

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

**MULTIPLE AWARD SCHEDULE (MAS) PRICELIST
PROFESSIONAL SERVICES CATEGORY
FSC GROUP: PROFESSIONAL SERVICES**



THE CLEARING®

Contract Number: GS-10F-0065X

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

The Clearing, Inc.

1250 Connecticut Avenue NW, Suite 625

Washington, DC 20036

Phone: (202) 558-6499

Fax: (202) 558-5671

www.theclearing.com

POC for Contract Administration: John Miller, john.miller@theclearing.com

Business Size / Status: Small Business

Period Covered by Contract: January 3, 2011 – January 2, 2026

Pricelist current through Modification PS-0032, dated December 14, 2021

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



Contract Holder

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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

Please refer to [page #3](#) and GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions

SIN	SIN Description
541611 / 541611 RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541690 / 541690 RC	Technical Consulting Services
611430 / 611430 RC	Professional and Management Development Training
611512 / 611512 RC	Flight Training
OLM / OLM RC / OLM STLOC	Order Level Materials (OLM)

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [page #9](#)
- 1c. Labor Category Descriptions: Please refer to [page #10](#)
2. Maximum Order: SINs 541611, 541690, 611430, 611512: \$ 1,000,000
SIN OLM: \$ 250,000
3. Minimum Order: \$ 100.00
4. Geographic Coverage: Domestic and Overseas
5. Point of Production: Washington, DC
6. Discount from List Price: All prices herein are net
7. Quantity Discounts: None offered
8. Prompt Payment Terms: 1.0% 10, Net 30 days
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign Items: None
- 10a. Time of Delivery: As negotiated with Ordering Agency
- 10b. Expedited Delivery: Contact contractor for availability
- 10c. Overnight and 2-Day Delivery: Contact contractor for availability
- 10d. Urgent Requirement: Contact contractor for availability
11. F.O.B. Point: Destination
- 12a. Ordering Address: The Clearing, Inc.
Attn: GSA Orders
1250 Connecticut Ave NW, Suite 625
Washington DC, 20036
Phone: (202) 558-6499
Fax: (202) 558-5671
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

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| 13. Payment Address: | The Clearing, Inc.
Attn: Accounts Payable
1250 Connecticut Ave NW, Suite 625
Washington DC, 20036
Phone: (202) 558-6499
Fax: (202) 558-5671 |
| 14. Warranty Provision: | Not Applicable |
| 15. Export Packing Charges: | Not Applicable |
| 16. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 17. Terms and conditions of installation (if applicable): | Not Applicable |
| 18a. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 18b. Terms and conditions for any other services (if applicable): | Not Applicable |
| 19. List of service and distribution points (if applicable): | Not Applicable |
| 20. List of participating dealers (if applicable): | Not Applicable |
| 21. Preventative maintenance (if applicable) | Not Applicable |
| 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 22b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at:
www.Section508.gov/ | Not Applicable |
| 23. Unique Entity Identifier (UEI) number: | 828350285 |
| 24. The Clearing, Inc. <i>is</i> registered in the System for Award Management (SAM). | |

About The Clearing

The Clearing, Inc. is a Washington, D.C.-based strategy and design consulting firm specializing in strategy, organizational change management, program design and implementation, and strategic communications. We help public and private sector organizations anticipate, respond to, and adapt to dynamic changes in their environments. Our mission is grounded in our desire to support change agents—leaders who are driven by the possibilities for impact in and beyond their prescribed job descriptions.

Our company was built and continues to grow on the foundation of our expertise in, and deep passion for engaging, enrolling, and aligning individuals into coalitions who must come together to cause meaningful, impactful outcomes. We combine our own innovative thinking with our clients' existing organizational knowledge and expertise to develop comprehensive solutions that blend strategy and design with implementation.

Our consultants have diverse work histories serving as defense experts, federal government leaders, financiers, communication strategists, commercial managers, program managers, designers, investors, advisors, board members, and entrepreneurs. Our perspectives are honed and applied to support our clients as we leverage our processes and visual frameworks for problem solving, the PRIMES. These frameworks uncover universal patterns of group behavior, and we tailor our approach to address our clients' specific situational needs.

