

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**

**Authorized Federal Supply Schedule Price List  
Management, Organization, and Business Improvement Services  
(MOBIS)  
for**



**FSC Group: 874**  
**SIN's 874-1, 874-2, 874-4, 874-5, 874-6, 874-7**

**Contract Number: GS-02F-0092X**  
**Contract Period: March 1, 2011 – February 28, 2016**  
**Price List current through modification PO-0001 date 07/12/2011**  
*(Online access to contract ordering information, terms & conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™  
The Internet address for GSA Advantage!™ is: GSAAvantage.gov)*

**3231-C Business Park Drive, Suite 121**  
**Vista, CA 92081**  
**Phone: (760) 438-4354 Fax: (760) 438-4355**  
**www.novusorigo.com**

**Contact for Contract Administration: Paul Cevolani**  
**(760) 438-4354 or paul.cevolani@novusorigo.com**



**SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS**

*For more information on ordering from Federal Supply Schedules,  
click on the FSS Schedules button at fss.gsa.gov*

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## Customer Information

### 1a. Awarded specialty item numbers:

Novus Origo's awarded Special Item Number's (SIN's) are provided in the following table. Descriptions of services are provided in section 1.a.1 below and specific Labor Rate information for each SIN are provided on pages 9 through 41.

<i>SIN</i>	<i>Service Area</i>
874-1, 874-1RC	Consulting Services
874-2, 874-2RC	Facilitation Services
874-4, 874-4RC	Training Services
874-5, 874-5RC	Support Products
874-6, 874-6RC	Acquisition Services
874-7, 874-7RC	Program & Project Management

Table 1: Table of Awarded Special Item Numbers (SINs)

### 1a.1. Novus Origo Overview and Description of Services:

Novus Origo provides Strategy, Consulting, Facilitation, Training, Acquisition, and Program & Project Management services specifically designed to deliver solutions strategically tailored for each client's success.

Our services are delivered by highly experienced executives and consultants from leading companies and government agencies such as; *Accenture, Hewitt Associates, Ernst & Young, PeopleSoft, and the U.S. Navy*, and strategically designed to drive efficiencies and assist our clients in achieving service excellence at any phase of an organization's growth. Our ability to define & implement strategies, create relationships, and deliver success to Middle Market, and Government clients is unparalleled.

Our team members have helped to create the methodologies, processes, and tools used by the large consulting firms today. Novus Origo brings over 30 years of hands-on experience planning, managing, and delivering success on the most complex and challenging national and international projects for Fortune 500, Middle Market, and Government clients.

### **SIN 874-1, 874-1RC – Consulting Services**

Novus Origo delivers a breadth of strategy consulting services designed to help our clients evaluate, plan, and implement successful strategic objectives which drive business excellence throughout each organization. Whether you are looking to expand operations, improve processes, drive organizational change management & communications, or refocus on your core capabilities, our proven methodologies center on the critical dimensions of a business strategy designed to help your organization succeed.

Analysis and Strategy Development	Business Process Improvement
Business Case Development & Alignment	"Present State" & "Future State" Analysis
Change Management & Alignment Planning	Communications Planning & Support
Organizational Design	Transformation Planning & Leadership
Governance Implementation	Training & Mentoring Services
Scenario Development and Assessment	Merger & Acquisition Management

Table 2: Novus Origo Consulting Services

### SIN 874-2, 874-2RC – Facilitation Services

At Novus Origo, we understand the value of using experienced, objective advisors to assist groups in planning for and implementing management, organizational and business improvement initiatives. Our industry proven facilitators, many of whom have hands-on experience planning, managing, and delivering success on some of the most complex and challenging national and international projects for Fortune 500, Middle Market, and Government organization, and have experience working with personnel at all levels. We use a variety of tools and strategies for gathering data, enhancing the decision making, and managing group behavior. We focus on identifying the issues and facilitating successful results. Novus Origo facilitators can assist your organization in many ways, including:

Visioning & Planning	Problem Diagnosis & Resolution
Process Analysis & Re-Engineering	Group Facilitation
Team-Building	Decision Making
Consensus-Building	Coaching & Mentoring
Leadership Development	Governance Implementation

Table 3: Novus Origo Facilitation Services

### SIN 874-4, 874-4RC – Training Services

The Novus Origo training approach builds upon the industry experience of our executives and instructors, and maximizes participant involvement by relentlessly focusing on real-life successful applications over standard theoretical presentations. When developing and delivering a successful curriculum, our experience has taught us is that no two clients are alike, so we use a combination of best training practices to build a fully customizable training curriculum & support products that solves each client's specific need. Our years of experience across a full spectrum of training applications, combined with our proven approach for implementing training solutions, deliver the right business outcomes for any organization.

At Novus Origo, we understand the critical role that effective training can play in building and sustaining a culture of success, which is why we have built our methodologies around delivering custom training with your business objectives in mind. Our custom training programs will become an ongoing part of the development of your organization, maximizing your investment in the training program by developing sustainable curricula that becomes a part of the culture of your team.

Program & Project Management	Change Management
Creative Team Building	Lean Six Sigma
Performance Management	Leadership and Influence
Stress Management	Creative Problem Solving & Conflict Resolution
Communication Strategies	Time Management

Table 4: Novus Origo Training Services

### SIN 874-5, 874-5RC – Training Support Services

The Novus Origo team understands the importance of professional support products to properly cover all aspects of MOBIS. Our training professionals produce customized workbooks to support training courses, and tailored to reinforce training points and to serve as a ready reference document.

Instructor Guides	Student Workbooks
Slides	Training Manuals
Overhead Transparencies	Training Media

Table 5: Novus Origo Training Support Services

### SIN 874-6, 874-6RC – Acquisition Management Services

Novus Origo offers Acquisition Management Services designed to help clients in the assessment, management and delivery of alternative Service Delivery Models (Outsourcing, Insourcing, and Shared Services). We work with clients to determine the effectiveness of existing operations; evaluate the costs and benefits of each service delivery model, and assist in the vendor selection, transition of services, and the management of each service provider to ensure optimal performance levels.

Service Delivery Modeling	MSA/SOW/SLA Review
Contract Review, and Optimization	Service Provider Selection
Deliverables Review	Issue & Dispute Resolution
Roll Out Strategy Review	Service Stabilization
Risk Management & Mitigation	Service Level & Performance Monitoring
Implementation & Transition Management	Vendor Management & Consolidation

Table 6: Novus Origo Acquisition Management Services

### SIN 874-7, 874-7RC – Program & Project Management Services

Novus Origo provides a wide range of technical, business, and engineering program & project management consulting services that are specifically designed to help our clients in planning and achieving their mission critical and strategic objectives. Novus Origo's proven industry experience solves the complex management challenges by delivering success through our unbiased, independent, and objective management of projects, regardless of size or scope.

Program & Project Management	Project Assessment & Rescue
Program Portfolio Management	Systems & Applications Optimization
Technology Selection & Integration	Human Resource Capacity Planning
Process Analysis and Re-Engineering	Business Continuity & Disaster Recovery Planning
Operational Assessments	Enterprise Risk Management

Table 7: Novus Origo Program & Project Management Services

#### 1b. Rates:

**Hourly Labor Rates:** See the associated reference page for Novus Origo's resource level and hourly labor rate description for each SIN.

<i><b>SIN</b></i>	<i><b>Service Area</b></i>	<i><b>Labor Rate Reference Page</b></i>
874-1, 874-1RC	Consulting Services	Page #9
874-2, 874-2RC	Facilitation Services	Page #17
874-4, 874-4RC	Training Services	Page #25
874-5, 874-5RC	Support Products	Page #34
874-6, 874-6RC	Acquisition Services	Page #35
874-7, 874-7RC	Program & Project Management	Page #43

Table 8: Table of Hourly Rates Reference Pages

**1c. Labor Category Descriptions:** See the associated reference page for a complete description of Novus Origo's minimum experience requirements, functional responsibility, and education for each specific SIN.

