



*Training Aid, Devices & Instructor Led  
Training Pricelist*

**Federal Supply Service**  
U.S. General Services Administration

***AUTHORIZED FEDERAL SUPPLY SERVICE TRAINING AID, DEVICES &  
INSTRUCTOR-LED TRAINING SCHEDULE PRICELIST***

---

| <b><u>Special Item Numbers (SIN)</u></b> | <b><u>Products/Services</u></b>         |
|--|---|
| 27-400.....                              | Instructor Led Training                 |
| 25-500.....                              | Course Development; Test Administration |

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov).

**Contractor:**

**Centre Consulting, Inc.**  
1953 Gallows Rd  
Suite 650  
Vienna, VA 22182  
(703) 288-2800  
Fax: (703) 288-4868  
www.centreconsult.com

A small woman-owned business

**Contract Number: GS-02F-0101T**

**Period Covered By Contract: June 5, 2007 – June 5, 2012**

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

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

## *TABLE OF CONTENTS*

---

| <b>Section</b>   | <b>Page</b> |
|--|-------------|
| Information for Ordering Offices.....                                    | 5           |
| Suggested Formats for Blanket Purchase Agreements.....                   | 9           |
| Basic Guidelines for Using "Contractor Team Arrangements".....           | 10          |
| Terms and Conditions Applicable to Orders.....                           | 11          |
| Instructor Led Training Course Descriptions SIN 27-400 (Appendix A)..... | A1          |
| <b>Pricelist</b>   |             |
| 27-400 Instructor Led Training Services Centre Site.....                 | P.1         |
| 27-400 Instructor Led Training Services Government Site.....             | P.4         |
| 27-500 Course Development; Test Administration Labor Categories.....     | P.8         |

## *CONTRACT MODIFICATIONS*

---

None.

## INFORMATION FOR ORDERING OFFICES

---

### SPECIAL NOTICE TO AGENCIES Small Business Participation

The General Services Administration and the Small Business Administration (SBA), strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. Visit SBA's website for guidance on goal setting and goal submittal via the Internet. (Note: Insert user name: OSDBU and the password: sba3865, then scroll down and click on "Instructions.") In June 2000, GSA and SBA signed an agreement that allows agencies to count contracts with 8(a) firms under the Multiple Award Schedules Program toward their 8(a) goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three Schedule contractors or to consider reasonably available information by using the GSA *Advantage!* online shopping service. The catalogs/pricelists and GSA *Advantage!* contain information on a broad array of products and services offered by small business contractors. When conducting evaluations and before placing an order, consider including, if available, one or more small, women-owned small, and/or small disadvantaged business Schedule contractor(s). For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

#### 1. AWARDED SPECIAL ITEM NUMBERS

---

- a) 27-400 Instructor Led Training and Web-Based Training – Reference page P.1  
27-500 Course Development; Test Administration – Reference page P.8
- b) Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. NOT APPLICABLE

#### 2. MAXIMUM ORDER: (All dollar amounts are exclusive of any discount for prompt payment)

---

SPECIAL ITEM 27-400 The maximum dollar value per order for all classes will be \$1,000,000.  
SPECIAL ITEM 27-500 The maximum dollar value per order will be \$1,000,000.

#### 3. MINIMUM ORDER:

---

Centre's minimum order is one course; for courses taught on-site at least 15 attendees are required.

#### 4. GEOGRAPHIC SCOPE OF CONTRACT:

---

The geographic scope of this contract is domestic.

#### 5. POINTS OF PRODUCTION:

---

Centre Consulting, Inc.  
1953 Gallows Rd  
Suite 650  
Vienna, VA 22182

#### 6. DISCOUNTS:

---

- a. DISCOUNT FROM LIST PRICES. Prices shown here are net (discount deducted).
- b. QUANTITY AND ORDERING.

**7. QUANTITY DISCOUNTS:**

---

Quantity Discount 1: Early Bird Discount - An additional 10% discount can be obtained if registrants register 21 days prior to the course delivery date (does not apply to multiple registrants or multiple courses (Quantity Discount 2)).

Quantity Discount 2: Multiple Registrants/Courses - An additional 15% discount off the second course and/or second attendee and 20% off the third course and/or third attendee.

NOTE: These discounting policies apply to CCI sites, FCI sites, and Client sites.

**8. PROMPT PAYMENT TERMS:**

---

- a. PROMPT PAYMENT. Net 30 Days.
- b. DOLLAR VOLUME. None.

**9. GOVERNMENT PURCHASE CARDS:**

---

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. In addition, bank account information for wire transfer payments will be shown on the invoice.

**10. FOREIGN ITEMS:**

---

Not applicable within the scope of this contract.

**11A. TIME OF DELIVERY:**

---

As negotiated between the Contractor and the ordering activity.

**11B. EXPEDITED DELIVERY**

---

As negotiated between the Contractor and the ordering activity.

**11C. DELIVERY: OVERNIGHT AND 2-DAY DELIVERY**

---

As negotiated between the Contractor and the ordering activity.

**11D. URGENT REQUIREMENTS**

---

As negotiated between the Contractor and the ordering activity.

**12. F.O.B. POINT:**

---

Destination, excluding Alaska, Hawaii, and Puerto Rico.

**13A. ORDERING ADDRESS:**

---

- a. ORDERING ADDRESS.

By Mail:

Centre Consulting, Inc.  
GSA 69  
1953 Gallows Rd  
Suite 650  
Vienna, VA 22182

By Facsimile:

703-288-4868  
Attn: Charlese Baskins

By e-mail:

cbaskins@centreconsult.com

b. TECHNICAL AND/OR ORDERING ASSISTANCE. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Technical Assistance ..... 703-288-2800  
Ordering Assistance..... 703-288-2800

**13B. ORDERING PROCEDURES:**

---

Ordering terms and conditions are found in "Terms and Conditions Applicable to Orders" in this catalog.

**14. PAYMENT ADDRESS:**

---

Centre Consulting, Inc.  
GSA 69  
1953 Gallows Rd  
Suite 650  
Vienna, VA 22182

**15. WARRANTY PROVISION:**

---

FCI shall provide one or more qualified instructors for each course. FCI shall provide all attendees with course materials and copies of all handouts on the first day of training. Certificates shall be provided to all attendees upon completion of the course.

**16. EXPORT PACKING CHARGES, IF APPLICABLE:**

---

NOT APPLICABLE

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):**

---

Credit cards will be acceptable for payment above the micro-purchase threshold.

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**

---

NOT APPLICABLE

**19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):**

---

NOT APPLICABLE

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE):**

---

NOT APPLICABLE

**21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):**

---

NOT APPLICABLE

**22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):**

---

NOT APPLICABLE

**23. PREVENTIVE MAINTENANCE :**

---

NOT APPLICABLE

**24. SPECIAL ATTRIBUTES:**

---

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). – NOT APPLICABLE

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). – NOT APPLICABLE

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:**

---

Data Universal Numbering System (DUNS) number is 10-173-0138

**26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:**

---

Contractor has registered with the Central Contractor Registration Database.

# *SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS*

---

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act                      (ordering activity) and the Centre Consulting, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-02F-0101T.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

**Signatures**

\_\_\_\_\_ Date

\_\_\_\_\_ Date

---

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-02F-0101T, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH                      (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

| MODEL/PART NUMBER | *SPECIAL BPA DISCOUNT/PRICE |
|-------------------|-----------------------------|
| _____             | _____                       |
| _____             | _____                       |

- (2) Delivery:

| DESTINATION | DELIVERY SCHEDULE/DATES |
|-------------|-------------------------|
| _____       | _____                   |
| _____       | _____                   |

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

| OFFICE | POINT OF CONTACT |
|--------|------------------|
| _____  | _____            |
| _____  | _____            |

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## ***BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"***

---

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

## *TERMS AND CONDITIONS APPLICABLE TO ORDERS*

---

### **POLICIES**

FCI offers training at its clients' sites or at FCI sites in the DC Metro area. All prices not listed within this GSA Price List are Open Market. As outlined below, certain pricing, discount, and other terms vary depending on the location of the course and whether the course is custom designed or directly from the catalog.

FCI shall provide one or more qualified instructors for each course. FCI shall provide all attendees with course materials and copies of all handouts on the first day of training. Certificates shall be provided to all attendees upon completion of the course.

**CONFIDENTIALITY AGREEMENT:** FCI agrees that at any time during the term of this Agreement and for one (1) year following the last day of training, any information provided by Client to FCI or any of its employees or consultants which is designated by Client as proprietary and/or confidential, shall be considered confidential and proprietary to FCI, its employees, and consultants. Therefore FCI, its employees, and consultants will not without Client's prior written consent—publish, divulge, disclose, or otherwise communicate to any person or persons outside FCI any information relating to the training, including questions discussed during the training.

It is understood that FCI shall have no confidentiality obligation with respect to any information known by FCI, generally known within the industry, prior to the date of this Agreement, or which information becomes common knowledge within the industry thereafter. FCI shall have all of its consultants and employees sign a similar agreement to not disclose Client's confidential information.

**INTELLECTUAL PROPERTY:** FCI retains an exclusive copyright license to all materials prepared by FCI and furnished to Client during the course of this engagement. Client shall have the right to retain copies of the materials at the conclusion of this engagement. However, Client shall not reproduce the materials without FCI's express written permission.

### **CATALOG COURSE – FCI SITE**

#### **PRICES AND DEPOSITS**

Tuition is due in full on registration. Prices are per student. Classes are held at FCI facilities and various training and conference facilities in the DC metro area, by prior arrangement with Centre. Number of students may be limited at particular sites; registrations are processed in the order received. Classes subject to cancellation at Centre's discretion. Breakfast, lunch, and class materials included in price.

