

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST**

SCHEDULE OOCORP - The Professional Services Schedule



**Contract Number: XXXXXX
Period Covered by Contract: June 1, 2016 to May 30, 2021**



BLUE INK, LLC
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BLUE INK, LLC
Authorized Federal Supply Schedules Price List
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BLUE INK, LLC
Authorized Federal Supply Schedules Price List
 Company Overview

BLUE INK, LLC is a talent development agency that provides training, technical assistance, and professional coaching for leaders in emerging organizations. As a personal consultancy, the emphasis of our work is on the strategies that lead to performance improvement. Our approach is person-centered, skill-based, resource-enriched, and lead to personal mastery and research-based execution. Our practice concentrates on evidence-based strategies. Our expertise establishes our core capacities in the areas of training, technical assistance or management consulting, and professional coaching, and more recently, certified coach training programs, amongst other personal and organizational capacity offerings.

Blue Ink, LLC is a member managed LLC, with Dr. Kenneth Mitchell as its sole member. Work is performed through independent contractors and other teaming arrangements, including a pool of consultants from its sister-agency, The Renaissance Education Group, Inc. The technical expertise of Dr. Mitchell is extensive in the human service and education fields, aligned chiefly to the work of the US Department of Education and the US Department of Health and Human Services (one of the largest federal purchasers). **Blue Ink, LLC** maintains active membership in the **Association of Coach Training Organizations (ACTO)**, is an approved provider for the **Human Resources Certification Institute (HRCI)**, and its coach training programs are accredited by the **Center for Credentialing and Education (CCE)**.

Blue Ink, LLC is a **minority owned business** and is classified as a small business concern in each of the areas that are represented by its **primary** designated NAICS codes. It generates less than the threshold for services industry of \$7 million.

NAICS CODE DESIGNATION		
611430	611710	541611
Professional and Management Development Training	Educational Support Service	Administrative Management and Management Consulting Services

In situations where **Blue Ink, LLC** lacks the range and reach required by specific procurement needs, the firm will execute agreements with subcontractors and other teaming arrangements to meet the needs of the scope of a specific federal activity. By subcontracting work, the firm can achieve the scale necessary to execute intricately scoped projects and meet government's requirements. Subcontracting is done to: 1) achieve additional capabilities, 2) maintain cost-effectiveness in the solution offered, 3) reduce contract risk, 4) achieve a competitive position, 5) satisfy customer preferences, 6) facilitate quantity discounts, and 7) augment operational infrastructure.

Blue Ink, LLC manages subcontractor involvement, and as such, demonstrates effectiveness to direct the team of internal and external sources to produce a solution that is harmonious with the customer's environment, achieve customer satisfaction for the government's needs, and, ultimately, to execute in ways that maintain winning performance. In all strategic alliances, **Blue Ink, LLC** maintains responsibility for serving as the Single Point of Accountability. Our subcontracting system maintains appropriate and adequate controls to ensure quality in execution and responsiveness to customer needs.

BLUE INK, LLC
Authorized Federal Supply Schedules Price List
 Federal Contract Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).	C874 – 1 Integrated Consulting Services C874 – 4 Training Services C874 – 7 Integrated Business Support C874 – 9 Training Devices and Training Materials C595 – 21 Human Resources Services (excluding EEO)
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.	N/A
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 Labor Category Descriptions, p.
2. Maximum order	\$1,000,000
3. Minimum order	\$25,000
4. Geographic coverage (delivery area).	CONUS, Alaska, Hawaii, and Puerto Rico
5. Point(s) of production:	Same as company address
6. Discount from list prices or statement of net price.	As listed below
7. Quantity discounts.	None
8. Prompt payment terms.	Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.	Yes
9b. Notification whether Government purchase cards are	Yes

