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**PROFESSIONAL
SECURITY/FACILITY
MANAGEMENT SERVICES
FSC Group 63, Part I
Special Item No: 246-52**

**Federal Supply Service
Authorized Federal Supply Schedule Pricelist
Contract Number: GS-07F-0684N
1 August 2003 – 31 July 2018**





**Federal Supply Service
Authorized Federal Supply Schedule Pricelist**

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order system are available through GSA Advantage!™ a menu-driven database system. The Internet address for GSA Advantage! is GSAAdvantage.gov. "Prices Shown Here are Net (discount deducted)."

**FEDERAL SUPPLY SCHEDULE 084 – Total Solutions for Law Enforcement,
Security, Facility Management Systems, Fire, Rescue, Special Purpose
Clothing, Marine Craft and Emergency/Disaster Response
FSC Group 63, Part I, Special Item No: 246-52
PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES**

Contract Number: **GS-07F-0684N**

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

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CUSTOMER INFORMATION

1.a TABLE OF AWARDED SPECIAL ITEM NUMBERS

Special Item Number and Description	See
246-52, Professional Security/Facility Management Services	Page 30

1.b. NOT APPLICABLE

1.c. GSA JOB TITLES AND QUALIFICATIONS

GSA Job Titles	Minimum Experience	Specialized Experience	Education
Program Manager-Security	20	12	M.S./M.A.
Program Manager-Intelligence	20	12	M.S./M.A.
Project Manager-Training	8	2	B.S./B.A.
Intelligence Consultant-Level V	15	15	B.S./B.A.
Intelligence Consultant-Level IV	10	10	B.S./B.A.
Intelligence Consultant-Level III	5	5	B.S./B.A.
Intelligence Consultant-Level II	2	2	B.S./B.A.
Intelligence Consultant-Level I	4	4	HS Diploma
Intelligence Training Consultant (Role Player)-Level IV	5	0	B.S.
Intelligence Training Consultant (Role Player)-Level III	3	0	B.S.
Intelligence Training Consultant (Role Player)-Level II	2	0	B.S.
Intelligence Training Consultant (Role Player)-Level I	1	0	HS Diploma
Intelligence Analyst-Level V	15	10	B.S./B.A.
Intelligence Analyst-Level IV	10	5	B.S./B.A.
Intelligence Analyst-Level III	5	2	B.S./B.A.
Intelligence Analyst-Level II	4	1	B.S./B.A.
Intelligence Analyst-Level I	2	0	HS Diploma
Security Consultant-Level V	15	12	B.S./B.A.
Security Consultant-Level IV	10	6	B.S./B.A.
Security Consultant-Level III	5	2	B.S./B.A.
Security Consultant-Level II	2	1	Associates Degree
Security Consultant-Level I	1	0	HS Diploma
Training Instructor-Level II	6	2	B.S./B.A.
Training Instructor-Level I	4	1	B.S./B.A.
Professional Training Consultant V	15	4	PHD
Professional Training Consultant IV	10	2	M.S./M.A.
Professional Training Consultant III	2	1	B.S./B.A.

Note: Experience is expressed in "Years"

1.c. GSA JOB TITLES AND QUALIFICATIONS (continued)

GSA Job Titles	Minimum Experience	Specialized Experience	Education
Intelligence Administrative Specialist III	5	5	Associates Degree
Intelligence Administrative Specialist II	3	3	Associates Degree
Administrative Specialist	6		Associates Degree
Administrative Assistant	2		HS Diploma
Technical Assistant	2		HS Diploma
System Administrator	10	5	B.S./B.A

Note: Experience is expressed in "Years"

CUSTOMER INFORMATION

1.d. GSA JOB DESCRIPTIONS BY PROFESSIONAL CATEGORY

PROGRAM MANAGER – SECURITY

Minimum/General Experience: Minimum of twenty years' experience, of which at least twelve years must be specialized in the security/law enforcement field. Specialized experience includes: advanced practical experience in managing security programs or projects with emphasis in large security operations or technology-based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts. General experience includes increasing responsibilities within the disciplines and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the single Schedule Order manager, and shall be the authorized interface with the Government to include senior/executive levels, Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education: M.S. or M.A. degree in a discipline related to the nature of the contract work or in a business-related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

PROGRAM MANAGER – INTELLIGENCE

Minimum/General Experience: Minimum twenty years' professional experience, of which at least twelve years must be specialized in the intelligence/counterintelligence field (e.g., either signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT)). Specialized experience includes: advanced practical experience in managing intelligence programs or projects with emphasis in large intelligence operations or technology-based programs of complex proportions; project development from inception to deployment; expertise in management and control of contract funds and resources; demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts. General experience includes increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the single Schedule Order manager, and shall be the authorized interface with the Government to include senior/executive levels, Government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance. May provide senior consulting support to Government client.

Minimum Education: M.S. or M.A. degree in a discipline related to the nature of the contract work or in a business related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

PROJECT MANAGER – TRAINING

Minimum/General Experience: Minimum eight years' professional experience in security, or counterintelligence or related fields, with two years specific experience as an instructor or role player. Demonstrated ability to organize all project work and assign responsibilities to subordinates; provides quality assurance for all project activity, and oversees the successful completion of the assigned task.

Functional Responsibility: Develops and provides security, intelligence, or counterintelligence training courses and/or training on business process improvements and procedures. Conducts the research necessary to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials including course outline, background material and training aids. Prepares all student materials (e.g., course manuals, workbooks, handouts, completion certificates and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision to staff.

Minimum Education: B.S. or B.A. degree with relevant U.S. Government instructor training. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE CONSULTANT – LEVEL V

Minimum/General Experience: Minimum fifteen years of general and specialized experience within U.S. Government intelligence/counterintelligence fields (e.g., technical, physical, information, personnel, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Specialized experience includes subject matter expertise and hands-on experience in one or more intelligence disciplines (e.g., signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT) or imagery intelligence (IMINT)); experience conducting research and analysis; training and training development; scenario development and role player; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability. Requires relevant experience in dealing with the most senior levels of Government and policy makers. Manages projects and supervises other intelligence consultants. Fluency in one or more foreign languages is preferred.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels; interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies, role player and scenario development. As a project manager, is responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items. Ensures conformance with company and client work standards, procedures and goals and objectives. Ensures appropriate resources are applied to support multiple concurrent tasks. Maintains close liaison with client.

Minimum Education: B.S. or B.A. degree with professional training and certifications in a related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE CONSULTANT – LEVEL IV

Minimum/General Experience: Minimum of ten years' professional intelligence or counterintelligence experience within one or more U.S. Government intelligence fields (e.g., technical, physical, information, personnel, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more intelligence disciplines (e.g., signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT) or imagery intelligence (IMINT)); experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires proven writing and communication skills and analytical capability. Fluency in one or more foreign languages is preferred.

Functional Responsibility: Expert consulting services functions may include, but are not necessarily limited to, services such as conducting research and analysis, recommending and writing organizational policy and procedure documents, curriculum development and training, scenario development and acting as a role player, establishing risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies, and/or assisting in program development and implementation.

Minimum Education: B.S. or B.A. degree with professional training and certifications in a related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE CONSULTANT – LEVEL III

Minimum/General Experience: Minimum of five years' intelligence/counterintelligence experience specialized within U.S. Government intelligence fields (e.g., technical, physical, information, personnel, international, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more intelligence disciplines (e.g., either signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT) or imagery intelligence (IMINT)), and experience establishing and implementing complex government intelligence programs and policies. Requires proven writing and communication skills. Fluency in one or more foreign languages is preferred.

Functional Responsibility: Serves as a contributing team member in area of technical knowledge. Provides analytical, research and technical support to projects, producing solutions and documentation. Performs intelligence/counterintelligence services in one or more of the specialized intelligence areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, scenario development and acting as a role player and assessments).

Minimum Education: B.S. or B.A. degree with professional training and certifications in a related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE CONSULTANT – LEVEL II

Minimum/General Experience: Minimum of two years' professional intelligence/ counterintelligence experience within U.S. Government intelligence fields (e.g., technical, physical, information, personnel, international, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; surveillance, countersurveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires hands-on experience in one or more intelligence disciplines (e.g., either signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT)), and assisting in establishing and implementing complex government intelligence programs and policies. Requires good writing and communication skills. Fluency in one or more foreign languages is preferred.

Functional Responsibility: Serves as a contributing team member in area of technical knowledge. Provides analytical, research and technical support to projects, producing solutions and documentation. Performs intelligence services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs, scenario development and acting as a role player and assessments).

Minimum Education: B.S. or B.A. degree with professional training and certifications in a related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE CONSULTANT – LEVEL I

Minimum/General Experience: Minimum of four years' security/intelligence experience within U.S. Government intelligence/security fields. Relevant experience in conducting counterintelligence surveys, investigation of individuals, organizations and installations to detect, assess, and counter threats. Experience in conducting information collection operations is required. Requires good writing and communication skills.

Functional Responsibility: Serves as team coordinator in area of technical knowledge. May process counterintelligence evidence; prepares reports; conducts overt collection and surveillance; consolidates intelligence data and may assist in the detection, neutralization and exploiting of counterintelligence targets or may assist in the screening of HUMINT sources in English or a foreign language; conducts debriefings of sources' information, prepares draft reports and assists in training and training development; scenario development and may act as a role player.