#### **CANCELLATIONS**

All cancellations must be received in writing. Cancellations will not be accepted later than the cut-off date of 14 days prior to the course date, and full payment will be due. Cancellations received before the cut-off date are eligible for nonrefundable credit toward a future course within six months of the original course date. If you must cancel prior to the cut-off date and are unable to reschedule for another course, refunds will be available but are subject to a processing charge of \$200 for a two-day course and \$125 for a one-day course. Attendee substitutions are permitted at any time. No shows will be charged the full amount.

#### **DISCOUNTS**

Any attendee registering for one seminar at listed price will receive a 15% discount on a second course and then a 20% discount on any other courses. (All registrations must be received at the same time, and discounts will apply in order of lowest to highest registration fees.) If more than one attendee from the same organization registers (at the same time) for the same meeting, the second will receive a 15% discount, and any additional attendees will receive a 20% discount. All registrations received at least 21 days prior to the course date will receive a 10% discount. (This only applies to list registration fees in the case of multiple registrations.) All government employees will receive a 5% discount and are also eligible for the additional 10% early registration discount and the discount for multiple attendees/classes.

#### **CONFIRMATIONS**

Confirmation of registration will be sent via e-mail within seven days of submission (less if the registration was received the week prior to the seminar). If you have not received a confirmation e-mail, your registration may not have been received. To verify registration, contact Charlese Baskins at (703) 288-2800, ext. 231, or [cbaskins@centreconsult.com](mailto:cbaskins@centreconsult.com).

### **CATALOG COURSE – CLIENT SITE**

#### **PRICES AND DEPOSIT**

Prices are per person, with a minimum of 15 persons. Additional prices per person are listed in the price list. Course materials are included in price. FCI will make every effort to deliver courses, but may be unable to accommodate particular desired dates for course delivery, because of other commitments. We require a 50% deposit due upon execution of a training agreement by Client, balance billed upon completion of the training. Other reasonable direct costs incurred for travel, meals plus G & A outside of the Washington, DC Metropolitan area shall be invoiced at cost.

## CANCELLATIONS

Client will be billed for the full 15 students, even if fewer attend. Attendee substitutions are permitted at any time up to the start of the course. In the event an entire course session is cancelled with less than thirty (30) calendar days notice prior to course commencement, the client is liable for all out of pocket costs that FCI incurred in preparing to teach this course, including non-refundable expenses such as airfare.

All cancellations must be received in writing. FCI shall use its best efforts to attempt to reschedule training cancelled for reasons beyond Client's control.

## CONFIRMATIONS

A standard training contract will be provided to a representative with authority to sign within a day of receipt of an authorized order. To order, contact Charlese Baskins at (703) 288-2800, ext. 231, or [cbaskins@centreconsult.com](mailto:cbaskins@centreconsult.com).

## CUSTOMIZED TRAINING – CENTRE SITE OR CLIENT SITE

Customized training provides a mix of instructor led training with relevant case studies, workshops, and on-the-job applications that are specific to your organization. Customized training can be quoted on a fixed price (per student) or labor hour basis. ODC's (open market) will include rental cost, meals, training materials, out-of-town instructor travel, and per diem. Copies of the Federal Acquisition Regulations (FAR), if requested, are \$85 per copy.

A fifty percent (50%) deposit will be due on execution of the training agreement.

## LIMITATION OF LIABILITY:

---

Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

## CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

---

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

## GSA ADVANTAGE!

---

**GSA Advantage!™** will use this FACNET system to receive catalogs, invoices and text messages; and to send purchase orders, application advice, and functional acknowledgments. **GSA Advantage!™** enables customers to:

- (i) Perform database searches across all contracts by manufacturer; manufacturer's model/part number; vendor; and generic product categories.
- (ii) Generate their own EDI delivery orders to contractors, generate EDI delivery orders from the Federal Supply Service to contractors, or download files to create their own delivery orders.
- (iii) Use the Federal IMPAC VISA.

**GSA Advantage!™** may be accessed via the GSA Home Page. The INTERNET address is: <http://www.gsa.gov>, or <http://www.fss.gsa.gov>.

## PURCHASE OF OPEN MARKET ITEMS:

---

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Schedule -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **BLANKET PURCHASE AGREEMENTS (BPAs):**

---

Use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **CONTRACTOR TEAM ARRANGEMENTS:**

---

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Contract Clause 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **UNCOMPENSATED OVERTIME:**

---

It is Centre's policy to limit the performance of overtime work by professional staff to the maximum extent practicable on the grounds that such efforts, over an extended period of time, tend to enervate employees rather than provide positive incentive for more efforts. Nevertheless, some of our professional employees have worked, on their own volition, more than the standard 40-hour work week in order to fulfill short-notice client requirements owing to their personal commitment to meeting needs that could not be delayed without damage to a project. We believe that such personal involvement by our employees in their work is beneficial to both the project and to the well being of the employee. To that extent, it is often difficult to discern where a personal involvement begins and ends. What is "good enough"? At Centre, all employees are allowed to set standards for themselves and to provide quality goals consistent with their own personal circumstances and needs--goals which are never below contract standards, but often above. The line between "overtime" and the standard work week required of each employee can become blurred, on occasion, by virtue of an employee who is eager to contribute to needed client missions. Part of this process is the creative involvement of professionals continually evolving in their careers. We believe that if we are to require personnel to punch clocks we will detract from both their quality of life and their feeling of being professionals. We do not provide immediate compensation for such professional overtime work; however, such non-compensated overtime is a factor in determining end-of-year incentive business awards and to that extent is compensation for the overtime contributed by the employee in question.

## APPENDIX A

---

### SIN 27-400 INSTRUCTOR LED TRAINING SERVICES INSTRUCTOR LED TRAINING COURSE DESCRIPTIONS

#### **Course Descriptions**

##### **Contracts Curriculum**

##### **Title: Annual Review/Hot Issues in Federal Contracting**

**Description:** One of our most popular courses. This seminar provides everything you need to know to stay current in the ever-changing field of government contracts. Use this course as a refresher on the developments in contracting over the past year. We will also highlight current pending legislation and things to watch for in the year to come. Through lectures and open discussion, you will gain a solid understanding of recent events and changes in the contracting world. In addition, each participant receives a course binder which contains all the new regulations and laws.

##### **Course Topics**

A one day seminar on the major developments in Federal Government Contracting in 2006 and a look forward at 2007.

Update your knowledge on the following topics:

- Understand the new T&M Contracting Rule: It covers a lot more than just invoicing subcontractor hours
- Learn about the new SBA regulations on size determinations
- Strategic Sourcing – is your contract up for grabs?
- OCIs – be careful of who you hire; they may cost you business
- GSA Update – reorganizations, changes, how do they affect you?
- Current protest issues – winners and losers
- Procurement integrity and ethics compliance issues
- Hear about the SARA 1423 Panel Recommendations
- Clean Contracting Act – the future?

**Length of class:** One day

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Kinosky, Phillips. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

##### **Title: Beyond Basics - Advanced Issues in Contract Administration**

**Description:** Go beyond the basics. This course focuses on solving the most complex issues in federal contracting, including contract administration issues, changes, subcontracting, price adjustments, procurement integrity, and managing difficult situations. Learn how to solve complex contract administration issues, understand key contract terms, negotiate with subcontractors and vendors, make best value

determinations, abide by the new procurement rules and regulations, and understand EVM. Enhance your skills with our hands-on workshop.

### **Course Topics**

- Acquisitions Planning (FAR Part 7)
- Negotiated procurements, cost technical trade-off and award documentation requirements under FAR Part 15
- Practical procedures to ensure compliance with DoD/GSA “Get it Right” program goals (Scope of work issues and competition)
- Competition requirements under multiple award contracts and federal supply schedule contracts
- Procurement integrity and OCIs
- Techniques to establish fair and reasonable price
- Performance based (PB) contracts
  - PB terminology
  - Monetary versus non-monetary incentives
  - Government PB statements of work
  - Statements of objectives
- Earned value management (EVM)
- Subcontractor flow-down clauses
- Contract interpretation issues
- Claims, resolution and use of alternative dispute resolution

*Approved for 11 CLE Credits by the Virginia Bar Association.*

**Length of class:** Two days

**Suggested prerequisite:** Federal Contracting Basics

**Qualifications of instructors:** Instructors: Kinosky, Johnson. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

### **Title: Boot Camp™ for GSA & IDIQ Contracting**

**Description:** Learn how to master these popular contracting methods. This intensive two-day course will provide the skills you need to effectively establish contracts, Blanket Purchase Agreements and task orders using these contract vehicles. Gain a thorough understanding of the cutting-edge issues in the dynamic Schedules market. You will also learn about the current developments and hot topics in GSA Federal Supply Schedule, MAC and IDIQ contracting.

### **Course Topics**

- Overview of the federal supply schedule program
- The proposal process
- Strategic issues in approaching the schedules market
- The schedule negotiation process
- Basis of award issues
- Mastering the renewal and ordering processes
- Maintaining the schedule contract
- Performance issues
- Monetary reporting and payment requirements

- Creative uses of schedules, BPAs, teaming and more
- Government audits and investigations

*Approved for 10.5 CLE Credits by the Virginia Bar Association*

**Length of class:** Two days

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Kinosky, Phillips. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: COTR Contracting Basics**

**Description:** This course provides non-contracting personnel with the skills necessary to manage complex contracts and maximize return on their contract dollars. Understand the federal acquisition process, roles and responsibilities and limits of authority, and the contract administration tools that will help you to avoid disputes and claims. Obtain the knowledge and skills necessary to execute your critical responsibilities as a Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO).

**Course Topics**

- The federal acquisition process
- Roles and responsibilities and limits of authority
- Contract administration tools

**Length of class:** One day

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Kinosky, Phillips. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: COTR Refresher Course**

**Description:** Update your knowledge to keep pace with new regulations, rules, and directives. This course is for the experienced Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO).

