

GENERAL SERVICES ADMINISTRATION

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Mission Oriented Business Integrated Services (MOBIS)

Contract number – GS-02F-0259X

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Contract period. September 30, 2011 through September 29, 2016

SciTech Services, Inc.

2129 Pulaski Hwy Ste 100
Havre De Grace, MD, 210782141
(410) 671-7104
www.scitechinc.com

Business size Small – Minority Owned

SciTech Services, Inc.
MOBIS Schedule
GS-02F0259X

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1 Customer Information

1a. Table of awarded special item number(s)	SIN 874-1 (Consulting) and 874-4 (Training)
1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.	See Labor Rate Table
1c. corresponding commercial job titles	See Labor Category Table
2. Maximum order.	\$500,000.00
3. Minimum order.	\$100.00
4. Geographic coverage (delivery area).	World Wide
5. Point(s) of production (city, county, and State or foreign country).	USA
6. Discount from list prices or statement of net price.	None
7. Quantity discounts.	None
8. Prompt payment terms.	None
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.	Yes
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.	Yes
10. Foreign items (list items by country of origin).	USA
11a. Time of delivery. (Contractor insert number of days.)	30 days ARO
11b. Expedited Delivery.	7 days ARO
11c. Overnight and 2-day delivery.	Non Applicable
11d. Urgent Requirements.	7 days ARO
12. F.O.B. point(s).	Destination
13a. Ordering address(es).	Scitech Services, Inc. 2129 Pulaski Hwy Suite 100 Havre De Grace, MD, 21078-2141
13b. Ordering procedures:	Call (410) 671-7104
14. Payment address(es).	Scitech Services, Inc. 2129 Pulaski Hwy Suite 100 Havre De Grace, MD, 21078-2141
15. Warranty provision.	Standard Commercial
16. Export packing charges, if applicable.	Non Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).	None
18. Terms and conditions of rental, maintenance, and repair (if applicable).	Non Applicable
19. Terms and conditions of installation (if applicable).	Non Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).	Non Applicable
20a. Terms and conditions for any other services (if applicable).	Non Applicable
21. List of service and distribution points (if applicable).	Non Applicable
22. List of participating dealers (if applicable).	Non Applicable
23. Preventive maintenance (if applicable).	Non Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	Non 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/ .	www.scitechinc.com
25. Data Universal Number System (DUNS) number.	609463799
26. Notification regarding registration in Central Contractor Registration (CCR) database.	Registered with CCR



SciTech Services, Inc.

SciTech Services, Inc. (SciTech) is an established engineering, business management and technical services company. The SciTech corporate experience is built on and around DoD and defense programs.

Headquartered in Edgewood, MD, SciTech employs over 120 professional and technical staff specializing in Federal Acquisition, acquisition management, training (acquisition and project management focused), information technology (IT), analytical processes, and testing. SciTech has won repeat task order contracts from DoD agencies on the basis of its performance.

The meritorious services performed by SciTech have earned the company recognition and commendation from the Aberdeen Test Center as an “outstanding” company. SciTech was nominated by DTRA for the Department of Defense Small Business Prime Contractor of the Year Award, and received the Small Business Administration (SBA) “Administrator’s Award of Excellence”.

SciTech has a policy to team with small and large businesses in order to provide the best complement of capabilities for responding to the client’s needs and requirements.

SciTech’s team is comprised of individuals with extensive experience in management, technical and professional services relating to Federal Acquisition Policies, acquisition management and information systems. SciTech offers multidisciplinary capabilities reflecting a combination of technical expertise and years of practical experience. Technical staff’s experience ranges from entry level to over 40 years. This experience incorporates all phases of program activities from planning, regulatory compliance, and logistics to full scale execution.