Minimum Education: High School diploma with professional training and certifications. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE TRAINING CONSULTANT (ROLE PLAYER – LEVEL IV)

Minimum/General Experience: Minimum of five years' experience within or for a US Government, State, or local government agency in role playing or professional experience for the intelligence, security, counterintelligence, law enforcement, or similar fields. Must have relevant professional or role playing experience for agencies involved in training employees within these specialties. Must be able to learn background information and play complicated roles in a convincing manner to facilitate the students' gaining meaningful experience in the training environment. Experience in giving oral and written feedback and critiques to students and in transmitting detailed oral and written critiques and documentation of students' performance to the instructor staff. Requires exceptional oral, written, and nonverbal communications skills. Ability to mentor other role players to improve the skills sets of less experienced personnel. Acting

experience and acting training/education, fluency in a foreign language, and/or living in a foreign country may be considered.

Functional Responsibility: Serves as role player for training students under the provisions of this contract. Requires ability to learn complicated roles, scenarios, and to remember facts provided to students. Able to successfully use “body language” to match the role and to provide facts to students based upon the students’ ability to perform “lessons learned” in the classroom. Ability to remain “in role” while simultaneously guiding and assisting student in accomplishing learning objectives. Can be assigned students needing extra assistance or to students where detailed documentation of performance is necessary. Uses the guidelines provided by the instruction staff in providing detailed evaluations of the level of student performance. Also provides written and oral feedback to the instructor staff.

Minimum Education: B.S. or B.A. degree, training, certificates, or experience in acting, intelligence, law enforcement, counterintelligence, security or related fields. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE TRAINING CONSULTANT (ROLE PLAYER) – LEVEL III

Minimum/General Experience: Minimum of three years’ experience within or for a US Government, State, or local government agency in role playing for the intelligence, security, counterintelligence, law enforcement, or similar fields. Must have relevant experience in role playing for agencies involved in training employees within these specialties. Must be able to learn background information and play complicated roles in a convincing manner to facilitate the students gaining meaningful experience in the training environment. Requires good oral, written and nonverbal communications skills. Additionally, experience required in giving oral and written feedback and critiques to students and instructors. Acting experience and acting in training/education, fluency in a foreign language, and/or living in a foreign country may be considered.

Functional Responsibility: Serves as role player for training students under the provisions of this contract. Requires ability to learn complicated roles, scenarios, and to remember facts provided to students. Able to successfully use “body language” to match the role and to provide facts to students based upon the students’ ability to perform “lessons learned” in the classroom. Ability to remain “in role” while simultaneously guiding and assisting student in accomplishing learning objectives. Uses the guidelines provided by the instruction staff in providing detailed evaluations of the level of student performance. Based on the guidelines provided by the instructor staff, provides detailed oral feedback to the student relative to the student’s performance. Also provides written and oral feedback to the instructor staff.

Minimum Education: B.S. or B.A. degree, Training, certificates, or experience in acting, intelligence, law enforcement, counterintelligence, security or related fields. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE TRAINING CONSULTANT (ROLE PLAYER) – LEVEL II

Minimum/General Experience: Minimum of two years’ experience within or for a US Government, State, or local government agency in role playing for the intelligence, security, counterintelligence, law enforcement, or similar fields. Must have relevant professional or role playing experience for agencies involved in training employees within these specialties. Must be able to learn background information and play roles in a convincing manner to facilitate the students gaining meaningful experience in the training environment. Requires good oral, written and nonverbal communications skills. Additionally, experience required in giving oral and written feedback and critiques to students and instructors. Acting experience and acting

training/education, fluency in a foreign language, and/or living in a foreign country may be considered.

Functional Responsibility: Serves as role player for training students under the provisions of this contract. Requires ability to learn complicated roles, scenarios, and to remember facts provided to students, and to provide the facts to students based upon the students' ability to perform "lessons learned" in the classroom. Ability to remain "in role" while simultaneously guiding and assisting student in accomplishing the learning objectives. Uses the guidelines provided by the instruction staff in evaluating the level of student performance. Based on the guidelines provided by the instructor staff, provides oral feedback to the student relative to the student's performance. Also provides written and oral feedback to the instructor staff.

Minimum Education: B.S. or B.A. degree, training, certificates, or experience in acting, intelligence, law enforcement, counterintelligence, security or related fields. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

Intelligence Training Consultant (Role Player) - Level I

Minimum/General Experience: Minimum of one year role playing experience within or for a US Government, State, or local government agency in the fields of intelligence, counterintelligence, security, law enforcement, or similar fields. Relevant professional or role playing experience for agencies involved in training of employees within these specialties. Must be able to learn background information and play roles in a convincing manner to facilitate the students gaining meaningful experience in the training environment. Requires good oral, written and nonverbal communications skills. Additionally, experience required in giving oral and written feedback and critiques to students and instructors. Acting experience and acting training/education, fluency in a foreign language, and/or living in a foreign country may be considered.

Functional Responsibility: Serves as role player for training students under the provisions of this contract. Requires ability to learn roles, scenarios, and facts provided to students, and to provide the facts to students based upon the students' ability to perform "lessons learned" in the classroom. Uses the guidelines provided by the instruction staff in evaluating the level of student performance. Based on the guidelines provided by the instructor staff, provides oral feedback to the student relative to the student's performance. Also provides written and oral feedback to the instructor staff.

Minimum Education: High School diploma. Training, certificates, or experience in acting, intelligence, law enforcement, counterintelligence, security or related fields. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE ANALYST - LEVEL V

Minimum/General Experience: Minimum of fifteen years' professional experience, of which ten must be specialized within one or more intelligence/counterintelligence disciplines. Relevant intelligence experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area is required.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. As a project manager, is responsible for the effective management of funds and personnel and is accountable for

the quality and timely delivery of contractual items. Manages work of task or project teams. Maintains close liaison with client. Areas of professional responsibility include signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT).

Minimum Education: B.S. or B.A. degree. Facility in one or more foreign languages preferred. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE ANALYST – LEVEL IV

Minimum/General Experience: Minimum of ten years' professional experience, of which five must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, scenario development and role player, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practice and procedures.

Functional Responsibility: In conjunction with the provision of professional intelligence services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs including training and training development; scenario development and may be an instructor/role player. Develops and monitors project tasks and schedules. May manage work of task or project teams. Areas of professional responsibility include signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT).

Minimum Education: B.S. or B.A. degree. Facility in one or more foreign languages preferred. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE ANALYST – LEVEL III

Minimum/General Experience: Minimum of five years' professional experience, of which two must be specialized within one or more professional intelligence disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practice and procedures.

Functional Responsibility: In conjunction with the provision of professional security services, conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs including training and training development; scenario development and may be an instructor/role player. Develops and monitors project tasks and schedules. Areas of professional responsibility include signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT).

Minimum Education: B.S. or B.A. degree. Facility in one or more foreign languages preferred. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE ANALYST – LEVEL II

Minimum/General Experience: Minimum of four years' professional experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques; experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

Functional Responsibility: In conjunction with the provision of professional intelligence services, supports the analysis team and its products. May conduct analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs including training and training development, scenario development and may be an instructor/role player. Assists in the development and monitoring of project tasks and schedules. Areas of professional responsibility include signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT).

Minimum Education: B.S. or B.A. degree. Facility in one or more foreign languages preferred. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE ANALYST – LEVEL I

Minimum/General Experience: Minimum of two years' experience coordinating and participating in the analysis, processing, and distribution of intelligence. Relevant experience includes, but is not limited to, knowledge of analytical techniques, assistance in gathering and analyzing data to solve complex problems, plus the drafting or proofreading of reports and establishing a systematic cross-referenced records system.

Functional Responsibility: Acts as a coordinator for the analysis team and its products. Analyzes intelligence holdings to assist in identification of collection requirements; receives and processes incoming reports and records; establishes a systematic, cross-referenced approach to identify intelligence products; assists in the analysis and evaluation of intelligence records and reports; and may be required to draft intelligence reports and briefings. May conduct analysis to determine and support functional and cross-functional requirements. Areas of professional responsibility include signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT).

Minimum Education: High School diploma with military training and certifications. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

SECURITY CONSULTANT – LEVEL V

Minimum/General Experience: Minimum fifteen years' security/law enforcement intelligence experience of which twelve must be specialized within U.S. Government security fields (e.g., technical, physical, information, personnel, international, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, countersurveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Specialized experience includes project management responsibilities: project oversight, direction, quality control, and resource management. Requires subject matter expertise and hands-on experience in one or more security/law enforcement disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.

Functional Responsibility: Performs and/or manages security services in one or more of the specialized security areas; applies incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments). Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. As a project manager, is responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items. Maintains close liaison with client.

Minimum Education: B.S. or B.A. degree with professional training and certifications in a related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

SECURITY CONSULTANT – LEVEL IV

Minimum/General Experience: Minimum of ten years' security/law enforcement experience, of which six must be specialized within U.S. Government security fields (e.g., technical, physical, information, personnel, international, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.

Functional Responsibility: Performs and/or manages security services in one or more of the specialized security areas; applies incident management, problem solving, task management and producing finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs including training development; scenario development and may be an instructor/role player and assessments). Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. May manage projects and supervise other security consultants.

