

General Services Administration
Federal Supply Services



Schedule 69-Training Aids and Devices; Instructor-led Training;
Course Development; Test Administration
FSC Group 69

FSS Classes 6910, 6920, 6930, U006, U008, U099, R419

CONTRACT NUMBER: GS-02F-0007T

For more information on ordering from Federal Supply Schedules
click on FSS Schedules button at www.fss.gsa.gov .

Contract Period: December 13, 2006 – December 12, 2011

PEC/Premier
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Mandeville, LA 70471

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WWW.PECPREMIER.COM

Business Size: Small Business

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Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Awarded Special Item Number(s):

| | |
|--------|--|
| 27-200 | Prepared Printed Instructional Materials |
| 27-400 | Instructor-Led Training |
| 27-500 | Course Development & Test Administration |

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

| | | |
|--------|--------------------------------------|---------|
| 27-200 | PEC Core Compliance Refresher Packet | \$23.75 |
| 27-400 | Medic First Aid / CPR | \$95.00 |
| 27-500 | Training Center Coordinator | \$42.75 |

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

See course descriptions and prices below.

2. Maximum Order:

\$1,000,000.00

3. Minimum Order:

\$100.00

4. Geographic Coverage (Delivery Area):

48 contiguous states, Alaska, Hawaii and Washington DC.

5. Point(s) of production (city, county, and State or foreign country):

Point of production is either our location in Mandeville, LA and/or the location of the project building.

6. Discount from list prices or statement of net price:

5%

7. Quantity discounts:

NA

8. Prompt payment terms:

Net 30 days

9a. Government purchase cards are accepted up to the micropurchase threshold:

We accept credit card purchases below the threshold

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold:**
We accept credit card purchases above the threshold
- 10. Foreign items (list items by country of origin):**
NA
- 11a. Time of Delivery:**
5 days ARO (after receipt of order)
- 11b. Expedited Delivery.**
After completion of development – under 5 days as quick as overnight.
- 11c. Overnight and 2-day delivery:**
Once the project is complete, overnight or 2-day delivery is available. Within the 48 contiguous states – excluding Alaska, Hawaii, and Puerto Rico.
- 11d. Urgent Requirements:**
NA
- 12. F.O.B. Point(s):**
FOB Destination
- 13a. Ordering address:**
PEC/Premier
22164 MCH Rd.
Mandeville, LA 70471
- 13b. Ordering procedures:**
Either by phone or internet.
- 14. Payment address:**
PEC/Premier
22164 MCH Rd.
Mandeville, LA 70471
- 15. Warranty provision:**
NA
- 16. Export packing charges, if applicable:**
NA
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level):**
No thresholds
- 18. Terms and conditions of rental:**
NA
- 19. Terms and conditions of installation:**
NA
- 20. Terms and conditions of repair parts:**
NA

- 20a. Terms and conditions for any other services:**
NA
- 21. List of service and distribution points:**
NA
- 22. List of participating dealers:**
NA
- 23. Preventive maintenance:**
NA
- 24a. Special attributes:**
NA
- 24b. Section 508:**
NA
- 25. Data Universal Number System (DUNS) number:**
807468186
- 26. Petroleum Education Council is registered in the Central Contractor Registration (CCR) database**

SIN 27-200 PREPARED PRINTED INSTITUTIONAL MATERIALS

PEC Basic/SafeGulf Orientation Student Packet

\$33.25

PEC Basic/SafeGulf student packet consist of a course workbook with modular sessions that enables student to follow along with course and use it as a reference tool in the future.

PEC Basic/SafeGulf Orientation Student Packet (Spanish)

\$33.25

PEC Basic/SafeGulf student packet consist of a course workbook in Spanish with modular sessions that enables student to follow along with course and use it as a reference tool in the future.

PEC Core Compliance Packet

\$61.75

PEC Core Compliance Refresher student packet consist of a course workbook with modular sessions that enables student to follow along with course and use it as a reference tool in the future.

PEC Core Compliance Refresher Packet

\$23.75

PEC Core Compliance student packet consist of a course workbook with modular sessions that enables student to follow along with course and use it as a reference tool in the future.

SIN 27-200 Pricing

| MATERIALS | GSA PRICE PER PERSON |
|---|----------------------|
| PEC Basic/SafeGulf Orientation Student Packet | \$33.25 |
| PEC Basic/SafeGulf Orientation Student Packet (Spanish) | \$33.25 |
| PEC Core Compliance Packet | \$61.75 |
| PEC Core Compliance Refresher Packet | \$23.75 |

SIN 27-400 INSTRUCTOR-LED TRAINING

PEC Basic

\$118.75

The PEC Basic Orientation / SafeGulf safety awareness course was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets (API RP 75 & API RP T-1), OSHA, MMS, Shell, ExxonMobil, ChevronTexaco and BP requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. Over 25 of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of course each student is issued a picture ID with a unique barcode. The student information is then stored in an online database. This orientation has become the standard program for the industry and certifies a student at awareness level for the following:

- SafeGulf Certification
- Confined Space
- Rigging
- Hydrogen Sulfide (H2S)
- Lockout/Tag-out
- Fall Protection
- Hazmat (HM 126)
- Hazardous communications
- Personal Protective Equipment
- Hearing Conservation
- Emergency Response
- Process Safety Management
- Welding Safety
- Defensive Driving
- Hazwoper (Oper.)
- Fire Protection
- Medical Records
- Forklift Safety
- Respiratory Protection
- Electrical Safety
- Terrorism Response Awareness Program
- Back Safety
- Alcohol and substance abuse awareness

Course Objectives:

To prepare a student to know what types of additional training they will need in order to work for the various operators at both onshore and offshore facilities. To create a mind set in each student that will help them to play an active role in the safety program at their work facility. To explain to each student the value of asking questions when they do not understand a certain aspect of their job. To ensure that each employee that has completed this program has an identification card indicating that they have completed the course.

