GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)
FSC Group: Professional Services – Business Administrative Services
Professional Services - Training

Contract Number: GS-10F-0406P
Current through Modification: PS-0045, Effective May 6, 2022
Contract Period: July 6, 2019 - July 5, 2024
Business Size: Large Business

Education Development Center, Inc.
300 Fifth Avenue SE, Suite 2010
Waltham, MA 02451
(617) 969-7100 (Phone)
(617) 969-5979 (Fax)
http://www.edc.org/

Contract Admin: Michael Pelletier
Phone: (617)618-2227
Email: mpelletier@edc.org

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Customer Information

1a. **Special Item Numbers**: Please see pages 7 – 8 for descriptions.

   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 ANCILLARY: Ancillary Supplies and Services
   SIN OLM: Order-Level Materials (OLMs)

1b. **Lowest priced model number and lowest unit prices**: Prices shown in the pricelist are net. Please see pages 9 - 10 for pricing.

1c. **Labor Category Descriptions**: Please see pages 11 - 14.

2. **Maximum Order**: $1,000,000.

3. **Minimum Order**: $100

4. **Geographic Coverage**: Worldwide. Services provided outside of the continental United States shall be provided on an as-needed basis and shall include any additional expenses such as travel and living expenses.

5. **Points of Production**: Waltham MA and at customer site as requested.

6. **Statement of Net Price**: Prices shown in pricelist are net.

7. **Quantity Discounts**: None. However, discounts for orders placed that exceed the maximum order threshold shall be negotiated on an order by order basis.

8. **Prompt Payment Terms**: None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign Items**: N/A

10a. **Time of Delivery**: To be negotiated per each delivery order.

10b. **Expedited Delivery**: To be negotiated per each delivery order.

10c. **Overnight and Two-day Delivery**: N/A
10d. **Urgent Requirements**: Contact EDC for urgent requirements.

11. **F.O.B. Points**: Destination

12a. **Ordering Address**:

   Education Development Center, Inc.
   300 Fifth Avenue SE, Suite 2010
   Waltham, MA 02451
   Attn: Michael Pelletier
   Phone: (617) 969-7100
   Fax: (617) 969-5979
   TTY: (617) 964-5448
   Email: GSA@edc.org
   Alternate Email: m pelletier@edc.org, osp@edc.org

   Attn: Carrie Traub
   Phone: (617) 969-7100
   FAX: (617) 969-5979
   Email: GSA@edc.org
   Alternate Email: ctraub@edc.org, osp@edc.org

12b. **Ordering Procedures**: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment Address**:

   Education Development Center, Inc.
   300 Fifth Avenue SE, Suite 2010
   Waltham, MA 02451
   Attn: Accounts Receivable
   Phone: (617) 969-7100
   Fax: (617) 969-3401

14. **Warranty Provision**: N/A

15. **Export Packing Charges**: N/A
16. Terms and Conditions of rental, maintenance, and repair: N/A

17. Terms and Conditions of installation: N/A

18a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

18b. Terms and Conditions for any other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive Maintenance: N/A

22a. Environmental Attributes: N/A

22b. Section 508 Compliance: N/A

23. Unique Entity Identifier (UEI) number: WWH4L4GKKW58

24. Notification regarding registration in System for Award Management (SAM) database: EDC is registered in the System for Award Management (SAM) database.
Education Development Center, Inc.

Overview

For more than five decades, EDC has pioneered strategies that bridge the worlds of research, policy, and business practice. From EDC’s earliest years, we have fulfilled the distinctive roles of catalyst, experimenter, and developer and have proven to be an effective instrument for organizational improvement and renewal. EDC’s award-winning programs and products, developed in collaboration with partners around the globe, consistently advance development for individuals of all ages and institutions of all types.

Approach

Today EDC manages more than 350 projects in 35 countries. Projects at EDC address critical challenges around the world in education, health, technology and human rights. We are committed to providing consulting and education that builds knowledge and skills, engages learners as active problem solvers, and makes possible a deeper understanding of the world.

Five key principles guide all of EDC’s management consulting services:

Bridging research and practice. EDC manages efforts that join the latest scientific research with the knowledge and experience of local administrators and practitioners who best understand the particular needs of their organization, agency, or program.

Using data for decision-making. EDC recognizes that any consultation must begin with a thorough understanding of the assets and needs of the organization, agency, or program involved. Staff has developed a wide array of tools and processes to gather and analyze data, including surveys, staff performance measures, outcomes indicators, and program audits.

