

General Services Administration Federal Supply Service (FSS) Multiple Award Schedule (MAS) Authorized Federal Supply Schedule Price List

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

Schedule Title	Federal Supply Schedule Multiple Award Schedule Pricelist FSC Group: MAS Category Attachment H, Professional Services H01. Business Administrative Services Subcategory FSC/PSC Code R408 H10. Training Subcategory FSC/PSC Code R499
Contract Number	GS-10F-0281T
	For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov .
Contract Period	June 18, 2012 through June 17, 2022
Prime Contractor	Performance Excellence Partners, Inc. (PEP) 7911 Professional Circle Huntington Beach, CA 92648 Phone: (714) 374-1140 (800) 715-1140 www.performexcel.com
Business Size	Small
Contract Administrator	Tamara L Simon, 714-374-1140
Current as of Modification	A812, February 4, 2020.

Contents

Title Page	1
Customer Information.....	3-5
Labor Category Descriptions	6-17
Equivalent Education/ Experience Table.....	18
Authorized Federal Supply Schedule Price List	19-29
SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services.....	19-20
Service Contract Labor Standards (SCLS) Matrix	21
SIN 611430, Professional and Management Development Training	22-29
Workshop Title, Descriptions, and Pricing.....	23-29

Customer Information

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

SIN 541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN 611430	Professional and Management Development Training
SIN 611512	Flight Training
SIN OLM	Order-Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Prices are listed beginning on Page 20.
- 1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who perform services shall be provided. Hourly rates are shown beginning on Page 19.
2. Maximum order. **\$1,000,000.**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area). **Domestic**
5. Point(s) of production (city, county, and State or foreign country). **Huntington Beach, CA; Washington D.C.; Gaithersburg, MD.**
6. Discount from list, prices or statement of net price. Government net prices (discounts already deducted).
7. Quantity discounts. **None**
8. Prompt payment terms. **Net 30 days.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes.**

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Yes.**
10. Foreign items (list items by country of origin) **None.**
- 11a. Time of delivery. **Negotiable**
- 11b. Expedited Delivery. **Negotiable. Items available for expedited delivery are noted in this pricelist.**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **Negotiable**
- 11d. Urgent Requirements. **Negotiable**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address:
- Performance Excellence Partners, Inc.
2134 Main Street Suite 220
Huntington Beach, CA 92648-6453
- 13b. Ordering procedures:
- For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:
- Performance Excellence Partners, Inc.
7911 Professional Circle
Huntington Beach, CA 92648
15. Warranty provision. Standard Commercial Warranty
16. Export packing charges, if applicable. Not Applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Contact Contractor.
18. Terms and conditions of rental, maintenance, and repair (if applicable) Not Applicable.

19. Terms and conditions of installation (if applicable). Not Applicable.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable.
- 20a. Terms and conditions for any other services (if applicable) Not Applicable.
21. List of service and distribution points (if applicable). Not Applicable.
22. List of participating dealers (if applicab1). Not Applicable.
23. Preventive maintenance (if applicable). Not Applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) Not Applicable.
- 24b. If applicable, indicate that 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 he found at www.Section508.gov/. Not Applicable.
25. Data Universal Number System (DUNS) number. **06-275-6759**
26. Notification regarding registration in System for Award Management (SAM) database. **Contractor IS registered in the SAM database.**

Labor Category Descriptions

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

LABOR CATEGORY

Subject Matter Expert II

Education/Experience: Master of Arts or Master's degree and at least eight years of experience in the field directly related to the required area of expertise, or Bachelor of Arts or Bachelor's degree and at least 10 years of experience in the field directly related to the required area of expertise.

Duties/Responsibilities/Requirements: Provide expert guidance and advice on projects based on experience in the appropriate field. Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to highly complex systems. Coordinates and/or manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications.

Subject Matter Expert I

Education/Experience: Master of Arts or Master's degree and at least six years of combined experience in the field related to the required area of expertise, or Bachelor of Arts or Bachelor's degree with at least eight years of combined experience in the field related to the required area of expertise.

Duties/Responsibilities/Requirements: Provides expertise in a particular industry or functional area. Offers guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on his/her specialized area of expertise. Defines the problems and analyzes and develops plans and requirements in the subject matter area for relatively complex systems.

Senior Manager/Project Director

Education/Experience: Ph.D and four years of applicable experience, or Master's degree and six years of applicable experience, or Bachelor's degree with ten years of applicable experience.

Duties/Responsibilities/Requirements: Provides strong senior-level management and direction on PSS-type projects, defining project strategy, objectives and scope, including defining project deliverables. Demonstrated understanding of the client's industry, and also possesses an extensive set of consulting skills to solve the client's problems. Provides executive level leadership in strategic, business, and action planning. Provides oversight of key business and process enablers, and management of project resources. Provides management and technical review, industry insight, issue resolution, and overall quality assurance. Works effectively under pressure and in the conduct of demanding assignments and expresses well both orally and in writing. Possesses technical and management expertise and command of associated analytical disciplines. Delivers presentations and leads strategic client meetings.

Project Director II

Education/Experience: Ph.D. and five years of applicable experience, or Master's degree and seven years of applicable experience, or Bachelor's degree with ten years of applicable experience directing federal government contracts.

Duties/Responsibilities/Requirements: Provides strong senior-level management and direction on federal government projects, defining project strategy, objectives and scope, including defining project deliverables. Possesses an extensive set of consulting skills to solve the client's problems. Provides executive level leadership in strategic and action planning. Provides oversight of key business and process enablers, and management of project resources. Provides management and technical review, issue resolution, and overall quality assurance. Works effectively under pressure and in the conduct of demanding assignments and expresses well both orally and in writing. Possesses technical and management expertise and command of associated analytical disciplines. Requires demonstrated ability to lead and motivate staff. Delivers presentations and leads strategic client meetings.

