

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS 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 is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: **GSAAdvantage.gov**.

Multiple Award Schedule

FSC Group: Professional Services

FSC Class: R408

Contract Number: GS-00F-387GA

Contract Period: September 11, 2022 through September 10, 2027

Contractor: Edwards Industries, LLC
10980 Grantchester Way Suite 300
Columbia, MD 21044-6104

Business Size: Small, Woman Owned Business

Telephone: (443) 561-1335

FAX Number: (443) 561-0199

Web Site: www.Edwps.com

E-mail: Contracts@Edwps.com

Contract Administration: Neil Seitchik



For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>
Price list current as of Modification #PS-0020 effective 06/24/2024

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
541611	541611RC	Management & Financial Consulting, Acquisition & Grants Management Support, and Business Program & Project Management Services
611430	611430RC	Professional and Management Development Training
54151S	54151SRC	Information Technology (IT) Professional Services
541330L	541330L	Security System Integration, Design, Management, and Life Cycle Support.
ANCILLARY		Ancillary Support and/or Services
OLM		Order-Level Materials (OLM's)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices

based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See pages 4 and 8 for Pricing Tables

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See pages 8 through 24 for Labor Category/Training Course Description.

2. Maximum Order:

SINs	Maximum Order
541611	\$1,000,000
611430	\$1,000,000
54151S	\$500,000
541330L	\$250,000
Ancillary	\$250,000
OLM	\$250,000

3. **Minimum Order:** \$100.00

4. **Geographic Coverage (delivery Area):** Worldwide

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

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 Officer: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items (list items by country of origin):** Not Applicable

10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

10b. **Expedited Delivery.** Consult with Contractor

10c. **Overnight and 2-day delivery.** Consult with Contractor

10d. **Urgent Requirements.** Consult with Contractor

11. **F.O.B Points(s):** Destination

12a. **Ordering Address(es):** Same as Contractor

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

13. **Payment address(es):** Same as company address

14. **Warranty provision.:** Contractor's standard commercial warranty.

15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 22b. **If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.Not Applicable
23. **Unique Entity Identifier (UEI) number:** GJBPGYYL76K8
24. **Notification regarding registration in System for Award Management (SAM) database:** Edwards Industries is registered in SAM.

Service Contract Labor Standards Matrix:

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No.
Administrative Support Specialist, Mid-level	01020 - Administrative Assistant	2015-4265
Administrative Support Specialist	01020 - Administrative Assistant	2015-4265
Service Desk Technician II	14160 – Personal Computer Support Technician	2015-4265
Service Desk Technician I	14160 – Personal Computer Support Technician	2015-4265
Junior Scheduler	01320 – Service Order Dispatcher	2015-4265

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).

Labor Category Hourly Pricing:

SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Year 7	Year 8	Year 9	Year 10
541611 611430	Program Manager, Senior	Bachelors	20	Both	\$242.26	\$247.10	\$252.05	\$257.09
541611 611430	Program Manager, Mid-level	Bachelors	12	Both	\$209.99	\$214.20	\$218.48	\$222.85
541611 611430	Program Manager	Bachelors	8	Both	\$195.17	\$199.07	\$203.05	\$207.11
541611 611430	Systems Engineer, Senior	Bachelors	12	Both	\$180.62	\$184.24	\$187.93	\$191.69
541611 611430	Business Analyst, SME	Bachelors	10	Both	\$180.98	\$184.59	\$188.28	\$192.05
541611 611430	Business Analyst, Mid-level	Bachelors	3	Both	\$116.19	\$118.52	\$120.89	\$123.30
541611 611430	Business Analyst	Bachelors	1	Both	\$87.11	\$88.86	\$90.63	\$92.44
541611 611430	EVM Specialist, Senior	Bachelors	8	Both	\$190.03	\$193.82	\$197.70	\$201.65
541611 611430	Project Manager, SME	Bachelors	12	Both	\$172.47	\$175.92	\$179.44	\$183.02
541611 611430	Project Manager, Senior	Bachelors	8	Both	\$156.81	\$159.94	\$163.13	\$166.40
541611 611430	Project Manager, Mid-level	Bachelors	5	Both	\$153.99	\$157.08	\$160.22	\$163.43
541611 611430	Project Manager	Bachelors	1	Both	\$123.79	\$126.27	\$128.80	\$131.38
541611 611430	Project Controller, Senior	Bachelors	8	Both	\$114.34	\$116.62	\$118.96	\$121.34
541611 611430	Project Controller, Mid-level	Bachelors	5	Both	\$93.66	\$95.54	\$97.45	\$99.40
541611 611430	Administrative Support Specialist, Senior	High School	5	Both	\$73.76	\$75.23	\$76.74	\$78.27
541611 611430	Administrative Support Specialist, Mid-level **	High School	3	Both	\$64.03	\$65.31	\$66.62	\$67.95
541611 611430	Administrative Support Specialist **	High School	1	Both	\$61.62	\$62.85	\$64.11	\$65.39
541611 611430	Technical Writer, Senior	Bachelors	5	Both	\$125.88	\$128.40	\$130.97	\$133.59
541611 611430	Schedule Architect	Bachelors	3	Both	\$171.55	\$174.98	\$178.48	\$182.05
541611 611430	Agile Coach/ Scrum Master, Mid-level	Bachelors	5	Both	\$165.98	\$169.30	\$172.69	\$176.14
541611 611430	Senior Advisor	Bachelors	20	Both	\$312.20	\$318.45	\$324.82	\$331.31

SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Year 7	Year 8	Year 9	Year 10
54151S	Senior Project Management Consultant	Bachelors	8	Both	\$142.09	\$144.93	\$147.83	\$150.78
54151S	Project Server Consultant	Bachelors	5	Both	\$188.22	\$191.99	\$195.83	\$199.75
54151S	Project Management Specialist I	Bachelors	3	Both	\$96.90	\$98.83	\$100.81	\$102.82
54151S	Senior EPM Specialist	Bachelors	5	Both	\$183.13	\$186.80	\$190.54	\$194.35
54151S	Systems Engineer	Bachelors	5	Both	\$90.15	\$91.95	\$93.79	\$95.67
54151S	Senior Scheduler	Associates	3	Both	\$117.01	\$119.35	\$121.73	\$124.17
54151S	Junior Scheduler **	Associates	1	Both	\$65.37	\$66.68	\$68.01	\$69.37
54151S	Senior Instructional Designer	Bachelors	5	Both	\$152.61	\$155.67	\$158.78	\$161.95
54151S	Testing Engineer	Bachelors	5	Both	\$159.57	\$162.76	\$166.02	\$169.34
54151S	Training Specialist	Bachelors	5	Both	\$118.11	\$120.46	\$122.87	\$125.33
54151S	Trainer	Bachelors	8	Both	\$150.57	\$153.58	\$156.65	\$159.79
54151S	SharePoint Developer	Bachelors	3	Both	\$127.18	\$129.72	\$132.32	\$134.97
54151S	Senior Risk Manager	Bachelors	10	Both	\$167.79	\$171.14	\$174.57	\$178.07
54151S	Subject Matter Expert	Bachelors	5	Both	\$74.83	\$76.33	\$77.86	\$79.43
Ancillary	Service Desk Technician I **	High School	1	Both	\$57.62	\$58.77	\$59.95	\$61.15
Ancillary	Service Desk Technician II **	High School	2	Both	\$63.11	\$64.37	\$65.66	\$66.97
Ancillary	Service Desk Technician III	High School	3	Both	\$64.52	\$65.81	\$67.13	\$68.47
Ancillary	Service Desk Technician IV	High School	4	Both	\$74.84	\$76.34	\$77.87	\$79.44
541330L	Cybersecurity Consultant, Senior	Bachelors	8	Both	\$230.68	\$235.29	\$240.00	\$244.80
541330L	Cybersecurity Consultant, Mid-level	Bachelors	5	Both	\$164.63	\$167.93	\$171.28	\$174.71
541330L	Cybersecurity Consultant	Bachelors	1	Both	\$114.86	\$117.16	\$119.51	\$121.89

TRAINING COURSE PRICING:

Course Title	Length of Course	Minimum Number of Participants	Price Per Participant
Project Management Professional (PMP®) Exam Prep Bootcamp, 1-2 Students	5 Days (7 ½ hrs. per day)	1 student minimum for scheduled open enrollment session: 7 students minimum for dedicated class	\$1,092.24 each for 1-2 students \$983.02 each for 3-6 students \$928.40 each for 7+ students
Project Planning and Scheduling	1 Day (7 ½ hrs.)	1 student minimum for scheduled open enrollment session: 7 students minimum for dedicated class	\$394.01 each for 1-2 students \$354.61 each for 3-6 students \$334.90 each for 7+ students
Gathering and Writing Project Requirements	1 Day (7 ½ hrs.)	1 student minimum for scheduled open enrollment session: 7 students minimum for dedicated class	\$394.01 each for 1-2 students \$354.61 each for 3-6 students \$334.90 each for 7+ students
Project Risk Management	1 Day (7 ½ hrs.)	1 student minimum for scheduled open enrollment session: 7 students minimum for dedicated class	\$394.01 each for 1-2 students \$354.61 each for 3-6 students \$334.90 each for 7+ students
Project Management Fundamentals, Principles, and Techniques: 3-Day Course	3 Days (7 ½ hrs. per day)	1 student minimum for scheduled open enrollment session: 7 students minimum for dedicated class	\$1,092.24 each for 1-2 students \$983.02 each for 3-6 students \$928.40 each for 7+ students
Earned Value Management (EVM): Concept to Application	1 Day (7 ½ hrs. per day)	Priced on per student basis	\$297.79 per student for 6-25 students
Introduction to Agile Project Management	1 Day (7 ½ hrs. per day)	Priced on per student basis	\$191.63 per student for 6-25 students
Microsoft® Project Professional Core: A Scheduling Tool for Successfully Managing Projects	2 Day (7 ½ hrs. per day)	Priced on per student basis	\$570.92 per student for 6-25 students

Course Title	Length of Course	Minimum Number of Participants	Price Per Participant
Microsoft® Project Professional Intermediate 2007	1 Day (7 ½ hrs. per day)	Priced on per student basis	\$278.81 per student for 6-25 students
Microsoft® Project Professional Advanced 2007: Project Server Introduction	1/2 Day	Priced on per student basis	\$134.05 per student for 6-25 students
Microsoft® Project Professional Advanced 2010: Project Server Introduction	1/2 Day	Priced on per student basis	\$134.05 per student for 6-25 students
Project Management Fundamentals, Principles, and Techniques: 1-Day Course	1 Day (7 ½ hrs. per day)	Priced on per student basis	\$306.03 per student for 6-25 students

Labor Category Descriptions:

