



# Commonwealth Trading Partners, Inc. (CTP)

Contract Number: **GS-00F-175CA**

Contract Period

June 23, 2015 – June 22, 2020

GENERAL SERVICES ADMINISTRATION  
PROFESSIONAL SERVICES SCHEDULE (PSS)

FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST  
Federal Supply Group: 00 CORP

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Special Item No. C874 1/C874 1RC	Integrated Consulting Services
Special Item No. C874 4/C874 4RC	Training Services: Instructor Led Training, Web Based Training and Education Course Development and Test Administration, Learning Management, Internships
Special Item No. C874 7/C874 7RC	Integrated Business Program Support Services
Special Item No. C541 3/C541 3RC	Web Based Marketing Services
Special Item No. C541 4D/C541 4DRC	Conference, Events and Tradeshow Planning Services

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## CTP, Inc.

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Business Size: Small

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*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: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)*

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## **ABOUT COMMONWEALTH TRADING PARTNERS (CTP)**

### **Company Overview**

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Commonwealth Trading Partners (CTP) is a privately-held small business serving public and private clients throughout the U.S. and around the world. In business since 1994, we have assembled a deeply experienced team of experts, many with 20+ years of experience in senior governmental technical and managerial positions, supplemented by a large sub-contractor network of veteran experts. Our broad spectrum of expertise enables us to provide clients with invaluable insight into their systems and personnel and lays the groundwork for innovative solutions.

We specialize in consulting, project management, and the development of training systems and tools for adult learners. Using proven Instructional Systems Design (ISD) methodologies, we have created dozens of customized software and training tools and deployed them in over 1000 workshops and technical exchanges with US and foreign government experts. Our core training competencies are targeted to trade and security issues, notably export control, nonproliferation, customs operations, law enforcement, and anti-corruption.

In our consulting practice, we commonly provide multi-phase project management in various fields, including software development and customization, strategic planning, information management, and quality control. We are also expert in meeting planning and management, from facilitation services to turn-key conference solutions.

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### **Core Capabilities**

We have worked domestically and internationally in the disciplines listed below, always with a focus on quality deliverables and client satisfaction.

- Program and Project Management
- Instructional Design (Adult Learning Specialty) & Training Delivery
- Expert Staffing Solutions (Domestic, International)
- Event Management & Facilitation
- Monitoring & Evaluation
- Financial Modeling
- Assessments & Remedial Assistance (Compliance)
- Computer & Web Based Training (CBT) – Simulations, Job Aids, Online Courseware
- Leadership Development
- Strategic Planning (Multi-phase, Inter-agency)
- Web Based Marketing Services
- Section 508 Compliance Services
- Export Control Compliance Consulting (EAR & ITAR). Classification & Licensing

**PSS SERVICES**

**SIN C874 1/C874 1RC: Integrated Consulting Services**

CTP provides expert advice, technical assistance, best-practice guidance, and legal & regulatory consulting in support of agency, bureau, and departmental initiatives. These engagements include specific and brief tasks as well as long term projects devoted to management, organizational, and business improvement. Typical deliverables include strategic plans, knowledge management systems, policy studies, process analyses, cost comparisons, software/database tools, and technical reports.

In each instance CTP experts seek first to understand both the current situation and the desired outcome before designing solutions. Examples of our consultation services include, but are not limited to, strategic planning, program development, financial modeling, training curriculum design and development, software customization, and program implementation

**IAIRTF**  
Iraq and Afghanistan Investment and Reconstruction Task Force

**Feasibility Study**  
**Center of Industry Excellence**  
**Afghanistan Extractive Industries**  
**December 18, 2011**

**Afghan Feasibility Study Team**

Dr. Robert S. Krause, Team Leader  
Colonel (retired) Ioannis Koskinas,  
Afghan Operations Director  
Sophia Swire, Afghan Gemstones  
Expert & Former MoM Advisor  
Professor (retired) Jack Hautaluoma,  
Organizational Design Expert  
Dr. Steven F. Olson, Consulting  
Geologist

Photo: CTP Team Meeting with Minister of  
Mines, Wahidullah Shahrani

**CTP**  
Commonwealth Trading Partners, Inc.

**IAIRTF**  
Iraq and Afghanistan Investment and Reconstruction Task Force

**Background / Purpose**

- Critical need for economic growth & jobs
- High GIRA priority for mining sector
- Market demand to grow from \$65 million annual revenues to \$11 billion by 2021
- Human capital demand to increase from 12,000 to nearly 500,000 by 2021
- Purpose to assess the feasibility of an Afghan Center of Industry Excellence for the extractive industries to help meet these human capital needs
- And to determine the human capital needs to do so

**Total Extractive Industries Market Demand Revenues (\$ Million)**

Year	Hard Rock	Metallic	Industrial Minerals	Gemstones
2012	~1000	~1000	~1000	~1000
2013	~2000	~2000	~2000	~2000
2014	~4000	~4000	~4000	~4000
2015	~8000	~8000	~8000	~8000
2016	~16000	~16000	~16000	~16000
2017	~32000	~32000	~32000	~32000
2018	~64000	~64000	~64000	~64000
2019	~128000	~128000	~128000	~128000
2020	~256000	~256000	~256000	~256000
2021	~512000	~512000	~512000	~512000

**Total Human Capital Demand for Extractive Industries: Number Jobs (000)**

Year	Hard Rock	Metallic	Industrial Minerals	Gemstones
2012	~100	~100	~100	~100
2013	~200	~200	~200	~200
2014	~400	~400	~400	~400
2015	~800	~800	~800	~800
2016	~1600	~1600	~1600	~1600
2017	~3200	~3200	~3200	~3200
2018	~6400	~6400	~6400	~6400
2019	~12800	~12800	~12800	~12800
2020	~25600	~25600	~25600	~25600
2021	~51200	~51200	~51200	~51200

**CTP**

*Figure – We conduct analysis and create reports and assessments on projects all over the world on behalf of USG clients*

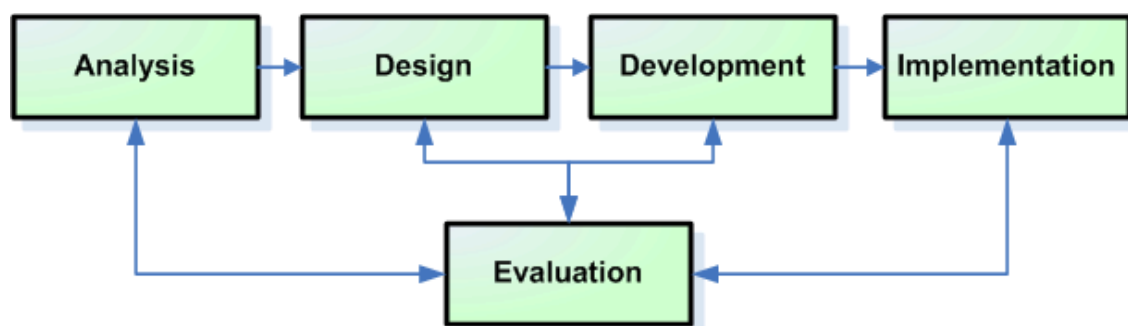
## SIN C874 4/C874 4RC: Training Services: Instructor Led Training, Web Based Training and Education Course Development and Test Administration, Learning Management, Internships

CTP provides customizable off-the-shelf training packages to meet the needs of government and industry clients for program management, trade security, law enforcement and anti-corruption. Our courses for 2013-14 are listed below. Additional details, including pricing, are provided on our web site ([www.ctp-inc.com](http://www.ctp-inc.com)) and in the final section of this catalog.