<i><b>SIN</b></i>	<i><b>Service Area</b></i>	<i><b>Labor Category Reference Page</b></i>
874-1, 874-1RC	Consulting Services	Page #9
874-2, 874-2RC	Facilitation Services	Page #17
874-4, 874-4RC	Training Services	Page #29
874-5, 874-5RC	Support Products	Page #34
874-6, 874-6RC	Acquisition Services	Page #35
874-7, 874-7RC	Program & Project Management	Page #43

Table 9: Table of Labor Category Description Pages

2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$300
4. **Geographic Coverage (delivery area):** Worldwide Coverage
5. **Point(s) of Production:** Same as Contractor
6. **Discounts:** All prices listed are net prices with discount included
7. **Quantity Discounts:** Volume discount of five percent (5%) off \$25,000.00 annual sales per customer
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Notification whether Government purchase cards are accepted below the micro-purchase threshold:** Accepted
- 9a. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Accepted
- 10 **Foreign Items:** None
- 11a. **Time of Delivery:** Specified on Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-Day Delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address:**  
  
For Mailed Orders:  
3231-C Business Park Drive, Suite 121  
Vista, CA 92081  
  
For Electronic Orders:  
gsaorder@novusorigo.com  
  
For Facsimile Orders:  
GSA Orders  
(760) 438-4355

**14. Payment Address:**

Accounts Payable  
Novus Origo  
3231-C Business Park Drive, Suite 121  
Vista, CA 92081

\* Bank account information for direct deposit or electronic payments will be reflected on work order

**15. Warranty Provisions:** Contractors Standard Warranty

**16. Export packing Charges:** Not Applicable

**17. Terms and Conditions of Government Purchase Card Acceptance:** Contact Contractor

**18. Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable

**19. Terms and Conditions of Installation:** Not Applicable

**20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from Prices:** Not Applicable

**20b. Terms and Conditions for Any Other Services:** Not Applicable

**21. List of Service Distribution Points:** Not Applicable

**22. List of Participating Dealers:** Not Applicable

**23. Preventive Maintenance:** Not Applicable

**24a. Special Attributes Such As Environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants.):** Not Applicable

**24b. Section 508 Compliance:** Not Applicable

**25. Data Universal Number System (DUNS) #:** 830224171

**26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:**  
Registered

**SIN 874-1 & 874-1RC: CONSULTING SERVICES  
 Labor Rates, Categories, and Descriptions**

**SIN 874-1 & 874-1RC Hourly Labor Rate:**

Consulting Services Labor Category	Level	Hourly Rate (with IFF)*
Executive - Consulting Services	CE	\$220.00
Principal / Sr. Program Manager - Consulting Services	C7	\$198.00
Sr. Project Manager / Sr. Business Analyst - Consulting Services	C6	\$146.00
Project Manager / Business Analyst - Consulting Services	C5	\$115.00
Project Coordinator - Consulting Services	C4	\$88.00
Sr. Administrative Assistant - Consulting Services	C1	\$66.00

*\*Note: Travel Costs - The hourly labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**SIN 874-1 & 874-1RC Daily Labor Rates:**

Consulting Services Labor Category	Level	Daily Rate (with IFF)*
Executive - Consulting Services	CE	\$1,714.00
Principal / Sr. Program Manager - Consulting Services	C7	\$1,543.00
Sr. Project Manager / Sr. Business Analyst - Consulting Services	C6	\$1,132.00
Project Manager / Business Analyst - Consulting Services	C5	\$892.00
Project Coordinator - Consulting Services	C4	\$686.00
Sr. Administrative Assistant - Consulting Services	C1	\$515.00

*\*Note: Travel Costs - The daily labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**SIN 874-1 & 874-1RC Labor categories and descriptions:**

Labor Category	Minimum Degree	Years Experience	Labor Description
Executive – Consulting	MBA /BA	20+	<ul style="list-style-type: none"> <li>Relevant domain and practitioner experience</li> <li>A recognized authority on Management Consulting. (Domestic and/or International)</li> <li>Expert in Strategy Consulting &amp; Business Transformation</li> </ul>

			<p>and/or</p> <ul style="list-style-type: none"> <li>• Expert in Large Scale Program/Project Planning &amp; Management and/or</li> <li>• Expert in Analysis Planning &amp; Operational Excellence and/or</li> <li>• Expert in Organizational Change Management and/or</li> <li>• Expert in Business Process Improvement and/or</li> <li>• Expert in Management Coaching</li> <li>• A recognized authority, with an excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• An enviable track record of successfully delivering major transformation programs and change initiatives in leading companies.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Expert communication skills including managing CxO level client relationships.</li> <li>• Functions as a key member of the practice.</li> <li>• Manages client engagements including oversight of business transformation activities.</li> <li>• Leverages strategic partnerships.</li> <li>• Leads and mentors other practice managers.</li> <li>• Contributes thought capital through creation of executive presentations and position papers.</li> <li>• Certifications as required.</li> </ul>
Principal / Sr. Program Manager – Consulting	BA/BS	10+	<ul style="list-style-type: none"> <li>• Relevant practitioner experience.</li> <li>• Expertise in Due Diligence, Process Analysis, Business Process Improvement. (Domestic &amp; International)</li> <li>• Significant Experience in Strategy Consulting &amp; Business Transformation.</li> </ul>

			<ul style="list-style-type: none"> <li>• Expert in Large Scale Program Planning &amp; Management.</li> <li>• Expert in Large Scale Project Planning &amp; Management.</li> <li>• Significant Experience in Analysis Planning &amp; Operational Excellence.</li> <li>• Significant Experience in Organizational Change Management.</li> <li>• Significant Experience in Management Coaching.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building skills.</li> <li>• Expert in motivating and leading large, multi cultural, cross functional teams.</li> <li>• Expert in facilitating high level client meetings and managing a robust portfolio of client projects.</li> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• Experience with global delivery.</li> <li>• Contribute thought capital through creation of executive presentations and position papers.</li> <li>• Certifications as required.</li> </ul>
<p>Sr. Project Manager / Sr. Business Analyst –</p>	<p>BA/BS</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• Responsible for delivery of one or more projects within a client engagement.</li> <li>• Expertise in Management and/or Strategy Consulting.</li> <li>• Expert in Due Diligence, Process Analysis, Business</li> </ul>

Consulting			<p>Process Improvement and/or</p> <ul style="list-style-type: none"> <li>• Expert at managing client engagements including oversight.</li> <li>• Experience in Organizational Change Management.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building / social networking skills.</li> <li>• Experience motivating and leading multi cultural, cross functional group briefings and discussions.</li> <li>• Experience facilitating high level client meetings and managing a robust portfolio of client Issues and projects.</li> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• Depth to support practice methodology, growth and mentor team members.</li> <li>• Overseeing large-scale &amp; strategic projects.</li> <li>• Leverages strategic partnerships.</li> <li>• Certifications as required.</li> </ul>
Project Manager / Business Analyst –	BA/BS	5	<ul style="list-style-type: none"> <li>• Ability to run large scale projects including client Management &amp; Strategy Consulting and/or</li> <li>• Ability to perform Due Diligence, Process Analysis, Business Process Improvement</li> </ul>

