

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

FSC Group: Professional Services

FSC Class: R499

Contract number: 47QRAA21D002B

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period: February 4, 2021 to February 3, 2026

Contractor's name:	NOVA Research Company
Street Address:	801 Roeder Road, Suite 700
City, State Zip:	Silver Spring, Maryland 20910
Phone Number:	(301) 986-1891
FAX Number:	(301) 563-6090
Contractor's internet address/web site:	novaresearch.com

Contract administration source (if different from preceding entry).
Dana M. Young, Vice President for Operations

Business size: Woman-owned Small Business

Price list effective February 4, 2021

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Large Category	Subcategory	SIN	Description
Professional Services	Marketing and Public Relations	541430	Graphic Design Services
Professional Services	Marketing and Public Relations	541511	Web Based Marketing
Professional Services	Marketing and Public Relations	541613	Marketing Consulting Services
Professional Services	Marketing and Public Relations	541810	Advertising Services
Professional Services	Marketing and Public Relations	541850	Exhibit Design and Advertising Services
Professional Services	Marketing and Public Relations	561920	Conference, Meeting, Event and Trade Show Planning Services
Professional Services	Marketing and Public Relations	541820	Public Relations Services
Information Technology	IT Services	54151S	Information Technology Professional Services
Professional Services	Marketing and Public Relations	541910	Marketing Research and Analysis
Professional Services	Marketing and Public Relations	541810ODC	Other Direct Costs for Marketing and Public Relations Services
Professional Services	Business Administrative Services	541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Professional Services	Training	611430	Professional and Management Development Training
Professional Services	All Subcategories	OLM	Order Level Materials (OLM's)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. [See Page 4](#)

1c. Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. [See Page 4](#)

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area).
 SINS 561920, 541810ODC & OLM — Worldwide
 All other SINS — Domestic

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5. Point(s) of production (city, county, and State or foreign country).

Silver Spring, Montgomery County, Maryland, USA

6. Discount from list prices or statement of net price.

Government Net Prices (discounts already deducted.)

7. Quantity discounts.

- 1% Discount on individual Task Order valued greater than \$250,000 to include any amendments or individual orders written against BPA's within the period of performance
- 2% Discount on individual Task Order valued greater than \$450,000 to include any amendments or individual orders written against BPA's within the period of performance
- 3% Discount on individual Task Order valued greater than \$650,000 to include any amendments or individual orders written against BPA's within the period of performance"

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

Net 30 days or other negotiated prompt payment terms

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

10a. Time of delivery. (Contractor insert number of days.)

Contact Contractor or To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list.

Contact Contractor or To Be Determined at the Task Order level

10c. Overnight and 2-day delivery.

Contact Contractor or To Be Determined at the Task Order level

10d. Urgent Requirements.

Contact Contractor or To Be Determined at the Task Order level

11. F.O.B. point(s). Destination

12a. Ordering address(es).

801 Roeder Road, Suite 700, Silver Spring, MD 20910

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

13. Payment address(es).

NOVA Research Company

801 Roeder Road, Suite 700, Silver Spring, MD 20910

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

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- 16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
- 17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
- 19. List of service and distribution points (if applicable). Not Applicable
- 20. List of participating dealers (if applicable). Not Applicable
- 21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable
- 23. Data Universal Number System (DUNS) number. 17-535-8027
- 24. Notification regarding registration in System for Award Management (SAM) database.
Contractor registered and active in SAM

Awarded Labor Categories, Labor Rates, Labor Category Descriptions, and Experience Requirements—
See Attachment A.

Awarded Annual Escalation Rates for Current Contract Period:2.5% Annually

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

Substitution Matrix	<i>Indicate proposed education substitutions below; two examples have been provided for clarity</i>
Doctoral Degree or equivalent	Master's degree and five (5) years experience equates to a Doctoral degree
Master's Degree or equivalent	Bachelor's degree and five (5) years experience equates to a Master's degree
Bachelor's Degree or equivalent	Five (5) years experience equates to a Bachelor's degree
Associate's Degree or equivalent	Three (3) years experience equates to an Associate's degree



Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
561920	A/V Technician I	Arranges with meeting sites for A/V equipment, including table-top microphones and recording equipment, works closely with meeting assistant and meeting manager to obtain all participant A/V needs and agency A/V needs, participates in premeeting walk-throughs of the AV equipment and its operation at the meeting site; receives advance copies of PowerPoint presentations, installs them on a laptop computer, and tests them, both at NOVA and at the meeting site; receives and installs last-minute presentations immediately prior to and during the meeting; and operates and provides troubleshooting support for AV equipment (laptop computers, LCD projectors, and slide projectors) during the meeting.	Associate's Degree or equivalent	2 years experience supporting audio-visual needs for a broad variety of different types and sizes of conferences, meetings, and exhibits; familiar with set-up and trouble-shooting of all forms of A/V equipment, including laptop connectivity for Internet access for presentations.
561920	A/V Technician II	Arranges with meeting sites for A/V equipment, including table-top microphones and recording equipment, works closely with meeting assistant and meeting manager to obtain all participant A/V needs and agency A/V needs, participates in premeeting walk-throughs of AV equipment and its operation at the meeting site; receives advance copies of PowerPoint presentations, installs them on a laptop computer, and tests them, both at NOVA and at the meeting site; receives and installs last-minute presentations immediately prior to and during the meeting; and operates and provides troubleshooting support for AV equipment (laptop computers, LCD projectors, and slide projectors) during the meeting.	Associate's Degree or equivalent	5 years experience supporting audio-visual needs for a broad variety of different types and sizes of conferences, meetings, and exhibits; familiar with set-up and trouble-shooting of all forms of A/V equipment, including laptop connectivity for Internet access for presentations.
541611, 541613, 541810, 541820, 541850, 541910, 561920	Business Planning Specialist I	Assists Senior Business Planning Specialist in identifying business trends and gaps in productivity/workforce information and resource materials. Assists in preparation of business plans, organizational change plans, and management/business improvement action plans, based on established business improvement objectives and strategies. Assists in developing business improvement tactics to meet objectives, design and development of survey instruments, testing of survey instruments, business trends and job improvement process through literature reviews, conduct of focus groups, and compiling results of business improvement actions. Knowledgeable in interpreting results from qualitative and quantitative interview findings and using findings to assist in developing organizational change/development conclusions and recommendations.	Bachelor's Degree or equivalent in business field	2 years experience working with business or governmental organizations
541611, 541613, 541810, 541820, 541850, 541910, 561920	Business Planning Specialist II	Assists Senior Business Planning Specialist in identifying business trends and gaps in productivity/workforce information and resource materials. Assists in preparation of business plans, organizational change plans, and management/business improvement action plans, based on agency established business improvement objectives and strategies. Assists in developing business improvement tactics to meet objectives, design and development of survey instruments, testing of survey instruments, business trends and job improvement process through literature reviews, conduct of focus groups, and compiling results of business improvement actions. Knowledgeable in interpreting results from qualitative and quantitative interview findings and using findings to assist in developing organizational change conclusions and recommendations.	Bachelor's Degree or equivalent in business field or organizational development field	5 years experience working with business or governmental organizations
541611, 541613, 541810, 541820, 541850, 541910, 561920	Business Planning Specialist III	Assists Senior Business Planning Specialist in identifying business trends and gaps in productivity/workforce information and resource materials. Assists in preparation of business plans, organizational change plans, and management/business improvement action plans, based on agency established business improvement objectives and strategies. Assists in developing business improvement tactics including assisting in design and development of survey instruments, testing of survey instruments, business trends and job improvement process through literature reviews, conduct of focus groups, and compiling/analyzing results of business improvement actions. Knowledgeable in interpreting results from qualitative and quantitative interview findings and using findings to develop organizational development/change conclusions and recommendations.	Bachelor's Degree or equivalent in business field or organizational development field	10 years experience working with business and governmental organizations
54151S, 541511	Computer/Statistical Assistant I	Maintains spreadsheets, reports, and records. Develops preliminary charts and graphs. Maintains inventory of hardware/software. Assists with setting up spreadsheets including entering column and row titles, defining cell formats, etc. Using drafts or printed copy as a source document, keys in specific commands to achieve required formats of textual material including paging, indentation, spacing, selection of character fonts, and insertions of heading. Using draft copies of a manuscript, assists in correction of syntactical and grammatical errors.	Associate's Degree or equivalent	1 year of computer assistance experience
54151S, 541511	Computer/Statistical Assistant II	Maintains spreadsheets, reports, and records. Develops preliminary charts and graphs. Maintains inventory of hardware/software. Assists with setting up spreadsheets including entering column and row titles, defining cell formats, etc. Using drafts or printed copy as a source document, keys in specific commands to achieve required formats of textual material including paging, indentation, spacing, selection of character fonts, and insertions of heading. Using draft copies of a manuscript, assists in correction of syntactical and grammatical errors.	Associate's Degree or equivalent	3 years experience in computer/statistical analysis assistance and data management
54151S, 541511	Computer/Statistical Assistant III	Prepares, develops, and maintains spreadsheets, reports, and records. Develops presentation quality charts and graphs. Maintains inventory of hardware/software. Assists with setting up spreadsheets including entering column and row titles, defining cell formats, etc. Operates automated word processing, spreadsheet, and database computer applications to record and store survey, statistical, technical, and textual information for immediate or future revision, insertions, deletions and subsequent reproduction of reports and documents. Using drafts or printed copy as a source document, keys in specific commands to word processing system to achieve required formats of textual material including paging, indentation, spacing, selection of character fonts, and insertions of heading. Using draft copies of a manuscript, assist in proofreading and corrections of syntactical and grammatical errors. Performs scanning operations including setup, managing, indexing and marking.	Associate's Degree or equivalent	5 years experience in computer/statistical analysis assistance and data management