Labor Category Title	Minimum Years of Experience	Functional Responsibilities	Minimum Educational/ Degree Requirements
Program Manager, Senior	20 years' experience, with 15 of those years being direct program management experience	May plan, evaluate, direct, monitor, analyze, and/or coordinate complex tasks that have exceeded \$20 million in life cycle costs; may be responsible for the performance of all program initiatives and staff and possibly other program managers and client agency representatives. May oversee schedule, formulate and review overall strategic plans, coordinate vendor subcontracting, and/or ensure timeliness of deliverable items. Preferred Certifications: PMP, PgMP, or industry related	Bachelor's degree from an accredited university.
Program Manager, Mid-level	12 years	May plan, evaluate, direct, monitor, analyze, and coordinate complex tasks that have exceeded \$20 million in life- cycle costs; responsible for the performance of all program and staff and possibly other program managers and client agency representatives. Preferred Certifications: PMP, PgMP, or industry related	Bachelor's Degree from an accredited university.
Program Manager	8 years	May manage cross-organizational program(s) that have exceeded \$10 million in life-cycle costs. May develop and execute complex technical tasks and apply analytical problem-solving methodologies. Provides technical direction to support staff; may interface with government and prime contractor personnel; effectively allocates resources. Preferred Certifications: PMP, PgMP, or industry related	Bachelor's degree from an accredited university.
Systems Engineer, Senior	12 years' experience, with 8 years of progressive experience in hardware/ software integration	May design, develop, modify, implement and/or maintain project-management-related hardware and software systems. May assist government agencies in determining the best project management tools available for their platform and assist in the implementation process. Utilizing both engineering and management skills, works to balance various aspects of a project—most of them complex issues such as architecture and system dynamics. Will manage and lead junior engineers. Preferred Certification: International Council on Systems Engineering (INCOSE)	Bachelor's degree from an accredited university.
Business Analyst, SME	10 years' general business work experience	May act as a senior liaison between departmental end users and technical analysts. Areas of focus may include but are not limited to overall business performance, testing for internal controls, and enterprise management. May manage and lead staff and interface with client leads.	Bachelor's degree from an accredited university
Business Analyst, Mid-level	3 years	Area of focus may include but is not necessarily limited to business performance. May identify how available automation, communication, reporting, process improvements, collaboration, and productivity tools can be leveraged to solve problems. May participate in issues resolution and change management processes, test for internal control and identifies enterprise risk, and provide business and economic case analysis. May manage and lead staff and client representatives.	Bachelor's degree from an accredited university

Labor Category Title	Minimum Years of Experience	Functional Responsibilities	Minimum Educational/ Degree Requirements
Business Analyst	1 year	May provide support in the configuration and capture of legacy documents and putting them into a suitable format for new systems. May analyze the feasibility of and develop requirements for new systems and enhancements. May provide technical writing and other support tasks as directed.	Bachelor's degree from an accredited university
EVM Specialist, Senior	8 years	May work closely with program managers to provide guidance on determining earned value variances for cost control, resource management, and scheduling.	Bachelor's degree from an accredited university
Project Manager, SME	12 years' experience, with 8 of those years being direct project management experience	May be responsible for the administrative/operational leadership of a project (of \$2M+ in life-cycle costs) within the program guidelines set by the program manager and customer. May ensure projects are completed in compliance with the appropriate subcontracts, purchase agreements, plans, specifications, and approved changes.	Bachelor's degree from an accredited university.
Project Manager, Senior	8 years	May perform facilitated planning sessions to build consensus among project team members; ensures projects are completed in compliance with the agreed subcontracts, purchase agreements, plans, specifications, and approved changes. May develop and monitor project schedule baselines, budgets, resources, and cost performance. May provide technical direction to support staff and effectively allocate staff resources.	Bachelor's degree from an accredited university.
Project Manager, Mid-level	5 years	May monitor adherence to program management guidance and directives issued on specific projects. May update program schedules, supporting documents, and/or corresponding project management plans.	Bachelor's degree from an accredited university.
Project Manager	1 years	May monitor adherence to program management guidance and directives issued on specific projects. May update program schedules, supporting documents, and corresponding project management plans.	Bachelor's degree from an accredited university.
Project Controller, Senior	8 years	May work closely with program and project managers to review forecasted levels of effort, revenue, and profitability. May rate and maintain all projects' budgets and schedules and analyze progress. May monitor and report performance against plans to ensure that contractual, cost, and schedule objectives are met and then recommend actions to improve progress. May direct other staff and personnel and/or provide subcontract management.	Bachelor's degree from an accredited university.
Project Controller, Mid-level	5 years	May interact with project managers in the day-to-day financial management of projects, help define each project's goals and objectives, create and maintain all projects' budgets and schedules, analyze progress, and recommend actions to improve progress. May create and manage project information relating to contractual requirements and cost (e.g., profit and loss reporting) for submittal to the program manager for review and approval. May create reports and maintain records and files in a database of programmatic, technical, and/or cost-related data.	Bachelor's degree from an accredited university.
Administrative Support Specialist, Senior	5 years	May manage logistics for onsite meetings with staff and outside vendors or subject matter experts, including but not limited to conference room arrangements, travel arrangements, agendas, meeting materials, remote connectivity such as conference calls and screen sharing; may support multiple employees/departments. May develop presentation slides and handouts for meetings; assist in compiling data for metrics related to system use, publications, and compliance reporting; assist with tracking vendor contracts, invoices, and renewal dates for various office equipment, hardware, software, and labor contracts; and/or manage building maintenance requests.	High School degree

