

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

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

Professional Services Schedule (PSS)

Industrial group: 00CORP

Contract Number: GS-10F-0478Y

For more information on ordering from Federal Supply Schedules click here: [For Federal Agency Customers - Ordering From Schedules](#)

Contract Period: September 20, 2012 – September 19, 2022



**Orbis Operations, LLC
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McLean, VA 22101
Telephone: (703) 639-0911
Fax: (703) 942-8688
www.orbisops.com**

Business Size/Status: Small

Prices shown herein are NET (discount deducted).

Pricelist current through Modification PO-0013 dated September 20, 2017



Contract Holder

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): *Please refer to Page #4 for a more detailed description*

- SIN 874-1 / 874-1RC Integrated Consulting Services
- SIN 874-4 / 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships



874-1RC, 874-4RC: Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [page #19](#)
- 1c. Labor Category Descriptions: Please refer to page [#7](#)
2. Maximum Order: \$1,000,000.00 per SIN
3. Minimum Order: \$100.00
4. Geographic Coverage: Domestic and Overseas
5. Point (s) of Production: McLean, VA
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: 2.0% discount on firm-fixed price (FFP) task orders
≥\$500,000.00
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Card *is* accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point: Destination
- 13a. Ordering Address: Orbis Operations, LLC
Attn: GSA Orders
6849 Old Dominion Drive, Suite 370
McLean, VA 22101

- 13b. 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: Orbis Operations, LLC
Attn: Accounts Receivable
6849 Old Dominion Drive, Suite 370
McLean, VA 22101
15. Warranty Provision: Contractor's standard commercial warranty
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): The government purchase card is accepted above and below the micro-purchase threshold.
18. Terms and conditions of rental, maintenance, and repair: 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: 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 applicable): Not Applicable
23. Preventative 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. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 831164558
26. Orbis Operations, LLC is registered in the System for Award Management (SAM), previously known as the Central Contractor Registration (CCR) database.

CONTRACT OVERVIEW

GSA awarded Orbis Operations, LLC a GSA Federal Supply Schedule contract for the Professional Services Schedule (PSS), Contract Number GS-10F-0478Y. The current contract period is September 20, 2012 – September 19, 2022. GSA may exercise a total of up to two additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR, DOMESTIC AND OVERSEAS

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MARKETING AND TECHNICAL POINT OF CONTACT

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BRIEF COMPANY OVERVIEW

Orbis Operations, LLC (Orbis) provides unique, creative and innovative tactical, strategic and operational consulting services and custom training programs to both the government and private sectors of the defense industry. Orbis is a leading irregular warfare consulting firm focused on conflict and post-conflict zones with a particular expertise in Southwest Asia, the Middle East, Latin America and Africa. We are dedicated to providing our clients with unique non-material solutions that identify, facilitate and create opportunities as well as the innovative, tailored solutions necessary to realize them.

We pride ourselves on operating where others cannot or will not. Orbis has consultants and on-site services personnel with operational, tactical and analytical expertise from the military services, other government agencies, and major prime contractors. Our professionals give us a unique joint perspective that separates us from other consulting firms. The common thread among our consultants is a strong operational background, technical education, and additional expertise in intelligence, counter terrorism, counter narcotics, and operational analysis.

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Professional Services Schedule Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Orbis Operations, LLC has been awarded a contract by GSA to provide services under the following SINs:

- 874-1, Integrated Consulting Services
- 874-4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

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

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

874-1, Integrated Consulting Services

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE: Legal, expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINS. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services.

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

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.). Support materials not included may be offered under SIN 100 03, 874-9.

Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN.

A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

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

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

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

Orders under the Micro-Purchase Threshold (\$3,500)
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold (\$3,500) and the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare a Statement of Work (SOW) or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, and then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and

Special standards and any special requirements, where applicable.

Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

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

BLANKET PURCHASE AGREEMENT

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

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

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

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

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

Ordering from BPAs:

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

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

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

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

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

Review of BPAs:

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

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

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Orbis Operations, LLC (Orbis)'s commercial practices include the education / experience substitutions identified below. In order to be consistent with commercial practices, Orbis incorporates their commercial education / experience substitution methodology to all GSA labor categories.

