



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are all available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is <http://www.fsa.gsa.gov>.

**MOBIS
MANAGEMENT, ORGANIZATIONAL AND BUSINESS
IMPROVEMENT SERVICES
FSC CLASS 874**

SPECIAL ITEM No. 874-1	INTEGRATED CONSULTING SERVICES
SPECIAL ITEM No. 874-4	TRAINING SERVICES:INSTRUCTOR LED TRAINING, WEB-BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION, LEARNING MANAGEMENT, INTERNSHIPS
SPECIAL ITEM No. 874-5	ANCILLARY SUPPLIES AND/OR SERVICES

CONTRACT NUMBER: GS-10F-0098K

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

CONTRACT PERIOD:
JANUARY 15, 2010 THROUGH JANUARY 14, 2015

CONTRACTOR:
STRATEGIC RESOURCES, INC. (SRI)
7927 JONES BRANCH DRIVE, SUITE 600W • MCLEAN, VA 22102
TELEPHONE: (703) 749-3040 • FAX (703) 749-3046
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Customer Information

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| 1. | a. Table of awarded special item numbers with appropriate cross-reference to page numbers..... | See Table of Contents and Pricelist. |
| | b. Lowest Unit Price. | See item 6 below. |
| | c. Description of corresponding commercial job titles.. | See pages 5-11 for labor category descriptions and page 17 for rates. |
| 2. | Maximum order. | \$1,000,000.00 |
| 3. | Minimum order. | \$100.00 |
| 4. | Geographic coverage (delivery area). | The 48 Contiguous States, Hawaii, Alaska, Puerto Rico and the U.S. Virgin Islands. |
| 5. | Points of Production. | Strategic Resources, Inc.
7927 Jones Branch Drive, Ste 600W
McLean, VA 22102 |
| 6. | Discount from list prices or statement of net price. | Government Net Prices (discounts already deducted). |
| 7. | Quantity discounts. | Included in Price List. |
| 8. | Prompt payment items. | Net 30 days. |
| 9. | Government purchase cards accepted or not accepted | |
| | a. below micro-purchase threshold. | Accepted. |
| | b. above the micro-purchase threshold. | Not Accepted. |
| 10. | Foreign items. | None. |
| 11. | Delivery | |
| | a. Time of delivery. | 30 days or as specified in the Task Order. |
| | b. Expedited delivery. | Contact contractor. |
| | c. Overnight and 2-day delivery. | Contact contractor. |
| | d. Urgent Requirements. | Contact contractor. |
| 12. | FOB points. | Destination. |
| 13. | a. Ordering address. | Strategic Resources, Inc.
7927 Jones Branch Drive, Ste 600W
McLean, VA 22102 |
| | b. Ordering procedures | For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3. |
| 14. | Payment address. | Strategic Resources, Inc.
7927 Jones Branch Drive, Ste 600W
McLean, VA 22102 |
| 15. | Warranty provision | Contractor's standard commercial warranty applies. |
| 16. | Export Packing Charges. | N/A. |
| 17. | Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). | None. |
| 18. | Terms and conditions of rental, maintenance and repair. | N/A. |
| 19. | Terms and conditions of installation. | N/A. |
| 20. | Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices. | N/A. |
| 21. | List of service and distribution points. | N/A. |
| 22. | List of participating dealers. | N/A. |
| 23. | Preventive maintenance. | N/A. |
| 24. | a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). | N/A. |
| | b. Section 508. | SRI shall comply with Section 508 and the applicable standards, functional performance and support required as identified and required in the task order statement work. The EIT standards can be found at www.Section508.gov . |
| 25. | Data Universal Number System (DUNS) number. | 62-695-7674 |
| 26. | Notification regarding registration in Central Contractor Registration (CCR) database. | SRI is registered in the System for Award Management (SAM) database (formerly CCR). |

Corporate Overview

Quality and *value-added* customer service are the keystones of Strategic Resources, Inc. (SRI). Customer satisfaction is an integral element of every product we deliver. We work as partners with our clients developing tailored solutions that fit their unique needs. Our solutions are powerful because we recognize that one size does not fit all, and only by working as a team with our clients can we solve the issues most important to them.

SRI is an ISO 9001:2008 certified CMMI Level 3 rated, minority, woman-owned, small business providing value-added services in the areas of management consulting, information technology, telecommunications, and engineering/logistics. SRI's McLean, VA, headquarters holds a Top Secret Facility Clearance.

The company was certified by the Small Business Administration in 1992 to participate in its 8(a) program. Since then SRI has provided services to its Fortune 500 clients such as MCI, PRC, and Honeywell, and has served a wide range of Federal agencies such as HUD; the Veteran's Administration; Departments of Commerce, Transportation, Labor, Health and Human Services, and Treasury; NASA; FDA; IRS; and the Office of the Secretary of Defense, Army, Navy and Air Force. A commitment to excellence, coupled with expert industry knowledge, has propelled SRI from its inception in 1988 to recognition as a dynamic provider of high quality services.

In addition to experience, we bring our clients a solid financial performance and unchallenged reliability. The company has never had to draw on its line of credit and has successfully undergone numerous independent audits, including several rigorous pre- and post-award DCAA audits. We deliver on what we propose to perform.