SciTech MOBIS Capabilities

Management/Program Management Support

- Data Translation and Processing
- Program Management
- Training
- Process Control
- Project Costing and Cost Management
- Technical Writing
- Technical and Administrative Staffing
- Systems Engineering
- Process Engineering
- Safety Engineering Support Services
- System Maintenance and Security

Acquisition Support / Training

- Consulting and Training
- Business Process Re-engineering
- Source Selection Training
- Requirements Analysis
- Pricing / Benchmarking
- Contract Close-out
- COR Refresher Training

2 Labor Rate Table

Labor Category	GSA Rate
Executive Consultant	\$246.84
Program Manager	\$148.10
Task Leader	\$98.74
QA/QC	\$77.27
Consultant 1	\$137.31
Consultant 2	\$113.17
Consultant 3	\$106.80
Consultant 4	\$77.08
Project Support	\$72.58
Payroll Support	\$57.69
Human Resources Support	\$52.08
Web Developer	\$51.58
Program Support 1	\$53.68
Program Support 2	\$43.47

3 Training Rate Table

Training Course	Duration / days	Max	GSA Rate for Course
Advanced Source Selection	1.5	20	\$5,742.75
Advanced Contract Administration Workshop	2	20	\$7,657.00
Service Contract Act	2	20	\$7,657.00
Government Intellectual Property	2	20	\$7,657.00
Contracting Overview for The Engineer And Project Manager	2	20	\$7,657.00
Successful Project Management	1	20	\$3,828.50

4 Labor Category Descriptions

Skill No	Labor Category	Duties	Edu	Exp
1	Executive Consultant	Manages multiple client or customer accounts. Recommends strategies and develops plans that satisfy client-customer needs and employer’s business values and strategies. Manages technical aspects of complex projects through subordinate project managers and senior professionals. Ensures outcomes that conform to employer’s values and strategies. Networks with business partners, vendor, and independent consultants to remain current with industry and technology developments. Represents employer at trade shows and conferences. Provides leadership and direction in coordinating engineering or analytical activities and other support personnel on a specific program of moderate scope. Demonstrated ability making decisions and recommendations in solving complex technical and administrative problems often involving multiple customers and multiple subcontractors. Responsible for program planning, execution, and performance.	Masters	10
2	Program Manager	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.	Masters	8
3	Task Leader	Oversees, monitors, and coordinates production team activities, giving importance to individual member’s and overall team’s achievement of established goals. Ensures team’s goals are aligned with and representative of the overall company’s directive. Acts as liaison between team members and the rest of the organization. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or supervisor. A wide degree of creativity and latitude is expected.	Bachelors	5
4	QA/QC	Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production. Oversees testing of processes and products. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.	Bachelors	6



Skill No	Labor Category	Duties	Edu	Exp
5	Consultant 1	<p>Technical and project leadership is expected from this individual. Familiarity and fluency with advanced scientific concepts within the particular discipline is also expected. Independently performs a project assignment that involves complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks scope or solves problems which require investigation of a number of variables. Data analysis, interpretation and presentation as well as technical writing skills are expected to be developed to an advanced level in this position. Specific responsibilities include:</p> <ul style="list-style-type: none"> Manage and advise staff members on research endeavors. Direct involvement in research projects. Report writing and statistical analysis of data. Actively participate with field work as required. Manage projects based on approval by management. <p>May serve as Study Director or Principal Field Investigator for projects. As Principal Field Investigator, she/he will be involved in field trials and will serve as project manager as necessary to ensure proper development and conduct with, but not limited to: protocol development, site selection, instrumentation, application, sampling, documentation and report preparation.</p>	Masters	7
6	Consultant 2	<p>This position will provide project leadership in addition to bringing technical/scientific experience and research capabilities to this post. Independently performs a project assignment that involves complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables. Duties include:</p> <ul style="list-style-type: none"> Leadership of staff and team members. Manage projects based on approval by a Group Officer and the client. Project management including scheduling, budgeting, invoicing, and other project details. Lead report writing for projects as needed. Assure project details (research, etc.) are conducted per scope. Active participation in field work. Provide support for field and office staff performing work on managed projects. <p>Work with other team leaders or project staff to ensure adequate training is provided for team members and staff concerns are communicated to management.</p>	Masters	5

Skill No	Labor Category	Duties	Edu	Exp
7	Consultant 3	Responsible for bringing experience and research capabilities to this post. Duties will include: Leadership role in project work and development. Project Management to ensure scheduling, budgeting, invoicing, and other project details are on schedule and within scope. Lead report writing for projects managed. Assure literature, phone, and internet research is conducted per project scope. Provide support for field staff. Work with other team leaders or project staff to ensure adequate training is provided for team members and staff concerns are communicated to management. Provide support on other projects as necessary and appropriate. Independently performs a project assignment that involves few complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables.	Bachelors	7
8	Consultant 4	Responsible for assisting with projects as needed. This includes, but is not limited to: Assisting with report writing and generation. Literature, phone and internet research. In-house and field technical support. Performs a project assignment that involves few complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables. Tasks may be executed without the direct supervision of senior staff, but support and direction will be given. As needs arise, the Staff Consultant will be adequately trained through on-site instruction and/or course work to insure proficiency for completion of tasks, and, if applicable, to meet government compliance.	Bachelors	5