Minimum Education: B.S. or B.A. degree with professional training and certifications in a related field. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

SECURITY CONSULTANT – LEVEL III

Minimum/General Experience: Minimum of five years' security/law enforcement experience, of which two must be specialized within one or more of the standard U.S. Government security fields (e.g., technical, physical, information, personnel, international, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires writing and communication skills.

Functional Responsibility: Performs security services in one or more of the specialized security areas; applies incident management, problem solving, task management and produces finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs including training and training development, scenario development and may be an instructor/role player and assessments). Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Supports and assists other security consultants.

Minimum Education: B.S. or B.A. with professional training and certifications in a related field. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

SECURITY CONSULTANT – LEVEL II

Minimum/General Experience: Minimum of two years' security/law enforcement experience within one or more of the standard U.S. Government security fields (e.g., technical, physical—to include locks and security containers— information, personnel, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, countersurveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires hands-on experience in one or more security disciplines and experience implementing complex government security programs and policies. Requires good writing and communication skills.

Functional Responsibility: Performs security services in one or more of the specialized security areas; applies incident management, problem solving, task performance, and produces finished documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments). Provides research and technical support to projects, producing solutions and documentation. Assists the other consultants as member of the team including training and training development; scenario development and may be an instructor/role player.

Minimum Education: An Associate's degree with professional training and certifications in a related field. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

SECURITY CONSULTANT – LEVEL I

Minimum/General Experience: Minimum of one year security/law enforcement experience within the standard U.S. Government security fields (e.g., technical, physical-to include locks and security containers-information, personnel, operational, or signal security; counterintelligence; antiterrorism; counterterrorism; counterdrug; computer security; surveillance, countersurveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires hands-on experience in one or more security disciplines and experience implementing government security programs and policies. Requires good writing and communication skills.

Functional Responsibility: Performs coordination activities to security services team in one or more of the specialized security areas; consolidates incident management reports; assists in problem solving, task performance and producing draft documentation (e.g., reports, special studies, policy and procedure development, security designs, training programs including assisting in training and training development, scenario development and may be a role player, and assessments). Provides assistance in analysis and research and may provide technical support to projects, producing solutions and documentation. Coordinates and collects the records and information of the other consultants into draft security products.

Minimum Education: High School diploma with training in a related field. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

TRAINING INSTRUCTOR – LEVEL II

Minimum/General Experience: Minimum of six years of experience in security, intelligence or counterintelligence or related fields, with two years' specific experience as an instructor in a U.S. Government organization. (Performed as instructor at the appropriate level to train personnel in specific coursework as defined in task order.)

Functional Responsibility: Develops and provides training on security, intelligence, counterintelligence or related fields in classroom environment, workshops or computer-based training, or training on business process improvements and procedures. Conducts the research necessary to develop and revise training courses and prepare appropriate training materials. Prepares all instructor materials (e.g., course outline, background material and training aids). Prepares student materials (e.g., course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. In addition to a platform instructor, participates in training as role player.

Education/Experience: B.S. or B.A. degree with relevant U.S. Government instructor training. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

TRAINING INSTRUCTOR – LEVEL I

Minimum/General Experience: Minimum of four years' experience in security, intelligence or counterintelligence or related fields, with one year specific experience as an instructor in a U.S. Government organization. Perform as instructor at the appropriate level to train personnel in specific coursework as defined in task order.

Functional Responsibility: Develops and provides training on security, intelligence, counterintelligence or related fields in classroom environment, workshops or computer-based training or training on business process improvements and procedures. Conducts the research necessary to develop and revise training courses and prepare appropriate training materials. Prepares all instructor materials (e.g., course outline, background material and training aids). Prepares student materials (e.g., course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. In addition to a platform instructor, participates in training as role player.

Education/Experience: B.S. or B.A. degree with relevant U.S. Government instructor training. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

PROFESSIONAL TRAINING CONSULTANT – LEVEL V

Minimum/General Experience: Minimum of advanced degree at the Doctorate level and fifteen years of professional experience. Minimum of four years as an instructor. Relevant experience includes, but is not limited to, applying professional services in the area of expertise. Supervisory experience required in the functional area.

(Continued on next page) **Functional Responsibility:** Develops and provides training on security, intelligence, counterintelligence or related fields in classroom environment, workshops or computer-based training or training on business process improvements and procedures. Conducts the research necessary to develop and revise training courses and prepare appropriate training materials. Prepares all instructor materials (e.g., course outline, background material and training aids). Prepares student materials (e.g., course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. In addition to a platform instructor, participates in training as role player.

Education/Experience: B.S. or B.A. degree with relevant U.S. Government instructor training. One year of experience may be substituted for one year of education. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

PROFESSIONAL TRAINING CONSULTANT – LEVEL IV

Minimum/General Experience: Minimum of advanced degree at the Masters level and ten years of professional experience. Minimum of two years as an instructor. Relevant experience includes, but is not limited to, applying professional services in the area of expertise. Supervisory experience required in the functional area.

Functional Responsibility: In conjunction with providing professional services, duties may include instructing, mentoring, and developing courses. Conducts the research necessary to develop and revise training courses and prepare appropriate training materials. Prepares all instructor materials (e.g., course outline, background material and training aids). Prepares student materials (e.g., course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. In addition to a platform instructor, participates in training as role player.

Minimum Education: M.S. or M.A. degree. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

PROFESSIONAL TRAINING CONSULTANT – LEVEL III

Minimum/General Experience. Minimum of two years' professional experience. Minimum of one year as an instructor is desired. Relevant experience includes, but is not limited to, applying professional services in the area of expertise. Supervisory experience required in the functional area.

Functional Responsibility. In conjunction with providing professional services, duties may include instructing, mentoring, and developing courses. Conducts the research necessary to develop and revise training courses and prepare appropriate training materials. Prepares all instructor materials (e.g., course outline, background material and training aids). Prepares student materials (e.g., course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. In addition to a platform instructor, participates in training as role player.

Minimum Education: B.S. or B.A. degree in a related field. Each 12 months of combat/hostile service is equivalent to 5 years of relevant experience.

INTELLIGENCE ADMINISTRATIVE SPECIALIST- LEVEL III

Minimum/General Experience: Five years of directly related experience performing administrative support functions specialized within the U.S. Government intelligence/counterintelligence, military, law enforcement, or similar communities. Must be highly organized and have excellent oral and written communication skills. Must have experience in word processing, project management, and desktop publishing application software and hardware.

Functional Responsibility: Functions as an intelligence support specialist for an office or program. Performs all administrative support functions required by the activity. Prepares final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files; performs budget and finance functions; and develops, analyzes, and maintains administrative operating processes and procedures.

Minimum Education: Associates degree in related field. One year of experience may be substituted for one year of education.

INTELLIGENCE ADMINISTRATIVE SPECIALIST – LEVEL II

Minimum/General Experience: Three years of directly related experience performing administrative support functions specialized within the U.S. Government intelligence/counterintelligence, military, law enforcement, or similar communities. Must be highly organized and have excellent oral and written communication skills. Must have experience in word processing, project management, and desktop publishing application software and hardware.

Functional Responsibility: Functions as an intelligence support specialist for an office or program. Performs all administrative support functions required by the activity. Prepares final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files; performs budget and finance functions; and develops, analyzes, and maintains administrative operating processes and procedures.

Minimum Education: Associates degree in related field. One year of experience may be substituted for one year of education.

ADMINISTRATIVE SPECIALIST

Minimum/General Experience: Six years of directly related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must have experience in word processing, project management, and desktop publishing application software and hardware.

Functional Responsibility: Functions as an administrative support specialist for an office or program. Performs all administrative support functions required by the activity. Prepares final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files; performs budget and finance functions; and develops, analyzes, and maintains administrative operating processes and procedures.

Minimum Education: Associates degree in related field. One year of experience may be substituted for one year of education.

ADMINISTRATIVE ASSISTANT

Minimum/General Experience: Two years of directly related experience performing administrative support functions. Must be organized and have good oral and written communication skills. Must possess experience using word processing and desktop publishing application software and hardware.

Functional Responsibility: Functions as administrative assistant for an office or program. Provides administrative support functions such as preparing final correspondence, reports and other published material; prepares briefing material; maintains program files; supports budget and finance functions; and executes administrative operating processes and procedures.

Minimum Education: High School diploma.

TECHNICAL ASSISTANT

Minimum/General Experience: Two years of directly related experience performing technical/administrative support functions. Must have basic computer skills with desktop publishing application software and hardware, and a minimum of two years' experience with information technology tools.

Functional Responsibility: Functions as Technical Assistant for task orders. Provides technical administrative support functions relating to preparation and presentation of final correspondence, reports and other published material, briefing material, training material and other deliverable documents.

Minimum Education: High School diploma or professional training in related field.

SYSTEM ADMINISTRATOR (SA)

Minimum/General Experience: Minimum ten years of IT experience; 5 of these years must be specialized support to one or more intelligence/counterintelligence, law enforcement, or similar discipline. Supervisory experience in functional area is required.

Functional Responsibility: Responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. Participates in technical research and development to enable continuing innovation within the infrastructure. Ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and partners. Assists project teams with technical issues in the initiation and planning phases of standard Project Management Methodology. Activities include the definition of needs, benefits, and technical strategy; research and development within the project life cycle; technical analysis and design; and support of operations staff in executing, testing, and rolling out solutions. Focuses in smoothing transition of projects from development staff to production staff by performing operations activities within the project life cycle. Accountable for following systems: Linux and Windows systems that support GIS infrastructure; Linux, Windows and Application systems that support Asset Management. Responsibilities on these systems include SA engineering and provisioning, operations and support, maintenance and research & development to ensure continual innovation.

