On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!® is: GSAAdvantage.gov.

**Multiple Award Schedule (MAS)**
Federal Supply Group: Professional Services

Product Service Codes: T006, R499, D304, R408, R708, Y1PB, T010
Contract Number: 47QRAA18D00EN

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

Contract Period: **August 23, 2018 through August 22, 2023**

Price list current as of Modification # A812 effective February 6, 2020

**Contractor:**
Circuit Media, LLC
560 Cherokee St.
Denver, CO 80204

**Business Size:** Small Business

**Telephone:** 303-292-1212
**Extension:** N/A
**FAX Number:** 720-881-3191
**Web Site:** www.circuitmedia.com
**Email:** raskew@circuitmedia.com

**Contractor Administrator:** Rebecca A Askew
CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

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<td>541922 Commercial Photography Services</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: See page 7.

2. Maximum Order: $1,000,000.00 for SINS: 512110, 541430, 541511, 541611, 541820, 541850; $250,000.00 for SIN: 541922

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic Only

5. Point of Production: Same as company address

6. All Prices shown herein are Net (discount deducted).

7. Quantity Discount: None

8. Prompt Payment Terms: Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Contact Contractor
11c. **Overnight/2-Day Delivery:** Contact Contractor

11d. **Urgent Requirements:** Contact Contractor

12. **FOB Point:** FOB Destination

13. **Ordering Address:** Same as Contractor

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

14. **Payment Address:** Same as Contractor

15. **Warranty Provisions:** Contractor’s Standard Commercial Warranty

16. **Export Packing charges:** N/A

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

18. **Terms and conditions of rental, maintenance, and repair:** N/A

19. **Terms and conditions of installation:** N/A

20a. **Terms and conditions of repair parts:** N/A

20b. **Terms and conditions of any other services:** N/A

21. **List of service and distribution points:** N/A

22. **List of participating dealers:** N/A

23. **Preventive maintenance:** N/A

24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable

24b. Contact Circuit Media, LLC for Section 508 compliance information. The EIT standards can be found at: [http://www.section508.gov](http://www.section508.gov)

25. **DUNS Number:** 153780031

26. Circuit Media, LLC is registered in the System for Award Management (SAM) database.
## GSA Hourly Pricing for SINs

**SINs:** 512110, 541430, 541511, 541611, 541820, 541850, 541922

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

ACCESSIBILITY SPECIALIST I

Functional Responsibilities: The Accessibility Specialist I performs document remediation and accessibility testing to convert digital publications into resources that are accessible to individuals with disabilities. Looks for errors in tagging, layout, and design, and runs software-specific accessibility tests to find missing links, tags, alt text, reading order, etc. to ensure full 508 compliance and adherence to Americans with Disabilities Act (ADA) accessibility requirements. Provides captioning services for recordings. Improves web capability of pre-existing PDFs, handouts, webinars and training materials, spreadsheets, PowerPoints, presentation recordings, and e-newsletters. Writes compelling, accurate, and Search Engine-Optimized (SEO) content in plain language for webpages and promotions on various digital platforms. Helps develop web content strategies and makes recommendations to update content and improve end user engagement. Collaborates with internal and external stakeholders. Stays abreast of emerging industry and federal practices in accessibility testing and software, website design, content strategy, digital communications, and customer engagement.

Minimum Education: Bachelor’s

Minimum Experience: 2 years

ACCESSIBILITY SPECIALIST II

Functional Responsibilities: The Accessibility Specialist II performs document remediation and accessibility testing to convert digital publications into resources that are accessible to individuals with disabilities. Looks for errors in tagging, layout, and design, and runs software-specific accessibility tests to find missing links, tags, alt text, reading order, etc. to ensure full 508 compliance and adherence to ADA accessibility requirements. Provides captioning services for recordings. Improves web capability of pre-existing PDFs, handouts, webinars and training materials, spreadsheets, PowerPoints, presentation recordings, and e-newsletters. Writes compelling, accurate, and search engine-optimized content in plain language for webpages and promotions on various digital platforms. Helps develop web content strategies and makes recommendations to update content and improve end user engagement. Collaborates with internal and external stakeholders. Stays abreast of emerging industry and federal practices in accessibility testing and software, website design, content strategy, digital communications, and customer engagement.

Minimum Education: Bachelor’s

Minimum Experience: 4 years

CONTRACT MANAGER I

Functional Responsibilities: The Contract Manager I manages contract to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing contract; directs and coordinates contract activities; and exercises control over personnel responsible for specific functions or phases of contract. Selects personnel according to knowledge and experience in areas with which contract is concerned. Confers with staff to explain contract and individual responsibilities for functions and phases of contract. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of contract. Reviews reports and records of activities to
ensure progress is being accomplished toward specified contract objectives and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client Point-Of-Contact (POC) on contract progress from start to completion. Controls expenditures in accordance with budget allocations.