Experience Substitutions Methodology:

High School Diploma + 2 years additional experience	Equals	Associates Degree
High School Diploma + 4 years additional experience	Equals	Bachelors Degree
Associates Degree + 2 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

Education Substitutions Methodology:

A Ph.D. may be substituted for three (3) years of required experience with a Masters Degree or five (5) years with a Bachelors Degree.
A Masters Degree may be substituted for two (2) years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for two (2) years of required experience with an Associates Degree.
A Bachelors Degree may be substituted for four (4) years of required experience with a Diploma.

Title:	PROJECT VIDEOGRAPHER / EDITOR
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Seven (7) years
Functional Duties/ Responsibilities:	Manages video and film production projects. Matches staff to needs of each project, monitors status of development of all products and delivery of all services. Monitors quality control and quality assurance procedures and outcomes. Participates in strategic planning meetings and creative development meetings, e.g., video treatment development. Assigns tasks to staff and monitor quality of work. Oversees production process and administrative support for all production, including management of vendors. Tracks production components. Interacts with client and production team on creative development of project. Drafts and revises scripts for videos and films, reviews comments from client and production team, and revises script as necessary. Operates cameras, broadcasting or video recording cameras, and equipment to photograph various subjects and subject material.

Title:	PROJECT ADVISOR
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	One (1) year
Functional Duties/ Responsibilities:	Serves as advisor to program management team in variety of capacities. Assists with specialized projects in strategic planning services, decision support services, education and training development, and organizational performance support. Attend meetings with client and other related agencies, industry groups, public groups, and others as required to ensure project success. Develop and perform quality control measurements in the field.

Title:	JUNIOR PROJECT MANAGER
Security Clearance:	None
Minimum Education:	Associates Degree
Minimum Experience:	One (1) year
Functional Duties/ Responsibilities:	Supports the execution of project tasks under the direction of a Program Manager I or higher. Assists with day-to-day management of basic contract support operations on a single project. Applies technical and management systems analysis methods to define and develop solutions to consultative and/or training problems and issues. Assists the Program Manager as required in managing contract performance.

Title:	PROGRAM MANAGER I
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Three (3) years
Functional Duties/ Responsibilities:	Performs day-to-day budget, administration, and schedule control over activities of one or more specific subtasks within programs. Supports project management, configuration management, quality, scheduling, and cost control. Knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Evaluates procedures, processes, models, and systems related to technical and contractual management and reports problems and recommends solutions. Provides technical and administrative direction for project personnel, including review of work products for correctness, adherence to concepts and user standards, and progress in accordance with schedules. Coordinates with project team to ensure problem resolution and user satisfaction. May prepare milestone status reports for management.

Title:	PROGRAM MANAGER II
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Five (5) years
Functional Duties/ Responsibilities:	Maintains budget, administration, and schedule controls over the activities of multiple subtasks or small projects within programs. Supports project management, configuration management, quality, scheduling, and cost control. Extensive knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Evaluates procedures, processes, models, and systems related to technical and contractual management and reports problems and recommends / implements solutions. Provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to concepts and user standards, and progress in accordance with schedules. Coordinates with project team to ensure problem resolution and user satisfaction. May prepare milestone status reports for management regarding the status of ongoing projects.

Title:	PROGRAM MANAGER III
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Seven (7) years
Functional Duties/ Responsibilities:	Maintains budget, administration, and schedule control over the activities of one or more specific projects within programs. Supports project management, configuration management, quality, scheduling, and cost control. Extensive knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Evaluates procedures, processes, models, and systems related to technical and contractual management and reports problems and recommends / implements solutions. Provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to concepts and user standards, and progress in accordance with schedules. Coordinates with project team to ensure problem resolution and user satisfaction. May prepare milestone status reports for management regarding the status of ongoing projects.

Title:	SENIOR PROGRAM MANAGER I
Security Clearance:	Secret preferred
Minimum Education:	Masters Degree
Minimum Experience:	Eight (8) years
Functional Duties/ Responsibilities:	Overall accountability to ensure programs receive the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Responsible for management, budgetary and administrative aspects of projects. Organizes, directs, and coordinates the planning and production of all program activities. Maintains productive and effective relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for small to medium complexity projects.