**Course Topics**

Topics are constantly updated to cover subjects such as

- Ethics
- Organizational conflicts of interest
- Earned value management

**Length of class:** One day

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Kinosky, Phillips. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Federal Contracting Basics**

**Description:** Gain an in-depth understanding of the legal framework and core principles governing federal procurements, from the issuance of the solicitation to contract close out. This course is specifically tailored for procurement professionals who desire both a strong overview of federal contracts, including GSA Schedules, as well as a current and in-depth understanding of the legal issues associated with government contracts. You will also gain the important ability to recognize and respond to the full range of issues that typically arise in federal contracting. You will learn how to effectively respond to everyday problems; identify unique differences between federal government contracting and commercial contracting; comply with the legal and regulatory framework governing federal contracts; abide by unique government obligations; keep pace with the latest issues in procurement reform; respond to compliance and ethics issues, and manage the procurement process – from initiating or responding to requests for proposals to contract.

**Course Topics**

- Basic legal principles governing federal contracting
- The procurement planning process
- Traditional government contract formation principles
- The commercial contract revolution –GSA schedules, MACs, IDIQs, and GWACs
- Contracts
- The contract award process
- Types of contracts
- Government unique business and accounting issues
- Socioeconomic programs
- Contract administration issues
- Terminations
- Dispute resolution processes

*Approved for 11 CLE Credits by the Virginia Bar Association*

**Length of class:** Two days

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Kinosky, Phillips. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Government Contract Law**

**Description:** This course will teach you the critical legal requirements that must be managed and fulfilled under federal contracts, with special focus on the source selection and contract administration process.

**Course Topics**

- Legal fundamentals of federal contracting

- Legal issues in the procurement planning process
- Legal issues in the source selection process
- How to negate potential bid protests
- Effective contract administration to minimize contract disputes
- Legal requirements in the area of contract costs and pricing
- Legal requirements for accomplishing contract terminations
- The claims & disputes process

**Length of class:** One day

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Kinosky, Phillips. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Intellectual Property Rights under Federal Contracts and Grants**

**Description:** Interpret and understand the complex rules and regulations governing intellectual property under Federal Contracts and Grants. When the federal government is involved, numerous complex laws, regulations and policy considerations arise. This course provides an in-depth understanding of the issues impacting IP under federal contracts, grants, and cooperative agreements. Learn about the legal issues affecting inventions, trade secrets, copyrights, proprietary data, and computer software. Gain practical skills to draft solid agreements. You will learn how to recognize patent, technical data, and software licensing issues; negotiate key clauses in software licensing agreements; implement strategies for acquiring or maintaining intellectual rights under federal transactions; effectively negotiate Intellectual Property agreements; and navigate the FAR and DFAR data rights clauses.

**Course Topics**

- Legal basics of patents, copyrights, trade secrets and software licensing
- Federal policies affecting IP development under federally funded arrangements
- Contractor and government rights under traditional government contracts, grants, and GSA schedules
- Procurement and protection of computer software
- Funding issues affecting ownership of intellectual property
- Protection of technical data during proposal preparation and submission
- Protection of intellectual property during contract performance
- Intellectual property issues under non-traditional agreements
- Recent court cases interpreting patents, trade secrets, technical data, and software rights

**Length of class:** Two days

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Johnson, Samaras. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Organizational Conflicts of Interest Ethics and Gratuities**

**Description:** In order to maintain the public's confidence in federal procurements, both government and industry must adhere to exemplary standards of conduct. Learn what constitutes organizational conflicts of interest and how to avoid or mitigate them. Understand the codes of conduct federal employees must follow. Learn how to address and respond to everyday ethical procurement integrity issues within your organization. You will learn how to draft an OCI mitigation plan; navigate the complicated rules on conflicts of interest; understand the restrictions and exceptions on gratuities; identify Contracting Officer responsibilities and standards of conduct; review or draft a mitigation plan; and abide by the rules on contingent fees.

**Course Topics**

- Organizational Conflicts of Interest
  - Preparing specifications or work statements
  - Access to proprietary information
  - Unfair competitive advantage
  - Systems engineering contracts
  - Solicitation provisions, waivers and mitigation plans
  - Contracting Officer/COTR responsibilities
- Conduct of current employees
  - Ethics in Government Act
  - Procurement integrity restrictions
- Gratuities
  - General restrictions
  - Types of gratuities
  - Exceptions
- Post-employment restrictions on federal employees
  - General restrictions
  - Types of conduct prohibited
- Anti-Kickback Act
- Prohibition against contingent fees

**Length of class:** One day

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructor: Johnson

Qualifications are summarized in "FCI Faculty," *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Subcontracting Issues: From Both the Prime and the Subcontractor's Perspective**

**Description:** Gain the skills necessary to understand every key issue in subcontracting today. This course covers the complex relationships between the federal government, prime contractors and subcontractors. This course is a must for negotiating subcontractors and managing subcontracts whether you are a buyer, seller or government official. After completing this course you will understand contract flow-down clauses, consent clauses, make or buy plans, privity, sponsorship, and subcontracting plans. *You will learn how to negotiate subcontract flow-down clauses both as a prime and as a subcontractor; navigate through intellectual property issues; manage*

subcontractor claims and disputes; tailor terms and conditions for specific needs; and manage subcontractors.

### **Course Topics**

- Overview of subcontracting issues
- Make or buy programs
- Contractor's purchasing review
- Mandatory flow down clauses
- Negotiating subcontracts—specific clauses
- Subcontracting plan requirements
- Consent to subcontract and subcontracting competition clauses
- Cost and pricing
- Payment
- Organizational Conflicts of Interest, Buy America Act, and labor laws
- Terminations, claims, and protests
- Current hot topics in subcontracting

**Length of class:** One day

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructor: Kinosky. Qualifications are summarized in "FCI Faculty," *infra*. Centre may substitute another instructor with equivalent experience.

### **Leadership and Management Curriculum**

#### **Title: Change Management**

**Description:** Leaders and managers today need to deal with changing industries and a changing workforce. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing stress.

#### **Course Topics**

- Overview of typical change reactions
- Strategies to energize employees and make them productive through turbulent times

**Length of class:** One day

**Suggested prerequisite:** Basic knowledge of workflow and supervisory responsibility

**Qualifications of instructors:** Instructors: Munro. Qualifications are summarized in "FCI Faculty," *infra*. Centre may substitute another instructor with equivalent experience.

#### **Title: Coaching Skills to Improve Employee Performance**

**Description:** Coaching is a crucial skill for all supervisors. Coaches serve as guides, sounding boards, and accountability for their charges. Employees today see the value of coaching in attaining goals through performance management programs.

#### **Course Topics**

- Coaching techniques
- Styles

- Interventions
- Practical exercise designed to build these crucial skills

**Length of class:** One day

**Suggested prerequisite:** Basic knowledge of workflow and supervisory responsibility

**Qualifications of instructors:** Instructors: Munro. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Conflict Management**

**Description:** Conflict is a prevalent problem for nearly all supervisors and managers. Studies show that dealing with conflict can consume up to 20% of a manager’s time each day. This course provides tools and techniques that serve to enhance the positive aspects of conflict (creativity, self-awareness) while minimizing the negative (divisiveness, anger, apathy.) Through the use of assessments and skills practice, participants will develop new skills to help them deal with the challenges of conflict management.

**Course Topics**

- Conflict styles
- Conflict options
- Conflict resolution strategies
- Practical exercise designed to build these crucial skills

**Length of class:** Two days

**Suggested prerequisite:** Introduction to Supervision

**Qualifications of instructors:** Instructors: Gerber/Munro. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Introduction to Supervision**

**Description:** Learn strategies on supervising employees, the top 5 problems to avoid, the basics of coaching & team building, and communication skills.

**Course Topics**

- Understand active listening
- Conduct an effective evaluation and motivate your employees
- Develop your leadership style
- Identify the characteristics of good leaders
- Understand how to delegate work and manage a diverse workplace

Course includes workshops in conducting evaluations and motivating non-performers.

**Length of class:** Three days

**Suggested prerequisite:** Basic knowledge of workflow and supervisory responsibility

**Qualifications of instructors:** Instructors: Munro. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Leadership and Management Skills for Supervisors**

**Description:** This interactive course will help you manage contracts and risk more effectively. Identify your leadership style and how to use it productively. Learn how to maximize team performance, navigate the legal processes and other techniques to facilitate contracting success. Learn how to integrate your leadership style with quality project management practices.

**Course Topics**

- Creating goals and vision
- Managing the stages of contracting
- Ethics in contracting
- Risk and change management
- Contract administration
- Roles in contracting
- Motivating your team

**Length of class:** Two days

**Suggested prerequisite:** Introduction to Supervision

**Qualifications of instructors:** Instructors: Kinosky/Munro. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Leadership and Management Skills for Non Supervisors**

**Description:** Even employees in non-supervisory roles are expected to learn and display good leadership and management techniques and traits. This is an ideal class for employees who are being groomed for management and supervisory positions.

**Course Topics**

- Basic management tools
- Flowcharting
- Brainstorming
- Nominal Group Technique
- Motivational theory
- Organizational behavior
- Fundamental leadership principles

**Length of class:** Two days

**Suggested prerequisite:** None

**Qualifications of instructors:** Instructors: Munro. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Leadership in a Time of Change**

**Description:** Leaders and managers today need to deal with changing industries and a changing workforce. True leadership comes from those who can be and identify change agents. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing the stress.

**Course Topics**

- Overview of typical change reactions
- Strategies to energize employees and make them productive through turbulent times
- Leadership competencies centered around change effectiveness

**Length of class:** One day

**Suggested prerequisite:** Introduction to Supervision

**Qualifications of instructors:** Instructors: Munro. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

### ***NSPS Nuts and Bolts Training***

**Title: NSPS Performance Management**

**Description:** NSPS requires all supervisors to determine performance standards with their employees and develop mechanisms for feedback and adjustment. This course teaches supervisors to develop strong performance plans based on mission requirements and implement regular opportunities to review progress with employees.