Target Audience:

An essential course for any employee that is new to the O&G and Petrochem industry that will consistently be working in plant, dockside, onshore or offshore facilities. This is required for any employee of a company that does exploration, production, drilling and/or refining work for any of the leading operators.

SafeGulf

\$118.75

The PEC Basic Orientation / SafeGulf safety awareness course was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets (API RP 75 & API RP T-1), OSHA, MMS, Shell, ExxonMobil, ChevronTexaco and BP requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. Over 25 of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of course each student is issued a picture ID with a unique barcode. The student information is then stored in an online database. This orientation has become the standard program for the industry and certifies a student at awareness level for the following:

- SafeGulf Certification
- Confined Space
- Rigging
- Hydrogen Sulfide (H2S)
- Lockout/Tag-out
- Fall Protection
- Hazmat (HM 126)
- Hazardous communications
- Personal Protective Equipment
- Hearing Conservation
- Emergency Response
- Process Safety Management
- Welding Safety
- Defensive Driving
- Hazwoper (Oper.)
- Fire Protection
- Medical Records
- Forklift Safety
- Respiratory Protection
- Electrical Safety
- Terrorism Response Awareness Program
- Back Safety
- Alcohol and substance abuse awareness

Course Objectives:

To prepare a student to know what types of additional training they will need in order to work for the various operators at both onshore and offshore facilities. To create a mind set in each student that will help them to play an active role in the safety program at their work facility. To explain to each student the value of asking questions when they do not understand a certain aspect of their job. To ensure that each employee that has completed this program has an identification card indicating that they have completed the course.

Target Audience:

An essential course for any employee that is new to the O&G and Petrochem industry that will consistently be working in plant, dockside, onshore or offshore facilities. This is required for any employee of a company that does exploration, production, drilling and/or refining work for any of the leading operators.

ServeSafe

\$142.50

ServSafe leads the way in providing the restaurant and foodservice industry with an up-to-date, comprehensive food safety training and certification program. ServSafe Fourth Edition materials include the 2005 FDA Food Code, the latest updates in the science of food safety, and best practices used in the industry. ServSafe is a one-day course that includes tools to help managers

and operators implement critical food safety practices in their operation. You can feel safe knowing that the ServSafe food safety training and certification program is recognized by more jurisdictions than any other manager food safety program. ServSafe is the highest standard in training and certification. It is a mindset and the means to ensure your operation does the right thing - protecting your customers and your business. The ServSafe program offers training for every level of your organization in a variety of training delivery methods including, textbooks, videos and CD-ROM training. Each student that successfully completes this course will receive a certified food handler's photo ID.

Course Objectives:

Prepare employees with foodservice safety knowledge so they can protect themselves and your customers from unfortunate situations. To create a mind set in each student that will help them to play an active role in the safety program at their work facility. Get your employees certified in a National Restaurant Association Educational Foundation (NRAEF) accredited program. Explain and ensure an understanding in the health, safety and environmental issues that are present in the foodservice industry.

Target Audience:

This program is designed for every level of a restaurant or foodservice organization.

PEC Core Compliance

\$446.50

The PEC Core Compliance program brings together the health, safety and environmental training certifications (OSHA and MMS) most requested by oilfield operators and other host employers. PEC Core Compliance is accepted by every major and most mid major operators in the USA, Canada and Qatar. This in depth training program will ensure your employees are compliant with your customers', OSHA and MMS safety training requirements. Material presentation is structured to build on common content in a high intensity three day format. The instructor led interactive training will certify you in training levels beyond awareness level. Each student receives documentation of completion in the form of a PEC picture ID and a certificate of completion. The student's information will be entered into the PEC International Training Registry. This documentation is available via the internet through the PEC ITR and INDEX sites. The certifications you will receive are as follows: • SafeGulf • Offshore Orientation (API RP 75 & API RP T-1) • Confined Space Entrant / Attendant (OSHA 29 CFR 1910.146) • Rigging • Hydrogen Sulfide (H2S) (OSHA 29 CFR 1910.1000) • Lockout/Tagout (OSHA 29 CFR 1910.147) • Fall Protection (OSHA 29 CFR 1926.500) • Hazmat (HM 126) (DOT 49 CFR Part 171) • Hazardous communications (OSHA 29 CFR 1910.1200) • Personal Protective Equipment • Hearing Conservation (OSHA 29 CFR 1910.95) • Emergency Response • Process Safety Management • Welding Safety • Defensive Driving • Hazwoper (Oper.) (OSHA 29 CFR 1910.120 and API RP 75) • Fire Protection • Medical Records • Forklift Safety (OSHA 29 CFR 1910.178) • Respiratory Protection (OSHA 29 CFR 1910.134) • Electrical Safety • Terrorism Response Awareness Program • Back Safety • Alcohol and substance abuse awareness • Offshore waste management

Course Objectives:

To prepare a student to know what types of additional training they will need in order to work for the various operators at both onshore and offshore facilities. To upgrade students training levels from awareness training to required compliance training. To create a mind set in each student that will help them to play an active role in the safety program at their work facility. To explain to each student the value of asking questions when they do not understand a certain aspect of their job. To ensure that each employee that has completed this program has an identification card indicating that they have completed the course.