Minimum Education: Bachelor’s

Minimum Experience: 2 years

**CONTRACT MANAGER II**

**Functional Responsibilities:** The Contract Manager II manages contract to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing contract; directs and coordinates contract activities; and exercises control over personnel responsible for specific functions or phases of contract. Selects personnel according to knowledge and experience in areas with which contract is concerned. Confers with staff to explain contract and individual responsibilities for functions and phases of contract. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of contract. Reviews reports and records of activities to ensure progress is being accomplished toward specified contract objectives and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client POC on contract progress from start to completion. Controls expenditures in accordance with budget allocations.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

**COPY EDITOR I**

**Functional Responsibilities:** The Copy Editor I plans, reviews, and revises content for publication. Proofreads text for errors in spelling, punctuation, and grammar, and checks for readability, style, and agreement with editorial policy. Suggests revisions to improve clarity or accuracy. Develops story and content ideas according to the client’s style and editorial policy. Works with writers to make text easier for readers to understand. Performs QC checks and approves final versions before submission to client. May also carry out research, confirm sources, and verify facts, dates, and statistics cited in material for publication. May provide suggestions for arrangement of page layouts of articles, photographs, and advertising.

Minimum Education: Bachelor’s

Minimum Experience: 3 years

**COPY EDITOR II**

**Functional Responsibilities:** The Copy Editor II plans, reviews, and revises content for publication. Proofreads text for errors in spelling, punctuation, and grammar, and checks for readability, style, and agreement with editorial policy. Suggests revisions to improve clarity or accuracy. Develops story and content ideas according to the client’s style and editorial policy. Works with writers to make text easier for readers to understand. Performs QC checks and approves final versions before submission to client. Provides plain language consulting and provides recommendations. May also carry out research, confirm
sources, and verify facts, dates, and statistics cited in material for publication. May provide suggestions for arrangement of page layouts of articles, photographs, and advertising.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

COPYWRITER

**Functional Responsibilities:** The Copywriter develops written content (copy) for various types of media, including reports, websites, newsletters, blogs, scripts, advertisements, books, and magazines. Works with clients to determine goals for messaging, target audience demographics and preferences, and appropriate communications methods. Conducts research to gather relevant information. Clearly and concisely conveys the selected messaging to readers based on client specifications. Presents drafts to clients and editors for feedback. Works with the client and editors to revise and rewrite the material in order to arrive at the clearest language and most fitting phrasing. Selects the proper tone, voice, and formatting prior to publication. Provides clean prose, strong research, and use of appropriate sources and citations. May report to a Technical Writer or Project Manager (PM).

Minimum Education: Bachelor’s

Minimum Experience: 3 years

CREATIVE DIRECTOR

**Functional Responsibilities:** The Creative Director develops concepts and supervises team members engaged in creating layout designs for artwork and copy to be presented by visual communications media. Reviews illustrative material and interfaces with clients regarding budget, background information, objectives, presentation approaches, styles, techniques, and related production matters. Conducts design research and formulates basic layout design concepts to determine best method for visually conveying message or assigns production of material and detail to graphic designers and photographers. Prepares storyboards and assigns and directs team members to develop design concepts. Provides graphic design and illustration services and reviews, approves, and presents final product to clients for approval. Prepares and performs Quality Control (QC) checks on final products before printing and production.

Minimum Education: Bachelor’s

Minimum Experience: 6 years

GRAPHIC DESIGNER I

**Functional Responsibilities:** The Graphic Designer I creates visual concepts, using computer software or by hand, to communicate ideas using both text and images. Develops the overall layout and production design for various applications, such as advertisements, brochures, magazines, and reports. Meets with clients or Creative Director to determine the scope of a project. Uses digital illustration, photo editing software, and layout software to create designs. Creates visual elements, such as logos, original images, and illustrations that help deliver a desired message. Designs layouts and selects colors, images, and typefaces to use. Presents design concepts to clients or Creative Directors. Collaborates with writers to decide the best way to display information. Transforms data into visual graphics and diagrams, which
can make complex ideas more accessible. Incorporates recommended changes into final designs. Reviews designs for errors before printing or publishing.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 1 year

**GRAPHIC DESIGNER II**

**Functional Responsibilities:** The Graphic Designer II creates visual concepts, using computer software or by hand, to communicate ideas using both text and images. Develops the overall layout and production design for various applications, such as advertisements, brochures, magazines, and reports. Meets with clients or Creative Director to determine the scope of a project. Uses digital illustration, photo editing software, and layout software to create designs. Creates visual elements, such as logos, original images, and illustrations that help deliver a desired message. Designs layouts and selects colors, images, and typefaces to use. Presents design concepts to clients or Creative Directors. Collaborates with writers to decide the best way to display information. Transforms data into visual graphics and diagrams, which can make complex ideas more accessible. Incorporates recommended changes into final designs. Reviews designs for errors before printing or publishing.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