#### ***Course Topics***

- Performance plans
- Feedback sessions
- Linking of employee performance to mission accomplishment
- Conflict resolution strategies
- Coaching and discipline strategies
- Reward systems

**Length of class:** Two days

**Suggested prerequisite:** Introduction to Supervision, NSPS Supervisor Skills

**Qualifications of instructors:** Instructors: Armistead/Schaeffler. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: NSPS Supervisor Skills**

**Description:** Supervisors in the NSPS system face new challenges in learning to communicate, deal with conflict and anxiety, and manage change. NSPS Supervisor Skills teaches the fundamentals of Interest-Based Negotiation (IBN) as well as fundamental conflict management tools.

#### ***Course Topics***

- IBN fundamentals
- Communication strategies
- Linking of employee performance to mission accomplishment
- Conflict resolution strategies

**Length of class:** One day

**Suggested prerequisite:** Introduction to Supervision, NSPS Supervisor Skills

**Qualifications of instructors:** Instructors: Munro/Gerber/Schaeffler. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

**Title: Resolving Conflict**

**Description:** Conflict is a prevalent problem for nearly all supervisors and managers. Studies show that dealing with conflict can consume up to 20% of a manager’s time each day. This course provides tools and techniques that serve to enhance the positive aspects of conflict (creativity, self-awareness) while minimizing the negative (divisiveness, anger, apathy.) Through the use of assessments and skills practice, participants will develop new skills to help them deal with the challenges of conflict management.

**Course Topics**

- Conflict styles
- Conflict options
- Conflict resolution strategies
- Practical exercise designed to build these crucial skills

**Length of class:** Two days

**Suggested prerequisite:** Introduction to Supervision

**Qualifications of instructors:** Instructors: Gerber/Munro. Qualifications are summarized in “FCI Faculty,” *infra*. Centre may substitute another instructor with equivalent experience.

## FCI Faculty

### **Contracts Curriculum**

**Barbara S. Kinosky, Esq.** is an expert on federal government contracts with a specialized focus on federal contract management and training issues. She is a regular speaker on federal acquisition issues, having testified before congressional advisory panels, industry groups and at government sponsored conferences. She has taught hundreds of government and contractor employees on a wide variety of subjects Instructor for the George Washington University ESI Seminar Division and the National Contract Management Association (NCMA). She is the co-author of *Advanced Issues on GSA Contracts* and has taught numerous courses on all aspects of government contracting. Hosted co-hosted a NCMA audio seminar on Recent Developments in Federal Contracting. B.A., Florida State University, 1975; J.D., George Mason School of Law, 1983.

**James Phillips, Esq.** James S. (Jim) Phillips is a co-founder and principal of Centre Consulting, Inc., based in McLean, VA. As a private practitioner, Mr. Phillips has in excess of 20 years of in depth legal experience in the field of government contracts. He has resolved contract disputes on behalf of contractors before every significant government contracts tribunal, including the United States Court of Federal Claims, the United States District Courts, the Armed Services Board of Contract Appeals, the General Services Administration Board of Contract Appeals and the United States General Accounting Office. He is one of the few private sector lawyers to have successfully prevailed on procurement protests before both the General Accounting Office and the United States Court of Federal Claims. Recently, Mr. Phillips established a landmark ruling establishing contractor rights to recover the costs associated with preparing requests for equitable adjustment as part of the compensation owed for Government changes and performance delays. B.A., University of Kentucky, 1979; J.D., George Washington National Law Center, 1982.

**Christopher M. Johnson, Esq.** Mr. Johnson has an extensive legal background in government contracts and procurement law. With fifteen years of experience in that field he has provided legal advice to both private companies and Federal agencies, including the Department of Defense and the U.S. Department of Veterans Affairs. Mr. Johnson is an expert on the Federal Acquisition Regulations (FAR) and individual agency supplemental acquisition regulations including the Department of Defense Supplemental FAR Regulations (DFAR). He is experienced in analysis of technical data rights and software licensing rights under the FAR, the DFAR, and various agency regulations. He has provided legal advice on socioeconomic issues under the Small Business Administration (SBA) and Department of Labor (DoL) regulations and on financial and security issues under the FAR and the DFAR. Mr. Johnson has litigated procurement disputes and bid protest proceedings before the U.S. Court of Appeals for the Federal Circuit, the U.S. Court of Federal Claims, U.S. District Courts in Virginia and in the District of Columbia, the U.S. Comptroller General, and the Armed Services, Corps of Engineers, General Services Administration and Veterans Administration Boards of Contract Appeals. He has also represented private sector clients in commercial litigation before state courts in Virginia and the District of Columbia and in arbitration and alternative dispute resolution proceedings. B.A., University of Florida: 1976; M.A., Public Administration, University of Florida: 1979; J.D., George Washington National Law Center, 1986.

**Harrie Samaras, Esq.** - Harrie Samaras has more than 20 years of experience in all areas of intellectual property law. Ms. Samaras served as VP, Intellectual Property, for an international pharmaceutical company and Director, IP Litigation, for a Fortune 500 telecommunications company. At RatnerPrestia, she focuses on intellectual property litigation and alternative dispute resolution, serving as an arbitrator and mediator. Ms. Samaras was a Patent Examiner at the U.S. Patent and Trademark office. She obtained her master of laws degree in patent and trade regulation law from The George Washington National Law Center and a J.D. from

the University of Baltimore School of Law. She also holds M.S. and B.S. degrees from the University of Maryland in the life sciences.

**Benjamin R. Lindorf, Esq.** – Benjamin R. Lindorf is a member of the Government Contracts and Export, Customs, and Trade groups in Reed Smith's Washington, D.C., office. Mr. Lindorf received his B.A. in French, with a minor in English, from Brigham Young University in 1999. From October 1998 to April 1999, he served as a Foreign Assistant in Living Languages with the French National Ministry of Culture in Paris. In 2003, he earned his J.D. from Georgetown University Law Center, where he was a Global Law Scholar, a member of the *Journal of Law and Public Policy*, and chair of the proposal committee for the *Georgetown Journal of International Law*. Mr. Lindorf is admitted to practice before the Supreme Court of Virginia, the District of Columbia Court of Appeals, and the United States Courts of Appeals for the Federal Circuit, the District of Columbia Circuit, and the Fourth Circuit, as well as the United States Court of International Trade. He is a member of the Virginia State Bar, the District of Columbia Bar, the American Bar Association's Section of International Law and Practice, the Customs and International Trade Bar Association, and the J. Reuben Clark Law Society.

**Leigh T. Hansson, Esq.** – Leigh T. Hansson is a partner at Reed Smith and the team leader for the Export, Customs & Trade team. She has represented a wide variety of corporations in export controls and export compliance matters, resolving export, sanctions and anti-boycott issues for her clients. This work includes preparing corporate export, customs and trade compliance programs and conducting compliance training for employees, audits and internal investigations, merger and acquisition due diligence reviews, voluntary disclosures, and drafting licenses and other agreements for transactions subject to the jurisdiction of the departments of Commerce, State, and Treasury, and the Office of Foreign Assets Control. She received a B.A. from Hollins College in History and Political Science in 1992 and a J.D. from the Dickinson School of Law at the Pennsylvania State University in 1995. She is admitted to practice before the United States Courts of

Appeals for the Federal Circuit, the District of Columbia Circuit, and the Fourth Circuit, as well as the United States Court of Federal Claims. She is a member of the DC and Maryland bars.

### ***Leadership and Management Curriculum***

**Malcolm Munro** is an expert in organizational, management, and leadership development who has trained, mentored, and coached hundreds of managers in a wide range of industries including DoD. MA, Organizational Leadership, Chapman University, 1997; BS, Healthcare Management, Southern Illinois University, 1994; MBA, Organizational Leadership, B.A.

**Linda Armistead** – In her 25 year career in Human Resources, Linda has held Senior Level positions with major corporations and has worked as an independent business consultant. Linda's expertise in improving performance, productivity and quality has been applied in the manufacturing, retail, financial services, health care, and customer service industries as well as work with community services organizations. In addition she has been involved with implementation of team based management systems, work process re-engineering, executive business coaching, strategic planning, compensation and developmental training. Linda has been working with the Department of Defense for the past 2 years training both Air Force and Navy Senior Management and Supervisory employees on both Performance Management Systems and Interest Based Negotiation Strategies. Linda holds a Master of Arts degree in Human Resources Development from George Washington University. She is a certified mediator and Mentor through the Supreme Court of Virginia and received her designation as a Senior Professional in Human Resources through the Society of Human Resources Management.

**Kari Schaeffler** – Kari has more than 18 years experience in adult education, training, and program development. Energizing and engaging audiences worldwide, her expertise lies in change and performance management, conflict resolution, integrated team solutions, customer care, career

transition, and financial management. She has facilitated numerous *Train the Trainer* courses, and has written standardized curriculums in the areas of career transition, employee relocation, and mediation. Kari's passion for training was ignited when she served for three years as a member of the US Navy Return & Reunion training team. Meeting US fleets in Europe and crossing the Atlantic home with them, she presented more than 20 unique classes related to reintegration after six months at sea. She currently serves as a senior trainer facilitating ongoing *Interest Based Negotiation* (IBN) supervisory skills training for Air Force leadership personnel, and presents monthly career transition training to joint-service military personnel. She holds a masters degree in Human Resources Development from Webster University.

**David Gerber, M.Ed.**, specializes in professional development, curriculum design, training and leadership coaching. He has worked with senior managers, CEO's, and business development directors in a coaching capacity in order to improve personal and organizational capacity. His expertise spans the areas of conflict management, team building, group facilitation, IBN, and diversity education. Dave trains for the United States and local governments, corporations, associations, non-profits and schools. He has hands on experience working with thousands of students and training participants of all ages, races, backgrounds and ability levels. David received a bachelor's degree in Sociology from Ithaca College (NY), a master's degree in education from St. Joseph's University (Philadelphia), and a Senior Executive Leadership certificate from Georgetown University (D.C.). He has certificates in Workplace Conflict Processes, Workplace Mediation and Conflict Resolution, Commercial, Federal Workplace, and Family Mediation. Dave brings 14 years of varied conflict management, teaching, and educator training experience.