The Clearing Services

Change Management

The Clearing focuses on the social complexity issues related to implementation and management of an organizational change initiative. We support our clients as they develop and implement strategies that improve organizational efficiency, refocus core missions, reduce systemic risk, and produce bold outcomes. Our principle-based approach is designed to keep critical stakeholders enrolled throughout the change process while never losing sight of our client's outcomes.

Culture Transformation

Organizational leaders who are responsible for transformation initiatives or who are seeking high performance cultures typically address the issues that confront them with a disproportionate focus on technical solutions and often have limited experience in addressing the equally important social complexities that must be managed. The primary reasons most enterprise-wide transformation projects and significant stakeholder engagement initiatives fail is not due to technical shortcomings. Failure results from not explicitly addressing culture issues and unsuccessfully enrolling and aligning the people who have the most at stake and are the most impacted by the change.

Project Management

The Clearing applies Project Management Institute® best practices to all projects. Our consulting teams partner with clients at project onset to set outcomes and objectives and share our approach: explicit, focused, and agile. Together with our clients we develop a plan to achieve the intended outcomes. We ensure the project has the communications, risk management, and governance processes in place to ensure success – date-certain.

Strategy

The Clearing has developed a powerful approach to strategic planning using our CORE PRIME methodology that drives stakeholder alignment. We guide clients through five essential agreements (As Is, Environment, Stake, To Be, and Strategy) that enroll and align the organization, and equip them with the models for structuring staff activities, roles, and responsibilities. This ensures success by enabling our clients to capitalize on critical transformational opportunities.

Facilitation

The Clearing leverages proprietary techniques and expertise on group dynamics to transform client meetings into innovative and productive work sessions. Our experienced facilitators work with leaders and stakeholders to drive groups through ambiguity and conflict to achieve sustainable results. We facilitate meetings including leadership discussions, working team meetings, and strategy off-sites with numbers of participants ranging from two to more than 1,500.

Strategic Communications and Branding

Our communication strategists help our clients tell their stories, differentiate themselves from other organizations, develop powerful coalitions, message their brands or issues in a compelling and straight-forward manner, build brand equity and loyalty, and reach their most important stakeholders. We create effective messaging and marketing for our clients by focusing what is most essential to their customers. We have a talented staff of

marketing, communication, and stakeholder strategists as well as an in-house team of experienced graphic designers who produce a variety of presentations and marketing collateral including brochures, logos, storyboards, conference presentations, animated videos, and applications.

Leadership Coaching and Training

The Clearing offers customized leadership training workshops and individual coaching services as a catalyst or complement to individual and organizational transformation. The Clearing's leadership coaching services support leaders in aligning their behaviors and actions with achieving the results that are most important to their long-term success and to the success of their organizations. Our tailored programs can serve different points in a leader's growth – leaders in transition, leaders guiding organizational changes, leaders dealing with succession planning, emerging leaders, and high performers.

Workplace Strategy

The Clearing provides consulting services to support workplace change including programming and core problem clarification, assessment of existing culture and its preparedness for change, and creation of an approach map tailored to that culture that will allow it to move through change with significantly reduced impact on productivity and mission delivery. We provide the strategy, support, tools, and training that leverage change to create a stronger culture, a more aligned workforce, and an organization better able to deliver on desired outcomes.

CONTRACT OVERVIEW

GSA awarded *The Clearing, Inc.* a Multiple Award Schedule under the Professional Services Category with contract number **GS-10F-0065X** and contract period **January 3, 2011 – January 2, 2026**. GSA may exercise up to one additional 5-year option period. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

John Miller, Co-Founder
The Clearing, Inc.
1250 Connecticut Ave NW, Suite 625
Washington DC, 20036
Phone: (202) 558-6499
Email: john.miller@theclearing.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Professional Services, for worldwide use. 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 may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities, and transportation necessary to provide a wide range of professional services as specified in each task order. Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours, or time-and-material.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

The Special Item Numbers (SINs) available under this contract provide services across the life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. The Clearing has been awarded a contract by GSA to provide services under the following SINs. A full description of each SIN and examples of the types of work covered thereunder are provided below.

SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services: Provide operating advice and assistance on administrative and management issues. Examples include strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

SIN 541690, Technical Consulting Services - Technical Consulting Services: Services include providing advice and assistance on technical domains and issues (except those covered by the environmental, energy, and IT consulting SINs on this Schedule). Typical associated tasks include, but are not limited to strategic planning, feasibility analysis, requirements determination, policy interpretation and support, process analysis and/or development, research studies, testing (other than laboratory testing), program analysis, and associated support tasks.

SIN 611430, Professional and Management Development Training Services: Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: <https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR <http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA.

SIN 611512, Flight Training: Includes aviation and flight training

SIN OLM, Order Level Materials: OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).

- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that The Clearing, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders, facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Professional Services, follow these simple steps:

Orders under the Micro-Purchase Threshold
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold
<ul style="list-style-type: none"> Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW)	Preparing a Request for Quote (RFQ)
<p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> Work to be performed Location of work Period of performance Deliverable schedule, and Special standards and any special requirements, where applicable 	<ul style="list-style-type: none"> Include the SOW and evaluation criteria Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection May be posted on GSA's electronic RFQ system, eBuy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information." Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

SUMMARY OF AWARDED GSA RATES

SINs	Labor Category	GSA Price w/IFF
541611	Assistant	\$ 60.00
541611	Staff Assistant	\$ 72.00
541611	Staff Consultant	\$ 95.00
541611	Senior Staff Consultant	\$ 110.00
541611	Consultant	\$ 140.00
541611	Senior Consultant	\$ 165.00
541611	Principal Consultant	\$ 188.00
541611	Sr. Principal Consultant	\$ 220.00
541611	Executive Director	\$ 240.00
541611	Sr. Executive Director	\$ 272.00
541611	Subject Matter Expert I	\$ 290.00
541611	Subject Matter Expert II	\$ 320.00
611430	Assistant	\$ 60.00
611430	Staff Assistant	\$ 72.00
611430	Staff Consultant	\$ 95.00
611430	Senior Staff Consultant	\$ 110.00
611430	Consultant	\$ 140.00
611430	Senior Consultant	\$ 165.00
611430	Principal Consultant	\$ 188.00
611430	Sr. Principal Consultant	\$ 220.00
611430	Executive Director	\$ 240.00
611430	Sr. Executive Director	\$ 272.00
611430	Subject Matter Expert I	\$ 290.00
611430	Subject Matter Expert II	\$ 320.00
541690	Assistant	\$ 60.00
541690	Staff Assistant	\$ 72.00
541690	Staff Consultant	\$ 95.00
541690	Senior Staff Consultant	\$ 110.00
541690	Consultant	\$ 140.00
541690	Senior Consultant	\$ 165.00
541690	Principal Consultant	\$ 188.00
541690	Sr. Principal Consultant	\$ 220.00
541690	Executive Director	\$ 240.00
541690	Sr. Executive Director	\$ 272.00
541690	Subject Matter Expert I	\$ 290.00
541690	Subject Matter Expert II	\$ 320.00
611512	Assistant	\$ 60.00
611512	Staff Assistant	\$ 72.00
611512	Staff Consultant	\$ 95.00
611512	Senior Staff Consultant	\$ 110.00
611512	Consultant	\$ 140.00
611512	Senior Consultant	\$ 165.00
611512	Principal Consultant	\$ 188.00
611512	Sr. Principal Consultant	\$ 220.00
611512	Executive Director	\$ 240.00
611512	Sr. Executive Director	\$ 272.00
611512	Subject Matter Expert I	\$ 290.00
611512	Subject Matter Expert II	\$ 320.00

Leadership Training Offerings

The Clearing will customize a program based on your individual and organizational needs. Typical training programs last three to six months and begin with an assessment instrument (ex: DiSC, MBTI, or a 360 assessment such as The Leadership Profile) to help the client identify key areas of focus. The training process includes the following:

- Identify areas of coaching in service of professional development goals
- Review/internalize assessment
- Execute training program
- Closeout and Impact Assessment

Our customized programs are developed based on client needs. Pricing will reflect the number and frequency of training sessions and include preparation time as well as any assessment instrument(s) chosen.

PRIMES Training Offerings

PRIMES training provides groups and leaders with an awareness of group behavior patterns that show up whenever groups gather, as well as a shared language to effectively communicate and address what is getting in their way. The PRIMES are The Clearing's proprietary tools and are documented in the book "The PRIMES: How Any Group Can Solve Any Problem" (John Wiley & Sons, Inc., copyright © 2012), authored by Mr. Chris McGoff, founder of The Clearing.