Labor Category Title	Minimum Years of Experience	Functional Responsibilities	Minimum Educational/ Degree Requirements
Administrative Support Specialist, Mid-level **	3 years	May provide general office support, answer phones, manage calendars, coordinate meetings and conferences, coordinate travel arrangements, prepare purchase requests, and conduct property and/or office supply management. May support multiple employees/departments. May provide customer service to visitors, clients, and/or employees.	High School degree
Administrative Support Specialist **	1 year	May provide general office support, answer phones, manage calendars, coordinate meetings and conferences, prepare purchase requests, conducting property and/or office supply management; may support multiple employees/departments. May field phone calls and inquiries, greet visitors, take messages, and schedule meetings—including contacting participants and/or reserving conference rooms.	High School degree
Technical Writer, Senior	5 years	May write and edit technical documents such as reference and product manuals and/or procedural documentation such as user guides and manuals. Meet with engineers, programmers, and project managers to learn about specific products or processes. May research product samples to fully understand product. May assess the needs of the audience for whom the technical and procedural documentation is intended; adjusts tone and technical terms to meet those needs and to ensure understanding. May plan writing processes and set timelines and deadlines.	Bachelor's degree from an accredited university.
Schedule Architect	3 years	May advise on and handle enterprise schedule architecture development/management and reporting; understands interoperability between scheduling tools and add-ons. Familiar with waterfall, hybrid, and Agile project management scheduling principles; may perform enterprise “what if” schedule exercises and schedule risk analysis. Updates and maintains portfolio plans, management tracking requirements, and/or schedule procedures; may baseline schedules in accordance with agency plans and guidelines; may maintain status on linkages and dependencies with related projects. Develops view, reports, and/or project exports for communication with enterprise sponsors. May participate in enterprise planning, tracking, analysis, and/or reporting.	Bachelor's degree from an accredited university
Agile Coach/ Scrum Master, Mid-level	5 years	May be responsible for leading the Agile development team, applying Agile/Scrum concepts, values, practices, and principles focused on improving team effectiveness. Facilitate discussions and decision-making and assist with conflict resolution. May lead teams to apply Agile thinking to the specific environment and impediments they face; works as an advisor to help the team adapt the methodology to their environment.	Bachelor's degree from an accredited university
Senior Advisor	20 years	May be an experienced executive-level consultant able to provide top-level, specialized subject matter expertise for work described in the program/task which may include but is not limited to enterprise operations and management, and/or training and development. From a business process standpoint, may provide technical advice, guidance, and direction for the improvement, modification, and/or reengineering of business processes, policies, and/or procedures for any functional area under consideration or review. May apply principles, methods, and/or knowledge of specific functional areas of expertise to specific task order/program. Able to work independently at the highest level. May direct the composition of or compose and finalize documentation. Able to provide specialized training to all levels of stakeholders and sponsors.	Bachelor's degree from an accredited university.

Labor Category Title	Minimum Years of Experience	Functional Responsibilities	Minimum Educational/ Degree Requirements
Senior Project Management Consultant	8years	Improves performance of other IT project managers by reviewing existing project plans, status against plans, metrics regarding cost and schedule and issue logs; works with project managers to incorporate industry best practices employed to manage IT projects. Employs well developed written and verbal communication skills to communicate issues and corresponding resolution.	Bachelor's degree from an accredited university
Project Server Consultant	5 years	Manages the successful implementation of Microsoft Project Server edition. Interviews key client stakeholders to understand customer requirements. Configures or assists client in setting configuration options necessary to meet requirements. Where necessary, develops tools, techniques, and/or processes outside the system to meet requirements. Assists client in exploiting software features to manage client's portfolio of IT projects.	Bachelor's degree from an accredited university
Senior EPM Specialist	5 years	Implements systems, technologies and solutions in support of organizational project management needs. Interviews key stakeholders of the organization to understand the scope, size, importance, priorities, and inter-dependencies of key IT projects. Applies Enterprise Project Management industry best practices to architect, develop, and implement solutions which collect, analyze, and report on an enterprise's portfolio of IT Projects. Employs knowledge and experience with multiple System Development Life Cycle (SDLC) and project management methodologies (such as Agile) to help organizations effectively manage IT resources and project risks.	Bachelor's degree from an accredited university
Junior Scheduler **	1 year	Uses tools, industry best practices, and customer knowledge to create, manage, update, and report on IT related project schedules. Uses scheduling tool(s) such as Microsoft Project, Primavera or others to track project scope, time, and cost. Provides detailed reports and dashboard on project progress. Applies understanding of IT development and operational methodologies including System Development Life Cycle (SDLC) to capture and summarize detailed schedule and cost information needed to successfully manage IT projects.	Associate's degree from an accredited university
Senior Scheduler	3 year	Creates, manages, updates, and reports on large and complex IT project schedules. Tracks and monitors cost, time, and scope for multiple concurrent projects. Creates and maintains Integrated Master Schedules (IMS) containing statistics on multiple inter-related projects. Uses Microsoft Project, Microsoft Project Server, Primavera, or other scheduling and Enterprise Project Management (EPM) tools. Applies understanding of IT development and operational methodologies including System Development Life Cycle (SDLC) to capture and summarize detailed schedule and cost information needed to successfully manage IT projects. Employs Earned Value Management (EVM) techniques and metrics to identify and report on schedule and cost variances. Uses tools such as MS Project, Cobra, MPM, and others to capture, track and report EVM metrics.	Associate's degree from an accredited university
Senior Instructional Designer	5 year	Creates and uses storyboards and/or instructional outlines to design and develop IT training courses. Participates in all phases of the Instructional Design process. Analyzes input of internal Subject Matter Experts (SMEs) to develop and modify training course material including: software documentation, participant guides, facilitator guides, presentation materials, learning evaluations, and additional resources. Models existing COTs material to ensure alignment with industry standards.	Bachelor's degree from an accredited university