Managing Consultant/Project Manager

Education/Experience: Ph.D and two years of applicable experience, or Master's degree and four years of applicable experience.

Duties/Responsibilities/Requirements: Provides management and direction on PSS-type projects, defining project strategy, objectives and scope, including defining project deliverables. Demonstrated understanding of the client's industry, and also possesses consulting skills to solve the client's problems. Provides leadership in strategic, business, and action planning. Provides oversight of key business and process enablers, and management of project resources. Provides management and technical review, industry insight, issue resolution, and overall quality assurance. Works effectively under pressure and in the conduct of demanding assignments and expresses well both orally and in writing. Possesses technical and management expertise and command of associated analytical disciplines. Delivers presentations and leads strategic client meetings.

Project Manager IV

Education/Experience: Master of Arts or Master's degree and four years of experience in managing federal projects required or Bachelor's degree and six years of relevant experience.

Duties/Responsibilities/Requirements: Provides oversight and direction for large or complex efforts. Provides strategic input, oversees budget, project delivery, and management. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, and supervising project staff. Directs the development of project goals, work plans, timeliness, and development and implementation of project strategies. Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. A wide degree of creativity and latitude is expected.

Project Manager III

Education/Experience: Bachelor of Arts or Bachelor's degree and four years of experience required or ten years of relevant experience.

Duties/Responsibilities/Requirements: Responsible for the coordination and completion of projects. Oversees all aspects of projects under the supervision of Project Director. Sets deadlines, assigns responsibilities and monitors and summarizes progress of project. Designs, develops, and implements solutions to anticipated operational problems. Prepares reports for upper level management regarding status of project. Conducts thorough quality control reviews of all project deliverables. Leads and directs the work of others. Serves as the contractor's authorized interface with the Government Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. A wide degree of creativity and latitude is expected.

Project Manager II

Education/Experience: Bachelor of Arts or Bachelor's degree and three years of experience managing federal projects required or eight years of relevant experience.

Duties/Responsibilities/Requirements: Serves as the project manager for a project, task order or a group of task orders affecting the same common area of work, and shall assist the Project Director in working with the government management personnel and customer agency representatives. Under the guidance of the Project Director, this individual is responsible for the overall management of the project or specific task order(s) and ensuring that the technical solutions and schedules in the project or task order(s) are implemented in a timely manner. Serves as the contractor's authorized interface with the Government Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

Project Manager I

Education/Experience: Bachelor of Arts or Bachelor's degree and two years of supervisory experience required or seven years of relevant experience.

Duties/Responsibilities/Requirements: Serves as the Project Manager for a small project or task order. Assists a Project Director in planning, organizing, and controlling all technical, fiscal, operational, and performance activities on assigned project(s). May be assigned to develop and control budgets, schedules, and timelines. Advises Project Director of anticipated problems. Must be able to assist in the development and implementation of innovative solutions. Assists the Project Director in identifying, assigning, and supervising staff. May be assigned to draft monthly and/or annual reports for review and approval by the Project Director. May develop project budgets using spreadsheet software. Creates value by ensuring high quality deliverables, monitoring and controlling project progress and budget, developing project plans, and managing assigned team members.

Chief Investigator I

Education/Experience: Master of Arts or Master's degree and at least four years of experience in the field directly related to the required area of expertise.

Duties/Responsibilities/Requirements: Formulates and applies mathematical modeling and other

optimizing methods to develop and interpret information that assists management with decision-making, policy formulation, or other managerial functions. Analyzes information and presents findings. Collects and analyzes data and develops decision support software, service, or products. Develops and supplies optimal time, cost, or logistics networks for program evaluation, review, or implementation. Studies and analyzes information about alternative courses of action to determine what plan offers the best outcomes. Duties can involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Advanced communication and organizational skills are required

I/O Psychologist I

Education/Experience: Master of Arts or Master's degree in Industrial/Organizational (I/O) Psychology and at least four years of experience in the field directly related to the required area of expertise.

Duties/Responsibilities/Requirements: Applies principles of psychology to human resources, administration, management, sales, and marketing problems. Conducts research studies of physical work environments, organizational structures, communication systems, group interactions, morale, and motivation to assess organizational functioning. Develops interview techniques, rating scales, and psychological tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion. Conducts individual assessments, including interpreting measures and providing feedback for selection, placement, and promotion. Activities also include policy planning; employee testing and selection, training and development; and organizational development and analysis. The I/O Psychologist I works with management to organize the work setting to improve worker productivity. Formulates and implements training programs, applying principles of learning and individual differences.

Senior Consultant III

Education/Experience: Master's degree and five years of applicable experience, or Bachelor of Arts or Bachelor's degree and seven years of relevant experience.

Duties/Responsibilities/Requirements: Demonstrated ability to independently plan, conduct, and lead extensive research and/or analysis resulting in products of significant impact. Develops professional products, tailored to the specific audience, within their area of expertise. Performs difficult, high visibility tasks requiring application of new or original concepts. Demonstrates the capability of managing multi-task projects. Sets parameters for optimum utilization of resources. Directs task execution at all levels to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management regarding strategic issues. Experienced in developing curricula and other training materials, and in providing onsite technical assistance in a variety of settings that can include subject matter and unique technical knowledge. Works effectively under pressure and in the conduct of demanding assignments. Expresses oral and written ideas effectively.

Senior Consultant/Senior Specialist

Education/Experience: Master's degree and two years of applicable experience, or Bachelor's degree and ten years of applicable experience.

