

**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 for *GSA Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Mission Oriented Business Integrated Services (MOBIS)**

**SIN 874-4:** Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships

**SIN 874-8:** DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training for GS-1102 and non-1102 Personnel



**Ben Sellers Associates, LLC**

**d.b.a. Federal Acquisition Certification Academy (FAC Academy)**

7814 Odell Street

Springfield, VA 22153-2747

Phone: 703-224-8242

Fax: 703-644-1252

Website: <http://www.FacAcademy.com/>

Contract Number: GS-02F-072AA

Contract Date: December 20, 2012-December 19, 2017

*Pricelist is current through modification number PO-0022, effective September 14, 2015*



**Business Size:  
Veteran-Owned Small Business  
Small Business**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).



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## COMPANY OVERVIEW

Ben Sellers Associates, LLC (BSA), is a privately-owned company that provides integrated, comprehensive, cost-effective solutions to the training needs of both Federal and Commercial Program and Acquisition Managers. Founded in May, 2008, BSA has done the majority of its business under the trade name “Federal Acquisition Certification Academy” (FAC Academy).

### Comprehensive FAI-verified **FAC-P/PM** and **FAC-P/PM-IT** Education

In September, 2009, the FAC Academy became the first organization, including such internal Federal training providers as the Defense Acquisition University (DAU) and the Federal Acquisition Institute (FAI), to provide comprehensive, **FAI-verified** training programs meeting all of the OFPP- and FAI-required training Competencies for FAC-P/PM certification. The FAC Academy’s FAC-P/PM programs have been verified by FAI as meeting all OFPP-defined training Competencies, and the company is both a DAU Equivalent Provider and a Project Management Institute® (PMI®) Global Registered Education Provider.

The FAC Academy has continued to advance its FAC-P/PM curricula, offering a full suite of courses created specifically for the **FAC-P/PM-IT** specialization, as well as other hands-on FAC-P/PM-specific continuous learning courses designed to earn Federal IT and Construction P/PMs their CLP credits while expanding their knowledge of Federal program and project management best practices. FAC Academy FAC-P/PM programs can be up to \$2,000 less expensive per student, and be completed in 40% less time, than those of other vendors.

### Innovative **FAC-COR** Education

During FY12-13, FAI implemented significant changes to its FAC-COR certification program, refocusing the FAC-COR requirements to place a greater emphasis on the program and performance management capabilities of the COR workforce, while maintaining CORs’ traditional acquisition knowledge. To meet these new requirements, the FAC Academy’s FAI-verified FAC-COR+ Level II, and its FAC-COR+ Level III and FAC-COR Refresher courses meet all OFPP requirements for FAC-COR certification. Its FAC-COR+ courses have each been designed from the ground up to integrate the like Competencies required by both the FAC-COR and FAC-P/PM programs, allowing students to earn **both** FAC-COR and FAC-P/PM credit simultaneously. The FAC Academy also offers FAC-COR refresher and CLP courses, and various agency-specific COR programs.

### Recent Performance Across Many Agencies

In the last six years, the FAC Academy has provided program, project, and acquisition management training to thousands of Federal acquisition professionals. The FAC Academy has been selected several times via full and open competition to provide its expert training services, including being awarded 5-year BPAs to provide FAC-P/PM across all of DOI and HHS.

Federal students from various agencies and bureaus, including the Departments of Health and Human Services (HHS), Interior (DOI), Homeland Security (DHS), State (DOS), Energy (DOE), Treasury, Agriculture (USDA), Education (ED), Labor (DOL), and Commerce (DOC) have attended FAC Academy courses and have contributed to the FAC Academy’s stellar student evaluations averaging better than 9.0 out of 10.



## CUSTOMER INFORMATION

### 1a. Table of Award Special Item Numbers (SINs)

Special Item Number: 874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships

### 1b. Lowest Priced Item(s):

SIN	Class Name	Course Length	Minimum Participants	Maximum Participants	GSA Price w/IFF
874-4	FPM-104: Entry FAC-P/PM Leadership	Two Days (16 hours)	26	30	\$597.28
874-4	FPM-204: Intermediate FAC-P/PM Leadership	Two Days (16 hours)	26	30	\$597.28
874-4	FPM-304: Senior FAC-P/PM Leadership	Two Days (16 hours)	26	30	\$597.28

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

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

**4. Geographic Coverage Area:** Domestic

**5. Point of Production:**

7814 Odell Street  
Springfield, VA 22153-2747

**6. Discount from list prices or statement of net price:** All pricing below is net pricing

**7. Quantity Discounts:**

4% for orders above \$40,000  
6% for orders above \$80,000  
10% for orders above \$160,000

**8. Prompt Payment:** 0.5%, Net 10 days

**9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold:** Accepted

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Accepted

**10. Foreign Items:** None



**11a. Time of Delivery:** Written in Task Order

**11b. Expedited Delivery:** Contact Contractor for Details

**11c. Overnight and 2-day delivery:** Contact Contractor for Details

**11d. Urgent Requirements:** As specified in task order

**12. F.O.B. Point:** Destination

**13a. Ordering Address:**

7814 Odell ST  
Springfield, VA 22153-2747

**13b. Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules))

**14. Payment Address:**

7814 Odell ST  
Springfield, VA 22153-2747

**15. Warranty Provision:** N/A

**16. Export Packing Charges:** N/A

**17. Terms and conditions of Government purchase card acceptance:** N/A

**18. Terms and conditions of rental, maintenance, and repair:** N/A

**19. Terms and conditions of installation:** N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A

**20a. Terms and conditions for any other services:** (See pgs. 35-36)

**21. List of service and distribution points:** N/A

**22. List of participating dealers:** N/A



**23. Preventive maintenance:** N/A

**24a. Special attributes such as environmental attributes:** N/A

**24b. Section 508 Compliance:** N/A

**25. Data Universal Number System (DUNS) number:** 828480686

**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Ben Sellers Associates, LLC is registered in the CCR database.



# FAC-P/PM COURSES – FSS PRICELIST – SIN 874-4

## FAC-P/PM Certification Training Programs

**NOTE:** Please find course descriptions for these courses on pages 14-22.

### ENTRY / BEGINNER LEVEL FAC-P/PM PROGRAM

	Course Code	Course Title	Course Length	Price per Student				Fixed-Price
				Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	Single Class of Up to 30 Students
ENTRY / BEGINNER LEVEL	FPM-101	Entry FAC-P/PM Program / Project Management	4 Days (32 Hrs)	\$1,194.56	\$1,169.67	\$1,144.79	\$1,095.01	\$29,863.98
	FPM-102	Entry FAC-P/PM Acquisition Management	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	FPM-103	Entry FAC-P/PM Business, Cost Estimating, and EVM	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	FPM-104	Entry FAC-P/PM Leadership	2 Days (16 Hrs)	\$597.28	\$572.39	\$557.46	\$527.60	\$14,931.99
		<b>TOTAL</b>	<b>12 Days (96 Hrs)</b>	<b>\$3,583.68</b>	<b>\$3,484.12</b>	<b>\$3,414.45</b>	<b>\$3,265.13</b>	<b>\$89,591.93</b>

*\*All courses are subject to the terms and conditions listed on pages 35-36*

### MID / JOURNEYMAN LEVEL FAC-P/PM PROGRAM

	Course Code	Course Title	Course Length	Price per Student				Fixed-Price
				Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	Single Class of Up to 30 Students
MID / JOURNEYMAN LEVEL	FPM-201	Intermediate FAC-P/PM Program / Project Management	4 Days (32 Hrs)	\$1,194.56	\$1,169.67	\$1,144.79	\$1,095.01	\$29,863.98
	FPM-202	Intermediate FAC-P/PM Acquisition Management	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	FPM-203	Intermediate FAC-P/PM Business, Cost Estimating, and EVM	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	FPM-204	Intermediate FAC-P/PM Leadership	2 Days (16 Hrs)	\$597.28	\$572.39	\$557.46	\$527.60	\$14,931.99
		<b>TOTAL</b>	<b>12 Days (96 Hrs)</b>	<b>\$3,583.68</b>	<b>\$3,484.12</b>	<b>\$3,414.45</b>	<b>\$3,265.13</b>	<b>\$89,591.93</b>

*\*All courses are subject to the terms and conditions listed on pages 35-36*


**EXPERT / SENIOR LEVEL FAC-P/PM PROGRAM**

SENIOR / EXPERT LEVEL	Course Code	Course Title	Course Length	Price per Student				Fixed-Price
				Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	Single Class of Up to 30 Students
	<b>FPM-301</b>	Senior FAC-P/PM Program / Project Management	4 Days (32 Hrs)	\$1,194.56	\$1,169.67	\$1,144.79	\$1,095.01	\$29,863.98
	<b>FPM-302</b>	Senior FAC-P/PM Acquisition Management	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	<b>FPM-303</b>	Senior FAC-P/PM Business, Cost Estimating, and EVM	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	<b>FPM-304</b>	Senior FAC-P/PM Leadership	2 Days (16 Hrs)	\$597.28	\$572.39	\$557.46	\$527.60	\$14,931.99
		<b>TOTAL</b>	12 Days (96 Hrs)	\$3,583.68	\$3,484.12	\$3,414.45	\$3,265.13	\$89,591.93

