

General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List

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

Mission Oriented Business Integrated Services FSC Group: 874
Contract No.: GS-10F-0122L

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

Contract Period: 1/2/2001 - 1/3/2011



TATC Consulting
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Bethesda, MD 20814
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www.tatc.com

Business Size/Status: Large
Prices shown herein are NET (discount deducted).



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Customer Information

1a. **Awarded Special Item Numbers**

- SIN 874-1: Consulting Services
- SIN 874-2: Facilitation Services
- SIN 874-3: Survey Services
- SIN 874-4: Training Services
- SIN 874-7: Program Management

1b. **Identification of the Lowest Priced Model Number and Lowest Unit Price for that Model for Each Special Item Number Awarded in the Contract:** Not Applicable

2. **Maximum Order Amount:** The maximum dollar value of orders to be issued is \$1,000,000.

3. **Minimum Order Amount:** The minimum dollar value of orders to be issued is \$300.

4. **Geographic Coverage:** The geographic coverage/scope of the contract is Domestic and Overseas.

5. **Point(s) of Production:** This schedule principally covers management, organizational, and business improvement services, as elsewhere described herein. The ultimate performance location for these services will depend in large part upon the preference of the Ordering Activity (i.e., at the Ordering Activity's location, or at the Contractor's location). In the event that performance is to be conducted at the contractor location, the primary place of performance will be:

TATC Consulting, 7315 Wisconsin Ave, Suite 1200 W, Bethesda, MD 20814

6. **Discount from List Prices/Statement of Net Price:** Prices shown are net (discount already deducted)

7. **Quantity Discounts:** Not Applicable

8. **Prompt Payment Terms:** Net – 30 days

9a. **Notification that Government Purchase Cards Are Accepted Below the Micropurchase Threshold:** The contractor will accept orders placed using Government Commercial Credit Cards with values below the Micropurchase threshold (below \$2,500).

9b. **Notification whether Government Purchase Cards Are Accepted or Not Accepted Above the Micropurchase Threshold:** The contractor will accept orders placed citing

Government Commercial Credit Cards as a payment mechanism with values above the Micropurchase threshold (greater than \$2,500).

- 10. **Foreign Items:** Not Applicable
- 11a. **Time of Delivery:** To be negotiated with the Ordering Agency on each Task Order.
- 11b. **Expedited Delivery:** Not Applicable
- 11c. **Overnight and 2-day Delivery:** Not Applicable
- 11d. **Urgent Requirements:** Not Applicable
- 12. **F.O.B. Point(s):** To be negotiated with the Ordering Agency on each Task Order.
- 13. **Ordering Address:** TATC, 7315 Wisconsin Ave, Suite 1200 W, Bethesda, MD 20814
- 14. **Payment Address:** TATC, 7315 Wisconsin Ave, Suite 1200 W, Bethesda, MD 20814
- 15. **Warranty Provision:** Not Applicable
- 16. **Export Packing Charges:** Not Applicable
- 17. **Terms and Conditions of Government Purchase Card Acceptance:** None
- 18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable
- 19. **Terms and Conditions of Installation:** Not Applicable
- 20. **Terms and Conditions of Repair Parts:** Not Applicable
- 20a. **Terms and Conditions for Any Other Services:** Not Applicable
- 21. **List of Service and Distribution Points:** Not applicable
- 22. **List of Participating Dealers:** Not applicable
- 23. **Preventative Maintenance:** Not applicable
- 24a. **Environmental Attributes:** Not applicable
- 24b. **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/: Contact the Contract Administrator for more information

- 25. **Data Universal Number System (DUNS) Number:** 07-265-1979
- 26. **Notification Regarding Registration in Central Contractor Registration (CCR) Database:** TATC Consulting is registered in the Central Contractor Registration (CCR) Database.
- 27. **Uncompensated Overtime:** TATC Consulting practices uncompensated overtime

CONTRACT OVERVIEW

GSA awarded TATC Consulting a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract No. GS-10F-0122L. The current contract period is 1/5/2001 - 1/4/2011. GSA may exercise a total of up to two additional 5 year option periods. 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

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MARKETING AND TECHNICAL POINT OF CONTACT