accepted or not accepted above the micro-purchase threshold.	
10. Foreign items:	None
11a. Time of delivery. (30)	As negotiated with ordering activity.
11b. Expedited Delivery.	"Items available for expedited delivery are noted in this price list."
11c. Overnight and 2-day delivery.	Coaching services in PTSD or other crisis mitigation situations might be available.
11d. Urgent Requirements.	The urgency of the Department of Homeland Security and its cognizant mission are available for urgent delivery.
12. F.O.B. point(s).	Destination
13a. Ordering address(es).	
13b. 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.	Ordering procedures for BPA enclosed.
14. Payment address(es).	Same
15. Warranty provision	Standard commercial
16. Export packing charges, if applicable	N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).	Contact contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable).	N/A
19. Terms and conditions of installation (if applicable).	N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).	N/A
20a. Terms and conditions for any other services (if applicable).	N/A
21. List of service and distribution points (if applicable).	Company address
22. List of participating dealers (if applicable)	N/A
23. Preventive maintenance (if applicable)	N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	N/A
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.	www.blue-ink.biz
25. Data Universal Number System (DUNS) number.	800604642
26. Notification regarding registration in Central Contractor Registration (CCR) database.	Active, CAGE: 4XUZ1

BLUE INK, LLC
Authorized Federal Supply Schedule Price List
 Federal Labor Rates - Burdened

Labor Category Rates SINs 874-1, 874-2, 874-4	
Labor Categories	Hourly Rate
Principal	\$354.53
SME	\$314.21
Program Manager II	\$365.08
Program Manager I	\$202.94
Management Specialist I	
Coach II	\$342.69
Coach I	\$182.64
Consultant II	\$242.42
Consultant I	\$159.84
Research Assistant	\$55.52
Course Manager	\$82.95
Counselor II	\$124.15
Counselor I	\$80.29
SCA Positions	
Program Assistant	\$48.45
Graphics Specialist	\$53.79
Educational Specialist/Trainer I	\$51.91
CI/Trainer II	\$63.51
Parent Coach	\$32.11
Writer	\$67.98
Educational Technology Specialist	\$63.10
Administrative Secretary	\$42.54
<i>*includes SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.</i>	

COURSE PRICE LIST

Title of the Course: Coach Training Workshop	Length of Course (# of Hrs/Days): 5
Total Price of Course:	Minimum Number of Participants: 10
Price per Participant: \$2,750	Maximum Number of Participants: 20
Description of Class: Academic Coaching is defined as a one-on-one interaction with a student focusing on strengths, goals, study skills, engagement, academic planning, and performance. Evidence-based coaching interventions can improve academic performance of pre-college students, college support initiatives, and post baccalaureate programs. Early evidence in academic coaching indicate that academic coaching is in alignment with project strategies that demonstrate a high degree of success in achieving program specific measures. Description: This training workshop provides theory, models, and techniques to be an effective, successful, game-changing Life Coach. While designed for those who “serve” in academic settings, it is appropriate for those who work in youth programs, career development initiatives, and leadership development programs. This robust program model proceeds through a five-step methodology that includes: 1) comprehensive Assessment, 2) establish Agenda, 3) create Alignment, 4) initiate Action, and 5) monitor Achievement. This workshop is an experiential learning event, and its instructional design includes didactic sessions, exercises, case studies, and coaching practice sessions to prepare you to be a life coach! This course is CCE approved and leads to certification as a Board Certified Coach .	