### CTP Course List:

1. Commerce Control List - Procedures & Practices
2. Export Control Licensing Procedures & Practices
3. Preventing Technology Transfer
4. Licensing Officer Instructional Simulation (LOIS)
5. WMD (Weapons of Mass Destruction) Awareness
6. Training for Internal Control Program (ICP)
7. Targeting and Risk Management
8. Proliferation Awareness Training (UNSCR 1540)
9. Industry Outreach Compliance
10. Muslim Extremism for Law Enforcement Officials
11. Industry-Government Outreach
12. Integrity Awareness Training
13. Setting up an Office of Professional Responsibility

Upon request, we can also develop and deploy customized training materials to meet the specific needs of your organization. When designing our training we use Instructional Systems Design (ISD) methodology which is the recognized “best practice” within the Adult Learning community, based on the ADDIE principle.



*Figure - ADDIE model of Analysis, Design, Development, Implementation, and Evaluation*

We begin with interviews and research to ensure we understand the target audience and identify the specific Knowledge, Skills, and Abilities (KSAs) that are to be transferred. We then follow a comprehensive methodology to systematically develop the plan, refine it with client feedback, then build it into the desired course, complete with varying teaching modalities that are designed to engage the adult/expert audience and maximize their attention/retention.

## SIN C874 7/C874 7RC: Integrated Business Program Support Services

CTP provides assistance to agencies and bureaus in planning, initiating, managing, executing, and concluding mission-oriented business programs and projects. Our staff includes several experts who were senior executives in Federal agencies and have proven track records of program and project management. CTP services are listed below, followed by screen shots of sample tools:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Financial modeling – scenario-based planning
- Customized software tools for information archiving
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Stakeholders briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

MASTER ACTIVITY TRACKING SYSTEM (MATS) a/k/a Activity Calendar									
<p>1: This mock-up demonstrates the power of seeing ALL the activities, past, present and future.            2: Sample 2010 events are shown but prior years can be added for archiving and reporting purposes.            3: This is a web-based /electronic tool. A paper version cannot show the sort/filter capabilities.            4: This sheet contains brief weekly summaries of each activity and a link to the task-specific checklists.            5: This document is housed on our password-protected web site for global, 24/7, version-controlled</p>									
DATES		ACTIVITY DETAILS				TRACKING		POINT OF CONTACTS	
START DATE (Default to Mon.)	STATUS CODE	IN/OUT	COUNTRY/LOCATION	ACTIVITY DESCRIPTION	CLIENT Task ID # (Sample)	PRIME TaskID # (Sample)	CLIENT Point of Contact	PRIME Point of Contact	
MAY									
6-May-11	Completed	Out	Nepal	Integrating Counterterrorism Strategies at the National Level	DOS.5607	CTP-053	Jane Doe	Dave Claybaugh	
14-May-11	Completed	Out	Thailand	Combating Domestic and Transnational Terrorism (CDTI)	DOS.5608	CTP-054	Jane Doe	Dave Claybaugh	
15-May-11	Completed	Out	Bahrain	Interviewing Terrorist Suspects	DOS.5609	CTP-055	Terry James	Dave Claybaugh	
JUNE									
6-Jun-11	Good	Out	Indonesia	Investigative Information Management	DOS.5611	CTP-057	Terry James	Dave Claybaugh	
28-Jun-11	Good	Out	Kenya	Interdicting Terrorist Activities (ITA)	DOS.5612	CTP-058	Terry Jones	Dave Claybaugh	
30-Jun-11	Pending	Out	Tanzania	Police Leaders Role in Combating Terrorism	DOS.5613	CTP-059	Jane Doe	Dave Claybaugh	
JULY									
7-Jul-11	Good	Out	Mauritania	Vital Infrastructure Security	DOS.5615	CTP-061	Jane Doe	Dave Claybaugh	
7-Jul-11	Good	Out	Senegal	Crisis Response Training (CRT) (Dakar)	DOS.5616	CTP-062	Jane Doe	Dave Claybaugh	
21-Jul-11	Pending	Out	India	Protection Against Soft Targets (PAST) (Hyderabad)	DOS.5617	CTP-063	Terry James	Dave Claybaugh	

Figure - The MATS tool provides a sequential listing of ALL program activities, including several types of useful data points on each for easy tracking, cross-referencing, and reporting.

SAMPLE ATT -- ACTIVITY TASK TIMELINE - OUTBOUND (Note: Shortened Version)						
<a href="#">5-May-11</a>	Task Order Received	1. This is a sample checklist of sub-tasks (ST) sequenced from beginning to end 2. The sub-tasks are categorized in Column C for ease of management. 3. Brief reports inserted in Col. F, referencing progress (Logistics, Reporting, etc) 4. Hyperlinks in Col. G lead to reference docs (RD) for easy access & version control. 5. See sample row (with active hyperlink) in red letters. 6. Tasking Window is activated by the Award date. 7. Implementation Sub Tasks key off Start Date. (Green in Col. A) 8. Follow Up Tasks key off Finish Date. (Yellow in Col. A)				
<a href="#">10-Oct-11</a>	Activity Start Date					
<a href="#">15-Oct-11</a>	Activity Finish Date					
<a href="#">12-Dec-11</a>	End Period of Performance					
DAYS TILL KICKOFF	SUB-TASK DUE DATE	SUB-TASK CATEGORY	SUB-TASK STATUS	SUB - TASK DESCRIPTION	NOTES ON CURRENT STATUS OF SUB-TASK	AUTOMATED LINK TO INSTRUCTIONS, REQUIREMENTS, TEMPLATES
<b>TASKING WINDOW</b>						
N/A	5-May-11	Task Order Processing	Complete	Task Order Received From Client	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
N/A	TBD	Task Order Processing	Complete	Client Sends Notice to Proceed	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
N/A	TBD	Task Order Processing	Complete	Begins Planning with Client Officers	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
<b>IMPLEMENTATION</b>						
68	3-Aug-11	Task Order Processing	Active	Delivery Organization Identified	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
64	7-Aug-11	Training Related	Active	Resumes sent to Operations Coordinator	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
60	11-Aug-11	Logistics /Travel	Active	Delivery Organization confirms Passport/visa Requirements	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
30	10-Sep-11	Logistics /Travel	Active	Delivery Organization Obtains Travel Docs - Send to OC	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
30	10-Sep-11	Task Order Processing	Active	Logistics Manager identifies Equipment Requirements	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
21	19-Sep-11	Logistics /Travel	Active	Ops Coord. Sends completed Travel docs to Delivery Team	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
21	19-Sep-11	Training Related	Active	Training staff Receives Electronic Course Documents and Uploads onto Computers	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
14	26-Sep-11	Logistics /Travel	Future	Logistics Manager ships Equipment to Delivery Team Leader	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
7	3-Oct-11	Logistics /Travel	Future	Delivery Team Leader confirms Delivery Team is prepared for travel	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
1	9-Oct-11	Reporting Requirments	Future	Arrival Report Due	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
<b>ACTIVITY WEEK(s)</b>						
0	10-Oct-11	Training Related	Future	Verify Leahy Vetting Prior to Opening of Course	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
0	10-Oct-11	Reporting Requirments	Future	Deliver Training Per Agenda	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
0	9-Oct-11	Reporting Requirments	Future	Opening Day Report	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
1	14-Oct-11	Reporting Requirments	Future	Closing Report	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
<b>POST ACTIVITY TASKS</b>						
-2	17-Oct-11	Reporting Requirments	Future	Delivery Team Leader Identifies Issues and Sends Report to Ops. Coord	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
-3	18-Oct-11	Logistics /Travel	Future	Team Leader ships Equipment to Logistics Manager	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
-4	19-Oct-11	Reporting Requirments	Future	Delivery Team Completes Expense Reports and sends to Delivery Org.	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
-5	20-Oct-11	Reporting Requirments	Future	Delivery Org. Reviews Expense Reports and sends to Ops. Coord.	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>
-30	14-Nov-11	Reporting Requirments	Future	Delivery Org. completes invoicing	DATE - NAME - Note(s) on progress or problems	<a href="#">Hyper-Link to tool or guidance</a>

Figure - Activity Task Timelines list all the subtasks for each activity in sequence, including current status, instructions, and links to current guidance, templates, forms, etc.