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
54151S, 541511	Computer/Statistical Assistant IV	Prepares, creates designs, develops, and maintains spreadsheets, reports, and records. Develops presentation quality charts and graphs. Maintains inventory of hardware/software. Assists with setting up spreadsheets including entering column and row titles, defining cell formats, etc. Operates automated word processing, spreadsheet, and database computer applications to record and store survey, statistical, and textual information for immediate or future revision, insertions, deletions and subsequent reproduction of reports and documents. Using rough drafts or printed copy as a source document, uses independent judgement to key in specific commands to automated word processing system to achieve required formats of textual material including paging, indentation, spacing, selection of character fonts, and insertions of heading. Using draft copies of a manuscript, may also assist in proofreading and correction of syntactical and grammatical errors. Performs scanning operations including setup, managing, indexing and marking.	Bachelor's Degree or equivalent	5 year computer or statistical analysis assistance and data management
541910, 54151S	Data Analyst I	Provides low level expertise in information modeling and requirement analysis. Performs analysis to develop fully attributed logical information and business process models following standard methodologies. Perform logical database designs to support development of database schemas necessary to support small applications. Performs work with day-to-day supervision or guidance. Prepares deliverables in an iterative fashion that are reviewed until production ready and provided within the time frames defined by appropriate personnel.	Bachelor's Degree or equivalent	1 year of information modeling, requirements analysis and database design experience
541910, 54151S	Data Analyst II	Provides medium level expertise in information modeling, requirement analysis and facilitation using methodologies such as IDEF. Performs analysis to develop fully attributed logical and physical information (data) and business process models following IDEF methodologies. Gather requirements using JAD facilitation techniques in order to collect and define data. Process requirements necessary to support client/server or web-based applications. Use modeling tools and repositories to effectively and efficiently define data and business process requirements. Designs relational database schemas for large-scale client/server or web-based applications that reside on database management system. Performs work that is reviewed in timely intervals as defined by the senior data analyst. Provide deliverables within the time frames defined by appropriate personnel and reviewed often enough to ensure time frames and quality standards are met.	Bachelor's Degree or equivalent in Computer Science	3 years information modeling, requirements analysis and database design experience
541910, 54151S	Data Analyst III	Provides high level expertise in information modeling, requirement analysis and facilitation using methodologies such as Integrated Computer Aided Manufacturing DEFinition (IDEF). Performs analysis to develop fully attributed logical and physical information (data) and business process models following IDEF methodologies. Gathers requirements using Joint Application Design (JAD) facilitation techniques in order to collect and define data. Process requirements necessary to support complex large scale and/or decision support systems. Use modeling tools and repositories to effectively and efficiently define and manage the gathering/dissemination of data and business process requirements. Use information gathered to develop database specifications. Designs relational database schemas to support large-scale, mid-tier clients/server, or web-based applications. Use on-line Analytical Processing (OLAP) tools and techniques to effectively implement and manage a data warehouse.	Master Degree or equivalent in Computer Science	5 years computer modeling, requirements analysis, database design and optimization, and application programming experience
54151S	Data Manager I	Assists in receiving, screening, and generating data receipt memos and requests for hard copies (if appropriate) for interviewer data submissions. Reviews and applies corrections to interviewer data. Tracks submissions of data, data corrections, and data quality control requests from field interviewers and data managers. Assists in advising field interviewers and data managers on coding, keying, and data management issues and providing technical assistance. Responds to field interviewer or data manager requests for special reports and assists interviewers/data managers in tracking data and resolving data discrepancies. Responsibilities include data screening and tracking, error reporting, and maintaining documentation of data processing procedures. Screens incoming data, researches and prepares corrections to field interviewer data, and creates transaction files to be applied to aggregated database. Assists in ensuring accuracy of data and that corrections are fully applied to datasets. Assists in training data entry (keying/verification) staff and field data managers.	Bachelor's Degree or equivalent, preferable in an analytical science	2 years experience working in support of data collection and analysis projects; some experience in survey data cleaning processes, and data tracking, data aggregation, and reporting processes and procedures
54151S	Data Manager II	Receives, screens and generates data receipt memos and requests for hard copies (if appropriate) for interviewer data submissions. Reviews and applies corrections to interviewer data. Implements subject/data tracking software systems and trains field data managers in its use. Tracks submissions of data, data corrections, and data quality control requests from field interviewers and data managers. Functions as primary contact for field data management staff. Responsible for advising field interviewers and data managers on coding, keying, and data management issues and providing technical assistance. Responds to field interviewer or data manager requests for special reports and assists interviewers/data managers in tracking data and resolving data discrepancies. Responsibilities include data screening and tracking, technical assistance to field interviewers/data managers, error reporting, and maintaining documentation of data processing procedures. Screens all incoming data, researches and prepares corrections to field interviewer data, and creates transaction files to be applied to aggregated database. Ensures accuracy of data and corrections fully applied to datasets. Provides technical assistance regarding submission of data, corrections to data, and general data management issues. Supervises and trains data entry staff and trains field data managers.	Bachelor's Degree or equivalent, preferable in an analytical science	5 years experience working in support of data collection and analysis projects; must be knowledgeable in database design, survey data cleaning processes, and multi-site data tracking, data aggregation, and reporting processes and procedures

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

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54151S	Data Manager III	Receives, screens and generates data receipt memos and requests for hard copies (if appropriate) for interviewer data submissions. Reviews and applies corrections to interviewer data. Designs, programs, and implements subject/data tracking software systems and trains field data managers in its use. Updates tracking system and data management system applications, as necessary field survey research studies. Tracks submissions of data, data corrections, and data quality control requests from field interviewers and data managers. Functions as primary contact for field data management staff. Responsible for advising field interviewers and data managers on coding, keying, and data management issues and providing technical assistance. Responds to field interviewer or data manager requests for special reports and assists interviewers/data managers in tracking data and resolving data discrepancies. Responsibilities include data screening and tracking, technical assistance to field interviewers/data managers, error reporting, and maintaining documentation of data processing procedures. Screens all incoming data, researches and prepares corrections to field interviewer data, and creates transaction files to be applied to aggregated database. Ensures accuracy of data and corrections fully applied to datasets. Provides technical assistance regarding submission of data, corrections to data, and general data management issues. Supervises and trains data entry (keying/verification) staff and trains field data managers.	Bachelor's Degree or equivalent, preferable in an analytical science	10 years experience working in support of data collection and analysis projects; must be knowledgeable in database design, survey data cleaning processes, and multi-site data tracking, data aggregation, and reporting processes and procedures
541850, 561920	Graphic Artist I	Designs and develops a variety of information materials (technical, promotional, informational), such as forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids. Assist in the design of other visuals such as logos, mastheads, and illustrations for articles in technical manuals, health journals, and other publications. Maintains systems for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. Uses desktop publishing, page layout, or typesetting software to develop high quality textual and graphic compositions to communicate technical information.	Associate's Degree or equivalent in Fine Arts or Graphic Arts	1 year computer graphics design experience in a wide variety of informational materials with a broad range of computer graphics applications
541850, 561920	Graphic Artist II	Conceptualizes, designs, and develops a variety of information materials (technical, promotional, informational), such as forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids. Designs other visuals such as logos, mastheads, and illustrations for articles in technical manuals, health journals, and other publications. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. Uses advanced desktop publishing, page layout, or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information.	Associate's Degree or equivalent in Fine Arts or Graphic Arts	5 years computer graphics design experience in a wide variety of informational materials with a broad range of computer graphics applications
541850, 561920	Graphic Artist III	Conceptualizes, designs, and develops a wide variety of information materials (technical, promotional, informational), such as forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids. Designs other visuals such as logos, mastheads, and illustrations for articles in technical manuals, health journals, and other publications. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products. Uses advanced desktop publishing, page layout, or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information.	Associate's Degree or equivalent in Fine Arts or Graphic Arts	10 years computer graphics design experience in a wide variety of informational materials with a broad range of computer graphics applications
541850, 561920	Graphics Specialist I	Uses skills in graphics design, document layout, and web site design to assist in supporting web-based projects. Some experience in a variety of desktop publishing, graphics, web page creation, and multimedia software applications.	Associate's Degree or equivalent in Fine Arts or Graphic Arts	1 year experience assisting other Graphics Specialists in graphics design and implementation for organization web sites; basic understanding of Federal usability and accessibility standards for special populations
541850, 561920	Graphics Specialist II	Uses skills in graphics design, document layout, and web site design in support of web-based projects. Experienced user of a variety of desktop publishing, graphics, web page creation, and multimedia software applications, such as Photoshop, QuarkXPress, Illustrator, FreeHand, MacroMedia Director, FrontPage, PowerPoint, Excel, and Word.	Bachelor's Degree or equivalent in Fine Arts or Graphic Arts	3 years experience in graphics design in graphics design and implementation for at least several different types, forms, and content for government or commercial organization web sites; understanding and basic experience in applying Federal usability and accessibility standards for special populations.
541850, 561920	Graphics Specialist III	Uses skills in graphics design, document layout, and web site design in support of all of web-based projects. Expert user of a wide variety of desktop publishing, graphics, web page creation, and multimedia software applications, including Photoshop, QuarkXPress, PageMaker, Illustrator, FreeHand, MacroMedia Director, Painter, ColdFusion, PageMill, FrontPage, Premiere, PowerPoint, Excel, and Word.	Bachelor's Degree or equivalent in Fine Arts or Graphic Arts	6 years experience in graphics design and implementation for a broad range of different types, forms, and content for government and commercial organization web sites; experienced in applying Federal usability and accessibility standards for special populations
541850, 561920	Graphics Specialist IV	Uses skills in graphics design, document layout, and web site design in support of all of graphics projects. Expert user of a wide variety of desktop publishing, graphics, web page creation, and multimedia software applications, including Photoshop, QuarkXPress, PageMaker, Illustrator, FreeHand, MacroMedia Director, Painter, ColdFusion, PageMill, FrontPage, Premiere, PowerPoint, Excel, and Word.	Bachelor's Degree or equivalent in Fine Arts or Graphic Arts	10 years experience in graphics design and implementation for a broad range of different types, forms, and content for government and commercial organization web sites; experienced in applying Federal usability and accessibility standards for special populations

