential and build confidence in others to fuel engagement every day</li> <li>• Conduct discussions with individual team members to better understand and take action on their unique engagement drivers and challenges at work</li> <li>• Take follow-up actions to capitalize on Engagement Conversation insights, track team member commitments, and identify productive steps the team</li> <li>• can take to improve engagement within their sphere of control and influence</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Taking Control of Your Engagement</b>	LENGTH OF COURSE (hrs or days)	Full Day
TOTAL PRICE OF COURSE	<b>\$ 5,541.56</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	ILT up to 25 VILT up to 20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>In most regions of the world, only one in three employees is fully engaged. This learning experience can be tailored to incorporate data from GP Strategies Employee Engagement Survey or other organizational metrics.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Understand what engagement is — and isn't</li> <li>• Assess their own engagement level</li> <li>• Clarify the personal values and job conditions that influence their satisfaction at work</li> <li>• Consider how their interests and talents align with the goals of the organization</li> <li>• Identify actions they can take to increase their satisfaction and contribution — to become more engaged</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Managing Professional Growth</b>	LENGTH OF COURSE (hrs or days)	8 Hours
TOTAL PRICE OF COURSE	<b>\$ 9,068.01</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Business strategies may be well thought out. Performance management systems may be state of the art. Rewards and accountability checks may be in place. Yet one of the most persistent challenges organizations face is getting top productivity and commitment from the people who do the work. It's a common theme. "If only everyone who came to work did their very best – every day on every job." Just wishful thinking? We know better.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• Clarity about expectations and priorities</li> <li>• Improved satisfaction, performance and development</li> <li>• Stronger employee/manager partnerships</li> <li>• Increased alignment with their organization's strategy</li> <li>• Opportunity for professional growth</li> <li>• Increased engagement</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>It's Your Career</b>	LENGTH OF COURSE (hrs or days)	Half Day or 2 Hour Virtual
TOTAL PRICE OF COURSE	<b>\$ 7,304.79</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	20
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Employees are drifting, not driven. They don't know what their organizations want them to do next. They themselves aren't really sure what they want. They need help in clarifying their engagement drivers and career aspirations so they can successfully redefine and navigate today's uncharted career landscape. Our message: It's Your Career – and we will help you take ownership.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• A new perspective on today's career landscape and effective career management</li> <li>• Clarity on your career drivers, strengths, and differentiators</li> <li>• Improved understanding of the conditions under which you do your best work</li> <li>• Ideas for exploring opportunities within the organization</li> <li>• A discussion plan to enlist support for your career development</li> <li>• Familiarity with additional tools for taking control of your career</li> </ul>			

**TRAINING COURSE DESCRIPTION SINS 874-4 AND 874-4RC**

TITLE OF COURSE	<b>Career Coaching For Managers</b>	LENGTH OF COURSE (hrs or days)	Half Day or 2 Hour Virtual
TOTAL PRICE OF COURSE	<b>\$ 7,304.79</b>	MINIMUM NUMBER OF PARTICIPANTS	12
		MAXIMUM NUMBER OF PARTICIPANTS	In person 20; Virtual 15
PRICE PER EACH ADDITIONAL PARTICIPANT IN EXCESS OF THE MINIMUM (IF APPLICABLE)			
<u>DESCRIPTION OF COURSE</u>			
<p>Career development is a top engagement driver, yet often one of the lowest scoring items on most engagement surveys. In many organizations it is the #1 reason people give for leaving, especially in industries where competition for talent is fierce. Most managers understand this, yet struggle with career coaching because of a number of misconceptions around the needs of their team members. BlessingWhite’s Career Coaching solutions equip managers to have purposeful career conversations that benefit the organization as much as they benefit the person being coached.</p>			
<u>OUTCOME</u>			
<ul style="list-style-type: none"> <li>• A new perspective on career development and the manager’s role in it</li> <li>• Three essentials for creating coaching partnerships based on trust, confidence, and potential</li> <li>• Steps for successfully preparing for and participating in career coaching conversations</li> <li>• Strategies for supporting the career development of employees who hold a wide variety of aspirations, capabilities, and attitudes</li> </ul>			

**Pricing Learning Managed Hosting Services under SINS 874-4 and 874-4RC**

			GSA Price (Inclusive of IFF)	GSA Price (Inclusive of IFF)	GSA Price (Inclusive of IFF)	GSA Price (Inclusive of IFF)	GSA Price (Inclusive of IFF)
<b>Managed Hosting Services</b>	<b>Fee Type</b>	<b>Unit</b>	<b>3/7/2016 thru 3/6/2017</b>	<b>3/7/2017 thru 3/6/2018</b>	<b>3/7/2018 thru 3/6/2019</b>	<b>3/7/2019 thru 3/6/2020</b>	<b>3/7/2020 thru 5/31/2020</b>
Monthly Service (Required with Monthly Hosting)	Recurring Monthly Fee	Each	\$4,618.77	\$4,701.91	\$4,786.54	\$4,872.70	\$4,960.41
LMS Users (up to 15,000 users)	Per User Per Month Fee	Each	\$0.49	\$0.50	\$0.51	\$0.52	\$0.52
LMS Users (15,001 to 30,000 users)	Per User Per Month Fee	Each	\$0.29	\$0.29	\$0.30	\$0.30	\$0.31
LMS Users (30,001 to 50,000 users)	Per User Per Month Fee	Each	\$0.23	\$0.24	\$0.24	\$0.25	\$0.25
LMS Users (50,001 to 100,000 users)	Per User Per Month Fee	Each	\$0.09	\$0.09	\$0.09	\$0.10	\$0.10
LMS Users (100,001 or more users)	Per User Per Month Fee	Each	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02

Pricing provided indicates that customers pay the unit price at each tier before moving to the next tier's unit price resulting in a blended rate

Pricing provided is for basic managed hosting service to include the following:

- **Monitoring and Support:** GP will monitor and maintain all servers, firewalls, switches, security, Internet connections and back-up components on a 24/7 basis. GP provides proactive application monitoring and pinging for high availability. Scheduled maintenance will be necessary at times and will be agreed upon with client. GP has architected the network so most network maintenance will not involve any downtime; however, applications and database servers may involve some downtime. GP will provide at least three (3) business days' notice via email to inform client of scheduled maintenance. We will strive to provide as much notice as possible for emergency maintenance; however, we can make no guarantees on notification timing.