SUMMARY OF PROJECTED EXPENSES			
LP 2.1.3 - Licensing Procedures & Practices Workshop III	\$ 65,000	\$ 65,000.00	\$ (0)
<b>Course Description</b>	<b>Current Total</b>	<b>Funds Available</b>	<b>Plus/ Minus</b>
	\$39,862	\$ 25,138	\$ -
	<b>Contractor Total</b>	<b>Direct Gov. Expse</b>	<b>Plus/ Minus</b>
<p><b>Proposal Generation:</b> This page brings the totals forward from 1) the Master Cost Sheet, 2) the worksheets below and 3) linked cost driver worksheet-- Inbound Cost Drivers-2004. Do not change these numbers directly, especially the blue numbers, which are the result of linked calculations. Go to the source calculations and change the basic assumptions on the Master Cost Sheet, which are denoted in red letters/numbers. Note: Changing the source drivers on the Inbound Driver Sheet will also affect all other linked spreadsheets.</p> <p><b>Specific Country Budgets:</b> 1) Create a new copy. 2) Make sure the Inbound Driver file is open. 3) Finally, remaining on this worksheet, change only those numbers which are indicated in green letters.</p>			
			Jordan
			Country
<b>DIRECT GOVERNMENT EXPENSE</b>			
Catering	\$ -	0.0%	
Photographer	\$ -	0.0%	
Delegate Gifts	\$ -	0.0%	
Hosted Lunch/Reception (From Hospitality Fund)	\$ -	0.0%	
Miscell. Expense	\$ -	0.0%	
Sub-total	\$ -	0.0%	
<b>LOGISTICS</b>			
Delegate Travel (If fund cite is used)			
Flights	\$ 16,800	28.7%	
Per Diem (Hotel & M & IE)	\$ 1,680	2.9%	
Ground Transportation	\$ -	0.0%	
Sub-total	\$ 18,480	31.6%	
G&A (G&A not levied on flights if fund cite is used)	\$ 202	0.3%	
Labor	\$ -	0.0%	
Logistics Total	\$ 18,682	31.9%	
<b>TOTAL - DIRECT GOVERNMENT EXPENSE</b>	\$ 18,682	31.9%	
<b>PROGRAM DEVELOPMENT &amp; MANAGEMENT (PDM)</b>			
Delegate Travel (If fund cite is NOT used)			
Flights	\$ -	0.0%	
Per Diem (Hotel & M & IE)	\$ 4,995	8.5%	
Ground Transportation	\$ 3,000	5.1%	
Interpreters	\$ 5,200	8.9%	
Translation	\$ 750	1.3%	
Program Books	\$ 560	1.0%	
Supplemental Books (EU Lists, etc)	\$ 400	0.7%	
Travel DC	\$ 204	0.3%	
Meeting Materials (Pads, Pens, Badges, etc)	\$ 100	0.2%	
Catering	\$ 600	1.0%	
Photographer	\$ 400	0.7%	
Delegate Gifts	\$ 150	0.3%	
Miscell. Expense - # of \$100 Units	\$ -	0.0%	
Miscell. Expense - # of \$100 Units	\$ -	0.0%	
Miscell. Expense - # of \$100 Units	\$ -	0.0%	
Subtotal	\$ 16,359	27.9%	
G&A	\$ 1,963	3.4%	
Labor - Planning, Management & Follow-Up	\$ 21,540	36.8%	
PDM Total	\$ 39,862	68.1%	
<b>APPROXIMATE EVENT EXPENSE</b>	\$ 58,543	100%	
NEC Admin. Overhead/Contingency	\$ 6,456	10.0%	Target Sum
<b>TOTAL (Fully Loaded)</b>	\$ 65,000		\$ 65,000.00

DRIVERS	
Number of Delegates	6
# of Event Days	4
# of Travel Days	3
# of Rest Days	1
Total Days	8
Flight Cost Estimate	\$ 2,800
Fund Cite. 1=No Need, 0=Needed	0
Lgstcs Cntrctor Hrs Billable	0
Translation Days Required	3
# of Interpreters Needed	2
# of Program Books	16
# of Supplemental Books	16
Meeting Materials (1=Yes)	1
Catering (1=Yes)	1
Photographer (1=Yes)	1
Delegate Gifts (1=Yes)	1
Miscell. Expense - # of \$100 Units	0
Miscell. Expense - # of \$100 Units	0
Miscell. Expense - # of \$100 Units	0
<b>Contract Support Hours</b>	
Project Manager	24
SAPI	40
Senior Engineer	160
Senior Analyst	0
Admin. Assist.	24

Figure – CTP financial models use “what if” drivers to facilitate project and program budgeting.



<b>MALAYSIA - Planning &amp; Proposal Worksheet</b>					
<a href="#">Return to Summary</a>		<b>\$ AMOUNT</b>			
COURSE TITLE	PURPOSE OF ACTIVITY	2010	2011	2012	2013
		BIS PROPOSAL	BIS PROPOSAL	BIS PROPOSAL	BIS PROPOSAL
		\$ 150,000	\$ 225,000	\$ 75,000	\$ 65,000
<b>2010</b>	<b>LP 2.2.1 - National Control List Workshop I</b>	\$ 75,000			
<b>2010</b>	<b>EM 2.1.1 - Export Control Enforcement Workshop I</b>	\$ 75,000			
<b>2011</b>	<b>IG 2.1.1. - Industry-Government Executive Forum I</b>		\$ 75,000		
<b>2011</b>	<b>LP 3.4.1 - National Control List Technical Workshop I</b>		\$ 75,000		
<b>2011</b>	<b>EM 2.1.2 - Export Control Enforcement Workshop II</b>		\$ 75,000		
<b>2012</b>	<b>LP 2.1.1 - Licensing Procedures And Practices Workshop I</b>			\$ 75,000	
<b>2013</b>	<b>LR 3.3.1 - Regulations Technical Forum and Workshop I</b>				\$ 65,000
<b>2014</b>	<b>LEFT CLICK to Select Course RIGHT CLICK to Add Comments</b>				\$ -
<b>TOTAL AMOUNT OF PROPOSALS &amp; AWARDS</b>		\$ 150,000	\$ 225,000	\$ 75,000	\$ 65,000

*Figure: CTP creates Strategic Planning tools that facilitate out year planning for multiple countries/ departments, providing aggregated views that can be prioritized according to funding levels.*

The four samples provided above demonstrate the versatility and effectiveness of our consulting/support functions. We design our solutions to fit the needs of your organization, enabling your staff to collect and organize data in effective, user-friendly way.

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## **SIN C541 3/C541 3RC: Web Based Marketing Services**

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CTP has developed dozens of web-based solutions, including web site design and maintenance, on-line training, and search engines. We have designers and technologists on staff and dozens more “on-call” in part-time roles to help develop strategies for our clients in maximizing their Internet presence and capabilities. CTP has designed specific solutions for Federal clients with marketing needs or for specific events and we have provided all media in formats compatible with each client’s IT system. We have also customized tools for specific countries based on their legal, regulatory and organizational environment.