Via its four business lines, SRI provides services such as: systems analysis and design, network implementation, client/server computing, hardware/software integration, database management, human resources management, strategic planning, organizational design and development, career development, training and technical assistance, facilities support services, SETA, ILS, telecommunications, information engineering, and imaging.

SRI is dedicated to ensuring that each engagement is handled professionally and exceeds client expectations. The true measure of our value is evidenced by the successful integration of efficient, productive, and cost effective systems into the client's work environment. SRI consistently employs leading-edge methodologies in developing systems and services that are designed to the exact client specifications, utilizing experts in the appropriate business fields.

SRI's Quality Management System (QMS) is certified as compliant in accordance with the International Organization for Standardization under the American National Standards Institute (ANSI) standard Q9001:2008.

Actions integral to SRI's ISO-certified QMS include:

- assignment of appropriate personnel with the knowledge, experience and skill sets to undertake the work;
- application of management tools and processes designed to support the customer;
- procedures directed to risk mitigation and early identification of problems;
- flexibility in meeting client needs;
- internal cross-functional teams to anticipate issues and solve problems;
- lessons learned reports on tasks;
- quality control integrated in the project plan; and
- employee orientation program which includes SRI's quality control procedures.

SRI's dynamic and highly skilled staff are exceptionally qualified and experienced in all aspects of supporting the Federal government's management and organizational requirements in areas such as business and management consulting, strategic and business planning, continuous business process improvements and reengineering, surveys, individual and organizational assessments and evaluations, and development of leadership management skills.

SIN 874-1 Integrated Consulting Services

Consultation is the core of our organizational and management improvement services. SRI provides expert advice, assistance, guidance and/or counseling in support of the agency's management, organizational and business improvement efforts, with a bottom line goal of quality and customer service in every product and service we deliver. Because SRI staff possess the depth and breadth of both commercial and government expertise, and continuously study best practices, emerging technologies and market trends we ensure our clients receive the highest quality and best solutions for their unique issues.

Our comprehensive Consulting Services include:

- Business Process Improvement and Reengineering
- Career Planning and Development
- Change and Risk Management
- Financial Management
- Human Resources Management
- Knowledge Management Systems Development and Support
- Performance Assessment and Reporting
- Process Definition and Improvement
- Strategic Analysis and Planning

Business Process Improvement and Reengineering - analysis of current state and comparison to desired end-state, market trends and best practices. Determine optimum course of action to ensure alignment to strategic goals, and provide implementing solutions. Conduct process mapping and dynamic modeling to support business improvement efforts.

Career Planning and Development - design career development systems, including knowledge, skills, abilities and values identification, career path definition, competency analysis, and process design. Provide expertise in developing individual and organizational assessment systems ensuring alignment with agency strategic goals, mission and vision. Develop systems that electronically support updating and revisions of development plans. Support identification of internal and external development resources.

Change and Risk Management - design and help implement agency change initiatives. Activities include, but are not limited to, conducting change management workshops, coaching change managers, developing strategies for implementation and providing expert counsel and management support to senior managers. Create support for an organizational environment that adapts to change and risk as a constructive resource in terms of opportunity.

Financial Management - support Federal agencies in resource, budget and contract management. Management consultants provide advice and guidance on restructuring to achieve maximum efficiencies, and analysis of fiscal policies and recommendations to achieve streamlining goals.

Human Resources Management – design, develop and implement agency manpower and personnel systems initiatives. Activities include determining personnel policies to align with Congressional mandates, advising senior decision makers on modifying existing systems to best meet end-user needs, conducting program audits, and developing fair and equitable personnel policies for career development.

Knowledge Management Systems Development and Support - define methods and tools that best meet the needs of knowledge dissemination to support agency's strategic plans. Systematically define content requirements, ensuring consistency and minimal overlap, while promoting continuous organizational learning. Create organizational knowledge maps consisting of identification of critical knowledge databases, communities of practice, and electronic tools that support consistent formatting of information to the end user.

Performance Assessment and Reporting - expertise and counsel in developing specific performance measures for various programs. Assist in development of measures consistent with GPRA and other required initiatives. This includes, but is not limited to, assisting in benchmarking studies and best practices analyses of various programs and processes within and outside the agency. SRI supports planning, implementation and analysis for strategic level efforts such as balanced scorecards and operational level efforts such as Cost/Benefit analyses, as well as Performance Plan development activities.

Process Definition and Improvement - define methodology and develop tools for defining, documenting and displaying program processes. Provide expertise in process mapping, and design and develop expert systems. Consolidate business process definitions into dynamic models that accurately reflect current bottlenecks and highlight potential efficiencies.

Strategic Analysis and Planning - mission and vision definition; data collection and analysis, short, mid and long range plan development; plan alignment with goals and objectives; implementation methodologies; establishment of feedback mechanisms; and automated process support.

Labor Category Descriptions are provided in the following pages. Refer to page 17 for pricing information.