Consulting			<ul style="list-style-type: none"> <li>• Manage Risks, Issues and Project communications.</li> <li>• Management of Program Planning, Audits, and evaluations</li> <li>• Ability to deliver projects utilizing Novus Origo’s Service Delivery Model.</li> <li>• Overseeing a project team to ensure the successful delivery of a project</li> <li>• Meeting or beating budget estimates, meeting or beating timelines, meeting or exceeding standards of quality, and achieving the highest level of overall customer satisfaction.</li> <li>• Responsible for continuously defining and monitoring project assumptions that ultimately managing the scope of the project.</li> <li>• Manage project variables, namely scope, budget and timeline.</li> <li>• Serve as the liaison between the team and the client(s).</li> <li>• Develop and maintain project success plan using Microsoft Project and/or Novus Origo Risk &amp; Issue Management Tools.</li> <li>• Organize and run project status meetings internally and with clients, including preparing written project status reports and developing presentations.</li> <li>• Participate in project status meetings and scheduling meetings with department management.</li> <li>• Work with consultants and client to analyze, define, and document requirements for projects.</li> <li>• Contribute to documentation such as functional specifications, budget estimates, and timelines.</li> <li>• Evaluate customer development requests and provide recommendations.</li> <li>• Certifications as required.</li> </ul>
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Project Coordinator – Consulting	AS	4	<ul style="list-style-type: none"> <li>• Assists with project related tasks. Schedules meetings, produces collateral for presentations.</li> <li>• Maintains project artifacts.</li> <li>• Maintain and update schedules.</li> <li>• Identify need for Requests for Information (RFIs).</li> <li>• Scope analysis and drafting of change orders.</li> <li>• Document distribution.</li> <li>• Value engineering design and proposals.</li> <li>• Contract document distribution to client, vendors, and subcontractors.</li> <li>• Provide the Project Manager with support and accurate information to maximize project management effectiveness.</li> <li>• Certifications as required.</li> </ul>
Senior Trainer – Consulting	BA	6	<ul style="list-style-type: none"> <li>• Expert in Training and Organizational Development to include knowledge of training needs analysis, design / development of training programs, and professional presentation skills.</li> <li>• Excellent organizational, analytical, and communication skills.</li> <li>• Strong skill in instructional systems design and curriculum development.</li> <li>• Thorough knowledge of adult education principles.</li> <li>• Experience with computer-based training and e-learning.</li> <li>• Outstanding presentation skills.</li> <li>• Polished, professional appearance and manner.</li> <li>• Self-directed and self motivated.</li> <li>• Expert professionally interacting with internal and external customers from all levels of the organization.</li> <li>• Ability to make sound independent decisions and operate</li> </ul>

			<p>under pressure.</p> <ul style="list-style-type: none"> <li>• Ability to motivate audiences, facilitates adult learning, and delivers keynote high quality presentations.</li> <li>• Certifications as required.</li> </ul>
Trainer – Consulting	AA	3	<ul style="list-style-type: none"> <li>• Expert providing training in the classroom environment, on-site and virtually.</li> <li>• Sets up teaching materials prior to instruction, engaging attendees and issuing completion certificates at the end of the session.</li> <li>• Responsible for the entire learning process to ensure that the training course meets its objectives.</li> <li>• Motivated, organized and outgoing with excellent communication skills.</li> <li>• Certifications as required.</li> </ul>
Sr. Admin Assistant – Consulting	N/A	4	<ul style="list-style-type: none"> <li>• Project/Client Request Coordination.</li> <li>• Prepares Written Communications.</li> <li>• Client Call Management.</li> <li>• Office Management Support.</li> <li>• Analytical Spreadsheet Creation and Data Input.</li> <li>• Administrative Support – Phones, Typing, Proofreading and Filing.</li> <li>• Contract Preparation and Management.</li> <li>• Backup Bookkeeping and Payroll Services.</li> <li>• Appointment Scheduling and Management.</li> <li>• Meeting Planning and Coordination.</li> <li>• Superior Computer Skills – Outlook, Word, Excel, Access, ACT!, Internet, Windows XP</li> <li>• Strong Oral and Written Skills.</li> </ul>

			<ul style="list-style-type: none"> <li>• Self Starting and Independent.</li> <li>• Professional and Extremely Organized.</li> <li>• Attention to Detail.</li> <li>• Ability to Solve Complex Problems and Requests.</li> <li>• Expert working under pressure while meeting deadlines.</li> <li>• Certifications as required.</li> </ul>
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**Assignment of Novus Origo Staff Members to labor Categories**

- Any combination of additional years of relevant experience plus full time college level study totaling four (4) years shall be an acceptable substitute for a Bachelors Degree.
- A Bachelors degree plus any combination of additional years of relevant experience and/or graduate level studies totaling two years shall be an acceptable substitute for a Masters Degree.
- Additional years of graduate level study in an appropriate field shall be considered equal to years of experience on a one-for-one basis.
- Novus Origo staff members with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a specific labor category for that assignment.
- Novus Origo staff members whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased only for the purposes of placement into a specific labor category for that assignment.

**SIN 874-2 & 874-2RC – Facilitation Services  
 Labor Rates, Categories, and Descriptions**

**SIN 874-2 & 874-2RC Hourly Labor Rate:**

Facilitation Services Labor Category	Level	Hourly Rate (with IFF)*
Executive - Facilitation Services	CE	\$220.00
Principal / Sr. Program Manager - Facilitation Services	C7	\$198.00
Sr. Project Manager / Sr. Business Analyst - Facilitation Services	C6	\$146.00
Project Manager / Business Analyst - Facilitation Services	C5	\$115.00
Project Coordinator - Facilitation Services	C4	\$88.00
Sr. Administrative Assistant - Facilitation Services	C1	\$66.00

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**SIN 874-2 & 874-2RC Daily Labor Rate:**

Facilitation Services Labor Category	Level	Daily Rate (with IFF)*
Executive - Facilitation Services	CE	\$1,714.00
Principal / Sr. Program Manager - Facilitation Services	C7	\$1,543.00
Sr. Project Manager / Sr. Business Analyst - Facilitation Services	C6	\$1,132.00
Project Manager / Business Analyst - Facilitation Services	C5	\$892.00
Project Coordinator - Facilitation Services	C4	\$686.00
Sr. Administrative Assistant - Facilitation Services	C1	\$515.00

*\*Note: Travel Costs - The daily labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**Labor categories and descriptions:**

Labor Category	Minimum Degree	Years Experience	Labor Description
Executive – Facilitation	MBA /BA	20+	<ul style="list-style-type: none"> <li>Relevant domain and practitioner experience</li> <li>A recognized authority on Issues and Dispute resolution Consulting. (Domestic and/or International)</li> <li>Expert in Risk Management &amp; Mitigation and/or</li> <li>Expert in Large Scale Program/Project Management</li> </ul>

			<p>and/or</p> <ul style="list-style-type: none"> <li>• Expert in Analysis Planning &amp; Operational Excellence and/or</li> <li>• Expert in Organizational Change Management and/or</li> <li>• Expert in Business Process Improvement and/or</li> <li>• Expert in Management Coaching.</li> <li>• A recognized authority, with an excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• An enviable track record of successfully delivering major transformation programs and change initiatives in leading companies.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Expert communication skills including managing CxO level client relationships.</li> <li>• Has developed business transformation service lines and built a sustainable business based upon sales of these service lines.</li> <li>• Functions as a key member of the practice.</li> <li>• Manages client engagements including oversight of business transformation activities.</li> <li>• Advises on strategy and operations within clients.</li> <li>• Oversees large-scale &amp; strategic projects.</li> <li>• Leverages strategic partnerships.</li> <li>• Leads and mentors other practice managers.</li> <li>• Contributes thought capital through creation of executive presentations and position papers.</li> <li>• Certifications as required.</li> </ul>
Principal / Sr. Program Manager –	BA/BS	10+	<ul style="list-style-type: none"> <li>• Relevant practitioner experience.</li> <li>• Significant Experience in defining, refining and resolving disputes, and disagreements. (Domestic and/or</li> </ul>

Facilitation			<p>International)</p> <ul style="list-style-type: none"> <li>• Expert in Large Scale Program/Project Planning &amp; Management.</li> <li>• Significant Experience in Analysis Planning &amp; Operational Excellence.</li> <li>• Significant Experience in Organizational Change Management.</li> <li>• Significant Experience in Management Coaching.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building / social networking skills.</li> <li>• Experience motivating and leading large, multi cultural, cross functional group briefings and discussions.</li> <li>• Experience facilitating high level client meetings and managing a robust portfolio of client Issues and projects.</li> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> <li>• Expert Industry domain depth.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• Experience with global delivery.</li> <li>• Depth to support practice methodology, growth and mentor team members.</li> <li>• Contribute thought capital through creation of executive presentations and position papers.</li> </ul>
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			<ul style="list-style-type: none"> <li>• Certifications as required.</li> </ul>
Sr. Project Manager / Sr. Business Analyst – Facilitation	BA/BS	8	<ul style="list-style-type: none"> <li>• Responsible for delivery of one or more projects within a client engagement.</li> <li>• Expert in Issue &amp; Dispute Resolution Management Consulting.</li> <li>• Expert in Due Diligence, Process Analysis, Business Process Improvement and/or</li> <li>• Expert at managing client engagements including oversight.</li> <li>• Experience in stakeholder debriefings.</li> <li>• Experience in Leading Facilitation Processes.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building / social networking skills.</li> <li>• Experience motivating and leading multi cultural, cross functional group briefings and discussions.</li> <li>• Experience facilitating high level client meetings and managing a robust portfolio of client Issues and projects.</li> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• Depth to support practice methodology, growth and mentor team members.</li> </ul>