Title:	SENIOR PROGRAM MANAGER II
Security Clearance:	Secret preferred
Minimum Education:	Masters Degree
Minimum Experience:	Ten (10) years
Functional Duties/ Responsibilities:	Overall accountability to ensure programs receive the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Responsible for management, budgetary and administrative aspects of projects. Organizes, directs, and coordinates the planning and production of all program activities. Maintains productive and effective relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for medium to large complexity projects.

Title:	SENIOR PROGRAM MANAGER III
Security Clearance:	Secret preferred
Minimum Education:	Masters Degree
Minimum Experience:	Twelve (12) years
Functional Duties/ Responsibilities:	Overall accountability to ensure programs receive the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Responsible for management, budgetary and administrative aspects of projects. Organizes, directs, and coordinates the planning and production of all program activities. Maintains productive and effective relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for large, complex projects.

Title:	INSTRUCTOR / TRAINER I
Security Clearance:	None
Minimum Education:	Associates Degree
Minimum Experience:	Two (2) years
Functional Duties/ Responsibilities:	Conducts training in formal and informal educational settings in area(s) of experience. Prepares materials for instructors and students. Coordinates course content and schedule with the project team. Assists with research necessary to develop and revise training course and in deploying new initiatives and upgrades. Provides support to senior trainers. Ensures a high standard of training and facilitation and maintains accurate records of training and certification.

Title:	INSTRUCTOR / TRAINER II
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Two (2) years
Functional Duties/ Responsibilities:	Conducts training in formal and informal educational settings in area(s) of experience. Prepares materials for instructors and students. Coordinates course content and schedule with the project team. Assists with research necessary to develop and revise training courses and in deploying new initiatives and upgrades. Provides support to senior trainers. Ensures a high standard of training and facilitation and maintains accurate records of training and certification.

Title:	INSTRUCTOR / TRAINER III
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Three (3) years
Functional Duties/ Responsibilities:	Provides in-depth training in formal and informal educational settings in specialized content or management areas. Prepares materials for instructors and students. Coordinates course content and schedule with the project team. Conducts research necessary to develop and revise training courses. Identifies courses that should be developed and provides leadership in deploying new initiatives and upgrades. Provides support to senior trainers. Identifies critical training and educational topics, develops and manages timely responses to all identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification.

Title:	INSTRUCTOR / TRAINER IV
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Four (4) years
Functional Duties/ Responsibilities:	Provides in-depth training in formal and informal educational settings in specialized content or management areas. Prepares materials for instructors and students. Coordinates course content and schedule with the project team. Identifies courses that should be developed and conducts research necessary to develop and revise training courses. Leads the deployment of new initiatives and upgrades. Provides support to senior trainers. Identifies critical training and educational topics, develops and manages timely responses to all identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification.

Title:	SENIOR INSTRUCTOR / TRAINER I
Security Clearance:	Secret
Minimum Education:	Masters Degree
Minimum Experience:	Four (4) years
Functional Duties/ Responsibilities:	Directs and oversees in-depth expert training in specialized content areas that may be offered in formal and non-formal educational settings, including such aspects as concepts and definitions of curriculum and instruction, and their impacts on social contexts, learning environments and school practices. May also serve in an advisory role, consulting with upper levels of management in order to assist in the development and oversight of appropriate training policy and strategies. Leads the instructional development process, focusing on design issues, clarification of learning tasks, selection of instructional strategies and tactics, and construction of prototype materials. Introduces techniques which make learning more efficient and effective. Provides analysis, advice and recommendations on training strategies, delivery of training, organizational training capacity, and management of training activities and evaluation of same. May provide guidance and direction to junior staff.

Title:	SENIOR INSTRUCTOR / TRAINER II
Security Clearance:	Secret
Minimum Education:	Masters Degree
Minimum Experience:	Six (6) years
Functional Duties/ Responsibilities:	Directs and oversees in-depth expert training in specialized content areas offered in formal and non-formal educational settings, including concepts and definitions of curriculum and instruction and their impacts on social contexts, learning environments and school practices. May serve in advisory role, consulting with upper management to assist in development and oversight of appropriate training policy and strategies. Leads instructional development process, focusing on design issues, clarification of learning tasks, selection of instructional strategies and tactics, and construction of prototype materials. Introduces techniques to make learning more efficient and effective. Provides analysis, advice and recommendations on training strategies, delivery of training, organizational training capacity, and management of training activities and evaluation of same. May provide guidance and direction to junior staff.