*Instructor Led Training Services Centre Site*

| SIN | Order Number | Course Description | GSA Price Per Student |
|-----|--------------|--------------------|-----------------------|
|-----|--------------|--------------------|-----------------------|

Dollar figures have been rounded

**Acquisition Training Courses**

|        |            |   |            |
|--------|------------|---|------------|
| 27-400 | CC-T-HOT   | <b>Annual Review/Hot Issues in Federal Contracting.</b> One of our most popular courses. This seminar provides everything you need to know to stay current in the ever-changing field of government contracts. Use this course as a refresher on the developments in contracting over the past year. 2007 course topics included: Understand the new T&M Contracting Rule: It covers a lot more than just invoicing subcontractor hours; Learn about the new SBA regulations on size determinations; Strategic Sourcing – is your contract up for grabs?; OCIs – be careful of whom you hire, they may cost you business; GSA Update – reorganizations, changes, how do they affect you?; Current protest issues – winners and losers; Procurement integrity and ethics compliance issues; Hear about the SARA 1423 Panel Recommendations and Clean Contracting Act – the future? <b>Course Duration: 1 day.</b>  | \$617.50   |
| 27-400 | CC-T-BB    | <b>Beyond Basics – Advanced Issues in Contract Administration.</b> Go beyond the basics. This course focuses on solving the most complex issues in federal contracting, including contract administration issues, changes, subcontracting, price adjustments, procurement integrity, and managing difficult situations. Learn how to solve complex contract administration issues, understand key contract terms, negotiate with subcontractors and vendors, make best value determinations, abide by the new procurement rules and regulations, and understand EVM. Enhance your skills with our hands-on workshop. Course topics include: Acquisition planning (FAR Part 7); Negotiated procurements, cost technical trade-off and award documentation requirements under FAR Part 15; Practical procedures to ensure compliance with DOD/GSA “Get it Right” program goals (Scope of work issues and competition); Competition requirements under multiple award contracts and federal supply schedule contracts; Procurement integrity and OCIs; Techniques to establish fair and reasonable price; Performance based (PB) contracts; Earned value management (EVM); Subcontractor flow-down clauses; Contract interpretation issues and claims; and resolution and use of alternative dispute resolution. Suggested prerequisite: <b>Federal Contracting Basics. Course Duration: 2 Days.</b> | \$1,040.25 |
| 27-400 | CC-T-BC    | <b>Boot Camp™ for GSA &amp; IDIQ Contracting.</b> Learn how to master these popular contracting methods. This intensive two-day course will provide the skills you need to effectively establish contracts, blanket purchase agreements, and task orders using these contract vehicles. Gain a thorough understanding of the cutting-edge issues in the dynamic schedules market. You will also learn about the current developments and hot topics in GSA Federal Supply Schedule, MAC, and IDIQ contracting. Course topics include: Overview of the federal supply schedule program; The proposal process; Strategic issues in approaching the schedules market; The schedule negotiation process; Basis of award issues; Mastering the renewal and ordering processes; Maintaining the schedule contract; Performance issues; Monetary reporting and payment requirements; Creative uses of schedules, BPAs, teaming and more and Government audits and investigations. <b>Course Duration: 2 days.</b>  | \$1,040.25 |
| 27-400 | CC-T-COTR  | <b>COTR Contracting Basics.</b> This course provides non-contracting personnel with the skills necessary to manage complex contracts and maximize return on their contract dollars. Understand the federal acquisition process, roles and responsibilities and limits of authority, and the contract administration tools that will help you to avoid disputes and claims. Obtain the knowledge and skills necessary to execute your critical responsibilities as a Contracting Officer’s Representative (COR), Contracting Officer’s Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO). Course topics include: The federal acquisition process; Roles and responsibilities and limits of authority; and Contract administration tools. <b>Course Duration: 1 day.</b>  | \$617.50   |
| 27-400 | CC-T-COTR2 | <b>COTR Refresher Course.</b> Update your knowledge to keep pace with new regulations, rules, and directives. This course is for the experienced Contracting Officer’s Representative (COR), Contracting Officer’s Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO). Course topics include: Ethics; Organizational conflicts of interest, and Earned value management. <b>Course Duration: 1 day.</b>  | \$617.50   |



*Instructor Led Training Services Centre Site*

| SIN                              | Order Number | Course Description   | GSA Price<br>Per Student |
|----------------------------------|--------------|--|--------------------------|
| Dollar figures have been rounded |              |  |                          |
| 27-400                           | CC-T-FCB     | <b>Federal Contracting Basics.</b> Covers the legal framework and core principles, from the issuance of the solicitation to contract closeout. Tailored for procurement professionals who desire both a strong overview of federal contracts, including GSA Schedules, and a current and in-depth understanding of the legal issues. Gain the ability to recognize and respond to the full range of issues that typically arise in federal contracting. Learn how to effectively respond to everyday problems; identify unique differences between federal government contracting and commercial contracting; comply with the legal and regulatory framework governing federal contracts; abide by unique government obligations; keep pace with the latest issues in procurement reform; respond to compliance and ethics issues, and manage the procurement process – from initiating or responding to requests for proposals to contract. Course topics include: Basic legal principles; The procurement planning process; Traditional government contract formation principles; The commercial contract revolution – GSA schedules, MACs, IDIQs, and GWACs; Contracts; The contract award process; Types of contracts; Government unique business and accounting issues; Socioeconomic programs; Contract administration issues; Terminations and Dispute resolution processes. <b>Course Duration: 2 days.</b>  | \$1,040.25               |
| 27-400                           | CC-T-GCL     | <b>Government Contract Law.</b> This course will teach you the critical legal requirements that must be managed and fulfilled under federal contracts, with special focus on the source selection and contract administration process. Course topics include Legal fundamentals of federal contracting; Legal issues in the procurement planning process; Legal issues in the source selection process; How to negate potential bid protests; Effective contract administration to minimize contract disputes; Legal requirements in the area of contract costs and pricing; Legal requirements for accomplishing contract terminations; and The claims & disputes process. <b>Course Duration: 1 day.</b>   | \$617.50                 |
| 27-400                           | CC-T-IP      | <b>Intellectual Property Rights Under Federal Contracts and Grants.</b> Interpret and understand the complex rules and regulations governing intellectual property under federal contracts and grants. When the federal government is involved, numerous complex laws, regulations, and policy considerations arise. This course provides an in-depth understanding of the issues affecting IP under federal contracts, grants, and cooperative agreements. Learn about the legal issues affecting inventions, trade secrets, copyrights, proprietary data, and computer software. Gain practical skills to draft solid agreements. You will learn how to recognize patent, technical data, and software licensing issues; negotiate key clauses in software licensing agreements; implement strategies for acquiring or maintaining intellectual rights under federal transactions; effectively negotiate Intellectual Property agreements; and navigate the FAR and DFAR data rights clauses. Course topics include: Legal basics of patents, copyrights, trade secrets and software licensing; Federal policies affecting IP development under federally funded arrangements; Contractor and government rights under traditional government contracts, grants, and GSA Schedules; Procurement and protection of computer software; Funding issues affecting ownership of intellectual property; Protection of technical data during proposal preparation and submission; Protection of intellectual property during contract performance; Intellectual property issues under non-traditional agreements; and Recent court cases interpreting patents, trade secrets, technical data, and software rights. <b>Course Duration: 2 days.</b> | \$1,040.25               |
| 27-400                           | CC-T-OCI     | <b>Organizational Conflicts of Interest Ethics and Gratuities.</b> In order to maintain the public's confidence in federal procurements, both government and industry must adhere to exemplary standards of conduct. Learn what constitutes organizational conflicts of interest and how to avoid or mitigate them. Understand the codes of conduct federal employees must follow. Learn how to address and respond to everyday ethical procurement integrity issues within your organization. You will learn how to draft an OCI mitigation plan; navigate the complicated rules on conflicts of interest; understand the restrictions and exceptions on gratuities; identify Contracting Officer responsibilities and standards of conduct; review or draft a mitigation plan; and abide by the rules on contingent fees. Course topics include: Organizational Conflicts of Interest; Conduct of current employees; Gratuities; Post-employment restrictions on federal employees; Anti-Kickback Act; and Prohibition against contingent fees. <b>Course Duration: 1 day.</b>   | \$617.50                 |
| 27-400                           | CC-T-SI      | <b>Subcontracting Issues, From Both the Prime and the Subcontractor's Perspective.</b> Gain the skills necessary to understand every key issue in subcontracting today. This course covers the complex relationships among the federal government, prime contractors, and subcontractors. This course is a must for negotiating subcontractors and managing subcontracts whether you are a buyer, seller, or government official. After completing this course you will understand contract flow-down clauses, consent clauses, make or buy plans, privity, sponsorship, and subcontracting plans. You will learn how to negotiate subcontract flow-down clauses both as a prime and as a subcontractor; navigate through intellectual property issues; manage subcontractor claims and disputes; tailor terms and conditions for specific needs; and manage subcontractors. Course topics include: Overview of subcontracting issues; Make or buy programs; Contractor's purchasing review; Mandatory flow down clauses; Negotiating subcontracts-specific clauses; Subcontracting plan requirements; Consent to subcontract and subcontracting competition clauses; Cost and pricing; Payment; Organizational Conflicts of Interest, Buy America Act, and labor laws; Terminations, claims, and protests; and Current hot topics in subcontracting. <b>Course Duration: 1 day.</b>   | \$617.50                 |
| 27-400                           | CC-T-CM      | <b>Change Management.</b> Leaders and managers today need to deal with changing industries and a changing workforce. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing stress. Course topics include: Overview of typical change reactions; and Strategies to energize employees and make them productive through turbulent times. Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility. <b>Course Duration: 1 day.</b>   | \$617.50                 |