**GRAPHIC DESIGNER III**

**Functional Responsibilities:** The Graphic Designer III creates visual concepts, using computer software or by hand, to communicate ideas using both text and images. Develops the overall layout and production design for various applications, such as advertisements, brochures, magazines, and reports. Meets with clients or Creative Director to determine the scope of a project. Uses digital illustration, photo editing software, and layout software to create designs. Creates visual elements, such as logos, original images, and illustrations that help deliver a desired message. Designs layouts and selects colors, images, and typefaces to use. Presents design concepts to clients or Creative Directors. Collaborates with writers to decide the best way to display information. Transforms data into visual graphics and diagrams, which can make complex ideas more accessible. Incorporates recommended changes into final designs. Reviews designs for errors before printing or publishing.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**MANAGING EDITOR**

**Functional Responsibilities:** The Managing Editor plans, reviews, and revises content for publication. Proofreads text for errors in spelling, punctuation, and grammar, and checks for readability, style, and agreement with editorial policy. Suggests revisions to improve clarity or accuracy. Develops story and content ideas according to the client’s style and editorial policy. Works with writers to make text easier for readers to understand. Performs QC checks and approves final versions before submission to client. May also carry out research, confirm sources, and verify facts, dates, and statistics cited in material for publication. In addition, may provide suggestions for arrangement of page layouts of articles, photographs, and advertising. Oversees work of other editors and production team members.
ON-SITE SUPPORT STAFF

**Functional Responsibilities:** The On-Site Support Staff serves as an intermediary in ordering and coordinating the installation, activation, or completion of the following services: power/electrical; communications (Internet/WiFi); electronics (lead retrieval system/sound system); porter services (booth cleaning, vacuuming/trash); storage coordination during and after the event/conference; booth setup and teardown support; material and handling/drayage; round-trip shipment and freight of the booth and supplies; assurance that the conference booth has all relevant show materials; assurance that the booth and materials arrive for timely set-up and installation; and overseeing of booth dismantling for transport and storage. Reports to a supervisor or PM.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 7 years

PHOTOGRAPHER I

**Functional Responsibilities:** The Photographer I works with the client to conceptualize the best way of portraying a story, concept, campaign, product, or service using photography. Collaborates with clients, editors, graphic designers, and stakeholders, and accommodates archive and retouch requests. Advises on appropriate location, directs subjects, and blends in when appropriate. Digital photography styles include: portrait and groups, aerial, news, event, and laboratory. Manages appropriate lighting sources (in studio or kit) to achieve the desired effect. Has experience with Adobe Photoshop and Creative Suite. Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Usually performs assignments without direct guidance due to the clear and simple nature of the desired photograph.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 1 year

PHOTOGRAPHER II

**Functional Responsibilities:** The Photographer II works with the client to conceptualize the best way of portraying a story, concept, campaign, product, or service using photography. Collaborates with clients, editors, graphic designers, and stakeholders, and accommodates archive and retouch requests. Advises on appropriate location, directs subjects, and blends in when appropriate. Digital photography styles include: portrait and groups, aerial, news, event, and laboratory. Manages appropriate lighting sources (in studio or kit) to achieve the desired effect. Has experience with Adobe Photoshop and Creative Suite. Uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. Position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, as needed. Depending on the objectives of the assignment, uses standard equipment (including simple still, graphic,
and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, high speed cameras, and equipment). Manages and directs photographic assistants.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

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**PRODUCTION AND GRAPHIC DESIGNER**

**Functional Responsibilities:** The Production and Graphic Designer assists clients with graphic design, cover and page design, page layout (including tables and appendices), typesetting, and art creation. Creates professional publication designs and layouts in both Word and InDesign files. Works with the Government Publishing Office (GPO) to ensure all files are delivered and correctly uploaded to the GPO site, as needed.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

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**PROJECT ASSISTANT**

**Functional Responsibilities:** The Project Assistant provides general-purpose administrative and clerical support for project tasks. Duties may include secretarial, word processing, graphics, desktop publishing, editing, and coordination. Familiar with a variety of field concepts, practices, and procedures. Generates reports; handles multiple projects; and prepares and monitors invoices and expense reports.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 2 years

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**PROJECT DIRECTOR**

**Functional Responsibilities:** The Project Director plans, develops, implements, and evaluates overall project policies and directs subordinate managers/staff. Directs and manages the operation of the project, including Quality Assurance (QA). Administration, management, and monitoring responsibilities include, but may not be limited to: establishment of goals, objectives, performance requirements, standards, and accountability; administration of project costs and budget; management and operation of project tasks and project execution; and contract compliance and deliverable schedules for projects including: media, marketing, graphics, website design, video production, and other communication activities, outreach, market research, and analysis.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years
**PROJECT MANAGER I**