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## **SIN C541 4D/C541 4DRC: Conference, Events and Tradeshow Planning Services**

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CTP has the depth and breadth of experience to provide world class conference management. We use customized tools and templates designed specifically for complex international programs with sensitive policy concerns and strict budgetary constraints. In fact, CTP has over 15 years experience of program management, notably comprehensive planning and management for over 600 training workshops and 17 large multinational conferences.

Our program managers coordinate all aspects of event development and delivery and work with clients to understand the core message of the program. We organize the reservation of facilities including researching and confirming event locations. CTP works with the client to build agendas and organize attendee participation. We manage the execution of the event by providing staff support (including all communication with attendees) for on-site meetings, registration, telecommunications and ensuring that all audiovisual and information technology is working and available. CTP ensures that all documentation is professionally designed, edited and produced.

CTP has a seasoned conference/workshop staff that is well-qualified to meet the requirements in a typical Statement of Work (SOW). Our team leads have been with CTP for over 10 years and have led numerous successful technical exchanges and conferences globally. Our team combines international experience with excellent organizational and communications skills and CTP has received consistently high marks for each conference we have managed. We have developed numerous processes and procedures, project plans, checklists, sample templates and other job aids that our staff utilizes in the planning, management and tracking of all tasks necessary to ensure successful event delivery.

## PSS LABOR CATEGORIES / RATES

### Contract # GS-00F-175CA

Line Item	Labor Category	Unit	Year 1	Year 2	Year 3	Year 4	Year 5
			Unit Price NTE	Unit Price NTE	Unit Price NTE	Unit Price NTE	Unit Price NTE
			6/23/2015 to 6/22/2016	6/23/2016 to 6/22/2017	6/23/2017 to 6/22/2018	6/23/2018 to 6/22/2019	6/23/2019 to 6/22/2020
1	Program Manager	per hour	\$ 228.13	\$ 232.69	\$ 237.35	\$ 242.09	\$ 246.94
2	Project Manager	per hour	\$ 169.49	\$ 172.88	\$ 176.34	\$ 179.86	\$ 183.46
3	Senior Subject Matter Expert	per hour	\$ 141.93	\$ 144.77	\$ 147.66	\$ 150.62	\$ 153.63
4	Junior Subject Matter Expert	per hour	\$ 114.38	\$ 116.67	\$ 119.00	\$ 121.38	\$ 123.81
5	Senior Instructional Technologist	per hour	\$ 111.34	\$ 113.57	\$ 115.84	\$ 118.15	\$ 120.52
6	Instructional Technologist	per hour	\$ 83.70	\$ 85.37	\$ 87.08	\$ 88.82	\$ 90.60
7	Junior Instructional Technologist	per hour	\$ 53.65	\$ 54.72	\$ 55.82	\$ 56.93	\$ 58.07
8	Senior Training Specialist	per hour	\$ 69.18	\$ 70.56	\$ 71.97	\$ 73.41	\$ 74.88
9	Training Specialist	per hour	\$ 58.60	\$ 59.77	\$ 60.97	\$ 62.19	\$ 63.43
10	Senior Scientist	per hour	\$ 116.43	\$ 118.76	\$ 121.13	\$ 123.56	\$ 126.03
11	Mid-level Scientist	per hour	\$ 100.43	\$ 102.44	\$ 104.49	\$ 106.58	\$ 108.71
12	Sr. Project Control/Management Analyst	per hour	\$ 100.70	\$ 102.71	\$ 104.77	\$ 106.86	\$ 109.00
13	Project Control/Management Analyst	per hour	\$ 78.48	\$ 80.05	\$ 81.65	\$ 83.28	\$ 84.95
14	Sr. Systems Engineer	per hour	\$ 108.82	\$ 111.00	\$ 113.22	\$ 115.48	\$ 117.79
15	Sr. Software Specialist	per hour	\$ 92.07	\$ 93.91	\$ 95.79	\$ 97.71	\$ 99.66
16	Mid-Level Software Specialist	per hour	\$ 61.66	\$ 62.89	\$ 64.15	\$ 65.43	\$ 66.74
17	Sr. Technical Writer/Editor	per hour	\$ 64.16	\$ 65.44	\$ 66.75	\$ 68.09	\$ 69.45
18	Technical Writer/Editor	per hour	\$ 55.78	\$ 56.90	\$ 58.03	\$ 59.19	\$ 60.37
19	Sr. Graphics Specialist	per hour	\$ 68.40	\$ 69.77	\$ 71.16	\$ 72.59	\$ 74.04
20	Graphics Specialist	per hour	\$ 58.60	\$ 59.77	\$ 60.97	\$ 62.19	\$ 63.43
21	Sr. Administrative Support	per hour	\$ 65.39	\$ 66.70	\$ 68.03	\$ 69.39	\$ 70.78
22	Principal Meeting Manager	per hour	\$ 89.20	\$ 90.98	\$ 92.80	\$ 94.66	\$ 96.55
23	Meeting Planner	per hour	\$ 81.13	\$ 82.75	\$ 84.41	\$ 86.10	\$ 87.82
24	Web Developer	per hour	\$ 153.25	\$ 156.32	\$ 159.44	\$ 162.63	\$ 165.88
25	Web Programmer	per hour	\$ 165.04	\$ 168.34	\$ 171.71	\$ 175.14	\$ 178.64

## SERVICE CONTRACT ACT

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Consolidated 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 CTP adds SCA labor categories/employees to the contract through the modification process, CTP will 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.

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## LABOR CATEGORY DESCRIPTIONS

### 1. PROGRAM MANAGER

*Duties.* Oversees the execution of multiple contracts, including coordinating the efforts of individual Project Managers. Supplements the Project Managers on higher level issues in relationship to Government Contracting Officers (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Approves and oversees work standards, schedules, and personnel actions. Manages multiple efforts to strategically ensure performance objectives and quality services.

*Minimum/General Experience.* The Program Manager shall have a minimum of twelve years experience with demonstrated ability in the management of large projects for a minimum of ten years.

*Minimum Education.* Bachelor's Degree. A Master's will be considered equivalent to two years-specialized experience and three years general experience.

### 2. PROJECT MANAGER

*Duties.* Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. The PM is capable of negotiating and making binding decisions for the company. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommends/determines personnel actions. Responsible for project planning execution, and overall contract performance. Manages substantial program/technical support operations involving multiple project/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. The PM has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Establishes and alters management structure (as necessary) to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

*Minimum/General Experience.* The Project Manager shall have a minimum of ten years experience with demonstrated ability in the management of large projects for a minimum of five years.

*Minimum Education.* A Bachelor's Degree. A Master's will be considered equivalent to two years-specialized experience and three years general experience.

### 3. SENIOR SUBJECT MATTER EXPERT

*Duties.* Analyzes projects to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs tasks and provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

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*Minimum/General Experience.* This position requires a minimum of ten years experience as an expert in a functional field, of which at least four years must be specialized.

*Minimum Education.* A Bachelor's Degree, or ten years of general experience with at least four years of specialized experience.

#### **4. JUNIOR SUBJECT MATTER EXPERT**

*Duties.* Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Performs task-related functions.

*Minimum/General Experience.* This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes developing functional requirements for complex integrated systems. Must demonstrate the ability to work independently or under only general direction.

*Minimum Education.* A Bachelor's Degree or five years of general experience, of which at least two years must be specialized experience.