Labor Category Descriptions

Administrative Assistant

Functional Responsibility: Performs general tasks in support of consulting services. Assists in typing reports, presentations and correspondence. Other responsibilities may include: developing spreadsheet schedules, answering telephones, handling mail and maintaining files as they relate to engagements.

Minimum Education/Experience: A minimum of 1-2 years administrative duties experience (assuming a minimum of a related Associate's Degree and/or equivalent experience).

Consultant - Staff

Functional Responsibility: Perform the responsibilities of a Consultant but for smaller projects or segments of larger or complex projects. Typically, work under the leadership of a Consultant or Senior Consultant.

Minimum Education/Experience: Coursework toward bachelor's degree or certificate in related/applicable field. Bachelor's degree or certificate is preferred. At least 2 years successful consulting or related accomplishments in a discipline related to the subject matter of the project.

Consultant – Associate

Functional Responsibility: Performs research and analysis, recommends solutions, and conducts gap analysis for moderately sized or straightforward projects. May report to Senior Consultant for large or complex projects.

Minimum Education/Experience: Bachelor's degree in related/applicable field. At least 3 years successful consulting.

Consultant

Functional Responsibility: Responsible for enterprise wide, large-scale, or complex projects. May also design and develop surveys and questionnaires, perform research and analysis, and recommend solutions.

Minimum Education/Experience: Master's degree in related/applicable field. At least 5 years experience.

Consultant - Senior

Functional Responsibility: Supports business operations and process analysis applying appropriate assessment and evaluation methodologies. Assists in the preparation of reports identifying findings as a result of analysis previously performed. Duties include activity and data modeling, developing modern business methods, identifying best practices and creating and assessing performance measurements. Will be highly engaged in the creation and delivery of work product including the preparation of policies and procedures and the delivery of client training in terms of those documents. May work under the supervision of the Principal Consultant, may manage staff or work independently.

Minimum Education/Experience: A Bachelor's degree and 10 years related experience. Equivalent experience may be considered in lieu of degree. A professional certification in areas of degreed expertise may be considered in lieu of 1 years' experience. With a Master's degree 8 years' experience is required of which at least 4 years must be specialized. With a PhD, 5 years' experience of which at least 4 years must be specialized. With 13 years' experience of which at least 11 years is specialized as described above a degree is not required.

Consultant – Principal

Functional Responsibility: Performs business operations and process analysis applying appropriate assessment and evaluation methodologies. Prepares comprehensive reports concisely applying findings and makes formal recommendation to executive and subordinate customer management. Applies process improvement and reengineering methodologies to manage and perform complex process modernization projects.

Minimum Education/Experience: Master's Degree required with at least 10 years related experience of which at least 4 years must be specialized. A professional certification in areas of degreed expertise may be considered in lieu of 1 years' experience. With a PhD 8 years' experience of which at least 6 years must be specialized.

Data Technician

Functional Responsibility: Assists technical/business analysts by collecting, entering, retrieving, organizing, or maintaining analytical data. Duties also include technical document typing and editing, desktop publishing, data entry/retrieval, report generation, and other direct technical administrative support to managers and technical/business analysts.

Minimum Education/Experience: High school diploma and 2 years' experience in technical administrative tasks. Bachelor's degree can be substituted for experience required.

Director

Functional Responsibility: Oversees program development, contracts, funds, and resources. Operates within client guidance, contractual limitations, and company business and policy directives. Supervisory responsibilities include hiring, firing, salary, and performance management. Directs major business analysis programs for implementing business improvement and management and organizational decision-making improvements. Provides professional leadership and guidance in extending, improving and monitoring existing programs, and devising, developing and implementing innovative changes and long-term improvements. Applies business and program evaluation techniques.

Minimum Education/Experience: Master's Degree in related/applicable field, or a combination of a Bachelor's Degree and/or equivalent training/practical experience. Fifteen(15) years of experience, or equivalent combination of education and experience, providing management and direction to programs and program/project personnel. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual managerial and administrative issues.

Editor

Functional Responsibility: Prepare, rewrite, and edit copy to improve readability, or supervise others who do this work. Read copy or proof to detect and correct errors in spelling, punctuation and syntax. Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.

Minimum Education/Experience: Significant experience copyediting and writing. Experience with U.S. Government Printing Office Style Manual and/or Chicago Manual of Style and fluency with universal proofreaders' marks. Strong ability to work creatively and analytically.

Facilitator - Staff

Functional Responsibility: Lead qualified facilitation teams in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. Personnel in this category have demonstrated the ability to apply a variety of group dynamic tools and techniques.

Minimum Education/Experience: Two (2) years of directly related experience in facilitation planning, management and training. Bachelor's degree in business or training-related disciplines, or equivalent. Four (4) additional years of applicable experience may be substituted for the bachelor's degree.

Facilitator - Associate

Functional Responsibility: Lead qualified facilitation teams, including senior organizational leaders, in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. Personnel in this category have demonstrated the ability to apply a variety of group dynamic tools and techniques.

Minimum Education/Experience: Four (4) years of directly related experience in facilitation planning, management and training. Bachelor's degree in business or training-related disciplines, or equivalent. Six (6) additional years of applicable experience may be substituted for the bachelor's degree.