			<ul style="list-style-type: none"> <li>• Responsible for delivery of one or more projects within a client engagement.</li> <li>• Overseeing large-scale &amp; strategic projects.</li> <li>• Leveraging strategic partnerships.</li> <li>• Certifications as required.</li> </ul>
<p>Project Manager / Business Analyst – Facilitation</p>	<p>BA/BS</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Ability to run large scale projects including client facilitation services to include Resolution Management Consulting.</li> <li>• Manage Risks, Issues and Project communications.</li> <li>• Management of Group Briefings and Facilitation Meetings.</li> <li>• Ability to deliver services utilizing Novus Origo’s Service Delivery Model.</li> <li>• Overseeing a project team to ensure the successful delivery of a project.</li> <li>• Meeting or beating budget estimates, meeting or beating timelines, meeting or exceeding standards of quality, and achieving the highest level of overall customer satisfaction.</li> <li>• Responsible for continuously defining and monitoring project assumptions that ultimately managing the scope of the project.</li> <li>• Manage project variables, namely scope, budget and timeline.</li> <li>• Serve as the liaison between the team and the client(s).</li> <li>• Perform Stakeholder debriefings.</li> <li>• Develop and maintain project success plan using Microsoft Project and/or Novus Origo Risk &amp; Issue Management Tools.</li> <li>• Organize and run project status meetings internally and with clients, including preparing written project status reports and developing presentations.</li> </ul>

			<ul style="list-style-type: none"> <li>• Participate in project status meetings and scheduling meetings with department management.</li> <li>• Work with business analysts and consultants to analyze, define, and document requirements for client projects.</li> <li>• Contribute to documentation such as functional specifications, budget estimates, and timelines.</li> <li>• Evaluate customer development requests and provide recommendations.</li> <li>• Certifications as required.</li> </ul>
Project Coordinator – Facilitation	AS	4	<ul style="list-style-type: none"> <li>• Assists with project related tasks. Schedules meetings, produces collateral for presentations.</li> <li>• Maintains project artifacts.</li> <li>• Maintain and update schedules.</li> <li>• Identify need for Requests for Information (RFIs).</li> <li>• Scope analysis and drafting of change orders.</li> <li>• Document distribution.</li> <li>• Value engineering design and proposals.</li> <li>• Contract document distribution to client, vendors, and subcontractors.</li> <li>• Provide the Project Manager with support and accurate information to maximize project effectiveness.</li> <li>• Certifications as required.</li> </ul>
Senior Trainer – Facilitation	BA	6	<ul style="list-style-type: none"> <li>• Expert in Training and Organizational Development to include knowledge of training needs analysis, design / development of training programs, and professional presentation skills.</li> <li>• Excellent organizational, analytical, and communication skills.</li> <li>• Strong skill in instructional systems design and curriculum development.</li> </ul>

			<ul style="list-style-type: none"> <li>• Through knowledge of adult education principles.</li> <li>• Experience with computer-based training and e-learning.</li> <li>• Outstanding presentation skills.</li> <li>• Polished, professional appearance and manner.</li> <li>• Self-directed and self motivated.</li> <li>• Expert professionally interacting with internal and external customers from all levels of the organization.</li> <li>• Ability to make sound independent decisions and operate under pressure.</li> <li>• Ability to motivate audiences, facilitates adult learning, and delivers keynote high quality presentations.</li> <li>• Certifications as required.</li> </ul>
Trainer – Facilitation	AA	3	<ul style="list-style-type: none"> <li>• Expert providing training in the classroom environment, on-site and virtually.</li> <li>• Sets up teaching materials prior to instruction, engaging attendees and issuing completion certificates at the end of the session.</li> <li>• Responsible for the entire learning process to ensure that the training course meets its objectives.</li> <li>• Motivated, organized and outgoing with excellent communication skills.</li> <li>• Certifications as required.</li> </ul>
Sr. Admin Assistant – Facilitation	N/A	4	<ul style="list-style-type: none"> <li>• Project/Client Request Coordination.</li> <li>• Prepares Written Communications.</li> <li>• Client Call Management.</li> <li>• Office Management Support.</li> <li>• Analytical Spreadsheet Creation and Data Input.</li> <li>• Administrative Support – Phones, Typing, Proofreading and Filing.</li> </ul>

			<ul style="list-style-type: none"> <li>• Contract Preparation and Management.</li> <li>• Backup Bookkeeping and Payroll Services.</li> <li>• Appointment Scheduling and Management.</li> <li>• Meeting Planning and Coordination.</li> <li>• Superior Computer Skills – Outlook, Word, Excel, Access, ACT!, Internet, Windows XP</li> <li>• Strong Oral and Written Skills.</li> <li>• Self Starting and Independent.</li> <li>• Professional and Extremely Organized.</li> <li>• Attention to Detail.</li> <li>• Ability to Solve Complex Problems and Requests.</li> <li>• Expert working under pressure while meeting deadlines.</li> <li>• Certifications as required.</li> </ul>
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**Assignment of Novus Origo Staff Members to labor Categories**

- Any combination of additional years of relevant experience plus full time college level study totaling four (4) years shall be an acceptable substitute for a Bachelors Degree.
- A Bachelors degree plus any combination of additional years of relevant experience and/or graduate level studies totaling two years shall be an acceptable substitute for a Masters Degree.
- Additional years of graduate level study in an appropriate field shall be considered equal to years of experience on a one-for-one basis.
- Novus Origo staff members with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a specific labor category for that assignment.
- Novus Origo staff members whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased only for the purposes of placement into a specific labor category for that assignment.

**SIN 874-4: TRAINING SERVICES**  
**"OFF-THE-SHELF PACKAGES"**

Novus Origo offers standardized off-the-shelf training packages designed to meet specific agency needs related to Management, Organizational and Business Improvement Services (MOBIS). Additional classes not reflected in this list can be designed, developed, and delivered to meet the specific needs of each agency. (Additional support materials not included in standard course offering may be offered on SIN 874-5.)

**Novus Origo offers the following Off-The-Shelf-Classes:**

<i>Course Description &amp; Length</i>	<i>Students Min / Max*</i>	<i>Government Price (with IFF)*</i>
<b>Creative Team Building</b> (1 day)	Min 12 / Max 20*	\$3960.00
<b>Change Management</b> (1 day)	Min 12 / Max 20*	\$3960.00
<b>Project Management</b> (1 day)	Min 12 / Max 20*	\$3960.00
<b>Program &amp; Project Management</b> (2 days)	Min 12 / Max 20*	\$7920.00
<b>Building and Implementing Governance</b> (1 day)	Min 12 / Max 20*	\$3960.00
<b>Strategic Planning</b> (1 day)	Min 12 / Max 20*	\$3960.00
	<b>* Extra Student (Per Day Cost)</b>	\$366.00

*\* Note: Travel Costs - The Off-The-Shelf Course Pricing reflects courses taught at client site, and does not include the cost of travel and lodging for training personnel. These costs will be billed at government per diem rates. Additional Charges may apply for multi-day courses.*

## Course Descriptions:

### 1. Creative Team Building – One Day Course

Team building skills are critical for any member of an organization regardless of their position within the organization. A cohesive team will work more effectively than the same group of people working on their own. Novus Origo's team building classes are designed to build and develop a constructive and productive team environment. The objectives of this one day class include:

- Understanding the personal social styles which make up every team
- Developing Active Listening Skills
- Utilizing Positive Communications Skills
- Setting Clear Expectations
- Developing Collaboration Skills
- Understanding the team Culture
- Identifying and Resolving Conflicts

All participants will engage in a meaningful and active exploration of the issues facing team building and how good team and leadership skills benefit all team members.

### 2. Change Management – One Day Course

The only thing more inevitable than change, is resistance to that change. In today's fast-paced work environment that resistance can lead to failed projects, cost overruns, and low morale, which is why today's most successful managers have effective change programs and successful change agents as a critical and valued part of their team.