COURSE PRICE LIST

Title of the Course: The Master Class Series	Length of Course (# of Hrs/Days): 2
Total Price of Course:	Minimum Number of Participants: 7
Price per Participant: \$500	Maximum Number of Participants: 25
<p>Description of Class:</p> <p>The Master Class series provides professional coaches with modalities and strategies to increase their effectiveness and expand their coaching repertoire. The Master Class offerings are for continuing education and professional development, and are designed for professional coaches who desire advanced study in technique to develop their professional expertise.</p> <p>Program Offerings</p> <p>Workshops are offered on a number of topics, and typically require pre-work assignments. The Master Class session <i>is intense</i>. Practitioners should expect to be engaged in a learning event that incorporates the four phases of experiential method: 1) experience, 2) reflection, 3) expansion, and 4) application, in an evidence-based modality to expand coaching technique.</p> <p>CEU designation</p> <p>As offered, Master Classes are Board Certified Coach (BCC) approved continuing education programs, and meet the requirement for Continuing Education Units (CEU). The continuing education requirement helps BCCs stay up to date in their knowledge of changing fundamentals, assessments, techniques and intervention methods in the field of coaching. BCCs are encouraged to select meaningful continuing education activities that improve, enhance, and expand skills and knowledge relevant to their areas of expertise. Recertification after five years, requires 100 CEUs.</p>	

CONTACT OUR OFFICE FOR PROGRAM PRICING FOR THE REMAINING COURSEWARE

COURSE PRICE LIST	
Title of the Course: Bridging the Leadership Divide	Length of Course (# of Hrs/Days):
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
<p>Description of Class:</p> <p>Generational differences in organizations are creating significant relational and leadership dynamics that organizations are finding increasingly difficult to address. With a significant number of leaders planning to retire, there is an urgent need within organizations to develop emerging leaders. It is essential for organizations to bring emerging leaders together with incumbent leaders to create a dynamic leadership development and knowledge transfer program. This workshop will invite leaders of multiple generations to practical conversations that help remove the inherent barriers to productive relationships between incumbent and emerging leaders. While there is much information available on generational demographics, the focus of this program is on the relational aspects of generational dynamics. Based on research within organizations, scholars have identified six patterns that distinguish distressed relationships from powerful relationships between incumbent leaders and emerging leaders. The patterns are indicated as: rank, meaningful conversation, inclusion and engagement, dreaming, generosity, and gratitude. The workshop will explain and assess these patterns as well as explore how these patterns promote or hinder cross-generational relationships. The workshop includes case studies, role plays, journaling exercises, and action planning tools.</p>	

COURSE PRICE LIST	
Title of the Course: The Five Dysfunctions of a Team	Length of Course (# of Hrs/Days):
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
Description of Class: <p>Teach your managers the skills, disciplines and requirements for effective teamwork from the revolutionary model: The Five Dysfunctions of a Team. Since its publication in 2002, The Five Dysfunctions of a Team has become the world's most definitive source of practical information for building teams. Developed in a business fiction format, the model's impact extends beyond business to schools, churches, non-profit organizations and the military. From the executive suite to the factory floor, the Five Dysfunctions model has become the standard for eliminating the natural human tendencies which derail teamwork and create costly, painful problems at work. Outcome: The team will make substantial progress toward becoming more cohesive – improving trust and their ability to engage in unfiltered, productive conflict. This will result in the team ultimately making better, faster decisions and eliminating any lingering politics that may exist. Additionally, the team will resolve any structural challenges that may inhibit the group's ability to work together. Team members will walk away with a clear sense for what they can do differently – both behaviorally and operationally – that will have meaningful impact on the team's ability to succeed.</p>	

COURSE PRICE LIST	
Title of the Course: The Leadership Challenge Workshop	Length of Course (# of Hrs/Days):
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
Description of Class: <p>If people are to become leaders, they must believe that they can be a positive force in the world. But some management scholars claim that leaders have little impact on organizations, that other forces—internal or external to the organization—are the determinants of success. Our evidence strongly demonstrates quite the contrary. Managers, individual contributors, volunteers, pastors, government administrators, teachers, school principals, students, and other leaders who use The Five Practices of</p>	

Exemplary Leadership® more frequently are seen by others as better leaders. They possess high degrees of personal credibility. In addition, people working with leaders who demonstrate The Five Practices of Exemplary Leadership® are significantly more satisfied with the actions and strategies of their leaders, and they feel more committed, excited, energized, influential, and powerful. In other words, the more people engage in the practices of exemplary leaders, the more likely it is that they'll have a positive influence on others in the organization. The Leadership Challenge® Workshop is a unique, intensive, and highly interactive program that serves as a catalyst for profound leadership transformations in organizations of all sizes and in all industries. Participants experience and apply The Five Practices leadership model through video cases, workbook exercises, group problem-solving tasks, lectures, and, if desired, outdoor action learning.