Title:	ANALYST I
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	One (1) years
Functional Duties/ Responsibilities:	Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Works with a team to support the analysis of complex systems, support systems, program management, business process reengineering, or other related programs. Assists in the development of procedures and protocols for conducting analyses. Demonstrates a basic knowledge of analysis principles, theories and techniques to solve general problems and formulate solutions. Evaluates less complex data and assists in preparing reports of results.

Title:	ANALYST III
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Three (3) years
Functional Duties/ Responsibilities:	Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Works with team to support analysis of complex systems, support systems, program management, business process reengineering, or other related programs. Assists in development of procedures and protocols for conducting analyses. Demonstrates a basic knowledge of analysis principles, theories and techniques to solve general problems and formulate solutions. Evaluates complex data and assists in preparing reports of results. Supervises junior staff as necessary.

Title:	SENIOR ANALYST I
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Five (5) years
Functional Duties/ Responsibilities:	Demonstrates thorough knowledge of analysis principles, theories and techniques to solve problems and formulate solutions. Applies analytic techniques in evaluation of project objectives and contributes to implementation of strategic direction. Performs data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project. Evaluates complex data and prepares reports of results. Knowledgeable in development and implementation of criteria for collection, compilation and recording of data. Directs activities of junior staff as necessary and interfaces with project team.

Title:	SENIOR ANALYST II
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Seven (7) years
Functional Duties/ Responsibilities:	Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Develops procedures and protocols for conducting analyses. Develops, executes and leads technical tasks to apply analytical problem solving methodologies. Knowledgeable in the development and implementation of criteria for the collection, compilation and recording of data. Effectively allocates resources and provides technical direction to junior support staff and interfaces with project team.

Title:	CONSULTANT II
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Five (5) years
Functional Duties/ Responsibilities:	Provides consulting services in area(s) of specialization. Defines, develops, and recommends solutions to more complex consultative and training problems and issues. Plans, implements, and executes project tasks working with subject matter experts and other staff. Provides research, writing, and logistical support. Prepares reports in area(s) of specialization and presents findings to team and client. Performs variety of tasks that require practical experience and theoretical, state-of-the-art knowledge in specialty area. Leads in developing programs and implementing solutions to meet the client's needs.

Title:	SUBJECT MATTER EXPERT I
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Three (3) years
Functional Duties/ Responsibilities:	Provides expert independent services and leadership in specialized knowledge areas for effective implementation of projects. Extensive knowledge in specialized area necessary for the effective evaluation and development of recommendations regarding the subject. Provides functional consulting, analysis, and methodological support to projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, and effectively allocates resources. Specialized experience in planning, evaluating, directing, and coordinating research and development projects.

Title:	SUBJECT MATTER EXPERT III
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Five (5) years
Functional Duties/ Responsibilities:	Provides expert independent services and leadership in specialized knowledge areas for effective implementation of projects. Extensive knowledge in specialized area necessary for the effective evaluation and development of recommendations regarding the subject. Provides functional consulting, analysis, and methodological support to projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to members of the project team.

Title:	SUBJECT MATTER EXPERT IV
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Seven (7) years
Functional Duties/ Responsibilities:	Provides expert independent services and leadership in specialized knowledge areas necessary for effective implementation of projects. Extensive knowledge in an area of specialization necessary for the effective evaluation and development of recommendations regarding the subject. Provides functional consulting, analysis, and methodological support to large, complex projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to members of the project team.

Title:	SUBJECT MATTER EXPERT V
Security Clearance:	Secret preferred
Minimum Education:	Bachelors Degree
Minimum Experience:	Eight (8) years
Functional Duties/ Responsibilities:	Provides expert independent services and leadership in specialized knowledge areas necessary for effective implementation of projects. Extensive knowledge in an area of specialization necessary for the effective evaluation and development of recommendations regarding the subject. Provides functional consulting, analysis, and methodological support to large, complex projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to members of the project team.

Title:	SENIOR SUBJECT MATTER EXPERT I
Security Clearance:	Secret preferred
Minimum Education:	Masters Degree
Minimum Experience:	Seven (7) years
Functional Duties/ Responsibilities:	Provides expert independent services and leadership in specialized knowledge areas necessary for effective implementation of projects. Extensive knowledge in an area of specialization necessary for the effective evaluation and development of recommendations regarding the subject. Provides functional consulting, analysis, and methodological support to large, complex projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to members of the project team.