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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated 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. The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. TATC Consulting has been awarded a contract by GSA to provide services under the following SINs:

- SIN 874-1/874-1RC Consulting Services
- SIN 874-3/874-3RC Survey Services
- SIN 874-2/874-2RC Facilitation Services
- SIN 874-4/874-4RC Training Services
- SIN 874-7/874-7RC Program Management

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-1/874-1RC: Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

SIN 874-2/874-2RC: Facilitation Services

Contractors shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques; defining and refining the agenda; debriefing and overall meeting planning; resolving disputes, disagreements, and divergent views; logistical meeting/conference support when performing technical facilitation; convening and leading large and small group briefings and discussions; providing a draft for the permanent record; recording discussion content and enabling focused decision-making; and preparing draft and final reports for dissemination.

SIN 874-3/874-3RC: Survey Services

Contractors shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to: planning survey design; sampling, survey development; pretest/pilot surveying; defining and refining the agenda; survey database administration; assessing reliability and validity of data; determining proper survey data collection methodology; administering surveys using various types of data collection methods; and analyses of quantitative and qualitative survey data. Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions.

SIN 874-4/874-4RC: Training Services

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

SIN 874-7/874-7RC: Program Management

Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;

Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and

After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may: Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

Offer the lowest price available under the contract; or

Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

Corporate Overview

TATC Consulting is an employee-owned, Bethesda, Maryland based business. Since 1969, TATC has been delivering a full range of services to help organizations manage their programs, systems, and people. We specialize in providing these services to clients in federal, state, and local governments; nonprofit and community-based organizations; and the private sector.

TATC's staff is dedicated to providing the quality services needed to address a range of organizational challenges in a variety of workplace settings. We collaborate with our customers to develop solutions which address organizational and human performance problems, design and communicate programs to meet customers' needs, and improve the management and support systems that form the foundation of an effective organization. Our goal is to build customer capacity by providing support tools, materials and technical assistance, coaching and training to improve the overall performance of public and private entities.

Our present and previous work has provided us with the opportunity to develop the necessary professional skills and system knowledge to help address a wide range of needs of our clients, including such areas of support as:

- Organizational development and change management
- Research and evaluation
- Marketing and communications
- Team building
- Program analysis and policy implementation
- Training design and delivery
- Professional staff augmentation
- Meeting/conference management
- Facilitation and workgroup support
- E-government

Labor Rates

GSA Labor Category	Proposed GSA Rate
Project Director III	\$177.32
Project Director I	\$163.51
Sr. Project Manager III	\$136.88
Sr. Project Manager I	\$107.96
Project Manager V	\$103.80
Project Manager IV	\$89.43
Project Manager III	\$78.99
Project Manager I	\$65.49
Sr. Management Analyst IV	\$131.43
Management Analyst IV	\$107.95
Management Analyst III	\$69.11
Training Specialist V **	\$163.45
Training Specialist I **	\$104.72
Training Assistant II	\$64.32
Sr. Researcher II	\$128.36
Sr. Researcher I	\$119.11
Researcher I	\$74.61
Research Associate	\$44.90
Research Assistant IV	\$81.84
Research Assistant III	\$62.77
Research Assistant II	\$52.68
Research Assistant I	\$49.36
Sr. Writer / Editor I **	\$78.71
Writer / Editor I	\$54.54
Jr. Writer / Editor II **	\$37.08
Sr. Facilitator II	\$169.23
Sr. Facilitator I	\$163.51
Facilitator III	\$135.94
Facilitator I **	\$103.80
OD Specialist	\$98.57
Analyst IV	\$65.06
Analyst III	\$56.95
Analyst I	\$37.92
Admin / Clerical III **	\$51.07
Admin / Clerical II **	\$44.70
Admin / Clerical I **	\$41.80