Facilitator

Functional Responsibility: Lead highly qualified facilitation teams, including senior organizational leaders, in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. Personnel in this category have demonstrated the ability to apply a variety of group dynamic tools and techniques.

Minimum Education/Experience: Six (6) years of directly related experience in facilitation planning, management and training. Bachelor's degree in business or training-related disciplines, or equivalent. Eight (8) additional years of applicable experience may be substituted for the bachelor's degree.

Facilitator - Senior

Functional Responsibility: Lead highly qualified facilitation teams, including senior organizational leaders, in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. Personnel in this category have demonstrated the ability to apply a variety of group dynamic tools and techniques.

Minimum Education/Experience: Ten (10) years of directly related experience in facilitation planning, management and training. Masters Degree in business or training-related disciplines, or equivalent. Eight (8) additional years of applicable experience may be substituted for the master's degree.

Facilitator - Principal

Functional Responsibility: Lead highly qualified facilitation teams, including senior organizational leaders, in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. Personnel in this category have demonstrated the ability to apply a variety of group dynamic tools and techniques.

Minimum Education/Experience: Fifteen (15) years of directly related experience in facilitation planning, management and training. Masters Degree in business or training-related disciplines, or equivalent. With a PhD, 10 years experience of which at least 6 years must be specialized.

Graphic Designer

Functional Responsibility: Designs and produces printed materials, which may include brochures, collateral, newsletters, sales proposals, slide presentations, web pages, and premium items, for intra- or inter-agency, commerce or other audiences. Collaborates with other organizations, including marketing, product, and technical personnel to develop and produce creative projects and campaigns according to marketing and branding initiatives. May assist with web site initiatives. Uses graphic art or design software with proficiency, such as but not limited to Adobe Photoshop and Illustrator.

Minimum Education/Experience: Minimum 2 years' experience. Associate's degree in fine art, graphic art or design, or related discipline. Bachelor's degree preferred. Two (2) years of related experience is equivalent to 1 year of education.

Production Assistant

Functional Responsibility: Responsible for providing a variety of support functions to project team, including research support, project documentation and reporting support, client relations support, account management administrative support, and other duties as assigned.

Minimum Education/Experience: A minimum of 2 years project production assistant experience. Expertise in use of personal computers and related software. Possesses excellent business writing, editing and proofreading skills. BS or BA or equivalent work experience.

Program Manager

Functional Responsibility: Manages the day-to-day activities of project. Oversees all activities of project staff. Provides oversight on accounting procedures and billing practices. Experienced in managing and executing marketing, media and public information services projects. Demonstrated ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact. Capable of managing multitask projects of high complexity. Sets parameters for optimum utilization of resources and personnel, and directs task execution at all levels to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management personnel regarding strategic issues. Possesses technical and management expertise and command of associated analytical disciplines. Delivers presentations and leads strategic client meetings.

Minimum Education/Experience: Masters degree and 3 years of relevant experience or Bachelor's degree and 7 years of relevant experience.

Program Manager - Senior

Functional Responsibility: Manages the day-to-day activities of project. Oversees all activities of project staff. Provides oversight on accounting procedures and billing practices. Experienced in managing and executing marketing, media and public information services projects. Demonstrated ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact. Capable of managing multitask projects of high complexity. Sets parameters for optimum utilization of resources and personnel, and directs task execution at all levels to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management personnel regarding strategic issues. Possesses technical and management expertise and command of associated analytical disciplines. Delivers presentations and leads strategic client meetings.

Minimum Education/Experience: Masters degree and 5 years of relevant experience or Bachelor's degree and 10 years of relevant experience.

Statistician I

Functional Responsibility: Works with consulting team and clients under direction to develop and run various statistical models as needed. Performs data collection and cleansing. Assists in defining and implementing appropriate statistical analysis methods and develops statistical models for sensitivity analysis and prediction. Shall be proficient with statistical techniques.

Minimum Education/Experience: Bachelor's degree in engineering, operations research, or mathematics.

Statistician II

Functional Responsibility: Works with consulting team and clients under direction to develop and run various statistical models as needed. Performs data collection and cleansing. Assists in defining and implementing appropriate statistical analysis methods and develops statistical models for sensitivity analysis and prediction. Shall be proficient with statistical techniques.

Minimum Education/Experience: A minimum of 2 years experience. Bachelor's degree in engineering, operations research, or mathematics.

Stats Analyst I

Functional Responsibility: Develops data collection plans, conducts surveys and data collection missions, organizational assessments, cultural change programs and business process improvement recommendations. Shall possess experience with the following: cost analysis, cost estimating, cost management, customer satisfaction analysis, data analysis, data transformation, defect analysis, defect reduction, metrics design, organizational assessment, organizational evaluation, performance analysis, performance assessment, process engineering, process improvement, quality assurance, quality control.

Minimum Education/Experience: A bachelor's degree in business, engineering, sciences, computer science, mathematics, or economics and 2 years of relevant experience or an equivalent combination of education and experience.