*\*All courses are subject to the terms and conditions listed on pages 35-36*

**EXPERT / SENIOR LEVEL FAC-P/PM PROGRAM – FOR CONSTRUCTION PROFESSIONALS**

SENIOR / EXPERT LEVEL	Course Code	Course Title	Course Length	Price per Student				Fixed-Price
				Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	Single Class of Up to 30 Students
	<b>FPM-301(C)</b>	Senior FAC-P/PM Program / Project Management for Construction	4 Days (32 Hrs)	\$1,194.56	\$1,169.67	\$1,144.79	\$1,095.01	\$29,863.98
	<b>FPM-302(C)</b>	Senior FAC-P/PM Acquisition Management for Construction	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	<b>FPM-303(C)</b>	Senior FAC-P/PM Business, Cost Estimating, and EVM for Construction	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
	<b>FPM-304(C)</b>	Senior FAC-P/PM Leadership for Construction	2 Days (16 Hrs)	\$597.28	\$572.39	\$557.46	\$527.60	\$14,931.99
		<b>TOTAL</b>	12 Days (96 Hrs)	\$3,583.68	\$3,484.12	\$3,414.45	\$3,265.13	\$89,591.93

*\*All courses are subject to the terms and conditions listed on pages 35-36*



## FAC-P/PM Specialization and Continuous Learning Courses

**NOTE:** Please find course descriptions for these courses on pages 24-27.

Course Code	Course Title	Course Length	Price per Student				Fixed-Price
			Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	Single Class of Up to 30 Students
<b>FPM-IT-410</b>	FAC-P/PM-IT Modular Program & Acquisition Management	5 Days (40 Hrs)	\$1,430.98	\$1,402.27	\$1,363.98	\$1,316.12	\$35,894.21
<b>FPM-IT-420A</b>	FAC-P/PM-IT Planning, Designing, and Acquiring IT Systems	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
<b>FPM-IT-420B</b>	FAC-P/PM-IT Planning & Acquiring Operations of IT Systems	3 Days (24 Hrs)	\$895.92	\$871.03	\$856.10	\$821.26	\$22,397.98
<b>FPM-IT-610</b>	FAC-P/PM-IT Modular Program & Acquisition Management	5 Days (40 Hrs)	\$1,430.98	\$1,402.27	\$1,363.98	\$1,316.12	\$35,894.21
<b>FPM-IT-620</b>	FAC-P/PM-IT Technical Management	5 Days (40 Hrs)	\$1,430.98	\$1,402.27	\$1,363.98	\$1,316.12	\$35,894.21
<b>FPM-C-410</b>	FAC-P/PM Refresher for Construction Professionals	5 Days (40 Hrs)	\$1,430.98	\$1,402.27	\$1,363.98	\$1,316.12	\$35,894.21

*\*All courses are subject to the terms and conditions listed on pages 35-36*



## FAC-P/PM COURSES – FSS PRICELIST – SIN 874-8

### FAC-P/PM Certification Training Programs

**NOTE:** Please find a course description for this course on page 23.

#### ENTRY / BEGINNER LEVEL FAC-P/PM PROGRAM

Course Code	Course Title	Course Length	Price per Student				Fixed-Price Single Class of Up to 30 Students
			Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	
<b>FPM 121</b>	Acquisition Fundamentals of Project / Program Management II	5 Days (38 Hrs)	\$1,325.54	\$1,298.94	\$1,263.48	\$1,219.14	\$33,249.37

*\*All courses are subject to the terms and conditions listed on pages 35-36*



## FAC-COR COURSES – FSS PRICELIST – SIN 874-4

### FAC-COR Certification Training Courses

**NOTE:** Please find course descriptions for these courses on pages 29-31.

Course Code	Course Title	Course Length	Price per Student				Fixed-Price
			Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	Single Class of Up to 30 Students
<b>COR-240</b>	FAC-COR+ Level II	5 Days (40 Hrs)	\$871.54	\$851.39	\$821.16	\$801.01	\$20,995.00
<b>COR-324</b>	FAC-COR+ Level III	3 Days (24 Hrs)	\$654.91	\$641.82	\$622.67	\$602.52	\$15,612.09
<b>COR-440</b>	FAC-COR Refresher	5 Days (40 Hrs)	\$871.54	\$851.39	\$821.16	\$801.01	\$20,995.00
<b>COR-540</b>	Advanced COR Concepts & Techniques	5 Days (40 Hrs)	\$871.54	\$851.39	\$821.16	\$801.01	\$20,995.00

*\*All courses are subject to the terms and conditions listed on pages 35-36*

### HHS-Specific FAC-COR Certification Training Courses

**NOTE:** Please find course descriptions for these courses on pages 33-34.

Course Code	Course Title	Course Length	Price per Student				Fixed-Price
			Min. of 15 Students	16-20 Students	21-25 Students	26-30 Students	Single Class of Up to 30 Students
<b>COR-340 (IT)</b>	FAC-COR Level III for IT Professionals	5 Days (40 Hrs)	\$952.14	\$931.99	\$901.76	\$871.54	\$22,972.29
<b>COR-380A</b>	FAC-COR+ Level III for HHS Professionals (Part A)	5 Days (40 Hrs)	\$952.14	\$931.99	\$901.76	\$871.54	\$22,972.29
<b>COR-380B</b>	FAC-COR+ Level III for HHS Professionals (Part B)	5 Days (40 Hrs)	\$952.14	\$931.99	\$901.76	\$871.54	\$22,972.29

*\*All courses are subject to the terms and conditions listed on pages 35-36*



## FAC-P/PM CERTIFICATION COURSE DESCRIPTIONS

### **FPM-101: Entry FAC-P/PM Program / Project Management**

*Please see pricing for this course on page 9.*

This FAC-P/PM course introduces the student to the basic concepts required by the Competencies of Requirements Development and Management Processes, Systems Engineering, Test and Evaluation, and Life Cycle Logistics. Emphasis is on the fundamental terminology and concepts that the students will encounter in their day-to-day jobs.

Specific topics addressed include the following processes: requirements development, market research, concept selection, technology development, core management skills of project management, risk and opportunity management, communications management, and working groups / teams. Additional topics addressed include the following: technical processes and technical management processes of systems engineering; creation of an integrated T&E strategy, including operational test and evaluation; and life cycle logistics management, product support, and interoperability.

Exercises are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by passing an end of class exam.

### **FPM-102: Entry FAC-P/PM Acquisition Management**

*Please see pricing for this course on page 9.*

This FAC-P/PM course introduces the student to the basic concepts required by the Contracting Competency. Emphasis is on the fundamental terminology and concepts that the students will encounter in their day-to-day jobs. Specific topics addressed include acquisition of supplies and services, construction, and research and development, including the following concepts: acquisition planning (including performance-based considerations); cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration, including termination options, if necessary.

Special emphasis in this class is on the requirements of the Federal Acquisition Regulation (FAR) Parts 1-16. The course also introduces and explains, in depth, the nine things that must be done "right" to have a successful contracting process.

Exercises and an integrated case study are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by passing an end of class exam.



### **FPM-103: Entry FAC-P/PM Business, Cost Estimating, and EVM**

*Please see pricing for this course on page 9.*

This FAC-P/PM course introduces the student to the basic concepts required by the Competency known as Business, Cost Estimating, and Financial Management. Emphasis is on the fundamental terminology and concepts that the students will encounter in their day-to-day jobs.

Specific topics addressed include the following activities: cost estimating and cost analysis; formulating financial programs and budgets; benefit/cost analysis and other decision-making tools; knowledge of the rules of budget execution overseeing and interpreting data from an Earned Value Management System (EVMS) and other methods of performance measurement.

Exercises are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by passing an end of class exam.

### **FPM-104: Entry FAC-P/PM Leadership**

*Please see pricing for this course on page 9.*

This Entry Level FAC-P/PM course provides a framework for the participants to respond to the challenges facing them and their organizations in new, more innovative, and more productive ways. The specific topics of problem-solving, conflict management, interpersonal skills, resilience, flexibility, accountability, customer service, and oral and written communication will be addressed.

Exercises will be used to emphasize the importance of other essential leadership skills including: teamwork, collaboration, and communication; personality types and preferences; negotiation skills; and organizational and team structures for optimum performance.

In addition, using a proprietary Leadership Assessment Tool developed specifically for this program, participants will have the opportunity to assess their needs for these and other leadership traits in their current job settings and to evaluate their current skill levels in these and other leadership competencies. Strengths in certain areas will be confirmed and methods to remedy weaknesses will be identified and discussed.

### **FPM-201: Intermediate FAC-P/PM Program / Project Management**

*Please see pricing for this course on page 9.*

This FAC-P/PM course increases the students' skills in the Competencies of Requirements Development and Management Processes, Systems Engineering, Test and Evaluation, and Life Cycle Logistics.

Topics addressed in this course include performing the following processes: requirements development, concept selection, technology development, core management skills of project management, risk and opportunity management, communications management, and working groups / teams. Additional topics addressed by this course include: the technical processes and technical management processes of systems



engineering; creation of an integrated T&E strategy, including operational test and evaluation; and life cycle logistics management, product support, and interoperability.