#### **5. SENIOR INSTRUCTIONAL TECHNOLOGIST**

*Duties.* Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials (course outline, background materials, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision and direction to staff. Creates instructional objectives and program plans from identified data or needs. Designs training activities, methods, and materials to meet identified objectives. Creates instruments, tests or activities to evaluate in-class learning. Creates workbooks, teaching guides, video scripts, software, written "role playing" scenarios, simulations, and case studies to meet learning objectives. Delivers lectures, presentations, examples, and analogies to enhance learning. Gives feedback, examinations, and assessments to determine learning or skills level.

*Minimum/General Experience.* This position requires a minimum of seven years experience, of which at least five years must be specialized.

*Minimum Education.* A Bachelor's Degree or ten years of general experience of which at least five years is specialized.

#### **6. INSTRUCTIONAL TECHNOLOGIST**

*Duties.* Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Designs instruments to assess individual or organizational changes in knowledge, skill, attitude, behavior, and results. Designs instruments to assess program and instructional quality. Creates reports and conducts presentations on program impact on individuals or

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organizations. Evaluates and validates program designs and results. Creates video, audio, or computer based resources to enhance learning.

*Minimum/General Experience.* This position requires a minimum of four years experience, of which at least two years must be specialized.

*Minimum Education.* A Bachelor's Degree or five years of general experience, of which two years is specialized.

## **7. JUNIOR INSTRUCTIONAL TECHNOLOGIST**

*Duties.* Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms) under supervision of senior instructor. Assists at formal classroom courses, workshops, and seminars. Creates reports and conducts presentation on program impact on individuals or organizations. Evaluates and validates program designs and results. Creates video, audio, or computer-based resources to enhance learning.

*Minimum/General Experience.* This position requires a minimum of two years experience. Demonstrated ability to communicate orally and in writing.

*Minimum Education.* A Bachelor's Degree or two years general experience.

## **8. SENIOR TRAINING SPECIALIST**

*Duties.* Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Arranges logistics for training facilities and the production of training materials. Trains personnel by conducting formal classroom courses, workshops, and seminar. Designs instruments to assess individual or organizational change in knowledge, skill, attitude, behavior, and results. Designs instruments to assess program and instructional quality. Creates reports and conducts presentations on program impact on individuals or organizations. Evaluates and validates program designs and results.

*Minimum/General Experience.* This position requires a minimum of four years experience, of which at least two years must include delivery of materials to specialized audiences.

*Minimum Education.* A Bachelor's Degree or two years of professional experience.

## **9. TRAINING SPECIALIST**

*Duties.* Assists senior trainer in delivering training courses. Develops and revises general introductory level courses. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminar.

*Minimum/General Experience.* This position requires a minimum of two years experience and demonstrated ability to communicate orally and in writing.

*Minimum Education.* A Bachelor's Degree or two years of professional experience.

**10. SENIOR SCIENTIST**

*Duties.* Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Develops and applies design methods, theories, and research techniques in the investigation and solution of complex and advanced problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates, and plans methods of approach and organizes means to achieve solution of highly complex technical problems. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analyses. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations.

*Minimum/General Experience.* This position requires a minimum of ten years of progressively more complex engineering experience.

*Minimum Education.* Bachelor's Degree or fifteen years of professional experience.

**11. MID-LEVEL SCIENTIST**

*Duties.* Performs engineering analysis and design tasks. Prepares specifications and designs; implements solutions; may design subsystems; assists in developing standards. May work as part of a project team. Writes test procedures, compiles and evaluates design and test data and prepares technical specifications. Recommends design approaches to meet production requirements for new or improved products or processes. Coordinates with technical support personnel to conduct prototype or experimental runs for products or processes. May coordinate the efforts of drafters, technical writers, and engineering technicians.

*Minimum/General Experience.* This position requires a minimum of four years of directly related engineering experience.

*Minimum Education.* Bachelor's Degree or other technical degree or four years of directly related engineering experience.

**12. SENIOR PROJECT CONTROL /MANAGEMENT ANALYST**

*Duties.* Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues and recommends solutions. Develops work breakdown structures; prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members; defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

*Minimum/General Experience.* This position requires a minimum of six years experience, of which at least three years must be specialized.



*Minimum Education.* A Bachelor's Degree or ten years of general experience, of which at least five years are specialized experience.

### **13. PROJECT CONTROL/MANAGEMENT ANALYST**

*Duties.* Supports financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Develops work breakdown structures; prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

*Minimum/General Experience.* This position requires a minimum of three years experience, of which a least one year must be specialized.

*Minimum Education.* A Bachelor's Degree.

### **14. SENIOR SYSTEMS ENGINEER**

*Duties.* Analyzes and develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces; maintains hardware and software performance tuning; analyzes workload and computer usage; maintains interfaces with outside systems; analyzes downtimes; analyzes proposed system modifications, upgrades and new COTS items Analyzes the problems and the information to be processed. Defines the problems, and develops system requirements and program specifications, from which detailed flow charts, programs, and tests are prepared. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, alternative solutions. This position will also support the database administration functions. Designs and implements modifications or enhancements to forms, menus, and reports. Performs system-wide analysis, primarily with respect to software development; hardware development; and reliability, maintainability, and availability. Experienced in computer-aided software engineering (CASE) tools.

*Minimum/General Experience.* This position requires a minimum of six years experience, of which at least four years must be specialized.

*Minimum Education.* A Bachelor's Degree or ten years of general experience of which at least eight years must be specialized experience.

### **15. SENIOR SOFTWARE SPECIALIST**

*Duties.* Develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces; maintains hardware and software performance tuning; analyzes workload and computer usage; maintains interfaces with outside systems; analyzes downtimes; analyzes proposed system modifications, upgrades and new COTS items. Analyzes problems and the information to be processed. Works with clients to understand human interface requirements.

*Minimum/General Experience.* This position requires a minimum of three years experience, of which at least two years must be specialized.

*Minimum Education.* A Bachelor's Degree or ten years of general experience, of which at least five years must be specialized experience.

#### **16. MID-LEVEL SOFTWARE SPECIALIST**

*Duties.* Develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Performs testing and documents results. Works at the direction of supervisor.

*Minimum/General Experience.* This position requires a minimum of four years experience, of which at least two years must be specialized.

*Minimum Education.* A Bachelor's Degree or five years of general experience, of which at least one year must be specialized experience.

#### **17. SENIOR TECHNICAL WRITER/EDITOR**

*Duties.* Writes or edits technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Draws on a substantial knowledge of a particular subject-matter area, such as engineering, law, social sciences or other fields. Develops information and analysis to present on the specialized subject in a form and at a level suitable for the intended audience.

*Minimum/General Experience.* This position requires a minimum of three years experience, of which at least two years must be specialized.

*Minimum Education.* A Bachelor's Degree or ten years of general experience of which at least five years must be specialized experience.

#### **18. TECHNICAL WRITER**

*Duties.* Writes or edits technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Works at the direction of supervisor.

*Minimum/General Experience.* This position requires a minimum of four years experience, of which at least two years must be specialized.

*Minimum Education.* A Bachelor's Degree or five years of general experience of which at least one year must be specialized experience.

#### **19. SENIOR GRAPHICS SPECIALIST**

*Duties.* Works closely with instructional designers to develop materials for multimedia training products, web-delivered courses, and stand-up presentations. Designs, develops, and produces print communication, such as courses, guides, and manuals. Provides image editing and layout support, performs color

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corrections, and prepares files for digital output. Ensures that graphics and visuals meet training objectives. Provides technical direction to graphic artists to ensure program deadlines are met.

*Minimum/General Experience.* This position requires a minimum of four years experience, with at least three years specialized experience, including: extensive knowledge of graphic design tools, experience in three-dimensional design, ability to develop graphics for multimedia products and web-pages. Demonstrated ability to work independently or under only general direction.