Designing comprehensive solutions. EDC understands that most problems and challenges are highly complex and systemic. Effective consultation must take into account the local context; the assets and needs of the organization, agency, or program; and the human, financial, and other resources available to address the problem.

Collaboration. EDC has a track record of collaboration, working in partnership with client agencies, organizations, and individuals. This means building a shared vision, establishing trusting relationships, listening to and respecting other points of view, and valuing consensual decision-making.

A focus on high performance work and continuous improvement. All of EDC’s consulting work focuses on results. We work with clients to set goals and objectives, establish performance benchmarks, and monitor progress over time. We encourage clients to develop internal structures and processes that support continuous improvement, which means ongoing cycles of planning, action, and analysis.
Capabilities

EDC’s capabilities include:

- Project planning, design, delivery
- Technology research and application
- Training and technical assistance
- Curriculum and materials development
- Research and evaluation
- Publication and distribution
- Online learning
- Professional development
- Public policy development
- Media outreach and social marketing
- Institutional development

Whether our work takes the form of consultation to schools, professional development for teachers, or new program development and implementation to improve the learning process, we conduct rigorous testing of our improvement programs and serve as evaluators on a wide range of initiatives developed by other organizations. We also help educators develop their own research skills and strengthen their ability to base their instructional decisions on data and analysis.

EDC is a leader in providing effective processes and skills to groups of people to allow them to effectively utilize computer and information technology. We provide support and guidance to allow individuals to effectively use technology to more efficiently perform research, work functions, and community building. Expanding access to technology means helping people design and shape various technological capabilities to meet their needs and pursue their own interests.

We work with our clients to improve business practices and program management, while addressing issues of resources and system structure. EDC provides guidance on technology integration, based on the extensive research and evaluation we have conducted on such programs. We also develop innovative plans for the use of technology to enhance the student and teacher learning process.

EDC has more than five decades of experience in providing expert advice and consulting and organizational support to schools, health care agencies, social service organizations, and other entities. In addition to work at the local level, EDC has provided management consulting and organizational support to numerous federal and state agencies, along with foreign governments and international organizations.
Services and Products

EDC is an international non-profit organization building bridges between research, policy, and practice. Our award-winning programs and products, developed in collaboration with partners around the globe, consistently advance learning and development for individuals of all ages.

Since 1958, EDC has worked on the frontiers of applied research and development contributing to policy formation and knowledge about learning, teaching, and community building. EDC creates fresh approaches to learning by combining our extensive knowledge base with openness to testing different ways of solving problems.

The section below contains a summary description of EDC’s relevant corporate experience by SIN area. These are examples only and are not meant to exclude or limit any management, organizational and business improvement services offered under this Federal Supply Schedule.

Integrated Consulting Services

EDC provides expertise in program development, organizational evaluation, continuous process improvement, counseling and mentoring, standards and curriculum development, and information technology skills development and integration. We also provide consulting services focused on delivering expert advice, guidance and counseling in support of organizational and educational improvement and leadership efforts.

Our services include performing studies, program audits and evaluations, providing on-site consulting assistance, and individual and group support activities. Focus areas also include professional development, standards alignment, research and evaluation, and policy development.

EDC consults with schools, districts, municipalities, corporations, foundations, and federal organizations on ways to make the most of their educational and public health programs. We produce policy briefings for government leaders, organize conferences and technology demonstrations, conduct formative research on pilot projects, and help technology developers determine additional teaching and learning needs that their educational processes could address.

EDC also provides customized training to diverse audiences on the development of public/private partnerships, systems and program design, assessment and benchmarking, standards development, fund-raising, and staff development. Planned in collaboration with our clients, EDC’s training is customized to specific needs and interests to assist our clients in achieving their business visions and goals. We specialize in training that focuses on the use of technology to enhance learning, creativity, and productivity. Our training is learner-centered, standards/outcomes-based and action-oriented, focusing on real world scenarios and experiences. All training is designed to meet specific needs related to organizational enhancement and improving the educational process.
A core feature of all of our training is to build the capacity of our clients to implement and sustain improvement efforts. Substantive areas of focus include team building, teacher leadership models, teacher leader support strategies, mentoring approaches, strategic planning and accountability, curriculum instruction and assessment, and benchmarking.

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

EDC offers off-the-shelf and customized off-the shelf training to meet specific customer requirements related to organizational and business improvement services. Our EdTech Leaders Online (ETLO) program, established in January of 2000, provides effective online professional development for educators to improve online teaching skills and to streamline the process of incorporating online resources into their daily business practices.