Skill No	Labor Category	Duties	Edu	Exp
9	Program Coordinator	<p>The Program Coordinator must have detailed knowledge of, and can articulate the structure and content of the Programs, including requirements, curriculum, policies, procedures, standards, philosophy, and current and future developments. The Program Coordinator is a significant contributor to the weekly staff meetings, and is involved in program development, recruitment, and retention. This employee is responsible for coordinating programs to which they are assigned. He/she will act as a liaison between the agencies and the participants in order to reduce the educational and social deficiencies which may result from excessive mobility, gender and language barriers. The position requires the following skills:</p> <ul style="list-style-type: none"> Experience with complex administrative processes Archiving, records management, and information systems. Well organized and able to work independently Knowledge about and interest in the programs, e.g., social justice, issues of race, class, and gender, ecological literacy, etc. Excellent interpersonal, oral and written communication skills, as well as, ability to work collaboratively with participants and colleagues. Flexible and dependable; Ability to coordinate diverse tasks with minimal supervision. 	Bachelors	4
10	Payroll Support	<p>Maintains production records, timesheets, and the payroll system. May be responsible for computing, withholding, and deductions associated with net earnings. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.</p>	Bachelors	3
11	Human Resources Support	<p>Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.</p>	Bachelors	3
12	Web Developer	<p>Designs, develops, and implements software packages for websites. Troubleshoots debugs and implements software code. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a project leader or manager.</p>	Bachelors	4

Skill No	Labor Category	Duties	Edu	Exp
13	Program Support 1	<p>Performs office support functions for the organization. Arrange and types a variety of materials including technical reports, letters, memorandum, statistical data, and other office correspondence. Composes and types routine correspondence for supervisor’s approval. Takes dictation (manually or via Dictaphone); transcribes and types correspondence, memoranda, and reports. Gathers, tabulates, or otherwise manipulates data. Types and distributes periodic reports. Coordinates travel arrangements for supervisors and staff members. Responds to routine telephone requests and refers calls and visitors to appropriate staff. Reviews mail and ensures timely staff response. Sets up and maintains files. Additional office duties may include but are limited to: answering the phone, distribution of the mail, clerical errands, filing, typing correspondence, photocopying, assisting the in preparation of materials for conferences and meetings. Assumes supervisor’s administrative duties for office efficiency.</p>	Bachelors	3
	Program Support 2	<p>Performs office support functions for the organization under general supervision. Arrange and types a variety of materials including technical reports, letters, memorandum, statistical data, and other office correspondence. Composes and types routine correspondence for supervisor’s approval. Takes dictation (manually or via Dictaphone); transcribes and types correspondence, memoranda, and reports. Gathers, tabulates, or otherwise manipulates data. Types and distributes periodic reports. Coordinates travel arrangements for supervisors and staff members. Responds to routine telephone requests and refers calls and visitors to appropriate staff. Reviews mail and ensures timely staff response. Sets up and maintains files. Additional office duties may include but are limited to: answering the phone, distribution of the mail, clerical errands, filing, typing correspondence, photocopying, assisting the in preparation of materials for conferences and meetings. Assumes supervisor’s administrative duties for office efficiency.</p>	High School	3
<p>**NOTE** Experience can be substituted for education on a ratio of one year of experience for one year of college.</p>				

5 Course Syllabi

5.1 Advanced Source Selection

Course Duration	1.5 days	Maximum Students	20
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CLP: 12

Course Objectives

- Understand the importance of selecting discriminatory evaluation factors and determining their relative importance
- Develop thorough understanding of rating schemes
- Appreciate the pros and cons of using oral presentations
- Know and understand the types of “exchanges” now permitted or required of contractors
- Recognize the increased latitude given the Contracting Officer in establishing the competitive range
- Understand how to effectively use past performance in the source selection process.
- Understand the importance of rational, supported source selection documentation that will be sustained in the event of a protest

Course Overview

The course will use lecture, exercises, cases and student experiences. It is designed to surface and resolve issues that could lead to poor source selection decisions or to successful protests. The source selection process will be discussed with particular attention paid to selection of proper evaluation factors, evaluation methodology, the importance of past performance and its relation to source selection. Also discussed will be the roles and responsibilities of the various participants in the source selection process, elements of a comprehensive source selection plan and the procedures for safeguarding source selection information as it relates to both individuals and organizations.