Stats Analyst II

Functional Responsibility: Develops data collection plans, conducts surveys and data collection missions, organizational assessments, cultural change programs and business process improvement recommendations. Shall possess experience with the following: cost analysis, cost estimating, cost management, customer satisfaction analysis, data analysis, data transformation, defect analysis, defect reduction, metrics design, organizational assessment, organizational evaluation, performance analysis, performance assessment, process engineering, process improvement, quality assurance, quality control.

Minimum Education/Experience: A bachelor's degree in business, engineering, sciences, computer science, mathematics, or economics and 5 years of relevant experience or an equivalent combination of education and experience.

Support Staff

Functional Responsibility: Performs moderately complex administrative duties and assists in specific tasks of a more complex nature. Supports management consultants with services to include meeting/conference coordination, survey support, recording of discussion content, and preparation of deliverables.

Minimum Education/Experience: Two (2) years of support experience and a Bachelor's degree or equivalent

Team Leader

Functional Responsibility: Leads a team of analysts and/or consultants in accomplishing specific tasks in support of management, organizational and business improvement efforts.

Minimum Education/Experience: Five (5) years of relative work experience and a Bachelors degree. Five (5) years of work experience may be substituted for the degree requirement.

Technical Support Analyst - Staff

Functional Responsibility: Assists mission oriented business integrated service projects including strategic consulting, surveys, training, facilitation, and program management and business improvement. Drafts and reviews deliverables.

Minimum Education/Experience: Two (2) years experience and a Bachelor's degree or equivalent.

Technical Support Analyst - Associate

Functional Responsibility: Assists mission oriented business integrated service projects including strategic consulting, surveys, training, facilitation, and program management and business improvement. Drafts and reviews deliverables.

Minimum Education/Experience: Four (4) years experience and a Bachelor's degree or equivalent.

Technical Support Analyst

Functional Responsibility: Assists or leads mission oriented business integrated service projects including strategic consulting, surveys, training, facilitation, and program management and business improvement. Drafts and reviews deliverables. May perform the tasks of the junior manager, sub-team lead, system analyst, business analyst, or other similar roles.

Minimum Education/Experience: Six (6) years' experience and a Bachelor's degree or equivalent.

Technical Support Analyst - Senior

Functional Responsibility: Assists or leads mission oriented business integrated service projects including strategic consulting, surveys, training, facilitation, and program management and business improvement. Drafts and reviews deliverables. May perform the tasks of the junior manager, sub-team lead, system analyst, business analyst, or other similar roles. Provides team leadership. Knowledgeable about state-of-the-art or emerging technologies and organizational policies.

Minimum Education/Experience: Eight (8) years' experience and a Bachelor's degree or equivalent.

Technical Support Analyst - Principal

Functional Responsibility: Provides business leadership and strategic skills for projects in mission oriented business integrated service projects including strategic consulting, surveys, training, facilitation, and program management and business improvement. May perform the tasks of the project manager, senior manager, team lead, or other similar roles. Drafts and reviews deliverables. May perform the tasks of the junior manager, sub-team lead, system analyst, business analyst, or other similar roles. Company subject matter expert in a technical or professional field. Knowledgeable about state-of-the-art or emerging technologies and organizational policies.

Minimum Education/Experience: Ten (10) years' experience and a Bachelor's degree or equivalent.

Technical Writer

Functional Responsibility: Responsible for documentation design, technical materials, manuals, and publications. Tasks may include technical writing/editing, copy design/editing, graphics and illustrations, proofreading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define documentation content, visual design, specifications, and development schedules. Prepares required documentation in an appropriate format.

Minimum Education/Experience: Two (2) to 4 years of experience in writing, designing, or preparing business or technical documentation. Bachelor's Degree in Computer Science, Art, Communications, Journalism, English, or a related field.

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

SRI provides full training services from instructional systems design, development and delivery through feedback and analysis for continuous improvement. We produce our own materials, to include manuals, training aids (including videotape and CD-ROM), slides, overheads, simulations, case studies and workbooks for delivery via the traditional classroom, team environments, computer-based training, and other distance learning mechanisms such as satellite delivery and the Internet.

SRI provides numerous customized off-the-shelf training packages to meet an agency's specific and unique management, organizational and business improvement needs. Our current course offerings are:

- 360° Assessment
- Advanced Project Management
- Business Process Improvement Basics
- Business Process Improvement Practicum
- Change Management
- Communications Skills
- Earned Value Management
- Equal Employment Opportunity
- Facilitative Leadership
- Fundamentals of Project Management
- Managing Diversity
- Myers Briggs/Problem Solving
- Negotiations
- Procurement Process Basics
- Program Management
- Project Planning and Scheduling
- Strategic Planning
- Stress Management
- Supervisory Leadership Skills
- Team Building
- Time Management
- Total Quality Management
- Work Breakdown Structure

Course descriptions are described on the following pages. Refer to page 18 for pricing information.

Course Descriptions

360° Assessment - this two-day course is provided after participants have completed an assessment tool and the analyzed results have been compiled. Individual and group analysis is presented. Participants are provided one-on-one discussion of their assessment and given strategies for improving their leadership and management skills.