EDC also has a long history of housing national and regional training and technical assistance centers. For example, we currently host more that 20 training and technical assistance centers each of which designs and conducts a wide range of training events each year, ranging from half-day workshops and day-long training events to week-long institutes.

**Ancillary Supplies and/or Services**

EDC has years of experience in designing active, hands-on learning materials, training programs and management tools. Over the years, we have developed dozens of innovative curriculum materials and tools designed to build leadership capacity, strengthen organizational and business management, create highly functioning teams and powerful learning communities, conduct strategic planning efforts, and develop performance assessments. All of EDC’s materials are designed in collaboration with both experts and end-users and are fully field-tested before they are finalized and published.

EDC designs, develops and adapts training materials that support learning, capacity building and change. These support products are provided in a variety of web-based and traditional formats, including self-paced instruction, workshop materials, case studies, and online courses. EDC has developed print and electronic products including training manuals, slides, DVDs, videotapes, overhead transparencies, and presentations to supplement and augment consultation, facilitation and training services.

We also have an extensive database of resources that span many educational areas including accountability/assessment, administration, cognitive process, demographics, education reform, instructional materials and strategies, partnerships, and policies for use in support of our training efforts.
Price List

Hourly Rates (SIN: 541611, 611430)

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Option 3 Year 1 7/6/19 - 7/5/20</th>
<th>Option 3 Year 2 7/6/20 - 7/5/21</th>
<th>Option 3 Year 3 7/6/21 - 7/5/22</th>
<th>Option 3 Year 4 7/6/22 - 7/5/23</th>
<th>Option 3 Year 5 7/6/23 - 7/5/24</th>
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<tr>
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<td>1.8% Escalation</td>
<td>1.8% Escalation</td>
<td>1.8% Escalation</td>
<td>1.8% Escalation</td>
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<tr>
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<td>$126.39</td>
<td>$128.66</td>
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<tr>
<td>Consultant III</td>
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<td>Senior Consultant II</td>
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<td>$215.76</td>
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<td>$227.63</td>
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<td>Senior Consultant III</td>
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<td>$267.25</td>
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<td>Executive Consultant I</td>
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<td>$286.02</td>
<td>$291.17</td>
<td>$296.41</td>
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<td>Executive Consultant II</td>
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<td>$371.76</td>
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<td>$392.20</td>
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<td>Distinguished Scholar I</td>
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<td>Distinguished Scholar II</td>
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<td>Distinguished Scholar III</td>
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<td>$328.89</td>
<td>$334.81</td>
<td>$340.84</td>
<td>$346.97</td>
</tr>
</tbody>
</table>

** The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code -Title</th>
<th>WD Number No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support I</td>
<td>01311 Secretary I</td>
<td>2015-4047</td>
</tr>
<tr>
<td>Administrative Support II</td>
<td>01113 General Clerk III</td>
<td>2015-4047</td>
</tr>
</tbody>
</table>
**Title of Course: Facilitating and Implementing Online Professional Development**

<table>
<thead>
<tr>
<th>Description</th>
<th>Minimum Number of Participants: 3</th>
<th>Maximum Number of Participants: 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Discount from the Commercial Price Quantity Discount Applies</td>
<td>% 0</td>
<td></td>
</tr>
</tbody>
</table>

- **Description of Class**
  - This online course explores recent developments in the fields of educational technology and online learning, and provides participants with specialized training to facilitate online professional development workshops for K-12 teachers. Participants will learn how to effectively integrate online learning into ongoing technology professional development programs and will develop a plan to facilitate their own online workshops. The program price includes online workshops for each team that each participant facilitates for his or her organization.

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**Title of Course: Online Course Design and Delivery**

<table>
<thead>
<tr>
<th>Description</th>
<th>Minimum Number of Participants: 3</th>
<th>Maximum Number of Participants: 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Discount from the Commercial Price Quantity Discount Applies</td>
<td>% 0</td>
<td></td>
</tr>
</tbody>
</table>

- **Description of Class**
  - This online training course prepares teams of participants from an organization to be Online Course Design Specialists who can effectively address all aspects of designing and delivering online courses for teacher professional development or middle/high school and college students. Participants will examine theories of online learning to create and run effective online courses that address the specific needs of their audience. Upon completion of this course participants will be eligible to deliver the online courses they have developed for their local students and/or teachers and to participate in a year-long support forum with ETLO staff and Online Course Design Specialists from other organizations.