**Functional Responsibilities:** The PM I manages the project to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program/project; directs and coordinates project activities; and exercises control over personnel responsible for specific functions or phases of project. Selects personnel according to knowledge and experience in areas with which project is concerned. Confers with staff to explain project and individual responsibilities for functions and phases of project. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of project. Reviews reports and records of activities to ensure progress is being accomplished toward specified project objective and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client POC on project progress from start to completion. Controls expenditures in accordance with budget allocations.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

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**PROJECT MANAGER II**

**Functional Responsibilities:** The PM II manages the project to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program/project; directs and coordinates project activities; and exercises control over personnel responsible for specific functions or phases of project. Selects personnel according to knowledge and experience in areas with which project is concerned. Confers with staff to explain project and individual responsibilities for functions and phases of project. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of project. Reviews reports and records of activities to ensure progress is being accomplished toward specified project objective and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client POC on project progress from start to completion. Controls expenditures in accordance with budget allocations.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

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**PROJECT SPECIALIST**

**Functional Responsibilities:** The Project Specialist develops and revises strategies and programs, prepares recommendations, facilitates collaboration, and synthesizes results. Prepares project materials and is knowledgeable about the project field. Uses data and databases in program analysis and improvement. Demonstrates knowledgeable about implementing standards-based methods, applied academic approaches, assessments, and the use of computer technologies. Sets up, adheres to, and supervises others in the practice of following business rules, devising project metrics, and providing routine and on-demand analytics for clients. Monitors, adheres to, and maintains rules of privacy and confidentiality as required by law, industry standards, and government policy, to include obtaining professional certifications as required by all staff assigned to the project. Work is reviewed and directed by Senior Project Specialist.
**Minimum Education:** Bachelor’s

**Minimum Experience:** 2 years

**PUBLIC INFORMATION MANAGER**

**Functional Responsibilities:** The Public Information Manager plans and directs development and communication of information designed to keep the public informed of clients’ programs, accomplishments, or points of view. Creates and implements Public Information Plans; writes, designs, publishes, and disseminates press releases, flyers, public notices, bulletins, letters, event invitations, fact sheets, and social media posts; and communicates with stakeholders, public officials, and a diverse public. Assists with the design, implementation, and launch of all campaigns in-house. Plans and hosts open houses, events, and public meetings. Manages graphics team in creation of clear and compelling products for dissemination. Purchases advertising space and time as required. May research data, create ideas, write copy, lay out artwork, contact media representatives, or represent employer directly before general public.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 2 years

**PUBLISHER**

**Functional Responsibilities:** The Publisher is responsible for the management and supervision of staff assigned to assist the client with the design and editorial process. Directly monitors QC and manages deliverables and timelines to ensure successful delivery of the end-product. Works directly with the client to provide weekly progress reports with supporting documents to allow for budgeting and planning as well as to facilitate timely payment.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**QUALITY CONTROL TECHNICIAN**

**Functional Responsibilities:** The QC Technician ensures all events meet predetermined QC standards. Assures a high standard of quality and timely completion for all aspects of the project. Performs periodic analysis and reporting of all aspects of the contract. Reports to the PM throughout the course of the contract to ensure that articulated goals have been completed, that any issues have been documented and assigned to a staff member for rectification and have been fully addressed, and that all deliverables have been met. After the completion of aspects of projects under the contract, follows up with all parties to ensure all positive and negative feedback is clearly documented and disseminated to the appropriate parties.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years

**SENIOR EDITOR**

**Functional Responsibilities:** The Senior Editor plans, reviews, and revises content for publication. Proofreads text for errors in spelling, punctuation, and grammar, and checks for readability, style, and
agreement with editorial policy. Suggests revisions to improve clarity or accuracy. Develops story and content ideas according to the client’s style and editorial policy. Works with writers to make text easier for readers to understand. Performs QC checks and approves final versions before submission to client. May also carry out research, confirm sources, and verify facts, dates, and statistics cited in material for publication. In addition, may provide suggestions for arrangement of page layouts of articles, photographs, and advertising.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**SENIOR PROJECT SPECIALIST**

**Functional Responsibilities:** The Senior Project Specialist reviews and directs the work performed by the Project Specialists. Develops and revises strategies and programs; prepares recommendations; facilitates collaboration; and synthesizes results. Prepares project materials and is knowledgeable about the project field. Uses data and databases for program analysis and improvement. Implements standards-based methods, applied academic approaches, assessments, and the use of computer technologies. Sets up, adheres to, and supervises others in the practice of following business rules, devising project metrics, and providing routine and on-demand analytics for clients. Monitors, adheres to, and maintains rules of privacy and confidentiality as required by law, industry standards, and government policy, to include obtaining professional certifications as required by all staff assigned to the project.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**SUBJECT MATTER EXPERT**