The Clearing offers a tailored 2 hour to 2-day workshop or modularized curriculum on the PRIMES with opportunities for application between sessions, designed to outfit leaders and teams with awareness, language, and tools to effectively address different patterns of group behavior. Each tailored program is customized to address those patterns, dynamics, and situations that are most relevant to the group. We select from over 70 PRIMES those that will assist the client in achieving their outcomes. During the workshop, participants will engage in activities and apply the PRIMES to their own real-world scenarios.

The Clearing also offers two off-the-shelf PRIMES Sessions:

TRAINING COURSES

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	GSA Price w. IFF
611430 / 611512	Introduction to The PRIMES	2 hours	6	150	\$ 1,000.00
611430 / 611512	Outfitting Your Organization: Apply The PRIMES to Your Business	4 hours	10	50	\$ 2,500.00

**SPECIAL ITEM NUMBER (SIN) 541611 - MANAGEMENT AND FINANCIAL CONSULTING,
ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND
PROJECT MANAGEMENT SERVICES;
SPECIAL ITEM NUMBER (SIN) 611430 - PROFESSIONAL AND MANAGEMENT DEVELOPMENT
TRAINING &
SPECIAL ITEM NUMBER (SIN) 611512 – FLIGHT TRAINING
LABOR CATEGORY DESCRIPTIONS**

Assistant

Minimum Education and Experience	Minimum of High School Diploma and 1 year of experience
Functional Responsibilities	Works under supervision in performing various administrative duties and tasks of a moderately complex nature and assists in selected tasks of a more complex nature.

Staff Assistant

Minimum Education and Experience	Minimum of High School Diploma and 2 years of relevant professional experience
Functional Responsibilities	Provides meeting support; prepares graphical and related materials; types and edits letters, reports, and other documents; maintains files and reference materials.

Staff Consultant

Minimum Education and Experience	Bachelor’s Degree and a minimum of 1 year of relevant experience.
Functional Responsibilities	Assists teams with routine data gathering and research activities, organizes data and project documents, and assists project managers with project administrative activities. Provides analytical and writing support to prepare, edit, and develop professional deliverables.

Senior Staff Consultant

Minimum Education and Experience	Bachelor’s Degree and a minimum of 2 years of relevant experience.
Functional Responsibilities	Supports teams in gathering and analyzing data to identify, study, and solve business problems across a wide range of industries. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and on research assignments.

Consultant

Minimum Education and Experience	Bachelor’s Degree and a minimum of 4 years of relevant experience.
Functional Responsibilities	Supports teams in gathering and analyzing data to identify, study, and solve business problems across a wide range of industries. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and working on survey and research assignments.

Senior Consultant

Minimum Education and Experience	Bachelor’s Degree and a minimum of 6 years of relevant experience.
Functional Responsibilities	Provides leadership through managing and planning components of projects and serving as a liaison among clients and other support groups to identify business

processes, conduct benchmarking and best-practice analyses, create survey materials, and produce quality client deliverables.

Principal Consultant

Minimum Education and Experience

Bachelor's Degree and a minimum of 8 years of relevant experience.

Functional Responsibilities

Responsible for overall direction of client engagements and providing leadership to project teams. Communicates with client executive management to address critical issues and provides guidance to projects in industry and functional areas.

Senior Principal Consultant

Minimum Education and Experience

Bachelor's Degree and a minimum of 10 years of relevant experience.

Functional Responsibilities

Responsible for overall accountability of multiple projects, including product delivery and financial management of client engagements. Possesses strengths in each of the major areas of consulting: client relationship management, project management, staff recruiting and development, intellectual-capital development, business development, and practice area management.

Executive Director

Minimum Education and Experience

Bachelor's Degree and a minimum of 15 years of relevant experience.

Functional Responsibilities

Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

Senior Executive Director

Minimum Education and Experience

Bachelor's Degree and a minimum of 20 years of relevant experience.

Functional Responsibilities

Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

Subject Matter Expert I

Minimum Education and Experience

Bachelor's Degree and a minimum of 25 years of relevant experience.