Target Audience:

An essential course for any employee that is new to the O&G and Petrochem industry that will consistently be working in plant, dockside, onshore or offshore facilities. This is required for any employee of a company that does exploration, production, drilling and/or refining work for any of the leading operators.

Confined Space Rescuer / Supervisor

\$237.50

During PEC's confined space rescuer training, teams will work together in emergency rescue drills to safely remove victims from various training stations in a real offshore environment. This is required training for many segments of the oil and gas industry, including environmental applications, hole-watch / fire-watch, HS&E Supervisors, etc.

Rigging API RP2D 5th ed

\$142.50

PEC's 1-day 8-hour Rigging program meets both API RP 2D 5th edition standards, MMS 30 CFR 250 and Shell's requirements. Our program consists of classroom and hands-on training in basic rigging techniques such as slings, taglines, knot-tying, hand signals, personnel basket transfers, etc.

Course Objectives:

Students will receive extensive knowledge in the following topics: • Typical causes of rigging and crane accidents • Rigger responsibilities • Loose gear items 1. Selection, maintenance, inspection and capacity determination • Types of slings (wire rope, synthetic strap and chain) • Types of sling hitches and capacity • Thimbles • Shackles • Link • Cable clips • Personnel Baskets, cargo nets and equipment • Spreader bars • End connections • Sheaves • Load Binders • Hooks and blocks • Turnbuckles and eye bolts • Wire rope and rope knots • Snatch blocks • Loose gear inspection and inventory reports • Rigging principles 1. Load control, taglines and stability 2. Lift planning 3. Unbinding loads 4. Personnel transfers • Signaling and communication • Loading and offloading operations 1. Loading sequence 2. Personal Protective equipment use 3. Pinch points and proper positioning • Written exam

Target Audience:

Rigging (API RP 2D 5th ed.) is required by the MMS and USCG for personnel involved in crane load rigging and handling loads. This course is also for transportation company personnel and onshore riggers.

H2S Hydrogen Sulfide

\$142.50

PEC/ Premier's 1-day 8 hour Hydrogen Sulfide Safety course is intended to provide technical skills-level training to the petroleum industry, municipalities, utilities, research and development, laboratories, transportation, paper/pulp/food processing and chemical manufacturing companies through intensive training. Through lectures, group discussion, hands-on exercises, equipment demonstrations, and student participation with current hydrogen sulfide technology, each participant will gain the knowledge required to work in and around Hydrogen Sulfide environments. This H2S program follows the ANSI Z390.1-1995 Hydrogen Sulfide Training Standard, as well as OSHA 29 CFR 1910.1000 and API RP 49 and 55 training requirements. It incorporates federal and state H2S regulatory standards and other established industry.

Course Objectives:

• H2S / SO₂ • Physical properties • Exposure effects • Sources • Location concerns • Equipment selections • Safe operating procedures • Emergency medical procedures • MMS regulations • Dispersion distances • Respiratory protection • Monitoring devices • Be able to pass written exam on respiratory equipment and H2S.

Target Audience:

This course is required and essential for personnel with potential exposure to Hydrogen Sulfide. Personnel with potential exposure to Hydrogen Sulfide must be trained annually.

Hazwoper Operations level

\$118.75

There are several HAZWOPER training requirements for employees involved in either cleanup or emergency response operations. The HAZWOPER Standard (OSHA 29 CFR 1910.120 and API RP 75) requires each company to plan for an emergency occurrence. Employers must develop, place in writing, and implement an emergency response plan. The plan gives the facility an organized approach to the incident. Copies of this plan shall be available to all employees, their

representatives, and OSHA personnel. Organizations can use the local or state government emergency response plan or both to augment their plan to avoid duplication of efforts. The 1-day 8-hour HAZWOPER Operations level training program provides the basis for companies and their trainers to develop and implement an effective emergency response plan. Developing the Emergency Response Plan includes: Pre-emergency Planning Personnel Roles and Lines of Authority Emergency Recognition and Prevention Safe Distances and Places of Refuge Site Security and Control Evacuation Routes and Procedures Personal Protective Equipment and Emergency Equipment to be Used Decontamination Procedures Emergency Medical Treatment and First Aid Emergency Notification and Response Procedures Critique of Response and Follow-up

Course Objectives:

- Regulatory review
- Hazards (Chemical exposure, fires, reactive chemicals, corrosives, ionizing radiation, oxygen deficiency, biological, safety, electrical, heat stress, cold exposure and noise hazards)
- Hazard communication
- Hazards and risk assessment techniques
- DOT Emergency Response Guidebook
- Emergency response including Incident Command System
- Personal protective equipment (eye protection, skin protection and PPE use)
- Program development
- Respiratory protection
- Hearing conservation and protection
- Decontamination
- Spill control including oil spill response

Target Audience:

This course is required and essential for employees involved in either cleanup or emergency response operations.