Various types of ranking schemes and systems will be thoroughly analyzed and discussed with emphasis on the pros and cons of each. Additionally, the course will look at the advantages and disadvantages of oral presentations and how they are currently used. Notwithstanding that the course can be of significant value to those with source selection experience, the novice will also gain an in-depth understanding of the process. Students will leave the course with a full understanding of contemporary source selection terms. Included in the course will be a discussion of the significant discretion now available in determining the competitive range, establishing and using rating schemes and making a sustainable selection decision. They will learn how and why the Best and Final Offer (BAFO) was replaced. Contemporary Best Value procedures and definitions will be emphasized so that the student will be aware of the latest regulatory changes and government best practices.

The course will be presented by an instructor with experience in this area.

COURSE OUTLINE

1. Introduction
 - Discussion of Source Selection Approaches
 - Degree of Risk
 - Cost
 - Requirements
 - Source Selection Plan, Acq Strategy, Acq Plan
 - Roles and Responsibilities
 - Organization and Membership of the Source Selection Team
 - SSA
 - SSAC
 - SSEB
 - Advisors to SSEB
2. Best Value
3. Contracting by Negotiation, FAR, Part 15
4. Key Elements of the SSP
 - Proposed Evaluation Factors and Significant Sub factors
 - Description of the Evaluation Process

- Schedule of Significant Events
- 5. Safeguarding Source Selection Information
 - Types Protected
 - Conflicts of Interest
 - Individual
 - Organizational
- 6. Competitive Range
- 7. Ranking Schemes/Systems
- 8. Cost and Pricing Data
- 9. Cost Realism

5.2 Advanced Contract Administration Workshop

Course Duration	2 days	Maximum Students	20
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CLP: 16

COURSE OBJECTIVES

- To acquaint those who may be involved in contract administration with the full range of contract administration issues
- To present the information in such a way that the participants become actively involved in problem recognition and resolution
- To examine ethical considerations and issues of good faith and fair dealing
- To provide the student with a base of knowledge to use in decision making during the administration process
- To provide the student with an overview of best practices in contract administration
- To provide the student with the tools needed to effectively function in the complex arena of federal government contract administration

COURSE OVERVIEW

This Course is designed for Government personnel who directly or indirectly impact the contract administration phase of acquisition. This includes contracting personnel, contracting officer’s representatives, and others who support the contract administration process.

A great deal of attention is given to training in contract planning and source selection. While this is understandable, it sometimes results in contract administration being given little or no attention. This is truly unfortunate since a failure to perform contract administration properly can lead to significant mission delay or failure. Our course is designed to provide the government professional with the tools he or she needs to effectively administer government contracts toward accomplishing the mission.

Our workshop begins with a dialog on the roles and responsibilities of the various participants in the contract administration process from the time of contract award through contract completion and close-out. The workshop will include discussion of conducting the post award conference, monitoring techniques, the quality assurance surveillance plan, contractor reporting, inspection and acceptance, handling of requests for changes, deviations, or waivers; identifying the need for contract changes, negotiating equitable adjustments, excusable delays, government property considerations, intellectual property, the disputes process, the government relationship with subcontractors, record keeping, and those other issues critical to effective contract administration. Other issues include the Prompt Payment Act, review of invoices, personal services, inherently governmental functions, termination for default, termination for cause, no-cost terminations and terminations for convenience, as well as contract close-out. Contracting terms will be defined in accordance with FAR, DFARS, and judicial use, and, where appropriate, forms and formats will be addressed.

Much of what a government official does concerns the exercise of judgment and this is the “art” of contract administration. This art involves making decisions based on a set of core ethical and mission principles. Learning the “art” of contract administration greatly facilitates the ability to administer contracts in a mission effective manner that is consistent with law and public policy.