*Instructor Led Training Services Centre Site*

| SIN                                     | Order Number | Course Description  | GSA Price<br>Per Student |
|---|--------------|---|--------------------------|
| <i>Dollar figures have been rounded</i> |              |   |                          |
| 27-400                                  | CC-T-CS      | <b>Coaching Skills to Improve Employee.</b> Coaching is a crucial skill for all supervisors. Coaches serve as guides, sounding boards, and accountability for their charges. Employees today see the value of coaching in attaining goals through performance management programs. Course topics include: Coaching techniques, Styles; Interventions, and Practical exercises designed to build these crucial skills. Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility. <b>Course Duration: 1 day.</b>  | \$617.50                 |
| 27-400                                  | CC-T-CONM    | <b>Conflict Management.</b> Conflict is a prevalent problem for nearly all supervisors and managers. Studies show that dealing with conflict can consume up to 20% of a manager's time each day. This course provides tools and techniques that serve to enhance the positive aspects of conflict (creativity, self-awareness) while minimizing the negative (divisiveness, anger, apathy). Through the use of assessments and skills practice, participants will develop new skills to help them deal with the challenges of conflict management. Course topics include: Conflict styles; Conflict options; Conflict resolution strategies; and Practical exercises designed to build these crucial skills. Suggested prerequisite: Introduction to Supervision. <b>Course Duration: 2 days.</b> | \$1,040.25               |
| 27-400                                  | CC-T-IS      | <b>Introduction to Supervision.</b> Learn strategies on supervising employees, the top five problems to avoid, the basics of coaching and team building, and communication skills. Course topics include: Understand active listening; Conduct an effective evaluation and motivate your employees; Develop your leadership style; Identify the characteristics of good leaders; and Understand how to delegate work and manage a diverse workplace. Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility. <b>Course Duration: 3 days.</b>  | \$1,463.00               |
| 27-400                                  | CC-T-LMS     | <b>Leadership and Management Skills for Supervisors.</b> This interactive course will help you manage contracts and risk more effectively. Identify your leadership style and how to use it productively. Learn how to maximize team performance, navigate the legal processes and other techniques to facilitate contracting success. Learn how to integrate your leadership style with quality project management practices. Course topics include: Creating goals and vision; Managing the stages of contracting; Ethics in contracting; Risk and change management; Contract administration; Roles in contracting; and Motivating your team. Suggested prerequisite: Introduction to Supervision. <b>Course Duration: 2 days.</b>   | \$1,040.25               |
| 27-400                                  | CC-T-LMNS    | <b>Leadership and Management Skills for Non Supervisors.</b> Even employees in non-supervisory roles are expected to learn and display good leadership and management techniques and traits. This is an ideal class for employees who are being groomed for management and supervisory positions. Course topics include: Basic management tools; Flowcharting; Brainstorming; Nominal Group Technique; Motivational theory; Organizational behavior; and Fundamental leadership principles. <b>Course Duration: 2 days.</b>   | \$1,040.25               |
| 27-400                                  | CC-T-LTC     | <b>Leadership in a Time of Change.</b> Leaders and managers today need to deal with changing industries and a changing workforce. True leadership comes from those who can be and identify change agents. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing the stress. Course topics include: Overview of typical change reactions; Strategies to energize employees and make them productive through turbulent times; and Leadership competencies centered around change effectiveness. Suggested prerequisite: Introduction to Supervision. <b>Course Duration: 1 day.</b>  | \$617.50                 |
| 27-400                                  | CC-T-NSPM    | <b>NSPS Performance Management.</b> NSPS requires all supervisors to determine performance standards with their employees and develop mechanisms for feedback and adjustment. This course teaches supervisors to develop strong performance plans based on mission requirements and implement regular opportunities to review progress with employees. Course topics include: Performance plans; Feedback sessions; Linking of employee performance to mission accomplishment; Conflict resolution strategies; Coaching and discipline strategies; and Reward systems. Suggested prerequisite: Introduction to Supervision, NSPS Supervisor Skills. <b>Course Duration: 2 days.</b>   | \$1,040.25               |
| 27-400                                  | CC-T-NSSS    | <b>NSPS Supervisor Skills.</b> Supervisors in the NSPS system face new challenges in learning to communicate, deal with conflict and anxiety, and manage change. NSPS Supervisor Skills teaches the fundamentals of Interest-Based Negotiation (IBN) as well as fundamental conflict management tools. Course topics include: IBN fundamentals; Communication strategies; Linking of employee performance to mission accomplishment; and Conflict resolution strategies. Suggested prerequisite: Introduction to Supervision, NSPS Supervisor Skills. <b>Course Duration: 1 day.</b>  | \$617.50                 |



**Instructor Led Training Services Government Site**

| SIN                                 | Order Number | Course Description<br><small>Dollar figures have been rounded</small>   | GSA Price<br>Per Student |
|-------------------------------------|--------------|---|--------------------------|
| <b>Acquisition Training Courses</b> |              |   |                          |
| 27-400                              | CC-T-HOT     | <b>Annual Review/Hot Issues in Federal Contracting.</b> One of our most popular courses. This seminar provides everything you need to know to stay current in the ever-changing field of government contracts. Use this course as a refresher on the developments in contracting over the past year. 2007 course topics included: Understand the new T&M Contracting Rule: It covers a lot more than just invoicing subcontractor hours; Learn about the new SBA regulations on size determinations; Strategic Sourcing – is your contract up for grabs?; OCIs – be careful of whom you hire, they may cost you business; GSA Update – reorganizations, changes, how do they affect you?; Current protest issues – winners and losers; Procurement integrity and ethics compliance issues; Hear about the SARA 1423 Panel Recommendations and Clean Contracting Act – the future? <b>Course Duration: 1 day.</b>  | \$409.45                 |
| 27-400                              | CC-T-HOT     | <b>Annual Review/Hot Issues in Federal Contracting.</b> Price per Additional Attendee over 15   | \$244.15                 |
| 27-400                              | CC-T-HOT     | <b>Annual Review/Hot Issues in Federal Contracting.</b> Total for 15  | \$6,141.75               |
| 27-400                              | CC-T-BB      | <b>Beyond Basics – Advanced Issues in Contract Administration.</b> Go beyond the basics. This course focuses on solving the most complex issues in federal contracting, including contract administration issues, changes, subcontracting, price adjustments, procurement integrity, and managing difficult situations. Learn how to solve complex contract administration issues, understand key contract terms, negotiate with subcontractors and vendors, make best value determinations, abide by the new procurement rules and regulations, and understand EVM. Enhance your skills with our hands-on workshop. Course topics include: Acquisition planning (FAR Part 7); Negotiated procurements, cost technical trade-off and award documentation requirements under FAR Part 15; Practical procedures to ensure compliance with DOD/GSA "Get it Right" program goals (Scope of work issues and competition); Competition award contracts and federal supply schedule contracts; Procurement integrity and OCIs; Techniques to establish fair and reasonable price; Performance based (PB) contracts; Earned value management (EVM); Subcontractor flow-down clauses; Contract interpretation issues and claims; and resolution and use of alternative dispute resolution. Suggested prerequisite: Federal Contracting Basics. <b>Course Duration: 2 Days.</b> | \$572.85                 |
| 27-400                              | CC-T-BB      | <b>Beyond Basics - Advanced Issues in Contract Administration.</b> Price per Additional Attendee over 15  | \$279.30                 |
| 27-400                              | CC-T-BB      | <b>Beyond Basics - Advanced Issues in Contract Administration.</b> Total for 15   | \$8,592.75               |
| 27-400                              | CC-T-BC      | <b>Boot Camp™ for GSA &amp; IDIQ Contracting.</b> Learn how to master these popular contracting methods. This intensive two-day course will provide the skills you need to effectively establish contracts, blanket purchase agreements, and task orders using these contract vehicles. Gain a thorough understanding of the cutting-edge issues in the dynamic schedules market. You will also learn about the current developments and hot topics in GSA Federal Supply Schedule, MAC, and IDIQ contracting. Course topics include: Overview of the federal supply schedule program; The proposal process; Strategic issues in approaching the schedules market; The schedule negotiation process; Basis of award issues; Mastering the renewal and ordering processes; Maintaining the schedule contract; Performance issues; Monetary reporting and payment requirements; Creative uses of schedules, BPAs, teaming and more and Government audits and investigations. <b>Course Duration: 2 days.</b>  | \$572.85                 |
| 27-400                              | CC-T-BC      | <b>Boot Camp™ for GSA &amp; IDIQ Contracting.</b> Price per Additional Attendee over 15   | \$279.30                 |
| 27-400                              | CC-T-BC      | <b>Boot Camp™ for GSA &amp; IDIQ Contracting.</b> Total for 15  | \$8,592.75               |
| 27-400                              | CC-T-COTR    | <b>COTR Contracting Basics.</b> This course provides non-contracting personnel with the skills necessary to manage complex contracts and maximize return on their contract dollars. Understand the federal acquisition process, roles and responsibilities and limits of authority, and the contract administration tools that will help you to avoid disputes and claims. Obtain the knowledge and skills necessary to execute your critical responsibilities as a Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO). Course topics include: The federal acquisition process; Roles and responsibilities and limits of authority; and Contract administration tools. <b>Course Duration: 1 day.</b>  | \$409.45                 |
| 27-400                              | CC-T-COTR    | <b>COTR Contracting Basics.</b> Price per Additional Attendee over 15   | \$244.15                 |
| 27-400                              | CC-T-COTR    | <b>COTR Contracting Basics.</b> Total for 15  | \$6,141.75               |
| 27-400                              | CC-T-COTR2   | <b>COTR Refresher Course.</b> Update your knowledge to keep pace with new regulations, rules, and directives. This course is for the experienced Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Technical Officer (TO), and Project Officer (PO). Course topics include: Ethics; Organizational conflicts of interest, and Earned value management. <b>Course Duration: 1 day.</b>  | \$409.45                 |
| 27-400                              | CC-T-COTR2   | <b>COTR Refresher Course.</b> Price per Additional Attendee over 15   | \$244.15                 |
| 27-400                              | CC-T-COTR2   | <b>COTR Refresher Course.</b> Total for 15  | \$6,141.75               |
| 27-400                              | CC-T-FCB     | <b>Federal Contracting Basics.</b> Covers the legal framework and core principles, from the issuance of the solicitation to contract closeout. Tailored for procurement professionals who desire both a strong overview of federal contracts, including GSA Schedules, and a current and in-depth understanding of the legal issues. Gain the ability to recognize and respond to the full range of issues that typically arise in federal contracting. Learn how to effectively respond to everyday problems; identify unique differences between federal government contracting and commercial contracting; comply with the legal and regulatory framework governing federal contracts; abide by unique government obligations; keep pace with the latest issues in procurement reform; respond to compliance and ethics issues, and manage the procurement process – from initiating or responding to requests for proposals to contract. Course topics include: Basic   | \$572.85                 |