Functional Responsibilities

Senior expert with enterprise-wide knowledge and experience in one or more functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise, not in a managerial capacity.

Subject Matter Expert II

Minimum Education and Experience

Bachelor's Degree and a minimum of 30 years of relevant experience.

Functional Responsibilities

Senior expert with extensive, enterprise-wide knowledge and experience in one or more functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions, is primarily utilized on projects for specific expertise,

not in a managerial capacity, and has published materials in one or more functional and/or domain area.

SPECIAL ITEM NUMBER (SIN) 541690 - TECHNICAL CONSULTING SERVICES LABOR CATEGORY DESCRIPTIONS

Assistant

Minimum Education and Experience

Minimum of High School Diploma and 1 year of experience

Functional Responsibilities

Provides general or specialized administrative support on technical (Non-IT) programs. Works under supervision in performing various administrative duties and tasks of a moderately complex nature and assists in selected tasks of a more complex nature.

Staff Assistant

Minimum Education and Experience

Minimum of High School Diploma and 2 years of relevant professional experience

Functional Responsibilities

Provides meeting support on technical (Non-IT) programs; prepares graphical and related materials; types and edits letters, reports, and other documents; maintains files and reference materials.

Staff Consultant

Minimum Education and Experience

Bachelor's Degree and a minimum of 1 year of relevant experience.

Functional Responsibilities

Assists teams with routine data gathering and research activities, organizes data and project documents, and assists project managers with project administrative activities on technical (Non-IT) programs. Provides analytical and writing support to prepare, edit, and develop professional deliverables.

Senior Staff Consultant

Minimum Education and Experience

Bachelor's Degree and a minimum of 2 years of relevant experience.

Functional Responsibilities

Supports teams in gathering and analyzing data to identify, study, and solve business problems across technical (Non-IT) programs. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and on research assignments.

Consultant

Minimum Education and Experience

Bachelor's Degree and a minimum of 4 years of relevant experience.

Functional Responsibilities

Supports teams in gathering and analyzing data to identify, study, and solve business problems across technical (Non-IT) programs. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and working on survey and research assignments.

Senior Consultant

Minimum Education and Experience

Bachelor's Degree and a minimum of 6 years of relevant experience.

Functional Responsibilities

Provides leadership through managing and planning components of technical (Non-IT) projects and serving as a liaison among clients and other support groups to identify business processes, conduct benchmarking and best-practice analyses, create survey materials, and produce quality client deliverables.

Principal Consultant

Minimum Education and Experience Bachelor's Degree and a minimum of 8 years of relevant experience.

Functional Responsibilities Responsible for overall direction of client engagements and providing leadership to technical (Non-IT) project teams. Communicates with client executive management to address critical issues and provides guidance to projects in industry and functional areas.

Senior Principal Consultant

Minimum Education and Experience Bachelor's Degree and a minimum of 10 years of relevant experience.

Functional Responsibilities Responsible for overall accountability of multiple technical (Non-IT) projects, including product delivery and financial management of client engagements. Possesses strengths in each of the major areas of consulting: client relationship management, project management, staff recruiting and development, intellectual-capital development, business development, and practice area management.

Executive Director

Minimum Education and Experience Bachelor's Degree and a minimum of 15 years of relevant experience.

Functional Responsibilities Executive responsible for providing strategic direction, vision, leadership, and program management to the team on technical (Non-IT) programs. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

Senior Executive Director

Minimum Education and Experience Bachelor's Degree and a minimum of 20 years of relevant experience.

Functional Responsibilities Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team on technical (Non-IT) programs. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

Subject Matter Expert I

Minimum Education and Experience Bachelor's Degree and a minimum of 25 years of relevant experience.

Functional Responsibilities Senior expert with enterprise-wide knowledge and experience in one or more functional and/or domain areas for technical (Non-IT) programs. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise, not in a managerial capacity.

Subject Matter Expert II

Minimum Education and Experience Bachelor's Degree and a minimum of 30 years of relevant experience.

Functional Responsibilities Senior expert with extensive, enterprise-wide knowledge and experience in one or more functional and/or domain areas for technical (Non-IT) programs. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions, is primarily utilized on

projects for specific expertise, not in a managerial capacity, and has published materials in one or more functional and/or domain area.

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.