Duties/Responsibilities/Requirements: Provides direction on PSS-type projects. Demonstrated ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact. Performs extremely difficult, high visibility tasks requiring application of new or original concepts. Capable of managing multi task projects of high complexity. Sets parameters for optimum utilization of resources and personnel. Directs task execution at all levels to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management regarding strategic issues. Works effectively under pressure and in the conduct of demanding assignments. Expresses ideas well both orally and in writing. Possesses technical and management expertise and command of associated analytical disciplines. Delivers presentations and leads strategic client meetings.

Senior Consultant I

Education/Experience: Bachelor's degree and five years of applicable experience or ten years of relevant experience.

Duties/Responsibilities/Requirements: Experienced developing curricula and other training materials, and in providing onsite technical assistance in a variety of settings that may include subject matter and unique technical knowledge. Experienced in developing, revising, and finalizing technical assistance and training plans that are customized to client needs. Assists in developing project reports, interfacing with the client, and reporting project progress. Develops both draft and final project reports. Identifies potential operational problems and recommends solutions. Possesses experience in planning, designing, conducting, and reporting on training and technical assistance projects. Possesses the ability to provide a contribution to support services, logistical planning and implementation, analysis, design, development, and testing of products. Expresses oral and written ideas effectively.

Consultant I

Education/Experience: Bachelor of Arts or Bachelor's degree with a minimum of two years of experience in the appropriate area or six years of relevant experience.

Duties/Responsibilities/Requirements: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness and achieve successful performance. Provides assistance in the analysis, evaluation, and implementation of systems. Serves as staff on projects involving training and technical assistance, including on-site consultation, workshops, program development, and/or staff development. Under supervision, conducts research to support the development and revision of technical assistance plans and training materials. Collects and analyzes project data to support the development of draft and final project reports. Provides administrative and logistical support for on-site technical assistance delivery. Assists with project modules and specific work activities as appropriate and can formulate solutions to defined/specific technical issues.

Consultant/Specialist

Education/Experience: More than seven years of professional experience in managing and executing PSS-type projects.

Duties/Responsibilities/Requirements: Demonstrated ability to develop and execute work plans, manage performers assigned to task, and ensure timely delivery of high-quality products within prescribed budget. Performs highly complex technical, economic, and financial studies and analyses. Works effectively under pressure and in the conduct of demanding assignments. Expresses ideas well both orally and in writing. Desegregates moderately complex tasks into discrete work elements, representative of complete task scope. Executes each component as assigned and integrates work product(s) with the final deliverable. Demonstrates flexibility and innovative approaches to perform varying assignments. Delivers presentations and leads strategic client meetings.

Meeting Planner III

Education/Experience: Bachelor of Arts or Bachelor's degree with six years of previous experience as a Meeting Planner, preferably in the Federal government arena. Must be thoroughly familiar with Federal Travel Regulations.

Duties/Responsibilities/Requirements: Plans, organizes, and controls all technical, fiscal, operational, and performance activities on assigned conference and meeting support task orders and work assignments. Serves as task leader, overseeing all pre-meeting, on-site, and post-meeting activities. Interprets task order and work assignment specifications and develops written responses (work plans) and related task breakdown. Develops and controls budgets, schedules, and timelines for assigned meetings. Advises Project Manager or Director of anticipated problems and develops and implements innovative solutions. Responsible for direct interactions with client and ensuring total client satisfaction.

Meeting Planner II

Education/Experience: Bachelor of Arts or Bachelor's degree with four years of previous experience as a Meeting Planner, preferably in the Federal government arena. Must be thoroughly familiar with Federal Travel Regulations.

Duties/Responsibilities/Requirements: Plans, organizes, and controls all technical, fiscal, operational, and performance activities on assigned conference and meeting support task orders and work assignments. Serves as task leader, overseeing all pre-meeting, on-site, and post-meeting activities. Interprets task order and work assignment specifications and develops written responses (work plans) and related task breakdown. Develops and controls budgets, schedules, and timelines for assigned meetings. Advises Project Manager or Director of anticipated problems and develops and implements innovative solutions. Responsible for direct interactions with client and ensuring client satisfaction.

Meeting Planner I

Education/Experience: Bachelor of Arts or Bachelor's degree with two years of previous experience as a conference coordinator, preferably in the Federal government arena. Must be thoroughly familiar with Federal Travel Regulations.

Duties/Responsibilities/Requirements: Assists with the planning, organizing, and controlling all technical, fiscal, operational, and performance activities for assigned meetings. Oversee all pre-meeting, onsite, and post-meeting activities, including monitoring meeting budget. Follows each

aspect of work plan as developed by senior staff to ensure its fulfillment. Identifies potential meeting sites and assists with negotiation of final facility contracts. Prepares and ships all meeting materials according to schedule. Provides in-person support for onsite activities (registration, audiovisual equipment operation). Tabulates responses from meeting evaluation forms to assist in completion of post-meeting reports.

Associate

Education/Experience: More than five years of professional experience in managing and executing PSS-type projects.

Duties/Responsibilities/Requirements: Demonstrated ability to develop and execute work plans, manage performers assigned to task, and ensure timely delivery of high-quality products within prescribed budget. Performs highly complex technical, economic, and financial studies and analyses. Works effectively under pressure and in the conduct of demanding assignments. Expresses ideas well both orally and in writing. Desegregates moderately complex tasks into discrete work elements, representative of complete task scope. Executes each component as assigned and integrates work product(s) with the final deliverable. Demonstrates flexibility and innovative approaches to perform varying assignments. Delivers presentations.