Now more than ever, change management training is necessary to ensure your organizations ability to meet its strategic objectives. Novus Origo's change management training courses will give your team members the important skills they need to successfully understand how change is implemented and some tools for managing change. The objectives of this one day class include:

- Identify the basics of change
- Discover the foundational principles for managing change
- Learning the fundamentals of managing the people side of change
- Maintaining Productivity & Morale
- Connecting Change Management to Business Projects
- Define Your Change Management Strategy
- Implementing Change Management successfully
- Achieving desired goals
- Evaluating and Adapting
- Diagnosing gaps and managing resistance

### 3. Project Management – One Day Course

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are now expected to understand key basic project management techniques, and how to apply them to projects of any size or scope.

Our executive team has managed and successfully delivered global Programs & Projects for Fortune 500 clients and Government Agencies. The Novus Origo's Program & Project Management course is built from our Blended Project Management Methodology consisting of PMBOK, Agile, Lean, Six Sigma, & Operational Excellence, and is designed to share the secrets of our success to give your team the fundamentals required to successfully plan, manage, and deliver a Program or Project, along with the tools required for success.. The following are several of the subjects covered in the class:

- What is Project Management
- What is a Project Manager
- Assessing Needs & Wants
- Setting SMART Project Goals
- Creating Requirements and the Statement of Work (SOW)
- Defining deliverables and milestones
- Gather, Identify, and Analyze the complexity and scope of the Project
- Estimating Time, Resources, & Costs
- Evaluating Entry and Exit criteria for a project
- Building a Work Breakdown Structure (WBS)
- Project Plans & Management Tools
- Risk Management & Mitigation
- Project Communications
- Creating Project Standards & Reports

### 3. Program & Project Management – Two Day Course

In order to succeed in today's economic environment, organizations must redevelop business changes, including complex operational processes that support critical mission goals and objectives. Successfully executing and managing these changes requires proper planning and constant re-balancing of competing priorities. Today's organizations need to develop and utilize Program and Project Managers who can plan, manage, and deliver these key projects on time and within budget.

Our executive team has managed and successfully delivered global Programs & Projects for Fortune 500 clients and Government Agencies. The Novus Origo's Program & Project Management course is built from our Blended Project Management Methodology consisting of PMBOK, Agile, Lean, Six Sigma, & Operational Excellence, and is designed to share the secrets of our success to give your team the fundamentals required to successfully plan, manage, and deliver a Program or Project, along with the tools required for success. The following are several of the subjects covered in the class:

- The Difference between a Program Management & Project Management
- The Difference between a Program Manager & a Project Manager
- The Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas

- The Triple Constraint
- Identifying and Working with Stakeholders
- Assessing Needs & Wants
- Gather, Identify, and Analyze the complexity and scope of the Project
- Creating Requirements
- The Statement of Work (SOW)
- Estimating Resources, Time, and Costs
- Defining Deliverables and Milestones
- Setting SMART Project Goals
- Identify the critical path(s)
- Recording Dependencies, Assumptions, and Open Issues
- Evaluating the Entry and Exit criteria for a Project
- Project and Risk Management Tools (RACI, RAIDA, GANTT)
- Creating Standards & Reports
- Communications
- Project Closeout
- Project Evaluation

#### **4. Building and Implementing Governance – One Day Course**

Governance is about the process in which an organization oversees and manages the running of day to day operations and vendor performance, by its employees and team members. It is also representative on how personnel are in turn accountable to each other. A good organizational governance plan plays a vital role in the integrity, efficiency, and overall success of an organization. Poor organizational governance can rapidly weaken an organization's operational model, and at worst can pave the way for difficulties and operational disputes. If companies and organizations are well governed, they will operate at higher levels of performance than other organizations.

The objectives of this one day class include:

- The need for Governance
- The benefits of Governance
- Understanding the various roles & responsibilities in Governance
- Accountability vs. Responsibility
- Defining the Governance Plan
- Implementing the Governance Plan

#### **5. Strategic Planning – One Day Course**

Corporate strategy arose when military leaders re-entered the private sector following the Great Wars, and began applying their military training to solve business problems. Like those early visionaries, our executives have honed their strategic skills on battlefields and in board rooms. This unique perspective helps to shape an effective Strategic Planning curriculum focused on aligning operational excellence with successful outcomes by aligning your organizational vision, mission and goals. Novus Origo's Strategic Planning classes are designed to help individuals gain the knowledge needed to formulate, execute and monitor the strategic planning for your organization based on proven analytical techniques and models.

The objectives of this one day class include:

- The need for Strategic Planning
- The benefits of Strategic Planning
- Defining the components of a Strategic Plan
- Understanding an Organization's Mission and Vision
- Securing Stakeholder buy in
- Assessing your Organization
- Performance Improvement & the Balanced Scorecard: using measurements in strategic planning

### SIN 874-4 & 874-4RC – Training Services Labor Rates, Categories, and Descriptions

**SIN 874-4 & 874-4RC Hourly Labor Rate:**

Training Services Labor Category	Level	Hourly Rate (with IFF)*
Executive - Training Director	TD	\$150.00
Senior Instructor / Training Manager	T3	\$121.00
Instructor	T2	\$109.00
Training Specialist / Training Coordinator	T1	\$85.00
Curriculum Developer	CD	\$109.00

*\*Note: Travel Costs - The hourly labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**SIN 874-4 & 874-4RC Daily Labor Rate:**

Training Services Labor Category	Level	Daily Rate (with IFF)*
Executive - Training Director	TD	\$1,200.00
Senior Instructor / Training Manager	T3	\$969.00
Instructor	T2	\$872.00
Training Specialist / Training Coordinator	T1	\$680.00
Curriculum Developer	CD	\$872.00

*\*Note: Travel Costs - The daily labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**Labor categories and descriptions:**

Labor Category	Minimum Degree	Years Experienc e	Labor Description
Training Director	MBA/BA	8	<ul style="list-style-type: none"> <li>• Proven ability to launch, coordinate, and execute successful training initiatives in complex and challenging environments.</li> <li>• Expert skills in Organizational wide training programs</li> <li>• Expert Organizational Development to include knowledge of training needs analysis, design / development of training programs, and professional presentation skills.</li> </ul>

			<ul style="list-style-type: none"> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building skills.</li> <li>• Expert skills in instructional systems design and curriculum development.</li> <li>• Proven experience training, motivating, and leading large, multi cultural teams and organizations.</li> <li>• Ability to understand a client’s training requirements and business organization.</li> <li>• Outstanding presentation skills.</li> <li>• Polished, professional appearance and manner.</li> <li>• Self-directed and self motivated.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Willingness to be onsite at a client location and able to travel extensively to support the needs of the business.</li> <li>• Excellent client presence and proven client relationship building training capability.</li> <li>• Depth of experience to support all client training requirements and development programs throughout organization.</li> <li>• Expert professionally interacting with internal and external customers from all levels of the organization.</li> <li>• Ability to make sound independent decisions and operate under pressure.</li> <li>• Ability to motivate audiences, facilitates adult learning, and delivers keynote high quality presentations.</li> </ul>
<p>Senior Instructor / Training Manager</p>	<p>BA</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Expert in Training and Organizational Development to include knowledge of training needs analysis, design / development of training programs, and professional presentation skills.</li> <li>• Excellent organizational, analytical, and communication skills.</li> </ul>

			<ul style="list-style-type: none"> <li>• Excellent skills in instructional systems design and curriculum development.</li> <li>• Excellent knowledge of adult education principles.</li> <li>• Expert with computer-based training and e-learning.</li> <li>• Outstanding presentation skills.</li> <li>• Polished, professional appearance and manner.</li> <li>• Self-directed and self motivated.</li> <li>• Expert professionally interacting with internal and external customers from all levels of the organization.</li> <li>• Ability to make sound independent decisions and operate under pressure.</li> <li>• Ability to motivate audiences, facilitates adult learning, and delivers keynote high quality presentations.</li> </ul>
<p>Instructor /          Training          Coordinator</p>	<p>BA</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Experienced in Training and Organizational Development to include knowledge of training needs analysis, design / development of training programs, and professional presentation skills.</li> <li>• Excellent organizational, analytical, and communication skills.</li> <li>• Strong skill in instructional systems design and curriculum development.</li> <li>• Knowledge of adult education principles.</li> <li>• Experience with computer-based training and e-learning.</li> <li>• Outstanding presentation skills.</li> <li>• Polished, professional appearance and manner.</li> <li>• Self-directed and self motivated.</li> <li>• Experienced in professionally interacting with internal and external customers from all levels of the organization.</li> <li>• Ability to make sound independent decisions and</li> </ul>