Labor Category Title	Minimum Years of Experience	Functional Responsibilities	Minimum Educational/ Degree Requirements
Testing Engineer	5 years	Develops detailed test plans including function to be tested, steps to be taken, and expected results. Executes tests as described in detailed test plans. Documents and records test results for review and acceptance. Assists program developers and other stakeholders in diagnosing and resolving variances to expected results. Participates in Root Cause Analysis when failure occurs.	Bachelor's degree from an accredited university
SharePoint Developer	3 years	Interviews key stakeholders to understand customer requirements. Employs best industry practices and strong knowledge of Microsoft SharePoint to develop SharePoint applications. Designs Microsoft SharePoint forms. Administers Microsoft SharePoint design, forms, and business automation workflows.	Bachelor's degree from an accredited university
Project Management Specialist I	3 years	Plans and manages cross-organizational IT project(s) valued up to \$1M. Develops and manages to detailed project plans including tasks, resources, timelines, level of effort, and cost (hours and dollars). Report project status up, down, and across the organization. Takes action to mitigate IT project risk including, but not limited to, re-deploying resources, confirming requirements, adjusting schedules, and planned costs. Employs analytical problem-solving methodologies to diagnose and resolve reported problems.	Bachelor's degree from an accredited university
Systems Engineer	5 years	Provides analysis related to the design, development, and integration of hardware, software, man machine interfaces and all system level requirements to provide an integrated IT Solution. Develops integrated system test requirements, strategies, devices and systems. Directs overall system level testing.	Bachelor's degree from an accredited university
Training Specialist	5 years	Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops and seminars.	Bachelor's degree from an accredited university
Trainer	8 years	Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums and in the area of program and project management, software/system engineering. Identifies the best approach training requirements to develop and revise training courses. Prepares course materials including but not limited to training manuals, hands-on workbooks, and interactive activities/exercises. Trains personnel by conducting formal classroom courses, workshops and seminars. Facilitates instructor led training (ILT). Ensures training helps the individual/organization improve in their quality of performance and productivity. Evaluate training effectiveness, assess quality and success of programs, and share feedback to validate effectiveness and suggest improvements	Bachelor's degree from an accredited university

Labor Category Title	Minimum Years of Experience	Functional Responsibilities	Minimum Educational/ Degree Requirements
Senior Risk Manager	10 years	Understands the importance by identifying and quantifying the risk exposures to your organization. Maintains open communication channels between operational and executive management; raises the profile of risk management across the organization. Determines requirements for a scalable risk implementation to support organizational risk identification, qualification and quantification of risk, as well as effectively provide reasonable risk mitigation and response strategies to manage the probability and minimize impact for the client and helps define organizational risk appetite. Strong with reporting organizational risk and updates as risks are effectively managed, tracked, and reported.	Bachelor's degree from an accredited university
Subject Matter Expert	5 years	Performs tasks of a moderate degree of difficulty with minimal supervision. Knowledge of specific tasks, processes, or functions to meet organization's best practice standards. Analyzes technical and performance risk and cost impacts of approaches and solutions to meet client needs. Develop and recommend organization process changes to include new solutions and technologies. May establish performance and technical standards. Generates and approves project and testing specifications. Provides technical guidance for other project team members.	Bachelor's degree from an accredited university
Service Desk Technician I **	1 years	Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation and follow up steps. Provides support to end users on a variety of issues. Identifies, researches and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure timely resolution. Provides second-tier support to end users for PC, server or mainframe applications or hardware. Interact with network services, software systems engineering and/or applications development to restore service and/or identify and correct the core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems	High School degree
Service Desk Technician II **	2 years	Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation and follow up steps. Provides support to end users on a variety of issues. Identifies, researches and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure timely resolution. Provides second-tier support to end users for PC, server or mainframe applications or hardware. Interact with network services, software systems engineering and/or applications development to restore service and/or identify and correct the core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.	High School degree

Labor Category Title	Minimum Years of Experience	Functional Responsibilities	Minimum Educational/Degree Requirements
Service Desk Technician III	3 years	Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation and follow up steps. Identifies, researches and resolves technical problems. Responds to telephone call, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Provides second-tier support to end users for either PC, server or mainframe applications or hardware. Interact with network services, software systems engineering and/or applications development to restore service and/or identify and correct the core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.	High School degree
Service Desk Technician IV	4 years	Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Includes problem recognition, research, isolation and follow up steps. Provides second-tier support to end users for PC, server or mainframe applications or hardware. Interact with network services, software systems engineering and/or applications development to restore service and/or identify and correct the core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems.	High School degree
Cybersecurity Consultant, Senior	8 years	May oversee the evaluation, authorization, and documentation as necessary to assure that our clients' Enterprise IT systems and controls meet all Cybersecurity, compliance, and risk requirements. Using knowledge of the NIST Cybersecurity Framework, may lead cybersecurity activities for large and small companies in the public/commercial sector. May advocate for changes in policy that supports organizational cyberspace initiatives. May ensure appropriate treatment of risk, compliance, and assurance from internal and external perspectives.	Bachelor's degree from an accredited university
Cybersecurity Consultant, Mid-level	5 years	May oversee the evaluation, authorization, and documentation as necessary to assure that our clients' Enterprise IT systems and controls meet all Cybersecurity, compliance and risk requirements. Using knowledge of the NIST Cybersecurity Framework, may support cybersecurity activities for large and small companies in the public/commercial sector. May advocate for changes in policy that ensure compliance and support organizational cyberspace initiatives from internal and external perspectives.	Bachelor's degree from an accredited university
Cybersecurity Consultant	1 years	May help clients, small and large understand and address their enterprise risk and advise on the overall management and performance of their business, with a focus on business continuity, compliance, risk, and governance. May provide support on various projects in meeting the objectives of our clients' Cybersecurity and IT business plans and help them develop resilience to risk and vulnerabilities. May utilize the NIST Cybersecurity Framework, to provide guidance and analysis. May work with team, interface effectively with a broad range of people and roles, including upper management, IT leaders, and technology vendors.	Bachelor's degree from an accredited university

Education – Experience Substitution:

Post high school education may substitute for experience and vice versa. Relevant professional certifications may also substitute for experience.