*Minimum Education.* A Bachelor's Degree in graphic design, communication graphics, or other related scientific or technical discipline. Four years of experience, of which at least three years must be specialized experience.

## **20. GRAPHICS SPECIALIST**

*Duties.* Prepares graphic materials for multimedia training products, web-delivered courses, and stand-up presentations. Assists in design, development, and production of print communication, such as courses, guides, and manuals. Provides editing and layout support, performs color corrections, and prepares files for digital output.

*Minimum/General Experience.* This position requires a minimum of two years experience, with at least one year of specialized experience, including: knowledge of graphic design tools, experience in graphics development for multimedia products and web-pages, and experience in print production. Demonstrated ability to work independently or under only general direction.

*Minimum Education.* An Associate Degree in graphic design, communication graphics, or other related scientific or technical discipline. With two years of experience, of which at least one year must be specialized experience.

## **21. SENIOR ADMINISTRATIVE SUPPORT**

*Duties.* Directly supports Project Manager by maintaining personnel and other files; preparing correspondence, scheduling and coordinating travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, distributes mail, and makes travel arrangements.

*Minimum/General Experience.* Three years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation).

*Minimum Education.* Requires an Associate's Degree.

## **22. PRINCIPAL MEETING MANAGER**

*Duties.* Facilitates working groups, self-directed teams, and senior policy/technical exchanges. Organizes and runs meetings which define, refine, and resolve disputes, disagreements, and divergent views, excluding EEO disputes; leads large and small group briefings and discussions; records discussion content and enables focused decision-making; prepares and provides draft and final reports related to the facilitated issues and policy discussions.

*Minimum/General Experience.* This position requires a minimum of four years experience in facilitating major meetings, forums, or workshops.

*Minimum Education.* A Bachelor's Degree or five years of general experience.

### **23. MEETING PLANNER**

*Duties.* Oversees planning aspects of conferences, forums, workshops and technical exchanges. Organizes all logistical and administrative aspects of conferences, forums, and workshop technical exchanges. Serves as the focal point for invitations, speakers, translators, interpreters, and audio visual consultants or subcontractors. Provides reports on schedule and budget to supervisor.

*Minimum/General Experience.* This position requires a minimum of two years experience in facilitating major meetings, forums, or workshops.

*Minimum Education.* Bachelor's Degree or two years of general experience

### **24. WEB DEVELOPER**

*Duties.* Develop HTML, CSS, Flash and other common web and social media applications. Apply web standards, such as W3c, 508c, CSS2&3, and HTML4&5. Able to achieve a minimum level of parity between compliant browsers (e.g. Firefox, Opera, and Safari) and noncompliant browsers (e.g. Internet Explorer). Able to execute server-side scripts to configure a web server. Must have expert knowledge of HTML and CSS. Must have a working knowledge of javascript, ActionScript, and XML.

*Minimum/General Experience.* This position requires a minimum of five years experience, of which at least three must be specialized.

*Minimum Education.* Bachelor's Degree

### **25. WEB PROGRAMMER**

*Duties.* Research and analyze technical requirements. Create evaluative instruments to gauge technical scope and compare alternate proposed development approaches. Establish methodology and frameworks to fulfill project requirements. Write scripts to provide core functionality and expand existing systems. Integrates system components with existing or third-party technologies. Able to manage and troubleshoot a web server and application error codes. Must have expert knowledge of HTML, XML, PHP, mySQL, javascript, and ActionScript. Must have a working knowledge of CSS and Flash fundamentals. Works in conjunction with Web Developer.

*Minimum/General Experience.* This position requires a minimum of seven years experience, of which at least five must be specialized.

*Minimum Education.* Bachelor's Degree in relevant field (e.g. Computer Science)

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**GSA CONTRACT SPECIFIC INFORMATION****1a. Table of Awarded Special Item Number(s)**

Special Item No. C874 1/C874 1RC Integrated Consulting Services  
Special Item No. C874 4/C874 4RC Training Services: Instructor Led Training, Web Based Training and Education Course Development and Test Administration, Learning Management, Internships  
Special Item No. C874 7/C874 7RC Integrated Business Program Support Services  
Special Item No. C541 3/C541 3RC Web Based Marketing Services  
Special Item No. C541 4D/C541 4DRC Conference, Events and Tradeshow Planning Services

**1b. Identifications of Lowest Price Model Number/Unit Price**

Not Applicable

**2. Maximum Order**

The maximum dollar value per order for purchase of PSS services is \$1,000,000.

**3. Minimum Order**

The minimum dollar value per order for purchase of PSS services is \$100.00.

**4. Geographic Scope of Contract**

Worldwide

**5. Points of Production (City, County and State or Foreign Country)**

Not applicable

**6. Statement on Net Price**

Prices shown in price list are net. Discounts have already been deducted.

**7. Quantity Discounts**

Not applicable.

**8. Prompt Payment Terms**

+ .25% 15 Days Net 30 Days

**9a. Acceptance of Government Credit Cards**

Yes, above and below the micro-purchase threshold

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**9b. Discount for Payment by Government Commercial Credit Cards**

None.

**10. Foreign Items**

None

**11a. Time of Delivery**

Specified on the Task Order

**11b. Expedited Delivery**

Not applicable

**11c. Overnight and 2<sup>nd</sup> Day Delivery**

Not applicable

**11d. Urgent Requirements**

Not applicable

**12. FOB Points**

Destination

**13. Contractor's Ordering Address**

Commonwealth Trading Partners, Inc.  
300 North Lee, Third Floor  
Alexandria, VA 22314

**14. Payment Address**

Commonwealth Trading Partners, Inc.  
300 North Lee, Third Floor  
Alexandria, VA 22314

**15. Warranty Provisions**

Not Applicable

**16. Export Packing Charges**

Not Applicable

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**17. Terms and Conditions of Government Purchase Card Acceptance**

Not Applicable

**18. Terms and Conditions of Rental, Maintenance and Repair**

Not Applicable

**19. Terms and Conditions of Installation**

Not Applicable

**20. Terms and Conditions of Repair Parts Indicating Date of Price Lists and any Discounts**

Not Applicable

**21. List of Service and Distribution Points**

Not Applicable

**22. List of Participating Dealers**

Not Applicable

**23. Preventative Maintenance**

Not Applicable

**24a. Environment Attributes**

Not Applicable

**24b. Section 508 Compliance**

Not Applicable

**25. Data Universal Number (DUNS) Number**

836405217

**26. Registration in Central Contractor Registration (CCR) Database**

Commonwealth Trading Partners, Inc. is actively registered in SAM.

**27. Uncompensated Overtime**

CTP rates are based on a 40 hour week. All professional staff. No overtime is authorized/required.

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## **DETAIL ON SIN C874 4/C874 4RC: Training Services: Instructor Led Training and Web Based Training**

CTP provides customizable off-the-shelf training packages to meet the needs of its government and industry clients related to export control compliance, program management, trade security, law enforcement and anti-corruption.

Our courses for 2015-2020 are listed here and described further on the following pages. Course prices are listed in the table on the following page. Prices in the course descriptions are for Year 1.

