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: GSAAAdvantage.gov.

Multiple Award Schedule

Federal Supply Group: Professional Services

Contract number: 47QRAA21D0033

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

Contract period: February 25, 2021 – February 24, 2026

The Scientific Consulting Group, Inc.
656 Quince Orchard Road, Suite 210
Gaithersburg, MD 20878-1409
Phone: 301-670-4990
Fax: 301-670-3815
www.scgcorp.com

Contract administration source (if different from preceding entry).
*Stacy Philipson Grenis, CEO

Business size: *Small Business

Price list current as of Modification # PS-A815 effective February 25, 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).

<table>
<thead>
<tr>
<th>SINs</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541613</td>
<td>Marketing Consulting Services</td>
</tr>
<tr>
<td>541511</td>
<td>Web Based Marketing</td>
</tr>
<tr>
<td>561920</td>
<td>Conference, Meeting, Event and Trade Show Planning</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Net prices including IFF.

See rates listed on page 4.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

See Page 5

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area):

5. Point(s) of production (city, county, and State or foreign country):
   Gaithersburg, MD 20878-1409

6. Discount from list prices or statement of net price:
   Government Net Prices (discounts already deducted.)

7. Quantity discounts:
   The quantity discounts are only applicable to task orders (not applicable to Blanket Purchase Agreements (BPAs) during the initial award of the task order when the following thresholds are met.
   1% off each task order valued at $1,000,000 - $1,999,999.99
   1.5% off each task order exceeding $2,000,000.00

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.

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

10a. Time of delivery:
   To Be Determined at the Task Order level.

10b. Expedited Delivery:
To Be Determined at the Task Order level.

10c. Overnight and 2-day delivery:
To Be Determined at the Task Order level.

10d. Urgent Requirements:
To Be Determined at the Task Order level.

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

12a. Ordering address(es):
Same as contractor

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):
Same as contractor

14. Warranty provision:
Standard Commercial Warranty Terms & Conditions

15. Export packing charges:
Not Applicable

16. Terms and conditions of rental, maintenance, and repair:
Not Applicable

17. Terms and conditions of installation:
Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:
Not Applicable

18b. Terms and conditions for any other services:
Not Applicable

19. List of service and distribution points:
Not Applicable

20. List of participating dealers:
Not Applicable

21. Preventive maintenance:
Not Applicable

22a. Special attributes such as environmental attributes: (e.g., recycled content, energy efficiency, and/or reduced pollutants):
Not Applicable
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/](http://www.Section508.gov/)

Not Applicable

23. Data Universal Number System (DUNS) number:
   77-995-1912

24. Notification regarding registration in System for Award Management (SAM) database:
   Contractor registered and active in SAM

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
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<tbody>
<tr>
<td>541511, 561920, 541613</td>
<td>Project Manager</td>
<td>$194.44</td>
<td>$198.33</td>
<td>$202.29</td>
<td>$206.34</td>
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<tr>
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<td>Deputy Project Manager</td>
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<td>Senior Writer/Editor</td>
<td>$133.10</td>
<td>$135.76</td>
<td>$138.48</td>
<td>$141.24</td>
<td>$144.07</td>
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<td>$138.48</td>
<td>$141.24</td>
<td>$144.07</td>
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<td>Writer/Editor</td>
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<td>$77.85</td>
<td>$79.41</td>
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<td>Senior Communications Specialist</td>
<td>$137.04</td>
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<td>$142.57</td>
<td>$145.43</td>
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<td>Communication Specialist</td>
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<td>$85.83</td>
<td>$87.55</td>
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<td>$91.09</td>
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<td>541511, 561920, 541613</td>
<td>Senior Designer and Programmer</td>
<td>$121.60</td>
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<tr>
<td>541511, 561920, 541613</td>
<td>Designer and Programmer</td>
<td>$84.15</td>
<td>$85.83</td>
<td>$87.55</td>
<td>$89.30</td>
<td>$91.09</td>
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<tr>
<td>541511, 561920, 541613</td>
<td>Editor/Proofreader</td>
<td>$80.43</td>
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<td>Junior Designer</td>
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<td>Junior Programmer</td>
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<td>Senior Conference Coordinator</td>
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<td>Conference Planner</td>
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<td>Senior Graphic Artist</td>
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<td>Graphic Artist</td>
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<td>Administrative Assistant</td>
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<td>$61.05</td>
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</table>
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 CRF 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.

Labor Category Descriptions

Project Manager — Responsible for planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Directs and manages the operation of several programs/projects. Administration/management/monitoring responsibilities include, but may not be limited to, establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs. Minimum Education/Experience: Bachelor’s Degree, or equivalent professional degree in an associated field, and minimum 5 years management experience.