The course will use lecture, case studies, practical exercises, discussion, and team-centered problem solving/role playing. Student interaction will be emphasized. A class of varying levels of experience and competence is expected and breaking the class into teams will facilitate the exchange of experiences and knowledge.

COURSE OUTLINE

1. Introduction
2. Factors Which Influence Contract Administration
 - Nature and history of the work to be performed
 - Contract Type (Risk)
 - Experience of personnel
 - Contractor past performance
 - Number and type of government personnel assigned
3. Post Award Orientation
 - Government Only Pre-Meeting
 - Topics to be discussed w/ Contractor (agenda)
 - Setting the tone
 - Establishing the record
4. Value of Partnering—Alternative Disputes Resolution
5. Problem Resolution
 - Authority of contract administrators
 - Basic principles for decision making
6. Performance Monitoring
 - The Quality Assurance Surveillance Plan (QASP)
 - The COR Work Plan
 - Contractor Reports
 - Types of inspection
 - Records of poor performance
 - Allocable, allowable, and reasonably incurred costs
7. Acceptance and rejection
 - Finality of acceptance
 - Remedies for poor performance
8. Contract Modifications
 - Unilateral and bilateral
 - Changes Clause
 - Option Clauses
9. Changes, Waivers and Deviations
 - Evaluating requests for changes, waivers and deviations
 - Recognizing the need for change
 - Negotiating equitable adjustments
10. Service Contracts
 - Wage and hour laws and policies
 - Inherently governmental functions
 - Prohibited personal services
11. Satisfying Customer's Need
 - Role of the COR/COTR
 - Voucher/Invoice Review, Approval and Processing, WAWF
12. Preparing the Contractor Performance Report
 - Frequency and format
 - Contractor rebuttal
 - Protecting and using the information
13. Contract Terminations
 - Convenience
 - Default/cause
 - Cure notices

- Show cause letter
 - Waiver of rights
- No-cost
- 14. Disputes Process
 - ASBCA
 - Court of Federal Claims
 - Alternative Disputes Resolution
- 15. Payment Methods
 - Prompt Payment Act
 - Review of Invoices
- 16. Contract Close Out
- 17. Contract Administration Best Practices

5.3 Service Contract Act

Course Duration	2 days	Maximum Students	20
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COURSE OBJECTIVES

- Provide students with a working knowledge of the Service Contract Act (SCA)
- Create a framework for effective use of the SCA in Government contracts
- Familiarize students with SCA concepts such as wage rates, fringe benefits, health plans and overtime issues
- Provide an understanding of the interrelationships between the SCA and other federal and state Wage and Hour labor laws

COURSE OVERVIEW

This course is designed to serve as an introduction to the Service Contract Act. It is focused on those who perform services for the Government with regard to the applicable labor requirements to include wage rates, fringe benefits, health plans and overtime. It will discuss how these are applied and when they are applied. This course recognizes the need to appropriately weave the requirements of the SCA into our contracts. There is also a portion of the course which focuses on the ramifications of not properly addressing the SCA, such as debarment and other penalties. Finally, the course discusses the need to understand the SCA in the context of the many other federal, state and local laws that impact the business of Government contracting.

The course will be presented by an experienced instructor with recent real world experience.

COURSE OUTLINE

1. Introduction to the Service Contract Act(SCA)
 - Coverage—Who and What
 - Prevailing Wage and Labor Rates
 - Fringe Benefits
 - Health Plans
 - Overtime
2. Labor Category Exemptions
 - Executive
 - Professional
 - Administrative
3. Contract Exemptions
 - Contracts Not Primarily for Services
 - Supply Contracts
 - Construction Contracts
 - Remanufacturing Contracts
 - ADP and High Technology Equipment Maintenance

- Transportation, Communication Contracts
- Direct Employment and Postal Status Contracts
- Office/Business Machines Contracts
- 4. Application of the SCA
 - w/o Contract Provision
 - w/o Wage Determination
 - Preemption of State and Local Laws
- 5. Wage Determination Procedures
 - Contents
 - Requesting
 - Conforming Wage Rates
 - Wage Determination Received Before Bid Opening
 - Wage Determination Received After Bid Opening
 - Wage Determination Received After Date for Receipt of Proposals
 - Due consideration
- 6. Determination of Fringe Benefits
 - Types
 - Vacation Benefits
 - Hourly Health and Welfare Benefits
 - Average Health and Welfare Benefits
 - Self-Insurance
- 7. The Successor Contractor Rule
- 8. Debarment and Penalties
- 9. Overtime Compensation Issues
 - Fair Labor Standards Act for White Collar Workers
 - Half-time
 - Comp Time and Time Off
 - Determining Working Time
 - Belo Plans
- 10. Special OT Problems
 - Wage Busting of Professional Employees
 - Uncompensated Overtime