*Note 1: The prices quoted include delivery in Alexandria, VA. We are willing to deliver any of these courses at other locations around the U.S. or abroad.*

*Note 2: The facility will comfortably accommodate 20 participants and slightly more. We are willing to work to accommodate groups larger than 20 at pricing to be determined on a case by case basis depending on the availability and cost of external facilities.*

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1. Commerce Control List - Procedures & Practices (Commodity Classification)
  2. Export Control Licensing Procedures & Practices (SNAP & D-Trade)
  3. Preventing Technology Transfer
  4. Licensing Officer Instructional Simulation (LOIS)
  5. WMD (Weapons of Mass Destruction ) Awareness
  6. Training for Internal Control Program (ICP)
  7. Targeting and Risk Management
  8. Proliferation Awareness Training (UNSCR 1540)
  9. Industry Outreach Compliance
  10. Muslim Extremism for Law Enforcement Officials
  11. Industry-Government Outreach
  12. Integrity Awareness Training
  13. Setting up an Office of Professional Responsibility
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## SIN C874 4/C874 4RC: Training Services: Instructor Led Training and Web Based Training – PRICING TABLE

Course Title	Course Length	Minimum Participants	Maximum Participants	Contractor or Customer Site	Year 1	Year 2	Year 3	Year 4	Year 5
ST-201	2 days	10	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
ST-202	2 days	10	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
ST-203	2 days	10	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
ST-301	3 days	10	20	Both	\$ 25,000.00	\$ 25,500.00	\$ 26,010.00	\$ 26,530.20	\$ 27,060.80
ST-302	3 days	10	20	Both	\$ 25,000.00	\$ 25,500.00	\$ 26,010.00	\$ 26,530.20	\$ 27,060.80
ST-303	3 days	10	20	Both	\$ 25,000.00	\$ 25,500.00	\$ 26,010.00	\$ 26,530.20	\$ 27,060.80
ST-304	3 days	10	20	Both	\$ 25,000.00	\$ 25,500.00	\$ 26,010.00	\$ 26,530.20	\$ 27,060.80
LE-201	2 days	10	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
LE-202	2 days	10	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
LE-203	2 days	5	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
MAN-201	2 days	10	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
MAN-202	2 days	10	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64
MAN-203	2 days	5	20	Both	\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16	\$ 21,648.64

Title of Course:	<b>ST-201</b>	<b>Commerce Control List Procedures &amp; Practices</b>	Length of Course (Days)	2
Total Price of Course:		\$20,000	Min. # of Participants:	10
Commercial Price:		\$20,000	Max. # of Participants:	20
Government Discount from Commercial Price				N/A
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
Target Audiences: - Experts within domestic agencies who have overseas dealings or interaction with foreign nationals and therefore need to classify all their licensable materials and information in order to comply with U.S. export control laws. - Experts in foreign governments who seek to understand the Commerce Control List (CCL) or its European equivalent, the EU List.				
Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.				
Course Description: This course focuses on commodity classification using the U.S. Department of Commerce Control List (CCL) and its equivalent, the European Union List (EU List). Instructors will explain the list framework and how the 5 digit ECCN (Export Control Classification Number) relates to the international control regimes and also provides national discretion. The ability to assign the correct ECCN is a fundamental skill for government experts to determine if an export license is required. Instructors will discuss the distinction between dual-use items, controlled under the Export Administration Regulation (EAR), and military items, controlled under the International Trafficking in Arms Regulations (ITAR).				

Title of Course:	<b>ST-202</b>	<b>Licensing Procedures &amp; Practices</b>	Length of Course (Days)	2
Total Price of Course:		\$20,000	Min. # of Participants:	10
Commercial Price:		\$20,000	Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
Target Audiences: - Experts within domestic agencies who have overseas dealings or interaction with foreign nationals and must prepare and submit licenses to the Dept. of Commerc (DOC) and/or the Directorate of Defense Trade Controls (DDTC) for all their licensable materials and information in order to comply with U.S. export control laws. - Experts within foreign governments who wish to establish, refine or work within a licensing office in their country and seek therefore to learn both U.S. and international best practices in export control licensing.				
Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.				
Course Description: The course provides government officials with 1) a review of the key steps in the export license decision-making process, 2) review of export and re-export requirements, and 3) the role of other agencies in the review process. The objective of this training domestically is to enhance compliance with the Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR). Foreign versions of this course have assisted other governments to set up or improve their export license review offices.				

Title of Course:	<b>ST-203</b>	<b>Preventing Technology Transfer</b>	Length of Course (Days)	2
Total Price of Course:	\$20,000		Min. # of Participants:	10
Commercial Price:	\$20,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Experts within domestic agencies who are charged with preventing the inadvertent or malicious transfer of licensable information to foreign nationals.</li> <li>- Experts within foreign governments who wish to establish, refine, or enforce their domestic export control laws and regulations preventing the inadvertent or malicious transfer of licensable information to foreign nationals.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: The course material and exercises provide government officials with an understanding of the problems surrounding technology transfer, including several of the common ways that it occurs in a large organization. Instructors will discuss the various ways this can be prevented through the development of effective policies and procedures. The objective of this training domestically is to enhance compliance with the Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR). Foreign versions of this course will be similar, enabling foreign governments to set up or improve their export compliance procedures to prevent these types of information transfers.</p>				

Title of Course:	<b>ST-301</b>	<b>Licensing Officer Instructional Simulation (LOIS)</b>	Length of Course (Days)	3
Total Price of Course:	\$25,000		Min. # of Participants:	10
Commercial Price:	\$25,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Experts within domestic agencies who must understand the U.S. export licensing decision process for dual use and military commodities so as to prepare and submit licenses on behalf of their organizations to the Dept. of Commerc (DOC) and/or the Directorate of Defense Trade Controls (DDTC) for all their licensable materials and information.</li> <li>- Experts within foreign governments who wish to establish, refine, or work within a licensing office in their country and seek therefore to learn both US and international best practices in export control licensing.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: This course is designed for government officials with managerial and line-level responsibility for preparing or reviewing large volumes of export control licenses on behalf of their agency, bureau, or department. It builds upon the lessons of our basic licensing course, using simulation software that enables experts to understand the entire process: initial analysis (application completeness, control number validation and prohibited parties screening), the technical and political analysis, interagency review, dispute resolution, and ultimate decision regarding a license application. Numerous examples, exercises, and case studies are used throughout the workshop to illustrate the process.</p>				

Title of Course:	<b>ST-302</b>	<b>WMD (Weapons of Mass Destruction) Awareness</b>	Length of Course (Days)	3
Total Price of Course:		\$25,000	Min. # of Participants:	10
Commercial Price:		\$25,000	Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Experts within Federal, state or local organizations who are responsible for preventing, preparing, responding or recovering from such collective security threats such as those posed by the proliferation of WMD.</li> <li>- Experts within foreign governments who are responsible for preventing, preparing, responding or recovering from such collective security threats such as those posed by the proliferation of WMD.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: This training provides specific awareness of the unique security problems associated with the proliferation of WMD. Federal, state and local officials will all benefit from these critical concepts, especially those with managerial responsibilities for early detection and quick response. Since preparation is vital when it comes to the unprecedented threats of chemical, biological, and nuclear weapons instructors explore the roles, responsibilities, policies, and procedures necessary to maintain regional, national and international security. For foreign audiences, the focus will be split between understanding the magnitude of the proliferation threat and the obligation of their country to improve their national capability to combat these dire challenges Note: On the third day, participants will be engaged in practical exercises using hand-held detection devices.</p>				

Title of Course:	<b>ST-303</b>	<b>Training for Internal Control Program (ICP)</b>	Length of Course (Days)	3
Total Price of Course:		\$25,000	Min. # of Participants:	10
Commercial Price:		\$25,000	Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Experts within domestic agencies who have the responsibility to keep their organization in compliance with U.S. export control regulations (EAR &amp; ITAR).</li> <li>- Experts within foreign governments who wish to establish or refine similar systems within their country and/or promulgate such awareness and capability to their own private industries.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: This course helps government organizations understand the need for developing internal compliance procedures, provides them with the documentation tools to create their basic compliance manual, and also introduces them to web based job aids to help them in their daily compliance tasks. Concepts covered include: commodity classification, export licensing, risk screening on all transactions, recordkeeping, and training. For foreign audiences, we teach the same critical lessons using our software tool which can be customized (funds permitting) for their legal/regulatory environment and specifically designed to help them comply with their national export control requirements.</p>				