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
541613, 541910, 541511	Market Research Analyst I	Specializes in the application of statistics and computer technology to market research, communications research, and other selected forms of survey studies/research conducted and/or supported by the agency. Some basic knowledge and experience in use of computerized market survey, data management and data cleaning procedures. Basic knowledge and use of at least one statistical software packages such as SAS, Stata, or SPSS. Assists in development of survey instruments, data cleaning, conducts basic descriptive statistical analysis of collected survey data. Conducts basic descriptive analyses of baseline and follow-up data for changes in knowledge, attitude and behavior based on survey data results.	Bachelor's Degree or equivalent in marketing research or a survey science discipline	1 year of market survey administration, management and analysis
541613, 541910, 541511	Market Research Analyst II	Specializes in the application of statistics and computer technology to public health research, health communications research, epidemiological research, prevention research, and other selected forms of scientific survey studies/research conducted and/or supported by the agency. Knowledgeable in use of computerized market survey, data management and data cleaning procedures. Basic knowledge and use of statistical software packages such as SAS, Stata, or SPSS. Assists in development of survey instruments, data cleaning, conducts basic descriptive statistical analysis of collected survey data. Conducts basic descriptive analyses of baseline and follow-up data for changes in knowledge, attitude and behavior based on survey data results.	Bachelor's Degree or equivalent in marketing research or a survey science discipline	5 year of market survey administration, management and analysis. Some experience in administration of in-depth interviews and focus groups and analysis of associated data.
541613, 541910, 541511	Market Research Analyst III	Specializes in the application of statistics and computer technology to market research, communications research, and other selected forms of survey studies/research conducted and/or supported by the agency. Knowledgeable in use of computerized market survey, data management and data cleaning procedures. Basic knowledge and use of statistical software packages such as SAS, Stata, or SPSS. Assists in development and testing of survey instruments, data cleaning, conducts basic descriptive statistical analysis of collected survey data. Conducts basic descriptive analyses of baseline and follow-up data for changes in knowledge, attitude and behavior based on survey data results.	Bachelor's Degree in marketing research or a survey science discipline	7 year market survey administration, management and analysis. Some experience in administration of in-depth interviews and focus groups and analysis of associated data.
541613, 541910, 541511	Market Research Interviewer I	Using prepared qualitative or quantitative survey instruments, conducts market research assisting with focus groups and conducting telephone interviews, or face-to-face interviews using various forms of interview administration (paper & pencil, computer-assisted personal interviews, computer-assisted telephone interviews, and computer-administered self interviews). Assists in managing collected data, ensuring transmission to central data management center. Records interview process information (e.g., date, time, and location of interview). Assist in testing of interviews before implementation.	Bachelor's Degree or equivalent, preferable in marketing or business-related discipline	1 year market research survey instrument data administration accompanied by some data management experience
541613, 541910, 541511	Market Research Interviewer II	Using prepared qualitative or quantitative survey instruments, conducts market research using focus groups, telephone interviews, or face-to-face interviews using various forms of interview administration (paper & pencil, computer-assisted personal interviews, computer-assisted telephone interviews, and computer-administered self interviews). Manages collected data ensuring transmission to central data management center. Records interview process information (e.g., date, time, and location of interview). Assist in preparation, and testing of interviews before implementation.	Bachelor's Degree or equivalent, preferable in marketing or business-related discipline	5 years market research survey instrument data administration accompanied by some data management experience
541613, 541910, 541511	Market Research Interviewer III	Assists in the design, development, testing, and implementation of qualitative or quantitative survey instruments, conducts market research using focus groups, telephone interviews, or face-to-face interviews using various forms of interview administration (paper & pencil, computer-assisted personal interviews, computer-assisted telephone interviews, and computer-administered self interviews). Manages collected data ensuring transmission to central data management center. Records interview process information (e.g., date, time, and location of interview).	Bachelor's Degree or equivalent, preferable in marketing or business-related discipline	10 years market research survey instrument data administration accompanied by significant data management experience
561920	Meeting Support Technician I	Provides meeting and administrative support under Meeting Manager's direction. Duties may include: preparing and mailing meeting materials, tracking hotel reservations and confirmations, providing assistance for special requests that require data entry. May also include arranging travel support for participants; obtaining information on hotel meeting packages and AV services; arranging for ground transportation (shuttles, taxi services); assembling packets with maps and information on local restaurants and tourist sites; and providing onsite registration and administrative support.	Associate's Degree or equivalent	1 year experience supporting different types of logistics for meetings.
561920	Meeting Support Technician II	Provides meeting and administrative support under Meeting Manager's direction. Duties may include: preparing and mailing meeting materials, assisting in arranging for transcription services, tracking hotel reservations and confirmations, providing assistance for special requests that require data entry. Support may also include using the Internet to identify potential meeting and lodging facilities and summarizing site recommendations (e.g., researching meeting facilities throughout the country on behalf of the agency); arranging travel support for participants; obtaining information on hotel meeting packages and AV services; coordinating rooming lists and parking arrangements with meeting facilities; arranging for ground transportation (shuttles, taxi services); researching local recording/transcription firms; preparing packets with maps and information on local restaurants and tourist sites; and providing onsite registration and administrative support.	Associate's Degree or equivalent	3 years experience supporting a variety of different types of logistics for a range of different types and sizes of conferences, meetings, and exhibits

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
561920	Meeting Support Technician III	Provides meeting and administrative support under Meeting Manager's direction. Duties may include: preparing and mailing meeting materials, assisting in arranging for transcription services, tracking hotel reservations and confirmations, providing assistance for special requests that require data entry. Support may also include using the Internet to identify potential meeting and lodging facilities and summarizing site recommendations (e.g., researching meeting facilities throughout the country on behalf of the agency); arranging travel support for participants; obtaining information on hotel meeting packages and AV services; coordinating rooming lists and parking arrangements with meeting facilities; arranging for ground transportation (shuttles, taxi services); researching local recording/transcription firms; preparing packets with maps and information on local restaurants and tourist sites; and providing onsite registration and administrative support.	Associate's Degree or equivalent	5 years experience supporting a variety of different types of logistics for a range of different types and sizes of conferences, meetings, and exhibits
561920	Meeting/Conference Assistant I	Provides meeting and administrative support under Meeting/Conference Manager's direction. Duties may include: preparing and mailing meeting materials, tracking hotel reservations and confirmations, providing assistance for special requests that require data entry. Support may also include arranging travel support for participants; obtaining information on hotel meeting packages and AV services; arranging for ground transportation (shuttles, taxi services); assembling packets with maps and information on local restaurants and tourist sites; and providing onsite registration and administrative support.	Associate's Degree or equivalent	1 year experience supporting a variety of different types of logistics for conferences, meetings, and exhibits
561920	Meeting/Conference Assistant II	Provides meeting and administrative support under Meeting/Conference Manager's direction. Duties may include: preparing and mailing meeting materials, assisting in arranging for transcription services, tracking hotel reservations and confirmations, providing assistance for special requests that require data entry. Support may also include using the Internet to identify potential meeting and lodging facilities and summarizing site recommendations (e.g., researching meeting facilities throughout the country on behalf of the agency); arranging travel support for participants; obtaining information on hotel meeting packages and AV services; coordinating rooming lists and parking arrangements with meeting facilities; arranging for ground transportation (shuttles, taxi services); researching local recording/transcription firms; preparing packets with maps and information on local restaurants and tourist sites; and providing onsite registration and administrative support.	Bachelor's or Associate's Degree or equivalent	3 year experience supporting a variety of different types of logistics for a range of different types and sizes of conferences, meetings, and exhibits
561920	Meeting/Conference Assistant III	Provides meeting and administrative support under Meeting/Conference Manager's direction. Duties may include: preparing and mailing meeting materials, assisting in arranging for transcription services, tracking hotel reservations and confirmations, providing assistance for special requests that require data entry. Support may also include using the Internet to identify potential meeting and lodging facilities and summarizing site recommendations (e.g., researching meeting facilities throughout the country on behalf of the agency); arranging travel support for participants; obtaining information on hotel meeting packages and AV services; coordinating rooming lists and parking arrangements with meeting facilities; arranging for ground transportation (shuttles, taxi services); researching local recording/transcription firms; preparing packets with maps and information on local restaurants and tourist sites; and providing onsite registration and administrative support.	Bachelor's Degree or equivalent	5 year experience supporting a variety of different types of logistics for a range of different types and sizes of conferences, meetings, and exhibits
561920	Meeting/Conference Manager I	Oversees small meetings and events planning and management, including site selection; travel and lodging arrangements; correspondence with participants; registration and other onsite support; AV support, recording, and transcription; design, collection, development, and production of meeting materials; food service selection and coordination; and meeting follow-up. Acts as primary point of contact for day-to-day meeting planning and logistics activities for agency-sponsored meetings. Attends planning meetings that take place for each meeting. Coordinates and performs logistical support for each meeting, including working with the agency meeting officer to prepare and distribute logistical letters (such as letters of invitation and meeting notices) and distribute any other requested meeting correspondence. Make requested AV arrangements, as well as provides any travel or other logistical information to travelers and attendees. Supervises and coordinates production of meeting materials and leads onsite meeting team in ensuring that logistical arrangements proceed smoothly.	Bachelor's Degree or equivalent	2 years experience supporting logistics for a range of different types and sizes of meetings, and events; 1 year experience supervising lower-level meeting planners and meeting assistants
561920	Meeting/Conference Manager II	Oversees meetings and events planning and management, including site selection and contract negotiation; travel and lodging arrangements; correspondence with participants; registration and other onsite support; AV support, recording, and transcription; design, collection, development, and production of meeting materials; food service selection and coordination; and meeting follow-up. Acts as primary point of contact for day-to-day meeting/conference planning and logistics activities for agency-sponsored meetings/conferences. Attends planning meetings that take place for each meeting/conference. Coordinates and performs logistical support for each meeting/conference, including setting up and maintaining a registration system, working with the agency meeting/conference officer to prepare and distribute logistical letters (such as letters of invitation and meeting notices) and distribute any other requested meeting/conference correspondence. Makes requested AV arrangements, as well as provides any travel or other logistical information to travelers and attendees. Coordinates production of meeting materials and leads onsite meeting/conference team in ensuring that logistical arrangements proceed smoothly.	Bachelor's Degree or equivalent	5 years experience supporting logistics for a broad range of different types and sizes of conferences, meetings, and exhibits; 2 years experience supervising lower-level meeting planners and meeting assistants