Associates Degree in relevant discipline	=	2 years of directly related experience
Bachelors Degree in relevant discipline	=	4 years of directly related experience
Masters Degree in relevant discipline	=	6 years of directly related experience
PhD in relevant discipline	=	8 years of directly related experience
2 years of directly related experience	=	Associates Degree in relevant discipline
4 years of directly related experience	=	Bachelors Degree in relevant discipline
6 years of directly related experience	=	Masters Degree in relevant discipline
8 years of directly related experience	=	PhD in relevant discipline

TRAINING COURSE DESCRIPTIONS:

PROJECT MANAGEMENT PROFESSIONAL (PMP®) EXAM PREP BOOTCAMP

Title of Course:	Project Management Professional (PMP®) Exam Prep Bootcamp	Length of Course (# of Hrs/Days):	5 Days (7 ½ hrs per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis	Minimum Number of Participants: 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class
Price Per Participant		\$1,092.24 each for 1-2 students \$ 983.02 each for 3-6 students \$ 928.40 each for 7+ students	
Description of Class: <p>This course is a 5-day review of the principals found in the Project Management Institute (PMI), <i>A Guide to the Project Management Body of Knowledge (PMBOK)</i>, Seventh Edition, 2021.</p> <p>Students acquire the “must know” information to pass the PMP® credential exam in this comprehensive project management review course. Students determine their level of exam readiness by completing knowledge assessment exercises in class. Project management concepts and terminology are presented from the perspective of the PMBOK® Guide, Seventh Edition. The instructor helps students under the PMI professional credential process, provides valuable studying tips, and exam-taking strategies. The instructor is a PMI Authorized Training Provider (ATP).</p> <p>Students will judge their level of PMP® exam readiness, and identify gaps in their project management knowledge, by evaluating the results of classroom assessment exercises. Students will develop a tailored study plan to address areas where additional independent study is required. Students will describe the value of a Work Breakdown Structure (WBS) as an essential project management document and demonstrate mastery of the concept by creating a WBS in an assigned class team exercise. Students will explain Earned Value Management (EVM) and demonstrate mastery of the concept by successfully performing calculations in assigned class exercises. Students will explain critical project management documents, concepts, and terminology as presented in the <i>PMBOK® Guide - Seventh Edition</i>. Students will demonstrate their understanding of the PMI® credential process by completing their PMP® credential application upon meeting all credential eligibility criteria.</p> <p style="text-align: center;">Learning Objectives</p> <p>Learning objectives were developed to effectively prepare an individual to sit for the PMP® credential exam. The ultimate goal is for students to understand concepts, and demonstrate their knowledge of concepts, rather than memorizing vast quantities of information which may be on an exam. Several of the key topics in developing the learning objectives include</p> <ul style="list-style-type: none">• PMI® Code of Ethics and Professional Conduct• Essential Project Management Documents (i.e. Project Management Plan, WBS, Project Charter, etc.)• Techniques to Monitor and Control Project Baselines• How to Acquire, Develop and Manage the Project Team• How to Identify, Assess, and Manage Project Risks• How to Identify, Assess, and Manage Project Stakeholders• Effective Communication Techniques• Successfully Managing Multiple Project Constraints• Essential Project Management Tools & Techniques• Developing an Effective Exam Study Plan• Maximize understanding of the PMI® perspective of managing projects by basing course materials on the concepts and terminology contained within the <i>PMBOK® Guide - Seventh Edition</i>			
Quantity or Other Applicable Discounts		See the price per participant schedule listed above for applicable discounts	

PROJECT PLANNING AND SCHEDULING

Title of Course:	Project Planning and Scheduling	Length of Course (# of Hrs/Days):	1 1 Day (7 ½ hrs)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis	Minimum Number of Participants: 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class
Price Per Participant	\$394.01 each for 1-2 students \$354.61 each for 3-6 students \$334.90 each for 7+ students		
<div>Description of Class: This 1-day course introduces project planning and scheduling by providing proven techniques used for determining major project tasks and evaluation milestones that are required to develop a comprehensive and manageable schedule plan. The course provides an overview of the techniques used for determining project requirements and the schedule tasks needed to satisfy those requirements. Additionally, the course will address how to create interdependencies between tasks and how to set up internal and external schedule constraints. Both lecture and in-class exercises are used to explain a step-by-step methodology for project estimating and scheduling.</div> <div>Course Objectives By the end of this course, participants will be able to:<ul style="list-style-type: none">• Identify a project’s Triple Constraint (Scope, Time, and Cost)• Articulate the role of a project manager• Differentiate between project life cycles, phases, and process groups• Implement a PMBOK® Guide approach to project planning• Define the Project Scope Management planning process• Create a WBS• Describe the Project Schedule Management Process• Create network diagrams• Define Project Cost Management planning processes</div>			
Quantity or Other Applicable Discounts		See the price per participant schedule listed above for applicable discounts	