Researcher II

Education/Experience: Master of Arts or Master's degree with three years of experience or Bachelor of Arts or Bachelor's degree with five years of experience. Experience in the assessment of research needs, establishment of methodologies, development of research tools and procedures; review and approval of deliverable reports and studies. Experience developing research methodology, procedures and tools for data collection, identification of erroneous or questionable data, interpretation of trends and results.

Duties/Responsibilities/Requirements: Plans, organizes and conducts research, collects, records, analyzes and evaluates data. Develops research methodology, procedures and tools for data collection; develops documentation for defining reporting fields; develops sampling and quality control techniques; writes and/or designs and modifies computer applications, programs and/or databases to perform data analysis; edits, modifies and compiles statistical data. Reviews data to determine statistical accuracy of data files and reports identified erroneous or questionable data; develops conclusions, makes recommendations; interprets trends and results of studies; and drafts reports and studies. Helps train staff to enter and verify data and review their work on a periodic basis. Develops, designs, and implements study subject tracking and retention plans.

Researcher I

Education/Experience: Bachelor of Arts or Bachelor's degree in the social sciences, research, or other related field. Minimum of one year of work experience or three years without a degree. Ability to comprehend and follow detailed study protocols and guidelines. Familiarity with basic database maintenance procedures, and has appropriate verbal and written communication skills. Experience developing research methodology, procedures and tools for data collection, identification of erroneous or questionable data, interpretation of trends and results.

Duties/Responsibilities/Requirements: Manage data collection process and maintain study databases, ensuring the integrity and confidentiality of data. Interview study participants. Participate in data review, analysis, and interpretation. Conduct literature searches. Assist with the design of data collection procedures and instruments. Coordinate coding review, including training research assistants to implement coding procedures. Print and distribute tracking materials. Act as liaison with interviewers to ensure that they are meeting responsibilities and responding to immediate issues and concerns. Maintain interviewer/interviewee payment system.

Records Management Specialist II

Education/Experience: Bachelor of Arts or Bachelor's degree and three years of experience in the field or in a related area.

Duties/Responsibilities/Requirements: Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes and maintains systems and user support documentation efforts, including online help screens. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Implements and administers enterprise-wide document management systems and related procedures that allow organizations to capture, store, retrieve, share, and destroy electronic records and documents. Conducts needs assessments to identify document management requirements of departments or end users. Keeps abreast of developments in document management technologies and techniques by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences.

Records Management Specialist I

Education/Experience: Associate's degree with Bachelor's degree preferred. Two years of experience in the field or in a related area.

Duties/Responsibilities/Requirements: Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes and maintains systems and user support documentation efforts, including online help screens. Implements and administers enterprise-wide document management systems and related procedures that allow organizations to capture, store, retrieve, share, and destroy electronic records and documents. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Conducts needs assessments to identify document management requirements of departments or end users. Keeps abreast of developments in document management technologies and techniques by reviewing current literature, talking with colleagues, participating in educational programs, attending meetings or workshops, or participating in professional organizations or conferences. Works under immediate supervision.

Analyst II

Education/Experience: Bachelor of Arts or Bachelor's degree with four years of experience or eight years of related experience.

Duties/Responsibilities/Requirements: Develops procedures and tools for data collection. Plans, organizes, collects, records, analyzes and evaluates data. Reviews data to determine statistical accuracy of data files and reports identified erroneous or questionable data; develops conclusions, makes recommendations; interprets trends and results of studies; and drafts reports and studies. Possesses ability to communicate orally and in writing in order to effectively assist customers and participate as a team member. Participates as an active team member, assesses requirements, and provides meaningful recommendations. Assists in the analysis, evaluation, and implementation of systems.

Analyst

Education/Experience: Four years of experience in a related management field.

Duties/Responsibilities/Requirements: Demonstrated ability to apply specific and diversified knowledge of management principles and practices in assigned management area of PSS-type projects. Provides direct support to consultants and other senior personnel conducting consulting activities including creativity and sound judgment involving unusual and complex management and technical problems.

Editor/Writer III

Education/Experience: Bachelor of Arts or Bachelor's degree in English, Journalism, Communications or field related to writing or the primary technical area with knowledge of the technical area or social science area(s) in which writing is to be done, combined with a minimum of eight years of previous experience as a writer.

Duties/Responsibilities/Requirements: Researches, develops, writes, and finalizes outlines and first and second drafts of a variety of complex written materials that may include procedures and/or instruction manuals, handbooks, technical reports, and/or systems documentation. Develops research methodology, procedures and tools for data collection, develops documentation for defining reporting fields, edits, modifies and compiles statistical data and makes recommendations; interprets trends and results of studies; and drafts reports and studies. Collects, synthesizes, and analyzes large quantities of information and develops written products (draft and final versions). Reorganizes and/or rewrites complex information in a concise, clear manner. Assigns tasks to less senior writing staff and reviews their work. Demonstrates excellent written communication skills and familiarity with required style guides used in assigned areas. Develops and monitors schedules and budgets for writing assignments. Must be able to interact effectively with production personnel and be able to direct artists in the development of illustrations to support text. Must be able to identify potential operational problems and conceptualize and implement feasible solutions. Requires excellent writing skills and demonstrated ability to work in a production environment with other staff, in a collaborative manner, to meet assigned deadlines.

Editor/Writer II

Education/Experience: Bachelor of Arts or Bachelor's degree in English, Journalism, Communications, or related field and six years of previous writing experience.