### **Pricing Learning Managed Hosting Services under SINS 874-4 and 874-4RC**

- **Product, Staging, and Development Environment:** GP's standard hosting pricing includes production, staging, and development environment. The environment is built assuming the standard 3% concurrency with the ability to host "standard" content up to 80 GB.
- **Intrusion Detection:** GP monitors the sites on a 24x7 basis and is alerted to any potential risks. GP can provide log analysis reports by request based on logs generated by the applications, assuming that the applications itself generates log files appropriate to this analysis. Intrusion Detection (IDS) reports can be furnished upon request, and will include information deemed to be an actual attack and not a "false positive" result.
- **Production Backups:** GP will manage backups of the production database system to ensure data integrity. The use of industry best practices will be utilized to maintain the backup data. As a standard, GP performs Daily incremental backups and weekly full back-ups stores in a secure offsite facility. GP's standard includes a database size no larger than 50 GB and base backups not to exceed 200 GB per month.
- **99.5% Service Level Agreement:** Under the SLA, GP will provide monitoring services to ensure proper network, hardware, and operating system operation to comply with the 99.5% uptime SLA. GP uses NAGIOS monitoring software to alert the hosting staff of issues, and will use reports generated by NAGIOS to show uptime.
- **Ping, Power, and Pipe:** Our NTT datacenter provides power, collocation space and minimum data center bandwidth capacity of 10 Mbps burstable to 100 Mbps, and expandable with minimal notice. GP monitors the bandwidth utilization and make timely recommendations.

**Labor Categories Under SIN: C132-51, C132-51RC**

<b>Labor Category</b>	<b>Minimum Education/Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum/General Experience:</b>
<b>Sr. Program Manager</b>	Ten (10) years experience, including experience managing the execution of system design, systems analysis, systems integration, or network engineering/administration projects; proven expertise in the management and control of funds and resources; demonstrated capability in managing complex multi-task projects	Develops and manages project plans, schedules, deliverables and costs; serves as primary point of contact with client on program activities; provides technical advice and assists with problem resolution and design trade-off.	Bachelor's and Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Two (2) years related experience may be substituted for the Master's Degree.
<b>Program Manager</b>	Six (6) years experience, including experience managing the execution of system design, systems analysis, systems integration, or network engineering/administration projects; proven expertise in the management and control of funds and resources; demonstrated capability in managing complex multi-task projects.	Develops and manages project plans, schedules, deliverables and costs; serves as primary point of contact with client on program activities; provides technical advice and assists with problem resolution and design trade-off.	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Three (3) additional years related experience may be substituted for a Degree.
<b>Senior Systems Engineer</b>	Five (5) years technical experience in hardware or software systems engineering for complex computer systems. Requires competence in system architecture, design, or development, data/records management, database planning and design, network design or systems installation; thorough understanding of the system lifecycle, hardware and software technologies, techniques, methodologies, products, project structure, and management practices.	Guides users in formulating requirements and specifications; evaluates alternatives; develops system designs; develops and performs system tests; performs independent validation and verification activities; and executes system installations	Bachelor's Degree in Systems Engineering, Computer Science, Information Systems, or other related discipline. Three (3) years of related training and/or experience may be substituted for a Degree.
<b>Systems Engineer</b>	Two (2) years technical experience in hardware or software systems engineering for complex computer systems. Requires competence in system architecture, design, or development, data/records management, database planning and design, network design or systems installation; a thorough understanding of the system lifecycle; and knowledge of hardware and software technologies, techniques, methodologies, and products.	Assists users in formulating requirements and specifications; evaluates alternatives; develops system designs and tests; performs independent validation and verification activities, systems tests and systems maintenance; and execute system installations.	Bachelor's Degree in Systems Engineering, Computer Science, Information Systems, or other related discipline. Three (3) years of related training and/or experience may be substituted for a Degree.

**Labor Categories Under SIN: C132-51, C132-51RC**

<b>Labor Category</b>	<b>Minimum Education/Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum/General Experience:</b>
<b>Senior Programmer</b>	Five (5) years technical experience in computer programming and systems development. Requires competence in software development; thorough understanding of the system lifecycle; knowledge of available computer hardware and software tools, techniques, development methodologies, and documentation requirements	Develops, tests and documents computer code in relevant languages	Bachelor's Degree in Computer Science, Information Systems or related discipline. Three (3) years of related training and/or experience may be substituted for a Degree
<b>Programmer 1</b>	Three (3) years technical experience in computer programming and systems development. Requires competence in software development; a thorough understanding of the system lifecycle; knowledge of available computer hardware and software tools, techniques, development methodologies, and documentation requirements	Develops, tests and documents computer code in relevant languages.	Bachelor's Degree in Computer Science, Information Systems or related discipline. Three (3) years of related training and/or experience may be substituted for a Degree.
<b>Programmer 2</b>	One (1) year technical experience in computer programming and systems development. Requires competence in software development; a thorough understanding of the system lifecycle; and/or knowledge of available computer hardware and software tools, techniques, development methodologies, and documentation requirements	Develops, tests and documents computer code in relevant languages	Associate's Degree in Computer Science, Information Systems or related discipline. One (1) year of related training and/or experience may be substituted for a Degree.
<b>Jr. Programmer</b>	(6) months technical experience in computer programming	Develops, tests and documents computer code in relevant languages	Product training and/or certification may be substituted for experience
<b>Sr. Technical Support Specialist</b>	Three (3) years experience including: troubleshooting, analysis, operation and maintenance of computer based systems and their components; analysis; installation, maintenance, administration, and user support of local/wide area networks; or help desk related support, including direct support to customers involving hardware and/or software applications via telephone or desk top.	Conducts sites surveys; assesses and documents network configuration and user requirements; prepares installation Technical Design Packages and installation schedules; configures and maintains computers, communications devices, and peripheral equipment; installs network hardware; operates/maintains computer-based systems, local area networks, or communication systems; or assesses, records, troubleshoots and /or routes incoming customer calls as appropriate	Associates Degree in Computer Science, Information Systems or a related field. Two (2) years of related training and/or experience may be substituted for a Degree.

**Labor Categories Under SIN: C132-51, C132-51RC**

<b>Labor Category</b>	<b>Minimum Education/Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum/General Experience:</b>
<b>Technical Support Specialist</b>	Two (2) years experience including: troubleshooting, analysis, operation and maintenance of computer based systems and their components; analysis, installation, maintenance, administration, and user support of local/wide area networks; or help desk related support, including direct support to customers involving hardware and/or software applications via telephone or desk top.	Conducts sites surveys; assesses and documents network configuration and user requirements; prepares installation Technical Design Packages and installation schedules; configures and maintains computers, communications devices, and peripheral equipment; installs network hardware; operates/maintains computer-based systems, local area networks, or communication systems; or assesses, records, troubleshoots and /or routes incoming customer calls as appropriate.	High school diploma or equivalent. Product training or certification may be substituted for one year experience
<b>Jr. Technical Support Specialist</b>	One (1) year experience including: troubleshooting, analysis, operation and maintenance of computer based systems and their components; analysis, installation, maintenance, administration, and user support of local/wide area networks; or help desk related support, including direct support to customers involving hardware and/or software applications via telephone or desk top.	Conducts sites surveys; assesses and documents network configuration and user requirements; prepares installation Technical Design Packages and installation schedules; configures and maintains computers, communications devices, and peripheral equipment; installs network hardware; operates/maintains computer-based systems, local area networks, or communication systems; or assesses, records, troubleshoots and /or routes incoming customer calls as appropriate	High school diploma or equivalent. Product training or certification may be substituted for experience.
<b>Senior Training Specialist</b>	Six (6) years experience developing and/or providing training and related activities.	Conducts research necessary to develop and/or revise training courses; prepares appropriate training materials; and/or conducts formal/informal classroom courses, workshops, and seminars.	Bachelor's Degree. Three (3) years of related training and/or experience may be substituted for a Degree.