COURSE PRICE LIST	
Title of the Course: The Human Diversity Workshop	Length of Course (# of Hrs/Days): 2
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
Description of Class:	
<p>This 2-day workshop is a "how-to" workshop for developing skills for working with individuals from diverse backgrounds. Participants will learn how to prevent bias and discrimination and tap into the human potential of their diverse workforce. The activities in this workshop provide a forum for participants to practice their interpersonal, goal-setting, and decision-making skills in a number of diversity scenarios.</p>	

COURSE PRICE LIST	
Title of the Course: The Leadership Effectiveness Workshop	Length of Course (# of Hrs/Days):
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
Description of Class:	
<p>This is a comprehensive training program that can be used to train leaders and would-be leaders at all levels of the organization. The workshop focuses on eight skills and characteristics considered necessary for effective leadership in any setting: 1. Emotional intelligence, 2. Contextual thinking, 3. Directional clarity, 4. Creative assimilation, 5. Change orchestration, 6. People enablement, 7. Reciprocal communication, and 8.</p>	

Driving persistence.

COURSE PRICE LIST	
Title of the Course: Ethical Leadership for the 21 st Century	Length of Course (# of Hrs/Days): 2
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
Description of Class: This program helps leaders understand the benefits of ethical behavior and to apply ethical principles in their roles as leaders. Using a well- defined system of understanding ethical decisions and choices, the program helps participants know how to choose the most ethical choices. It examines the concept of organizational social responsibility, seeing how values-based organizations today let principles and values guide them in day-to-day decisions, as they avoid wrong behaviors and take active steps to do what's right. When they complete this program, participants will understand how to be ethical in their own actions, and how to lead others in their groups or organizations to be ethical.	

COURSE PRICE LIST	
Title of the Course: The Five Dysfunctions of a Team Workshop	Length of Course (# of Hrs/Days):
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
Description of Class: Teach your managers the skills, disciplines and requirements for effective teamwork from the revolutionary model: The Five Dysfunctions of a Team. Since its publication in 2002, The Five Dysfunctions of a Team has become the world's most definitive source of practical information for building teams. Developed in a business fiction format, the model's impact extends beyond business to schools, churches, non-profit organizations and the military. From the executive suite to the factory floor, the Five Dysfunctions model has become the standard for eliminating the natural human tendencies which derail teamwork and create costly, painful problems at work. Outcome: The team will make substantial progress toward becoming more cohesive – improving trust and their ability to engage in unfiltered, productive conflict. This will result in the team ultimately making better, faster decisions and eliminating any lingering politics that may exist. Additionally, the team will resolve any structural challenges that may inhibit the group's ability to work together. Team members will walk away with a clear sense for what they can do differently – both behaviorally and operationally – that will have meaningful	

impact on the team's ability to succeed.