Exercises are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by submitting a written end-of-class Action Plan presentation.

### **FPM-202: Intermediate FAC-P/PM Acquisition Management**

*Please see pricing for this course on page 9.*

This Mid-Level FAC-P/PM course prepares the participant to perform, or improves the participant's proficiency in performing, the functions required by the Contracting Competency area. Emphasis is on the performance challenges that a participant will encounter in his or her day-to-day job. Specific topics addressed include acquisition of supplies and services, construction, and research and development, including the following concepts: acquisition planning (including performance-based considerations); cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration, including termination options, if necessary.

Special emphasis in this class is on the requirements of the Federal Acquisition Regulation (FAR) Parts 1-16. The course also introduces and explains, in depth, the nine things that must be done "right" to have a successful contracting process.

Exercises and an integrated case study are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by submitting a written end-of-class Action Plan presentation.

### **FPM-203: Intermediate FAC-P/PM Business, Cost Estimating, and EVM**

*Please see pricing for this course on page 9.*

This Mid-Level FAC-P/PM course prepares the participant to perform, or improves the participant's proficiency in performing, the functions required by the Competency known as Business, Cost Estimating, and Financial Management. Emphasis is on the performance challenges that a participant will encounter in his or her day-to-day job.

Specific topics addressed include the following activities: cost estimating and cost analysis; formulating financial programs and budgets; benefit/cost analysis and other decision-making tools; total ownership cost, overseeing and interpreting data from an Earned Value Management System (EVMS) and other methods of performance measurement; and knowledge of the rules of budget execution.

Exercises are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine



personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by submitting a written end-of-class Action Plan presentation.

### **FPM-204: Intermediate FAC-P/PM Leadership**

*Please see pricing for this course on page 9.*

This FAC-P/PM course addresses the leadership challenges associated with managing a project. The course discusses the vital skills of influencing and negotiating with others in order to minimize/manage conflict and to create a partnering spirit with other stakeholders. Team-building skills and the need to take an active role in the development of others are addressed. Political savvy, strategic thinking, and external awareness are all explored. Other important topics include decisiveness, creativity and innovation, and entrepreneurship. This course involves the participants in the development of the traits and behaviors associated with each of the skills and in the discussion of the importance of each of the skills.

Exercises will be used to emphasize the importance of other essential leadership skills including: teamwork, collaboration, and communication; personality types and preferences; negotiation skills; and organizational and team structures for optimum performance.

In addition, using a proprietary Leadership Assessment Tool developed specifically for this program, participants will have the opportunity to assess their needs for these and other leadership traits in their current job settings and to evaluate their current skill levels in these and other leadership competencies. Strengths in certain areas will be confirmed and methods to remedy weaknesses will be identified and discussed.

### **FPM-301: Senior FAC-P/PM Program / Project Management**

*Please see pricing for this course on page 10.*

This FAC-P/PM course addresses the Senior Level of the Competencies known as Requirements Development and Management Processes, Systems Engineering, Test and Evaluation, and Life Cycle Logistics and **all** of their Aligned Skills. Due to the broad scale of this competency area as defined by FAI, this course serves as an overview to the entire Senior Level curriculum and Senior Level certification process. As a Senior Level course it reviews, but goes considerably beyond, the basic concepts presented in earlier levels of the same course to ensure all participants are knowledgeable of the fundamentals and are able to manage/supervise the overall process. Emphasis on the fundamentals will be provided as needed (if needed) by the particular student group.

Specific topics addressed include managing/supervising the following processes: requirements development, concept selection, technology development, core management skills of project management, total ownership cost, market research, risk and opportunity management, communications management, and working groups/teams. Additional topics addressed by this course include: the technical processes and technical management processes of systems engineering; creation of an integrated T&E strategy, including operational test and evaluation; and life cycle logistics management, product support, and interoperability.



Because the course is designed for Senior Level participants, it will address how to identify “troubled” projects, as well as steps to take to rehabilitate them, before they become “failed” projects. Exercises are included to allow the students to practice the skills that they are developing throughout the course. This course will also provide the participants with an assessment tool which they will use to evaluate their organization’s overall acquisition system performance in accordance with OMB A-123. Finally, students will make a presentation describing the actions they intend to take when they return to work to implement the lessons they learned during the class.

### **FPM-302: Senior FAC-P/PM Acquisition Management**

*Please see pricing for this course on page 10.*

This FAC-P/PM course fulfills the Competency of Contracting. It addresses the supervision, leadership, and management of the acquisition of supplies and services, construction, and research and development, including the following concepts: acquisition planning (including performance-based considerations); cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration, including termination options, if necessary.

Special emphasis in this class is on the “when” “why” and “how” of establishing collaborative relationships between a buyer and a seller. The course also introduces and explains, in depth, the nine things that must be done “right” to have a successful contracting process.

Since this course is presented at the Senior Level, participants use it as an opportunity to evaluate the effectiveness of their own contracting process and to diagnose problems and develop solutions. Exercises and an integrated case study are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by presenting an oral end-of-class Action Plan.

### **FPM-303: Senior FAC-P/PM Business, Cost Estimating, and EVM**

*Please see pricing for this course on page 10.*

This Senior Level FAC-P/PM course prepares the participant to supervise, or improves the participant’s proficiency in supervising, the functions required by the Competency known as Business, Cost Estimating, and Financial Management. Emphasis is on the performance challenges that a participant will encounter in his or her day-to-day job.

Specific topics addressed include the following activities: cost estimating and cost analysis; formulating financial programs and budgets; benefit/cost analysis and other decision-making tools; total ownership cost, overseeing and interpreting data from an Earned Value Management System (EVMS) and other methods of performance measurement; and knowledge of the rules of budget execution.

Exercises are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will



demonstrate their knowledge by preparing and presenting Action Plans for personal and organizational improvements they intend to implement upon return to their jobs.

### **FPM-304: Senior FAC-P/PM Leadership**

*Please see pricing for this course on page 10.*

This Senior Level FAC-P/PM course provides a framework for the participants to respond to the challenges facing them and their organizations in new, more innovative, and more productive ways. The specific topics of strategic thinking, external awareness, entrepreneurship, and vision will be addressed.

Exercises will be used to emphasize the importance of other essential leadership skills including: teamwork, collaboration, and communication; personality types and preferences; negotiation skills; and organizational and team structures for optimum performance.

In addition, using a proprietary Leadership Assessment Tool developed specifically for this program, participants will have the opportunity to assess their needs for these and other leadership traits in their current job settings and to evaluate their current skill levels in these and other leadership competencies. Strengths in certain areas will be confirmed and methods to remedy weaknesses will be identified and discussed.

### **FPM-301(C): Senior FAC-P/PM Program / Project Management for Construction— For Construction Professionals**

*Please see pricing for this course on page 10.*

This Senior-level FAC-P/PM course addresses the Senior Level of the Competencies known as Requirements Development and Management Processes, Systems Engineering, Test and Evaluation, and Life Cycle Logistics and **all** of their Aligned Skills. Due to the broad scale of this competency area as defined by FAI, this course serves as an overview to the entire Senior Level curriculum and Senior Level certification process. As a Senior Level course it reviews, but goes considerably beyond, the basic concepts presented in earlier levels of the same course to ensure all participants are knowledgeable of the fundamentals and are able to manage/supervise the overall process. Emphasis on the fundamentals will be provided as needed (if needed) by the particular student group.

Specific topics addressed include managing/supervising the following processes: requirements development, concept selection, technology development, core management skills of project management, total ownership cost, market research, risk and opportunity management, communications management, and working groups/teams. Additional topics addressed by this course include: the technical processes and technical management processes of systems engineering; creation of an integrated T&E strategy, including operational test and evaluation; and life cycle logistics management, product support, and interoperability.

Because the course is designed for Senior Level participants, it will address how to identify “troubled” projects, as well as steps to take to rehabilitate them, before they become “failed” projects. Exercises are included to allow the students to practice the skills that they are developing throughout the course. This course will also provide the participants with an assessment tool which they will use to evaluate their organization’s overall acquisition system performance in accordance with OMB A-123. Finally, students will



make a presentation describing the actions they intend to take when they return to work to implement the lessons they learned during the class.

### **DESCRIPTION OF CONSTRUCTION-SPECIFIC MATERIAL**

The Federal Government acquires by contract, with appropriated funds, supplies, services, and construction. Construction is defined by the FAR as “construction, alteration, or repair (including dredging, excavating, and painting) of building, structures, or other real property”. The uniqueness of construction (and design) is its effect on the personal well-being of those people who work in or around real property. Most importantly, the danger to those people posed by the lack of proper design and construction practices. Therefore, it is necessary for a specialized program management course that has an emphasis on construction and design that focuses on those unique practices.