**Labor Categories Under SIN: C132-51, C132-51RC**

<b>Labor Category</b>	<b>Minimum Education/Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum/General Experience:</b>
<b>Training Specialist</b>	Three (3) years experience developing and/or providing training and training related activities.	Conducts research necessary to develop and revise training courses; prepares appropriate training materials; and/or conducts formal/informal classroom courses, workshops, and seminars.	Bachelor's Degree. Three (3) years of related training and/or experience may be substituted for a Degree
<b>Technical Writer/Editor</b>	Three (3) years experience in technical writing, editing and documentation development experience pertaining to information technology or a related field.	Collects and analyzes material; develops/edits documentation according to established standards regarding order, clarity, conciseness, style, and terminology; reviews published materials and recommends revisions or changes in format, content, and methods of production.	Bachelor's Degree in English, Information Systems, Business, or other related field. Three (3) years of related training and/or experience may be substituted for a Degree.
<b>Computer Associate/Administrative Support</b>	One (1) year experience in clerical, documentation, graphics or administrative support.	Enter and verify data. Maintain reports and logs. Perform administrative and/or graphics functions to support project work.	High School Diploma or equivalent
<b>Enterprise Solutions Developer III</b>	At least four (4) years of experience with implementing end user performance support and training solutions for customers implementing enterprise information technology solutions	The ERP Developer III's job is to design, create, develop, and deliver world-class materials to support the project. It is up to the developers to work with subject matter experts (SMEs) to obtain information, ensure its technical accuracy, and incorporate it into user-friendly training materials.	BA/BS in mathematics, science, engineering, computer science, English, or related field.
<b>Enterprise Solutions Developer II</b>	At least two (2) years of experience with implementing end user performance support and training solutions for customers implementing enterprise information technology solutions. Trained in the methodologies used to develop materials that support implementing end user performance support and training solutions for customers implementing enterprise information technology solutions.	The ERP Developer II's job is to design, create, develop, and deliver world-class materials to support the project. It is up to the developers to work with subject matter experts (SMEs) to obtain information, ensure its technical accuracy, and incorporate it into user-friendly training materials.	BA/BS in mathematics, science, engineering, computer science, English, or related field.

**Labor Categories Under SIN: C132-51, C132-51RC**

<b>Labor Category</b>	<b>Minimum Education/Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum/General Experience:</b>
<b>Enterprise Solutions Developer I</b>	Up to two (2) years of experience with implementing end user performance support and training solutions for customers implementing enterprise information technology solutions. Trained in the methodologies used to develop materials that support implementing end user performance support and training solutions for customers implementing enterprise information technology solutions.	The ERP Developer I's job is to design, create, develop, and deliver world-class materials to support the project. It is up to the developers to work with subject matter experts (SMEs) to obtain information, ensure its technical accuracy, and incorporate it into user-friendly training materials.	BA/BS in mathematics, science, engineering, computer science, English, or related field.
<b>Enterprise Solutions Consultant III</b>	At least seven (7) years of experience with implementing end user performance support and training solutions for customers implementing enterprise information technology solutions	The Enterprise Solutions Consultant III's responsibility is to guide the developers on the team, provide technical expertise, and ensure that the associated products are delivered on time. The Enterprise Solutions Consultant III may also participate in the detailed curriculum and course-level design and then coach other team members to ensure the accuracy of training and support materials.	BA/BS in mathematics, science, engineering, computer science, English, or related field.
<b>Enterprise Solutions Consultant II</b>	At least five (5) years of experience with implementing end user performance support and training solutions for customers implementing enterprise information technology solutions	The Enterprise Solutions Consultant II's responsibility is to guide the developers on the team, provide technical expertise, and ensure that the associated products are delivered on time. The Enterprise Solutions Consultant III may also participate in the detailed curriculum and course-level design and then coach other team members to ensure the accuracy of training and support materials.	BA/BS in mathematics, science, engineering, computer science, English, or related field.

**Labor Categories Under SIN: C132-51, C132-51RC**

<b>Labor Category</b>	<b>Minimum Education/Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum/General Experience:</b>
<b>Enterprise Solutions Consultant I</b>	At least three (3) years of experience with implementing end user performance support and training solutions for customers implementing enterprise information technology solutions	The Enterprise Solutions Consultant I's responsibility is to guide the developers on the team, provide technical expertise, and ensure that the associated products are delivered on time. The Enterprise Solutions Consultant III may also participate in the detailed curriculum and course-level design and then coach other team members to ensure the accuracy of training and support materials.	BA/BS in mathematics, science, engineering, computer science, English, or related field.