Deputy Project Manager — Responsible for supporting Project Manager with planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Directs and manages the operation of several programs/projects. Administration/management/monitoring responsibilities include, but may not be limited to, establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs. Minimum Education/Experience: Bachelor’s Degree, or equivalent professional degree in an associated field, and minimum 3 years management experience.

Senior Writer/Editor — Formulates and writes copies for project materials including fact sheets, project summaries, reports, monthly progress reports, informational packets, press releases, publications and Web content. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: Bachelor’s Degree, or equivalent professional degree in an associated field, and minimum 5 years writing/editing experience.

Senior Technical Writer/Editor — Formulates and writes copies for project materials including fact sheets, project summaries, reports, monthly progress reports, informational packets, press releases, publications and Web content. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: Bachelor’s Degree, or equivalent professional degree in an associated field, and minimum 5 years writing/editing experience.

Writer/Editor — Assists with writing technical copies for projects including fact sheets, meeting summaries, monthly progress reports, informational packets, press releases, publications and web content. Provides technical writing, editing and proofreading support for materials such as reports, news releases, fact sheets, web site text, and PSA scripts. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: High School Diploma and minimum 2 years writing/editing experience.
**Senior Communications Specialist** — Prepares a variety of support for communications material including content development, graphics support, exhibit support, social media posts and press releases. Propose and manage communication materials on behalf of their clients. Capable of managing multtask projects of high complexity. Draft and send press releases that contain important updates about their clients to print and broadcast media outlets. They also organize events at which their clients can meet with the public to increase product awareness or knowledge of their services or recent developments. In addition to controlling information output, communications specialists handle incoming requests from clients and media outlets. Their general goal is to promote cooperative relationships between their clients and those who use their clients' services. Minimum Education/Experience: Bachelor’s Degree, or equivalent professional degree in an associated field and minimum 5 years communications experience.

**Communication Specialist** — Provides a variety of support for communications material including content development, graphics support, exhibit support, social media posts and press releases. Propose and manage communication materials on behalf of their clients. Draft and send press releases that contain important updates about their clients to print and broadcast media outlets. They also organize events at which their clients can meet with the public to increase product awareness or knowledge of their services or recent developments. In addition to controlling information output, communications specialists handle incoming requests from clients and media outlets. Their general goal is to promote cooperative relationships between their clients and those who use their clients' services. Minimum Education/Experience: High School Diploma and minimum 3 years communications experience.

**Senior Designer and Programmer** — Directs and manages the design, development, and management of client web sites and databases. Builds web pages and databases using a variety of graphics software applications. Manages and performs web site and database editorial activities. Analyzes complex technical problems, develops and renders solutions. Aids in all web and database projects involving desktop publishing and design and development. Minimum Education/Experience: Bachelor’s Degree, or equivalent professional degree in an associated Field, and minimum 5 years programming experience.

**Designer and Programmer** — Designs and builds web pages and databases using a variety of software applications. Manages and performs web site and database editorial activities. Analyzes complex technical problems, develops and renders solutions. Develops site content and aids in web and database projects involving desktop publishing and web site and database design and development. Minimum Education/Experience: High School Diploma and minimum 3 years programming experience.

**Editor/ Proofreader**— Reviews a variety of materials and content for web sites and databases. This may involve review of technical articles, reports, brochures, and/or manuals for documentation for web and database posting. Typically reports to a manager or head of a unit or a department. Minimum Education/Experience: High School Degree and minimum 3 years editing/proofreading experience.

**Junior Designer**— Assists with designing Web pages and databases using a variety of graphics software applications. Minimum Education/Experience: High School Diploma and minimum 2 years designer experience.

**Junior Programmer**— Assists with developing databases using a variety of graphics software applications. Minimum Education/Experience: High School Diploma and minimum 2 years programming experience.
Senior Conference Coordinator — Supervises on-site logistical support activities including room set-up and audiovisual requirements. Manages logistical activities associated with planning and implementing meetings, conferences, trade show exhibits, and other events. Maintains close contact with the client project officer throughout event planning and implementation. Negotiates site contracts for meetings. Develops status and end-of-event reports for clients. Develops and maintains participant databases using meeting planning software. Verifies and reconciles host hotel and other vendor invoices. Minimum Education/Experience: Bachelor’s Degree, or equivalent professional degree in an associated Field, and minimum 5 years relevant experience.