COURSE PRICE LIST	
Title of the Course: The Coaching for Commitment Workshop	Length of Course (# of Hrs/Days):
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:
Description of Class: <p>Coaching for Commitment is about taking care of people; by taking care of people, you take care of the bottom line. The return on investment for coaching is multiple times the initial investment, and the payoffs are tangible: sustained superior performance and commitment to self, organization, and goals. The more coaching happens, the more high performing individuals and teams become. Just imagine an entire organization in which the majority of teams are high performing. The four modules in the Coaching for Commitment workshop are split between two workbooks:</p> <ul style="list-style-type: none">▪ Module One introduces them to the Coaching for Commitment concept;▪ Module Two shows them how to better respond to the needs of their co-workers through counseling, mentoring, and tutoring conversations;▪ Module Three shows your participants how to use coaching interactions to challenge coworkers to improve performance or take on more responsibility; and▪ Module Four teaches your participants the special skills they'll need to coach teams effectively. Coaching Skills Inventory (CSI): Self and Observer The Coaching Skills Inventory (CSI): Self enables your participants to gauge their coaching performance. When they use the CSI Self in conjunction with Observer instruments, they'll get a comprehensive 360-degree view of their coaching skills. <p>Now there's a value proposition for coaching! From assessing your coaching skills to learning new ways to coach and teach coaching to others Coaching for Commitment Program is designed to help you achieve better results as a manager, a business owner, as an employee, a parent, etc.</p>	

COURSE PRICE LIST

Title of the Course:	Length of Course (# of Hrs/Days):
What's My Coaching Style?	
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:

Description of Class:

What's My Coaching Style? is not designed to promote one "correct" coaching style. Instead, the goal is to help participants: 1) Identify their coaching styles, 2) Learn how to capitalize on the strengths and overcome the trouble spots of their styles, and 3) Learn how to interact effectively with other styles. *What's My Coaching Style?* is appropriate for individuals at any organizational level who coach other individuals.

Coaching is used to create an environment of high performance, change, and learning. It's "about interacting with people in a way that teaches them to produce often spectacular results in their businesses" (Hargrove, 1995). However, the way coaches interact with people varies from one coach to the next. This is because each coach has different personality characteristics (i.e., style) that influence the way he or she interacts with others. Knowing about those characteristics inherent in your personality is key to the coach-coachee interaction, the formation of an effective relationship, and the results he or she obtains.

Establishing a rapport with your coachee is the main ingredient in a successful coaching relationship. To develop rapport, the coach and coachee need to be "in tune" with one another. In other words, they need to recognize each other's stylistic differences. This is best illustrated by describing what Bolch (2001) calls "Fit and Form." Bolch describes this as a need for the coach and coachee to be on the same wavelength. He uses an example of how a flamboyant coach and a conservative coachee may not build as high-quality a relationship as a coach and coachee with similar styles.

By completing *What's My Coaching Style?*, participants will gain an awareness of their own coaching styles based on a tested, easily understandable theory. With this information, they will be able to modify their own styles to obtain a better match with their coaches and develop more successful coaching relationships.

COURSE PRICE LIST

Title of the Course:	Length of Course (# of Hrs/Days):
Coaching Skills Inventory	
Total Price of Course:	Minimum Number of Participants:
Price per Participant:	Maximum Number of Participants:

Description of Class:

The *Coaching Skills Inventory* is designed to assess the ability of a manager, supervisor, or team leader to recognize when and how to use the skills necessary for conducting effective coaching meetings. The *Coaching Skills Inventory* is appropriate for managers, supervisors, and team leaders. The *Coaching Skills Inventory* can also be used with prospective managers to help them prepare for their coaching responsibilities when they are promoted.

The purpose of a coaching meeting is not to reprimand an employee or threaten dismissal if an employee's performance does not improve within a specified time period. Rather, the goal of coaching is to help redirect an employee's behavior to improve future performance, while continuing to build a relationship of mutual trust with the employee.

The *Coaching Skills Inventory* has four main objectives: 1) To help managers, supervisors, and team leaders identify their strengths and weaknesses in specific skills needed to conduct coaching meetings, 2) To enable managers, supervisors, and team leaders to compare their strengths and improvement needs in these skills with a norm group of 165 managers and supervisors representing a variety of different companies and industries, 3) To acquaint managers, supervisors, and team leaders with a model for conducting effective coaching meetings that will have a positive impact on an employee's job performance, and 4) To enable managers, supervisors, and team leaders to compare their strengths and weaknesses in these skills before and after a training program.