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Program Manager</b> Discipline - Program Manager, Project Director, Senior Technical Review			
<b>Corporate Principal</b>	Advanced Degree	Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving $\geq 10$ people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools & Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.	15 Years Experience
<b>Corporate Principal 2</b>	Advanced Degree	Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving $\geq 10$ people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools & Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.	15 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Principal</b>	Bachelor's Degree	<p>Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving <math>\geq 10</math> people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools &amp; Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.</p>	12 Years Experience
<b>Principal 2</b>	10 Years Experience and Bachelor's Degree or 6 Years Experience and Advanced Degree	<p>Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving <math>\geq 10</math> people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools &amp; Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.</p>	12 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 99-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Senior</b>	Bachelor's Degree	<p>Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA) with minimal supervision. Prepare a project proposal using GP quality procedures. Develop and implement a detailed plan for a project involving &lt;10 people. Track all project costs to budget, project progress to schedule, and prepare cost to complete reports. Communicate with client to maintain satisfactory progress and completion of project. Apply academic, technical and professional knowledge and skills in the performance of assigned tasks. Supervise the work of project personnel to ensure consistent delivery of a quality product or service. Capture lessons learned and present findings using internal communication methods. Follow and strive to continuously improve the established GP Quality System.</p>	6 Years Experience
<b>Senior 2</b>	Bachelor's Degree	<p>Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA) with minimal supervision. Prepare a project proposal using GP quality procedures. Develop and implement a detailed plan for a project involving &lt;10 people. Track all project costs to budget, project progress to schedule, and prepare cost to complete reports. Communicate with client to maintain satisfactory progress and completion of project. Apply academic, technical and professional knowledge and skills in the performance of assigned tasks. Supervise the work of project personnel to ensure consistent delivery of a quality product or service. Capture lessons learned and present findings using internal communication methods. Follow and strive to continuously improve the established GP Quality System.</p>	6 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<p><b><u>Engineer/ Scientist</u></b>  <b><u>DISCIPLINES</u></b></p> <ul style="list-style-type: none"> <li>• Project Manager,</li> <li>• Engineer                             <ul style="list-style-type: none"> <li>- Environmental</li> <li>- Civil</li> <li>- Geotechnical</li> <li>- Chemical</li> <li>- Electrical</li> <li>- Mechanical</li> <li>- Sanitary</li> </ul> </li> <li>• Geologist, Geochemist, Hydro geologist, Chemist, Biologist, Ecologist, Physicist, Health Physicist, Industrial Hygienist, Toxicologist, Epidemiologist, Statistician, Mathematician, Logistician, Economist, Geographer</li> </ul>			
<b>Corporate Principal</b>	Advanced Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	15 Years Experience
<b>Corporate Principal 2</b>	Advanced Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	15 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Principal</b>	Bachelor's Degree and 12 Years Experience Or Advanced Degree and 8 Years Experience	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	
<b>Principal 2</b>	Bachelor's Degree and 12 Years Experience Or Advanced Degree and 8 Years Experience	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	
<b>Senior</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	6 Years Experience
<b>Senior 2</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	6 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Staff</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	4 Years Experience
<b>Staff 2</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	4 Years Experience
<b>Associate</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	No work experience
<b>Associate 2</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	No work experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Analyst</b> <u>DISCIPLINES - Engineering, Computer/IT, Financial</u>			
<b>Corporate Principal</b>	Advanced Degree	Establish content/format specifications of client and/or Company technical/ professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.	15 Years Experience
<b>Corporate Principal 2</b>	Advanced Degree	Establish content/format specifications of client and/or Company technical/ professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.	15 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Principal</b>	Bachelor's Degree and 12 Years Experience Or Advanced Degree and 8 Years Experience	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/technical organizations.	
<b>Principal 2</b>	Bachelor's Degree and 10 Years Experience Or Advanced Degree and 8 Years Experience	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/technical organizations.	
<b>Senior</b>	8 Years Experience or Bachelor's Degree and 5 Years Experience	Identify customer needs and requirements. Assist in developing new and innovative methods to provide quality services to the customer. Identify and recommend solutions to problems or discrepancies in services of business area. Review work of others for accuracy and quality. Provide guidance to others in area of professional expertise. Maintain detailed knowledge of business unit's capabilities and increasingly detailed knowledge of Company capabilities.	

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Senior 2</b>	8 Years Experience or Bachelor's Degree and 5 Years Experience	Identify customer needs and requirements. Assist in developing new and innovative methods to provide quality services to the customer. Identify and recommend solutions to problems or discrepancies in services of business area. Review work of others for accuracy and quality. Provide guidance to others in area of professional expertise. Maintain detailed knowledge of business unit's capabilities and increasingly detailed knowledge of Company capabilities.	
<b>Staff</b>	6 Years Experience or Bachelor's Degree and 2 Years Experience	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	
<b>Staff 2</b>	6 Years Experience or Bachelor's Degree and 2 Years Experience	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	
<b>Associate</b>	4 Years Experience or Bachelor's Degree	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Associate 2</b>	4 Years Experience or Bachelor's Degree	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	
<b>Assistant</b>	2 Year Experience or 2 years Post-Secondary Education or Technical Training	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	
<b>Assistant 2</b>	2 Year Experience or 2 years Post-Secondary Education or Technical Training	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	
<b>Specialist / Technician</b>			
<u>DISCIPLINES – Documentation, Engineering, Information, GIS, Training, Multimedia, Computer/IT, Quality Control /Quality Assurance</u>			
<b>Corporate Principal</b>	Advanced Degree	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/technical organizations.	15 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Corporate Principal 2</b>	Advanced Degree	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/technical organizations.	15 Years Experience
<b>Principal</b>	15 Years Experience or 12 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/technical organizations.	
<b>Principal 2</b>	15 Years Experience or 12 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/technical organizations.	

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Senior</b>	8 Years Experience or 5 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Identify client needs and requirements at project inception and throughout conduct of work. Recommend solutions to problems/discrepancies in products or services. Conduct internal reviews of technical/professional documents. Provide technical support as a subject matter expert. Serve as the designated lead for specific areas of large projects or entire small projects. Assist in writing and/or presenting technical/ professional papers in area of technical/professional expertise. Develop a library of technical/professional information including articles and textbooks	
<b>Senior 2</b>	8 Years Experience or 5 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Identify client needs and requirements at project inception and throughout conduct of work. Recommend solutions to problems/discrepancies in products or services. Conduct internal reviews of technical/professional documents. Provide technical support as a subject matter expert. Serve as the designated lead for specific areas of large projects or entire small projects. Assist in writing and/or presenting technical/ professional papers in area of technical/professional expertise. Develop a library of technical/professional information including articles and textbooks	
<b>Staff</b>	6 Years Experience or Advance Technical Training and 3 Years Experience Or Advanced Certification and 2 Years Experience	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Staff 2</b>	6 Years Experience or Advance Technical Training and 3 Years Experience Or Advanced Certification and 2 Years Experience	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Associate</b>	4 Years Experience or Technical Training in Specialty and 2 Years Experience Or Advanced Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Associate 2</b>	4 Years Experience or Technical Training in Specialty and 2 Years Experience Or Advanced Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Assistant</b>	2 Years Experience or Technical Training in Specialty Or Basic Level Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Assistant 2</b>	2 Years Experience or Technical Training in Specialty Or Basic Level Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Administrative Support</b>			
<b>Staff</b>	High School Diploma	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	8 Years Experience
<b>Staff 2</b>	High School Diploma	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	8 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Associate</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	5 Years Experience
<b>Associate 2</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	5 Years Experience
<b>Assistant</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	2 Years Experience

**SINs: 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 & 899-8RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Assistant 2</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	2 Years Experience

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Program Manager – Professional Engineering</b>			
<b>Corporate Principal</b>	Advanced Degree	Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving ≥10 people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools & Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.	15 Years Experience
<b>Corporate Principal 2</b>	Advanced Degree	Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving ≥10 people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools & Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.	15 Years Experience