Advanced Project Management – this five-day course is geared to participants that have been project managers for three to five years and are interested in managing more complex or multiple projects. The course requires participants to bring project management issues and cases for class discussion and examination. Simulations, case studies, group discussion and subject matter expert speakers/panels comprise the course work.

Business Process Improvement Basics – a one-day course that discusses the methodology on how to conduct process analysis determining critical incidents which occur in the process; defines factors and variables which impact on production or services output; quantifiably defines factor and variable impacts; creates alternatives to baseline processes; creates simulations and what-if scenarios; conducts tradeoff analysis and alternative selection; determines system view of process impact on organization; and achieves buy-in.

Business Process Improvement Practicum – a one-day session building on the *Basics* course by giving participants a hands-on experience in applying the tools to a case study and simulation.

Change Management – this one-day course explores the physical and emotional results of change on the individual in the workplace and suggests ways to reduce the negative effects of change in everyday life. The course familiarizes the participant with the various sources of change (both good and bad), identifies the particular characteristics and phases of change (both good and bad), and provides some insight on what can be done to reduce turmoil and ill feelings caused by change in the workplace. The course also reviews case studies and the design of personal and corporate strategic change plans with recommended methods for eliminating the ill effects of change. Where elimination is not possible, ways of coping with change are discussed.

Communications Skills – the focus of this two-day course is on the importance of developing effective communication skills and relating those skills to the work environment. The communication process is examined and strategies are provided for improving skills such as active listening and giving feedback. A combination of lecture, group discussion and role-play is used in the course.

Earned Value Management – this three-day course describes how Earned Value Management Systems (EVMS) are used as management tools in the project management process. Benefits and limitations, requirements overview, reports, baseline review, evaluation team construction and implementation are addressed. The importance and effects of the Work Breakdown Structure (WBS) on EVM processes are defined, along with WBS impact upon pricing and estimating, program control, and performance reporting.

Equal Employment Opportunity – this course presents the current requirements for ensuring Equal Employment Opportunity (EEO). Barriers to successfully applying EEO are discussed and solutions are developed using case studies and role-play. Course length is one day.

Facilitative Leadership – this one-day course focuses on leadership characteristics, motivation, empowerment, delegation and creating the optimum leadership in a team environment. In addition to lecture and discussion, participants are assigned to teams of five to seven and work through a case study to gain experience in applying the tools and techniques of facilitative leadership.

Fundamentals of Project Management – a four-day course providing an overview of project management theories and tools including defining requirements, developing work breakdown structures and schedules, using earned value management and parametric cost estimating techniques, understanding the federal budget process, configuration management, risk management and document control.

Managing Diversity – this course focuses on managing and valuing diversity. Exercises are conducted to increase awareness and understanding of diversity and its importance to the organization. Strategies for identifying and solving cultural barriers are also presented. Course length is one day.

Myers-Briggs Profile/Problem Solving - begins with discussion on the purpose of the Myers-Briggs personality profiling system. The Myers-Briggs survey will be taken, self-graded and results explained. Background of the system and some of the myths will be reviewed, along with articles documenting successes using the system. Case studies of sample problems will be reviewed and prescriptive measures will be outlined for handling problems in the workplace and in the home. This course is based on normal psychology and stresses the influence of personal preferences on our decision-making and behavior. Recommended for all personnel. Course length is one day.

Negotiations – a two-day course designed to examine when and how to apply negotiation tools and techniques in the work environment. Sources of conflict and conflict management principles are discussed and participants receive hands-on practice in employing negotiation tools and techniques through the use of role-play and simulations.

Procurement Process Basics – this two-day course reviews the federal government budget and generic agency procurement processes, including budget development and submission, legislative mark-up, implementing the budget, managing programmed funding and budget close-out.

Program Management – provides high-level, broad exposure to the organizational, budgetary and legislative issues involved in managing typical programs. Course highlights include: working with management, congressional level budgeting concerns, industry concerns, strategic planning and goal establishment, advocacy, relationship with Capitol Hill, executing the budget, negotiations, and working with the Office of Management and Budget. Course length is five days.

Project Planning and Scheduling – this two-day course describes the planning and scheduling system for successful life cycle and risk management, and covers the project plan, schedule management and management team responsibilities. The course continues with descriptions of planning and scheduling methods, approaches, types of schedules and charts, activities, logic networks, PERT charts, cost analysis, resource reports and a planning and scheduling exercise.

Strategic Planning – a combination of lecture, discussion and group activities are employed in this two-day course designed to introduce the concepts and provide hands-on experience in using the tools and techniques of strategic planning, including brainstorming, out-of-the-box thinking, vision and mission definition, identification of goals and objectives, and developing road-maps to move from the current to the desired reality.

Stress Management – a one-day course comprised of lecture, discussion and role-play, examining the causes of stress, how to identify what is stressful, how much stress is too much, and methods for coping both at work and at home.

Supervisory and Leadership Skills - a five-day hands-on training experience for first time supervisors covering interpersonal communications, coaching, team building, negotiation, and career development.