Duties/Responsibilities/Requirements: Researches, develops, writes, and finalizes outlines and first and second drafts of a variety of complex written materials that may include procedures and/or instruction manuals, handbooks, technical reports, and/or systems documentation. Develops research methodology, procedures and tools for data collection, develops documentation for defining reporting fields, edits, modifies and compiles statistical data and makes recommendations; interprets trends and results of studies; and drafts reports and studies. Collects, synthesizes, and analyzes large quantities of information and develops written products (draft and final versions). Reorganizes and/or rewrites complex information in a concise, clear manner. Assigns tasks to less senior writing staff and reviews their work. Demonstrates excellent written communication skills and familiarity with required style guides used in assigned areas. Develops and monitors schedules and budgets for writing assignments. Must be able to interact effectively with production personnel and be able to direct artists in the development of illustrations to support text. Must be able to identify potential operational problems and conceptualize and implement feasible solutions. Requires excellent writing skills and demonstrated ability to work in a production environment with other staff, in a collaborative manner, to meet assigned deadlines.

Editor/Writer I

Education/Experience: Bachelor of Arts or Bachelor's degree in English, Journalism, Communications, or related field and four years previous writing experience, or Associate's degree and six years previous writing experience.

Duties/Responsibilities/Requirements: Researches, develops, writes, and finalizes outlines and first and second drafts of a variety of complex written materials that may include procedures and/or instruction manuals, handbooks, technical reports, and/or systems documentation. Assists in developing research reports and studies. Collects, synthesizes, and analyzes large quantities of information and develops written products (draft and final versions). Reorganizes and/or rewrites complex information in a concise, clear manner. Demonstrates excellent written communication skills and familiarity with required style guides used in assigned areas. Must be able to interact effectively with production personnel and be able to direct artists in the development of illustrations to support text. Must be able to identify potential operational problems and recommend feasible solutions. Requires excellent writing skills and demonstrated ability to work in a production environment with other staff, in a collaborative manner, to meet assigned deadlines.

Graphic Specialist II

Education/Experience: Associate's degree in graphic design or illustration or another creative field and three years of previous experience as a graphic artist.

Duties/Responsibilities/Requirements: Requires the ability to use graphic elements to produce an attractive layout or design, and the demonstrated ability to work in a production environment with other staff, in a collaborative manner, to meet assigned deadlines. Integrates all elements of a document (text, graphic illustrations, photos) into a cohesive whole that is visually appealing.

Assesses readability of layout and improves/revises it by changing the page layout as required. Must be familiar with commonly used typefaces and a variety of graphic design software packages (Adobe PageMaker, Freehand, Illustrator; CorelDraw and Corel PhotoPaint; and Microsoft PowerPoint). May be required to perform page layout using QuarkXPress or other advanced packages. Must be able to prepare color separations for printer and prepare camera-ready artwork for printing. May be required to prepare original illustrations.

Graphics Specialist

Education/Experience: Two years of experience in all aspects of graphic production, reproduction and distribution.

Duties/Responsibilities/Requirements: Demonstrated Knowledge of most recent graphics, desktop publishing, and word processing software using IBM and Mac format to produce state-of-the-art presentation materials and technical documents. Reviews graphics requests to determine scope of requirements, consults with requestor as assignment progresses. Coordinates with service provider prior to production and provides camera-ready and/or electronic files for service provider at the start of production, including PDF (portable document format) preparation preflight pub, color separations, and color hardcopy for 4 and 2 color printing jobs. Reviews, bluelines and color proofs during production process.

Administrative Assistant II

Education/Experience: Bachelor's degree with three years of previous supervisory experience, including demonstrated skills in task and workflow management, staff supervision, report and document production, and quality control, or Associates degree and six years of experience.

Duties/Responsibilities/Requirements: Provides administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Manages, supervises, and coordinates activities of employees engaged in administrative services such as office clerical services, purchasing, vendor management, data processing, printing, inventory control, telecommunications, mail and messenger services, and all other general office administrative support services. Establishes or adjusts work procedures to meet production schedules. Recommends and implements new methods, procedures, or strategies to solve work problems and improve productivity and quality of product or service. Suggests changes in working conditions to increase efficiency. Demonstrates excellent organizational and verbal/written communication skills.

Administrative Assistant I

Education/Experience: Associate's degree in appropriate field with three years of previous experience. Ability to work independently and balance and coordinate workloads for multiple projects.

Duties/Responsibilities/Requirements: Provides administrative and office support services. Can make decisions for routine administrative and clerical activities. Composes letters, correspondence,

and memos requiring independent judgment as to content from general instructions; compiles and analyzes information from a variety of sources to prepare reports. Creates, processes, and maintains a variety of electronic documents and administrative records containing technical information in a variety of formats. Schedules and coordinates arrangements for meetings and conferences. Possesses effective verbal and written communication skills. Excellent knowledge of office support functions, including word processing skills; filing; composing a variety of business documents; and gathering, compiling, and summarizing data for reports. Proficiency in Windows environment, Microsoft Office applications, spreadsheet and database software, and general knowledge of the Internet required.

Administrative Clerical III

Education/Experience: Associate's degree preferred. High school diploma and two years of professional experience required.

Duties/Responsibilities/Requirements: Provides general-purpose administrative and clerical support for project tasks. May include secretarial, word processing, graphics, desktop publishing, editing and coordination. Performs a variety of administrative functions. Schedules appointments and gives information to callers. Composes memos, transcribes notes and researches and creates presentations. Generates reports, handles multiple projects and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Proficiency in Microsoft Word and Excel required. Reports to a supervisor or manager.

Administrative Clerical

Education/Experience: Experience in all aspects of office support services including typing, word processing, graphics production, reproduction and distribution.

Duties/Responsibilities/Requirements: Knowledgeable of most recent software and computer applications to produce state-of-the-art presentation materials and technical documents. Efficiently and accurately reproduces final products by copying, collating, and binding.

Administrative Clerical I

Education/Experience: High school diploma required. Experience with word processing, presentation and spreadsheet software programs, preferably the Microsoft Office Suite.