Title of Course:	<b>ST-304</b>	<b>Targeting and Risk Management</b>	Length of Course (Days)	3
Total Price of Course:	\$25,000		Min. # of Participants:	10
Commercial Price:	\$25,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
Target Audiences: - Experts within domestic agencies, particularly Customs, who have the responsibility of sifting data in order to more effectively target illicit shipments of strategic commodities. - Experts within foreign governments, particularly Customs, who wish to establish or refine similar systems within their country.				
Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.				
Course Description: This course demonstrates the use of data sifting technologies, notably targeting algorithms that identify high risk shipments that may involve the transport of WMD by terrorists or criminal organizations. Participants learn how to recognize unusual or suspicious information, based on shippers' manifest documents, in order to better "target" high-likelihood shipments for inspection. Identifying suspicious shipments requires that officers know precisely what information to look for: commodities, shipping routes, manufacturers, brokers, and also that they understand the targeting cycle which involves the ongoing refinement of these algorithms based on successes and failures.				

Title of Course:	<b>LE-201</b>	<b>Proliferation Awareness Training (UN1540)</b>	Length of Course (Days)	2
Total Price of Course:	\$20,000		Min. # of Participants:	10
Commercial Price:	\$20,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
Target Audiences: - Experts within Federal organizations who have reporting requirements under United Nations Security Council Resolution 1540 (UN1540). Also Foreign Service Officers who need to understand UN1540 in order to better discuss these matters while on overseas assignment. - Experts within foreign governments who are responsible for understanding and responding to the proliferation threat with the development of national export control systems, including reporting to the UN1540 committee and the International Control Regimes.				
Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.				
Course Description: This course focuses on the global proliferation threat and the collective international response that is orchestrated under the auspices of the U.N. Security Council Resolution #1540 (UN1540), which calls for nations to cooperate to develop and coordinate national, regional and international programs to combat this dire challenge. For U.S. Foreign Service Officers, this course will cover the current international "best practices" relating to UNSCR 1540, including reporting obligations, licensing, control lists, enforcement, and transshipments. For foreign governments, this course will outline their international obligation and help them formulate their national implementation strategy for export control.				

Title of Course:	<b>LE-202</b>	<b>Industry Outreach Compliance</b>	Length of Course (Days)	2
Total Price of Course:	\$20,000		Min. # of Participants:	10
Commercial Price:	\$20,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Experts within domestic agencies who are responsible for strategic investigations related to export control enforcement.</li> <li>- Experts within foreign governments who are responsible for strategic investigations related to export control enforcement.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: This workshop teaches government officials, notably investigative or prosecutorial experts, the techniques needed to reach out to and involve industry experts in complying with export controls, including how a targeted industry outreach program can be used to develop human sources of information for enforcement purposes. This workshop explores the tools and methods needed to reach out to industry insiders to first help them understand the national and corporate then gradually engage and develop them as sources of information. The objective is to gain the inside knowledge necessary to prosecute administrative, civil, and criminal export control violations.</p>				

Title of Course:	<b>LE-203</b>	<b>Muslim Extremism for Law Enforcement Officials</b>	Length of Course (Days)	2
Total Price of Course:	\$20,000		Min. # of Participants:	5
Commercial Price:	\$20,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Experts within Federal, State and local enforcement agencies who are responsible for improved investigative effectiveness through increased of Muslim culture.</li> <li>- Experts within foreign governments who are responsible for improved investigative effectiveness through increased awareness of Muslim culture.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: This is an introductory course on Muslim culture, focusing on the factors contributing to Jihad, and offering examples of "home grown" terrorism. To combat this, participants will learn to understand and better communicate with Muslim people and therefore conduct more effective investigations. Causes and indicators of extremism and home grown terrorism are also explored, with discussion of documented examples. The first day covers basic culture and cross cultural communication while the second day focuses on indicators of jihadist extremism.</p>				

Title of Course:	<b>MAN-201</b>	<b>Industry-Government Outreach</b>	Length of Course (Days)	2
Total Price of Course:	\$20,000		Min. # of Participants:	10
Commercial Price:	\$20,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Experts within Federal, State or local organizations who are responsible for developing or improving a cooperative relationship with private industry in order to further mutually beneficial goals.</li> <li>- Experts within foreign governments who are responsible for developing or improving a cooperative relationship with private industry so as to further mutually beneficial goals.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: This workshop focuses on improving industry-government relations within targeted sectors. It emphasizes that both parties benefit from a cooperative interdependent relationship: government obtains current technical input from the private experts while industry is provided a forum to express its views concerning future (or existing) regulations, guidelines, parameters, processes, etc. The key elements of an effective industry-government relations program are discussed, including the use of advisory bodies on critical issues, the increasing importance of transparency of government processes and data via the web, the value of training workshops and seminars, and the role of counseling and ongoing outreach programs.</p>				

Title of Course:	<b>MAN-202</b>	<b>Integrity Awareness Training</b>	Length of Course (Days)	2
Total Price of Course:	\$20,000		Min. # of Participants:	10
Commercial Price:	\$20,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
<p>Target Audiences:</p> <ul style="list-style-type: none"> <li>- Federal, State and local officials with managerial responsibilities for preventing and/or eliminating corrupt activities within their organization.</li> <li>- Officials within foreign governments with managerial responsibilities for preventing and/or eliminating corrupt activities within their organization.</li> </ul>				
<p>Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.</p>				
<p>Course Description: Integrity awareness training alerts managers to causes, symptoms, and solutions to corruption. This workshop explores ethics definitions, examines unethical behavior, and highlights the impact of individual choices. Participants learn a framework for ethical decision making and how to establish indigenous anti-corruption principles and guidelines. The course enables participants to evaluate their organization's ethical integrity, identify possible causes of corruption, and examine their internal code of conduct. Participants evaluate risks for various scenarios and identify ways to address these challenges. The workshop identifies how individual integrity can be compromised, and demonstrates how this can lead to corruption that permeates an organization. Finally, the course identifies leadership skills that can counter possible unethical behavior and reviews the critical elements of an integrity program.</p>				

Title of Course:	<b>MAN-203</b>	<b>Setting up an Office of Professional Responsibility</b>	Length of Course (Days)	2
Total Price of Course:	\$20,000		Min. # of Participants:	5
Commercial Price:	\$20,000		Max. # of Participants:	20
Government Discount from Commercial Price				0%
Course Status: Off the Shelf		Price per each participant in excess of maximum		TBD
Geographical Suitability: For domestic agencies or foreign governments.				
Target Audiences: - Federal, State and local officials with managerial responsibilities for preventing and/or eliminating corrupt activities within their organization. - Officials within foreign governments with managerial responsibilities for preventing and/or eliminating corrupt activities within their organization.				
Location: Training is conducted our facility in Alexandria, VA. Off site deliveries can be arranged upon request. Foreign deliveries have additional costs, notably travel, translation, and interpretation of materials.				
Course Description: This course focuses on establishing and effectively operating a new unit dedicated to ethical behavior, often called an "Office of Professional Responsibility." This is clearly a delicate task so the course will outline the steps necessary to systematically yet tactfully establish, maintain, and enforce a code of ethics, and then to build on this code to eliminate or prevent corruption. The instructors will use a series of case studies to illustrate best practices and leadership techniques to effectively change the culture of an organization.				

Questions regarding this listing should be directed to  
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