Minimum Education: B.S. or B.A. degree with a technical major, such as engineering or computer science. Systems Administration/Systems Engineer certification in Unix and Microsoft and six years' system administration experience. One year of experience may be substituted for one year of education.

2. MAXIMUM ORDER

The Contractor is not obligated to honor any order for a combination of items in excess of:

SIN 246-52 \$200,000

Notwithstanding the above, the Contractor shall honor any order, and/or purchase card orders, exceeding the maximum order unless that order (or orders) is returned to the ordering office within 5 workdays after receipt, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3. MINIMUM ORDER

The minimum dollar value of orders is \$100.

4. GEOGRAPHIC SCOPE OF CONTRACT

This contract may be used as sources of supplies or services described herein for:

- Domestic Delivery
- Overseas Delivery.

Definitions—

Domestic delivery is delivery within the 48 contiguous United States, Alaska, Hawaii, Puerto Rico and Washington, DC; and to a CONUS port or consolidation point for orders received from overseas activities.

This contract may be used on a non-mandatory basis by the following activities: Executive agencies; other Federal agencies; mixed-ownership Government corporations and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to the Contracting Officer.)

5. POINT OF PRODUCTION

All services provided under this contract will be originated at the PCG headquarters facility in Alexandria, Virginia.

6. DISCOUNT FROM LIST PRICES

Labor Hour Services BasicGovernment discount is 2%
Defined Courses.....Government Discount is 1% for 2 or more engagements

7. QUANTITY DISCOUNTS

Labor Hour Services Basic.....1% greater than \$100,000
Defined Courses.....2% for 2 or more engagements

8. PROMPT PAYMENT TERMS

Prompt Payment: Net 30 Days.

9. GOVERNMENT PURCHASE CARDS

- a. Purchase card orders below the micro-purchase threshold (currently \$3,000) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.
- b. Purchase card orders exceeding the micro purchase threshold will also be accepted, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

10. FOREIGN ITEMS

None

11.a TIME OF DELIVERY

Special Item Number	Delivery Time (Days ARO)
246-52	60 Days ARO or per SOW

11.b EXPEDITED DELIVERY

Per SOW

11.c OVERNIGHT AND 2-DAY DELIVERY

Not Applicable

11.d URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (The Contractor shall confirm telephonic replies in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. POINTS

N/A

13.a ORDERING ADDRESS

Orders should be directed to:

Phoenix Consulting Group, LLC
Attn: Charles R. Harvey
1700 Old Meadow Road
McLean, Virginia 22102-4307

Telephone: 571-722-0271
E-mail: Charles.Harvey@Dyn-Intl.com

13.b ORDERING PROCEDURES

To find information on supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA, see the GSA/FSS Schedule homepage at fss.gsa.gov/schedules.

A customized BPA is available upon request.

14. PAYMENT ADDRESS

Payment may be made by Electronic Funds Transfer (preferred), check, or Government Purchase Card.

Electronic Funds Transfer information is available upon request.

Address checks to:

DynCorp International
Attn: Treasury Department
13500 Heritage Parkway
Fort Worth, TX 76177

For payment by Government Purchase Card:

Contact: Charles R. Harvey at 571-722-0271 for assistance.

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties and representations include:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract;
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. EXPORT PACKING CHARGES

Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Contractors are required to accept the Government Purchase Card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the Government Purchase Card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the Contractor and the customer; therefore, contractors are encouraged to accept payment by the Government Purchase Card for all orders. If the Contractor is unwilling to accept payment by the Government Purchase Card for a delivery order, the Contractor must so advise the ordering agency within 24 hours of receipt of order.

The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the Contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

Also see **Section 9** above.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION

Not Applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS

Not Applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES

Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not Applicable

22. LIST OF PARTICIPATING DEALERS

Not Applicable

23. PREVENTATIVE MAINTENANCE

Not Applicable

24.a SPECIAL ATTRIBUTES

None

24.b SECTION 508 COMPLIANCE

Not Applicable. This contract is for professional consulting services only.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

Phoenix Consulting Group, LLC DUNS number: 55-654-1282.

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE

PCG is registered as a trading partner in the System for Award Management (SAM) database.

PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES

FAR 8.402 postulates that the GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mixes of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall—

I. Prepare a Request for Quotes:

- A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor-hour and time-and-materials orders.
- C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- D. The request for quotes shall notify the contractors of the basis to be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria, including the intended use of past performance factors.

II. Transmit the Request for Quotes to Contractors:

- A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).
- B. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micropurchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered whenever practical.

III. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

- (i) Review BPA periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- IV. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or at the ceiling price.
- V. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- VI. The ordering office, at a minimum, should document orders by identifying the contractor from whom the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micropurchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

ORDERS

- a. Agencies may use written orders, EDI orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.

- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for security consulting services. The ordering office may authorize progress payments on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

INCIDENTAL SUPPORT COSTS

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

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual task or delivery order, only if-

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19);

(2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

TRAVEL

The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule.

DESCRIPTION OF CONSULTING SERVICES OFFERED

PROFESSIONAL SECURITY/ INTELLIGENCE SERVICES

PCG will provide expert advice, assistance, guidance or counseling in support of agencies' security, intelligence management, and business intelligence efforts. This may also include studies, analyses and reports documenting developmental, consultative, or implementation efforts. Examples of consultation include but are not limited to:

Elicitation	Interrogation and Debriefing
Security Plans	Intelligence Analysis
Counterintelligence	Risk Assessments
Security Assessment	Security Systems Evaluations
Security Integrity Studies	

PCG will also provide security/intelligence facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent security/intelligence interests may require consultation services to assist them in:

Evaluation of Security Assessments	Convening and Leading Large and Small Group Briefings and Discussions
Analysis of Intelligence Reports	Elicitation at trade shows, conferences, or seminars
Review of Risk Assessments and of Implementation Procedures	Debriefing of Source Targets or Interrogation of Targets
Collaboration in the Assessment of Security Systems	Security Systems Evaluations
Preparing Draft and Final Reports for Dissemination	

PROFESSIONAL SECURITY/ INTELLIGENCE TRAINING

PCG will provide off-the-shelf, or customized off-the-shelf training to meet specific agency needs related to security/intelligence management, organizational, and security/intelligence services, such as, but not limited to:

Security Team Building	Security Techniques
Practical Exercises	Elicitation Techniques
Tradeshaw Elicitation Skills	Quality Management
Intelligence Team Building	Security Elicitation Techniques
Platform Instruction	Strategic Planning
Counterintelligence Techniques	Training Manuals
Security Elicitation Techniques	Workbooks and Presentation Charts

Customization of off-the-shelf training may include but is not limited to: workbooks and training manuals, satellite or internet broadcast media, computer-based training, advanced presentation media, interactive training services, and CDs/DVDs.

All Phoenix seminars and courses can be tailored and customized to meet the needs of your organization.

PHOENIX TRAINING CENTER SEMINARS AND COURSES

Training Seminar and Course Titles	Instruction Duration (days)	Maximum Attendees	Clearance
Advanced Debriefing and Elicitation Course	10	20	S
Advanced Elicitation Course	5	20	None
Advanced Military Source Operations Course (AMSOC)	65	24	S
Analyst Support to Human Intelligence (ASH)	5	20	S
Analyst Support to Interrogators Course (ASI)	10	10	S
Asset Validation Course (AV)	5	12	S
Battlefield HUMINT Collection Course (BHCC)	15	20	S
CI Support to HUMINT Course	15	20	S
Competitive Assurance™ Seminar	2	20	S
Counterintelligence Awareness Seminar	1	20	S
Debriefing and Elicitation Course	5	20	S
Defense Strategic Debriefing Follow-On (DSDC-FO)	20	20	S
Document and Media Exploitation Training Course	5	20	S
Elicitation Seminar	2	20	None
Elicitation and Advanced Elicitation Seminar	5	20	None
Elicitation and Counter elicitation Seminar	2	20	None
Elicitation and Psychological Profiling Seminar	1	20	None
Elicitation and Trade Show Shows Seminar	1	15	None
Field Negotiations Course	5	20	S
HUMINT and Critical Operations Support Course (HCOSC)	10	12	S
HUMINT CI Course	5	12	S
HUMINT Operations Familiarization Course (HOFC)	20	20	S
Interrogation Refresher Course	5	15	S
Joint Interrogation Course (I-10)	50	15	S
HUMINT Support to Tactical Operations Course	15	20	S
Mediations and Negotiations Course	5	24	S
Operational Applications of Personality (Psychological Profiling) Seminar	1	20	None
Personal Emergency Medical Care for the Modern Traveler Seminar	2	5	S
Source Management Course	5	15	S
Special Debriefing Course	15	20	None
Strategic Debriefing of Law Enforcement Sources (SDLES)	5	20	None
Surveillance Detection Course	10	10	None
Surveillance/Counter surveillance Course	15	12	S
Tactical Debriefing Course	10	20	S
Tactical Questioning/Tactical Site Exploitation Course (TQ/TSE)	5	10	S
Tactical Site Exploitation Course (TSE)	3	10	S
Travelers Course	5	15	S

Note: We can adapt all PCG courses and seminars to meet the needs of your organization.