** Denotes SCA Labor Categories

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

SCA Matrix		
SCA Eligible Labor Contract Category	SCA Equivalent Title Code	WD Number
Training Specialist V	15050 CBT Specialist / Instructor	WD 05-2103 (Rev.-8)
Training Specialist I	15060 Educational Technologist	WD 05-2103 (Rev.-8)
Sr. Writer/Editor I	30463 Technical Writer III	WD 05-2103 (Rev.-8)
Writer/Editor I	30462 Technical Writer II	WD 05-2103 (Rev.-8)
Jr. Writer / Editor II	30461 Technical Writer I	WD 05-2103 (Rev.-8)
Facilitator I	01420 Survey Worker (Interviewer)	WD 05-2103 (Rev.-8)
Analyst I	01020 Administrative Assistant	WD 05-2103 (Rev.-8)
Admin / Clerical III	01113 General Clerk III	WD 05-2103 (Rev.-8)
Admin / Clerical II	01112 General Clerk II	WD 05-2103 (Rev.-8)
Admin / Clerical I	01111 General Clerk I	WD 05-2103 (Rev.-8)

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

TATC intends to determine price adjustments for SCA eligible labor categories using Method 2: an escalation method negotiated prior to award in accordance with the clause I-FSS-969, Economic Price Adjustment FSS Multiple Award Schedule, utilizing any of the methods available in the solicitation under that clause. We will not automatically increase prices based solely on new wage determinations.

Labor Category Descriptions

Experience Substitutions Methodology:

High School Diploma + 4 years additional experience	Equals	Bachelor's Degree
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree
Master's Degree + 3 years additional experience	Equals	PhD or other Doctorate

Education Substitutions Methodology:

A PhD or other Doctorate may be substituted for 3 years of required experience with a Master's Degree or 4 years with a Bachelor's Degree.
A Master's Degree may be substituted for 2 years of required experience with a Bachelor's Degree.
A Bachelor's Degree may be substituted for 5 years of required experience with a High School Diploma.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Project Director III
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Fifteen years of project experience, with at least ten years in a project leadership position
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Provides executive level consultation services to the leadership of the client organization. Serves as the senior manager for all projects involving consulting services, such as business improvement analyses, performance assessments, business process reengineering, program management, acquisition management, programmatic functional support, change management, business process analyses, strategic planning, organizational analyses, and management of business assets.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Project Director I
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Twelve years of project experience, with at least six years in a leadership position
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Provides executive level consultation services to the leadership of the client organization. Serves as the senior manager for all projects involving consulting services, such as business improvement analyses, performance assessments, business process reengineering, program management, acquisition management, programmatic functional support, change management, business process analyses, strategic planning, organizational analyses, and management of business assets.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Project Manager III
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Ten years of project experience, with at least two years in a project leadership position
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Primary accountability to ensure programs receives the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Contributes to organizational direction through regular involvement with client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for smaller, less complex management projects.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Project Manager I
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Eight years of project experience, with at least one year in a project leadership position
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Primary accountability to ensure programs receives the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Contributes to organizational direction through regular involvement with client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for smaller, less complex management projects.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Project Manager V
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Seven years of project experience, with at least three years in a project leadership position
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Primary accountability to ensure programs receives the appropriate support and resources required to deliver quality results. Provides strategic direction, vision,

	leadership, and management to the team. Contributes to organizational direction through regular involvement with client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for smaller, less complex management projects.
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Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Project Manager IV
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Six years of project experience, with at least two years in a project leadership position
Substitution Methodology:	See Above
Functional Duties/Responsibilities:	Primary accountability to ensure programs receives the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Contributes to organizational direction through regular involvement with client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for smaller, less complex management projects.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Project Manager III
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Five years of project experience, with at least two years in a project leadership position
Substitution Methodology:	See Above
Functional Duties/Responsibilities:	Primary accountability to ensure programs receives the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Contributes to organizational direction through regular involvement with client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for smaller, less complex management projects.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Project Manager I
Minimum Education Level:	Master's degree in a business or a technical field
Minimum Experience Requirements:	Four years of project experience, with at least one year in a project leadership position

Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Primary accountability to ensure programs receives the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Contributes to organizational direction through regular involvement with client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for smaller, less complex management projects.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Management Analyst IV
Minimum Education Level:	Bachelor's degree in a business or a technical field
Minimum Experience Requirements:	Ten years of relevant work experience, with at least five years as an analyst
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Responsible for analysis of business processes, data gathering and collection, formulation of solutions to complex business problems, operational research, process analysis and design. Implements recommendations to facilitate and optimize process improvements. Provides management consulting services.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Management Analyst IV
Minimum Education Level:	Bachelor's degree in business or a technical field
Minimum Experience Requirements:	Six years of relevant work experience, with at least three years as an analyst
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Responsible for analysis of business processes, data gathering and collection, formulation of solutions to complex business problems, operational research, process analysis and design. Implements recommendations to facilitate and optimize process improvements. Provides management consulting services.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Management Analyst III
Minimum Education Level:	Bachelor's degree in business or a technical field
Minimum Experience Requirements:	Five years of relevant work experience, with at least two years as an analyst
Substitution	See Above

Methodology:	
Functional Duties/ Responsibilities:	Responsible for analysis of business processes, data gathering and collection, formulation of solutions to complex business problems, operational research, process analysis and design. Implements recommendations to facilitate and optimize process improvements. Provides management consulting services.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Training Specialist V
Minimum Education Level:	Master's degree in education, communications, or related field
Minimum Experience Requirements:	Twelve years of relevant work experience, with at least six years developing and leading training
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Designs and assesses programs for adults in formal, experimental, and non-formal systems. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Training Specialist I
Minimum Education Level:	Bachelor's degree in education, communications, or related field
Minimum Experience Requirements:	Six years of relevant work experience, with at least three years developing and leading training
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Designs and assesses programs for adults in formal, experimental, and non-formal systems. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development and oversight of appropriate policy and training strategies.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Training Assistant II
Minimum Education Level:	Bachelor's degree in education, communications, or related field
Minimum Experience Requirements:	Four years of relevant work experience, with at least two years developing and leading training
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Designs and assesses programs for adults in formal, experimental, and non-formal systems. This category will serve in an advisory role, consulting with upper levels of management and governments in order to assist them in the development

	and oversight of appropriate policy and training strategies.
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Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Researcher II
Minimum Education Level:	Master's degree in business, library science or technical field
Minimum Experience Requirements:	Eight years of relevant work experience, with at least four years as a researcher
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area to project. Supports oversight activities for Government wide research projects including communications and evaluation research. Services at the highest level or technical complexity may require comprehensive specialized knowledge in one or more areas of research.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Researcher I
Minimum Education Level:	Bachelor's degree in business, journalism or technical field
Minimum Experience Requirements:	Seven years of relevant work experience, with at least three years as a researcher
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area to project. Supports oversight activities for Government wide research projects including communications and evaluation research. Services at the highest level or technical complexity may require comprehensive specialized knowledge in one or more areas of research.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Researcher I
Minimum Education Level:	Bachelor's degree in business, journalism or technical field
Minimum Experience Requirements:	Four years of relevant work experience, with at least two years as a researcher
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Assists in data collection and analysis of technical projects, provides research, writing, and logistical support, prepares technical reports, and presents findings.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Research Associate
Minimum	Bachelor's degree in business, journalism or liberal arts

Education Level:	
Minimum Experience Requirements:	Two years of relevant work experience, with at least one year as a researcher
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Assists in data collection and analysis of technical projects, provides research, writing, and logistical support, prepares technical reports, and presents findings.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Research Assistant IV
Minimum Education Level:	Bachelor's degree in English, liberal arts or related field
Minimum Experience Requirements:	Five years of relevant work experience, with at least two years as a researcher
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Supports research project with data collection, preparation and analysis.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Research Assistant III
Minimum Education Level:	Bachelor's degree in English, liberal arts or related field
Minimum Experience Requirements:	Three years of relevant work experience, with at least one year as a researcher
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Supports research project with data collection, preparation and analysis.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Research Assistant II
Minimum Education Level:	Associates degree in English, liberal arts or related field
Minimum Experience Requirements:	Two years of relevant work experience
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Supports research project with data collection, preparation and analysis.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Research Assistant I
Minimum Education Level:	High school certificate
Minimum Experience Requirements:	One year of relevant work experience
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Supports research project with data collection, preparation and analysis.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Writer / Editor I
Minimum Education Level:	Master's degree in English, liberal arts or related field
Minimum Experience Requirements:	Five years of relevant work experience, with at least three years as a writer or editor
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Assists in data collection and analysis of technical projects, provides research, writing, and logistical support, prepares technical reports, and presents findings.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Writer / Editor I
Minimum Education Level:	Bachelor's degree in English, liberal arts or related field
Minimum Experience Requirements:	Four years of relevant work experience, with at least three years as a writer or editor
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Supports research project with data collection, preparation and analysis.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Jr. Writer / Editor II
Minimum Education Level:	Bachelor's degree in English, journalism, communications or related field
Minimum Experience Requirements:	Two years of relevant work experience, with at least one year as writer or editor
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Responsible for proofreading and editing all written draft and final products,