**Functional Responsibilities:** The Subject Matter Expert (SME) leads the design and implementation of new functional strategies. Sets up, adheres to, and supervises others in the practice of following business rules, devising project metrics, and providing routine and on-demand analytics for clients. Monitors, adheres to, and maintains rules of privacy and confidentiality as required by law, industry standards, and government policy, to include obtaining professional certifications as required by all staff assigned to the project. Performs a variety of work to evaluate and apply new methodologies for problem-resolution while ensuring that systems are in compliance with organizational requirements. Analyzes agency needs to determine functional requirements and performs functional allocation to identify required tasks and their interrelationships. Develops recommendations for organizational process changes to include new solutions and new technologies. Must have excellent written, verbal, and oral presentation skills. Must have demonstrated expertise in specifics of field.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

**TECHNICAL WRITER I**

**Functional Responsibilities:** The Technical Writer I formulates and writes copy for projects, including fact sheets, project summaries, reports, informational packets, press releases, publications, and web content. Provides technical writing, editing, and proofreading support for materials and project
deliverables. Collaborates with SMEs, researchers, and graphic designers to produce documents. Conducts research, identifies SMEs, and conducts interviews. Gathers data, collating and organizing facts for inclusion in written products. Develops, drafts, and submits them for review. Proofreads copy written by project team members and client. Plans web and print products.

Minimum Education: Bachelor’s

Minimum Experience: 2 years

TECHNICAL WRITER II

Functional Responsibilities: The Technical Writer II formulates and writes copy for projects, including fact sheets, project summaries, reports, informational packets, press releases, publications, and web content. Provides technical writing, editing, and proofreading support for materials and project deliverables. Collaborates with SMEs, researchers, and graphic designers to produce documents. Conducts research, identifies SMEs, and conducts interviews. Gathers data, collating and organizing facts for inclusion in written products. Develops, drafts, and submits them for review. Proofreads copy written by project team members and client. Plans web and print products.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

VIDEOGRAPHER I

Functional Responsibilities: The Videographer I provides pre-production, production, and post-production services. Provides original concepts and writing services. Conducts location reconnaissance and directs small and large scale shoots. Shoots in studios and on location. Arranges for talent, audio, crew, and equipment. Arranges animation, narration, editing, music, and sound effects. Is up-to-date with industry standard formats including internet streaming, as well as legacy equipment and formats. Is responsible for duplicating and distributing. Has experience with the latest Adobe Creative Suite of products.

Minimum Education: Bachelor’s

Minimum Experience: 2 years

VIDEOGRAPHER II

Functional Responsibilities: The Videographer II provides pre-production, production, and post-production services. Provides original concepts and writing services. Conducts location reconnaissance and directs small and large scale shoots. Shoots in studios and on location. Arranges for talent, audio, crew, and equipment. Arranges animation, narration, editing, music, and sound effects. Is up-to-date with industry standard formats including internet streaming, as well as legacy equipment and formats. Is responsible for duplicating and distributing. Has experience with the latest Adobe Creative Suite of products. Has ability to manage additional production assistance and resources.

Minimum Education: Bachelor’s

Minimum Experience: 5 years
WEB DESIGNER

Functional Responsibilities: The Web Designer directs and manages the design, development, and management of client web sites. Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space; knowledge of layout principles; and aesthetic design concepts. Has experience in web design; website development; web production management; web-based scripting language; and design standards and file types. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Has working knowledge of Section 508 standards as well as experience with design-related graphics and relevant applications, such as Adobe.

Minimum Education: Bachelor’s

Minimum Experience: 3 years

Experience & Degree Substitution Equivalencies -
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
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<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s degree + 6 years relevant experience or 8 years relevant experience</td>
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BUDGET ANALYST

Functional Responsibilities: The Budget Analyst compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and budget proposals and ensures financial information has been recorded accurately. Reviews budget proposals for completeness, accuracy, and compliance with laws and other regulations. Analyzes data to determine the costs and benefits of various programs and recommends funding levels based on findings. May evaluate how well a program is doing, provide policy analysis, and draft budget-related legislation. Oversees spending to ensure compliance with the budget and determine whether changes to funding levels are needed for certain programs. Informs Program Managers of the status and availability of funds. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Examines past budgets and researches economic and financial developments that affect the organization’s income and expenditures.

Minimum Education: Bachelor’s

Minimum Experience: 3 years

CLIENT RELATIONSHIP MANAGER

Functional Responsibilities: The Client Relationship Manager provides planning, successful execution, and follow-up for a diverse range of customer retention campaigns and other business reporting, as required. Sees to completion campaigns including innovative and sometimes complex projects. Thoroughly analyzes data in order to make sound recommendations for next steps that aim to improve the client’s financial results. Familiarizes self with client-specific standards, processes, and expectations. Works with teams to develop and maintain a customer-focused attitude toward activities, concentrating on those that most strongly contribute toward improving customer lifetime value. Interacts with customers to provide and process information in response to inquiries, concerns, and requests about products and services. Communicates directly with customers either by telephone, electronically, or in person and responds promptly to inquiries. Handles and resolves customer complaints. Obtains and evaluates all relevant information to handle inquiries and complaints. Directs requests and unresolved issues to the designated resource. Manages customer accounts. Keeps records of customer interactions and transactions, capturing details of inquiries, comments, complaints, and actions taken. Follows up on customer interactions.