Hazwoper/Hazmat Technician

\$237.50

This 2-day 16-hour, Hazmat technician course will offer hands-on simulated facility and transportation incidents. The hazardous materials technician course shall describe the response objectives for each incident and the steps for determining response objectives (defensive, offensive, non-intervention) given an analysis of a hazardous materials incident. Then, the hazardous materials technician shall identify the possible action options (defensive, offensive, and nonintervention) by response objective for each incident, including safety considerations. The hazardous materials technician course will cover all topics that are included in the HAZWOPER Operations level course.

Course Objectives:

Given at least two (2) simulated hazardous materials incidents, a facility incident and a transportation incident, the technician trainee shall:

- Describe the response objectives for each incident,
- Describe the steps for determining response objectives when given an analysis of an incident,
- Identify the possible action options by response objective for each incident, including safety considerations.

Target Audience:

This course is required and essential for employees involved in either hazardous material cleanup or emergency response operations.

Prerequisites:

- Confined Space Entrant / Attendant (OSHA 29 CFR 1910.146)
- Hydrogen Sulfide (H₂S) (OSHA 29 CFR 1910.1000)
- Lockout/Tag-out (OSHA 29 CFR 1910.147)
- Fall Protection (OSHA 29 CFR 1926.500)
- Hazmat (HM 126) (DOT 49 CFR Part 171)
- Hazardous communications (OSHA 29 CFR 1910.1200)
- Personal Protective Equipment
- Hearing Conservation (OSHA 29 CFR 1910.95)
- Emergency Response
- Process Safety Management
- HAZWOPER (Operations level) (OSHA 29 CFR 1910.120 and API RP 75)
- Fire Protection
- Respiratory Protection (OSHA 29 CFR 1910.134)

Water Survival w/HUET

\$95.00

The PEC/ Premier Water Survival with Helicopter Underwater Egress Training (HUET) program consists of one entire day of training both in the class- room and in the water. Four hours of classroom preparation of the principles and key techniques. That understanding is followed by four hours of in-water training at a local-area pool where students learn the basic skills of water survival. This training provides personnel with information and skills to help prevent water survival accidents minimize injuries and reduce company liabilities. API RP T-7, 75 SEMP and USCG Title 33 regulations recommend that all offshore personnel receive this training. This course is designed to provide the student with an overview of basic maritime personal survival. Students will be shown the proper uses of various lifesaving apparatuses found in the offshore industry. Student will don several types of survival equipment including PFDs and immersion suits. The student will understand the escape procedures of an overturned aircraft in the water.

Course Objectives:

- Review of API RP T-7: Training of personnel in the rescue of persons in water.
- Review of USCG regulations Title 33 Part 143- Manned and Unmanned Platforms (USCG Inspection Review)
- Emergency situations (Types, signals and station bill)
- Survival principles (Training and drills, attitudes, platform abandonment methods and actions, clothing as buoyant devices)
- Personal flotation devices (Types I-V)
- Life ring buoys (use man overboard actions), life floats, life rafts (applications and launching)
- Survival capsules
- Signaling equipment and pyrotechnics
- Helicopter safety
- Swing ropes and personnel baskets
- First aid treatment (drowning victim procedures, hypothermia, litter and first aid kit use)

Target Audience:

This is required and essential for any personnel that travels to offshore locations for work.

Water Survival w/METS

\$152.00

The PEC/ Premier Water Survival with Helicopter Underwater Egress Training (HUET) with Modular Egress Training Simulator program consists of one entire day of training both in the class- room and in the water. Four hours of classroom preparation of the principles and key techniques. That understanding is followed by four hours of in-water training at a local-area pool where students learn the basic skills of water survival and experience the most real life training possible using the Modular Egress Training Simulator. This training provides personnel with information and skills to help prevent water survival accidents minimize injuries and reduce company liabilities. API RP T-7, 75 SEMP and USCG Title 33 regulations recommend that all offshore personnel receive this training. This course is designed to provide the student with an overview of basic maritime personal survival. Students will be shown the proper uses of various lifesaving apparatuses found in the offshore industry. Student will don several types of survival equipment including PFDs and immersion suits. The student will understand the escape procedures of an overturned aircraft in the water.

Course Objectives:

- Review of API RP T-7: Training of personnel in the rescue of persons in water.
- Review of USCG regulations Title 33 Part 143- Manned and Unmanned Platforms (USCG Inspection Review)
- Emergency situations (Types, signals and station bill)
- Survival principles (Training and drills, attitudes, platform abandonment methods and actions, clothing as buoyant devices)
- Personal flotation devices (Types I-V)
- Life ring buoys (use man overboard actions), life floats, life rafts (applications and launching)
- Survival capsules
- Signaling equipment and pyrotechnics
- Helicopter safety
- Swing ropes and personnel baskets
- First aid treatment (drowning victim procedures, hypothermia, litter and first aid kit use)

Target Audience:

This is required and essential for any personnel that travels to offshore locations for work.