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SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
561920	Meeting/Conference Manager III	Oversees all aspects of meetings, conferences, and events planning and management, including site selection and contract negotiation; travel and lodging arrangements; correspondence with participants; registration and other onsite support; AV support, recording, and transcription; design, collection, development, and production of meeting materials; food service selection and coordination; and meeting follow-up. Acts as primary point of contact for day-to-day meeting/conference planning and logistics activities for agency-sponsored meetings/conferences. Attends planning meetings that take place for each meeting/conference. Supervises, coordinates and performs logistical support for each meeting/conference, including setting up and maintaining registration system, working with the agency meeting/conference officer to prepare and distribute logistical letters (such as letters of invitation and meeting notices) and distribute any other requested meeting/conference correspondence. Makes requested AV arrangements, as well as provides any travel or other logistical information to travelers and attendees. Supervises and coordinates production of all meeting materials and leads the onsite meeting/conference team in ensuring that all logistical arrangements proceed smoothly.	Bachelor's Degree or equivalent	10 years experience supporting all logistics for a broad range of different types and sizes of conferences, meetings, and exhibits; 5 years experience supervising lower-level meeting planners and meeting assistants
54151S	Network Specialist III	Provides support for data networks primarily using utility file servers and servers such as Novell-based or NT-based file and print servers, UNIX, Exchange, and Application servers. Provides technical assistance to other network and LAN staff as required. Coordinates work efforts with network staff, LAN administrators, and vendors as applicable for optimum efficiency. Work conforms to all agency and other federal government standards and requirements for network systems and security. Technical assistance to other network and LAN staff as required. Coordinates work efforts with network staff, LAN administrators, and vendors as applicable for optimum efficiency. Work conforms to all agency and other federal government standards and requirements for network systems and security.	Bachelor's Degree or equivalent in Computer Science	10 years network design and implementation experience in multiple systems architectures
541611, 541613, 541810, 541820, 541850, 541910, 561920, 54151S, 541511, 611430	Program Director/Deputy	Organizes, directs and manages contract services; obtains staff; serves as a liaison among contractor's corporate management, project/task managers and agency's/institute's contract and program officers; has ultimate responsibility for contractor resources and accomplishment of all tasks assigned under the contract. Authorized to negotiate and make binding decisions on behalf of company, including signatory authority. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work, supervising personnel and communicating policies, purposes, and goals to subordinates. Responsible for overall contract.	Master's Degree or equivalent	15 years demonstrated successful government contract management and performance experience
541611, 541613, 541810, 541820, 541850, 541910, 561920, 54151S, 541511, 611430	Project Manager	Serves as manager for large, complex programs with centralized, multiple task order support requirements. Organizes, directs, and coordinates planning and production of contractor's services support activities. Demonstrated experience for oral and written communications with all levels of management for planning and control of projects. Interfaces with agency management personnel, agency other contractors staffs, and other cognizant agency officials. Capable of meeting in conference with agency program managers and stating problems in a form capable of being solved. Formulates and reviews project plans, determines cost, and ensures conformance to work standards. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work, supervising contractor personnel and communicating policies, purposes, and goals of the task(s) to subordinates. Assigns, schedules, and reviews work of subordinates. Demonstrated ability to manage a multi-disciplinary team in developing and implementing a broad variety of programmatic components.	Master's Degree or equivalent	10 years government contract management and performance experience.
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst I	Supports public health research and services including: medical informatics and public health informatics; statistics, biostatistics, mathematics; epidemiology, and population study specific tools and data resources relevant to organizational public health missions. This includes applying sound quantitative data and methods to support public health surveillance, prevention and intervention campaigns, health/science program evaluations, and related health activities. Provide expertise across a variety of scientific and technical areas as applied to public health, including data collection and information retrieval technologies, decision science, web technologies, data mining, expert systems, networking, public health science, and public health communication and education. Provides experience in integrating heterogeneous public health information systems and databases through sharing and dissemination of public health information; in interactions of information security technology and requirements for privacy and confidentiality of public health data; in new areas of interest to public health including information available from managed care organizations; in application of advanced scientific visualization technology to public health science and practice, and in use of social media for public health communication and education. Performs health data collection and data management activities; participates in review of study data; organizes study files; performs scientific, medical and research literature searches; provides analytic support to project team in order to accomplish public health research and program goals. Knowledgeable in public health analysis, reporting of findings, writing of reports for scientific and lay public health audiences, and public health research and literature review.	Bachelor's Degree or equivalent, in an analytical science or public health field	1 year experience performing data collection, analysis, reporting, and dissemination public health projects.

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst II	<p>Provides expertise and experience in areas of interest to public health research and services including: medical informatics and public health informatics; statistics, biostatistics, mathematics; epidemiology, and population study specific tools and data resources relevant to organizational public health missions. This includes applying sound quantitative data and methods to support public health surveillance, prevention and intervention campaigns, health/science program evaluations, and related health activities. Provide expertise across a variety of scientific and technical areas as applied to public health, including data collection and information retrieval technologies, decision science, web technologies, data mining, expert systems, networking, public health science, and public health communication and education. Provides experience in integrating heterogeneous public health information systems and databases through sharing and dissemination of public health information; in interactions of information security technology and requirements for privacy and confidentiality of public health data; in new areas of interest to public health including information available from managed care organizations; in application of advanced scientific visualization technology to public health science and practice, and in use of social media for public health communication and education. Performs health data collection and data management activities; participates in review of study data; organizes study files; performs scientific, medical and research literature searches; provides analytic support to project team in order to accomplish public health research and program goals. Knowledgeable in public health analysis, reporting of findings, writing of reports for scientific and lay public health audiences, and public health research and literature review.</p>	Bachelor's Degree or equivalent, in an analytical science or public health field	4 years experience performing data collection, analysis, reporting, and dissemination public health projects.
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst III	<p>Provides expertise and experience in application of technology to areas of interest to public health research and services including: medical informatics and public health informatics, biostatistics, epidemiology, and population study specific tools and data resources relevant to organizational public health missions. Applies quantitative data and methods to support deployment of resources for public health surveillance, prevention and intervention campaigns, health/science program evaluations, and related health activities. Provides expertise across a wide variety of scientific and technical areas as applied to public health, including data collection and information retrieval technologies, decision science, web technologies, data mining, expert systems, networking, public health science, and public health communication and education. Provides expertise and experience in integrating heterogeneous public health information systems and databases through sharing and dissemination of public health information; in interactions of information security technology and requirements for privacy and confidentiality of public health data; in application of HIPAA regulations to use of information technology in public health; in application of advanced scientific visualization technology and in use of social media for public health communication and education. Oversees and develops health data collection and data management systems; analyzes data for reports, presentations and publications; directs and participates in review of study data for data quality; performs scientific, medical and research literature searches and prepares slides for scientific presentations; provides analytic support to multi-disciplinary teams. May oversee, manage, and mentor intermediate and junior-level public health analysts and may manage public health analysis project and evaluation teams.</p>	Master's Degree, preferably MPH or equivalent, in an analytical science or public health field	7 years experience performing public health data collection, analysis, reporting, and dissemination projects.
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst IV	<p>Provides expertise and experience in application of technology to areas of interest to public health research and services including: medical informatics and public health informatics, biostatistics, epidemiology, and population study specific tools and data resources relevant to organizational public health missions. Applies quantitative data and methods to support deployment of resources for public health surveillance, prevention and intervention campaigns, health/science program evaluations, and related health activities. Provides expertise across a wide variety of scientific and technical areas as applied to public health, including data collection and information retrieval technologies, decision science, web technologies, data mining, expert systems, networking, public health science, and public health communication and education. Provides expertise and experience in integrating heterogeneous public health information systems and databases through sharing and dissemination of public health information; in interactions of information security technology and requirements for privacy and confidentiality of public health data; in application of HIPAA regulations to use of information technology in public health; in application of advanced scientific visualization technology and in use of social media for public health communication and education. Oversees and develops health data collection and data management systems; analyzes data for reports, presentations and publications; directs and participates in review of study data for data quality; performs scientific, medical and research literature searches and prepares slides for scientific presentations; provides analytic support to multi-disciplinary teams. Oversees, manages, and mentors intermediate and junior-level public health analysts and manages public health analysis project and evaluation teams.</p>	Doctoral Degree or equivalent, preferable in an analytical science or public health field	10 years experience working in support of public health data collection, analysis, reporting, and dissemination projects.
541820	Public Relations Task Manager	<p>Serves as manager for large or small public relations task orders and assists the Project Manager in working with government personnel. The Public Relations Manager directs specialist staff in conducting customized media and public relation services such as the development of media messages and strategies; providing recommendations of media sources for placement of campaigns; preparing media materials such as: background materials, press releases, speeches and presentations and press kits. The Public Relations Manager also directs support and conduct of media programs, directs and conducts press conferences, oversees scheduling of broadcast and/or print interviews, handles crisis communications, manages media training, provides media alerts, and oversees press clipping services.</p>	Master's Degree or equivalent in business, preferably public relations or marketing, or other communications related discipline	5 years public relations and marketing contract performance experience