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Principal</b>	12 Years Experience and Bachelor's Degree Or 8 Years Experience and Advanced Degree	Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving ≥10 people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools & Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.	
<b>Principal 2</b>	12 Years Experience and Bachelor's Degree or 8 Years Experience and Advanced Degree	Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving ≥10 people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools & Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Senior</b>	Bachelor's Degree	<p>Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA) with minimal supervision. Prepare a project proposal using GP quality procedures. Develop and implement a detailed plan for a project involving &lt;10 people. Track all project costs to budget, project progress to schedule, and prepare cost to complete reports. Communicate with client to maintain satisfactory progress and completion of project. Apply academic, technical and professional knowledge and skills in the performance of assigned tasks. Supervise the work of project personnel to ensure consistent delivery of a quality product or service. Capture lessons learned and present findings using internal communication methods. Follow and strive to continuously improve the established GP Quality System.</p>	6 Years Experience
<b>Senior 2</b>	Bachelor's Degree	<p>Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA) with minimal supervision. Prepare a project proposal using GP quality procedures. Develop and implement a detailed plan for a project involving &lt;10 people. Track all project costs to budget, project progress to schedule, and prepare cost to complete reports. Communicate with client to maintain satisfactory progress and completion of project. Apply academic, technical and professional knowledge and skills in the performance of assigned tasks. Supervise the work of project personnel to ensure consistent delivery of a quality product or service. Capture lessons learned and present findings using internal communication methods. Follow and strive to continuously improve the established GP Quality System.</p>	6 Years Experience

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<p><b>Engineer / Scientist</b>  <b>DISCIPLINES –</b>  <b>Electrical Engineer, Mechanical Engineer, Chemical Engineer</b>  <b>Chemist, Economist, Physicist, Statistician, Mathematician, Logistician , Material Management, Marine Engineer</b>                      To hold the Engineer title, the employee must have an engineering degree and/or license as required by the jurisdiction in which the employee will be performing engineering tasks.</p>			
<b>Corporate Principal</b>	Advanced Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	15 Years Experience
<b>Corporate Principal 2</b>	Advanced Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	15 Years Experience
<b>Principal</b>	Bachelor's Degree and 12 Years Experience Or Advanced Degree and 8 Years Experience	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Principal 2</b>	Bachelor's Degree and 12 Years Experience Or Advanced Degree and 8 Years Experience	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	
<b>Senior</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	6 Years Experience
<b>Senior 2</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	6 Years Experience
<b>Staff</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	4 Years Experience

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Staff 2</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	4 Years Experience
<b>Associate</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	No previous work experience
<b>Associate 2</b>	Bachelor's Degree	Provides engineering development, testing, production, operations and maintenance in nuclear, electrical, mechanical, chemical, environmental, safety and industrial disciplines. Provides guidance relating to engineering principles or operations in the development of training programs, facility operating programs and/or procedure development.	No previous work experience

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

**Analyst**

**DISCIPLINES – Engineering, Technical, Program Management, Computer/ IT/MIS, Combat Systems, Operations, Financial**

<b>Corporate Principal</b>	Advanced Degree	Establish content/format specifications of client and/or Company technical/ professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.	15 Years Experience
<b>Corporate Principal 2</b>	Advanced Degree	Establish content/format specifications of client and/or Company technical/ professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.	15 Years Experience
<b>Principal</b>	Bachelor's Degree and 12 Years Experience Or Advanced Degree and 8 Years Experience	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Principal 2</b>	Bachelor's Degree and 12 Years Experience Or Advanced Degree and 8 Years Experience	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/technical organizations.	
<b>Senior</b>	8 Years Experience or Bachelor's Degree and 5 Years Experience	Identify customer needs and requirements. Assist in developing new and innovative methods to provide quality services to the customer. Identify and recommend solutions to problems or discrepancies in services of business area. Review work of others for accuracy and quality. Provide guidance to others in area of professional expertise. Maintain detailed knowledge of business unit's capabilities and increasingly detailed knowledge of Company capabilities.	
<b>Senior 2</b>	8 Years Experience or Bachelor's Degree and 5 Years Experience	Identify customer needs and requirements. Assist in developing new and innovative methods to provide quality services to the customer. Identify and recommend solutions to problems or discrepancies in services of business area. Review work of others for accuracy and quality. Provide guidance to others in area of professional expertise. Maintain detailed knowledge of business unit's capabilities and increasingly detailed knowledge of Company capabilities.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Staff</b>	6 Years Experience or Bachelor's Degree and 2 Years Experience	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	
<b>Staff 2</b>	6 Years Experience or Bachelor's Degree and 2 Years Experience	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	
<b>Associate</b>	4 Years Experience or Bachelor's Degree	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	
<b>Associate 2</b>	4 Years Experience or Bachelor's Degree	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	
<b>Assistant</b>	2 Years Experience or 2 years Post-Secondary Education or Technical Training	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Assistant 2</b>	2 Years Experience or 2 years Post-Secondary Education or Technical Training	Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	
<b>Specialist</b> <b>DISCIPLINES - Documentation, Information, Logistics, Technical, Training, Multimedia, Computer/IT, NDT, Quality Control /Quality Assurance</b>			
<b>Corporate Principal</b>	15 Years Experience or 12 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.	
<b>Corporate Principal 2</b>	15 Years Experience or 12 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Principal</b>	15 Years Experience or 12 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.	
<b>Principal 2</b>	15 Years Experience or 12 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.	
<b>Senior</b>	8 Years Experience or 5 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Identify client needs and requirements at project inception and throughout conduct of work. Recommend solutions to problems/discrepancies in products or services. Conduct internal reviews of technical/professional documents. Provide technical support as a subject matter expert. Serve as the designated lead for specific areas of large projects or entire small projects. Assist in writing and/or presenting technical/ professional papers in area of technical/professional expertise. Develop a library of technical/professional information including articles and textbooks	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Senior 2</b>	8 Years Experience or 5 Years Experience and Advanced Technical Training or Bachelor's Degree and/or Advanced Certification	Identify client needs and requirements at project inception and throughout conduct of work. Recommend solutions to problems/discrepancies in products or services. Conduct internal reviews of technical/professional documents. Provide technical support as a subject matter expert. Serve as the designated lead for specific areas of large projects or entire small projects. Assist in writing and/or presenting technical/ professional papers in area of technical/professional expertise. Develop a library of technical/professional information including articles and textbooks	
<b>Staff</b>	6 Years Experience or Advance Technical Training and 3 Years Experience Or Advanced Certification and 2 Years Experience	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Staff 2</b>	6 Years Experience or Advance Technical Training and 3 Years Experience Or Advanced Certification and 2 Years Experience	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Associate</b>	4 Years Experience or Technical Training in Specialty and 2 Years Experience Or Advanced Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Associate 2</b>	4 Years Experience or Technical Training in Specialty and 2 Years Experience Or Advanced Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Assistant</b>	2 Years Experience or Technical Training in Specialty Or Basic Level Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Assistant 2</b>	2 Years Experience or Technical Training in Specialty Or Basic Level Certification	Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.	
<b>Administrative Support</b>			
<b>Staff</b>	High School Diploma	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	8 Years Experience
<b>Staff 2</b>	High School Diploma	Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.	8 Years Experience