DESCRIPTION OF TRAINING SEMINARS AND COURSES

ADVANCED DEBRIEFING AND ELICITATION COURSE

Length..... 10 days

Maximum Attendees 20

Restrictions Secret Clearance

Prerequisites Debriefing and Elicitation Course or experience in HUMINT

Purpose:

This course is designed for personnel who have attended the Debriefing and Elicitation Course or have experience in the HUMINT world and want to improve on their basic skills.

Benefits:

Attendees will learn:

- Interpersonal communication skills
- Defensive skills
- Counterelicitation
- Detecting Deception
- Congruency and Legend
- Negotiation

Summary:

The Advanced Debriefing and Elicitation course includes a review of basic persuasive interpersonal communication skills as well as defensive skills, such as counterelicitation, detecting deception, and congruency and legend. This course also introduces negotiation as a tool for HUMINT collection.

ADVANCED ELICITATION COURSE

Length..... 5 days

Maximum attendees 20

Restrictions None

Purpose:

This course combines Elicitation: Non-Intrusive Information Gathering, Elicitation and Counterelicitiation, and Advanced Elicitation into a 5-day course that starts with an introduction into the 12 specific, proven techniques of elicitation that have been used by highly-skilled information collectors. It then advances into recognizing these tools and techniques, and which work best with which sources of information.

Benefits:

- Students will master these tools and techniques, broaden their communication skills base, and enhance their daily job performance.
- Students will learn how to recognize when these techniques are being used against them and how to deflect them.
- Students will obtain the information critical to making good decisions and problem solving.
- Students will effectively determine which communications skills and elicitation techniques to employ when engaging supervisors, peers, employees, and clients.
- Students will present effective, well-received consultation and advice.

Summary:

This seminar consists of highly effective video-based demonstrations, challenging small group, in-class and outside of class exercises, and take-away materials to include the authoritative text on eliciting information. Students will be able to immediately employ the techniques taught in this seminar in professional and personal environments.

ADVANCED MILITARY SOURCE OPERATIONS COURSE (AMSOC)

Length 65 days
Maximum Attendees 24
Restrictions Secret Clearance
Prerequisites DSDC and DSDC-FO

Purpose:

The Advanced Military Source Operations Course (AMSOC) is designed to produce a qualified field collector with the basic knowledge and skills of controlled human intelligence collection. Students will learn TTPs of controlled HUMINT collection in both strategic and semi-permissive environments.

This course can be discussed in greater detail on-site once government security clearance requirements have been met. Please contact Phoenix Consulting Group, LLC, www.intellpros.com or 1-703-960-7700.

ANALYST SUPPORT TO HUMINT COURSE (ASH)

Length.....5 days

Maximum Attendees20

RestrictionsSecret Clearance

Purpose:

This course provides analysts with the understanding of processes and techniques used by HUMINT collectors. Analysts also learn survival techniques when deployed in high threat environments.

Benefits:

Attendees will:

- Learn how to review operational analysis in order to recommend further HUMINT and other military operations, including targeting and cross-cueing.
- Understand the Collector Analyst Process and its application.

Summary:

This 5-day course covers HUMINT methodologies at strategic, operational, and tactical levels. Instructors explain and demonstrate the Collector Analyst Process and how it applies in asymmetric warfare and 4th generation warfare. Students will learn how to review operational analysis in order to recommend further HUMINT and other military operations including targeting and cross-cueing.

ANALYST SUPPORT TO INTERROGATORS COURSE (ASI)
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Length 10 days
Maximum Attendees 10
Restrictions Secret Clearance

Purpose:

The Analytical Support to Interrogations training course is designed to present intelligence professionals with both the information and hands-on experience needed to effectively support DOD-directed intelligence interrogation operations. The course has been specifically tailored to focus on introducing the all-source analyst to not only the intelligence interrogation methodology as it is defined by FM 2-22.3, but to also enable all intelligence analysts to practice some of the auxiliary skills which are inherent to all HUMINT collection activities.

Additionally, this course will provide attendees with multiple scenario-based practical exercises run by a group of DOD-certified interrogators, allowing for active participation in a simulated operational environment.

Benefits:

Attendees will:

- Attendees will receive the knowledge and experience to effectively support intelligence interrogation operations
- Attendees will practice skills intrinsic to all HUMINT collection proceedings
- Attendees will participate actively in a simulated operational environment

ASSET VALIDATION COURSE (AV)

Length..... 5 days

Maximum Attendees 12

Restrictions Secret Clearance

Purpose:

This course develops an understanding of the asset validation system in the US Intelligence Community and the principles, strategies, and tools used in the vetting of intelligence sources across all disciplines of HUMINT.

This course can be discussed in greater detail on-site once government security clearance requirements have been met. Please contact Phoenix Consulting Group, LLC, www.intellpros.com or 1-703-960-7700.

BATTLEFIELD HUMINT COLLECTION COURSE (BHCC)

Length..... 15 days

Maximum Attendees 20

Restrictions Secret Clearance

Purpose:

In the Battlefield HUMINT Collection Course, students learn to maximize their efforts during HUMINT collection operations, while simultaneously protecting themselves and members of their team.

Benefits:

Attendees will learn:

- To conduct and support HUMINT collection operations ranging from tactical to strategic and from deployment during pre-hostility phases to combat operations
- To use a practical exercise following each training module, with succeeding modules building upon that foundation

Phoenix Course Developers will help you assess your training needs and adapt the course of instruction accordingly.

CI SUPPORT TO HUMINT COURSE

Length..... 15 days

Maximum Attendees 20

Restrictions Secret Clearance

Purpose:

This 15-day course concerns CI Support to HUMINT Operations.

This course can be discussed in greater detail by contacting the Director of Training at Phoenix Consulting Group, LLC, www.intellpros.com or 1-703-960-7700.

COMPETITIVE ASSURANCE™ SEMINAR

Length.....2 days

Maximum Attendees 20

RestrictionsSecret Clearance

Safeguarding proprietary information in an information-rich environment is one of the most fundamental and fiduciary responsibilities that any business leader has. As increasing numbers of companies turn to the use of valuation models that emphasize intellectual capital over physical capital, the protection of information takes on whole new meaning.

Companies that recognize that it takes more than standard security measures to protect their assets have dramatically increased their reliance upon Phoenix Consulting Group's Competitive Assurance™ professionals and practices since the middle 1990s. Based on established principles of counterintelligence practiced in governments around the world, the Competitive Assurance™ process has been specially designed, developed and implemented for the peculiar protection needs of businesses in an increasingly competitive environment.

A SAMPLING OF COMPETITIVE ASSURANCE™ SERVICES

Assessment of Critical Protection Elements: Competitive Assurance™ involves the isolation of those critical elements that are truly needful of protection and developing the answers to the implied questions: what has to be protected and for how long?

Assessment of Competitor Collection Capabilities: No two competitors pose the same degree of challenge to your organization and its intellectual property. This aspect of Competitive Assurance™ develops the actual and realistic character and profile of those competitors, and how they go about collecting information about your firm.

Assessment of Your Vulnerabilities: Your vulnerabilities to the intelligence collection methods of your competitors have to be realistically considered, actively tested, and effectively reduced. This most active aspect of the Competitive Assurance™ process actually involves the friendly attack on your facilities, realistically replicating the behaviors of your competition and defining clearly the extent to which your most important information is at risk.

Development and Application of Countermeasures: Phoenix Consulting Group's array of countermeasures ranges from policies, procedures and awareness up to and including the location and neutralization of such illegal practices as electronic eavesdropping.

COUNTERINTELLIGENCE AWARENESS SEMINAR

Length..... 1 day
Maximum Attendees 20
Restrictions Secret Clearance

Purpose:

In today's environment, the complete Intelligence organization provides not only information collection and analysis but also a protection function. The Business Intelligence professional is increasingly called upon to provide a realistic and effective means of protecting information— particularly in those enterprises in which the security function is unaccustomed to dealing with competitive intelligence, industrial espionage, and economic espionage threats to the company's sensitive and proprietary information. You must ensure that your firm's countermeasures and security program are consistent with the level and type of attacks against your sensitive information without compromising the corporate culture issues.

Provided in a highly interactive, one day format, this seminar provides identification of the nature and types of threats to your proprietary information. Consideration also includes legal and ethical issues, to include application, relevance and limitation of the Economic Espionage Act of 1996.

Benefits:

- Students will learn assessment of the approaches, competencies and skills of rival collection activities as well as active assessment of a firm's vulnerability rival collection methods and approaches.
- The integration of counterintelligence awareness activities with corporate counter-intelligence activities will be taught to ensure uniform and coherent coverage.
- A combination of lecture and scenario-driven team exercises will be drawn from actual situations designed to test the understanding of the methodologies.

DEBRIEFING AND ELICITATION COURSE
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Length..... 5 days

Maximum Attendees 20

Restrictions Secret Clearance

Purpose:

This course trains the student in the basic techniques of information/intelligence collection. Students are taught persuasive communication skills such as elicitation in addition to direct questioning. Through a hands-on approach, students plan and conduct debriefings and tactical screenings as well as develop proper, topical questioning plans. Throughout the course, students are provided with direct methods and examples of how the techniques are integrated into tactical and operational environments, greatly enhancing collectors' effectiveness.