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
54151S	Quality Assurance/Quality Control (QA/QC) Specialist	Provides an overall management function that determines, defines, and implements QA/QC policies, programs, and procedures, to data management, analytic, and programming activities and products. Carries out procedures to ensure that information system products and services meet NOVA standards and end-user requirements using analytical tools to quantitatively measure quality, reports on findings, and makes recommendations on changes to meet specifications and quality standards. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations.	Bachelor's Degree or equivalent	3 years QA/QC experience, including design and implementation of QA/QC policy and procedures in the information technology field
541611, 541613, 541810, 541820, 541850, 541910, 561920, 54151S, 541511, 611430	Senior General Task Manager	Serves as task manager for large or small, single task orders and assists the Project Manager in working with government personnel. Tasks managed usually involves multiple varied components. Under general guidance of the Project Manager, is responsible for the overall management of a specific task order and ensuring that the technical requirements and schedules in the task order are being fully supported in a timely manner. Manages and controls substantial personnel, materials and supplies, subcontractors and/or consultants necessary to successful task order performance and directs operational support for assigned task. Organizes, directs, and coordinates estimating, planning, conducting, producing, monitoring, and reporting of all the contractor's services support activities. Assigns, schedules, and reviews work of subordinates. Plans, directs, controls, schedules, coordinates, and organizes utilization and management of tasks. This includes data/materials security, both physical and software systems, monitoring of resources usage, and recommending methods for more efficient utilization. Evaluates alternatives for more efficient and effective accomplishment of work; establishes procedures, and ensures preparation of task progress reports and documentation. Interfaces with agency management and technical staffs.	Master's Degree or equivalent	10 years government contract performance experience.
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Scientific Writer/Editor I	Serves as the main point of contact for writing and editorial services to be performed for an assigned task. Meet with the agency program official to establish preferred stylistic guidelines, adhering to the GPO Style Manual, Gregg Reference Manual, Agency Correspondence Procedures, or any other guidelines selected by the agency program official to ensure that summaries, transcripts, and other publications are produced in a consistent manner. Participates in planning meetings to develop an understanding of meeting content and the types of deliverables needed; attends meetings and takes detailed notes; and work closely with agency staff to draft, review, revise, and finalize required products. Provides notetaking and report preparation support. Also provides document/publication review and editing so that they are grammatically correct within the preferred stylistic guidelines and reflect consistency. Also managed the development (literature search/retrieval), writing, formatting, printing, and distribution of patient, lay-person, and scientific publications, resource materials, and annual reports in support of agency needs.	Bachelor's Degree or equivalent, preferably in English, history or a related discipline	5 years experience performing a broad range of scientific writing and editing assignments for government clients, including speeches, press releases, meeting/conference minutes and summaries, and manuals and publications; 1 years experience supervising lower-level writers/editors
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Scientific Writer/Editor II	Serves as the main point of contact for writing and editorial services to be performed for an assigned task. Meets with agency program official to establish preferred stylistic guidelines, adhering to the GPO Style Manual, Gregg Reference Manual, Agency Correspondence Procedures, or any other guidelines selected by the agency program official to ensure that summaries, transcripts, and other publications are produced in a consistent manner. Participates in planning meetings to develop an understanding of meeting content and the types of deliverables needed; attends meetings and takes detailed notes; and work closely with agency staff to draft, review, revise, and finalize required products. Provides notetaking and report preparation support. Also provides document/publication review and editing so that they are grammatically correct within the preferred stylistic guidelines and reflect consistency. Also managed the development (literature search/retrieval), writing, formatting, printing, and distribution of patient, lay-person, and scientific publications, resource materials, and annual reports in support of agency needs.	Master's Degree or equivalent, preferably in English, history or a related discipline	10 years experience performing a broad range of scientific writing and editing assignments for government clients, including speeches, press releases, meeting/conference minutes and summaries, and manuals and publications; 3 years experience supervising lower-level writers/editors
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Scientific Writer/Editor III	Serves as the main point of contact for writing and editorial services to be performed for an assigned task. Meets with agency program official to establish preferred stylistic guidelines, adhering to the GPO Style Manual, Gregg Reference Manual, Agency Correspondence Procedures, or any other guidelines selected by the agency program official to ensure that summaries, transcripts, and other publications are produced in a consistent manner. Participates in planning meetings to develop an understanding of meeting content and types of deliverables needed; attends meetings and takes detailed notes; and works closely with agency staff to draft, review, revise, and finalize required products. Provides notetaking and report preparation support. Also provides document/publication review and editing so that they are grammatically correct within the preferred stylistic guidelines and reflect consistency. Also manages development (literature search/retrieval), writing, formatting, printing, and distribution of scientific publications, resource materials, and annual reports in support of agency needs.	Master's Degree or equivalent, preferably in English, history or a related discipline	10 years experience performing a broad range of scientific writing and editing assignments for government clients, including speeches, press releases, meeting/conference minutes and summaries, and manuals and publications; 5 years experience supervising lower-level writers/editors

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
611430, 61151	Senior Trainer I	Proficient with a broad range of software available to users particularly administrative systems. Assists with conduct of research necessary to develop and revise training courses and preparing appropriate training catalogs, training manuals, and user's manuals. Maintains relationship with users to continually determine training and user support needs. Assists in developing instructor and student materials. Assists in training personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides some supervision and direction to training and user support staff. Using knowledge of software applications, supports users of information systems following established organizational procedures, provides documented user support databases and assists with user technical assistance after trainings. Implements user support help systems for applications developed in-house.	Bachelor's Degree or equivalent	5 years experience preparing training curriculum, training manuals and related materials, and conducting formal classroom courses, workshops; 1 year experience supervising trainers and user support staff.
611430, 61151	Senior Trainer II	Proficient with a broad range of software available to users particularly administrative systems. Assists with conduct of research necessary to develop and revise training courses and preparing appropriate training catalogs, training manuals, and user's manuals. Maintains relationship with users to continually determine training and user support needs. Assists in developing instructor and student materials. Assists in training personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides some supervision and direction to training and user support staff. Using knowledge of software applications, supports users of information systems following established organizational procedures, provides documented user support databases and assists with user technical assistance after trainings. Implements user support help systems for applications developed in-house.	Bachelor's Degree or equivalent	7 years experience preparing training curriculum, training manuals and related materials, and conducting formal classroom courses, workshops; 3 year experience supervising trainers and user support staff
611430, 61151	Senior Trainer III	Proficient with LAN based office management, survey development, survey participant tracking systems, and other related software systems available to users, particularly administrative software applications. Conducts research necessary to develop and revise training courses and prepares appropriate training catalogs, training manuals, and user's manuals. Maintains relationship with users to continually determine training and user support needs. Develops instructor and student materials. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to training and user support staff. Using knowledge of software applications, supports users of information systems following established organizational procedures, and provides documented user support databases. Provides online technical assistance following training courses. Designs and implements user support help systems for applications developed in-house.	Bachelor's Degree or equivalent	10 years experience preparing training curriculum, training manuals and related materials, and conducting formal classroom courses, workshops; 5 years experience supervising trainers and user support staff.
611430, 61151	Senior Trainer IV	Proficient with LAN-based office management, survey development, survey participant tracking systems, and other related software systems available to users, particularly administrative software applications. Conducts research necessary to develop and revise training courses and prepares appropriate training catalogs, training manuals, and user's manuals. Maintains relationship with users to continually determine training and user support needs. Develops instructor and student materials. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to training and user support staff. Using knowledge of software applications, supports users of information systems following established organizational procedures, and provides documented user support databases. Provides online technical assistance following training courses. Designs and implements user support help systems for applications developed in-house.	Master's Degree or equivalent	15 years experience preparing training curriculum, training manuals and related materials, and conducting formal classroom courses, workshops; 10 years experience supervising trainers and user support staff
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Writer/Editor I	Serves as the main point of contact for writing and editorial services to be performed for an assigned task. Meet with the agency program official to establish preferred stylistic guidelines, adhering to the GPO Style Manual, Gregg Reference Manual, Agency Correspondence Procedures, or any other guidelines selected by the agency program official to ensure that summaries, transcripts, and other publications are produced in a consistent manner. Participates in planning meetings to develop an understanding of meeting content and the types of deliverables needed; attends meetings and takes detailed notes; and work closely with agency staff to draft, review, revise, and finalize required products. Provides notetaking and report preparation support. Also provides document/publication review and editing so that they are grammatically correct within the preferred stylistic guidelines and reflect consistency. Also managed the development (literature search/retrieval), writing, formatting, printing, and distribution of patient, lay-person, and scientific publications, resource materials, and annual reports in support of agency needs.	Master's Degree or equivalent, preferably in English, history or a related discipline	5 years experience performing a broad range of writing and editing assignments for government clients, including speeches, press releases, meeting/conference minutes and summaries, and manuals and publications; 1 year experience supervising lower-level writers/editors.
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Writer/Editor II	Serves as the main point of contact for writing and editorial services to be performed for an assigned task. Meets with agency program official to establish preferred stylistic guidelines, adhering to the GPO Style Manual, Gregg Reference Manual, Agency Correspondence Procedures, or any other guidelines selected by the agency program official to ensure that summaries, transcripts, and other publications are produced in a consistent manner. Participates in planning meetings to develop an understanding of meeting content and the types of deliverables needed; attends meetings and takes detailed notes; and work closely with agency staff to draft, review, revise, and finalize required products. Provides notetaking and report preparation support. Also provides document/publication review and editing so that they are grammatically correct within the preferred stylistic guidelines and reflect consistency. Also managed the development (literature search/retrieval), writing, formatting, printing, and distribution of patient, lay-person, and scientific publications, resource materials, and annual reports in support of agency needs.	Master's Degree or equivalent, preferably in English, history or a related discipline	7 years experience performing a broad range of writing and editing assignments for government clients, including speeches, press releases, meeting/conference minutes and summaries, and manuals and publications; 3 years experience supervising lower-level writers/editors.