5.4 Government Intellectual Property

Course Duration	2 days	Maximum Students	20
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CLP: 24

Course Objectives

- Familiarize students with Intellectual Property (IP) concepts and rights under government contracts
- Provide a thorough understanding of principles, rights and implications under certain types of patents, copyrights, trademarks, trade secrets
- Provide an understanding of other transactions and cooperative agreements
- Understand the rights of the parties regarding enforcement of IP rights
- Familiarize students with emerging IP issues
- Create an understanding of the importance of the effective use of IP principles in day to day activities

Course Overview

This course is designed to focus on one of our most precious assets, whether we are Government or contractor, intellectual property. The course will identify and define IP and will emphasize the preservation and protection of these assets. The course will begin an overview of IP with special attention paid to patent, copyright, trademark and trade secret issues and their implication to Government contracts. In addition, this course delves into issues regarding computer software, software escrow, cooperative agreements, cooperative research and development agreements (CRADAs) and other transactions. It addresses commercialization of Government technologies and

other technology transfer. It further discusses enforcement of Government rights in the area of IP and emerging issues in this area. It concludes with a discussion of the development of a strategic intellectual property plan. The class will consist primarily of lectures with some case studies and team-centered discussions.

COURSE OUTLINE

1. Introduction and Overview
2. IP Rights Under Government Contracts
 - Patents
 - Copyrights
 - Trademarks
 - Trade Secrets
3. Computer Software Issues
 - Software Escrow Issues
 - Software Escrow Agreements
 - Problem Areas
 - Government Rights in Computer Software
 - Government Rights in Technical Data
4. IP Rights in Other Types of Instruments
 - Cooperative Agreements
 - CRADAs
 - Other Transactions
5. Government Enforcement Rights
 - Government Infringement
 - Government Misappropriation
 - Authorization and Consent
 - March-in Rights
6. Emerging IP Issues
 - Homeland Security
 - Open Source Software
 - Domain Name Registration
 - Electronic Commerce
 - Nanotechnology
 - Emerging Growth Companies
7. Strategic Intellectual Property Plan
 - Development
 - Effective Use

5.5 Contracting Overview for the Engineer and Project Manager

Course Duration	2 days	Maximum Students	20
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COURSE OBJECTIVES

To give the engineer and project manager:

- The background needed to more effectively use contracting as a mission tool
- A clear understanding of the differences between contracts in the private sector and federal government contracts
- An appreciation for the vision of the Federal Acquisition System and the Acquisition Team that functions within that System
- Knowledge of the phases of the acquisition process and the role of the project management community in that process
- The information and understanding needed for engineers and project managers to make sound business decisions within the framework of law, regulation and policy

COURSE OVERVIEW

This course will furnish engineers and project managers with the information they need to make sound contracting decisions. It will involve them in case studies and exercises wherein they will immediately apply the knowledge they have gained. Thus, the student will learn both from a competent and experienced instructor and by hands-on application. Adults learn best by getting involved, and we have designed the course to get the student involved.

The course begins with a discussion of the vision of the Federal Acquisition System and the membership of the Acquisition Team. This will include discussion of how the “customer first” orientation of the system can be tempered by the need to support public policy objectives. This is crucial to the understanding of the process by project managers and can greatly contribute to their ability to perform effectively within the rule and policy-laden process of government acquisition.

Other introductory content will include a comparison of private sector and federal government contracting laws and practices, the Federal Acquisition Regulation System (including the FAR and the DFARS), and the unique position of the contracting officer. It will also include a discussion of the contracting officer representative (COR), a key player in contemporary federal contracting, who may well be from the project management office. Before discussing the various phases of the acquisition process, the course will also address ethics issues and the Procurement Integrity Act.