This course can be discussed in greater detail by calling the Director of Training at Phoenix Consulting Group, LLC, www.intellpros.com or 1-703-960-7700.

DEFENSE STRATEGIC DEBRIEFING COURSE FOLLOW ON (DSDC FO)

Length 20 days
Maximum Attendees 20
Restrictions Secret Clearance
Prerequisites Defense Strategic Debriefing Course

Purpose:

The Defense Strategic Debriefing Course Follow-On provides practical work and instruction in skill sets that complement those learned in the DSDC, and augments specific skills not covered in the DSDC. The course serves as a “Phase II” of the DSDC to enhance the preparation of strategic debriefers selected for assignments in DOD intelligence components. The performance environment consists of demonstrations and practical exercises, including role-player exercises between students and instructors against developed requirements essential for overt HUMINT collection operations. DSDC-FO affords the students opportunities to demonstrate their understanding of multiple aspects of intelligence activities including surveillance detection, elicitation/counterelicitation, overt source assessment and intelligence funding.

Benefits:

- Strategic de-briefers will complement and enhance their skill sets in preparation for assignments in DOD Intelligence components.
- Phoenix development personnel will meet with you to discuss course topics, teaching and training methodologies, and to adapt the course to your organization’s specific needs.

DOCUMENT AND MEDIA EXPLOITATION TRAINING COURSE
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Length 5 days
Maximum Attendees 20
Restrictions Secret Clearance

Purpose:

This course combines information from the following courses and blocks of instruction to create the Document and Media Exploitation Training course. Phoenix Consulting Group will provide off-the-shelf or tailored training to meet the specific needs of your organization related to document and media exploitation (DOMEX).

Benefits:

Attendees will learn skills and utilize tools such as:

- Tactical Site Exploitation (TSE)
- Preparation and Reception
- Triage and Screening
- Production and Reporting
- Theater Platform Operations
- Digitization and Scanning
- National Harmony Database Overview
- Metadata Entry and Record Creation
- Deployable Harmony Document Exploitation Suite-Collection Tool (DHDS-CT)
- Deployable Harmony Document Exploitation Suite-Template
- Contracting Considerations
- Cellular Exploitation (CELLEX) Overview
- Media Exploitation (MEDEX) Overview
- Practical Exercises

Summary:

This highly interactive program is well suited for DIA and Service components deploying personnel to worldwide platforms. The training can also be modified and tailored to serve as an introductory DOMEX course to members of the IC, DOD, and the Law Enforcement community (LEA). The attendee population and course duration are scalable to meet the needs of the customer and attending audience.

ELICITATION SEMINAR

Length.....2 days

Maximum Attendees20

RestrictionsNone

Purpose:

Students will learn elicitation techniques to obtain sensitive information from people without those people becoming aware they are providing it. Instruction includes video-based demonstrations, practical exercises, and takeaway material to include an authoritative text on elicitation techniques. Students who successfully complete the seminar will be able to employ elicitation techniques in almost any personal or professional context. This seminar consists of lectures and practical exercises.

Benefits:

The program includes but is not limited to:

- Program Introduction and Introduction to Information Gathering Techniques
- Interviewing and Elicitation
- Intelligence Applications of Elicitation -Basic Principles and Case Citations
- Characteristics of Elicitation, Elicitors and Targets: Creating the situation and matching the right techniques for the job at hand
- Susceptibility to Elicitation: Human Factors
- Introductions and Demonstrations of Elicitation Techniques
- Techniques specific to telephone and e-mail collection
- Procedural/Mechanical Countermeasures

ELICITATION AND ADVANCED ELICITATION SEMINAR

Length..... 5 days

Maximum Attendees 20

Restrictions None

Purpose:

The Elicitation and Advanced Elicitation Seminar combines Elicitation: Non-Intrusive Information Gathering, Elicitation and Counterelicitation, and Advanced Elicitation. The seminar introduces the 12 specific, proven techniques of elicitation used by highly skilled information collectors, then advances into recognizing these tools and techniques and which work best with which sources of information.

Benefits:

- Students will master these tools and techniques and will broaden their communication skills base to enhance their daily job performance.
- Students will learn how to recognize when these techniques are being used against them and how to deflect them.
- Students will obtain the information critical to making good decisions and problem solving.
- Students will effectively determine which communications skills and elicitation techniques to employ when engaging supervisors, peers, employees, and clients. They will present effective, well-received consultation and advice.

Summary:

This seminar consists of highly effective video-based demonstrations, challenging small group, in-class and outside of class exercises, and takeaway materials to include the authoritative text on eliciting information. Students will be able to immediately employ the techniques taught in this seminar in professional and personal environments.

ELICITATION AND COUNTER-ELICITATION SEMINAR
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Length.....2 days

Maximum Attendees 20

RestrictionsNone

Purpose:

The Elicitation and Counter elicitation Seminar provides the skills needed to obtain information from diverse sources, as well as the skills to protect your personal or organization's information.

Benefits:

- Students will enhance their ability to get the information they need in any kind of professional setting or situation.
- Students will recognize which tools and techniques work best with which sources of information.
- Students will master several proven techniques that have been used by information collectors. Additionally, they will learn how to recognize when these techniques are being used against them.

Summary:

This seminar teaches attendees elicitation approaches as well as how to match the right tools and techniques to the individual being dealt with, how to tailor the techniques, how to recognize when the techniques are being used against them, and how to deflect counter-elicitation. A combination of highly effective video-based demonstrations, challenging small group, in-class exercises and takeaway materials will enable students to immediately employ the tools and skills they've learned in virtually any professional or personal setting.

ELICITATION AND PSYCHOLOGICAL PROFILING SEMINAR
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Length..... 1 day

Maximum Attendees 20

Restrictions None

Purpose:

The Elicitation and Psychological Profiling Seminar provides an introduction to and applications of information gathering techniques consisting of interrogation, interviewing and elicitation.

Benefits:

- Students will learn intelligence applications of elicitation, characteristics of elicitation, susceptibility to elicitation, and introductions and demonstrations into the elicitation techniques.
- Students will learn to understand their own personality type through the use of the Myers-Brigg Type Indicator (MBTI) in order to improve communications and approaches to internal and external sources.
- Students will use the concepts of the MBTI to gain a better understanding of the primary sources of information with whom they deal in order to maximize collection of information.

Summary:

This seminar maximizes the learning experience through the use of challenging exercises supported by classroom instruction and extensive video demonstrations of the techniques. The combination of formal presentation, video and classroom demonstration, off-site exercises, and reporting on the results of those exercises will enhance student learning and retention.

ELICITATION AND TRADE SHOWS SEMINAR
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Length..... 1 day

Maximum Attendees 15

RestrictionsNone

Purpose:

This seminar introduces information gathering techniques involving interrogation, interviewing, and elicitation. Students will learn the intelligence applications of elicitation, characteristics of elicitation, susceptibility to elicitation, and introductions and demonstrations into the elicitation techniques.

Benefits:

- Students will learn the fundamental tools and techniques of information gathering.
- Students will select a conference to attend.
- Students will develop the key elements to conference presentation, complete on-site activities, and interact in a post-conference assessment to evaluate their performance and to plan for future conferences.

Summary:

This interactive seminar maximizes the learning experience through the use of challenging exercises supported by classroom instruction and extensive video demonstrations of elicitation techniques. There will be a video-based self test as well as pre-conference organizing activities, on-site activities, and interim lessons learned.

FIELD NEGOTIATIONS COURSE

Length..... 5 days

Maximum Attendees 20

Restrictions Secret Clearance

Purpose:

Negotiation can be utilized by any individual but those who have been trained in the effective and efficient methods are often able to accomplish their goals while maintaining rapport with the source. This 40-hour iterative/cumulative skills development course provides students with techniques to negotiate within and outside of their military unit.

Benefits:

- Students will learn methods of rapport building, non-verbal communication, elicitation and counterelicitation.
- Students will learn negotiation techniques and then test their abilities through multiple practical exercises. Students will utilize Phoenix's Electronic Language Simulation (Patent Pending) machine to fully understand the complications and difficulties inherent in using a translator to communicate with sources.

Summary:

This course is designed to teach negotiation tools and techniques to military personnel in the field. It is especially useful while operating in unfamiliar cultures and conditions. Students learn negotiation techniques and how to apply them; using interpersonal communications techniques and approaches in concert with established negotiation protocols, how to influence the negotiation process to gain a desired outcome, matching the most productive techniques with specific persons, and organizing the negotiations process and strategies when using interpreters and other intermediaries.

HUMINT AND CRITICAL OPERATIONS SUPPORT COURSE (HCOSC)
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Length..... 10 days
Maximum Attendees 12
Restrictions Secret Clearance

Purpose:

This two-week course has been designed for a government customer involved in supporting sensitive operations abroad.

This course can be discussed in greater detail on site once government security clearance requirements have been met. Please contact Phoenix Consulting Group, LLC, www.intellpros.com or 1-703-960-7700.

HUMINT OPERATIONS FAMILIARIZATION COURSE (HOFC)
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Length 20 days

Maximum Attendees 20

Restrictions Secret Clearance

Purpose:

For those who are just beginning in the HUMINT world or those who need an overview of operations prior to an assigned task, the HUMINT Operations Familiarization Course (HOFC) provides a concise synopsis of multiple aspects of HUMINT.