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Writer/Editor III	Serves as the main point of contact for writing and editorial services to be performed for an assigned task. Meets with agency program official to establish preferred stylistic guidelines, adhering to the GPO Style Manual, Gregg Reference Manual, Agency Correspondence Procedures, or any other guidelines selected by the agency program official to ensure that summaries, transcripts, and other publications are produced in a consistent manner. Participates in planning meetings to develop an understanding of meeting content and types of deliverables needed; attends meetings and takes detailed notes; and works closely with agency staff to draft, review, revise, and finalize required products. Provides notetaking and report preparation support. Also provides document/publication review and editing so that they are grammatically correct within the preferred stylistic guidelines and reflect consistency. Also manages development (literature search/retrieval), writing, formatting, printing, and distribution of scientific publications, resource materials, and annual reports in support of agency needs.	Master Degree or equivalent, preferably in English, history or a related discipline	10 years experience performing a broad range of writing and editing assignments for government clients, including speeches, press releases, meeting/conference minutes and summaries, and manuals and publications; 5 years experience supervising lower-level writers/editors.
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Analyst I	Specializes in the application of statistics and computer technology to public health research, health communications research, epidemiological research, prevention research, and other selected forms of scientific survey studies/research conducted and/or supported by the agency. Requires knowledge and use of at least one major statistical software package such as SAS, Stata, or SPSS. Assists in developing survey instruments, assists in calculations of sample size for statistically-significant results, assists in data cleaning, conducts basic statistical analysis of collected survey data. Based on statistical analyses, assists in developing survey findings. Analyzes survey data for changes in knowledge, attitude and behavior, assists in developing recommendations for strategies and tactics to improve market penetration or to change knowledge, attitudes or behaviors in target audience.	Bachelor's Degree or equivalent in a survey science or statistics discipline	1 year of survey, data management, and survey data statistical analysis experience
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Analyst II	Specializes in application of statistics and computer technology to public health research, health communications research, epidemiological research, prevention research, or other selected forms of scientific survey studies/research conducted and/or supported by the agency. Requires thorough knowledge and use of statistical software packages such as SAS, Stata, or SPSS. Assists in development of survey instruments, determines sample size for statistically-significant results, assists in data cleaning, conducts statistical analysis of collected survey data. Based on statistical analyses, develops survey findings and conclusions. Analyzes baseline and follow-up data for changes in knowledge, attitude and behavior based on survey data results, assists Senior Market Researcher in developing recommendations for strategies and tactics to improve market penetration or to increase changes in knowledge, attitudes or behaviors of target audience.	Bachelor's Degree or equivalent	5 years experience analyzing large-scale, complex, multi-site surveys, participating in data management, performing survey data statistical analysis, and assisting in preparing findings and conclusions presentations and publications
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Analyst III	Specializes in the application of statistics and computer technology to public health research, health communications research, epidemiological research, prevention research, and other selected forms of scientific survey studies/research conducted and/or supported by the agency. Requires thorough knowledge and use of statistical software packages such as SAS, Stata, or SPSS. Assists in development of survey instruments, determines sample size for statistically-significant results, assists in data cleaning, conducts statistical analysis of collected survey data. Based on statistical analyses, develops survey findings and conclusions. Analyzes baseline and follow-up data for changes in knowledge, attitude and behavior based on survey data results, assists Senior Market Researcher in developing recommendations for strategies and tactics to improve market penetration or to increase changes in knowledge, attitudes or behaviors of target audience.	Master's Degree or equivalent in a survey science or statistics discipline	10 years experience supporting and analyzing large-scale, complex, multi-site surveys, directing data management, performing survey data statistical analysis, and preparing findings and conclusions presentations and publications
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Designer I	Works closely with Business Planning Specialists and agency client staff to assist in designing qualitative focus group and evaluation interview guides and quantitative survey instruments to collect various forms of business productivity data, management styles vs. employee work styles, and employee knowledge, attitude, and behavior information. Assists in conduct of survey instrument testing. Works closely with business planning specialists and survey analysts assisting in developing findings, conclusions, and recommendations based on survey data.	Bachelor's Degree or equivalent in survey discipline or related field	3 years experience assisting in designing and implementing market research and complex organization needs assessment surveys or health surveys.
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Designer II	Works closely with Business Planning Specialist and agency client staff to design qualitative focus group and evaluation interview guides or quantitative survey instruments to collect various forms of business productivity data, management styles vs. employee work styles, and employee knowledge, attitude, and behavior information. Directs conduct of survey instrument testing. Works closely with business planning specialists and survey analysts in developing findings, conclusions, and recommendations based on survey data.	Bachelor's degree or equivalent in survey discipline or related field	8 years experience assisting in and designing and implementing market research and complex organization needs assessment surveys or health surveys.
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Designer III	Works closely with Business Planning Specialist and agency client staff to design qualitative focus group and evaluation interview guides and quantitative survey instruments to collect various forms of business productivity data, management styles vs. employee work styles, and employee knowledge, attitude, and behavior information. Directs conduct of survey instrument testing. Works closely with business planning specialist and survey analysts in developing findings, conclusions, and recommendations based on survey data.	Master Degree or equivalent in survey discipline	10 years experience designing and implementing market research and complex organization needs assessment surveys or health surveys
54151S	System Programmer I	Installs, maintains, and performs modification tasks for assigned segments of systems software. Troubleshoots problems occurring in assigned software. Diagnoses systems failures to isolate source of assigned software and/or notifies responsible software vendor, as appropriate. Maintains a sample set of programs that can be used to test the effects of modifications to assigned systems software.	Bachelor's Degree or equivalent	2 years systems and applications programming experience

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
54151S	System Programmer II	Provides expertise in planning, installing, maintaining, tuning, developing and using large and highly complex programs that comprise major segments of mainframe OS, UNIX operating software or other operating systems software, which may include operating system control programs, online interactive systems, production management systems, data storage management systems, computer hardware reliability tracking systems, computer resource accounting systems, security software, etc. Troubleshoots problems and implements changes in assigned area. Diagnoses system failures to isolate the source of problem between hardware, system software, and application software. Modifies code as required when problem is determined to be in assigned area of responsibility and advises responsible software vendor, as appropriate. Works with software vendors to document problems and develop/implement problem resolutions. Investigates factors such as amount of storage consumed, access time statistics, CPU utilization, unusual problems encountered, and recommends changes and improvements in areas of responsibility. Consults with and provides guidance to application programmers and/or end-users in the use of system software components, job control language, and procedures. Develops guidelines, written recommendations, and standard operating procedures in the use of assigned system software components.	Bachelor's Degree	5 years systems and applications programming and trouble-shooting experience
54151S	System Programmer III	Provides high level of experience and expertise in implementing and maintaining VMS, UNIX, or other operating system software, new hardware technology, methods, concepts or approaches. Provides technical and administrative direction for personnel performing systems programming tasks at lower skill levels, including review of work products for correctness, adherence to standards, and for progress in accordance with schedules. Maintains knowledge of technological advances in both hardware and systems software, awareness of other software efforts being planned, and makes recommendations for implementation of system software changes. Performs detailed software and hardware monitoring as needed. On the basis of studies conducted, makes recommendations in the area of systems standards and procedures, and all changes to system software and hardware configurations to achieve near optimum overall system performance and effectiveness. Plans and carries out installation and unit testing of highly complex operating systems, communications software, utility programs, language compilers, data management software, and other general use programs.	Bachelor's Degree or equivalent in Computer Science	10 years high-level systems programming, implementation experience; 3 years experience supervising systems programmers
54151S, 541511	Technical Information Specialist I	Assists in analyzing, summarizing, and coding intellectual content of market research and public opinion research or other specialized information related to conducting market research and developing findings and conclusions, including acquisition, indexing and preparation of abstracts or extracts. Assists in developing thesauri, list of descriptions, subject heading lists, etc. Assists in performing literature searches; prepares replies in the form of documents, bibliographies, or specific answers to query. Assists in coordinating technical information services related to market research and public opinion services.	Bachelor's Degree or equivalent	1 year experience conducting literature searches, preparing abstracts, and coding published literature
54151S, 541511	Technical Information Specialist II	Performs work concerned with analyzing, summarizing, and coding the intellectual content of market research and public opinion research or other specialized information related to conducting market research and developing findings and conclusions, including acquisition, analysis of subject content of the documents acquired, indexing and preparation of abstracts or extracts. Develops thesauri, list of descriptions, subject heading lists, etc. Analyzes questions from users and performs literature searches; prepares replies in the form of documents, bibliographies, or specific answers to query. Directs, administers, or coordinates technical information services related to market research and public opinion services. Work may include the special techniques, methods, and devices of a semi- or fully-automated documentation system.	Bachelor's Degree or equivalent, preferable in Library Science, Information Science, or related discipline	5 years experience conducting literature searches, preparing abstracts, and coding published literature
54151S, 541511	Technical Information Specialist III	Performs work concerned with analyzing, summarizing, and coding the intellectual content of market research and public opinion research or other specialized information related to conducting market research and developing findings and conclusions, including acquisition, analysis of subject content of the documents acquired, indexing and preparation of abstracts or extracts. Performs work concerned with analyzing, summarizing, and coding the intellectual content of specialized information and developing findings and conclusions, including acquisition, analysis of subject content of the documents acquired, indexing and preparation of abstracts or extracts. Develops thesauri, list of descriptions, subject heading lists, etc. Analyzes questions from users and performs literature searches; prepares replies in the form of documents, bibliographies, or specific answers to query. Directs, administers, or coordinates technical information services related to market research and public opinion services. Work may include the special techniques, methods, and devices of a semi- or fully-automated documentation system.	Master's Degree or equivalent, preferable in Library of Information Science or related discipline	10 years experience conducting literature searches, preparing abstracts, and coding published literature.
54151S	Technical Writer/Documentation Specialist	Provides technical writing for program and operational documentation. Gathers, analyzes, and composes technical information. Conducts research and ensures use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Reviews content of technical documentation for quality. Produces technical and scientific charts, graphs, and illustrations for presentations and/or publication, as appropriate to requirements. Provides documentation in presentation-ready quality output using advanced word processing or desk top publishing software.	Bachelor's Degree or equivalent, preferable in English, history, or philosophy	3 years experience performing technical writing and producing operational documentation