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

Labor Category	Minimum Education / Training:	Functional Responsibility:	Minimum General / Experience:
<b>Associate</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	5 Years Experience
<b>Associate 2</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	5 Years Experience

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Assistant</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	2 Years Experience
<b>Assistant 2</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	2 Years Experience
<b>Junior</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	

**SINs: 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6, 871-6RC**

<b>Labor Category</b>	<b>Minimum Education / Training:</b>	<b>Functional Responsibility:</b>	<b>Minimum General / Experience:</b>
<b>Junior 2</b>	High School Diploma	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	
<b>Aide</b>	Entry Level	Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.	

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

**Consultant DISCIPLINES-Organizational, Management, Program Management, IT/MIS, Operations, Financial**

<p><b>Associate</b> <b>Education/Experience:</b> Bachelor's Degree, or four years experience. <b>Functional Responsibilities:</b> Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.</p>
<p><b>Staff</b> <b>Education/Experience:</b> Bachelor's Degree and two years experience, or six years experience. <b>Functional Responsibilities:</b> Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.</p>
<p><b>Senior</b> <b>Education/Experience:</b> Bachelor's Degree and five years experience, or eight years experience. <b>Functional Responsibilities:</b> Identify customer needs and requirements. Assist in developing new and innovative methods to provide quality services to the customer. Identify and recommend solutions to problems or discrepancies in services of business area. Review work of others for accuracy and quality. Provide guidance to others in area of professional expertise. Maintain detailed knowledge of business unit's capabilities and increasingly detailed knowledge of Company capabilities.</p>
<p><b>Principal</b> <b>Education/Experience:</b> Bachelor's Degree and twelve years experience, or advanced degree and eight years experience. <b>Functional Responsibilities:</b> Maintain detailed knowledge of Company capabilities. Research and develop new methods of operation within business area to better meet the needs of the customer and the Company. Develop and implement creative solutions to complex problems/discrepancies in business operations area. Plan, direct, and control all aspects of a project within business operations area. Provide technical guidance and share technical expertise with others. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.</p>
<p><b>Corporate Principal</b> <b>Education/Experience:</b> Bachelor's degree and fifteen years experience, or advanced degree and ten years experience. <b>Functional Responsibilities:</b> Establish content/format specifications of client and/ or Company technical/ professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.</p>

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

**Analyst DISCIPLINES: -Organizational, Management, Program Management, IT/MIS, Operations, Financial**

<p><b>Associate</b> <b>Education/Experience:</b> Bachelor's degree, or four years experience. <b>Functional Responsibilities:</b> Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.</p>
<p><b>Staff</b> <b>Education/Experience:</b> Bachelor's degree and two years experience, or six years experience. <b>Functional Responsibilities:</b> Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.</p>
<p><b>Senior</b> <b>Education/Experience:</b> Bachelor's degree and five years experience, or eight years experience. <b>Functional Responsibilities:</b> Identify customer needs and requirements. Assist in developing new and innovative methods to provide quality services to the customer. Identify and recommend solutions to problems or discrepancies in services of business area. Review work of others for accuracy and quality. Provide guidance to others in area of professional expertise. Maintain detailed knowledge of business unit's capabilities and increasingly detailed knowledge of Company capabilities.</p>
<p><b>Principal</b> <b>Education/Experience:</b> Bachelor's degree and twelve years experience, or advanced degree and eight years of experience. <b>Functional Responsibilities:</b> Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.</p>
<p><b>Corporate Principal</b> <b>Education/Experience:</b> Bachelor's degree and fifteen years experience, or advanced degree and ten years experience. <b>Functional Responsibilities:</b> Establish content/format specifications of client and/ or Company technical/ professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.</p>

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

**Specialist DISCIPLINES: Documentation, Information, Logistics, Training, Multimedia, MIS/IT, Quality Assurance**

**Staff**

**Education/Experience:** Advanced technical training and three years experience, or advanced certification and two years experience, or six years experience.

**Functional Responsibilities:** Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.

**Senior**

**Education/Experience:** Five years experience and advanced technical training, or Bachelor's degree and/or advanced certification, or eight years experience. .

**Functional Responsibilities:** Identify client needs and requirements at project inception and throughout conduct of work. Recommend solutions to problems/discrepancies in products or services. Conduct internal reviews of technical/professional documents. Provide technical support as a subject matter expert.

- Serve as the designated lead for specific areas of large projects or entire small projects. Assist in writing and/or presenting technical/ professional papers in area of technical/professional expertise. Develop a library of technical/professional information including articles and textbooks

**Principal**

**Education/Experience:** Twelve years experience and advanced technical training, or Bachelor's degree and/or advanced certification, or fifteen years experience.

**Functional Responsibilities:** Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.

**Instructional Designer:**

**Associate**

**Education/Experience:** Technical training in specialty and two years experience, or four years experience. .

**Functional Responsibilities:** Prepare technical/ professional documents to established client and Company specifications using prescribed methods within established guidelines. Serve as the secondary instructor/presenter to conduct training or deliver presentations within own area of expertise.

**Staff**

**Education/Experience:** Advanced technical training and three years experience, or six years experience.

**Functional Responsibilities:** Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

**Senior**

**Education/Experience:** Five years experience and advanced technical training or Bachelor's degree, or eight years experience.

**Functional Responsibilities:** Identify client needs and requirements at project inception and throughout conduct of work. Recommend solutions to problems/discrepancies in products or services. Confers with management/client to gain knowledge of work situation; performs needs, job, and task analysis to determine requiring training for employees to better understand changes in policies, procedures, regulations, and technologies. Incorporates methods and requirements of instructional systems such as Instructional Systems Development (ISD), Systematic Approach to Training (SAT), or Training Systems Development (TSD) process. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Designs and develops exams to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains training programs and materials.

**Principal**

**Education/Experience:** Bachelors Degree and twelve years experience, or advanced degree and eight years experience.

**Functional Responsibilities:** Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.

**Corporate Principal**

**Education/Experience:** Bachelor's degree and fifteen years experience, or advanced degree and ten years experience.

**Functional Responsibilities:** Establish content/format specifications of client and/ or Company technical/professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.