### **CONSTRUCTION-SPECIFIC TOPICS & BEST PRACTICES COVERED**

1. Developing requirements documents specific to Construction and Architect/Engineering (A/E) contracting to include the requirements for sustainable design/(LEED) including renewable energy and Low Impact Development (LID).
2. Compare and contrast alternative Construction delivery methods such as Design-Bid-Build (D-B-B), Design-Build (D-B), and Construction Manager at Risk (CM@Risk).
3. Developing a Construction Work Breakdown Structure (WBS) and using it to develop a Critical Path Network (CPM).
4. Implementing construction-specific Risk Management
5. Integrating Systems Engineering and Testing processes into the design and construction project life cycle
6. Implementing options for Performance-based Life Cycle Logistics to reduce Life Cycle Costs (LCC) and Total Ownership Costs (TOC)
7. Identifying Construction Project Management methodologies

### **FPM-302(C): Senior FAC-P/PM Acquisition Management for Construction– For Construction Professionals**

*Please see pricing for this course on page 10.*

This Senior-level FAC-P/PM course fulfills the Competency of Contracting. It addresses the supervision, leadership, and management of the acquisition of supplies and services, construction, and research and development, including the following concepts: acquisition planning (including performance-based considerations); cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration, including termination options, if necessary.

Special emphasis in this class is on the “when” “why” and “how” of establishing collaborative relationships between a buyer and a seller. The course also introduces and explains, in depth, the nine things that must be done “right” to have a successful contracting process.

Since this course is presented at the Senior Level, participants use it as an opportunity to evaluate the effectiveness of their own contracting process and to diagnose problems and develop solutions.



Exercises and an integrated case study are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by presenting an oral end-of-class Action Plan.

### **DESCRIPTION OF CONSTRUCTION-SPECIFIC MATERIAL**

The acquisition (procurement) of construction and design differs in many fundamental respects from supplies and services. In this course we focus on those differences as well as some of the similarities.

### **CONSTRUCTION-SPECIFIC TOPICS & BEST PRACTICES COVERED**

1. Developing the construction solicitation using standardized/specialized specifications and drawings, with Government specific provisions, and clauses
2. Compare and contrast the four most often used contract types/procedures used for Construction and A/E contracting: FAR Part 14 *Sealed Bidding*, FAR Part 15 Contracting by Negotiation, FAR Subpart 36.3 *Two-Phase Design-Build* and FAR 36.6 *A/E Contracting* (to include the procedures unique to the *Brooks Act*)
3. Reviewing general contract administration processes, focusing especially on those that are specifically for construction acquisition, to include:
  - a. Identifying key construction contracting clauses and how they are applied
  - b. Identifying the requirements for effective monitoring of construction contracts through effective quality assurance and quality control procedures
  - c. Identifying construction contractual remedies for poor contractor performance
  - d. Identifying construction changes to cause the least effect on cost, time, or quality
  - e. Effectively resolving disputes and claims before they go into litigation through the use of alternative disputes resolution.
  - f. Identifying the requirements for construction invoicing and payment.
  - g. Identifying the requirements for construction closeout to include contractor past performance evaluations

### **FPM-303(C): Senior FAC-P/PM Business, Cost Estimating, and EVM for Construction— For Construction Professionals**

*Please see pricing for this course on page 10.*

This Senior Level FAC-P/PM course prepares the participant to supervise, or improves the participant's proficiency in supervising, the functions required by the Competency known as Business, Cost Estimating, and Financial Management. Emphasis is on the performance challenges that a participant will encounter in his or her day-to-day job.

Specific topics addressed include the following activities: cost estimating and cost analysis; formulating financial programs and budgets; benefit/cost analysis and other decision-making tools; total ownership cost,



overseeing and interpreting data from an Earned Value Management System (EVMS) and other methods of performance measurement; and knowledge of the rules of budget execution.

Exercises are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by preparing and presenting Action Plans for personal and organizational improvements they intend to implement upon return to their jobs.

### **DESCRIPTION OF CONSTRUCTION-SPECIFIC MATERIAL**

Earned Value (EV) is the budgeted cost of work successfully performed by a contractor. Actual Cost of Work Performed (ACWP) is simply what the contractor has spent to date. The computation of EV is a method used by management (both Government and the contractor) to keep track of the project's status by comparing the two numbers on a regular basis. Earned Value Management (EVM) is a project management tool that integrates the project scope of work with cost, schedule and performance elements for optimum project planning and control.

We focus on the inherent "earned value" nature of construction based on the fact that most construction and design projects are Firm-Fixed-Priced with progress payments that are based on EV not ACWP. This difference is huge from a cost standpoint but the project still needs an effective EVM system that allows for project planning and control.

### **CONSTRUCTION-SPECIFIC TOPICS & BEST PRACTICES COVERED**

1. Developing quality cost estimates for construction and design projects
2. Developing an Integrated Baseline Review (IBR)
3. Analyzing Earned Value Management (EVM) data
4. Developing an Integrated Baseline Review (IBR)
5. Determining when to re-baseline

### **FPM-304(C): Senior FAC-P/PM Leadership for Construction– For Construction Professionals**

*Please see pricing for this course on page 10.*

This Senior Level FAC-P/PM course provides a framework for the participants to respond to the challenges facing them and their organizations in new, more innovative, and more productive ways. The specific topics of strategic thinking, external awareness, entrepreneurship, and vision will be addressed.

Exercises will be used to emphasize the importance of other essential leadership skills including: teamwork, collaboration, and communication; personality types and preferences; negotiation skills; and organizational and team structures for optimum performance.

In addition, using a proprietary Leadership Assessment Tool developed specifically for this program, participants will have the opportunity to assess their needs for these and other leadership traits in their current job settings and to evaluate their current skill levels in these and other leadership competencies.



Strengths in certain areas will be confirmed and methods to remedy weaknesses will be identified and discussed.

### **DESCRIPTION OF CONSTRUCTION-SPECIFIC MATERIAL**

Leadership and management skills are universal. However, in this course we use some construction specific cases to demonstrate some of those skills that are necessary for successful construction program management.

### **CONSTRUCTION-SPECIFIC TOPICS & BEST PRACTICES COVERED**

1. Developing Partnering skills for construction contracts that will employ collaborative relationships resulting in projects that normally be delivered on-time, on-budget, and with high quality.
2. Using a construction specific case to develop negotiation skills that will result in awarding/modifying construction contracts that are fair and reasonable for both the Government and the contractor.
3. Though the use of a construction video and debrief, identify those general and construction specific leadership and managements skills that were involved.

### **FPM 121: Acquisition Fundamentals of Project / Program Management II**

*Please see pricing for this course on page 12.*

FPM 121 is a one-week resident classroom course which offlows successful completion of the online FPM 120 (Part I) entry-level fundamentals course. FPM 121 places the project management learner in an integrated product team (IPT) setting, allowing students to gain hands-on experience working through problem-based exercises based on the concepts learned in the prerequisite FPM 120 online course.

Students participate as team members in crafting and communicating solutions to simulated project management challenges, including:

- Identifying capability gaps
- Developing a Work Breakdown Structure (WBS)
- Developing high-level and system-level requirements
- Crafting an analysis of alternatives (AoA)
- Developing a business case
- Selecting a solution
- Risk management
- Acquisition planning
- Systems engineering
- Measuring performance
- Leadership

FPM 121 culminates in a graded integrated case study which assesses the student's performance as a member of an IPT while applying knowledge and skills gained throughout the course.



## FAC-P/PM CONTINUOUS LEARNING COURSE DESCRIPTIONS

### FPM-IT-410: FAC-P/PM-IT Modular Program & Acquisition Management

*Please see pricing for this course on page 11.*

Utilizing presentation, discussion, cases, and other hands-on exercises, this 40-hour course:

1. Provides a comprehensive review of the concepts, tools, and techniques taught in the FAC-P/PM certification curriculum. Students **review and refresh** their understanding of the critical Competencies presented throughout their initial FAC-P/PM training programs, specifically as they apply to the Federal IT Program / Project Manager.
2. Further **expands** the students' awareness and understanding of important aspects of each of the FAC-P/PM Competencies addressed in the FAC-P/PM curriculum, as they relate to Federal IT investments and initiatives. Current Federal IT initiatives covered throughout the class include, but are not limited to:
  - a. Acquiring cloud computing services
  - b. Structuring programs and projects based on Federal guidance for Modular Development
  - c. Implementing the US Federal CIO's 25-Point Plan for Improving Federal IT
  - d. Assessing and mitigating Risk in IT programs

Each of the five class days focuses on one or more of the core FAC-P/PM Competencies. Daily training consists of review / refresh activities, as well as extensive use of hands-on exercises and a comprehensive course-wide case study, built using artifacts, documents, and lessons learned from an actual Federal IT program. This combination of detailed instruction and realistic cases and exercises allows students the opportunity to practice applying the concepts, tools, and techniques using representative real-world scenarios.

This course represents 40 hours of the FAC-P/PM-certified student's required 80 hours of continuous learning (CLP) credit, which must be completed every two years.

### FPM-IT-420A: FAC-P/PM-IT Planning, Designing, and Acquiring IT Systems

*Please see pricing for this course on page 11.*

*FPM-IT-420A: FAC-P/PM-IT Planning, Designing, and Acquiring IT Systems* course engages students in exercises and discussions that focus on a variety of technical design characteristics that define the quality, effectiveness and usability of information systems. Specific technical competencies addressed include: Accessibility, Data Management, Enterprise Architecture, Information Resources Strategy and Planning, Information Technology Architecture, Infrastructure Design, and Technical Awareness.