GATHERING AND WRITING PROJECT REQUIREMENTS

Title of Course:	Gathering and Writing Project Requirements	Length of Course (# of Hrs/Days):	1 1 Day (7 ½ hrs)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis	Minimum Number of Participants: 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class
Price Per Participant	\$394.01 each for 1-2 students \$354.61 each for 3-6 students \$334.90 each for 7+ students		
Description of Class: This 1-day course provides an overview of how to collect, organize, and document project requirements. The course focuses on the scope of a project, capturing all relevant requirements, as well as explaining how to define and structure project requirements and documents so they are clear and concise. Both lecture and in-class exercises are used to explain the salient aspects of properly writing requirements, as recommended in the following resources: Project Management Institute, A Guide to the Project Management Body of Knowledge (PMBOK®) The International Council on Systems Engineering (INCOSE) Systems Engineering Handbook The Institute of Electrical and Electronics Engineers (IEEE) Guide for Developing System Requirements Specifications (IEEE1233) Course Objectives By the end of this course, participants will be able to: <ul style="list-style-type: none">• Describe how scope relates to the entire project management life cycle• Distinguish between various types of requirements• Implement a structured approach to gathering requirements• Define and structure project requirements so they are clear and concise• Write complete, comprehensible, and verifiable requirements• Develop the scope of a project based on the gathered and written requirements• Create a WBS based on the defined scope of the project• Determine the correct stakeholders for requirements management			
Quantity or Other Applicable Discounts		See the price per participant schedule listed above for applicable discounts	

PROJECT RISK MANAGEMENT

Title of Course:	Project Risk Management	Length of Course (# of Hrs/Days):	1 1 Day (7 ½ hrs)
Total Price of Course: (Total price includes the 3/4% IFF)	Priced on per student basis		Minimum Number of Participants: 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class
Price Per Participant	\$394.01 each for 1-2 students \$354.61 each for 3-6 students \$334.90 each for 7+ students		
<p style="text-align: center;">Description of Class:</p> <p>This 1-day course emphasizes the importance of preparing for risks. Risks can negatively impact project deliverables and result in cost overruns that affect the project and project manager. The process of Project Risk Management attempts to identify and address uncertainties that may threaten the desired project outcome. While all projects endure a certain level of risk, regular and rigorous risk analysis and risk management techniques serve to diminish problems before they arise. The material is covered through a mixture of class lectures, class discussions, and hands-on exercises leading students through risk management processes.</p> <p style="text-align: center;">Course Objectives</p> <p style="text-align: center;">By the end of this course, participants will be able to:</p> <ul style="list-style-type: none">• Identify risk management within the project lifecycle• Identify potential barriers when managing risks• Identify project risks and develop a risk management plan• Assess individual risk events and overall project risk using qualitative and quantitative approaches• Plan effective risk responses from risk assessment results and capitalize on identified opportunities• Manage/integrate risk responses into project schedules and estimates• Monitor/integrate risk control with other project control processes			
Quantity or Other Applicable Discounts	See the price per participant schedule listed above for applicable discounts		

PROJECT MANAGEMENT FUNDAMENTALS, PRINCIPLES, AND TECHNIQUES: 3 DAY COURSE

Title of Course:	Project Management Fundamentals, Principles, and Techniques: 3-Day Course	Length of Course (# of Hrs/Days):	3 Days (7 ½ hrs. per day)
Total Price of Course: (Total price includes the 3/4% IFF)	Priced on per student basis		Minimum Number of Participants: 1 student minimum for scheduled open enrollment session; 7 student minimum for dedicated class
Price Per Participant	\$1,092.24 each for 1-2 students \$ 983.02 each for 3-6 students \$ 928.40 each for 7+ students		
Description of Class This 3-day course provides a comprehensive review of the principles found in the PMBOK®. Upon completion of the course, students will obtain a strong foundation of project management and will be able to effectively function as project managers and team members. The course material is covered through a mixture of class lectures, class discussions, and hands-on exercises, leading students through project management processes.			
Course Objectives By the end of this course, participants will be able to: <ul style="list-style-type: none">• Define project management and project management terminology• Define a project, program, and other on-going operations, as well as the differences between each• Discuss the role of the project manager• Estimate and control the triple constraint (scope, time, and cost) of a project• Create a project plan• Develop and manage a project team• Identify and manage project risks• Perform project management duties effectively• Contribute to project success as a team member• Determine what factors result in a successful project			
Quantity or Other Applicable Discounts	See the price per participant schedule listed above for applicable discounts		

EARNED VALUE MANAGEMENT (EVM): CONCEPT TO APPLICATION

Title of Course:	Earned Value Management (EVM): Concept to Application	Length of Course (# of Hrs/Days): 1 Day (7 ½ hrs. per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		\$297.79 per student for 6-25 students
Course Description This 1-day course reviews how an Earned Value Management System (EVMS) integrates the work scope with the schedule and cost elements of a project to optimize control of planned work. EVMS is used as a project management early warning system, enabling managers to identify problems in their infancy. As a result, project managers can create cost effective and schedule efficient adaptations. This course, through lecture and hands-on exercises, will present a clear, comprehensive, and step-by-step methodology for planning projects and measuring and reporting project performance.		
Course Objectives By the end of this course, participants will be able to: <ul style="list-style-type: none">• Define and describe EVMS techniques to effectively and accurately measure project performance• Determine project work scope by creating an accurate Work Breakdown Structure (WBS)• Build detailed schedules from a WBS• Baseline and execute a comprehensive tracking and reporting process• Compare accomplished work to planned work and actual costs• Create performance metrics such as cost and schedule performance indices• Report cost and schedule variances		