**Instructor:**

**Associate**

**Education/Experience:** Technical training in specialty and two years experience, or four years experience.

**Functional Responsibilities:** Prepare technical/ professional documents to established client and Company specifications using prescribed methods within established guidelines. Serve as the secondary instructor/presenter to conduct training or deliver presentations within own area of expertise.

**Staff**

**Education/Experience:** Advance technical training and three years experience, or six years experience.

**Functional Responsibilities:** Assist in identifying client needs and requirements at project inception and throughout conduct of work. Identify problems/ discrepancies in Company products or services and suggest potential improvements. Modify established content/ format specifications of technical/professional documents to meet client needs. Serve as the lead instructor/ presenter to conduct training or deliver presentations within own area of expertise.

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

**Senior**

**Education/Experience:** Five years experience and advanced technical training or Bachelor's degree, or eight years experience.

**Functional Responsibilities:** Identify client needs and requirements at project inception and throughout conduct of work. Recommend solutions to problems/discrepancies in products or services. Conduct internal reviews of technical/professional documents. Provide technical support as a subject matter expert. Serve as the designated lead for specific areas of large projects or entire small projects. Assist in writing and/or presenting technical/ professional papers in area of technical/professional expertise. Develop a library of technical/professional information including articles and textbooks.

**Principal**

**Education/Experience:** Bachelors Degree and twelve years experience, or advanced degree and eight years experience.

**Functional Responsibilities:** Implement solutions to problems/discrepancies in products or services. Plan, direct, and control all aspects of specific areas of a large contract or entire small projects. Provide technical guidance and share technical expertise with others. Serve as a technical/professional advisor within the department in area of technical expertise. Disseminate relevant technical/professional information within the department and division. Build a network of internal and external contacts with related interests/capabilities. Participate in professional/ technical organizations.

**Corporate Principal**

**Education/Experience:** Bachelor's degree and fifteen years experience, or advanced degree and ten years experience.

**Functional Responsibilities:** Establish content/format specifications of client and/ or Company technical/professional documents. Assess client needs and defines appropriate services and programs. Serve as the technical/professional advisor within the Company in areas of technical expertise. Serve as project manager responsible for all aspects of assigned contracts. Research technical problem areas of considerable scope and complexity and develops innovative solutions. Develop and trains technical/professional personnel and serve as the mentor for technical/professional specialists. Publish articles and make presentations.

**Project Manager**

**Staff**

**Education/Experience:** Certified and six years experience, or advanced technical training and three years experience.

**Functional Responsibilities:**

**Senior**

**Education/Experience:** Certified and eight years experience, or five years experience and advanced technical training or Bachelor's degree.

**Functional Responsibilities:** Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities.

Complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA) with minimal supervision. Prepare a project proposal using GP quality procedures. Develop and implement a detailed plan for a project involving <10 people.

Track all project costs to budget, project progress to schedule, and prepare cost to complete reports. Communicate with client to maintain satisfactory progress and completion of project. Apply academic, technical and professional knowledge and skills in the performance of assigned tasks.

Supervise the work of project personnel to ensure consistent delivery of a quality product or service. Capture lessons learned and present findings using internal communication methods. Follow and strive to continuously improve the established GP Quality System.

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

**Principal**

**Education/Experience:** Certified and Bachelor's degree with twelve years experience, or advanced degree and eight years experience.

**Functional Responsibilities:** Demonstrate leadership qualities and acumen, and the ability to organize and direct multiple activities. Satisfactorily accomplish all roles and responsibilities of Senior PM. Independently complete project management paperwork (SOW, Project time line, Cost to completes, CPP/CPA, etc.). Develop and implement a detailed plan and implement a plan for a project involving  $\geq 10$  people with minimal input from the project director or assigned PM. Become a certified PM instructor, capable of delivering at least 50% of the GP PM curriculum internally and PM Orientation and PM Tools & Techniques commercially. Communicate with client to maintain satisfactory progress of project and build a client relationship for future work.

**Editor**

**Staff**

**Education/Experience:** Advance technical training and three years experience, or six years experience.

**Functional Responsibilities:** Edits training materials and letters, proposals, reports, etc. and other documents to ensure that the material is logically written, grammatically correct, properly punctuated and correctly formatted.

**Senior**

**Education/Experience:** Five years experience and advanced technical training or Bachelor's Degree, or eight years experience.

**Functional Responsibilities:** Ensures that the methods and requirements of instructional systems have been applied. Ensures that the material meets the objectives, that the test questions can be answered based on the information presented in the material and that the material meets the required reading level. Ensures that the material is readable, understandable and flows in a logical progression and that graphics, tables and illustrations match and supporting the text. Assists and advises new developers with the most commonly accepted methods of technical writing and methods for material improvement. Ensures that documents are grammatically correct, properly punctuated and consistently formatted. Develops instructor guides and test banks.

**Graphic Artist**

**Staff**

**Education/Experience:** Advance technical training and three years experience, or six years experience.

**Functional Responsibilities:** Lays out and draws illustrations for visual communication mediums such as presentations, brochures and technical instruction from conceptual design to final product.

**Senior**

**Education/Experience: Experience:** Five years experience and advanced technical training or Bachelor's degree, or eight years experience.

**Functional Responsibilities:** Creates concept and layout for brochures, direct mail pieces, web site, catalogs, newsletters, presentations and other sales and marketing materials including: studying of layouts, concept design and related materials for each assignment and providing feedback regarding the most appropriate. Preparing photo prints utilizing software programs and techniques suited to specified reproduction. Selecting type and drawing lettering and schematics, perspectives, orthographics, or oblique angle views to depict function, relationship, and assembly sequence of illustration(s). Creating samples of finished layouts for approval. Secures printing with commercial vendors including: Selecting appropriate paper stock. Preparing files for image setting by service bureau. Promotes a consistent and professional corporate image for GP.

**SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC**

**Administrative Support**

**Associate**  
**Education/Experience:** High school diploma and five years experience.  
**Functional Responsibilities:** Routine work is initially assigned with step-by-step directions and schedules. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Complete assignments within established guidelines and Company standards. Identify problems and refer them to the appropriate supervisor. Develop basic knowledge of assigned organizational unit's customer base, products and/or services and broad knowledge of Company capabilities.

**Staff**  
**Education/Experience:** High school diploma and eight years experience.  
**Functional Responsibilities:** Assist in identifying customer needs and requirements. Suggest modifications to established practices to meet customer needs. Oversee, on occasion, the work of other employees within the business group. Maintain detailed knowledge of assigned organizational unit's capabilities and increasing detailed knowledge of division and Company capabilities.