Minimum Education: Bachelor’s

Minimum Experience: 3 years

CONTRACT MANAGER I

Functional Responsibilities: The Contract Manager I manages contract to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing contract; directs and coordinates contract activities; and exercises control over personnel responsible for specific functions or phases of contract. Selects personnel according to knowledge and experience in areas with which contract is concerned. Confers with staff to explain contract and individual responsibilities for functions and phases of contract. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of contract. Reviews reports and records of activities to
ensure progress is being accomplished toward specified contract objectives and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client POC on contract progress from start to completion. Controls expenditures in accordance with budget allocations.

Minimum Education: Bachelor’s

Minimum Experience: 2 years

**CONTRACT MANAGER II**

**Functional Responsibilities:** The Contract Manager II manages contract to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing contract; directs and coordinates contract activities; and exercises control over personnel responsible for specific functions or phases of contract. Selects personnel according to knowledge and experience in areas with which contract is concerned. Confers with staff to explain contract and individual responsibilities for functions and phases of contract. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of contract. Reviews reports and records of activities to ensure progress is being accomplished toward specified contract objectives and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client POC on contract progress from start to completion. Controls expenditures in accordance with budget allocations.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

**CONTRACT SPECIALIST I**

**Functional Responsibilities:** The Contract Specialist I provides support and assistance in the areas of acquisition and procurement. Prepares and/or reviews pre-procurement packages and assists with gathering market research. Performs pre-award contract administration for simplified acquisition contracts. Responds to Requests for Information (RFIs). Prepares proposal summaries, contract briefings, and determination and findings for contract files. Assists with processing incoming task/delivery orders, contract modifications, and Blanket Purchase Agreements (BPAs). Reviews purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepares purchase orders for distribution to program personnel and vendors/suppliers. Has knowledge of Federal Acquisition Regulations (FAR) and works closely supervised. Does not have the authority to negotiate contracts on the government’s behalf.

Minimum Education: Bachelor’s

Minimum Experience: 2 years

**CONTRACT SPECIALIST II**

**Functional Responsibilities:** The Contract Specialist II provides support and assistance in the areas of acquisition and procurement. Prepares and/or reviews pre-procurement packages and assists with gathering market research. Performs pre-award and post-award contract administration for simplified acquisition contracts. On occasion, assists with open-market contracts in excess of $100K. Responds to
RFIs. Prepares proposal summaries, contract briefings, and determination and findings for contract files. Processes incoming task/delivery orders, contract modifications, and BPAs. Reviews purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepares purchase orders for distribution to program personnel and vendors/suppliers. Has knowledge of FAR and works closely supervised. Works virtually independently and may assist with maintaining new policies and procedures relating to acquisitions. Does not have the authority to negotiate contracts on the government’s behalf.

Minimum Education: Bachelor’s

Minimum Experience: 5 years

**CONTRACT SPECIALIST III**

**Functional Responsibilities:** The Contract Specialist III provides support and assistance in the areas of acquisition and procurement. Prepares and/or reviews pre-procurement packages and assists with gathering market research. Performs pre-award and post-award contract administration for simplified acquisition contracts. Assists with open-market contracts in excess of $100K-500K. Prepares proposal summaries, contract briefings, and determination and findings for contract files. Processes incoming task/delivery orders, contract modifications, and BPAs. Prepares purchase orders for distribution to program personnel and vendors/suppliers. Has extensive knowledge of FAR and the ability to work independently with little or no supervision. Prepares requests for quotes and proposals. Reviews Performance Work Statements (PWS). Processes interagency agreements for various services. Provides cradle-to-grave contract administration. Does not have the authority to negotiate contracts on the government’s behalf.

Minimum Education: Bachelor’s

Minimum Experience: 10 years

**COST-PRICE ANALYST**

**Functional Responsibilities:** The Cost-Price Analyst utilizes in-depth price/cost analysis techniques involving many different and unrelated factors and processes where there may be little historical cost data or precedent. Supports the development of cost-related sections of complex solicitation documents, analyzing cost and price data, labor and material cost, etc. Leads negotiations and serve as a primary cost/price negotiator. Conducts detailed studies of contractor’s management, operational, and financial policies in order to determine capability to perform contract. Evaluates the contractor’s financial status and Profit and Loss (P&L) statement, balance sheets, and other financial data. Supports the development of budgets for planned procurements. Analyzes and evaluates cost-related areas of complex solicitations for pricing structure and instruction to offerors. Analyzes and evaluates contractor price/cost proposals for new procurements, changes, follow-on procurements, etc., which may result in new contracts or the issuance of modifications or the termination of existing contracts.