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### Course Pricing

<table>
<thead>
<tr>
<th>Course Pricing</th>
<th>Option 3 Year 1</th>
<th>Option 3 Year 2</th>
<th>Option 3 Year 3</th>
<th>Option 3 Year 4</th>
<th>Option 3 Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Price of Course</td>
<td>$9,000.00</td>
<td>$9,000.00</td>
<td>$9,000.00</td>
<td>$9,000.00</td>
<td>$9,000.00</td>
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<tr>
<td>Price Per Participant 1 – 5</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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<tr>
<td>Price for 6 Participants</td>
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<td>$15,000.00</td>
<td>$15,000.00</td>
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<tr>
<td>Price Per Participant 7 – 24</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
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<tr>
<td>Price for 25 - 30 Participants</td>
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<td>$60,000.00</td>
<td>$60,000.00</td>
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<td>$60,000.00</td>
</tr>
</tbody>
</table>

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### SIN Ancillary Supplies and/or Services

**Manuals**

- **Description**
  - Publication Aggressors, Victims, and Bystanders: Thinking and Acting to Prevent Violence. Analyzes habits of thought that promote, allow for, or prevent violence. (For grades 6 - 9)
- **Unit of Issue**
  - Teaching Manual
- **Time of Delivery**
  - ARO: 2 Weeks
- **Discount Offered**
  - 10% discount on orders that exceed $3,000.

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**Support Product (ODC's)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Option 3 Year 1</th>
<th>Option 3 Year 2</th>
<th>Option 3 Year 3</th>
<th>Option 3 Year 4</th>
<th>Option 3 Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual - Publication Aggressors, Victims, and Bystanders: Thinking and Acting to Prevent Violence</td>
<td>1.8% Escalation</td>
<td>1.8% Escalation</td>
<td>1.8% Escalation</td>
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<tr>
<td>Price</td>
<td>$87.92</td>
<td>$89.51</td>
<td>$91.12</td>
<td>$92.76</td>
<td>$94.43</td>
</tr>
</tbody>
</table>

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Labor Category Descriptions

Administrative Support I - III

*Functional Responsibility*
Provides administrative support to business and management personnel working closely with the Project Director and other project staff. This includes, but is not limited to project administration, program management support, producing all project related correspondence, maintaining web sites and databases, scheduling meetings and reservations, and maintaining document libraries.

*Position Qualifications*

<table>
<thead>
<tr>
<th>Administrative Support I</th>
<th>Associate Degree and 2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support II</td>
<td>Associate Degree and 4 years</td>
</tr>
<tr>
<td>Administrative Support III</td>
<td>Associate Degree and 6 years</td>
</tr>
</tbody>
</table>

**Executive Administrator**

*Functional Responsibility*
Directs all activities related to administrative support functions and handles confidential communications. Provides expertise relating to administering programs and evaluating the performance and outcomes of a program.

*Position Qualifications*

Bachelor’s Degree and 10 years

**Project Manager I II**

*Functional Responsibility*
Provides day-to-day direction and control of projects related to consulting services, business improvement efforts, facilitation services, and all aspects of surveying. Must possess experience planning and managing projects to achieve the desired results. Responsible for developing the project/task work plan and for monitoring progress against the work plan. Provides guidance to project teams, tracks and reports on project status, and ensures that all project issues are successfully resolved.

*Position Qualifications*

<table>
<thead>
<tr>
<th>Project Manager I</th>
<th>Bachelor’s Degree and 4 years or MS/MA Degree and 2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager II</td>
<td>Bachelor’s Degree and 6 years or MS/MA Degree and 4 years</td>
</tr>
</tbody>
</table>

**Project Director I - II**

*Functional Responsibility*
Manages contractual relationships with clients and has the authority to dedicate company resources to a client project. Oversees multiple, simultaneous projects at the program level. Has the demonstrated ability to set and maintain overall direction for a program, to control overall scope,
budget, and schedule for complex, multi-project programs, has the ability to communicate with client executive management to ensure that critical program issues are addressed. Conducts quality assurance of key project deliverables. Capable of negotiating and making binding decisions for the company.

Position Qualifications
Project Director I
Bachelor’s Degree and 8 years or MS/MA Degree and 6 years
Project Director II
Bachelor’s Degree and 10 years or MS/MA Degree and 8 years

Media Specialist I - III
Functional Responsibility
Provides writing and editorial expertise to design and develop documentation, publications, briefings and presentations. Experienced in both content development and graphical presentation. Knowledgeable in applying the principles of visual design to effectively display information. Advises clients on the most effective ways to complement text with graphical depictions. Proficient in software tools and design concepts for the creation of high quality deliverables in support of business initiatives.