Exercises focused on case studies are used to allow the students to practice the skills that they are developing throughout the course. An assessment tool is provided to assist the students in tracking and determining their achievement of attaining the new performance outcomes defined by the Federal



Acquisition Institute (FAI) for FAC-P/PM-IT certification. Finally, students make presentations describing the actions they intend to take when they return to work to implement the lessons they learned during the class. These personalized Action Plans are graded, and help students to transfer their new knowledge to their jobs, empowering them to make immediate impacts upon returning from class.

When combined with the FPM-IT-420B course, each of the 15 technical IT competencies developed by FAI as required for certification of project managers of Information Technology projects are addressed. These 15 “Technical” IT competencies are in addition to 18 IT “Core-Plus” FAC-P/PM-IT competencies defined by FAI and covered in FAC Academy’s FPM-IT-410 course. FAC-P/PM-IT competencies covered by this course include:

Accessibility
Data Management
Enterprise Architecture
Information Resources Strategy and Planning
Information Technology Architecture
Infrastructure Design
Technology Awareness

**FPM-IT-420B: FAC-P/PM-IT Planning & Acquiring Operations of IT Systems**

*Please see pricing for this course on page 11.*

*FPM-IT-420B: FAC-P/PM-IT Planning & Acquiring Operations of IT Systems* engages students in exercises and discussions that focus on a variety of technical management and operational components that service providers are tasked to provide. Material is structured to present considerations IT project managers must include in acquiring best value operations and management of IT systems. Specific technical competencies to be addressed include: Configuration Management, Information Assurance, Information Management, Information System Security Certification, Information Systems and Network Security, Information Technology Performance Assessment, Information Technology Project Management, and Operations Support.

Exercises focused on case studies are employed to allow the students to practice the skills that they are developing throughout the course. An assessment tool is provided to assist the students in tracking and determining their achievement of attaining the new performance outcomes defined by the Federal Acquisition Institute (FAI) for FAC-P/PM-IT certification. Finally, students make presentations describing the actions they intend to take when they return to work to implement the lessons they learned during the class. These personalized Action Plans are graded, and help students to transfer their new knowledge to their jobs, empowering them to make immediate impacts upon returning from class.

When combined with the FPM-IT-420A course, each of the 15 technical IT competencies developed by FAI as required for certification of project managers of Information Technology projects are addressed. These 15 technical IT competencies are in addition to 18 IT “Core-Plus” FAC-P/PM-IT competencies defined by FAI and covered in FAC Academy’s FPM-IT-410 course. FAC-P/PM-IT competencies covered by this course include:



Configuration Management	Information Systems / Network Security
Information Assurance	Information Technology Performance Assessment
Information Management	Information Technology Program Management
Information Systems Security Certification	Operations Support

### **FPM-C-410: FAC-P/PM Refresher for Construction Professionals**

*Please see pricing for this course on page 11.*

Utilizing presentation, discussion, cases, activities, and other hands-on exercises, this unique 40-hour course:

1. Provides a comprehensive review of the concepts, tools, and techniques taught in the FAC-P/PM certification curriculum. Students **review and refresh** their understanding of the critical Competencies presented throughout their initial FAC-P/PM training programs, specifically as they apply to the Federal Construction Program / Project Manager.
2. Further **expands** the students' awareness and understanding of important aspects of each of the FAC-P/PM Competencies addressed in the FAC-P/PM curriculum, as they relate to Federal Construction and Design acquisition. Please see the course outline below for a list of Construction-specific topics addressed throughout this unique course.

Each of the five class days focuses on one or more of the core FAC-P/PM Competencies. Daily training consists of review / refresh activities, as well as extensive use of hands-on exercises, which allow students to dive into the application of the concepts, tools, and techniques, and to practice them in representative real-world scenarios.

This course represents 40 hours of the FAC-P/PM-certified student's required 80 hours of continuous learning (CLP) credit, which must be completed every two years.

### **FPM-IT-610: FAC-P/PM-IT Modular Program & Acquisition Management**

*Please see pricing for this course on page 11.*

This 40-hour FAC-P/PM-IT course addresses all OFPP/FAI training requirements for the 18 FAC-P/PM-IT "General" competencies.

This hands-on course utilizes instruction, exercises, assessments, and case studies to train experienced FAC-P/PM professionals in the general P/PM concepts needed to properly manage Federal IT programs and projects. By taking general Federal PM disciplines and applying them to the specific Federal IT environment, this course equips Federal IT P/PMs with best practices and tools to acquire and manage IT investments to meet Federal mission and program goals.

Competencies covered include:

- Acquisition Strategy
- Business Process Reengineering
- Capital Planning and Investment Assessment



- Change Management
- Compliance
- Contracting / Procurement
- Cost-Benefit Analysis
- Financial Analysis
- Financial Management
- Product Evaluation
- Project Management
- Quality Assurance
- Requirements Analysis
- Risk Management
- Stakeholder Management
- Systems Engineering
- Systems Life Cycle
- Systems Testing and Evaluation

As in all FAC Academy classes, the students will follow the FAC Academy's unique **ALTA™** adult learning methodology. ALTA allows students to:

**A**ssess their current level of proficiency through the use of assessment tools

**L**earn from our world-class faculty and adult learning materials

**T**ry concepts and tools via integrated exercises, cases, and other hands-on learning tools

**A**pply their classroom knowledge to their actual work environment through the creation of personalized Action Plans, so that they may improve their performance upon their return to work.

### **FPM-IT-620: FAC-P/PM-IT Technical Management**

*Please see pricing for this course on page 11.*

This 40-hour FAC-P/PM-IT course addresses all OFPP/FAI training requirements for the 15 FAC-P/PM-IT "Technical" competencies.

This hands-on course is designed to meet the unique needs of the experienced FAC-P/PM professional who leads and manages Federal IT programs and projects. Requirements from the course are derived from both OFPP/FAI and the 2210 series competency model, and the overall goal of the course is to prepare P/PMs working on Federal IT investments to navigate the complex and ever-changing technical world of information technology, so that they ultimately effect Federal program and mission success.

The course uses several experiential modalities, including expert instruction, hands-on exercises, detailed case studies, and student self-assessments to allow students to both learn and to use their new knowledge in the safety of the training environment.

Competencies covered include:

- Accessibility
- Configuration Management



- Data Management
- Enterprise Architecture
- Information Assurance
- Information Management
- Information Resources Strategy and Planning
- Information Systems Security Certification
- Information Systems / Network Security
- Information Technology Architecture
- Information Technology Performance Assessment
- Information Technology Program Management
- Infrastructure Design
- Operations Support
- Technology Awareness

As in all FAC Academy classes, the students will follow the FAC Academy's unique **ALTA™** adult learning methodology. ALTA allows students to:

**A**ssess their current level of proficiency through the use of assessment tools

**L**earn from our world-class faculty and adult learning materials

**T**ry concepts and tools via integrated exercises, cases, and other hands-on learning tools

**A**pply their classroom knowledge to their actual work environment through the creation of personalized Action Plans, so that they may improve their performance upon their return to work.



## FAC-COR CERTIFICATION COURSE DESCRIPTIONS

### **COR-240: FAC-COR+ Level II**

*Please see pricing for this course on page 13.*

This unique course, offered only by the FAC Academy, provides the Contracting Officer Representative (COR) candidate with comprehensive, hands-on training covering all of the major acquisition and project management challenges he or she will encounter as a COR, including:

1. Instruction that meets all 26 Competencies required by OFPP / FAI for **FAC-COR Level II** certification **PLUS** the Contracting competency required for **FAC-P/PM** certification at the Mid-level. This represents 25% of the total training days required for Mid-level FAC-P/PM certification, following the FAC Academy's FAI-approved FAC-P/PM program.
2. Knowledge of the performance challenges that a COR will encounter in his or her day-to-day job. Specific topics address the acquisition of supplies and services, construction, and research and development, and include the following concepts:
  - a. Acquisition Planning (including Performance-based considerations & Market Research)
  - b. Cost and Price Analysis
  - c. Solicitation and Selection of Sources
  - d. Preparation, Negotiation, and Award of Contracts
  - e. All phases of Contract Administration, including Termination Options, if necessary
  - f. Core Project Management Concepts and Skills
  - g. Introduction to Earned Value Management metrics and analytics

Special emphasis in this class is placed on the unique requirements of the Federal Acquisition Regulation (FAR) Parts 1-16. The course also introduces and explains the 9 things that must be done "right" to have a successful contracting process. In addition, the project management activities essential to effective performance as a COR are explained in detail.

Exercises and an integrated case study are included to allow the students to practice the skills that they are developing throughout the course. The course also provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by creating and discussing a specific end-of-class Action Plan for implementation upon their return to work.

As many CORs either are or will become project managers, this class provides the knowledge to help them become significantly better CORs today while also allowing them to take a major step toward earning their FAC-P/PM certification – all in one 5-day, 40-hour class.