Minimum Education: Bachelor’s

Minimum Experience: 2 years
**DATA SPECIALIST**

**Functional Responsibilities:** The Data Specialist enters monthly energy utilization data for metered and non-metered records. Accurately enters into the reporting application the monthly cost and consumption data for each account. Identifies and corrects conflicts in data collection reports; pairs meters with the corresponding assets; and accounts for the non-metered flat-fee sites. Helps improve and implement processes that are intended to expedite the data entry process, such as working to improve tables/scripts from a third party Energy Data Management Company.

- **Minimum Education:** Bachelor’s
- **Minimum Experience:** 3 years

**FINANCIAL ASSISTANCE SPECIALIST**

**Functional Responsibilities:** The Financial Assistance Specialist performs administrative and clerical support in financial settings, including keeping records, helping customers, and carrying out financial transactions. Keeps and updates financial records, computes bills and charges, and offers customer assistance. Specific job duties vary by specialization and by setting.

- **Minimum Education:** Bachelor’s
- **Minimum Experience:** 1 year

**HELP DESK SUPPORT**

**Functional Responsibilities:** The Help Desk Support provides technical assistance to users either on the telephone, through email, or in person. Logs all queries either in hardcopy or electronic formats. Reports urgent problems to appropriate staff immediately. Resolves simple requests for assistance or information. Works closely with systems staff to ensure that user needs are met in a timely manner. Provides technical assistance and support related to computer systems, hardware, or software. Responds to queries, runs diagnostic programs, isolates problems, and determines and implements solutions. Writes training manuals; trains computer users; maintains daily performance of computer systems; responds to email messages for customers seeking help; asks questions to determine nature of problem; and walks customer through problem-solving process. Installs, modifies, and repairs computer hardware and software; cleans up computers; runs diagnostic programs to resolve problems; resolves technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other systems; installs computer peripherals for users; follows-up with customers to ensure issue has been resolved; gains feedback from customers about computer usage; and reports to determine malfunctions that continue to occur.

- **Minimum Education:** Bachelor’s
- **Minimum Experience:** 4 years

**PROCUREMENT TECHNICIAN**

**Functional Responsibilities:** The Procurement Technician compiles requests for materials; prepares purchase orders; keeps track of purchases and supplies; and handles questions about orders. Responds to questions from customers and suppliers about the status of orders. Handles requests to change or cancel orders. Ensures that purchases arrive on schedule and that the items meet the purchaser’s specifications.
**Minimum Education:** Bachelor’s

**Minimum Experience:** 2 years

**PROJECT ASSISTANT**

**Functional Responsibilities:** The Project Assistant provides general-purpose administrative and clerical support for project tasks. Duties may include secretarial, word processing, graphics, desktop publishing, editing, and coordination. Familiar with a variety of field concepts, practices, and procedures. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 2 years

**PROJECT DIRECTOR**

**Functional Responsibilities:** The Project Director plans, develops, implements, and evaluates overall project policies and directs subordinate managers/staff. Directs and manages the operation of the project, including QA. Administration, management, and monitoring responsibilities include, but may not be limited to: establishment of goals, objectives, performance requirements, standards, and accountability; administration of project costs and budget; management and operation of project tasks and project execution; and contract compliance and deliverable schedules for projects including media, marketing, graphics, website design, video production, and other communication activities, outreach, market research, and analysis.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

**PROJECT MANAGER I**

**Functional Responsibilities:** The PM I manages the project to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program/project; directs and coordinates project activities; and exercises control over personnel responsible for specific functions or phases of project. Selects personnel according to knowledge and experience in areas with which project is concerned. Confers with staff to explain project and individual responsibilities for functions and phases of project. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of project. Reviews reports and records of activities to ensure progress is being accomplished toward specified project objective and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client POC on project progress from start to completion. Controls expenditures in accordance with budget allocations.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 3 years
**PROJECT MANAGER II**

**Functional Responsibilities:** The PM II manages the project to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program/project; directs and coordinates project activities; and exercises control over personnel responsible for specific functions or phases of project. Selects personnel according to knowledge and experience in areas with which project is concerned. Confers with staff to explain project and individual responsibilities for functions and phases of project. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of project. Reviews reports and records of activities to ensure progress is being accomplished toward specified project objective and modifies or changes methodology, as required, to redirect activities and attain objectives. Prepares project reports for superiors. Serves as client POC on project progress from start to completion. Controls expenditures in accordance with budget allocations.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**PROJECT SPECIALIST**

**Functional Responsibilities:** The Project Specialist develops and revises strategies and programs; prepares recommendations; facilitates collaboration; and synthesizes results. Prepares project materials and is knowledgeable about the project field. Uses data and databases in program analysis and improvement. Demonstrates knowledgeable about implementing standards-based methods, applied academic approaches, assessments, and the use of computer technologies. Sets up, adheres to, and supervises others in the practice of following business rules, devising project metrics, and providing routine and on-demand analytics for clients. Monitors, adheres to, and maintains rules of privacy and confidentiality as required by law, industry standards, and government policy, to include obtaining professional certifications as required by all staff assigned to the project. Work is reviewed and directed by Senior Project Specialist.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 2 years