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
54151S, 541511	Web Database/Application Developer I	Assists in providing specialized expertise in web-based programming to support development and expansion of web site applications. Assists in designing and building web applications and on-line database applications.	Bachelor's Degree or equivalent in Computer Science or a related field	1 year experience in 4GL programming and web application development, database implementation, and demonstrated successful implementation for several government or commercial organization web sites; basic understanding of Federal usability and accessibility standards for special populations
54151S, 541511	Web Database/Application Developer II	Provides specialized expertise in web-based programming to support development and expansion of web site applications. Designs, implements, and builds web applications, such as a web-based database application used to track specific materials or on-line database applications that let users search for data based on specified search criteria.	Bachelor's Degree or equivalent in Computer Science or a related field	5 years experience in conducting requirements analyses, 4GL programming and application development, database design and implementation, and demonstrated successful implementation for a broad range of different types, forms, and content government and commercial organization web sites; expert in applying Federal usability and accessibility standards for special populations to web database applications
54151S, 541511	Web Database/Application Developer III	Provides specialized expertise in web-based programming to support development and expansion of web site applications. Designs, implements, and builds web applications, such as a web-based database application used to track specific topic legislation laws and bills for all States and the U.S. Congress or on-line database applications that let users search for data based on specified search criteria.	Bachelor's Degree or equivalent in Computer Science or a related field	8 years experience in conducting requirements analyses, 4GL programming and application development, database design and implementation, and demonstrated successful implementation for a broad range of different types, forms, and content government and commercial organization web sites; expert in applying Federal usability and accessibility standards for special populations to web database applications
54151S, 541511	Web Database/Application Developer IV	Provides specialized expertise in web-based programming to support development and expansion of web site applications. Designs, implements, and builds web applications, such as a web-based database application used to track specific topic legislation laws and bills for all States and the U.S. Congress or on-line database applications that let users search for data based on specified search criteria. Master's Degree or equivalent in Computer Science or a related field, and at least 10 years experience in conducting requirements analyses, 4GL programming and application development, database design and implementation, and demonstrated successful implementation for a broad range of different types, forms, and content government and commercial organization web sites. Expert in applying Federal usability and accessibility standards for special populations to web database applications.	Master's Degree or equivalent in Computer Science or a related field	10 years experience in conducting requirements analyses, 4GL programming and application development, database design and implementation, and demonstrated successful implementation for a broad range of different types, forms, and content government and commercial organization web sites. Expert in applying Federal usability and accessibility standards for special populations to web database applications.
54151S, 541511	Web Site Designer I	Coordinates with agency web Master's/designers in web-site development and/or enhancement. Works with agency staff to define and document web site objectives, content, target audience, and information presentation strategies. Assists in developing web site design and site map including working closely with web site graphic artists in development of graphics/documents associated with the web site. Assists agency web master in ensuring that web site format is compatible with agency's server software and presentation software requirements and meets Federal web site usability and accessibility standards.	Bachelor's Degree or equivalent	2 years experience in design and development of a broad range of different types, forms, and content for government and commercial organization web sites; experienced in applying Federal usability and accessibility standards for special populations
54151S, 541511	Web Site Designer II	Primary point of contact with agency management for web-site development and/or enhancement. Works with agency staff to define web site objectives, content, target audience, and information presentation strategies. Creates primary web site design and site map including collaborating with web site graphic artists in development of accompanying graphics/documents associated with the web site. Ensures that web site format is compatible with ordering agency's server software and presentation software requirements and meets all Federal web site usability and accessibility standards.	Bachelor's Degree or equivalent	5 years experience in design and development of a broad range of different types, forms, and content for government and commercial organization web sites; experienced in applying Federal usability and accessibility standards for special populations
54151S, 541511	Web Site Designer III	Primary point of contact with agency management for web-site development and/or enhancement. Works with agency staff to define web site objectives, content, target audience, and information presentation strategies. Creates primary web site design and site map including directing web site graphic artists in development of accompanying graphics/documents associated with the web site. Ensures that web site format is compatible with ordering agency's server software and presentation software requirements and meets all Federal web site usability and accessibility standards.	Master's Degree or equivalent	10 years experience in design and development of a broad range of different types, forms, and content for government and commercial organization web sites; experienced in applying Federal usability and accessibility standards for special populations

Awarded SINs, Labor Categories, Labor Category Descriptions, Education and Experience Requirements

SIN/SIN(s) Proposed	Labor Category/Service Title	Labor Category/Service Description (250 words)	Minimum Education	Minimum Years of Experience (cannot be a range)
54151S, 541511	Web Site Specialist/Web Master I	Assists in supporting web site installation, configuration, and maintenance of web servers. Assists in ensuring clarity of organization, ease of navigation, aesthetic appeal, and compliance with agency/Federal usability and accessibility standards for special populations. Knows how to use hyperlinks, animation, and sound to enhance information appeal and dissemination. Assists with upgrading web sites, posting new web pages and interactive features, and maintaining and expanding online databases, bulletin boards and chat rooms. Some experience in a range of computer languages, platforms, and applications, including installation and administration of Windows NT Server and Netscape Enterprise Server. Some experience in creation of dynamic content using software such as JavaScript, CGI, and MS Access.	Bachelor's Degree or equivalent in Computer Science or a related field	1 year experience in 4GL programming for web site implementation; 1 year experience in installation and maintenance of web servers supporting multiple web sites and in working with Internet service providers; demonstrated successful enhancement and maintenance for organizational web sites; understands Federal usability and accessibility standards for special populations
54151S, 541511	Web Site Specialist/Web Master II	Provides support for web site design and installation, configuration, and maintenance of web servers. Ensures and emphasizes clarity of organization, ease of navigation, aesthetic appeal, and compliance with agency/Federal usability and accessibility standards for special populations. Experienced in effectively using hyperlinks, animation, and sound to enhance information appeal and dissemination. Responsible for upgrading web sites, creating new web pages and interactive features, and maintaining and expanding associated online databases, bulletin boards and chat rooms. Experienced across a range of computer languages, platforms, and applications, including installation and administration of Windows NT Server, Microsoft Internet Information Server, and Netscape Enterprise Server; and creation of dynamic content using JavaScript, CGI, and MS Access databases.	Bachelor's Degree or equivalent in Computer Science or a related field	5 years experience in conducting requirement analyses and 4GL programming for web site implementation; 3 years experience in installation and maintenance of web servers supporting multiple web sites and in working with Internet service providers; knowledge and experience in database design and implementation, and demonstrated successful implementation, enhancement, and maintenance for a broad range of different types, forms, and content government and commercial organization web sites; experienced in applying and testing Federal usability and accessibility standards for special populations
54151S, 541511	Web Site Specialist/Web Master III	Provides support for web site design and installation, configuration, and maintenance of web servers. Ensures and emphasizes clarity of organization, ease of navigation, aesthetic appeal, and compliance with agency/Federal usability and accessibility standards for special populations. Expert in effectively using hyperlinks, animation, and sound to enhance information appeal and dissemination. Responsible for upgrading web sites, creating and posting new web pages and interactive features, and maintaining and expanding associated online databases, bulletin boards and chat rooms. Experienced across a broad range of computer languages, platforms, and applications, including installation and administration of Windows NT Server, Microsoft Internet Information Server, and Netscape Enterprise Server; and creation of dynamic content using JavaScript, CGI, and MS Access databases.	Bachelor's Degree or equivalent in Computer Science or a related field	10 years experience in conducting requirement analyses and 4GL programming for web site implementation; 6 years experience in installation and maintenance of web servers supporting multiple web sites and in working with Internet service providers; knowledge and experience in database design and implementation, and demonstrated successful implementation, enhancement, and maintenance for a broad range of different types, forms, and content government and commercial organization web sites; experienced in applying and testing Federal usability and accessibility standards for special populations
541611, 541613, 541810, 541820, 541850, 541910, 561920	Writer/Editor I	Assists senior writer at meetings and conferences in note-taking. Reviews meeting/conference summaries and transcripts for accuracy and completeness. Assists in conducting literature reviews for publications and resource materials. Provides proofreading, editing, and transcription support.	Bachelor's Degree or equivalent, preferably in English, history or a related discipline	1 year experience performing writing and editing assignments for government clients
541611, 541613, 541810, 541820, 541850, 541910, 561920	Writer/Editor II	Assists senior writer at meetings and conferences in note-taking. Reviews meeting/conference summaries and transcripts for accuracy and completeness. Assists in conducting literature reviews for publications and resource materials. Provides proofreading, editing, and transcription support.	Bachelor's Degree or equivalent, preferably in English, history or a related discipline	2 years experience performing a range of writing and editing assignments for government clients, including at least meeting/conference minutes and summaries and information and/or users manuals
541611, 541613, 541810, 541820, 541850, 541910, 561920	Writer/Editor III	Assists senior writer at meetings and conferences in note-taking. Reviews meeting/conference summaries and transcripts for accuracy and completeness. Assists in conducting literature reviews for publications and resource materials. Provides proofreading, editing, and transcription support.	Bachelor's Degree or equivalent, preferably in English, history or a related discipline	5 years experience performing a range of writing and editing assignments for government clients, including at least meeting/conference minutes and summaries and information and/or users manuals