			<p>operate under pressure.</p> <ul style="list-style-type: none"> <li>Ability to motivate audiences, facilitates adult learning, and delivers keynote high quality presentations.</li> </ul>
Training Specialist	AA	3	<ul style="list-style-type: none"> <li>Experienced in providing training in the classroom environment, on-site and virtually.</li> <li>Sets up teaching materials prior to instruction, engaging attendees to promote learning, and issuing completion certificates at the end of the session.</li> <li>Responsible for the entire learning process to ensure that the training course meets its objectives.</li> <li>Motivated, organized and outgoing with excellent communication skills.</li> </ul>
Curriculum / Content Developer	BA	4	<ul style="list-style-type: none"> <li>Strong written, presentation and interpersonal communication skills to develop and create curriculum.</li> <li>Experience writing and developing technical documents.</li> <li>Excellent computer skills.</li> <li>Experience working with computer-based training tools such as web conferencing software.</li> <li>Knowledge of copyright and trademark rules for writing and delivering content.</li> <li>Knowledge of current techniques and procedures used in the design and development of curriculum.</li> <li>Ability to communicate effectively orally and in writing.</li> <li>Ability to coordinate complex activities with multiple parties.</li> <li>Ability to research, develop, present, and promote project work.</li> <li>Ability to work independently; prioritize work and meet deadlines.</li> </ul>

**Assignment of Novus Origo Staff Members to labor Categories**

- Any combination of additional years of relevant experience plus full time college level study totaling four (4) years shall be an acceptable substitute for a Bachelors Degree.

- A Bachelors degree plus any combination of additional years of relevant experience and/or graduate level studies totaling two years shall be an acceptable substitute for a Masters Degree.
- Additional years of graduate level study in an appropriate field shall be considered equal to years of experience on a one-for-one basis.
- Novus Origo staff members with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a specific labor category for that assignment.
- Novus Origo staff members whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased only for the purposes of placement into a specific labor category for that assignment.

### **SIN 874-5 & 874-5RC – Training Support Services**

<i><b>Description</b></i>	<i><b>Gov Price (with IFF)</b></i>
One (1) Day Course Materials  <i>(Per Student)</i>	\$225.00

**SIN 874-6 & 874-6RC – Acquisition Management Support  
 Labor Rates, Categories, and Descriptions**

**SIN 874-6 & 874-6RC Daily Labor Rate:**

Acquisition Management Services Labor Category	Level	Hourly Rate (with IFF)*
Executive - Acquisition Management Services	CE	\$220.00
Principal / Sr. Program Manager - Acquisition Management Services	C7	\$198.00
Sr. Project Manager / Sr. Business Analyst - Acquisition Management Services	C6	\$146.00
Project Manager / Business Analyst - Acquisition Management Services	C5	\$115.00
Project Coordinator - Acquisition Management Services	C4	\$88.00
Sr. Administrative Assistant - Acquisition Management Services	C1	\$66.00

*\*Note: Travel Costs - The hourly labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**SIN 874-6 & 874-6RC Daily Labor Rate:**

Acquisition Management Services Labor Category	Level	Daily Rate (with IFF)*
Executive - Acquisition Management Services	CE	\$1,714.00
Principal / Sr. Program Manager - Acquisition Management Services	C7	\$1,543.00
Sr. Project Manager / Sr. Business Analyst - Acquisition Management Services	C6	\$1,132.00
Project Manager / Business Analyst - Acquisition Management Services	C5	\$892.00
Project Coordinator - Acquisition Management Services	C4	\$686.00
Sr. Administrative Assistant - Acquisition Management Services	C1	\$515.00

*\*Note: Travel Costs - The hourly labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**Labor categories and descriptions:**

Labor Category	Minimum Degree	Years Experience	Labor Description
Executive – Acquisition Management	MBA /BA	20+	<ul style="list-style-type: none"> <li>Relevant domain and practitioner experience</li> <li>A recognized authority on Acquisition Management &amp; Support Consulting. (Domestic and/or International)</li> <li>Expertise in the development of Due Diligence Plans, Statement of Works, Quality Assurance Plans, Procurement Strategies, Cost Proposals, and</li> </ul>

			<p>Negotiations.</p> <ul style="list-style-type: none"> <li>• Expertise in Large scale, Program Planning definition and rollout.</li> <li>• Expert in Global Delivery Model implementation.</li> <li>• Expert in Large Scale Program/Project Management and/or</li> <li>• Expert in Service Delivery Modeling &amp; Cost Analysis</li> <li>• Expert in Service Level Agreement Design &amp; Implementation</li> <li>• Expert in Vendor Selection &amp; Management</li> <li>• Expert in Strategy Development.</li> <li>• Expert in Vendor Consolidation.</li> <li>• Expert in Contract Negotiations.</li> <li>• A recognized authority, with an excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• An enviable track record of successfully delivering major transformation programs and change initiatives in leading companies.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Expert communication skills including managing CxO level client relationships.</li> <li>• Manages client engagements including oversight of business transformation activities.</li> <li>• Advises on strategy and operations within clients.</li> <li>• Oversees large-scale &amp; strategic projects.</li> <li>• Leverages strategic partnerships.</li> <li>• Leads and mentors other practice managers.</li> <li>• Contributes thought capital through creation of executive presentations and position papers.</li> </ul>
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			<ul style="list-style-type: none"> <li>• Certifications as required.</li> </ul>
Principal / Sr. Program Manager – Acquisition Management	BA/BS	10+	<ul style="list-style-type: none"> <li>• Relevant practitioner experience.</li> <li>• Expert in defining, refining and delivering acquisition management requirements. (Domestic and/or International)</li> <li>• Significant Experience the development of Due Diligence Plans, Statement of Works, Quality Assurance Plans, Procurement Strategies, Cost Proposals, and Negotiations.</li> <li>• Significant Experience in Vendor Selection &amp; Management.</li> <li>• Significant Experience in Strategy Development.</li> <li>• Significant Experience in Vendor Consolidation.</li> <li>• Significant Experience in Large Scale Program/Project Planning &amp; Management.</li> <li>• Significant Experience in Analysis Planning &amp; Operational Excellence.</li> <li>• Significant Experience in Organizational Change Management.</li> <li>• Significant Experience in Management Coaching.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building / social networking skills.</li> <li>• Experience motivating and leading large, multi cultural, cross functional group briefings and discussions.</li> <li>• Experience facilitating high level client meetings and managing a robust portfolio of client Issues and projects.</li> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> </ul>

			<ul style="list-style-type: none"> <li>• Expert Industry domain depth.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo's Service Delivery Model.</li> <li>• Experience with global delivery.</li> <li>• Depth to support practice methodology, growth and mentor team members.</li> <li>• Contribute thought capital through creation of executive presentations and position papers.</li> <li>• Certifications as required.</li> </ul>
Sr. Project Manager / Sr. Business Analyst – Acquisition Management	BA/BS	8	<ul style="list-style-type: none"> <li>• Experience in defining, refining and acquisition management requirements.</li> <li>• Experience the development of Due Diligence Plans, Statement of Works, Quality Assurance Plans, Procurement Strategies, Cost Proposals, and Negotiations.</li> <li>• Experience in Vendor Selection &amp; Management.</li> <li>• Experience in Strategy Development.</li> <li>• Experience in Vendor Consolidation.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building / social networking skills.</li> <li>• Experience motivating and leading multi cultural, cross functional group briefings and discussions.</li> <li>• Experience facilitating high level client meetings and managing a robust portfolio of client Issues and projects.</li> </ul>