Responsibilities:	including reports, manuals and presentations.
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Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Facilitator II
Minimum Education Level:	Master's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Twelve years of relevant work experience, with at least six years as a facilitator
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Sr. Facilitator I
Minimum Education Level:	Bachelor's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Ten years of relevant work experience, with at least four years as a facilitator
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Facilitator III
Minimum Education Level:	Bachelor's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Eight years of relevant work experience, with at least four years as a facilitator
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
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Title:	Facilitator I
Minimum Education Level:	Master's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Six years of relevant work experience, with at least three years as a facilitator
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	OD Specialist
Minimum Education Level:	Master's degree in Sciences or the Liberal Arts with post-graduate certification
Minimum Experience Requirements:	Ten years of relevant work experience, with at least five years as an OD consultant
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Conduct developmental assessment and feedback programs for managers. Design and administer professional/managerial career development programs and provide career counseling. Facilitate group meetings (on-going groups; task forces; off-sites, etc.) Conduct group/team assessments, provide feedback on results and facilitate action planning to assist group/team to reach their goals and objectives. Design, develop and administer various types of surveys, i.e., climate, team and individual to evaluate individual and organizational effectiveness. Provide expert consultation to Executives in terms of organizational alignment, culture, strategy, structure and organizational climate.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Analyst IV
Minimum Education Level:	Bachelor's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Five years of relevant work experience, with at least two years providing technical analysis
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Executes complex technical tasks, and applies analytical problem solving methodologies as part of a project team. Develops procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. Experienced in the development and implementation of criteria for the collection, compilation and

	recording of data that allows verification and replication of outcomes.
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Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Analyst III
Minimum Education Level:	Bachelor's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Four years of relevant work experience, with at least one year providing technical analysis
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Executes complex technical tasks, and applies analytical problem solving methodologies as part of a project team. Develops procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. Experienced in the development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Analyst I
Minimum Education Level:	Associate's degree
Minimum Experience Requirements:	Two years of relevant work experience
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Executes basic technical tasks, and applies analytical problem solving methodologies as part of a project team. Assists in the development of procedures and protocols for conducting analyses. Demonstrates a basic knowledge of analysis principles, theories and techniques to solve general problems and formulate solutions. Evaluates less complex data and assists in preparing reports of results.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Admin / Clerical III
Minimum Education Level:	Bachelor's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Four years of relevant work experience, with at least two years providing technical support
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Support with client surveys to determine training demands for the Government. Assists in developing training

	modules and instructional materials. Maintains records of training activities, employee programs and program effectiveness.
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Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Admin / Clerical II
Minimum Education Level:	Associate's degree in Sciences or the Liberal Arts
Minimum Experience Requirements:	Three years of relevant work experience, with at least one year's providing technical support
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Support with client surveys to determine training demands for the Government. Assists in developing training modules and instructional materials. Maintains records of training activities, employee programs and program effectiveness.

Relevant SIN(s):	874-1, 874-2, 874-3, 874-4, 874-7
Title:	Admin / Clerical I
Minimum Education Level:	High school certificate
Minimum Experience Requirements:	Two years of relevant work experience
Substitution Methodology:	See Above
Functional Duties/ Responsibilities:	Consultant in specific functional area of project. Support with client surveys to determine training demands for the Government. Assists in developing training modules and instructional materials. Maintains records of training activities, employee programs and program effectiveness.