Title:	SENIOR SUBJECT MATTER EXPERT IV
Security Clearance:	Secret preferred
Minimum Education:	Masters Degree
Minimum Experience:	Thirteen (13) years
Functional Duties/ Responsibilities:	Provides expert independent services and leadership in specialized knowledge areas necessary for effective implementation of projects. Extensive knowledge in an area of specialization necessary for the effective evaluation and development of recommendations regarding the subject. Provides functional consulting, analysis, and methodological support to large, complex projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to members of the project team.

TRAINING COURSE DESCRIPTIONS

Title of Course:	<i>Insider-Threat Situational Awareness Training (IT-SAT)SM Training Team</i> Provided at Customer's Location		
Minimum Participants:	1 (per course)	Maximum Participants:	40 (per course)
Length of Course:	Minimum of three instructional days, does not include travel days and customer-directed downtime	Unit of Issue	Per Day
COURSE DESCRIPTION			
<p>Orbis Operations, LLC (Orbis) has developed a training program in the area of Human Behavior Pattern Recognition & Analysis (HBPR&A), what we call Insider-Threat Situational Awareness Training (IT-SAT)SM. Our scientifically-validated methodology imparts individuals with enhanced cognitive tools for the detection of anomalous behavior as well as a decision-making framework to take action in the face of these anomalies. A course requires 3 days of instructional time plus whatever instructor travel time or customer directed downtime (or instructor pre-mobilization training, if applicable) is necessary. Each course can accommodate up to 40 students. Courses can be staged back-to-back to reduce travel time and increase economies of scale for the customer. The course is focused at detecting insider threats within an organization or coalition or group of organizations and can be shaped and tailored to fit the needs of a wide variety of end users from commercial customers to the military with applications ranging from security to sales.</p> <p>Whether (1) “reverse profiling” by utilizing paralanguage techniques such as kinesic (body language) mimicry to elicit positive emotional responses from targeted sales customers; (2) identifying deception from anomalous body language in the context of lengthy and contentious commercial negotiation, the conduct of international diplomacy or as part of a casino loss prevention scheme; or (3) identifying physical security threats in a group or region based upon a reading of the human terrain, (IT-SAT)SM skills have direct relevance and applicability.</p> <p>Our instructor-led training is based on seminar-style academic delivery paired with photo and video practical applications and then followed by increasingly complex scenario-based practical application. Orbis' HBPR&A training provides students the opportunity to practice their (IT-SAT)SM skills, utilize the profiling knowledge that was covered in the classroom portion and, importantly, provide the conditions whereby students must combine their individually created profiles of a situation with those from others in their organization to create a team profile and develop individual/group adaptability and cognition.</p> <p>Orbis' instructional regime offers a scalable mechanism to provide (IT-SAT)SM to whatever size audience is required by adding additional instructional teams (either multiple teams or additional time with a single team).</p> <p>Curriculum includes following topic areas:</p> <p><i>The IT-SATSM Course runs for three days and utilizes two days of classroom instruction and a day of increasingly challenging practical applications (photo, video and scenario-based) and scenario-based training.</i> (IT-SAT)SM blends six domains of human behavior into a cohesive proactive and predictive methodology that greatly enhances the ability of individuals to establish a baseline for the human terrain in a given context or location and then detect anomalies within it, focusing specifically on the threat posed by persons within or seemingly aligned with an organization. All people, events, and vehicles give off certain signals when they are measured against context, relevance, and a societal baseline. These ‘signals’ are read as ‘anomalies.’ Establishing a baseline, detecting and then acting on these anomalies is the essence of the (IT-SAT)SM training methodology</p> <ul style="list-style-type: none"> • Course pace and content is contingent on the aptitude and capacity of the students • More mature, seasoned groups tend to work at accelerated pace • Not a memorization/recitation course – requires close student-instructor interaction and incremental skill-building events, culminating in an unassisted final scenario • First two days of classroom are intensive, sensory-driven lecture covering scientific, practical and interpersonal concepts; practical application utilizes crawl-walk-run method 			