USE OF THE COACHING SKILLS INVENTORY

The *Coaching Skills Inventory* is appropriate for use with individual managers, a group of managers, supervisors, or team leaders in a department or work unit, or all the managers in an entire organization. The Inventory can also be used with prospective managers to help them prepare for their coaching responsibilities when they are promoted.

BLUE INK, LLC
Approved Federal Supply Schedules Price List
 Federal Labor Descriptions

Labor Category Descriptions SINS 874, 595	
Positions	Functional Responsibility/ Qualifications
Principal	<p>Serves as project director and subject matter expert in the design and architecture of program services, deliverables, and infrastructure. Primarily responsible for developing and teaching management expertise, leadership development, curriculum and course design, and organizational and business practice improvements in support of client activities in leadership development, strategic leadership initiative planning, competency achievement and leadership process management. Directs the design and development of custom leadership programs for private and public sector organizations. Highly experienced in teaching how to translate strategic leadership development plans into tangible actions, developing leadership resources, creating continuous improvement strategies and assisting clients in creating a high-performance workforce.</p> <p>Qualifications: PhD and a minimum of 10 years experience, with appropriate certification for the specific project, such as a Board Certified Coach (BCC) or a Master Certified Coach (MCC).</p>
SME	<p>Assists in the development of custom leadership programs for private and public sector organizations. Primarily responsible for developing and providing management training, leadership development, curriculum and course design, and organizational and business practice improvements in support of client activities in leadership development, strategic leadership initiative planning, competency achievement and leadership process management.</p> <p>Qualifications: Masters Degree and a minimum of 7 years experience. Track record of relevant peer reviewed publications or conference proceedings.</p>

<p>Program Manager II</p> <p>*Contract Manager</p>	<p>Manages a team of professionals in providing a wide range of services, managing assigned projects within scope and budget. Is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.). The Project Manager II provides leadership to the project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel. Delivers presentations and lead client meetings.</p> <p>Qualifications: Masters degree with a minimum of 7 years of progressively responsible program management responsibility. Appropriate certifications as appropriate.</p>
<p>Project Manager I</p>	<p>The Project Manager provides day-to-day direction and control of projects and provides guidance to project teams, monitors the progress of tasks and deliverables, tracks and reports project status, and ensures that all critical project issues are addressed. Experienced in all aspects of leadership training and executive development. Manages contractual relationship with clients, provides advice, assistance, and guidance in support of organizational improvement efforts relating to leadership development, curriculum and course design, and organizational and business practice improvements. Conducts quality assurance reviews for all aspects of key projects.</p> <p>Qualifications: Bachelors Degree and a minimum of 5 years experience.</p>
<p>Management Analyst Specialist I</p>	<p>Performs professional administrative or managerial tasks under the supervision of a Principal, Contract Manager or Project Manager. This includes, but is not limited to, documentation planning and support, project administration, general office management and support, executive secretarial support, human resource planning, trip planning, event planning, and other related administrative tasks. Provides technical and administrative support in the development and documentation of studies, analyses, and reports. Performs basic research and technical writing tasks under the supervision of technical and professional staff. Performs basic analysis to identify potential general solutions and lines of research for project tasks.</p> <p>Qualifications: Bachelors Degree and a minimum experience: 2 years.</p>