Medic 1st Aid/CPR BB Path

\$95.00

This course combines CPR, first aid and blood borne pathogens training taught in a single day. It eliminates written testing for laypersons learning first aid. This course teaches laypersons learning first aid an EMS approach to patient care. Advocates “continuity of care” as an ill or injured person is passed from first aid provider to health care provider. Training in adult, child/infant CPR and AED (Automated External Defibrillator) is included in this course. Our class can be taught at our training facility, your company or at a neutral site. PEC/Premier will use a combination of highly structured, tested, and effective print and video instructional materials. Our primary goal is to meet our clients’ needs using the most effective, modern methods. Promoting a stress free emergency care learning programs designed to produce comfortable, confident first aid providers.

Course Objectives:

- Emergency First Aid Care • Recognizing an Emergency • Deciding to Help • Personal Safety • Using Barriers • Assessing for Response • Mechanism for Spinal Injury • Activating Emergency Medical Services (EMS) • Basic Life- Supporting Skills • Airway – Head-Tilt, Chin-Lift • Clearing the Airway – Log Roll • Protecting the Airway – Recovery Position • Breathing – Ventilations Mask/Shield • Circulation – Chest Compressions • Initial Assessment • Unresponsive Patient • CPR for Cardiac Arrest • Sudden Cardiac Arrest – Using an AED • Bare, Prepare, and Place Pads • Basic AED Operation • Troubleshooting Messages • Other AED Considerations • Control of Bleeding • Managing Shock • Foreign Body Airway Obstruction • Ongoing Assessment • Warning Signs of Serious Illness • Altered Level of Responsiveness • Pain, Severe Pressure, or Discomfort in Chest • Breathing Difficulty, Shortness of Breath • Severe Abdominal Pain • Mechanism for Significant Injury • Swollen, Painful, Deformed Limb • Caring for Specific First Aid Problems • Moving Patients • Emotional Impact of Providing First Aid Care • Preventing Disease Transmission • First Aid and the Law

Target Audience:

This course is essential to any personnel that may be required to be a workplace responder.

Medic 1st Aid/CPR BB Path Train The Trainer

\$470.25

During this 2-day course each student will receive classroom and hands-on practical training, certificate of completion, ability to train and certify others in Medic first aid/CPR and blood borne pathogens, instructor manual, student manual and real life training scenarios. This course combines CPR, first aid and blood borne pathogens. It eliminates written testing for laypersons learning first aid. This course teaches certified first aid /CPR students how to instruct and certify other personnel learning first aid an EMS approach to patient care. Advocates “continuity of care” as an ill or injured person is passed from first aid provider to health care provider. Training in adult, child/infant CPR and AED (Automated External Defibrillator) is included in this course. Our class can be taught at our training facility, your company or at a neutral site. PEC/Premier will use a combination of highly structured, tested, and effective print and video instructional materials. Our primary goal is to meet our clients’ needs using the most effective, modern methods. Promoting a stress free emergency care learning programs designed to produce comfortable, confident first aid instructors.

Course Objectives:

- Ability to instruct and certify others • Ability to conduct informative and interesting classes for other personnel • Emergency First Aid Care • Recognizing an Emergency • Deciding to Help • Personal Safety • Using Barriers • Assessing for Response • Mechanism for Spinal Injury • Activating Emergency Medical Services (EMS) • Basic Life-Supporting Skills • Airway – Head-Tilt, Chin-Lift • Clearing the Airway – Log Roll • Protecting the Airway – Recovery Position • Breathing – Ventilations Mask/Shield • Circulation – Chest Compressions • Initial Assessment • Unresponsive Patient • CPR for Cardiac Arrest • Sudden Cardiac Arrest – Using an AED • Bare, Prepare, and Place Pads • Basic AED Operation • Troubleshooting Messages • Other AED Considerations • Control of Bleeding • Managing Shock • Foreign Body Airway Obstruction • Ongoing Assessment • Warning Signs of Serious Illness • Altered Level of Responsiveness •

Pain, Severe Pressure, or Discomfort in Chest • Breathing Difficulty, Shortness of Breath • Severe Abdominal Pain • Mechanism for Significant Injury • Swollen, Painful, Deformed Limb • Caring for Specific First Aid Problems • Moving Patients • Emotional Impact of Providing First Aid Care • Preventing Disease Transmission • First Aid and the Law

Target Audience:

This course is essential and required to any personnel that may be required to train and certify others in Medic first aid/CPR and blood borne pathogens.

Hazwoper/Hazmat Technician Train The Trainer

\$380.00

This 2-day 16-hour, Hazmat technician train the trainer course will offer hands-on simulated facility and transportation incidents. This course will educate an experienced HAZWOPER hazmat technician to train and certify other personnel. This course will equip each student with instructor and student material as well as training scenarios that will enable him/her to construct a beneficial learning environment for other personnel. The hazardous materials technician train the trainer course shall describe the response objectives for each incident and the steps for determining response objectives (defensive, offensive, non-intervention) given an analysis of a hazardous materials incident. Then, the hazardous materials technician shall identify the possible action options (defensive, offensive, and nonintervention) by response objective for each incident, including safety considerations. The hazardous materials technician course will cover all topics that are included in the HAZWOPER Operations level course.

Course Objectives:

Prepare a certified and experienced HAZWOPER hazmat technician to construct a class for other personnel that includes at least two (2) simulated hazardous materials incidents, a facility incident and a transportation incident, the technician trainee shall:

- Describe the response objectives for each incident,
- Describe the steps for determining response objectives when given an analysis of an incident,
- Identify the possible action options by response objective for each incident, including safety considerations.