			<ul style="list-style-type: none"> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• Depth to support practice methodology, growth and mentor team members.</li> <li>• Responsible for delivery of one or more projects within a client engagement.</li> <li>• Expert in Due Diligence, Process Analysis, Business Process Improvement and/or</li> <li>• Expert at managing client engagements including oversight.</li> <li>• Overseeing large-scale &amp; strategic projects.</li> <li>• Lead and mentor other project managers/business analysts.</li> <li>• Certifications as required.</li> </ul>
<p>Project Manager / Business Analyst – Acquisition Management</p>	<p>BA/BS</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Ability to run large scale projects including client Acquisitions Management Services to include acquisition planning &amp; pricing, procurement strategy, quality assurance, and vendor selection &amp; management consulting.</li> <li>• Manage Risks, Issues and Project communications.</li> <li>• Management of Group Briefings and Facilitation Meetings.</li> <li>• Ability to deliver services utilizing Novus Origo’s Service Delivery Model.</li> <li>• Overseeing a project team to ensure the successful</li> </ul>

			<p>delivery of a project.</p> <ul style="list-style-type: none"> <li>• Meeting or beating budget estimates, meeting or beating timelines, meeting or exceeding standards of quality, and achieving the highest level of overall customer satisfaction.</li> <li>• Responsible for continuously defining and monitoring project assumptions that ultimately managing the scope of the project.</li> <li>• Manage project variables, namely scope, budget and timeline.</li> <li>• Serve as the liaison between the team and the client(s).</li> <li>• Perform Stakeholder debriefings.</li> <li>• Develop and maintain project success plan using Microsoft Project and/or Novus Origo Risk &amp; Issue Management Tools.</li> <li>• Organize and run project status meetings internally and with clients, including preparing written project status reports and developing presentations.</li> <li>• Participate in project status meetings and scheduling meetings with department management.</li> <li>• Work with business analysts and consultants to analyze, define, and document requirements for client projects.</li> <li>• Contribute to documentation such as functional specifications, budget estimates, and timelines.</li> <li>• Evaluate customer development requests and provide recommendations.</li> <li>• Certifications as required.</li> </ul>
Project Coordinator – Acquisition Management	AS	4	<ul style="list-style-type: none"> <li>• Assists with project related tasks. Schedules meetings, produces collateral for presentations.</li> <li>• Maintains project artifacts.</li> <li>• Maintain and update schedules.</li> <li>• Identify need for Requests for Information (RFIs).</li> <li>• Scope analysis and drafting of change orders.</li> <li>• Document distribution.</li> <li>• Value engineering design and proposals.</li> <li>• Contract document distribution to client, vendors, and subcontractors.</li> </ul>

			<ul style="list-style-type: none"> <li>• Provide the Project Manager with support and accurate information to maximize project management effectiveness.</li> <li>• Certifications as required.</li> </ul>
Senior Trainer – Acquisition Management	BA	6	<ul style="list-style-type: none"> <li>• Expert in Training and Organizational Development to include knowledge of training needs analysis, design / development of training programs, and professional presentation skills.</li> <li>• Excellent organizational, analytical, and communication skills.</li> <li>• Strong skill in instructional systems design and curriculum development.</li> <li>• Through knowledge of adult education principles.</li> <li>• Experience with computer-based training and e-learning.</li> <li>• Outstanding presentation skills.</li> <li>• Polished, professional appearance and manner.</li> <li>• Self-directed and self motivated.</li> <li>• Expert professionally interacting with internal and external customers from all levels of the organization.</li> <li>• Ability to make sound independent decisions and operate under pressure.</li> <li>• Ability to motivate audiences, facilitates adult learning, and delivers keynote high quality presentations.</li> <li>• Certifications as required.</li> </ul>
Trainer – Acquisition Management	AA	3	<ul style="list-style-type: none"> <li>• Expert providing training in the classroom environment, on-site and virtually.</li> <li>• Sets up teaching materials prior to instruction, engaging attendees and issuing completion certificates at the end of the session.</li> <li>• Responsible for the entire learning process to ensure that the training course meets its objectives.</li> <li>• Motivated, organized and outgoing with excellent communication skills.</li> <li>• Certifications as required.</li> </ul>
Sr. Admin Assistant – Acquisition Management	N/A	4	<ul style="list-style-type: none"> <li>• Project/Client Request Coordination.</li> <li>• Prepares Written Communications.</li> <li>• Client Call Management.</li> <li>• Office Management Support.</li> <li>• Analytical Spreadsheet Creation and Data Input.</li> <li>• Administrative Support – Phones, Typing, Proofreading and Filing.</li> <li>• Contract Preparation and Management.</li> <li>• Backup Bookkeeping and Payroll Services.</li> <li>• Appointment Scheduling and Management.</li> </ul>

			<ul style="list-style-type: none"> <li>• Meeting Planning and Coordination.</li> <li>• Superior Computer Skills – Outlook, Word, Excel, Access, ACT!, Internet, Windows XP</li> <li>• Strong Oral and Written Skills.</li> <li>• Self Starting and Independent.</li> <li>• Professional and Extremely Organized.</li> <li>• Attention to Detail.</li> <li>• Ability to Solve Complex Problems and Requests.</li> <li>• Expert working under pressure while meeting deadlines.</li> <li>• Certifications as required.</li> </ul>
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**Assignment of Novus Origo Staff Members to labor Categories**

- Any combination of additional years of relevant experience plus full time college level study totaling four (4) years shall be an acceptable substitute for a Bachelors Degree.
- A Bachelors degree plus any combination of additional years of relevant experience and/or graduate level studies totaling two years shall be an acceptable substitute for a Masters Degree.
- Additional years of graduate level study in an appropriate field shall be considered equal to years of experience on a one-for-one basis.
- Novus Origo staff members with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a specific labor category for that assignment.
- Novus Origo staff members whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased only for the purposes of placement into a specific labor category for that assignment.

**SIN 874-7 & 874-7RC – Program & Project Management  
 Labor Rates, Categories, and Descriptions**

**SIN 874-7 & 874-7RC Hourly Labor Rate:**

Program & Project Management Services Labor Category	Level	Hourly Rate (with IFF)*
Executive - Management Services	CE	\$220.00
Principal / Sr. Program Manager - Management Services	C7	\$198.00
Sr. Project Manager / Sr. Business Analyst - Management Services	C6	\$146.00
Project Manager / Business Analyst - Management Services	C5	\$115.00
Project Coordinator - Management Services	C4	\$88.00
Sr. Administrative Assistant - Management Services	C1	\$66.00

*\*Note: Travel Costs - The hourly labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**SIN 874-7 & 874-7RC Daily Labor Rate:**

Program & Project Management Services Labor Category	Level	Daily Rate (with IFF)*
Executive - Management Services	CE	\$1,714.00
Principal / Sr. Program Manager - Management Services	C7	\$1,543.00
Sr. Project Manager / Sr. Business Analyst - Management Services	C6	\$1,132.00
Project Manager / Business Analyst - Management Services	C5	\$892.00
Project Coordinator - Management Services	C4	\$686.00
Sr. Administrative Assistant - Management Services	C1	\$515.00

*\*Note: Travel Costs - The daily labor rates for MOBIS Services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.*

**Labor categories and descriptions:**

Labor Category	Minimum Degree	Years Experience	Labor Description
Executive – Management Services	MBA /BA	20+	<ul style="list-style-type: none"> <li>Relevant domain and practitioner experience</li> <li>A recognized authority on Program &amp; Project Management Consulting. (Domestic and/or International)</li> <li>Expert in the development and execution of Portfolio</li> </ul>

			<p>Management.</p> <ul style="list-style-type: none"> <li>• Expert in Process Analysis, Operational Assessments, &amp; Due Diligence Planning.</li> <li>• Expert in Large scale, Program Planning definition and rollout.</li> <li>• Expert in Global Delivery Model implementation.</li> <li>• Expert in Large Scale Program/Project Management.</li> <li>• Expert in Service Delivery Modeling &amp; Cost Analysis.</li> <li>• Expert in Performance Monitoring &amp; Measurement.</li> <li>• A recognized authority, with an excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• An enviable track record of successfully delivering major transformation programs and change initiatives in leading companies.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Expert communication skills including managing CxO level client relationships.</li> <li>• Manages client engagements including oversight of business transformation activities.</li> <li>• Advises on strategy and operations within clients.</li> <li>• Oversees large-scale &amp; strategic projects.</li> <li>• Leverages strategic partnerships.</li> <li>• Leads and mentors other practice managers.</li> <li>• Contributes thought capital through creation of executive presentations and position papers.</li> <li>• Certifications as required.</li> </ul>
Principal / Sr. Program Manager – Management	BA/BS	10+	<ul style="list-style-type: none"> <li>• Relevant Practice Experience.</li> <li>• Expert in Large Scale Program and Project planning &amp; management. (Domestic &amp; International)</li> </ul>