### **COR-324: FAC-COR+ Level III**

*Please see pricing for this course on page 13.*

This FAC-COR+ Level III course prepares the student to meet the unique challenges that he or she will face managing high-risk, high-investment projects as a Senior or Level III COR. Focusing on the cost estimating and performance management skills necessary to successfully monitor the performance of the contractor, students improve their performance in many critical areas, including:

- Estimating and analyzing Costs
- Formulating financial programs and budgets
- Using Benefit/Cost Analysis and other decision-making tools
- Calculating Total Ownership Cost
- Overseeing and interpreting data from an Earned Value Management System (EVMS) and other methods of performance measurement
- Understanding how to apply rules of budget execution

Exercises are included to allow the students to practice the skills that they are developing throughout the course. In addition, the course provides an extensive self-assessment tool the students can use to determine personal as well as organizational strengths and weaknesses that should be improved. Students will demonstrate their knowledge by answering review questions at various times during the class and by submitting a written end-of-class Action Plan presentation.

Built around the FAC Academy's FAI-approved FAC-P/PM EVM and Cost Estimating courses, this course not only fulfills the student's FAC-COR Level III training requirements, it **ALSO** satisfies the FAC-P/PM Competency of "Business, Cost Estimating, and Financial Management" – representing a full 25% of the student's future FAC-P/PM certification training. (Please note that the Agency can choose to have the course offering be based on either the Mid- or Senior-level FAC-P/PM EVM & Cost Estimating course.)

### **COR-440: FAC-COR Refresher**

*Please see pricing for this course on page 13.*

This unique course serves to both **refresh** and **extend** the Contracting Officer's Representative's (COR's) acquisition and project management skills by combining a comprehensive recap of key FAC-COR concepts with a series of hands-on, exercise- and case-based lessons. These activities are designed to broaden students' existing knowledge, and include the following concepts:

- Acquisition Planning (including Performance-based considerations & Market Research)
- Cost and Price Analysis
- Solicitation and Selection of Sources
- Preparation, Negotiation, and Award of Contracts
- All phases of Contract Administration, including Termination Options, if necessary
- Core Project Management Concepts and Skills



- Introduction to Earned Value Management metrics and analytics

Students begin each class day with a review of key COR concepts to be covered that day, and focus the majority of their class time on hands-on, experiential cases, scenarios, or other exercises. This allows students to reinforce the technical knowledge they already possess, to build on that knowledge by combining it with new information, and to practice its implementation via engaging, real-world simulations.

Covering all 26 major FAC-COR Competencies, this course solidifies the experienced COR's foundational skills and extends the COR's capabilities, so that he or she returns to the workplace ready to make an immediate impact managing his or her contractors and supporting his or her Contracting Officer.

This course qualifies the COR student for the full 40 CLP credits required every two years to maintain FAC-COR certification.

### **COR-540: Advanced COR Concepts & Techniques**

*Please see pricing for this course on page 13.*

This 40-hour Advanced COR course is designed specifically for experienced Contracting Officer's Representatives (CORs) who have already earned their FAC-COR certification, and who require 40 CLP credits of advanced-level continuous education training.

This course fulfills students' 40-hour FAC-COR continuous learning requirement, and prepares them to expand their roles as qualified CORs by tackling many of the topics that CORs assigned to high-risk, high-value projects deal with on a daily basis. The course includes best practices, exercises, cases, assessment tools, and other hands-on training in the critical topic areas of:

- Advanced Acquisition Management
- Program / Project Management
- Risk Management
- Cost Estimating and Earned Value Management

Through the use of instruction, hands-on exercises, and instructor-led discussion, the course focuses on many of the current challenges facing experienced CORs, including:



- Developing proper requirements to communicate needs
- Linking both selection criteria and contract Terms & Conditions to the project's objectives
- Creating the right type of competition
- Choosing the best contracting method
- Using the proper type of contract
- Selecting the right contractor
- Setting a fair and reasonable price and negotiating for win-win outcomes
- Properly assessing and managing risk to mitigate major issues
- Administering contracts to ensure project success
- Properly using Performance Metrics to effectively manage PBA / incentive contracts
- Communicating with contractors to correct performance issues early on, before they become major problems that threaten the success of the project

As in all FAC Academy classes, the students will follow the FAC Academy's unique **ALTA™** adult learning methodology. ALTA allows students to:

**A**ssess their current level of proficiency through the use of assessment tools

**L**earn from our world-class faculty and adult learning materials

**T**ry concepts and tools via integrated exercises, cases, and other hands-on learning tools

**A**pply their classroom knowledge to their actual work environment through the creation of personalized Action Plans, so that they may improve their performance upon their return to work.



## HHS-SPECIFIC FAC-COR CERTIFICATION COURSE DESCRIPTIONS

### **COR-340: FAC-COR Level III for IT Professionals**

*Please see pricing for this course on page 13.*

This 40-hour FAC-COR Level III certification course is designed **specifically** for CORs who work on IT projects and are certified at FAC-COR Level II, and who either need 40 hours of continuous learning training, or who are advancing to FAC-COR Level III.

This course fulfills students' 40-hour FAC-COR continuous learning requirement, and prepares them for their roles as senior-level Contracting Officer's Representatives (CORs), by following FAI's specific training requirements for FAC-COR Level III certification. The course includes best practices, exercises, cases, assessment tools, and other hands-on training in the following topic areas:

- Project / Program Management (16 Hours)
- Risk Management (8 Hours)
- Earned Value Management and Cost Estimating (8 Hours)
- IT-based Acquisition Management (8 Hours)

Through the use of hands-on exercises and instructor-led discussion, the course focuses on many of the current challenges facing IT CORs, including:

- Best practices for the acquisition of cloud services
- Updates on current status and successes of the U.S. CIO's 25 Point Implementation Plan to Reform Federal Information Technology Management
- Guidance on migrating from a traditional multi-year contracting lifecycle to the more modular cycles common to IT investments
- Challenges of surveillance of software and system development efforts

### **COR-380A: FAC-COR+ Level III for HHS Professionals**

*Please see pricing for this course on page 13.*

This 40-hour course is the first (Part A) of two courses in an 80-hour series designed specifically to meet HHS' unique requirements for FAC-COR Level III certification. Combined, the two courses (Parts A & B):

1. Prepare students for their roles as senior-level Contracting Officer's Representatives (CORs), by following HHS' training requirements for FAC-COR Level III certification. These courses include best practices, exercises, cases, assessment tools, and other hands-on training in the following topic areas:
  - a. Basic COR competencies (Part A and Part B)
  - b. Acquisition (Part B)
  - c. Project / Program Management (Part A)
  - d. Risk Management (Part A)



- e. Earned Value Management (EVM) (Part B)
2. Enable students to simultaneously earn credit toward their Mid-level FAC-P/PM certifications as they work toward their FAC-COR Level III certifications. This valuable benefit is made possible by the extensive integration the FAC Academy has created between its 80-hour FAC-COR+ Level III course and its Mid-level FAC-P/PM program. Students will receive a completion certificate at the conclusion of this course which includes credit for the following:
    - a. Completion of the FAC-COR+ Level III (80 Hour) course
    - b. Completion of FPM-201: Intermediate FAC-P/PM Program / Project Management
    - c. Completion of FPM-202: Intermediate FAC-P/PM Acquisition Management

This equates to 80 of the HHS senior-level COR student's required 96 training hours, **PLUS** a full 7 of 12 days required to complete the FAC Academy's entire Mid-level FAC-P/PM training program.

### **COR-380B: FAC-COR+ Level III for HHS Professionals**

*Please see pricing for this course on page 13.*

This 40-hour course is the second (Part B) of two courses in an 80-hour series designed specifically to meet HHS' unique requirements for FAC-COR Level III certification. Part B picks up where Part A leaves off, and Days 6-10 focus on COR competencies, Acquisition Management, and EVM. Combined, the two courses (Parts A & B):

1. Prepare students for their roles as senior-level Contracting Officer's Representatives (CORs), by following HHS' training requirements for FAC-COR Level III certification. These courses include best practices, exercises, cases, assessment tools, and other hands-on training in the following topic areas:
  - a. Basic COR competencies (Part A and Part B)
  - b. Acquisition Management (Part B)
  - c. Project / Program Management (Part A)
  - d. Risk Management (Part A)
  - e. Earned Value Management (EVM) (Part B)
2. Enable students to simultaneously earn credit toward their Mid-level FAC-P/PM certifications as they work toward their FAC-COR Level III certifications. This valuable benefit is made possible by the extensive integration the FAC Academy has created between its 80-hour FAC-COR+ Level III course and its Mid-level FAC-P/PM program. Students will receive a completion certificate at the conclusion of this course which includes credit for the following:
  - a. Completion of the FAC-COR+ Level III (80 Hour) course
  - b. Completion of FPM-201: Intermediate FAC-P/PM Program / Project Management
  - c. Completion of FPM-202: Intermediate FAC-P/PM Acquisition Management

This equates to 80 of the HHS senior-level COR student's required 96 training hours, **PLUS** a full 7 of 12 days required to complete the FAC Academy's entire Mid-level FAC-P/PM training program.