Armed with this basic knowledge, the student will be able to successfully navigate through the phases of the acquisition process. For this course we have divided those phases into Presolicitation Activities, Solicitation and Award of the Contract, and Contract Administration. As you will see from the course outline this addresses all areas with which you expressed interest and a great deal more.

Again the course will provide the engineer and project manager with the information they need to know to properly make contract related decisions and to effectively use and operate within the federal contracting structure.

COURSE OUTLINE

Basic Knowledge and Skills

- The Federal Acquisition System
- The Federal Acquisition Team
- The Federal Acquisition Regulation System
 - FAR
 - DFARS
- The Basics of Contract Law
- Communication skills in contracting
- Ethics

Presolicitation Activities

- Acquisition Planning
- Market Research
- Preparing the requirements document
- Special considerations for service contracts
- Methods of contractor selection
- Selecting the contract type
- Preparing the source selection evaluation plan (SSEP)

Solicitation and Award

- Preparing the solicitation
- Proposal evaluation and conducting discussions
- Selecting a contractor
- Debriefings and protests

Post Award Activities

- Post award orientations

- Inspection and acceptance
- Using deducts on service contracts
- Contract changes
- Government Property
- Contract delays
- Invoicing and Payment
- Contract termination
- Disputes
- Contractor performance information
- COR files

Best Practices

5.6 Successful Project Management

Course Duration	1 days	Maximum Students	20
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COURSE OBJECTIVES

The seminar will cover all aspects of Project Management, from the selection of the project, to monitoring and controlling, to completing the projects. This seminar will provide you with the basis for developing successful projects. Your organization cannot afford to hire and retain managers who do not possess effective project management skills. This seminar in Successful Project Management is designed to provide professionals with the opportunity to develop a balanced set of business, interpersonal, and technical skills for successful project management.

This is an eight hour seminar that will provide you with the necessary project management skills to be successful in today's world.

WHO SHOULD ATTEND

Project management is not just for project managers anymore. We are in a project-oriented work place and the trend among top organizations is a project-oriented approach to quality and profits. Any manager or technician who does not have a complete, comprehensive, detailed grasp of project management and wants their career to soar should attend this seminar. Managers, who know how to complete projects on time, on budget, and with the desired results, will get noticed and move into top management.

This is designed for professionals who are responsible for project management. That includes those that are new, as well as those who have been managing projects and are ready to master the skills used by professionals.

This seminar is also ideal for the senior-level executive who interacts with project managers and needs to understand and appreciate the advantages, demands, and details of implementing a project management culture.

COURSE DESCRIPTION

Success as a project manager depends on the ability to define, plan, organize, control, and complete a variety of complex and interdependent tasks using a finite set of resources. This course focuses on the development of the critical business skills, interpersonal techniques, and project management methods and processes that are necessary for successful project management.

In today's increasingly competitive workplace, technical expertise is no longer enough. Today's professionals must be able to work outside the traditional boundaries to understand the business goals of their organization, utilizing strong interpersonal and leadership skills to interact effectively with other departments. This course will teach you how.

No prerequisites are required to attend the Successful Project Management seminar!

COURSE OUTLINE

Triple Constraint

- The major issues in managing any project.



Project Evaluation and Selection

- Pick the right projects to insure success.

Project Manager

- Who should be a project manager?
- Multiple Priorities

Project Organization

- How to structure your project organization for success.

Project Planning

- Prior Planning Prevents Poor Performance.

Negotiations

- Always go for the Win-Win solution.

Budgeting and Cost Estimating

- How to produce valid cost estimates.

Scheduling

- Establish a schedule that is realistic.

Resource Allocation

- Know when you need skills.

Monitoring

- How do you know what is going on?

Project Control

- Adjust the course to insure successful completion.

Termination

- Start planning for termination when you start.

Ethics, and Unsolved Issues

- Ethical issues that the Project Manager must be concerned about.

What You Will Learn

A simple repeatable process and toolkit to ensure that you are always in control

- To get real commitment and involvement
- To create a shared project vision
- To negotiate or re-negotiate a win-win plan
- To manage or avoid potential conflicts
- To change when common sense demands
- To maintain yours and others' confidence
- To keep communication channels open
- How to gain Acceptance of the project results
- To manage Quality and Scope with Time and Cost in balance
- How to make sure there are no surprises