Duties/Responsibilities/Requirements: Provides a variety of general-purpose administrative and clerical support for project tasks. Can include secretarial, word processing, and data tracking activities. Reports to a project lead, supervisor or manager.

Equivalent Education/ Experience Table

Professional Service	Minimum Education/ Experience	Equivalent Education/ Experience
Subject Matter Expert II	Master of Arts or Master's degree and eight years	Bachelor of Arts or Bachelor's degree and 10 years
Subject Matter Expert I	Master of Arts or Master's degree and six years	Bachelor of Arts or Bachelor's degree and eight years
Project Director II	Ph.D. and five years	Master's degree and seven years Or Bachelor's degree and ten years
Project Manager IV	Master of Arts or Master's degree and four years	Bachelor's degree and six years
Project Manager III	Bachelor of Arts or Bachelor's degree and four years	10 years
Project Manager II	Bachelor of Arts or Bachelor's degree and three years	Eight years
Project Manager I	Bachelor of Arts or Bachelor's degree and two years	Seven years
Senior Consultant III	Master's degree and five years	Bachelor of Arts or Bachelor's degree and seven years
Senior Consultant I	Bachelor's degree and five years	10 years
Consultant I	Bachelor of Arts or Bachelor's degree and two years	Six years
Analyst II	Bachelor of Arts or Bachelor's degree and four years	Eight years
Editor Writer I	Bachelor of Arts or Bachelor's degree and four years	Associate's degree and six years
Administrative Assistant II	Bachelor's degree and three years	Associate's degree and six years

Authorized Federal Supply Schedule Price List

SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Labor Category Offered	GSA Hourly Rate Offered	GSA Daily Rate Offered
Subject Matter Expert II	\$192.72	N/a
Subject Matter Expert I	\$177.43	N/a
Project Director II	\$178.76	N/a
Senior Manager/Project Director	\$161.46	\$1,291.67
Managing Consultant/Project Manager	\$123.75	\$989.99
Project Manager IV	\$166.31	N/a
Project Manager III	\$137.10	N/a
Project Manager II	\$90.41	N/a
Project Manager I	\$78.10	N/a
Chief Investigator I	\$118.20	N/a
I/O Psychologist I	\$118.20	N/a
Senior Consultant III	\$112.12	N/a
Senior Consultant/Senior Specialist	\$95.47	\$763.73
Senior Consultant I	\$86.50	N/a
Consultant/Specialist	\$76.60	\$612.80
Consultant I	\$65.32	N/a
Meeting Planner III	\$78.10	N/a
Meeting Planner II	\$56.86	N/a
Meeting Planner I	\$52.61	N/a
Associate	\$67.18	\$537.46

Labor Category Offered	GSA Hourly Rate Offered	GSA Daily Rate Offered
Researcher II	\$99.73	N/a
Researcher I	\$46.09	N/a
Records Management Specialist II	\$76.15	N/a
Records Management Specialist I	\$69.23	N/a
Analyst II	\$71.82	N/a
Analyst	\$62.46	\$499.71
Editor/Writer III	\$133.00	N/a
Editor/Writer II	\$102.62	N/a
Editor/Writer I	\$90.49	N/a
Graphic Specialist II	\$84.96	N/a
Graphics Specialist	\$52.33	\$418.68
Administrative Assistant II**	\$64.37	N/a
Administrative Assistant I**	\$50.62	N/a
Administrative Clerical III**	\$52.79	N/a
Administrative Clerical**	\$49.12	\$392.97
Administrative Clerical I**	\$31.96	N/a

**Indicates PEP's SCLS eligible categories.

Service Contract Labor Standards (SCLS) Matrix

GSA Labor Category Title	SCLS Title	Wage Determination No.
Administrative Assistant II	01020 Administrative Assistant	2015-5645
Administrative Assistant I	01020 Administrative Assistant	2015-5645
Administrative Clerical III	01020 Administrative Assistant	2015-5645
Administrative Clerical	01020 Administrative Assistant	2015-5645
Administrative Clerical I	01020 Administrative Assistant	2015-5645

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

SIN 611430, Professional and Management Development Training

Workshop Length	# of Participants Minimum/Maximum	GSA Price
One Day	15/20	\$3,500.00
Two Days	15/20	\$7,000.00
Three Days	15/20	\$10,500.00

Assumptions: Support products such as handouts, training manuals, and slides are provided by the contractor. All workshop coordination, training facility, and shipping are provided by the client.

Workshop Title & Descriptions

PSS SIN 611430	Workshop Length in Days
Workshop Title & Description	
<p>1) <u>Leading Change</u>: This practical two-day workshop takes a comprehensive and “hands on” approach to understanding and making change work. By first absorbing the ideas, models, and tools from experts and then applying that knowledge to a real scenario, participants gain true insight into the change process. Most importantly, each participant leaves with a toolkit of knowledge and resources they can use to successfully implement and navigate change in their own organizations.</p>	2
<p>2) <u>Raising the Bar</u>: This workshop is a one-day introduction to Performance Excellence, the first step on the Journey to Performance Excellence. It provides an overview of the Criteria for Performance Excellence and scoring guidelines that are the basis of an effective management system that drive performance improvement. The class includes lecture, group discussion, and exercises.</p>	1
<p>3) <u>Criteria Champion</u>: This is a 3-day program on the advanced concepts of the Performance Excellence Criteria. The course includes lecture, group discussion, and exercises. In this course you: 1) Gain an in-depth knowledge of the Core Values; 2) Gain an in-depth study of the Criteria and Linkages; 3) Acquire an overview of the Scoring System; 4) Learn practical applications of the Performance Excellence Criteria with local and national organizations</p>	3
<p>4) <u>Introduction to Performance Excellence: Moving from Theory to Reality</u>: Customer satisfaction requires you to continuously improve your organization based upon effective principles and criteria. But how do you take the theory and make it REAL for you? This interactive session teaches you the principles upon which performance excellence is based, the 7 criteria around which you can evaluate your organization’s quality progress, and how the criteria relates to the success of your organization.</p>	2