Benefits:

- The student is familiarized in the conceptual, doctrinal, legal, and technical aspects of conducting operations within various sub-disciplines of human intelligence.
- The student learns the fundamentals of intelligence operations and is introduced to the application of these basics to human intelligence operations.
- The student demonstrates understanding in multiple human intelligence activities, e.g., collection, targeting, surveillance/surveillance detection, controlled human intelligence operations, terrorism/counterterrorism, elicitation, counterintelligence, interrogation, and debriefing.

Summary:

In addition to a conceptual overview of HUMINT operations, Phoenix offers the student a performance environment consisting of demonstrations and practical exercises, including role-player exercises between students and instructors against developed requirements essential for HUMINT collection operations.

HUMINT TO CI COURSE

Length..... 5 days

Maximum Attendees 12

Restrictions Secret Clearance

Purpose:

This course incorporates the principles of asset validation with other Counterintelligence operations

This course can be discussed in greater detail on-site once government security clearance requirements have been met. Please contact Phoenix Consulting Group, LLC, www.intellpros.com or 1-703-960-7700.

INTERROGATION REFRESHER COURSE

Length..... 5 days

Maximum Attendees 15

**Restrictions Secret Clearance, Attendance limited
to certified interrogators**

Purpose:

Certified interrogators provide an essential skill to HUMINT operations. Because the global security environment is ever-changing, certified interrogators must incorporate new, advanced techniques with those tools they already know and apply. The Interrogation Refresher Course reviews the fundamentals of interrogation and allows students to revise and improve their style and technique.

Benefits:

- Students are able to test their mental agility and interrogation skills to cope with uncooperative sources played by experienced role players and trained interrogators.
- Classroom instruction is followed by video-taped practical exercises that allow instant feedback and self-evaluation.

Summary:

The Interrogation Refresher is highly recommended for interrogators about to deploy or for those who have not utilized their skills in an extended period of time. Class is limited to Certified Interrogators only.

JOINT INTERROGATION COURSE (I10)

Length.....50 days

Maximum Attendees 15

RestrictionsSecret Clearance

Purpose:

Trained interrogators are essential to the successful operation of intelligence gathering. As the only DIA-certified interrogation course, the Joint Interrogation Course (I-10) is a comprehensive, detail-oriented course that takes students from principle concepts to practical application. Instructors focus on teaching applicable interrogation techniques and procedures while adhering to current doctrine, the Geneva Conventions, and the Law of Land warfare.

Benefits:

- The Joint Interrogation Course teaches the fundamentals of human behavior and communication as applied to interrogation in the contemporary HUMINT operating environment. Experienced instructors/mentors work with students individually to hone their interrogation styles and techniques. Training includes three weeks of practical exercises culminating in a challenging final exercise.
- All skill sets are reinforced with practical exercises, interrogations, and mentoring. Upon completion of the course, each student will have conducted over thirty full interrogations to include a five-day FTX and seven graded interrogations with certified, experienced interrogators as role players.

HUMINT SUPPORT TO TACTICAL OPERATIONS COURSE

Length..... 15 days

Maximum Attendees 20

Restrictions Secret Clearance

Purpose:

This course is designed to provide all services with training for individuals who will, by the nature of their mission or position, be involved in information collection at the tactical level. The course incorporates lessons learned from current and past operations. The course is exercise heavy and provides a solid base for units to conduct tactical collection. The exercises are conducted focusing on the unit's standard operating procedures.

The course provides students with the necessary skills to operate effectively as a member of a HUMINT or TSE team. Working in teams, students will plan and conduct debriefings and basic personnel and site searches.

MEDIATIONS AND NEGOTIATIONS COURSE

Length..... 5 days

Maximum Attendees 24

Restrictions Secret Clearance

Purpose:

This intensive course enhances the capabilities of communicators while engaging in cross-cultural communications, interpreter-assisted meetings, and negotiations in permissive, semi-permissive, and hostile environments. The training consists of at least 50% practical exercises in realistic conditions and can be tailored for specific areas. Practical application, role-playing, and scenario-driven exercises provide students the opportunity to practice the skills taught in the classroom.

This course also includes time for students to utilize Phoenix's Electronic Language Simulation (Patent Pending) machine to fully understand the difficulties and complications inherent in using a translator.

**OPERATIONAL APPLICATIONS OF PERSONALITY TYPE
(PSYCHOLOGICAL PROFILING) SEMINAR**

Length..... 1 day

Maximum Attendees 20

Restrictions None

Purpose:

People expose information about themselves from head to toe, but many intelligence operatives cannot read the signs. An intelligence professional who understands an asset's needs and thought processes gains a decisive edge. Profiling a source's personality provides just that edge.

Phoenix Consulting Group has expanded the applications of the Myers-Briggs Type Indicator (MBTI) to enhance the capabilities of Intelligence professionals beyond traditional organizational effectiveness applications. This highly effective and predictive instrument can be used to understand your own personality type in order to improve your communications and approaches to your internal and external clients, while gaining a better understanding of the primary sources of information with whom you deal in order to maximize your collection of information.

Benefits:

Each student will be able to employ the MBTI as an operational framework for the collection of personality and predictive information about leaders of business rivals, thereby allowing the student to alert and prepare his or her leadership for otherwise unanticipated marketplace moves.

PERSONAL EMERGENCY CARE FOR the Modern Traveler Seminar

Length.....2 days

Maximum Attendees 5

RestrictionsSecret Clearance

Purpose:

Many individuals have a working knowledge of basic first aid. However, the basics are insufficient as we face the medical challenges of today's combat zones, prepare for situations resulting from terrorist-related activities in non-combat environments, or travel to regions in which local medical help is inferior to personal emergency medical care.

The Personal Emergency Medical Care for the Modern Traveler Seminar teaches medical treatment beyond basic first aid. Students receive one day of hands-on training from medics with experience in combat zones and other hostile environments. The instructor to student ratio is low (1:6) to create an optimum learning environment. The simulated medical emergencies on the second day of training teach students to render life-saving emergency medical treatment in a variety of hostile environments. Additional \$200.00 Medical Supply Fee applies.

SOURCE MANAGEMENT COURSE

Length..... 5 days

Maximum Attendees 15

Restrictions Secret Clearance

Purpose:

The Source Management Course is designed for personnel responsible for managing HUMINT collection assets. This course will acquaint students with collection management procedures, tactics, techniques, and procedures associated with HUMINT Operations at strategic, operational, and tactical levels.

Benefits:

- Students learn to identify the specific roles, responsibilities and tasks required to manage HUMINT Operations.
- Students identify areas of collection and analyze the threat beyond a commander's requirement. Students perform a practical exercise to demonstrate their understanding of the management process.

SPECIAL DEBRIEFING COURSE

Length..... 15 days

Maximum Attendees 20

Restrictions None

Purpose:

The Special Debriefing Course is a highly intensive, interactive course of instruction for strategic debriefers. Students will attain information regarding legal considerations, including Geneva Conventions, the benefits of understanding and using the Myers Brigg Type Indicator (MBTI) as well as personality assessment tools, effective communication skills, rapport building skills, cross-cultural communications, basic and symmetric questioning techniques, report types, and report writing skills.

Benefits:

- Strategic debriefers will learn to perform their mission through a combination of platform instruction, role-playing, and practical exercises (PEs).
- Students will learn to write a variety of reports such as source data reports, intelligence information reports (IIRs), contact reports, knowledgeability briefs, and assessments. They will receive critical after-action reviews on each learning objective to ensure complete comprehension the topics.

STRATEGIC DEBRIEFING OF LAW ENFORCEMENT

Length..... 5 days

Maximum Attendees 20

Restrictions None

Purpose:

This course provides the groundwork for individuals to participate in the debriefing of witting law enforcement and DOD HUMINT sources. Students learn to conduct intelligence gathering DOD-style debriefings. The course provides additional training in skills that will enhance the law enforcement officers' effectiveness in questioning, intelligence collection, and conducting investigations.

SDLES instructors recognize that DOD and law enforcement officers are operating in non-traditional capacities.

Benefits:

- This course provides instruction in debriefing operations and includes practical exercises.
- The practical exercises require the students to conduct intelligence debriefings as the debriefer, subject matter expert, or both.
- The practical exercises employ proper questioning, elicitation, rapport building and related interpersonal skills.

SURVEILLANCE DETECTION COURSE

Length..... 10 days

Maximum Attendees 10

RestrictionsNone

Purpose:

Of the many challenges facing U.S. intelligence officers, the ability to detect foreign intelligence surveillance is a critical skill requiring as much practical, hands-on experience as traditional platform training. While the concepts of detecting foreign surveillance are relatively easy to teach, the ability to detect surveillance is more difficult and demands not only practice, but also a certain degree of confidence and self-assuredness that can come only from practice, failure and success, and clear, honest critiques from experienced instructors.

Benefits:

The Surveillance Detection course combines classroom instruction with hands-on practical exercises. The course is based on a progressive learning curve with students receiving valuable classroom instruction on the basics of detecting surveillance before being led to conduct street runs. Each student will conduct multiple street runs with both pre-designated and original street routes. Students will also apply their new abilities to create a Travel Security Plan. The small instructor-to-student ratio allows each student ample time to seek information and receive feedback from advanced instructors specializing in surveillance detection.

SURVEILLANCE/COUNTER-SURVEILLANCE COURSE

Length..... 15 days

Maximum Attendees 12

Restrictions Secret Clearance

Purpose:

Foreign governments and entities frequently surveil intelligence professionals, government employees, and diplomats. You cannot afford to become an unknowing target, your every move watched, noted, and reported for reasons that may range from intelligence collection to threats to yourself or national security.