Target Audience:

This course is required and essential for employees involved in instructing personnel to become hazardous material cleanup or emergency response technicians. This course is open to all response disciplines including law enforcement, EMS, and public works. This course is open to both career and volunteer personnel.

PEC Core Compliance/SafeGulf TTT

\$1420.25

The PEC Core Compliance program brings together the health, safety and environmental training certifications (OSHA and MMS) most requested by oilfield operators and other host employers. PEC Core Compliance is accepted by every major and most mid major operators in the USA, Canada and Qatar. This in depth training program will ensure your employees are compliant with your customers', OSHA and MMS safety training requirements. Material presentation is structured to build on common content in a high intensity three day format. The instructor led interactive training will certify you to certify other personnel in PEC Core Compliance. Each instructor will receive classroom training, PEC Basic Orientation Instructor manual, PEC Basic Orientation Student manual, PEC Basic Orientation video, PEC Core Compliance Instructor manual, PEC Core Compliance Student manual, PEC Core Compliance video, PowerPoint presentation and reference material that will support the instruction of the program. Each instructor will also receive certificate of completion and a picture ID. Each instructor receives documentation of completion in the form of a PEC picture ID and a certificate of completion. The instructor's information will be entered into the PEC International Training Registry. This documentation is available via the internet through the PEC ITR and INDEX sites. The instructor level certifications you will receive are as follows:

- SafeGulf
- Offshore Orientation (API RP 75 & API RP T-1)
- Confined Space Entrant / Attendant (OSHA 29 CFR 1910.146)
- Rigging
- Hydrogen Sulfide (H2S) (OSHA 29 CFR 1910.1000)
- Lockout/Tag-out (OSHA 29 CFR 1910.147)
- Fall Protection (OSHA 29 CFR 1926.500)
- Hazmat (HM 126) (DOT 49 CFR Part 171)

Hazardous communications (OSHA 29 CFR 1910.1200) • Personal Protective Equipment • Hearing Conservation (OSHA 29 CFR 1910.95) • Emergency Response • Process Safety Management • Welding Safety • Defensive Driving • Hazwoper (Oper.) (OSHA 29 CFR 1910.120 and API RP 75) • Fire Protection • Medical Records • Forklift Safety (OSHA 29 CFR 1910.178) • Respiratory Protection (OSHA 29 CFR 1910.134) • Electrical Safety • Terrorism Response Awareness Program • Back Safety • Alcohol and substance abuse awareness • Offshore waste management

Course Objectives:

• To prepare an instructor to train students to know what types of additional training they will need in order to work for the various operators at both onshore and offshore facilities. • To prepare an instructor to certify personnel in PEC Core Compliance. • To prepare an instructor to upgrade students training levels from awareness training to required compliance training. • To prepare an instructor to create a mind set in each student that will help them to play an active role in the safety program at their work facility. • To prepare an instructor to explain to each student the value of asking questions when they do not understand a certain aspect of their job. • To prepare an instructor to ensure that each employee that has completed this program has an identification card indicating that they have completed the course.

Target Audience:

An essential course for any employee that will be instructing and certifying personnel in the O&G and Petrochem industry that will consistently be working in plant, dockside, onshore or offshore facilities.

PEC Basic/SafeGulf TTT

\$712.50

The PEC Basic Orientation / SafeGulf safety awareness course was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. Each instructor will receive classroom training, PEC Basic Orientation Instructor manual, PEC Basic Orientation Student manual, PEC Basic Orientation video, PowerPoint presentation and reference material that will support the instruction of the program. This one-day program meets (API RP 75 & API RP T-1), OSHA, MMS, Shell, ExxonMobil, ChevronTexaco and BP requirements and provides instructors with the ability to train and certify other personnel at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. Over 25 of the leading oil and gas operators accept this orientation as it meets their requirements. Upon successful completion of course each instructor is issued a picture ID with a unique barcode. The instructor information is then stored in an online database. This orientation has become the standard program for the industry and certifies a student at awareness level for the following: • SafeGulf Certification • Confined Space • Rigging • Hydrogen Sulfide (H₂S) • Lockout/Tag-out • Fall Protection • Hazmat (HM 126) • Hazardous communications • Personal Protective Equipment • Hearing Conservation • Emergency Response • Process Safety Management • Welding Safety • Defensive Driving • Hazwoper (Oper.) • Fire Protection • Medical Records • Forklift Safety • Respiratory Protection • Electrical Safety • Terrorism Response Awareness Program • Back Safety • Alcohol and substance abuse awareness

Course Objectives:

• To prepare an instructor to train students to know what types of additional training they will need in order to work for the various operators at both onshore and offshore facilities. • To prepare an instructor to certify personnel in PEC Basic safety and SafeGulf. • To prepare an instructor to create a mind set in each student that will help them to play an active role in the safety program at their work facility. • To prepare an instructor to explain to each student the value of asking questions when they do not understand a certain aspect of their job. • To prepare an instructor to ensure that each employee that has completed this program has an identification card indicating that they have completed the course.

Target Audience:

An essential course for any employee that will be instructing and certifying personnel in the O&G and Petrochem industry that will consistently be working in plant, dockside, onshore or offshore facilities.