<p>Coach II</p>	<p>Works with management and director levels that have tactical and managerial authority for the organization. The coach uses basic coaching skills along with a wide variety of behavioral techniques and methods to assist the client achieve a mutually identified set of goals to improve personal performance and personal satisfaction. The coach also helps support teams/groups of clients to improve effectiveness of the organization or individual client with a formally defined coaching agreement.</p> <p>Qualifications: Masters Degree with 5 years of experience, and certification as a Board Certified Coach (CCE); or as Professional Certified Coach (ICF).</p>
<p>Coach I</p>	<p>Provides coaching expertise in support of program/project operations by conducting individual programs of capacity building (financial capacity) based on developmental plans. Conducts coaching sessions via conference calls in support of on-site groups and individual (face to face) coaching. Provides personal consulting and preparation for important meetings (job interviews, mortgage or financing, or college admissions sessions), and stretch assignments for application and integration of new skills and behaviors. Provides appropriate resources including current tools, techniques, strategies, references and other learning experiences related to mission-orientated business improvement subjects. Assists clients to become more effective in their careers (and managing their financial resources) and moving to higher and more proficient performance by challenging ineffective beliefs, emphasizing and documenting accountability, and building on career and organizational mission and goals. Provides coaching on subjects: time management, ways to increase personal wealth and debt reduction, focus on individual goals, awareness and management of self-defeating behaviors, communication skills, leadership styles, and team development and management skills.</p> <p>Qualifications: Bachelors Degree with a minimum of 3 years of experience, and certification as a Board Certified Coach (BCC) or Associate Certified Coach (ACC).</p>

<p>Consultant II</p>	<p>Has full responsibility for the design and implementation of medium projects that are either elements of larger, more complex projects or stand-alone projects. Interfaces directly with the client organization for stand-alone projects. Applies analytical and consulting skills to support program design and development, training, and technical assistance. Supervises team assigned to the project. Responsible for creating and meeting schedules, reviewing products, allocating resources, controlling quality, and adhering to budgets. Responsible for assigning staff, developing and tracking budgets, coordinating technical support, and obtaining other required resources.</p> <p>Qualifications: Masters Degree in business, computer science, or other discipline as required by the client in the Statement of Work, with a minimum of 3 years of experience. Experienced in core competencies and subject matter expertise required in the client's contract requirements.</p>
<p>Consultant I</p>	<p>Provides client consultation in the one or more of the following core competencies: strategic and business planning, organizational development, change management, program design and development, resource development, training and technical assistance, and conference management. Assists in the development and facilitation of workshops, seminars, and pilot projects. Prepares and assists with lectures, briefings, discussions and speeches.</p> <p>Qualifications: Bachelors Degree with 5 years of experience.</p>
<p>Program Trainer II</p>	<p>Provides support in the development and delivery of training and technical assistance deliverables. Provides expertise in the instructional design and development of training and educational curriculum. Researches current advances in the training field and uses this information to design and deliver training and technical assistance. Delivers training and technical assistance onsite at program locations. Plans and schedules related trips. Delivers training at scheduled training events. Prepares and delivers supporting presentation materials. Writes after action reports on all activities. Performs all tasks under the supervision of technical and professional staff.</p> <p>Qualifications: Bachelor's Degree. Minimum Experience: 7 years.</p>

<p>Program Trainer I</p>	<p>Provides support in the development and delivery of training and technical assistance deliverables. Researches current advances in the training field and uses this information to design and deliver training and technical assistance. Delivers training and technical assistance onsite at program locations. Plans and schedules related trips. Delivers training at scheduled training events. Prepares and delivers supporting presentation materials. Writes and delivers briefings and after action reports on all activities. Performs all tasks under the supervision of technical and professional staff.</p> <p>Qualifications: Bachelor’s Degree. Minimum Experience: 5 years.</p>
<p>Research Assistant</p>	<p>Provides technical and administrative support in the development and documentation of studies, analyses, and reports. Performs basic research and technical writing tasks under the supervision of technical and professional staff. Assists in the production, development, and publication of technical and business documentation. Studies and analyzes current advances in program practices and uses this information to formulate, implement, document, and evaluate processes, practices, systems, programs, or technology.</p> <p>Qualifications: High School Diploma with 3 years of experience.</p>
<p>Course Manager</p>	<p>Provides support in the research, design, and development of training and educational curriculum. Studies and analyzes current advances in the training and educational fields and uses this information to formulate, implement, document, and evaluate processes, practices, systems, programs, or technology. Researches client needs and formulates recommendations for curriculum design. Assists in preparation and editing of proposals, prototype materials, and curriculum materials. Supports design team with expertise in the development and implementation of curriculum evaluation. Performs all tasks under the supervision of technical and professional staff.</p> <p>Qualifications: Bachelors Degree with 3 years of experience.</p>