**Multimedia Designer**

**Staff**  
**Education/Experience:** High School diploma or equivalent and 6 years relevant experience  
**Functional Responsibilities:** Specialist skilled in the design of information and educational materials for delivery via CD-ROM or the Internet. Expert in the use of technology for information dissemination, training, and education.

**Software Designer**

**Senior**  
**Education/Experience:** Minimum Bachelor's degree in Computer Science or related field and 8 years relevant software design experience  
**Functional Responsibilities:** Specialist skilled in the development of computer software tools to enhance workforce productivity and/or to facilitate the development of computer based and web-based training and information programs.

**Staff**  
**Education/Experience:** Minimum Bachelor's degree in Computer Science or related field and 5 years relevant software design experience  
**Functional Responsibilities:** Computer programmer experienced in the development of software tools to facilitate the development and administration of CD-ROM and web-based training and information programs.

**Creative Designer**

**Senior**  
**Education/Experience:** High School diploma or equivalent and 10 years relevant experience  
**Functional Responsibilities:** Specialist in creative concept development, interface design, and technology strategies. Works with client to determine program objectives and functional requirements. Recommends creative approaches to achieve program goals within limitations of budgets, schedules, and technical specifications.

SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-7, 874-7RC

**Computer Programmer**

**Senior**

**Education/Experience:** High School diploma or equivalent and 8 years relevant computer programming/design experience.

**Functional Responsibilities:** Specialist skilled in the development of complex computer systems using a variety of multimedia development tools including Director, Java, Authorware, ToolBook, ASP, PHP, SQL, Perl, Cold Fusion, Flash and Generator, for delivery on CD-ROM and the Web.

**Staff**

**Education/Experience:** High School diploma or equivalent and 5 years relevant computer programming/design experience

**Functional Responsibilities:** Experienced in the development of CD-ROM and Web-based multimedia training and information applications using a variety of authoring languages.

**Service Contract Act (SCA):**

GP Strategies Corporation certifies the GSA awarded price meets or exceeds the minimum wage rate as identified in Wage Determination (WD) numbers 2005 – 2013, Revision 14, dated 7-25-2014; 2005-2047, Revision 15, dated 7-25-14; and 2005-2104, Revision 16, dated 7-25-2014; concurrently incorporated into the Professional Services Schedule solicitation for the SCA non-exempt labor categories identified in the matrix below.

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD numbers identified in the SCA Matrix. The prices offered are based on the preponderance of where work is performed and should GP Strategies Corporation perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Should GP Strategies propose in an area with higher SCA rates or is subject to a Collective Bargaining Agreement (CPA) in accordance with FAR 22.1008-2, resulting in higher wages being required that exceeds our approved GSA price, GP Strategies will notify the GSA PCO and submit a modification to our contract via the eMOD system accordingly.

SCA Matrix  
GS-00F-0039N

<b>SINs – 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC, 871-6 and 871-6RC</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Engineer Scientist - Associate	30082-Engineering Tech II	2005-2103
Engineer Scientist -Associate 2	30081-Engineering Tech I	2005-2103
Analyst - Associate	30082-Engineering Tech II	2005-2103
Analyst -Associate 2	30081-Engineering Tech I	2005-2103
Analyst -Assistant	23580-Maintenance Trades Helper	2005-2103
Analyst -Assistant 2	23470-Laborer	2005-2103
Specialist - Associate	30082-Engineering Tech II	2005-2103
Specialist -Associate 2	30081-Engineering Tech I	2005-2103
Specialist -Assistant	23580-Maintenance Trades Helper	2005-2103
Specialist -Assistant 2	23470-Laborer	2005-2103
Admin/ Support - Associate	01020-Administrative Assistant	2005-2103
Admin/ Support - Associate 2	01313-Secretary III	2005-2103
Admin/ Support - Assistant	01312-Secretary II	2005-2103
Admin/ Support - Assistant 2	01311-Secretary I	2005-2103
Admin/ Support - Junior	01113-General Clerk III	2005-2103
Admin/ Support - Junior 2	01112-General Clerk II	2005-2103
Admin/ Support - Aide	01111-General Clerk I	2005-2103

SCA Matrix GS-00F-0039N		
<b>SINs – 899-1, 899-1RC, 899-3, 899-3RC, 899-5, 899-5RC, 899-7, 899-7RC, 899-8 and 899-8RC</b>		
Engineer Specialist -Associate	30082-Engineering Tech II	2005-2247
Engineer Specialist -Associate 2	30081-Engineering Tech I	2005-2247
Analyst - Associate	30082-Engineering Tech II	2005-2247
Analyst -Associate 2	30081-Engineering Tech I	2005-2247
Analyst -Assistant	23580-Maintenance Trades Helper	2005-2247
Analyst -Assistant 2	23470-Laborer	2005-2247
Specialist / Technician - Associate	30082-Engineering Tech II	2005-2247
Specialist / Technician - Associate 2	30081-Engineering. Tech I	2005-2247
Specialist / Technician - Assistant	23580-Maintenance Trades Helper	2005-2247
Specialist /Technician - Assistant 2	23470-Laborer	2005-2247
Admin /Support - Associate	01020-Administrative Assistant	2005-2247
Admin /Support -Associate 2	01313-Secretary III	2005-2247
Admin /Support -Assistant	01312-Secretary II	2005-2247
Admin /Support -Assistant 2	01311-Secretary I	2005-2247
<b>SINs – 874-1, 874-1RC, 874-4, 874-4RC, 874-7 and 874-7RC</b>		
Analyst - Staff	15050-CBT Specialist/Instructor	2005-2104
Analyst - Associate	15095-Tech Instructor/ Course Developer	2005-2104
Specialist - Staff	15050-CBT Specialist/Instructor	2005-2104
Instructional Designer - Staff	15050-CBT Specialist/Instructor	2005-2104
Instructional Designer - Associate	15095-Technical Instructor/ Course Developer	2005-2104
Instructor - Staff	15095-Technical Instructor/ Course Developer	2005-2104
Instructor -Associate	15090-Technical Instructor	2005-2104
Editor - Staff	15060-Eduational Tech	2005-2104
Graphic Artist - Staff	15080-Graphic Artist	2005-2104
Admin / Support - Staff	13062-Media Specialist II	2005-2104
Admin /Support - Associate	13061-Media Specialist I	2005-2104

SCA Matrix  
GS-00F-0039N

**SIN C132-51**

Technical Support Specialist	14160-PC Support Technician	2005-2247
Junior Tech Support Specialist	14042-Computer Operator II	2005-2247
Training Specialist	15090-Technical Instructor	2005-2247
Technical Writer/Editor	30462-Technical Writer II	2005-2247
Computer Assoc/Admin Support	14150-Peripheral Equipment Operator	2005-2247

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Numbers identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.