- Science and fundamental principles remain unchanged irrespective of the audience while examples cited, areas of focus / emphasis and the practical application scenarios can and are tailored based upon end user
- Ideal for groups with short available training windows

Course Materials Included:	None
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Title:	<i>Advanced Situational Awareness Training (ASAT)® – Basic Course</i> Provided at Customer’s Location		
Minimum Participants:	1	Maximum Participants:	60
Length of Course:	5 days (40 hours)		
COURSE DESCRIPTION			
<p>Orbis Operations, LLC (Orbis) has developed a training program in the area of Human Behavior Pattern Recognition & Analysis (HBPR&A), what we call Advanced Situational Awareness Training (ASAT)®. Our scientifically-validated methodology imparts individuals with enhanced cognitive tools for the detection of anomalous behavior in any situation or context as well as a decision-making framework to take action in the face of these anomalies. The course can be shaped and tailored to fit the needs of a wide variety of end users from commercial customers to the military with applications ranging from security to sales.</p> <p>Whether (1) “reverse profiling” by utilizing paralanguage techniques such as kinesic (body language) mimicry to elicit positive emotional responses from targeted sales customers; (2) identifying deception from anomalous body language in the context of lengthy and contentious commercial negotiation, the conduct of international diplomacy or as part of a casino loss prevention scheme; or (3) identifying physical security threats in a group or region based upon a reading of the human terrain, ASAT® skills have direct relevance and applicability.</p> <p>Our instructor-led training is based on seminar-style academic delivery paired with photo and video practical applications and then followed by increasingly complex scenario-based practical application. Orbis' HBPR&A training provides students the opportunity to practice their ASAT® skills, utilize the profiling knowledge that was covered in the classroom portion and, importantly, provide the conditions whereby students must combine their individually created profiles of a situation with those from others in their organization to create a team profile and develop individual/group adaptability and cognition.</p> <p>Orbis' instructional regime offers a scalable mechanism to provide ASAT® to whatever size audience is required. Curriculum includes following topic areas:</p> <p><i>The Basic Course runs for five days and utilizes two to three days of classroom instruction coupled with increasingly challenging practical applications (photo, video and scenario-based) of ASAT® techniques. Two days of role player training precede the start of the Basic Course and are included.</i></p> <p>ASAT® blends six domains of human behavior into a cohesive proactive and predictive methodology that greatly enhances the ability of individuals to establish a baseline for the human terrain in a given context or location and then detect anomalies within it. All people, events, and vehicles give off certain signals when they are measured against context, relevance, and a societal baseline. These ‘signals’ are read as ‘anomalies.’ Establishing a baseline, detecting and then acting on these anomalies is the essence of the ASAT® training methodology</p> <ul style="list-style-type: none"> • Course pace and content is contingent on the aptitude and capacity of the students • More mature, seasoned groups tend to work at accelerated pace • Not a memorization/recitation course – requires close student-instructor interaction and incremental skill-building events, culminating in an unassisted final scenario • First two/three days of classroom are intensive, sensory-driven lecture covering scientific, practical and interpersonal concepts; practical application utilizes crawl-walk-run method • Science and fundamental principles remain unchanged irrespective of the audience while examples cited, areas of focus / emphasis and the practical application scenarios can and are tailored based upon end user • Ideal for groups with short available training windows 			
Course Materials Included:	None		