Team Building – a facilitated skills course that groups the class into established teams that will operate throughout the day as a single unit, while they work through the course material as a team in a group-paced mode. A facilitator is present to provide guidance as requested, however each of the exercises in the course is time sensitive and product/ outcome based. Experience is important, but a product is essential. Each team member will serve in the capacity as a contributing member of the team throughout the day. Focus is on obtaining buy-in from everyone from the first hour of class to the last, communicating as equals with the team, obtaining quality results with the team, establishing processes with the team, establishing leadership within the team, determining strategies for the team, and assessing feelings of the team.

Time Management – a one-day course for anyone interested in developing or improving their skills in organizing their work and home requirements to optimize their time and reduce stress.

Total Quality Management – a two-day course examining Deming's quality management principles and how to apply them for maximum results. Lecture, group discussion and case studies are used to explore the facets of Total Quality Management.

Work Breakdown Structure (WBS) - examines the WBS, providing an in-depth study into the importance of the WBS to the program control and planning process within project management. The student works through the processes of constructing a WBS. Requirements and guidelines for preparation of a Program/Project Work Breakdown Structure (PWBS) are discussed and a PWBS is prepared. Requirements and guidelines for a Contract Work Breakdown Structure (CWBS) are discussed and a CWBS is prepared. Class briefings on analysis of assigned PWBS/CWBS examples are conducted. Course length is two days.

SIN 874-5 Ancillary Supplies and/or Services

SRI has the capability to provide customized off-the-shelf training support products including manuals, workbooks, CD-ROM, video tapes, case studies, computer based training, overheads, slides, survey instruments in both paper and electronic formats, and advanced presentation media. We work with our clients to customize our products to their particular needs, maximizing the value of each product to each client. Our staff is skilled in the latest technological solutions to ensure better, faster, cheaper solutions for every training need.

SRI strives to create support products that directly assist the clients in improving performance at both the individual and organizational level by:

- Designing products tailored for the client. Our graphics specialists can produce camera-ready copy of logos, organizational charts, photographs, and other materials as requested.
- Designing products that fully support course requirements and the technological capability of the classroom. Our staff is well versed in all graphics applications and provides training materials in all formats from transparencies and paper, to CD-ROM, and Internet presentations.
- Creating scripts and storyboards in line with client's specific goals and needs for videotaping and production.

All products are edited and proofed in accordance with SRI's Quality Management System, ensuring that all materials are accurate and error free.

Refer to page 19 for pricing information.

Price Lists

Integrated Consulting Services
SIN 874-1

Job Title	Client Site		SRI Site	
	<u>Years 11-12</u> 1/15/10 - 1/14/13	<u>Years 13-15</u> 1/15/13 - 1/14/15	<u>Years 11-12</u> 1/15/10 - 1/14/13	<u>Years 13-15</u> 1/15/13 - 1/14/15
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Administrative Assistant**	\$39.24	\$40.42	\$ 52.24	\$ 53.81
Consultant-Staff	\$50.53	\$52.05	\$ 67.27	\$ 69.29
Consultant-Associate	\$63.88	\$65.80	\$ 85.05	\$ 87.60
Consultant	\$73.58	\$75.79	\$ 97.93	\$100.87
Consultant-Senior	\$89.66	\$92.35	\$119.34	\$122.92
Consultant-Principal	\$104.52	\$107.66	\$139.12	\$143.30
Data Technician	\$38.98	\$40.15	\$ 51.89	\$ 53.45
Director	\$127.13	\$130.94	\$169.26	\$174.34
Editor	\$57.12	\$58.83	\$ 76.04	\$ 78.33
Facilitator-Staff	\$51.35	\$52.89	\$ 68.36	\$ 70.41
Facilitator-Associate	\$61.03	\$62.86	\$ 81.26	\$ 83.69
Facilitator	\$69.62	\$71.71	\$ 92.69	\$ 95.47
Facilitator-Senior	\$89.66	\$92.35	\$119.34	\$122.92
Facilitator-Principal	\$104.52	\$107.66	\$139.12	\$143.30
Graphic Designer	\$43.17	\$44.47	\$ 57.48	\$ 59.21
Production Assistant	\$41.89	\$43.15	\$ 55.76	\$ 57.44
Program Manager	\$93.44	\$96.24	\$124.40	\$128.14
Program Manager-Senior	\$101.70	\$104.75	\$135.38	\$139.44
Statistician I	\$48.11	\$49.55	\$ 64.04	\$ 65.96
Statistician II	\$57.92	\$59.66	\$ 77.09	\$ 79.40
Stats Analyst I	\$71.11	\$73.24	\$ 94.67	\$ 97.51
Stats Analyst II	\$87.87	\$90.51	\$116.98	\$120.49
Support Staff	\$41.16	\$42.39	\$ 54.78	\$ 56.42
Team Leader	\$88.98	\$91.65	\$118.46	\$122.01
TSA-Staff	\$37.61	\$38.74	\$ 50.05	\$ 51.55
TSA-Associate	\$48.51	\$49.97	\$ 64.55	\$ 66.49
TSA	\$61.17	\$63.01	\$ 81.41	\$ 83.85
TSA-Senior	\$79.02	\$81.39	\$105.18	\$108.34
TSA-Principal	\$93.75	\$96.56	\$124.79	\$128.54
Technical Writer**	\$58.74	\$60.50	\$ 78.18	\$ 80.52