Leadership Development**\$6270.00**

Leadership Development is a comprehensive skills course that teaches you the tools of good leadership. Through instructor-led review, group and individual interactive exercises and checklists, you will learn how to effectively team build, manage, communicate and create a successful working environment with today's managers, professional staff, team leaders and employees. By assessing your own skills and partnering with other class members, you will increase your competence as a leader while helping others benefit from your strengths. Today's managers and team leaders are confronted with diverse and numerous management challenges and change. To meet these challenges businesses and organizations are embracing hands-on team building and creative management problem solving as critical skills for the growth and development of their management teams. This comprehensive two-day leadership development course will review the essentials of good leadership skills.

This course is comprised of 7 modules:

1. Attitude Control
 - A. Triangle of Success
 - B. Phases of Attitude
 - C. Four Things You Can Control
2. Effective Communications
 - A. Barriers to Effective Communications
 - B. Assertive vs. Aggressive or Passive
 - C. Listening to Understand
3. People Skills
 - A. Understanding Human Emotions
 - B. Developing Outstanding Teamwork
 - C. How Adults Learn
4. Personal Management / Time Management
 - A. Managing Priorities and Use of Time
 - B. Understanding Urgency and Importance
 - C. Using Energy and Enthusiasm
5. Personal Leadership
 - A. Understanding the Difference between Leadership and Management
 - B. Understanding Motivation
 - C. Building Trust
 - D. Maintaining Balance in Your Life / Setting and Accomplishing Goals
6. Supervisory Training
 - A. Utilizing Creative Thinking
 - B. Delegating for Results
 - C. Stages of Learning
 - D. Coaching and Counseling / Accountability
 - E. What Motivates Employees and What De-Motivates Employees
 - F. Barriers to Effective Performance
 - G. Conducting Performance Appraisals
7. Presentation Skills
 - A. Conducting Worthwhile Meetings
 - B. Planning and Organizing a Presentation
 - C. Knowing Your Audience
 - D. Move Others to Action

Course Objectives:

- Promote the growth of your leadership skills to become a better team leader.
- Guidelines for successful and appropriate management approaches.
- To adapt your personal leadership skills

and messages to any type of workforce. • Better equip you with time management skills to increase the value of your time. • Build the confidence in you to apply your personal leadership skills to affect your peers and build a successful team and positive working environment.

Target Audience:

Leadership Development is a must for any manager, team leader or executive who must consistently interact, manage and lead others within their business or organization. This is a career skills enhancement course that will help you understand the principles of leadership, personal management and team building.

Consultative Selling

\$6270.00

This course will learn effective tactics, concepts, strategies, and principles that work across the board. Consultative Selling is a real world approach to building and keeping business, and getting worthwhile referrals. Whether you sell a product or service, or you call on small businesses, large businesses, or Fortune 500 companies, this selling process applies to you: Consultative Selling consists of 6 sessions that can be taught in a full 2-day session, or in 6 weekly, biweekly, or monthly 2 ½ hour sessions.

Session 1: Motivation tactics that inspire creative thinking • Motivation • Change Management • Creative Thinking

Session 2: Managing your time and communicating with customers • Time Management • Prospecting / Networking • Communications (telephone, e-mail, speaking and listening) Session 3: The 4 Step Selling Process • Building Confidence

Session 4: The 4 Step Selling Process • Negotiating Win / Win

Session 5: The 4 Step Selling Process • Goal Setting • Accountability • Closing

Session 6: Maximize your company • Team Building • Maximizing Resources • Driving Company Vision

Course Objectives:

• Ability to set goals and self motivate to achieve those goals. • Build confidence in your ability to attract new clients and successfully manage existing ones. • Access the tools to generate leads and successfully close the sale. • Teach you how to motivate the sales team you interact with everyday to maximize productivity. • Manage your time which will allow you to spend more time selling and generating new business.

Target Audience:

Essential course for any employee, who will consistently interact, meet and sell a concept to others either inside or outside their company. This is a course for people who want to learn how to be better at generating leads and closing sales. You have to be able to think like you customers. You learn how to be able to take the concepts and apply them to your particular situation. This is a career enhancing course that will enable you to become a more successful sales professional.

SIN 27-400 Pricing

| Course Name | GSA Price (per Person) |
|--|-------------------------------|
| PEC Basic | \$118.75 |
| SafeGulf | \$118.75 |
| ServeSafe | \$142.50 |
| PEC Core Compliance | \$446.50 |
| Confined Space Rescuer / Supervisor | \$237.50 |
| Rigging API RP2D 5th ed | \$142.50 |
| H2S Hydrogen Sulfide | \$142.50 |
| Hazwoper Operations level | \$118.75 |
| Hazwoper/Hazmat Technician | \$237.50 |
| Water Survival w/HUET | \$95.00 |
| Water Survival w/METS | \$152.00 |
| Medic 1st Aid/CPR BB Path | \$95.00 |
| Medic 1st Aid/CPR BB Path Train The Trainer | \$470.25 |
| Hazwoper/Hazmat Technician Train The Trainer | \$380.00 |
| PEC Core Compliance/SafeGulf TTT | \$1,420.25 |
| PEC Basic/SafeGulf TTT | \$712.50 |
| Leadership Development | \$6,270.00 |
| Consultative Selling | \$6,270.00 |

SIN 27-500 COURSE DEVELOPMENT AND TEST ADMINISTRATION

Program Manager

\$142.50

Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Responsible for the overall contract performance and shall not serve in any other capacity.