**PUBLISHING GRAPHICS SUPPORT**

**Functional Responsibilities:** The Publishing Graphics Support creates visual concepts for publishing, using computer software or by hand, to communicate ideas using both text and images. Develops the overall layout and production design for standardized products, such as manuals and reports. Meets with clients to determine the scope of a project. Uses digital illustration, photo editing software, and layout software to create layouts. Designs layouts using selected colors, images, and typefaces. Presents design concepts to clients and incorporates recommended changes into final designs. Reviews designs for errors before printing or publishing.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 1 year
**SENIOR EDITOR**

**Functional Responsibilities:** The Senior Editor plans, reviews, and revises content for publication. Proofreads text for errors in spelling, punctuation, and grammar, and checks for readability, style, and agreement with editorial policy. Suggests revisions to improve clarity or accuracy. Develops story and content ideas according to the client’s style and editorial policy. Works with writers to make text easier for readers to understand. Performs QC checks and approves final versions before submission to client. May also carry out research, confirm sources, and verify facts, dates, and statistics cited in material for publication. In addition, may provide suggestions for arrangement of page layouts of articles, photographs, and advertising.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 7 years

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**SENIOR PROJECT SPECIALIST**

**Functional Responsibilities:** The Senior Project Specialist reviews and directs the work performed by the Project Specialists. Develops and revises strategies and programs; prepares recommendations; facilitates collaboration; and synthesizes results. Prepares project materials and is knowledgeable about the project field. Uses data and databases for program analysis and improvement. Implements standards-based methods, applied academic approaches, assessments, and the use of computer technologies. Sets up, adheres to, and supervises others in the practice of following business rules, devising project metrics, and providing routine and on-demand analytics for clients. Monitors, adheres to, and maintains rules of privacy and confidentiality as required by law, industry standards, and government policy, to include obtaining professional certifications as required by all staff assigned to the project.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

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**SUBJECT MATTER EXPERT**

**Functional Responsibilities:** The SME leads the design and implementation of new functional strategies. Sets up, adheres to, and supervises others in the practice of following business rules, devising project metrics, and providing routine and on-demand analytics for clients. Monitors, adheres to, and maintains rules of privacy and confidentiality as required by law, industry standards, and government policy, to include obtaining professional certifications as required by all staff assigned to the project. Performs a variety of work to evaluate and apply new methodologies for problem-resolution while ensuring that systems are in compliance with organizational requirements. Analyzes agency needs to determine functional requirements and performs functional allocation to identify required tasks and their interrelationships. Develops recommendations for organizational process changes to include new solutions and new technologies. Must have excellent written, verbal, and oral presentation skills. Must have demonstrated expertise in specifics of field.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years
**TECHNICAL WRITER I**

**Functional Responsibilities:** The Technical Writer I formulates and writes copy for projects, including fact sheets, project summaries, reports, informational packets, press releases, publications, and web content. Provides technical writing, editing, and proofreading support for materials and project deliverables. Collaborates with SMEs, researchers, and graphic designers to produce documents. Conducts research, identifies SMEs, and conducts interviews. Gathers data, collating and organizing facts for inclusion in written products. Develops, drafts, and submits them for review. Proofreads copy written by project team members and client. Plans web and print products.

*Minimum Education:* Bachelor’s

*Minimum Experience:* 2 years

**TECHNICAL WRITER II**

**Functional Responsibilities:** The Technical Writer II formulates and writes copy for projects, including fact sheets, project summaries, reports, informational packets, press releases, publications, and web content. Provides technical writing, editing, and proofreading support for materials and project deliverables. Collaborates with SMEs, researchers, and graphic designers to produce documents. Conducts research, identifies SMEs, and conducts interviews. Gathers data, collating and organizing facts for inclusion in written products. Develops, drafts, and submits them for review. Proofreads copy written by project team members and client. Plans web and print products.

*Minimum Education:* Bachelor’s

*Minimum Experience:* 5 years

**TRANSITION MANAGER**

**Functional Responsibilities:** The Transition Manager provides complete program management services for transition from expired contracts to new contracts. Works to meet transition requirements, including the management and oversight of all activities performed by project and transition personnel, to ensure customers are successfully transitioned. Program management includes service verification; determination of service offerings on contracts; support through contract award ordering; and implementation. Works independently and with others to complete tasks in all phases of the services transition lifecycle. Performs identification/verification of existing services, as well as order and inventory management. Develops requirements and evaluates proposals for vendor selection.

*Minimum Education:* Bachelor’s

*Minimum Experience:* 10 years

**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
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<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
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<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or 4 years relevant experience</td>
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<tr>
<td>Degree</td>
<td>Experience Requirement</td>
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<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s degree + 6 years relevant experience or 8 years relevant experience</td>
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