Position Qualifications
Media Specialist I
Bachelor’s Degree and 3 years
Media Specialist II
Bachelor’s Degree and 5 years
Media Specialist III
Bachelor’s Degree and 7 years

Training Specialist I - II
Functional Responsibility
Applies experience in instructional design theory, research and practice to the process of developing and implementing instructional strategies. Develops, assesses and evaluates instructional materials and activities, including appropriate use of instructional materials, activities, and instructional technologies. Provides generic and customized training and professional development to meet needs related to educational leadership in formal and informal environments, targeted at improving teaching and learning.

Position Qualifications
Training Specialist I
Bachelor’s Degree and 4 years
Training Specialist II
Bachelor’s Degree and 6 years

Consultant I - IV
Functional Responsibility
Maintains specialized knowledge of organizational issues and processes related to the best
practices for implementing complex business change. Works on projects related to consulting services, business improvement efforts, facilitation services, and all aspects of surveying. Performs consulting activities to assist clients in activities such as building leadership, performing strategic planning, conducting information analysis, developing process improvements, performing facilitation services, conducting surveys and improving an organization’s results.

**Position Qualifications**

**Consultant I**  
Bachelor’s Degree and 2 years

**Consultant II**  
Bachelor’s Degree and 4 years or MS/MA and 2 years

**Consultant III**  
Bachelor’s Degree and 6 years or MS/MA and 4 years

**Consultant IV**  
Bachelor’s Degree and 8 years or MS/MA and 6 years

**Technical Consultant I - III**

**Functional Responsibility**  
Provide technical support to facilitate design, installation, modification and operation of business improvement initiatives. May evaluate vendor’s proposals for purchase of system components to include hardware, software, and technical services to assure adherence to business requirements. Provide technical support including conducting information analysis, developing process improvements, performing facilitation services, conducting surveys and improving an organization’s results.

**Position Qualifications**

**Technical Consultant I**  
Bachelor’s Degree and 2 years

**Technical Consultant II**  
Bachelor’s Degree and 4 years

**Technical Consultant III**  
Bachelor’s Degree and 6 years

**Senior Consultant I - III**

**Functional Responsibility**  
Provides consulting services, organizational improvement efforts, facilitation services, and all aspects of surveying, performing executive-level consulting activities to assist clients in activities such as building leadership, performing strategic planning, developing process improvements, performing facilitation services, conducting surveys and improving business results. Experienced in translating strategic plans into action plans, developing resource needs, developing continuous improvement strategies, improving organizational performance and developing improvements to process management.

**Position Qualifications**

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**Senior Consultant I**
Bachelor’s Degree and 8 years or MS/MA Degree and 6 years or PhD and 4 years

**Senior Consultant II**
Bachelor’s Degree and 10 years or MS/MA Degree and 8 years or PhD and 6 years

**Senior Consultant III**
Bachelor’s Degree and 12 years or MS/MA Degree and 10 years or PhD and 8 years

**Executive Consultant I - II**

*Functional Responsibility*
Experienced in all aspects of organizational and management consulting. Manages contractual relationship with clients and maintains the authority to apply resources of the company to any project. Provides expert advice, assistance, guidance and counseling in support of organizational improvement efforts in such areas as program and project management, project integration, and program oversight for projects related to consulting services, business improvement efforts, facilitation services, and all aspects of surveying. Conducts quality assurance reviews for all aspects of key projects. Represents the organization at top-level policy and planning meetings.

**Position Qualifications**

**Executive Consultant (Director) I**
Bachelor’s Degree and 12 years or MS/MA Degree and 10 years or PhD and 8 years

**Executive Consultant (Director) II**
Bachelor’s Degree and 14 years or MS/MA Degree and 12 years or PhD and 10 years

**Distinguished Scholar I - III**

*Functional Responsibility*
Engages in communication and strategic planning to foster both internal and external collaboration on key projects. Develops close working relationships with staff to promote skill development, intellectual stimulation and collaborative ties to promote work in the Scholar’s specific field of expertise. Provides outreach efforts designed to identify emerging trends and forge national and international strategic alliances. Shares common themes and leading-edge ideas to influence the agenda of policy makers, practitioners and the general public.

**Position Qualifications**

**Distinguished Scholar I**
PhD and 10 years

**Distinguished Scholar II**
PhD and 12 years

**Distinguished Scholar III**
PhD and 15 years