Senior Project Manager

\$118.75

An individual that possesses a Master's degree in his/her specialty; or have at least fifteen years of equivalent experience in the specific career field or discipline in which the work is to be performed. Will be able to take responsibility for overall management of technical staff; conduct analysis of overall projects and programs; accomplish periodic status reports, prepare program reviews, and personnel evaluations, in addition to analytical reporting. Individual will have the capability to obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance and well versed in Microsoft Office products.

Compliance Manager

\$114.00

Analyzes tasks and job data to develop testing criteria and uses these criteria to develop performance-based testing instruments that measure students learning and ability to perform the task. Designs and implements test reliability and CBT courseware validity studies. Develops and writes validation reports. Familiar with the use and application of off-the shelf tools. Applies concentrated and diversified knowledge of an advanced nature to broad assignment areas. Has ability to analyze and interpret statistical data. may supervise a group concerned with various testing and assessment activities.

Subject Matter Expert/Instructor

\$190.00

Provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy government requirements. May be called upon as an instructor.

Desktop Publisher Level 2

\$47.03

Requires familiarity with popular desktop publishing applications, such as Framemaker and Interleaf. May also be at expert level with Word. Must be able to provide page layout services, basic content integration, and book compilation.

Desktop Publisher Level 1

\$42.75

Requires basic knowledge of page layout and formatting for course materials and publications. General understanding of design concepts. Experience with entry-level applications such as Word.

Technical Editor **\$71.25**

Responsible for researching and recommending editing style guidelines/rules. Must possess a strong command of the English language and attention to detail. This position performs Level 1 (copyedit), Level 2 (mechanical edit), and Level 3 (content edit) for technical publications, including course materials and reference guides. poses queries to authors, and determines technical accuracy and soundness of materials.

Technical Writer **\$47.50**

Constructs complex technical documents including reference materials and course guides. May craft written description of highly technical diagrams and illustrations. Highly skilled and well versed in the specific technical field. Collaborates with SME to identify pertinent information and convey that information in a format that supports understanding.

Instructional Design **\$85.50**

Highly competent individual well versed in the principles of instructional design systems. Must possess a firm understanding of complex instructional design theories, including: Ruth Clark's RLO/RIO learning object architecture and standard ADDIE instructional design model. Must have proven ability to apply these theories to linking learning events to instructional learning objectives.

Graphics Design **\$71.25**

Provides routine graphics support. Develops graphics and miscellaneous media files for multiple projects. May include line drawings, digital images, flowcharts, slide presentations, animations, video stills/clips, and simulations. Good knowledge of Power point graphics presentations.

Quality Assurance Manager **\$85.50**

Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy and correctness. Supports the test-and-integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements. Identifies data outliers and recommends remediation. Interprets quality assurance data and relates to management. Communicates identified deficiencies to management and other personnel.

Test and Assessment Designer **\$65.08**

Analyzes tasks and job data to develop testing criteria and uses these criteria to develop performance-based testing instruments that measure students learning and ability to perform the task. Designs and implements test reliability and CBT courseware validity studies. Develops and writes validation reports. Familiar with the use and application of off-the shelf tools. Applies concentrated and diversified knowledge of an advanced nature to broad assignment areas. Has ability to analyze and interpret statistical data. May supervise and group concerned with various testing and assessment activities. Typically works under the direction of Psychometrician.

Operations Manager **\$78.85**

Responsible for all delivery services as well as all training facilities. Negotiates and contracts with all major suppliers of services and products to establish best pricing. Designs content delivery strategies and platforms. Defines operational procedures and personnel required for training delivery. Fiscally responsible for all direct training costs and performance.

Logistics Manager

\$71.25

Builds and communicates master logistics and operational plan for delivery of training. Establishes operational processes and procedures for efficiently managing all training assets and personnel. Responsible for establishing training venues, building and supporting training equipment, shipping freight required for training events, and reproduction, packaging and fulfillment of training materials. Manages teams of logistics specialists, meeting planners, help desk support, training center coordinators and technicians.

Training Center Coordinator

\$42.75

Responsible for all delivery services as well as all training facilities. Negotiates and contracts with all major suppliers of services and products to establish best pricing. Designs content delivery strategies and platforms. Defines operational procedures and personnel required for training delivery. Fiscally responsible for all direct training costs and performance.

SIN 27-500 Pricing

| Course Name | GSA Price (per person) |
|----------------------------------|------------------------|
| Program Manager | \$142.50 |
| Senior Project Manager | \$118.75 |
| Compliance Manager | \$114.00 |
| Subject Matter Expert/Instructor | \$190.00 |
| Desktop Publisher Level 2 | \$47.03 |
| Desktop Publisher Level 1 | \$42.75 |
| Technical Editor | \$71.25 |
| Technical Writer | \$47.50 |
| Instructional Design | \$85.50 |
| Graphics design | \$71.25 |
| Quality assurance Manager | \$85.50 |
| Test and Assessment Designer | \$65.08 |
| Operations Manager | \$78.85 |
| Logistics Manager | \$71.25 |
| Training Center Coordinator | \$42.75 |