## ADDITIONAL TERMS & CONDITIONS

- All costs for materials and instruction are included in the above rates.
- Course presentation will be in a customer provided facility that includes LCD Projector/Screen and at least two flip charts. The FAC Academy can provide offsite facilities if required, for an additional fee to be negotiated on a per-order basis.
- Unless otherwise indicated, all course offerings will be billed for a minimum of 15 students.
- When participants for a given course offering exceed a total of 30 students, all additional students will be billed at the 26-30 student rate.
- The FAC Academy will bill for all students who are present for any portion of a course offering, whether or not they are able to complete the course. Students who are unable to complete a given course are welcome to retake that course in the future at no additional charge.
- The FAC Academy Cancellation Policy is in effect for all engagements.
- Instructor travel, if necessary, can either be billed at cost, or at a flat rate of \$450/class day.



## FAC ACADEMY® CANCELLATION / RESCHEDULING POLICY

The FAC Academy understands that our clients and students are very busy with myriad responsibilities, and that sometimes scheduled courses must be rescheduled or cancelled. In the event that a course must be rescheduled or cancelled, the FAC Academy will follow the cancellation policy below, and will make every attempt to minimize client costs:

When Cancelling or Rescheduling	Policy Details
More than 21 calendar days prior to start date	No charge for schedule changes*
15-21 calendar days prior to start date	Subject to a fee equal to any non-recoverable costs incurred by the FAC Academy
8-14 calendar days prior to start date	Subject to a fee equal to 25% of complete course offering price
1-7 calendar days prior to start date	Subject to a fee equal to 50% of complete course offering price
<i>Clients may make student substitutions prior to the start of class at no charge.</i>	
<i>Classes started but not completed due to inclement weather will be invoiced and are payable in full at the agreed sale price plus any costs incurred, including instructor fees and travel costs, for delivering make-up days.</i>	
<i>Tuition fees for make-up days <b>will not</b> be charged for paying students.</i>	
<i>*Any non-recoverable venue costs incurred by the FAC Academy will be charged for all schedule changes.</i>	

The FAC Academy reserves the right to cancel open enrollment courses at any time, without penalty.

Any revisions to the above policies are subject to the mutual agreement of the FAC Academy and the ordering entity.



## FAC ACADEMY LABOR CATEGORY DESCRIPTIONS

### Program Manager

**Education and Experience:** Master's degree in engineering, business, computer science, mathematics, or other relevant field. Ten (10) or more years of experience in a technical, consulting, and/or program/project management discipline. Experience with managing and leading projects and training programs associated with the various phases of a project/acquisition life cycle, including cost-benefit analyses, strategic plans, system specifications, test plans, implementation, risk management, and life cycle support. Experience with project cost estimating, budgeting, and scheduling, execution and reporting. Demonstrated leadership skills in planning, organizing, leading and controlling multiple projects and/or training engagements simultaneously, consisting of in-house staff as well as external subcontractors and consultants. Possesses excellent executive-level oral and written communication skills.

**Functional Responsibilities:** Provides overall direction, control, budgeting, and reporting of multiple training projects or consulting engagements. Provides executive-level guidance to ensure all technical, schedule, service, and cost objectives are achieved successfully. Provides client interface. Develops project documentation including budgets, project schedules and various planning and implementation artifacts. Manages multiple project and/or training teams simultaneously. Acquires resources, including personnel, computers, and materials as may be needed to complete all project work. Example of additional language to be added: The Program Manager shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The Program Manager must be able to:

- Manage concurrent analysis and development tasks
- Serve as the Contractor's Point of Contact with the Government Contracting Officer and the Government Contracting Officer's Representative
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- Manage multiple projects leveraging program management best practices such as EVM, Risk Management methodologies. Change Control Methodologies and complex alternative analysis
- Create and brief project status to program level management.
- Task oversight

### Project Manager

**Education and Experience:** Bachelor's degree or higher in science, education, engineering, business, computer science, mathematics, or other relevant field. Seven (7) or more years of project management or systems acquisition experience, and a minimum of two (2) years of experience in training or education. The incumbent will have experience in participating in and/or managing project / course life-cycle phases. This individual must possess demonstrated ability to provide technical guidance and direction in tasks across multiple functional specialties, including, but not limited to: requirements management, financial management, systems engineering, operations and maintenance, life cycle logistics, and project closeout.

**Functional Responsibilities:** Provides direction, control, budgeting, and reporting of projects, training programs, or consulting engagements. Provides executive-level guidance to ensure technical, schedule,



service, and cost objectives are achieved successfully. Provides client interface. Develops project documentation including budgets, project schedules and various planning and implementation artifacts.

Provides facilitation, training, methodology development / evaluation, and/or process reengineering (when necessary) across all aspects of project / course execution. Serves as liaison between client and other team members, providing feedback to ensure quality and consistency of course and/or project delivery. Monitors federal and agency policy and procedures to identify requirements for curriculum / project updates and revisions. Identifies and disseminates best practices, and provides transformation/change management guidance.

## Executive Consultant

**Education and Experience:** Master's Degree in science, education, engineering, business, computer science, mathematics, public administration, or other relevant field plus ten (10) or more years related experience in Federal program / project management, acquisition, instructional design, instructional technology, learning development, learning analysis, and/or senior-level instruction. Possesses appropriate credentials (e.g. PMP, DAWIA, FAC-P/PM certification, etc.) and has demonstrated expertise in the field of government program/project management.

**Functional Responsibilities:** This position requires the ability to identify underlying business, management, technical, programmatic, operational, and policy issues, and to provide expert analysis, recommending appropriate courses of action for major programs/projects and course curriculum. For training programs, oversees development and revision of course curriculum, ensuring quality, currency, and instructional effectiveness. Other responsibilities relate to business, management, research, technology assessment, concept formulation, development or production, and include advising senior level/executive level contractor and government personnel on high level, highly complex topics, within his/her specific sphere of expertise, conducting expert analysis and providing assessment and recommended courses of action for major program/project and instructional activities. Incumbent may also prepare and present high-level briefings of innovative tactical or strategic plans. Generally, the Executive Consultant has high levels of authority and autonomy based on his/her recognition as a source of specialized expertise within the program/project management community.

## Senior Consultant

**Education and Experience:** Master's Degree in science, education, engineering, business, computer science, mathematics, public administration, or other relevant field, and/or a minimum of five (5) years of experience in Federal program / project management, acquisition, instructional design, instructional technology, learning development, learning analysis, and/or senior-level instruction. Possesses recognized credentials (e.g. PMP, DAWIA, FAC-P/PM certification, etc.) and has demonstrated expertise in the field of government program/project management or systems acquisition.

**Functional Responsibilities:** For training programs, develops and revises course curriculum, ensuring quality, currency, and instructional effectiveness. Other responsibilities require the ability to identify underlying business, management, technical, programmatic, operational, and policy issues; provide expert analysis; and recommend appropriate action on course execution and curriculum to the Executive Consultant and the Program Manager. Responsibilities include research and technology assessment, concept formulation, development or production activities, and providing advice to senior level personnel regarding the topics



within his/her area of expertise. Incumbent may also prepare and present briefings to senior-level contractor and government personnel.

## Consultant

**Education and Experience:** Bachelor's Degree in science, education, engineering, business, computer science, mathematics, public administration, or other relevant field, plus a minimum of 2 years of experience in Federal program / project management, acquisition, instructional design, instructional technology, learning development, learning analysis, and/or senior-level instruction. Possesses recognized credentials (e.g. PMP, DAWIA, FAC-P/PM certification, etc.) and has demonstrated expertise in the field of government program/project management or systems acquisition.

**Functional Responsibilities:** For training programs, develops and revises course curriculum, ensuring quality, currency, and instructional effectiveness. Other responsibilities require the ability to identify underlying business, management, technical, programmatic, operational, and policy issues; provide expert analysis; and recommend appropriate courses of action to the Executive Consultant and the Program Manager. Responsibilities include research and technology assessment, concept formulation, development or production activities, and providing advice to senior level personnel regarding the topics within his/her area of expertise. Incumbent may also prepare and present briefings to senior-level contractor and government personnel

## Master Instructor

**Education and Experience:** Master's Degree in science, education, engineering, business, computer science, mathematics, public administration, or other relevant field or higher plus ten (10) or more years of experience in government program/project management or systems acquisition, or other Federal acquisition related disciplines. Completion of all training and preparation necessary to teach program management courses, in accordance with FAC Academy's Instructor Preparation/Certification Program.

**Functional Responsibilities:** Incumbent is responsible for expert presentation of courses as assigned, including expert presentation/facilitation of all course content and course-related exercises and case studies. Incumbent serves as mentor to other instructors, providing feedback and guidance as needed; evaluates curriculum for currency, accuracy, and effectiveness; and identifies requirements and opportunities for course improvements. Incumbent is also responsible for observing and grading student performance during the course, and for providing additional assistance to students on a one-on-one basis, as may be necessary to assist all students to learn the material sufficiently to earn a passing grade in the course.

## Senior Instructor

**Education and Experience:** Master's Degree in science, education, engineering, business, computer science, mathematics, public administration, or other relevant field and/or five (5) or more years of experience in government program/project management, systems acquisition, or other Federal acquisition related disciplines. Completion of all training and preparation necessary to teach courses, in accordance with FAC Academy's Instructor Certification Program.