PSS SIN 611430			GSA Price Per course
Training Title & Description			
<p>Course Customization (per hour) In order to help you implement an effective learning solution, our team of learning consultants and instructional designers work with you to assess your virtual team objectives and provide you with a customized program that best supports your specific needs. We assess your virtual team, identify skill gaps, and implement a customized solution to transform your team, leaders, and organization.</p>			\$296.22
<p>Virtual Team Needs Review The Virtual Team Needs Review helps us identify the current challenges your teams are facing and provides you with a customized training program that best supports your virtual team objectives.</p> <ul style="list-style-type: none"> • All training participants are asked to complete a brief needs assessment • Virtual Team Builders conduct 5 interviews to determine the challenges your virtual team is facing • Full customization based on the results of the assessment and the interviews • Survey data is then analyzed and shared with the Manager 			\$3,752.14
<p>Managing Teams with Virtual Employees Business environments are changing. Fueled by international competition, technological advancements and alternative work practices, organizations are embracing virtual team structures at an unprecedented rate. Virtual teams save costs, boost corporate productivity and bring about new levels of job satisfaction. Making the transition from traditional models of organizational operations to a geographically-dispersed mode requires a strong foundation of trust, communication, and the ability to collaborate at a distance ... capabilities this session teaches you. At the end of the session participants are able to:</p> <ul style="list-style-type: none"> + Describe the two elements that make a team successful + List ways to build trust and camaraderie in a team environment + Discuss how to build reliability and accountability and intimacy in a team environment to improve collaboration + Define your current processes and brainstorm ways to do it virtually 			\$4,245.84
Course Length	Minimum/Maximum Participants	Location	
2 hours	4/18	Online	

PSS SIN 611430			GSA Price Per course
Training Title & Description			
<p>Fostering Virtual Collaboration and Innovation</p> <p>Fostering innovative ideas and tapping into the collective intelligence can be difficult when you are working face-to-face, but the challenge is made more difficult when part or all of your team is working virtually. So, how do we draw on the views of your team when they are not physically located? We learn to share our ideas virtually through virtual collaboration.</p> <p>Collaboration can enable us to develop new, innovative ideas, solutions and products when we have more open dialogue, engage in experimentation and innovation. The challenge becomes stepping out of our tried-and-true processes that, although familiar can be inefficient and a time waster. In this session, you learn how to collaborate and innovate at a distance providing you with practical tools that you can apply immediately. At the end of the session participants are able to:</p> <ul style="list-style-type: none"> + Define innovation and collaboration + Describe the 3 phases of innovation + Describe how to break down silos + Experience communication mistakes that “shut down” effective communication + Discuss how to turn “that won’t work” mentality into an openness to explore alternative options + Describe and experience 3 brainstorming strategies + Discuss the essential elements of collaboration 			\$4,245.84
Course Length	Minimum/Maximum Participants	Location	
2 hours	4/18	Online	
<p>Communication Connection: Getting it Right</p> <p>Virtual teams must learn to work together as if they were in the same room. The balance of any great team is dependent on the interaction of different personality types. This session uses the DiSC Behavioral Profile to address four of the most common challenges that virtual teams face: motivation, conflict, connection and communication. Gaining insight into these elements can help us understand how to build stronger virtual teams and have more successful team members. In this session, you and your team learn to increase awareness of the relationship between individual behavior styles and the team’s performance. At the end of the session participants are able to:</p> <ul style="list-style-type: none"> + Identify the characteristics of each behavioural style + Describe the strengths and challenges each style brings to the team + Develop strategies for identifying others’ styles with only virtual clues + Identify three key questions you can use to recognize people’s styles with only virtual cues 			\$4,245.84

PSS SIN 611430			GSA Price Per course
Training Title & Description			
<ul style="list-style-type: none"> + Develop strategies to adapt your behaviour for internal and external stakeholders 			
Course Length 2 hours	Minimum/Maximum Participants 4/18	Location Online	
<p>Making Norms the Norm: How to Create a Team Operating Agreement</p> <p>In a virtual team setting it is critical to have guidelines for how your team is going to work together. These guidelines are called a “Team Operating Agreement.” A Team Operating Agreement defines the set of behavioral norms that the team commits and agrees to abide by. It guides the team’s actions and interactions. In this session, you learn how to develop a Team Operating Agreement that fosters a cohesive team. At the end of the session participants are able to:</p> <ul style="list-style-type: none"> + Describe the role that expectations play and how to manage them + Analyze how a TOA can help build a cohesive virtual team + Define the components of a Team Operating Agreement + List the seven-step process to creating a Team Operating Agreement + Develop the guidelines by which your team operates 			\$4,245.84
Course Length 2 hours	Minimum/Maximum Participants 4/18	Location Online	
<p>Making Norms the Norm: Facilitated Sessions</p> <p>Two months after the creation of the Team Operation Agreement (TOA), a survey is conducted to assess the extent to which the items of the TOA have been followed. If portions of the TOA have not been adhered to, a meeting is scheduled to help the team renegotiate the TOA and secure a version that everyone can agree to.</p>			\$4,937.03
Course Length 2 hours	Minimum/Maximum Participants 4/18	Location Online	
<p>How to Optimize Virtual Team Meetings</p> <p>Virtual meetings are the lifeblood of the virtual team, yet we hear the same challenges over and over again: late starts, later finishes, private agendas, loss of control by the meeting facilitator, and multitasking by disengaged attendees. These common problems cost your organization lost productivity, missed deadlines, and potentially thousands of dollars due to a poorly run virtual meeting. In order to be effective, these meetings must be well organized, efficient, and structured. This session details techniques that optimize any virtual meeting. At the end of the session participants are able to:</p>			\$4,245.84