Awarded SINs, Labor Categories and Labor Rates

Escalation Rate	2.50%	Year 1	Year 2	Year 3	Year 4	Year 5
SIN	Labor Category	GSA PRICE + IFF				
561920	A/V Technician I	\$58.85	\$60.32	\$61.83	\$63.37	\$64.96
561920	A/V Technician II	\$87.86	\$90.06	\$92.31	\$94.62	\$96.98
541611, 541613, 541810, 541820, 541850, 541910, 561920	Business Planning Specialist I	\$105.52	\$108.16	\$110.86	\$113.63	\$116.47
541611, 541613, 541810, 541820, 541850, 541910, 561920	Business Planning Specialist II	\$127.02	\$130.19	\$133.45	\$136.78	\$140.20
541611, 541613, 541810, 541820, 541850, 541910, 561920	Business Planning Specialist III	\$131.82	\$135.12	\$138.50	\$141.96	\$145.51
54151S, 541511	Computer/Statistical Assistant I	\$44.74	\$45.86	\$47.00	\$48.18	\$49.38
54151S, 541511	Computer/Statistical Assistant II	\$55.93	\$57.33	\$58.76	\$60.23	\$61.73
54151S, 541511	Computer/Statistical Assistant III	\$79.15	\$81.13	\$83.16	\$85.23	\$87.37
54151S, 541511	Computer/Statistical Assistant IV	\$100.94	\$103.47	\$106.05	\$108.71	\$111.42
541910, 54151S	Data Analyst I	\$75.33	\$77.21	\$79.14	\$81.12	\$83.15
541910, 54151S	Data Analyst II	\$99.13	\$101.60	\$104.14	\$106.75	\$109.42
541910, 54151S	Data Analyst III	\$127.02	\$130.19	\$133.45	\$136.78	\$140.20
54151S	Data Manager I	\$87.67	\$89.86	\$92.11	\$94.41	\$96.77
54151S	Data Manager II	\$97.20	\$99.63	\$102.12	\$104.68	\$107.29
54151S	Data Manager III	\$114.26	\$117.11	\$120.04	\$123.04	\$126.12
541850, 561920	Graphic Artist I	\$63.26	\$64.84	\$66.46	\$68.12	\$69.83
541850, 561920	Graphic Artist II	\$68.68	\$70.39	\$72.15	\$73.96	\$75.81
541850, 561920	Graphic Artist III	\$87.86	\$90.06	\$92.31	\$94.62	\$96.98
541850, 561920	Graphics Specialist I	\$56.00	\$57.40	\$58.84	\$60.31	\$61.82
541850, 561920	Graphics Specialist II	\$67.83	\$69.52	\$71.26	\$73.04	\$74.87
541850, 561920	Graphics Specialist III	\$72.68	\$74.50	\$76.36	\$78.27	\$80.22
541850, 561920	Graphics Specialist IV	\$96.98	\$99.41	\$101.89	\$104.44	\$107.05
541613, 541910, 541511	Market Research Analyst I	\$47.08	\$48.26	\$49.47	\$50.70	\$51.97
541613, 541910, 541511	Market Research Analyst II	\$79.15	\$81.13	\$83.16	\$85.23	\$87.37
541613, 541910, 541511	Market Research Analyst III	\$100.94	\$103.47	\$106.05	\$108.71	\$111.42
541613, 541910, 541511	Market Research Interviewer I	\$47.27	\$48.45	\$49.66	\$50.90	\$52.17
541613, 541910, 541511	Market Research Interviewer II	\$51.62	\$52.91	\$54.23	\$55.59	\$56.98
541613, 541910, 541511	Market Research Interviewer III	\$61.38	\$62.92	\$64.49	\$66.10	\$67.76
561920	Meeting Support Technician I	\$43.52	\$44.61	\$45.73	\$46.87	\$48.04
561920	Meeting Support Technician II	\$54.91	\$56.29	\$57.69	\$59.14	\$60.61
561920	Meeting Support Technician III	\$79.15	\$81.13	\$83.16	\$85.23	\$87.37
561920	Meeting/Conference Assistant I	\$49.70	\$50.94	\$52.21	\$53.52	\$54.86
561920	Meeting/Conference Assistant II	\$53.87	\$55.22	\$56.60	\$58.01	\$59.46
561920	Meeting/Conference Assistant III	\$66.78	\$68.45	\$70.16	\$71.92	\$73.72
561920	Meeting/Conference Manager I	\$73.84	\$75.68	\$77.57	\$79.51	\$81.50
561920	Meeting/Conference Manager II	\$89.67	\$91.91	\$94.21	\$96.56	\$98.98
561920	Meeting/Conference Manager III	\$105.52	\$108.16	\$110.86	\$113.63	\$116.47
54151S	Network Specialist III	\$158.19	\$162.15	\$166.20	\$170.36	\$174.62
541611, 541613, 541810, 541820, 541850, 541910, 561920, 54151S, 541511, 611430,	Program Director/Deputy	\$167.36	\$171.55	\$175.84	\$180.23	\$184.74
541611, 541613, 541810, 541820, 541850, 541910, 561920, 54151S, 541511, 611430,	Project Manager	\$158.19	\$162.15	\$166.20	\$170.36	\$174.62

Awarded SINs, Labor Categories and Labor Rates

Escalation Rate	2.50%					
SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		GSA PRICE + IFF				
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst I	\$87.23	\$89.41	\$91.64	\$93.93	\$96.28
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst II	\$96.73	\$99.15	\$101.63	\$104.17	\$106.77
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst III	\$114.26	\$117.11	\$120.04	\$123.04	\$126.12
541611, 541613, 541810, 541850, 541910, 561920, 541511	Public Health Analyst IV	\$167.04	\$171.21	\$175.49	\$179.88	\$184.38
541820	Public Relations Task Manager	\$132.84	\$136.16	\$139.56	\$143.05	\$146.63
54151S	Quality Assurance/Quality Control (QA/QC) Specialist	\$97.20	\$99.63	\$102.12	\$104.68	\$107.29
541611, 541613, 541810, 541820, 541850, 541910, 561920, 54151S, 541511, 611430,	Senior General Task Manager	\$158.19	\$162.15	\$166.20	\$170.36	\$174.62
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Scientific Writer/Editor I	\$113.54	\$116.38	\$119.29	\$122.27	\$125.33
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Scientific Writer/Editor II	\$154.72	\$158.59	\$162.55	\$166.61	\$170.78
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Scientific Writer/Editor III	\$158.19	\$162.15	\$166.20	\$170.36	\$174.62
611430, 61151	Senior Trainer I	\$87.23	\$89.41	\$91.64	\$93.93	\$96.28
611430, 61151	Senior Trainer II	\$96.73	\$99.15	\$101.63	\$104.17	\$106.77
611430, 61151	Senior Trainer III	\$114.26	\$117.11	\$120.04	\$123.04	\$126.12
611430, 61151	Senior Trainer IV	\$167.04	\$171.21	\$175.49	\$179.88	\$184.38
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Writer/Editor I	\$113.54	\$116.38	\$119.29	\$122.27	\$125.33
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Writer/Editor II	\$154.72	\$158.59	\$162.55	\$166.61	\$170.78
541611, 541613, 541810, 541820, 541850, 541910, 561920	Senior Writer/Editor III	\$158.19	\$162.15	\$166.20	\$170.36	\$174.62
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Analyst I	\$87.23	\$89.41	\$91.64	\$93.93	\$96.28
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Analyst II	\$127.02	\$130.19	\$133.45	\$136.78	\$140.20
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Analyst III	\$156.99	\$160.91	\$164.93	\$169.06	\$173.28

Awarded SINs, Labor Categories and Labor Rates

Escalation Rate	2.50%					
SIN	Labor Category	Year 1 GSA PRICE + IFF	Year 2 GSA PRICE + IFF	Year 3 GSA PRICE + IFF	Year 4 GSA PRICE + IFF	Year 5 GSA PRICE + IFF
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Designer I	\$96.73	\$99.15	\$101.63	\$104.17	\$106.77
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Designer II	\$114.26	\$117.11	\$120.04	\$123.04	\$126.12
541611, 541613, 541810, 541820, 541910, 561920, 54151S, 541511	Survey Designer III	\$161.21	\$165.24	\$169.37	\$173.60	\$177.94
54151S	System Programmer I	\$95.96	\$98.36	\$100.82	\$103.34	\$105.92
54151S	System Programmer II	\$117.69	\$120.64	\$123.65	\$126.74	\$129.91
54151S	System Programmer III	\$130.44	\$133.71	\$137.05	\$140.47	\$143.99
54151S, 541511	Technical Information Specialist I	\$63.70	\$65.29	\$66.93	\$68.60	\$70.31
54151S, 541511	Technical Information Specialist II	\$88.62	\$90.83	\$93.10	\$95.43	\$97.82
54151S, 541511	Technical Information Specialist III	\$113.54	\$116.38	\$119.29	\$122.27	\$125.33
54151S	Technical Writer/Documentation Specialist	\$113.54	\$116.38	\$119.29	\$122.27	\$125.33
54151S, 541511	Web Database/Application Developer I	\$94.16	\$96.51	\$98.92	\$101.40	\$103.93
54151S, 541511	Web Database/Application Developer II	\$117.69	\$120.64	\$123.65	\$126.74	\$129.91
54151S, 541511	Web Database/Application Developer III	\$137.93	\$141.38	\$144.91	\$148.53	\$152.25
54151S, 541511	Web Database/Application Developer IV	\$158.19	\$162.15	\$166.20	\$170.36	\$174.62
54151S, 541511	Web Site Designer I	\$67.83	\$69.52	\$71.26	\$73.04	\$74.87
54151S, 541511	Web Site Designer II	\$113.05	\$115.88	\$118.78	\$121.75	\$124.79
54151S, 541511	Web Site Designer III	\$158.19	\$162.15	\$166.20	\$170.36	\$174.62
54151S, 541511	Web Site Specialist/Web Master I	\$68.68	\$70.39	\$72.15	\$73.96	\$75.81
54151S, 541511	Web Site Specialist/Web Master II	\$93.21	\$95.54	\$97.93	\$100.38	\$102.89
54151S, 541511	Web Site Specialist/Web Master III	\$117.69	\$120.64	\$123.65	\$126.74	\$129.91
541611, 541613, 541810, 541820, 541850, 541910, 561920	Writer/Editor I	\$58.03	\$59.48	\$60.97	\$62.50	\$64.06
541611, 541613, 541810, 541820, 541850, 541910, 561920	Writer/Editor II	\$66.78	\$68.45	\$70.16	\$71.92	\$73.72
541611, 541613, 541810, 541820, 541850, 541910, 561920	Writer/Editor III	\$79.15	\$81.13	\$83.16	\$85.23	\$87.37