**Instructor Led Training Services Government Site**

| SIN    | Order Number | Course Description<br><small>Dollar figures have been rounded</small>   | GSA Price<br>Per Student |
|--------|--------------|---|--------------------------|
|        |              | procurement planning process; Traditional government contract formation principles; The commercial contract revolution – GSA schedules, MACs, IDIQs, and GWACs; Contracts; The contract award process; Types of contracts; Government unique business and accounting issues; Socioeconomic programs; Contract administration issues; Terminations and Dispute resolution processes. <b>Course Duration: 2 days.</b>   |                          |
| 27-400 | CC-T-FCB     | <b>Federal Contracting Basics.</b> Price per Additional Attendee over 15  | \$279.30                 |
| 27-400 | CC-T-FCB     | <b>Federal Contracting Basics.</b> Total for 15   | \$8,592.75               |
| 27-400 | CC-T-GCL     | <b>Government Contract Law.</b> This course will teach you the critical legal requirements that must be managed and fulfilled under federal contracts, with special focus on the source selection and contract administration process. Course topics include: Legal fundamentals of federal contracting; Legal issues in the procurement planning process; Legal issues in the source selection process; How to negate potential bid protests; Effective contract administration to minimize contract disputes; Legal requirements in the area of contract costs and pricing; Legal requirements for accomplishing contract terminations; and The claims & disputes process. <b>Course Duration: 1 day.</b>   | \$409.45                 |
| 27-400 | CC-T-GCL     | <b>Government Contract Law.</b> Price per Additional Attendee over 15   | \$244.15                 |
| 27-400 | CC-T-GCL     | <b>Government Contract Law.</b> Total for 15  | \$6,141.75               |
| 27-400 | CC-T-IP      | <b>Intellectual Property Rights Under Federal Contracts and Grants.</b> Interpret and understand the complex rules and regulations governing intellectual property under federal contracts and grants. When the federal government is involved, numerous complex laws, regulations, and policy considerations arise. This course provides an in-depth understanding of the issues affecting IP under federal contracts, grants, and cooperative agreements. Learn about the legal issues affecting inventions, trade secrets, copyrights, proprietary data, and computer software. Gain practical skills to draft solid agreements. You will learn how to recognize patent, technical data, and software licensing issues; negotiate key clauses in software licensing agreements; implement strategies for acquiring or maintaining intellectual rights under federal transactions; effectively negotiate Intellectual Property agreements; and navigate the FAR and DFAR data rights clauses. Course topics include: Legal basics of patents, copyrights, trade secrets and software licensing; Federal IP development under federally funded arrangements; Contractor and government rights under traditional government contracts, grants, and GSA Schedules; Procurement and protection of computer software; Funding issues affecting ownership of intellectual property; Protection of technical data during proposal preparation and submission; Protection of intellectual property during contract performance; Intellectual property issues under non-traditional agreements; and Recent court cases interpreting patents, trade secrets, technical data, and software rights. <b>Course Duration: 2 days.</b> | \$572.85                 |
| 27-400 | CC-T-IP      | <b>Intellectual Property Rights Under Federal Contracts and Grants.</b> Price per Additional Attendee over 15   | \$279.30                 |
| 27-400 | CC-T-IP      | <b>Intellectual Property Rights Under Federal Contracts and Grants.</b> Total for 15  | \$8,592.75               |
| 27-400 | CC-T-OCI     | <b>Organizational Conflicts of Interest Ethics and Gratuities.</b> In order to maintain the public's confidence in federal procurements, both government and industry must adhere to exemplary standards of conduct. Learn what constitutes organizational conflicts of interest and how to avoid or mitigate them. Understand the codes of conduct federal employees must follow. Learn how to address and respond to everyday ethical procurement integrity issues within your organization. You will learn how to draft an OCI mitigation plan; navigate the complicated rules on conflicts of interest; understand the restrictions and exceptions on gratuities; identify Contracting Officer responsibilities and standards of conduct; review or draft a mitigation plan; and abide by the rules on contingent fees. Course topics include: Organizational Conflicts of Interest; Conduct of current employees; Gratuities; Post-employment restrictions on federal employees; Anti-Kickback Act; and Prohibition against contingent fees. <b>Course Duration: 1 day.</b>  | \$409.45                 |
| 27-400 | CC-T-OCI     | <b>Organizational Conflicts of Interest Ethics and Gratuities.</b> Price per Additional Attendee over 15  | \$244.15                 |
| 27-400 | CC-T-OCI     | <b>Organizational Conflicts of Interest Ethics and Gratuities.</b> Total for 15   | \$6,141.75               |
| 27-400 | CC-T-SI      | <b>Subcontracting Issues, From Both the Prime and the Subcontractor's Perspective.</b> Gain the skills necessary to understand every key issue in subcontracting today. This course covers the complex relationships among the federal government, prime contractors, and subcontractors. This course is a must for negotiating subcontractors and managing subcontracts whether you are a buyer, seller, or government official. After completing this course you will understand contract flow-down clauses, consent clauses, make or buy plans, privity, sponsorship, and subcontracting plans. You will learn how to negotiate subcontract flow-down clauses both as a prime and as a subcontractor; navigate through intellectual property issues; manage subcontractor claims and disputes; tailor terms and conditions for specific needs; and manage subcontractors. Course topics include: Overview of subcontracting issues; Make or buy programs; Contractor's purchasing review; Mandatory flow down clauses; Negotiating subcontracts-specific clauses; Subcontracting plan requirements; Consent to subcontract and subcontracting competition clauses; Cost and pricing; Payment; Organizational Conflicts of Interest, Buy America Act, and labor laws; Terminations, claims, and protests; and Current hot topics in subcontracting. <b>Course Duration: 1 day.</b>  | \$409.45                 |
| 27-400 | CC-T-SI      | <b>Subcontracting Issues; From Both the Prime and the Subcontractor's Perspective.</b> Price per Additional Attendee over 15  | \$244.15                 |
| 27-400 | CC-T-SI      | <b>Subcontracting Issues; From Both the Prime and the Subcontractor's Perspective.</b> Total for 15   | \$6,141.75               |
| 27-400 | CC-T-CM      | <b>Change Management.</b> Leaders and managers today need to deal with changing industries and a changing workforce. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing stress. Course topics include: Overview of typical change reactions; and Strategies to energize employees and make them productive through turbulent times. Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility. <b>Course Duration: 1 day.</b>  | \$334.40                 |
| 27-400 | CC-T-CM      | <b>Change Management.</b> Price per Additional Attendee over 15   | \$244.15                 |
| 27-400 | CC-T-CM      | <b>Change Management.</b> Total for 15  | \$5,016.00               |