<p>Services</p>			<ul style="list-style-type: none"> <li>• Significant Experience the development and implementation of Due Diligence Plans and Quality Assurance Plans.</li> <li>• Expert in Portfolio Management.</li> <li>• Significant Experience in Organizational Alignment.</li> <li>• Significant Experience in Service Delivery Modeling &amp; Cost Analysis.</li> <li>• Significant Experience in Performance Monitoring &amp; Measurement.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building / social networking skills.</li> <li>• Significant Experience motivating and leading large, multi cultural, cross functional group briefings and discussions.</li> <li>• Significant Experience facilitating high level client meetings and managing a robust portfolio of client Issues and projects.</li> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> <li>• Expert Industry domain depth.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• Experience with global delivery.</li> <li>• Depth to support practice methodology, growth and mentor team members.</li> <li>• Contribute thought capital through creation of executive</li> </ul>
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			<p>presentations and position papers.</p> <ul style="list-style-type: none"> <li>• Certifications as required.</li> </ul>
<p>Sr. Project Manager / Sr. Business Analyst – Management Services</p>	<p>BA/BS</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• Experience in Large Scale Program &amp; Project Management.</li> <li>• Experience the development and implementation of Due Diligence Plans and Quality Assurance Plans.</li> <li>• Experience in Portfolio Management.</li> <li>• Experience in Service Delivery Modeling &amp; Cost Analysis.</li> <li>• Experience in Performance Monitoring &amp; Measurement.</li> <li>• Manage client engagements including oversight.</li> <li>• Overseeing large-scale &amp; strategic projects.</li> <li>• Proven ability to launch and execute successful initiatives in complex and challenging environments.</li> <li>• Powerful verbal / written / presentation / facilitation / communication / relationship building / social networking skills.</li> <li>• Experience motivating and leading multi cultural, cross functional group briefings and discussions.</li> <li>• Experience facilitating high level client meetings and managing a robust portfolio of client Issues and projects.</li> <li>• Ability to understand a client’s business organization, as well industry and segment trends.</li> <li>• Strong domain knowledge in Government Services.</li> <li>• Ability to work independently and proactively in a dynamic and ambiguous environment.</li> <li>• Excellent client presence and proven client relationship building capability.</li> <li>• Excellent understanding on all aspects of Novus Origo’s Service Delivery Model.</li> <li>• Depth to support practice methodology, growth and</li> </ul>

			<p>mentor team members.</p> <ul style="list-style-type: none"> <li>• Expert in Due Diligence, Process Analysis, Business Process Improvement and/or</li> <li>• Expert at managing client engagements including oversight.</li> <li>• Lead and mentor other project managers and business analysts.</li> <li>• Certifications as required.</li> </ul>
Project Manager / Business Analyst – Management Services	BA/BS	5	<ul style="list-style-type: none"> <li>• Ability to run large scale programs &amp; projects.</li> <li>• Manage Risks, Issues and Project communications.</li> <li>• Management of Group Briefings and Facilitation Meetings.</li> <li>• Ability to deliver services utilizing Novus Origo’s Service Delivery Model.</li> <li>• Overseeing a project team to ensure the successful delivery of a project.</li> <li>• Meeting or beating budget estimates, meeting or beating timelines, meeting or exceeding standards of quality, and achieving the highest level of overall customer satisfaction.</li> <li>• Responsible for continuously defining and monitoring project assumptions that ultimately managing the scope of the project.</li> <li>• Manage project variables, namely scope, budget and timeline.</li> <li>• Serve as the liaison between the team and the client(s).</li> <li>• Perform Stakeholder debriefings.</li> <li>• Develop and maintain project success plan using Microsoft Project and/or Novus Origo Risk &amp; Issue Management Tools.</li> <li>• Organize and run project status meetings internally and with clients, including preparing written project status</li> </ul>

			<p>reports and developing presentations.</p> <ul style="list-style-type: none"> <li>• Participate in project status meetings and scheduling meetings with department management.</li> <li>• Work with business analysts and consultants to analyze, define, and document requirements for client projects.</li> <li>• Contribute to documentation such as functional specifications, budget estimates, and timelines.</li> <li>• Evaluate customer development requests and provide recommendations.</li> <li>• Certifications as required.</li> </ul>
Project Coordinator – Management Services	AS	4	<ul style="list-style-type: none"> <li>• Assists with project related tasks. Schedules meetings, produces collateral for presentations.</li> <li>• Maintains project artifacts.</li> <li>• Maintain and update schedules.</li> <li>• Identify need for Requests for Information (RFIs).</li> <li>• Scope analysis and drafting of change orders.</li> <li>• Document distribution.</li> <li>• Value engineering design and proposals.</li> <li>• Contract document distribution to client, vendors, and subcontractors.</li> <li>• Provide the Project Manager with support and accurate information to maximize project management effectiveness.</li> <li>• Certifications as required.</li> </ul>
Senior Trainer – Program & Management Services	BA	6	<ul style="list-style-type: none"> <li>• Expert in Training and Organizational Development to include knowledge of training needs analysis, design / development of training programs, and professional presentation skills.</li> <li>• Excellent organizational, analytical, and communication skills.</li> <li>• Strong skill in instructional systems design and</li> </ul>

			<p>curriculum development.</p> <ul style="list-style-type: none"> <li>• Through knowledge of adult education principles.</li> <li>• Experience with computer-based training and e-learning.</li> <li>• Outstanding presentation skills.</li> <li>• Polished, professional appearance and manner.</li> <li>• Self-directed and self motivated.</li> <li>• Expert professionally interacting with internal and external customers from all levels of the organization.</li> <li>• Ability to make sound independent decisions and operate under pressure.</li> <li>• Ability to motivate audiences, facilitates adult learning, and delivers keynote high quality presentations.</li> <li>• Certifications as required.</li> </ul>
Trainer – Management Services	AA	3	<ul style="list-style-type: none"> <li>• Expert providing training in the classroom environment, on-site and virtually.</li> <li>• Sets up teaching materials prior to instruction, engaging attendees and issuing completion certificates at the end of the session.</li> <li>• Responsible for the entire learning process to ensure that the training course meets its objectives.</li> <li>• Motivated, organized and outgoing with excellent communication skills.</li> <li>• Certifications as required.</li> </ul>
Sr. Admin Assistant – Management Services	N/A	4	<ul style="list-style-type: none"> <li>• Project/Client Request Coordination.</li> <li>• Prepares Written Communications.</li> <li>• Client Call Management.</li> <li>• Office Management Support.</li> <li>• Analytical Spreadsheet Creation and Data Input.</li> <li>• Administrative Support – Phones, Typing, Proofreading</li> </ul>

			<p>and Filing.</p> <ul style="list-style-type: none"> <li>• Contract Preparation and Management.</li> <li>• Backup Bookkeeping and Payroll Services.</li> <li>• Appointment Scheduling and Management.</li> <li>• Meeting Planning and Coordination.</li> <li>• Superior Computer Skills – Outlook, Word, Excel, Access, ACT!, Internet, Windows XP</li> <li>• Strong Oral and Written Skills.</li> <li>• Self Starting and Independent.</li> <li>• Professional and Extremely Organized.</li> <li>• Attention to Detail.</li> <li>• Ability to Solve Complex Problems and Requests.</li> <li>• Expert working under pressure while meeting deadlines.</li> <li>• Certifications as required.</li> </ul>
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**Assignment of Novus Origo Staff Members to labor Categories**

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- Additional years of graduate level study in an appropriate field shall be considered equal to years of experience on a one-for-one basis.
- Novus Origo staff members with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a specific labor category for that assignment.
- Novus Origo staff members whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased only for the purposes of placement into a specific labor category for that assignment.