TRAINING COURSE DESCRIPTIONS

Title of Course:	Situational Leadership: Different Kinds of Leaders Leading Different Kinds of People	Length of Course (# of Hrs/Days):	8 Hrs / 1 day
Government Price of Course with IFF:	\$1,263.81	Minimum Number of Participants:	1
Price Per Participant:	\$1,263.81		
Commercial Price:	\$1,280.00	Maximum Number of Participants:	12
Government Discount from the Commercial Price:			2%
<p><u>Description of Class</u> Our trainers offer one-day training courses on Situational Leadership®. Leading and managing people are often the biggest challenges people face in organizations. Situational Leadership® provides a practical framework for anyone in a leadership role to develop employees and contribute to increased productivity and organizational success. This course was developed with particular emphasis on activity-based learning to diagnose situations and practical real-life situations.</p> <p><u>Learning Objectives:</u></p> <ul style="list-style-type: none"> • Define the primary elements of a high performance work system • Identify, describe, and apply four different leadership styles and utilize them appropriately • Understand that diversity includes leadership and work style • Describe behaviors that can inhibit a leader’s ability to use a leadership style that is appropriate for a particular person, workgroup, or situation • Identify their own dominant leadership styles, and describe things they can do to strengthen their abilities in their non-dominant leadership styles <p><u>Who Should Attend</u> Supervisors and managers</p>			

Title of Course:	Situation Leadership: Developing Competence, Gaining Commitment, and Retaining Talent	Length of Course (# of Hrs/Days):	12 Hrs / 1.5 days
Government Price of Course with IFF:	\$2,073.44	Minimum Number of Participants:	1
Price Per Participant:	\$2,073.44		
Commercial Price:	\$2,100.00	Maximum Number of Participants:	15
Government Discount from the Commercial Price:			2%

Description of Class

Situational Leadership is a proven and practical method of effectively managing and developing people, time, and resources. Situational Leadership is a model and a set of tools for opening up communication and helping others develop self-reliance. It is designed to increase the frequency and quality of conversations about performance and development between managers and the people they work with so that competence is developed, commitment is gained, and talented individuals are retained.

Learning Objectives:

- Diagnose the development levels of participants' employees and choose the appropriate leadership style
- Increase the frequency and quality of conversations about performance and development between themselves and their direct reports
- Create a communication model for all levels of the organization to support cultural change and move toward a high performance organization
- Become flexible leaders highly skilled at goal setting, coaching, performance evaluation, active listening, feedback, and proactive problem solving
- Increase individual and organizational accountability by linking goals and planned intentions to an action plan

Who Should Attend

Supervisors and managers

Title of Course:	Basics of Effective Writing	Length of Course (# of Hrs/Days):	16 Hrs / 2 days
Government Price of Course with IFF:	\$2,527.62	Minimum Number of Participants:	1
Price Per Participant:	\$2,527.62		
Commercial Price:	\$2,560.00	Maximum Number of Participants:	20
Government Discount from the Commercial Price:			2%
<p><u>Description of Class</u> This course is designed to help beginning writers' produce grammatically correct writing in <i>Plain English</i>.</p> <p>Learning Objectives: By the end of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Write documents that have more of the characteristics of <i>Plain English</i> • Use grammar and punctuation to communicate your message simply and clearly <p><u>Who Should Attend</u> Any beginning writer or employee who needs a basic refresher course to improve writing skills</p>			

Title of Course:	Writing Effective E-mails	Length of Course (# of Hrs/Days):	4 Hrs / 0.5 day
Government Price of Course with IFF:	\$809.63	Minimum Number of Participants:	1
Price Per Participant:	\$809.63		
Commercial Price:	\$820.00	Maximum Number of Participants:	12
Government Discount from the Commercial Price:			2%

Description of Class

This course is designed to teach participants the principals for effective E-mail communication in the workplace. Topics include the size and shape of effective e-mails; how to use the subject line and opening paragraph; how to create a persuasive message and rules of effective sentences.

Learning Objectives:

- Identify the size and shape of effective emails.
- Be able to write effective subject lines and opening paragraphs to assure the attention of the reader.
- Know the nine ways to create a persuasive message in a short span of time.
- Write effective sentences.