Title:	<i>Advanced Situational Awareness Training (ASAT)® – Advanced Course</i> Provided at Customer's Location		
Minimum Participants:	1	Maximum Participants:	30
Length of Course:	22 days (176 hours)		
COURSE DESCRIPTION			
<p>Orbis Operations, LLC (Orbis) has developed a training program in the area of Human Behavior Pattern Recognition & Analysis (HBPR&A), what we call Advanced Situational Awareness Training (ASAT)®. Our scientifically-validated methodology imparts individuals with enhanced cognitive tools for the detection of anomalous behavior in any situation or context as well as a decision-making framework to take action in the face of these anomalies. The course can be shaped and tailored to fit the needs of a wide variety of end users from commercial customers to the military with applications ranging from security to sales.</p> <p>Whether (1) “reverse profiling” by utilizing paralanguage techniques such as kinesic (body language) mimicry to elicit positive emotional responses from targeted sales customers; (2) identifying deception from anomalous body language in the context of lengthy and contentious commercial negotiation, the conduct of international diplomacy or as part of a casino loss prevention scheme; or (3) identifying physical security threats in a group or region based upon a reading of the human terrain, ASAT® skills have direct relevance and applicability.</p> <p>Our instructor-led training is based on seminar-style academic delivery paired with photo and video practical applications and then followed by increasingly complex scenario-based practical application. Orbis' HBPR&A training provides students the opportunity to practice their ASAT® skills, utilize the profiling knowledge that was covered in the classroom portion and, importantly, provide the conditions whereby students must combine their individually created profiles of a situation with those from others in their organization to create a team profile and develop/enhance individual and group adaptability and cognition.</p> <p>Orbis' instructional regime offers a scalable mechanism to provide ASAT® to whatever size audience is required. Curriculum includes following topic areas:</p> <p><i>The Advanced Course utilizes the introductory methods of the Five-Day Course then conducts more intensive practical application scenario training in the second phase.</i></p> <p>ASAT® blends six domains of human behavior into a cohesive proactive and predictive methodology that greatly enhances the ability of individuals to establish a baseline for the human terrain in a given context or location and then detect anomalies within it. All people, events, and vehicles give off certain signals when they are measured against context, relevance, and a societal baseline. These ‘signals’ are read as ‘anomalies.’ Establishing a baseline, detecting and then acting on these anomalies is the essence of the ASAT® training methodology</p> <ul style="list-style-type: none"> • Recommended for specialized groups with specific requirements (i.e., specialized military units, big-ticket / long-cycle sales forces, diplomatic negotiators) • Specific skill sets, environments and cultural dynamics relevant to the customer and its requirements are addressed in-depth • Multiple environments used for immersive teaching of skills in a range of contexts to more fully explore the utility and relevance of various domains in different times and places • Science and fundamental principles remain unchanged irrespective of the audience while examples cited, areas of focus / emphasis and the practical application scenarios can and are tailored based upon end user <p>Ideal for groups with specific tasks and objectives and the requisite time to commit to training</p>			
Course Materials Included:	None		