INTRODUCTION TO AGILE PROJECT MANAGEMENT

Title of Course:	Introduction to Agile Project Management	Length of Course (# of Hrs/Days): 1 Day (7 ½ hrs. per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		\$191.63 per student for 6-25 students
Course Description This 1-day course introduces participants to the basic methods, tools, techniques, and terminology of Agile project management. Additionally, this course explains the rationale for adopting Agile methods as opposed to traditional project management methodologies. The course also reviews how Agile project management is contrasted with traditional approaches to project management and the challenges associated with introducing Agile into organizations currently using traditional project management methods.		
Course Objectives By the end of this course, participants will be able to: <ul style="list-style-type: none">• Define Agile development principles• Identify Agile methodologies• Describe Agile team roles, processes and ceremonies• Demonstrate team working techniques and skills• Develop stories• Use estimating techniques to develop and evaluate level of effort• Apply techniques to measure, report and adjust scope• Demonstrate various methods of scaling Agile to the enterprise level		

MICROSOFT® PROJECT PROFESSIONAL CORE: A SCHEDULING TOOL FOR SUCCESSFULLY MANAGING PROJECTS

Title of Course:	Microsoft® Project Professional Core: A Scheduling Tool for Successfully Managing Projects	Length of Course (# of Hrs/Days): 2 Days (7 ½ hrs. per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		\$570.92 per student for 6-25 students
<p align="center">Course Description</p> <p>This 2-day course provides an excellent foundation for Microsoft® Project users. Every project, regardless of its size or complexity, must implement a project plan to succeed. As part of that project plan, project managers need to create and maintain a comprehensive and manageable project schedule. Planning and scheduling the project in a systematic and logical fashion is paramount to the success of an overall program. This course, through lecture and hands-on exercises, will present a clear, comprehensive, step-by-step methodology for entering, managing, and tracking project schedules using Microsoft® Project. This course can be tailored to any of the Microsoft® Project versions. Additionally, this course can be tailored to include Earned Value Management (EVM) including a method to collect and examine earned value information and enabling the ability to control cost overruns and/or schedule delays.</p> <p align="center">Course Objectives</p> <p align="center">By the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Implement the PMBOK® time management knowledge area • Define PMI best practices and EdwPS methodologies for project scheduling • Define and choose correct Microsoft® Project property and option settings • Set up and manipulate project and resource calendars • Create and manage a project resource tool • Define and enter tasks and milestones, including level of effort (LOE) tasks • Set up and modify task interdependencies and constraints • Assign resources from the resource pool to a task and enter the “work” required to complete each task • Track project progress • Create project reports to promote communication • Analyze projects, resource usage, and task data 		

MICROSOFT® PROJECT PROFESSIONAL INTERMEDIATE 2016

Title of Course:	Microsoft® Project Professional Intermediate 2016	Length of Course (# of Hrs/Days): 1 Day (7 ½ hrs. per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		\$278.81 per student for 6-25 students
Course Description This 1-day course expands on the concepts discussed in the Microsoft® Project Core course. The course covers hands-on techniques that further explore the impacts of real-life project management, including schedule planning and schedule status update processes. Through lecture and hands-on exercises, the course will address the following next-level desktop concepts: creating custom fields, stoplight tracking charts, master schedules, and custom reports. Course Objectives By the end of this course, participants will be able to: <ul style="list-style-type: none">• Create custom fields• Modify and calculate custom data using an extensive Microsoft® Project database• Manage multiple projects using a master schedule• Create graphical indicators paired with custom fields to create powerful stoplight tracking charts• Set-up the criteria for using graphic indicators to help analyze your project data in your custom fields• Import and export data using data maps• Create out-of-box and custom reports		

MICROSOFT® PROJECT PROFESSIONAL ADVANCED 2013: PROJECT SERVER INTRODUCTION

Title of Course:	Microsoft® Project Professional Advanced 2013: Project Server Introduction	Length of Course (# of Hrs/Days): 1/2 Day
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		\$134.05 per student for 6-25 students
Course Description		
<p>This ½ day course provides an overview of enterprise project management in a Microsoft® Project Server environment. The course discusses techniques to further explore the impacts of real-life project management on schedule planning and schedule status updating processes. The advanced course, through lecture and hands-on exercises, will address the following enterprise level concepts: Project Web App (PWA), an enterprise resource pool, and project server workspaces.</p>		
Course Objectives		
<p align="center">By the end of this course, participants will be able to:</p>		
<ul style="list-style-type: none">• Explore enterprise project management in a Microsoft® Project Server environment• Perform resource loading and planning using PWA, resource center, and Microsoft® Project• Implement best practices for managing single and multiple projects and publishing data to the enterprise environment• Establish visibility between projects in an enterprise environment• Develop and maintain an enterprise resource tool• Document issues and risks within lists in a Project Server and SharePoint workspace		

PROJECT MANAGEMENT FUNDAMENTALS, PRINCIPLES, AND TECHNIQUES: 1-DAY COURSE

Title of Course:	Project Management Fundamentals, Principles, and Techniques: 1-Day Course	Length of Course (# of Hrs/Days): 1 Day (7 ½ hrs. per day)
Total Price of Course: (Total price includes the 3/4% IFF)		Priced on per student basis
Price		\$306.03 per student for 6-25 students
Course Description This 1-day course provides a strong foundation of project management knowledge and how to effectively function as both a project manager and team member. Level of complexity and detail varies based on course length. The course material is covered through a mixture of class lectures and class discussions, leading students through project management processes.		
Course Objectives By the end of this course, participants will be able to: <ul style="list-style-type: none">• Define project management and project management terminology• Apply project management principles using the PMBOK® guide's knowledge areas• Define a project, program, and other on-going operations, as well as the differences between each• Discuss the role of the project manager• Estimate and control the triple constraint (scope, time and cost) of a project• Create a project plan• Develop and manage a project team• Identify and manage project risks• Perform project management duties effectively• Contribute to project success as a team member• Determine what factors result in a successful project		