Benefits:

- Students will learn basic surveillance and countersurveillance operations.
- Students will identify surveillance detection techniques by recognizing and executing mobile and static surveillance and countersurveillance tactics.
- Intelligence professionals will learn to conduct area familiarization for surveillance-related operations.
- Practical exercises are central to the course, allowing the students to practice the skills they learned in the classroom.

TACTICAL DEBRIEFING COURSE

Length..... 10 days

Maximum Attendees 20

Restrictions Secret Clearance

Purpose:

In order for HUMINT personnel to enhance their ability to perform tactical debriefings, they must be familiar with current interrogation techniques, screening operations, and how to collect time-sensitive intelligence from non-cooperative sources. The Tactical Debriefing Course delivers all of these skills. Instructors will teach debriefing techniques within the confines of the Geneva Conventions.

Benefits:

- Students will gain the ability to collect intelligence from sources within tactical and operational environments.
- Students will enhance their collection skills, gain the ability to maximize cooperation from sources, learn proven techniques and how to apply them with specific sources.
- Students will learn how to organize and refine their information collection and reporting approaches.

Summary:

Traditional platform training and practical exercises are used to reinforce the student's learning ability and retention. Each student is trained and mentored to collect human intelligence from sources captured at the tactical objective. Students are familiarized with current interrogation techniques, full screening operations, and hostile debriefing capabilities. An exercise scenario used throughout the course culminates in a major screening and debriefing exercise in which students learn to collect time-sensitive intelligence from non-cooperative sources.

TACTICAL QUESTIONING/TACTICAL SITE EXPLOITATION COURSE (TQ/TSE)

Length..... 5 days

Maximum Attendees 10

Restrictions Secret Clearance

Purpose:

The Tactical Questioning and Tactical Site Exploitation Course are combined into an intensive course allowing students to use both skill sets to enhance their productivity in a tactical environment. Through tactical question training, students gain knowledge on effective questioning through the enhancement of information collection. They learn techniques on how to question and how to apply their questions to the information they are collecting. Through tactical site exploitation training, the students use appropriate tactical debriefing skills to quickly screen personnel for further exploitation; additionally, they learn sensitive site exploitation methods, techniques, and tools to quickly identify material on personnel. Finally, they learn how to combine these skill sets to strengthen their overall production in the tactical environment.

Summary:

This course will address the needs of each student through challenging practical exercises that support classroom instruction. TQ/TSE offers an excellent pre-deployment train-up in support of tactical and operational intelligence requirements. This course is taught by subject matter experts with vast experience in Human Intelligence, Intelligence Collection and Analysis, and Special Operations.

TRAVELERS COURSE

Length..... 5 days

Maximum Attendees 15

Restrictions Secret Clearance

Purpose:

The Travelers course makes students aware of the various security rules, regulations and requirements of foreign travel in today’s highly charged security environment. Students receive training in specialized techniques when dealing with foreign officials to ensure successful travel with minimal interruptions. The attendees learn to utilize short-term rapport building skills as well as verbal and non-verbal techniques.

The course utilizes practical exercises and various scenarios to replicate most common overseas travel-related difficulties and troublesome situations, and offers the solutions to overcome them. The tools and techniques students learn maximize their security and safety awareness while minimizing their profile during foreign travel.

TACTICAL SITE EXPLOITATION COURSE (TSE)
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Length.....3 days

Maximum Attendees 10

RestrictionsSecret Clearance

Purpose:

The Tactical Site Exploitation Course is relevant to organizations seeking greater fidelity and standardization in collecting and exploiting physical and human information on a combat objective. In addition to learning objective-oriented questioning skills, students discover how to maximize time on target during Tactical Debriefing of both suspected individuals and non-combatants. Challenging practical exercises maximize and support classroom instruction. Students learn the basic techniques required to thoroughly exploit the tactical environment.

Benefits:

- Students will use appropriate tactical debriefing skills to quickly screen personnel for further exploitation.
- Students will learn appropriate sensitive site exploitation methods, techniques, and tools to quickly identify materiel on personnel on an objective deemed worthy of seizure and further exploitation.
- Students will learn to use tactical debriefing and sensitive site exploitation in tandem to maximize results.

Summary:

This course consists of challenging practical exercises to maximize support from classroom instruction. The first day teaches tactical questioning. The second day teaches site exploitation, and the third day consists of practical exercises designed to challenge the students to maximize time on target, collect, identify, and evaluate the material collected on site.

**CONSULTING SERVICES LABOR PRICES
PRICES EFFECTIVE 1 FEBRUARY 2010 TO 31 JULY 2018**

GSA Job Titles	Onsite Rate	On-Site Rate w/ Security Surcharge
Program Manager-Security	\$169.63	\$186.60
Program Manager-Intelligence	\$169.63	\$186.60
Project Manager-Training	\$80.62	\$88.68
Intelligence Consultant-Level V	\$119.21	\$131.13
Intelligence Consultant-Level IV	\$93.99	\$103.39
Intelligence Consultant-Level III	\$79.88	\$87.86
Intelligence Consultant-Level II	\$47.82	\$52.61
Intelligence Consultant-Level I	\$37.20	\$40.92
Intelligence Training Consultant (Role Player)-Level IV	\$119.35	131.29
Intelligence Training Consultant (Role Player)-Level III	\$95.48	\$105.03
Intelligence Training Consultant (Role Player)-Level II	\$83.56	\$91.91
Intelligence Training Consultant (Role Player)-Level I	\$71.61	\$78.77
Intelligence Analyst- Level V	\$169.63	\$186.60
Intelligence Analyst- Level IV	\$98.96	\$108.86
Intelligence Analyst- Level III	\$82.55	\$90.80
Intelligence Analyst- Level II	\$47.82	\$52.61
Intelligence Analyst- Level I	\$37.20	\$40.92
Security Consultant-Level V	\$98.96	\$108.86
Security Consultant-Level IV	\$82.55	\$90.80
Security Consultant-Level III	\$53.15	\$58.46
Security Consultant-Level II	\$47.82	\$52.61
Security Consultant-Level I	\$37.20	\$40.92
Training Instructor-Level II	\$74.86	\$82.35
Training Instructor-Level I	\$69.12	\$76.03
Professional Training Consultant V	\$172.17	\$189.39
Professional Training Consultant IV	\$126.25	\$138.88
Professional Training Consultant III	\$97.55	\$107.31
Intelligence Administrative Specialist Level III	\$79.88	\$87.86
Intelligence Administrative Specialist Level II	\$47.82	\$52.61
Administrative Specialist	\$45.26	\$49.79
Administrative Assistant	\$36.86	\$40.55
Technical Assistant	\$33.95	\$37.34
System Administrator	\$97.55	\$107.31

**TRAINING SEMINAR AND COURSE PRICES
EFFECTIVE 1 FEBRUARY 2010 TO 31 JULY 2018**

TRAINING COURSE AND SEMINAR TITLES	PRICING
Advanced Debriefing and Elicitation Course	\$97,856.89
Advanced Elicitation Course	\$37,117.87
Advanced Military Source Operations Course (AMSOC)	\$1,412,089.12
Analyst Support to HUMINT Course (ASH)	\$35,812.36
Analyst Support to Interrogators Course (ASI)	\$88,661.59
Asset Validation Course (AV)	\$50,574.15
Battlefield HUMINT Collection Course (BHCC)	\$167,029.74
CI Support to HUMINT Course	\$91,356.51
Competitive Assurance™ Seminar	\$10,948.48
Counterintelligence Awareness Seminar	\$7,165.69
Debriefing and Elicitation Course	\$48,928.45
Defense Strategic Debriefing Course Follow-On (DSDC-FO)	\$303,490.88
Document and Media Exploitation Training Course	\$38,505.32
Elicitation Seminar	\$9,274.00
Elicitation and Advanced Elicitation Seminar	\$37,117.87
Elicitation and Counterelicitation Seminar	\$20,176.08
Elicitation and Psychological Profiling Seminar	\$7,985.95
Elicitation and Trade Shows Seminar	\$12,880.55
Field Negotiations Course	\$64,494.87
HUMINT and Critical Operations Support Course (HCOSC)	\$169,193.52
HUMINT Operations Familiarization Course (HOFC)	\$294,569.47
HUMINT to CI Course	\$102,168.98
Interrogation Refresher Course	\$44,187.87
Joint Interrogation Course (I-10)	\$474,434.62
HUMINT Support to Tactical Operations Course	\$87,436.82
Mediations and Negotiations Course	\$48,249.15
Operational Applications of Personality Type (Psychological Profiling) Seminar	\$7,213.11
Personal Emergency Medical Care for the Modern Traveler Seminar	\$6,896.48
Source Management Course	\$44,521.84
Special Debriefing Course	\$192,938.19
Strategic Debriefing of Law Enforcement Sources Course (SDLES)	\$56,050.79
Surveillance Detection Course	\$151,535.73
Surveillance/Countersurveillance Course	\$222,574.83
Tactical Debriefing Course	\$62,302.56
Tactical Questioning/Tactical Site Exploitation Course (TQ/TSE)	\$26,436.49
Tactical Site Exploitation Course (TSE)	\$19,776.55
Travelers Course	\$19,034.27