Who Should Attend

Any employee who has to write emails

Title of Course:	Communications Skills	Length of Course (# of Hrs/Days):	4 Hrs / 0.5 day
Government Price of Course with IFF:	\$1,258.87	Minimum Number of Participants:	1
Price Per Participant:	\$1,258.87		
Commercial Price:	\$,275.00	Maximum Number of Participants:	10
Government Discount from the Commercial Price:			2%

Description of Class

Insufficient or inappropriate communications with co-workers can inhibit effectiveness and create conflict. Communications skills training can help employees learn ways to improve their listening skills and ensure that their message is clearly understood.

Learning Objectives:

- Identify the barriers to effective listening and ways to overcome each of them
- Recognize the benefits of good listening
- Recognize poor listening habits
- Evaluate their own listening skills
- Use techniques for building effective listening habits
- Recognize the importance of non-verbal communication
- Identify communication styles and select the appropriate one for a given situation

Who Should Attend

All employees

Title of Course:	So You Want to Be a Supervisor	Length of Course (# of Hrs/Days):	4 Hrs / 0.5 day
Government Price of Course with IFF:	\$975.81	Minimum Number of Participants:	1
Price Per Participant:	\$975.81		
Commercial Price:	\$992.00	Maximum Number of Participants:	12
Government Discount from the Commercial Price:			2%

Description of Class

Becoming a new supervisor presents challenges in moving from a technical, individual contributor, role to a role where your focus is to get work done through others. This course provides new or future supervisors with proven practices and suggestions for making a successful transition, learning to delegate work to others, building effective and productive relationships, and helping employees succeed in their work efforts. Participants will also become familiar with potential challenges they may face as a supervisor.

Learning Objectives:

- Understand the definition and expectations of being a supervisor
- Identify and feel comfortable using important skills needed to become a supervisor
- Learn issues in transitioning from a technical role into a supervisor role
- Understand the changing nature of the work
- Learn how to manage getting work done through others
- Discuss how key activities and measures of success change from a technical role to a supervisor role
- Understand how to delegate work to others, build effective and productive relationships, and help employees succeed
- Develop an action plan for initial steps to take when transitioning into a supervisor role

Who Should Attend

Non-supervisory Employees

Title of Course:	Effective Writing Workshop	Length of Course (# of Hrs/Days):	16 Hrs / 2 days
Government Price of Course with IFF:	\$2,586.08	Minimum Number of Participants:	1
Price Per Participant:	\$2,586.08		
Commercial Price:	\$2,629.00	Maximum Number of Participants:	10
Government Discount from the Commercial Price:			2%

Description of Class

This course presents a writing system that participants will use in class to quickly discover and organize ideas, and produce usable drafts relevant to their work. Through discussion, and completion of exercises and hands-on activities, participants efficiently identify an intended audience, a writing purpose, and a communication objective. Participants also practice editing at the word, sentence, and paragraph levels to improve document clarity.

Learning Objectives:

- Learn how to organize ideas and produce drafts
- Practice effective writing through hands-on activities
- Gain an appreciation for the power of plain English style

Who Should Attend

All employees

Title of Course:	Leadership for Non-Supervisors (You May Already be a Leader)	Length of Course (# of Hrs/Days):	4 Hrs / 0.5 day
Government Price of Course with IFF:	\$975.80	Minimum Number of Participants:	1
Price Per Participant:	\$975.80		
Commercial Price:	\$992.00	Maximum Number of Participants:	12
Government Discount from the Commercial Price:			2%

Description of Class

Each and every one of us is a leader, regardless of career level or type of work. Are you aware of your strengths as a leader? Do know what behaviors make a good leader? Are you consciously using your leadership? Are you using it to develop self, others, and the organization? This course will help you bring to light your talents and strengths, and develop the attributes of a good leader, whatever your position in your organization. Learning methods will include self-assessments, individual, small and large group experiential exercises, discussions, and action planning.

Learning Objectives:

- Learn the difference between formal and informal leadership
- Identify your leadership style
- Identify leadership behaviors at your level
- Increase your understanding of leadership competencies
- Learn how and when to follow and how and when to lead
- Develop your leadership through networking
- Build your reputation as a leader
- Identify the connection between personal accountability and good leadership
- Learn the impact of embracing diversity as a leader
- Increase your confidence as a leader
- Claim your power as a leader

Who Should Attend

All employees