SUMMARY OF CONTRACT PRICING

LABOR CATEGORY RATES

SIN	Labor Category	CONUS / OCONUS	Base Period		Option Period 1				
			Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
			9/20/16-9/19/17	9/20/17-9/19/18	9/20/18-9/19/19	9/20/19-9/19/20	9/20/20-9/19/21	9/20/21-9/19/22	
874-1, -4	Junior Project Manager	CONUS	\$78.23	\$80.19	\$82.19	\$84.25	\$86.35	\$88.51	
874-1, -4	Program Manager I	CONUS	\$150.62	\$154.39	\$158.25	\$162.21	\$166.26	\$170.42	
874-1, -4	Program Manager II	CONUS	\$167.85	\$172.04	\$176.34	\$180.75	\$185.27	\$189.90	
874-1, -4	Program Manager III	CONUS	\$180.93	\$185.45	\$190.08	\$194.84	\$199.71	\$204.70	
874-1, -4	Senior Program Manager I	CONUS	\$240.87	\$246.89	\$253.06	\$259.39	\$265.88	\$272.52	
874-1, -4	Senior Program Manager II	CONUS	\$257.22	\$263.65	\$270.24	\$277.00	\$283.92	\$291.02	
874-1, -4	Senior Program Manager III	CONUS	\$277.93	\$284.88	\$292.00	\$299.30	\$306.78	\$314.45	
874-4	Instructor / Trainer I	CONUS	\$98.09	\$100.54	\$103.06	\$105.63	\$108.28	\$110.98	
874-4	Instructor / Trainer II	CONUS	\$111.17	\$113.95	\$116.80	\$119.72	\$122.71	\$125.78	
874-4	Instructor / Trainer III	CONUS	\$124.25	\$127.36	\$130.54	\$133.80	\$137.15	\$140.58	
874-4	Instructor / Trainer IV	CONUS	\$136.24	\$139.64	\$143.14	\$146.71	\$150.38	\$154.14	
874-4	Senior Instructor / Trainer I	CONUS	\$185.28	\$189.92	\$194.66	\$199.53	\$204.52	\$209.63	
874-4	Senior Instructor / Trainer II	CONUS	\$200.54	\$205.56	\$210.70	\$215.96	\$221.36	\$226.90	
874-1, -4	Analyst I	CONUS	\$105.91	\$108.56	\$111.27	\$114.05	\$116.90	\$119.83	
874-1, -4	Analyst III	CONUS	\$134.79	\$138.16	\$141.61	\$145.15	\$148.78	\$152.50	
874-1, -4	Senior Analyst I	CONUS	\$163.49	\$167.57	\$171.76	\$176.06	\$180.46	\$184.97	
874-1, -4	Senior Analyst II	CONUS	\$183.21	\$187.79	\$192.49	\$197.30	\$202.23	\$207.29	
874-1, -4	Consultant II	CONUS	\$165.67	\$169.81	\$174.05	\$178.40	\$182.86	\$187.44	
874-1, -4	Subject Matter Expert I	CONUS	\$123.99	\$127.09	\$130.27	\$133.52	\$136.86	\$140.28	
874-1, -4	Subject Matter Expert III	CONUS	\$174.14	\$178.49	\$182.95	\$187.52	\$192.21	\$197.02	
874-1, -4	Subject Matter Expert IV	CONUS	\$188.12	\$192.83	\$197.65	\$202.59	\$207.65	\$212.84	
874-1, -4	Subject Matter Expert V	CONUS	\$205.35	\$210.48	\$215.75	\$221.14	\$226.67	\$232.33	
874-1, -4	Senior Subject Matter Expert I	CONUS	\$217.55	\$222.98	\$228.56	\$234.27	\$240.13	\$246.13	
874-1, -4	Senior Subject Matter Expert IV	CONUS	\$272.48	\$279.29	\$286.27	\$293.43	\$300.76	\$308.28	
874-1, -4	Project Videographer / Editor	OCONUS	\$331.17	\$339.45	\$347.93	\$356.63	\$365.55	\$374.68	
874-1, -4	Project Advisor	OCONUS	\$166.14	\$170.29	\$174.55	\$178.91	\$183.38	\$187.97	
874-1, -4	Subject Matter Expert I	OCONUS	\$213.78	\$219.12	\$224.60	\$230.21	\$235.97	\$241.87	
874-1, -4	Subject Matter Expert III	OCONUS	\$232.18	\$237.99	\$243.94	\$250.04	\$256.29	\$262.69	
874-1, -4	Subject Matter Expert IV	OCONUS	\$320.66	\$328.68	\$336.90	\$345.32	\$353.95	\$362.80	
874-1, -4	Subject Matter Expert V	OCONUS	\$350.02	\$358.78	\$367.74	\$376.94	\$386.36	\$396.02	

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

TRAINING, COURSE RATES

Course Title	Base Period	Option Period 1				
	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	9/20/16-9/19/17	9/20/17-9/19/18	9/20/18-9/19/19	9/20/19-9/19/20	9/20/20-9/19/21	9/20/21-9/19/22
Advanced Situational Awareness Training (ASAT) [®] - Advanced Course	\$150,082.96	\$153,835.04	\$157,680.91	\$161,622.94	\$165,663.51	\$169,805.10
Advanced Situational Awareness Training (ASAT) [®] - Basic Course	\$61,174.52	\$62,703.89	\$64,271.48	\$65,878.27	\$67,525.23	\$69,213.36

TRAINING, UNIT-PRICED SERVICES

Course Title	Unit of Issue	Base Period	Option Period 1				
		Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		9/20/16-9/19/17	9/20/17-9/19/18	9/20/18-9/19/19	9/20/19-9/19/20	9/20/20-9/19/21	9/20/21-9/19/22
Insider-Threat Situational Awareness Training (IT-SAT) SM Training Team	DAY	\$8,825.03	\$9,045.66	\$9,271.80	\$9,503.59	\$9,741.18	\$9,984.71
<i>Purchase Volume: 1-14 days</i>							
Insider-Threat Situational Awareness Training (IT-SAT) SM Training Team	DAY	\$8,383.78	\$8,593.37	\$8,808.21	\$9,028.41	\$9,254.12	\$9,485.47
<i>Purchase Volume: 15-29 days</i>							
Insider-Threat Situational Awareness Training (IT-SAT) SM Training Team	DAY	\$7,942.53	\$8,141.08	\$8,344.61	\$8,553.23	\$8,767.06	\$8,986.23
<i>Purchase Volume: 30+ days</i>							