**Functional Responsibilities:** Incumbent is responsible for expert presentation of courses as assigned, including presentation of all course content, and expert presentation/facilitation and discussion of all course-related exercises and case studies. Instructor is also responsible for observing and grading student performance during the course, and for providing additional assistance to students on a one-on-one basis, as may be necessary to assist all students to learn the material sufficiently to earn a passing grade in the course.

## Instructor

**Education and Experience:** Bachelor's Degree or higher in science, education, engineering, business, computer science, mathematics, public administration, or other relevant field, plus two (2) or more years of experience in government program/project management, systems acquisition, or other Federal acquisition related disciplines. Completion of all training and preparation necessary to teach courses, in accordance with FAC Academy's Instructor Preparation/Certification Program.

**Functional Responsibilities:** Incumbent is responsible for expert presentation of FAC Academy courses as assigned, including presentation of all course content, and expert presentation/facilitation and discussion of all course-related Exercises and Case Studies. Instructor is also responsible for observing and grading student performance during the course, and for providing additional assistance to students on a one-on-one basis, as may be necessary to assist all students to learn the material sufficiently to earn a passing grade in the course.

## Senior Instructional Designer

**Education and Experience:** Master's degree in social sciences, business, education or other relevant field. Three (3) or more years of experience in a designing, developing and administering education and training programs. Two (2) or more years of experience in developing instructional materials in various delivery formats, including paper-based and/or computer-based delivery platforms. Familiarity with learning theory and experience with the Instructional Systems Development (ISD) model in developing new and/or revised instructional materials. Possesses excellent oral and written communication skills.

**Functional Responsibilities:** Responsible for the assessment, development, design and evaluation of training programs and/or training materials in support of consulting engagements. Responsible to develop and design instructional materials in various delivery formats, including paper-based and computer-based formats. Responsible for conducting post-training evaluations.

## Instructional Designer

**Education and Experience:** Bachelor's degree in social sciences, business, education, or other relevant field. Two (2) or more years of experience in a designing, developing and administering education and training programs. One (1) or more years of experience in developing instructional materials in various delivery formats including paper-based and/or computer-based delivery platforms. Familiarity with learning theory and experience with the Instructional Systems Development (ISD) model in developing new and/or revised instructional materials. Possesses excellent oral and written communication skills.

**Functional Responsibilities:** Responsible for the assessment, development, design and evaluation of training programs and/or training materials in support of consulting engagements. Responsible to develop and design instructional materials in various delivery formats including paper-based and computer-based formats.



## Senior Analyst

**Education and Experience:** Bachelor's degree in business, English, journalism, communications, liberal arts, or related discipline with a minimum of five (5) years in business, management, acquisition policy, or business analysis.

**Functional Responsibilities:** Reviews, analyzes, and monitors the Federal / client landscape for changes in regulations, policy, and best practices for applicability to course curriculum / project requirements. Recommends and documents requirements / learning objectives based on changes in client's business, technology, political, economic, and/or policy environment. Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of complex systems engineering, systems technology, support systems, program management, management or other related program.

## Analyst

**Education and Experience:** Bachelor's degree in English, journalism, communications, liberal arts, or related discipline with a minimum of three (3) years in technical writing, business writing, or editing. Individual must have a working knowledge of Microsoft Office applications such as Word and PowerPoint.

**Functional Responsibilities:** Prepares and reviews original and revised training curricula for clarity, consistency, and concision. Provides editorial services and ensures quality control for written deliverables such as text, exercises, exams, and PowerPoint slides. Proofreads documents to eliminate errors in spelling, grammar, and punctuation. Ensures that information is structured and presented in the most effective way to reach the target audience.

## Administrative Support

**Education and Experience:** High School degree or higher plus one (1) year or more in a professional office environment. Individual must have a working knowledge of Microsoft Office applications, such as Word, Excel, PowerPoint, and/or Project, etc.

**Functional Responsibilities:** Individual provides word processing support, billing support, and other administrative support functions as may be needed by any/all of the other personnel on the program/project team. Example of additional language: Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

## Senior Software Engineer



**Education and Experience:** Bachelor's degree in computer science, management information systems, math, engineering, business, or other relevant field with a minimum of six (6) years of management and technical experience in leading requirements analysis, design, development, testing and/or evaluation of system/software and/or electronic or online training systems. Must possess expert programming skills, proficiency in developing algorithms, and keen ability to analyze and solve programming problems.

**Functional Responsibilities:** Provides technical leadership for the design, development, and maintenance of software and/or databases in support of training and other applications. Analyzes user needs and designs, constructs, and maintains computer applications software, databases, and/or specialized utility programs as needed to support client education and other requirements.

## Software Engineer

**Education and Experience:** Bachelor's degree in computer science, management information systems, math, engineering, business, or other relevant field with a minimum of four (4) years of technical experience in requirements analysis, design, development, testing and/or evaluation of system/software and/or electronic or online training systems. Must possess strong programming skills, proficiency in developing algorithms, and ability to analyze and solve programming problems.

**Functional Responsibilities:** Designs, develops, and maintains software and/or databases in support of training and other applications. Analyzes user needs and designs, constructs, and maintains computer applications software, databases, and/or specialized utility programs as needed to support client requirements.

## Associate Software Engineer

**Education and Experience:** Bachelor's degree in computer science, management information systems, math, engineering, business, or other relevant field with a minimum of two (2) years of experience in requirements analysis, design, development, testing and/or evaluation of systems/software and/or electronic or online training systems. Must possess programming skills and the ability to analyze and solve programming problems.

**Functional Responsibilities:** Provides technical support for the design, development, and maintenance of software and/or databases in support of training and other applications. Analyzes user needs and designs, constructs, and maintains computer applications software, databases, and/or specialized utility programs as needed to support client requirements.

## Quality Assurance Specialist

**Education and Experience:** Bachelor's degree in computer science, management information systems, math, engineering, business or other relevant field with a minimum of three (3) years of experience working with quality control methods and tools. Must be capable of evaluating electronic and/or online training systems, and/or other software, and associated documentation.

**Functional Responsibilities:** Performs requirements analysis, data analysis, and quality checks of training systems and other software applications. Develops software quality standards and quality assurance plans. Conducts formal and informal reviews to determine quality of training systems and other software applications.



## Digital Artist

**Education and Experience:** Bachelor's degree in art, fine arts, or relevant field with a minimum of two (2) years of experience in producing multimedia graphics for web-deployed products. Demonstrated proficiency in creative design for business and training purposes. Demonstrated proficiency in using Internet technologies such as Flash and/or HTML5 and Adobe Photoshop and Illustrator to build training and other electronic assets.

**Functional Responsibilities:** Interacts with clients, subject matter experts, instructional designers, curriculum developers, etc., to transfer client vision/intent into visual concepts. Converts business and technical concepts into digital images, in both still and animated formats, in support of training, consulting, and/or other client needs. Provides visual design consultative support.

## Operations Manager

**Education and Experience:** Bachelor's Degree or higher and a minimum of four (4) years of experience in support of training, consulting, or client-support operations. Ability to work independently and under pressure to anticipate and resolve problems.

**Functional Responsibilities:** In conjunction with the Project Manager, compiles and maintains annual schedule to ensure coverage of training and consulting activities. Manages project financial and accounting functions, including initiation, review, and processing of orders and invoices. Oversees ordering, distribution, and accounting for all training supplies, instructional materials, and/or other project needs. Coordinates preparation, recording-keeping, and security of test materials and/or other project assets.

## Operations Analyst

**Education and Experience:** High school diploma higher or higher plus one (1) year of experience in support of training, consulting, or client-support operations.

**Functional Responsibilities:** Supports the Operations Manager in maintaining schedule to ensure coverage of training and consulting activities. Supports the ordering, distribution, and accounting for training supplies and instructional materials. Provides word processing, billing, and other administrative support functions as needed.



## FAC ACADEMY LABOR CATEGORY GSA RATES

SIN(s) Proposed	Service (e.g. Labor Category or Job Title/Task)	GSA Price/Hour (including IFF)
874-4	Program Manager	\$ 209.47
874-4	Project Manager	\$ 197.50
874-4	Executive Consultant	\$ 209.47
874-4	Senior Consultant	\$ 184.53
874-4	Consultant	\$ 164.58
874-4	Master Instructor	\$ 197.50
874-4	Senior Instructor	\$ 184.53
874-4	Instructor	\$ 164.58
874-4	Senior Instructional Designer	\$ 197.50
874-4	Instructional Designer	\$ 124.69
874-4	Senior Analyst	\$ 106.73
874-4	Analyst	\$ 74.81
874-4	Administrative Support**	\$ 49.87
874-4	Senior Software Engineer	\$ 187.53
874-4	Software Engineer	\$ 153.61
874-4	Associate Software Engineer	\$ 100.75
874-4	Quality Assurance Specialist	\$ 109.72
874-4	Operations Manager	\$ 94.76
874-4	Operations Analyst	\$ 74.81
874-4	Digital Artist	\$ 104.74

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