PSS SIN 611430			GSA Price Per course
Training Title & Description			
<ul style="list-style-type: none"> + Identify the skills needed to effectively facilitate a virtual team meeting + Identify eight techniques to improve your virtual meetings + Discuss challenges to holding an effective virtual meeting and develop solutions to those challenges + Evaluate meeting best practice 			
Course Length	Minimum/Maximum Participants	Location	
2 hours	4/18	Online	
<p>Better Communication & Collaboration Using the DiSC Behavioral Profile</p> <p>Virtual teams must learn how to communicate in a way that has impact, meaning, and gets the job done. This doesn't mean texting, e-mailing, or instant messaging more often. What it does mean is learning to flex your communication style.</p> <p>Learning to flex begins with an understanding of yourself and how we prefer to interact (temperament) with the environment and the people around us. The result is stronger relationships. Yet, building relationships from a distance can have its challenges. In this session we use the DiSC Behavioral Profile to provide you with a clear understanding of what motivates personal behavior and communication styles, those attending leave with practical solutions for building relationships at a distance and learn to interact more effectively with different behavioral styles. At the end of the session participants are able to:</p> <ul style="list-style-type: none"> + Discuss the benefits to building relationships from a distance using the DiSC Behavioral Profile + Identify the characteristics of each behavioral style + Describe the strengths and challenges each style brings to the team + Develop strategies for identifying others' styles with only virtual clues + Learn to build sustaining relationships with each style 			\$4,245.84
Course Length	Minimum/Maximum Participants	Location	
2 hours	4/18	Online	
<p>Getting the Most out of SharePoint</p> <p>If your organization needs to increase its efficiency, communication and collaboration, join us for this hands-on webinar on SharePoint. In this session, you get to experience all the cool things you can do with SharePoint including slash email volume; streamline team discussions; increase collaboration; maintain file security; organize and manage projects; keep up to the minute on tasks, progress, risks, and issues. At the end of the session participants are able to:</p> <ul style="list-style-type: none"> + Describe how to navigate a SharePoint site + Discuss the guidelines, best practices and consideration to configure, 			\$4,245.84

PSS SIN 611430			GSA Price Per course
Training Title & Description			
manage and optimize SharePoint <ul style="list-style-type: none"> + Demonstrate how to synchronize task lists to outlook + Discuss how to manage, view or delete SharePoint alerts + Describe how to view or delete SharePoint alerts + Clarify how to create a SharePoint team calendar 			
Course Length 2 hours	Minimum/Maximum Participants 4/18	Location Online	
Myths vs. Facts Did you know that 70% of virtual teams fail to achieve their goals? According to a study performed by MIT, a distance as low as 50 meters can cause dramatic reductions in the frequency of communication between team members, reducing efficiency and hindering innovative thought and damaging engagement. This can make team members feel disconnected and sometimes even overlooked. In this session we explore and debunk the following myths: <ul style="list-style-type: none"> + Virtual Meetings can be equally as engaging as face-to-face meetings + Technology in virtual teams is the key to making a virtual team successful + Trust takes longer to build in a virtual environment 			\$2,271.03
Course Length 1-hour	Minimum/Maximum Participants 4/18	Location Online	
Tips Tricks and Troubleshooting for Skype for Business Technology allows us to connect with our virtual team but all too often the technology we have available to us is not used to its full capacity. In this session we devote time to exploring the most commonly used features of Skype For Business, demonstrate how to encourage interactivity and collaboration during your Skype For Business meetings, and define the uses for Skype for Business. At the end of the session participants are able to: <ul style="list-style-type: none"> + Define the uses of Skype for Business + Dispel a few myths + Highlight commonly used features + Encourage interactivity collaboration in Skype for Business Sessions 			\$2,271.03
Course Length 1-hour	Minimum/Maximum Participants 4/18	Location Online	
Highly Effective Virtual Teams Virtual Team-building is skyrocketing! Six years ago, 45 million employees worked			\$8,886.65

PSS SIN 611430			GSA Price Per course
Training Title & Description			
<p>remotely at least once a week. In 2010, the virtual workforce hit 100 million. But what makes a virtual team successful? For a virtual team to be successful the focus needs to be on the people rather than technology, on the human side rather than the tools, yet 70% of virtual teams fail to achieve their goal. According to a study performed by MIT, a distance as low as 50 meters can cause dramatic reductions in the frequency of communication between team members, reducing efficiency and hindering innovative thought and damaging engagement. This can make team members feel disconnected and sometimes even overlooked. Participants in this session explore how engage virtual team members in a meeting and develop strategies to build relationships from a distance. At the end of the session participants are able to:</p> <ul style="list-style-type: none"> + Define a virtual team + Clarify what makes a virtual team successful + List ways to build reliability, credibility and trust with your team + Define your current processes and brainstorm ways to do it virtually + Discuss the challenges associated with performance management when working virtually + Brainstorm solutions to those challenges + Identify 9 techniques to improve your virtual meetings. + Discuss how to use language to promote/encourage discussion. + Describe how to have an engaging virtual meeting. + Discuss how a TOA can help build a cohesive virtual team + Describe a seven-step process to creating a Team Operating Agreement + Determine how to ensure the TOA is sustainable 			
Course Length	Minimum/Maximum Participants	Location	
2 days	4/35	Customer Site	