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

SCA Matrix		
SCA Eligible Contract		
Labor Category	SCA Equivalent Code-Title	WD Number
Administrative Assistant	01113 – General Clerk III	05-2103
Technical Writer	30461 – Technical Writer I	05-2103

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

Course	Length (days)	# Inst.	Min. Stud.	Max. Stud.	YRS 11-12 (\$)	Cost/Min. (\$)	Cost/Max. (\$)	YRS 13-15 (\$)	Cost/Min. (\$)	Cost/Max. (\$)
360 Assessment	2 days	2	15	20	14,719.07	981.27	735.96	15,455.02	1030.33	772.753
Advanced Project Management	5 days	1	25	30	18,652.04	746.08	621.74	19,584.64	783.38	652.823
Business Process Improvement Basics	1 day	1	25	30	5,169.42	206.78	172.32	5,427.89	217.12	180.931
Business Process Improvement Practicum	1 day	1	25	30	5,169.42	206.78	172.32	5,427.89	217.12	180.931
Change Management	1 day	1	25	30	5,169.42	206.78	172.32	5,427.89	217.12	180.931
Communications Skills	2 days	1	25	30	8,454.16	338.16	281.81	8,876.87	355.07	295.900
Earned Value Management	3 days	1	25	30	11,969.46	478.78	398.98	12,567.94	502.72	418.928
Equal Employment Opportunity	1 day	1	25	30	5,169.42	206.78	172.32	5,427.89	217.12	180.931
Facilitative Leadership	1 day	2	15	20	8,823.96	588.26	441.20	9,265.16	617.68	463.259
Fundamentals of Project Management	4 days	1	25	30	15,049.72	601.99	501.66	15,802.21	632.09	526.741
Managing Diversity	1 day	1	25	30	5,169.42	206.78	172.32	5,427.89	217.12	180.931
Myers Briggs/Problem Solving	1 day	2	15	20	8,823.96	588.26	441.20	9,265.16	617.68	463.259
Negotiations	2 days	2	15	20	14,719.07	981.27	735.96	15,455.02	1030.33	772.753
Procurement Process Basics	2 days	1	25	30	8,454.16	338.16	281.81	8,876.87	355.07	295.900
Program Management	5 days	1	25	30	18,652.04	746.08	621.74	19,584.64	783.38	652.823
Project Planning and Scheduling	2 days	1	25	30	8,454.16	338.16	281.81	8,876.87	355.07	295.900
Strategic Planning	2 days	1	25	30	8,454.16	338.16	281.81	8,876.87	355.07	295.900
Stress Management	1 day	1	25	30	5,169.42	206.78	172.32	5,427.89	217.12	180.931
Supervisory Leadership Skills	5 days	2	15	20	32,748.10	2183.20	1637.40	34,385.51	2292.36	1719.272
Team Building	1 day	2	15	20	8,823.96	588.26	441.20	9,265.16	617.68	463.259
Time Management	1 day	1	25	30	5,169.42	206.78	172.32	5,427.89	217.12	180.931
Total Quality Management	2 days	1	25	30	8,454.16	338.16	281.81	8,876.87	355.07	295.900
Work Breakdown Structure	2 days	1	25	30	8,454.16	338.16	281.81	8,876.87	355.07	295.900

Ancillary Supplies and/or Services SIN 874-5

		Gov't Off-the-Shelf		Gov't Customized		Add'l Volume Discount
		Yrs 11-12	Yrs 13-15	Yrs 11-12	Yrs 13-15	
<u>ITEM</u>	<u>QTY</u>	<u>Price</u>	<u>Price</u>	<u>Price</u>	<u>Price</u>	<u>QTY</u>
360° Assessment	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Advanced Project Management	1-250	\$103.57	\$108.75	\$148.84	\$156.28	5% > 250
Bus. Proc. Imp. Prac.	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Bus. Process Imp. Basic	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Change Management	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Communications Skills	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Earned Value Management	1-250	\$75.59	\$79.37	\$104.98	\$110.23	5% > 250
Equal Employment Opportunity	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Foundations in Project Management	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Managing Diversity	1-250	\$103.57	\$108.75	\$148.84	\$156.28	5% > 250
Procurement Process Basics	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Program Management	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Project Planning and Scheduling	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Strategic Planning	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Stress Management	1-250	\$103.57	\$108.75	\$148.84	\$156.28	5% > 250
Supervisory Leadership Skills	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Time Management	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Total Quality Management	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Work Breakdown Structure	1-250	\$103.57	\$108.75	\$148.84	\$156.28	5% > 250
Facilitative Leadership	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Myers Briggs/Problem Solving	1-250	\$38.26	\$40.18	\$49.92	\$52.41	5% > 250
Negotiations	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Team Building	1-250	\$61.59	\$64.67	\$84.91	\$89.16	5% > 250
Black & White Certificates	Each	\$1.41	\$1.48			none
Color Certificates	Each	\$2.80	\$2.94			none
Black & White Reproductions	Each	\$0.13	\$0.13			none
Color Reproductions	Each	\$2.80	\$2.94			none