**Instructor Led Training Services Government Site**

| SIN    | Order Number | Course Description<br><small>Dollar figures have been rounded</small>   | GSA Price<br>Per Student |
|--------|--------------|---|--------------------------|
| 27-400 | CC-T-CS      | <b>Coaching Skills to Improve Employee.</b> Coaching is a crucial skill for all supervisors. Coaches serve as guides, sounding boards, and accountability for their charges. Employees today see the value of coaching in attaining goals through performance management programs. Course topics include: Coaching techniques, Styles; Interventions, and Practical exercises designed to build these crucial skills. Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility. <b>Course Duration: 1 day.</b>  | \$334.40                 |
| 27-400 | CC-T-CS      | <b>Coaching Skills to Improve Employee.</b> Price per Additional Attendee over 15   | \$244.15                 |
| 27-400 | CC-T-CS      | <b>Coaching Skills to Improve Employee.</b> Total for 15  | \$5,016.00               |
| 27-400 | CC-T-CONM    | <b>Conflict Management.</b> Conflict is a prevalent problem for nearly all supervisors and managers. Studies show that dealing with conflict can consume up to 20% of a manager's time each day. This course provides tools and techniques that serve to enhance the positive aspects of conflict (creativity, self-awareness) while minimizing the negative (divisiveness, anger, apathy). Through the use of assessments and skills practice, participants will develop new skills to help them deal with the challenges of conflict management. Course topics include: Conflict styles; Conflict options; Conflict resolution strategies; and Practical exercises designed to build these crucial skills. Suggested prerequisite: Introduction to Supervision. <b>Course Duration: 2 days.</b> | \$474.05                 |
| 27-400 | CC-T-CONM    | <b>Conflict Management.</b> Price per Additional Attendee over 15   | \$279.30                 |
| 27-400 | CC-T-CONM    | <b>Conflict Management.</b> Total for 15  | \$7,110.75               |
| 27-400 | CC-T-IS      | <b>Introduction to Supervision.</b> Learn strategies on supervising employees, the top five problems to avoid, the basics of coaching and team building, and communication skills. Course topics include: Understand active listening; Conduct an effective evaluation and motivate your employees; Develop your leadership style; Identify the characteristics of good leaders; and Understand how to delegate work and manage a diverse workplace. Suggested prerequisite: Basic knowledge of workflow and supervisory responsibility. <b>Course Duration: 3 days.</b>  | \$621.30                 |
| 27-400 | CC-T-IS      | <b>Introduction to Supervision.</b> Price per Additional Attendee over 15   | \$309.70                 |
| 27-400 | CC-T-IS      | <b>Introduction to Supervision.</b> Total for 15  | \$9,319.50               |
| 27-400 | CC-T-LMS     | <b>Leadership and Management Skills for Supervisors.</b> This interactive course will help you manage contracts and risk more effectively. Identify your leadership style and how to use it productively. Learn how to maximize team performance, navigate the legal processes and other techniques to facilitate contracting success. Learn how to integrate your leadership style with quality project management practices. Course topics include: Creating goals and vision; Managing the stages of contracting; Ethics in contracting; Risk and change management; Contract administration; Roles in contracting; and Motivating your team. Suggested prerequisite: Introduction to Supervision. <b>Course Duration: 2 days.</b>   | \$474.05                 |
| 27-400 | CC-T-LMS     | <b>Leadership and Management Skills for Supervisors.</b> Price per Additional Attendee over 15  | \$279.30                 |
| 27-400 | CC-T-LMS     | <b>Leadership and Management Skills for Supervisors.</b> Total for 15   | \$7,110.75               |
| 27-400 | CC-T-LMNS    | <b>Leadership and Management Skills for Non Supervisors.</b> Even employees in non-supervisory roles are expected to learn and display good leadership and management techniques and traits. This is an ideal class for employees who are being groomed for management and supervisory positions. Course topics include: Basic management tools; Flowcharting; Brainstorming; Nominal Group Technique; Motivational theory; Organizational behavior; and Fundamental leadership principles. <b>Course Duration: 2 days.</b>   | \$474.05                 |
| 27-400 | CC-T-LMNS    | <b>Leadership and Management Skills for Non Supervisors.</b> Price per Additional Attendee over 15  | \$279.30                 |
| 27-400 | CC-T-LMNS    | <b>Leadership and Management Skills for Non Supervisors.</b> Total for 15   | \$7,110.75               |
| 27-400 | CC-T-LTC     | <b>Leadership in a Time of Change.</b> Leaders and managers today need to deal with changing industries and a changing workforce. True leadership comes from those who can be and identify change agents. Change management techniques must equip them with good listening skills, empathy, and a desire to maximize the benefits of change while minimizing the stress. Course topics include: Overview of typical change reactions; Strategies to energize employees and make them productive through turbulent times; and Leadership competencies centered around change effectiveness. Suggested prerequisite: Introduction to Supervision. <b>Course Duration: 1 day.</b>  | \$334.40                 |
| 27-400 | CC-T-LTC     | <b>Leadership in a Time of Change.</b> Price per Additional Attendee over 15  | \$244.15                 |
| 27-400 | CC-T-LTC     | <b>Leadership in a Time of Change.</b> Total for 15   | \$5,016.00               |
| 27-400 | CC-T-NSPM    | <b>NSPS Performance Management.</b> NSPS requires all supervisors to determine performance standards with their employees and develop mechanisms for feedback and adjustment. This course teaches supervisors to develop strong performance plans based on mission requirements and implement regular opportunities to review progress with employees. Course topics include: Performance plans; Feedback sessions; Linking of employee performance to mission accomplishment; Conflict resolution strategies; Coaching and discipline strategies; and Reward systems. Suggested prerequisite: Introduction to Supervision, NSPS Supervisor Skills. <b>Course Duration: 2 days.</b>   | \$474.05                 |
| 27-400 | CC-T-NSPM    | <b>NSPS Performance Management.</b> Price per Additional Attendee over 15   | \$279.30                 |
| 27-400 | CC-T-NSPM    | <b>NSPS Performance Management.</b> Total for 15  | \$7,110.75               |
| 27-400 | CC-T-NSSS    | <b>NSPS Supervisor Skills.</b> Supervisors in the NSPS system face new challenges in learning to communicate, deal with conflict and anxiety, and manage change. NSPS Supervisor Skills teaches the fundamentals of Interest-Based Negotiation (IBN) as well as fundamental conflict management tools. Course topics include: IBN fundamentals; Communication strategies; Linking of employee performance to mission accomplishment; and Conflict resolution strategies. Suggested prerequisite: Introduction to Supervision, NSPS Supervisor Skills. <b>Course Duration: 1 day.</b>  | \$334.40                 |
| 27-400 | CC-T-NSSS    | <b>NSPS Supervisor Skills.</b> Price per Additional Attendee over 15  | \$244.15                 |
| 27-400 | CC-T-NSSS    | <b>NSPS Supervisor Skills.</b> Total for 15   | \$5,016.00               |



***Instructor Led Training Services Government Site***

| SIN    | Order Number | Course Description<br><small>Dollar figures have been rounded</small>   | GSA Price<br>Per Student |
|--------|--------------|---|--------------------------|
| 27-400 | CC-T-RC      | <b>Resolving Conflict.</b> Conflict is a prevalent problem for nearly all supervisors and managers. Studies show that dealing with conflict can consume up to 20% of a manager's time each day. This course provides tools and techniques that serve to enhance the positive aspects of conflict (creativity, self-awareness) while minimizing the negative (divisiveness, anger, apathy.) Through the use of assessments and skills practice, participants will develop new skills to help them deal with the challenges of conflict management. Course topics include Conflict styles; Conflict options; Conflict resolution strategies and Practical exercise designed to build these crucial skills. Suggested prerequisite: Introduction to Supervision. <b>Course Duration: 2 days.</b> | \$474.05                 |
| 27-400 | CC-T-RC      | <b>Resolving Conflict.</b> Price per Additional Attendee over 15  | \$279.30                 |
| 27-400 | CC-T-RC      | <b>Resolving Conflict.</b> Total for 15   | \$7,110.75               |



***Course Development; Test Administration***

| SIN    | Labor Categories  |          |
|--------|---|----------|
| 27-500 | <b>Partner.</b> Provides high-level advice and review of curriculum/training program/course materials and test protocols. Provides overall program direction and strategy, oversees work in progress, interfaces with top-level government officials, ensures successful completion of work in a timely manner. Minimum Education/Years of Experience: JD/MBA/10 Bachelors Degree/10  | \$324.87 |
| 27-500 | <b>Subject Matter Expert III.</b> Researches, drafts, and validates training material when legal expertise is required. Supervisory responsibility for legal tasks and deliverables, principal liaison with staff and customer. Minimum Education/Years of Experience: J.D./8   | \$284.89 |
| 27-500 | <b>Subject Matter Expert II.</b> Researches, drafts, and validates legal training material. Serves as a member of the training development team. Minimum Education/Years of Experience: JD or Masters/5   | \$234.91 |
| 27-500 | <b>Subject Matter Expert I.</b> Researches, drafts, and validates training material when expertise is required at an associate junior-level. Serves as a member of the training development team. Minimum Education/Years of Experience: Bachelors/3  | \$174.93 |
| 27-500 | <b>Senior Researcher.</b> Researches, drafts, and validates training material. Serves as a member of the training development team for cite checking and verification. Minimum Education/Years of Experience: Bachelors/4   | \$149.94 |
| 27-500 | <b>Curriculum Development/Training Program Manager.</b> Organizes, directs, and coordinates planning and production of all training support activities. Manages cost, schedule, and quality of multiple projects. Meets with management personnel and federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to curriculum development/training program projects and client-customer program and operators' work sites. Formulates, recommends, and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules, and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process. Minimum Education/Years of Experience: BS/BA/5 | \$199.92 |
| 27-500 | <b>Senior Trainer.</b> Demonstrated experience and ability to develop, plan, and provide training materials and end user training on a wide variety of subjects. Minimum Education/Years of Experience: BS/BA/8   | \$184.93 |
| 27-500 | <b>Trainer.</b> Demonstrated experience and ability to develop plan and provide training materials and end user training on a wide variety of subjects. Minimum Education/Years of Experience: BS/BA/4  | \$144.94 |
| 27-500 | <b>Conference Manager.</b> Coordinates meeting logistical arrangements, including site research and contract negotiation, development of meeting materials, coordination of registrations, daily interaction with meeting participants and clients, negotiations with vendors and onsite support. Minimum Education/Years of Experience: BS/BA or equivalent experience/1   | \$124.95 |



| <i>Course Development; Test Administration</i> |   |          |
|--|---|----------|
| SIN  | Labor Categories  |          |
| 27-500   | <b>Conference Assistant.</b> Assists Conference Manager with logistical arrangements. HS/0  | \$52.98  |
| 27-500   | <b>Researcher.</b> Provides assistance on entry-level assignments to the training team, validates courseware citations for accuracy. Minimum Education/Years of Experience: HS or equivalent/2. | \$66.97  |
| 27-500   | <b>Graphic Designer.</b> Provides courseware graphics support to development team.  | \$104.96 |
| 27-500   | <b>Senior Administrative Coordinator.</b> Supervises administrative staff, provides executive level administrative support and coordination. Minimum Education/Years of Experience: HS/10       | \$84.97  |
| 27-500   | <b>Senior Administrative Assistant.</b> Demonstrated ability to perform general administrative duties including report preparation, word processing and schedule coordination. HS/5             | \$69.97  |
| 27-500   | <b>Administrative Assistant.</b> Responsible for overseeing various administrative functions to include general administrative support. Minimum Education/Years of Experience: HS/3             | \$64.97  |
| 27-500   | <b>Junior Administrative Assistant.</b> Ability to use word processing equipment and perform general office duties with supervision. Minimum Education/Years of Experience: entry level         | \$44.98  |
| 27-500   | <b>Instructional Designer.</b> Designs instructional material, curriculum design. Bachelors or equivalent experience/5  | \$79.97  |
| 27-500   | <b>Lead Customer Service Representative -</b> Coordinates and facilitates direct customer support. Minimum Education/Years of Experience HS/2   | \$69.97  |