Conference Planner — Assists with on-site logistical support activities including room set-up and audiovisual requirements. Manages logistical activities associated with planning and implementing meetings, conferences, trade show exhibits, and other events. Maintains close contact with the client project officer throughout event planning and implementation. Negotiates site contracts for meetings. Develops status and end-of-event reports for clients. Develops and maintains participant databases using meeting planning software such as Peopleware. Verifies and reconciles host hotel and other vendor invoices. Minimum Education/Experience: High School Diploma and minimum 3 years conference related experience.

Meeting Planner — Coordinates and executes logistical requirements for meetings, conferences, and exhibits for government and private industry organizations. Minimum Education/Experience: High School Diploma and minimum 2 years meeting related experience.

Senior Graphic Artist — Responsible for managing and delivering outstanding work on projects large and small. Provides creative leadership, develops and creates innovative concepts in keeping with project scope, manages timelines, and budgets. Collaborates with project teams clients to create innovative concepts and designs. Prepares creative deliverables, manages entire creative process of multiple projects. In addition, produces graphic art and visual materials for technical documents, fact sheets, brochures, promotions, videos, and informative and instructional material through a variety of media outlets such as websites and social media. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Possesses comprehensive understanding of contract requirements, client needs, design principles, strong conceptual design skills and the ability to execute designs efficiently and at a high level of quality. Presents creative concepts internally and externally. Minimum Education/Experience: Bachelor’s degree in design, or equivalent years of experience in an associated field, and minimum of 3 years relevant experience.

Graphic Artist — Responsible for creating and executing outstanding graphic products, print and electronic, from conception to completed products. Areas of support may include layout, design, illustration, digital image, video, animation, digital image manipulation, photography, multimedia presentation, conference materials, reports, fact sheets, brochures, logos, and exhibits. Assist in designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Presents creative concepts internally and externally. Minimum Education/Experience: Bachelor’s degree in design, or equivalent years of experience in an associated field, and minimum of 2 years relevant experience.

Administrative Assistant — Provide support for a variety a variety of administrative functions. Familiar with basic office procedures. Operates office equipment (e.g., photo copier, facsimile, multi-line/voice systems, mailing machines, and minimal computer programs). Administrative and clerical duties often vary in type and sequence depending on task. Minimum Education/Experience: High School Diploma and minimum 2 years relevant experience.
Who We Are
The Scientific Consulting Group, Inc. (SCG) is an award-winning small consulting firm that specializes in translating and communicating scientific information to various audiences with the goal of improving the health and quality of life for all Americans and the environment in which we live. Since the company was established in 1991, we have strived to create real value for our clients by communicating complex scientific information to target audiences ranging from low-literacy to highly specialized medical and research scientists.

Our corporate philosophy emphasizes proactive communication, a customer-service orientation, a commitment to understanding our clients and their missions, an effective management approach, state-of-the-art tools for monitoring cost and performance, and a devotion to continuously improving the quality of our support. SCG has approximately 100 employees providing outstanding support to our federal and private-sector clients, and we offer some unique capabilities for a small business. Beyond our extraordinary communications specialists, science writers, editors, and meeting coordinators, SCG has award-winning graphics and communications departments that can produce professional-quality products ranging from reports to newsletters to posters and exhibits. We also offer our clients full in-house photography and video production services, including scripting, videography, editing, animation, voiceovers, and closed captioning. SCG’s Web developers have created a wide range of Web-based products and have substantial Drupal experience, which currently is in great demand among our federal clients.

What We Do
We are experts at developing and implementing innovative approaches for reaching target audiences, and we continually push our performance to higher levels. At SCG, we adhere to three seemingly simple principles: (1) listen to our clients’ needs, (2) develop creative approaches to meet those needs, and (3) implement those approaches cost effectively with an unsurpassed dedication to excellence. Adherence to these principles has established SCG as a valued, trusted partner in providing outstanding support to our many clients.

SCG is best known for our exemplary communications—translating and communicating science to diverse target audiences of varying comprehension levels. We develop scientifically accurate, understandable content for timely information products and disseminate them cost-effectively using creative, novel outreach strategies.

Who We Support
SCG has substantial experience providing the professional services offered under our GSA contract, and we have provided these services for many different clients, including the National Institutes of Health (NIH); National Cancer Institute (NCI); National Institute of Allergy and Infectious Diseases (NIAID); Office of AIDS Research (OAR); NIH Office of the Director, Division of Program Coordination, Planning and Strategic Initiatives (DPCPSI); National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK); Health Resources and Services Administration (HRSA); and the U.S. Environmental Protection Agency (EPA). The knowledge, energy, and enthusiasm of our staff have established SCG’s reputation for delivering products of unrivaled quality and distinctly superior services.