Counselor II	<p>Designs and administers social services policies and procedures that cover a range of social services, including Employee Assistance Program short term, solution-focused non-psychiatric individual, couples and family counseling, psycho-educational presentations, and crisis intervention assistance; Familiar with a wide variety of industry concepts, practices and procedures; Implements and monitors standards and protocols for clinical care; Collects and analyzes data; Relies on experience and judgment to plan and accomplish goals; May report directly to an executive or head of a unit/department; A wide degree of creativity and latitude is expected in leading the work of others.</p> <p>Qualifications: Masters Degree with 5 year of experience. Required/Supplemental Certifications: Licensed to practice independently (Licensed Clinical Social Worker, Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Psychologist).</p>
Counselor I	<p>Develops and administers social services policies and procedures that cover a range of social services, including Employee Assistance Program short term, solution-focused non-psychiatric individual, couples and family counseling, psycho-educational presentations and crisis intervention assistance; Familiar with a variety of the industry's concepts, practices and procedures; Collects and analyzes data; Relies on experience and judgment to plan and accomplish goals;</p> <p>Qualifications: Bachelors Degree with 3 years of experience. Knowledge and experience working in Behavioral Health and Clinical Counseling settings (medical and/or non-medical); Skilled in applying analytical and evaluative methods and techniques in developing new procedures and approaches.</p>
SCA Positions with SCA Equivalent Code Title(s)	
Program Assistant	<p>In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.</p>

Graphics Specialist	<p>The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.</p>
Educational Specialist/ Trainer I	<p>The Technical Instructor teaches one or more short courses in developmental or technical courses, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.</p>
Educational Specialist/ Trainer I	<p>The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.</p>

<p>Computer-based Instruction</p>	<p>The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.</p>
<p>Parent Coach</p>	<p>Offers parents individualized support and stress reduction, parenting education and techniques, advocacy assistance, and referrals to community resources. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.</p>
<p>Family Coach</p>	<p>Provides support to families in crisis, high risk or high need parents, those under supervision of the court, etc. and other intermittent or long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation (veterans or juvenile justice), and identifies family issues and demographic trends. As a program of family readiness and support services, this worker establishes and maintains formal agreements and relationships with federal, state, local agencies, as well as an informal network with charitable, religious and human service groups to establish and deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.</p>

Writer	In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor (SME, principal, Program Manager, etc.), may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.
Education Technology Specialist	The Educational Technologist employs a systems approach to the analysis, design, development, implementation, and evaluation of training and systems to support human performance. The incumbent is responsible for ensuring the seamless use of instructional technologies and theories that bridge the gap between students and content, through sound pedagogy and androgyny, and training participants, instructors, and facilitators in the use of the right tools for the job. When assigned to a project, the educational technology specialist evaluates and analyzes situational issues related to teaching or learning and develops recommendations for the direction of project optimization.
Administrative Secretary	This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.
*includes SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.	

BLUE INK, LLC
Authorized Federal Supply Schedule Price List
Blanket Purchase Agreement

BPA NUMBER _____

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____ and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH _____ (*Ordering Agency*):

- (1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<u>ITEM (Model/Part Number or Type of Service)</u>	<u>SPECIAL BPA DISCOUNT/PRICE</u>
_____	_____
_____	_____

- (2) Delivery:

<u>DESTINATION</u>	<u>DELIVERY SCHEDULE/DATES</u>
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

<u>OFFICE</u>	<u>POINT OF CONTACT</u>
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, paper, or oral communications.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Task/Delivery Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

