



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

**SCHEDULE TITLE:** MAS

**CONTRACT NUMBER:** 47QREA20D000M

**CONTRACT PERIOD:** 3-10-2020 to 3-9-2025

**BUSINESS SIZE:**

Small, HUBZone, WOSB, EDWOSB

**CONTRACTOR:**

Write Brain LLC

202 Church St. SE Ste. 537

Leesburg, VA, 20175

Phone: 571-347-3457 Ext.700

Email: [marie@writebrainllc.com](mailto:marie@writebrainllc.com)

**CONTRACTOR ADMINISTRATION:**

Marie Rowland

Write Brain LLC is a HUB-Zone Certified, Woman-Owned Small Business (WOSB) specializing in health and science communications, implementation science, program evaluation, meeting management, and administration. Our corporate culture attracts highly qualified professionals who seek projects that create meaningful change towards the health and wellbeing of our Nation.

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

The INTERNET address for GSA *Advantage!* is <http://www.gsaadvantage.gov>

For more information on ordering from Federal Supply go to this website:

[www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

62455	Social Services, Professional Counseling and Veterans' Readjustment and Behavioral Health Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
561920	Conference, Meeting, Event and Trade Show Planning Services
541430	Graphic Design Services
611430	Professional and Management Development Training

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**

541611, 561920, 541430, and 611430 - \$32.39

**1c. HOURLY RATES (Services only):** See the attached GSA Pricelist

**2. MAXIMUM ORDER\*:** All SINs: \$1,000,000

**3. MINIMUM ORDER:** \$100

**4. GEOGRAPHIC COVERAGE:** 48 States, DC

**5. POINT(S) OF PRODUCTION:** US

**6. DISCOUNT FROM LIST PRICES:** GSA Prices are shown on GSA Advantage! System

**7. QUANTITY DISCOUNT(S):** N/A

**8. PROMPT PAYMENT TERMS:** Net 30 Days

**9.a Government Purchase Cards is accepted up to the micro-purchase threshold:** Yes

**9.b Government Purchase Cards are accepted above the micro-purchase threshold.**  
Contact contractor for limit.

**10. FOREIGN ITEMS:** None

**11a. TIME OF DELIVERY:** Specified on Task Order

**11b. EXPEDITED DELIVERY:** Expedited delivery is available. Contact the Contractor for rates.

**11c. OVERNIGHT AND 2-DAY DELIVERY:**  
Overnight and 2-day delivery are available. Contact the Contractor for rates.

**11d. URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

- 12. FOB POINT:** Point of Production
- 13a. ORDERING ADDRESS:** Same as contractor
- 13b. ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. PAYMENT ADDRESS:** Same as contractor
- 15. WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty or generally N/A for services
- 16. EXPORT PACKING CHARGES:** Contact Sales Office
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Contact contractor for limit.
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS:** N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for Electronic and Information Technology (EIT):** N/A
- 25. DUNS NUMBER:** 079746993
- 26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active Registration in the SAM database.

PRICING INFORMATION		
SIN(s)	LABOR CATEGORY	GSA PRICE (w/ IFF)
541611 561920 541430 611430	Senior Project Manager	\$104.42
541611 561920 541430 611430	Science Analyst I	\$101.46
541611 561920 541430 611430	Science Analyst II	\$108.22
541611 561920 541430 611430	Senior Meeting Facilitator	\$135.27
541611 561920 541430 611430	Science Writer I	\$55.54
541611 561920 541430 611430	Science Writer II	\$69.12
541611 561920 541430 611430	Meeting Assistant **	\$32.39
541611 561920 541430 611430	Economist	\$108.22
541611 561920 541430 611430	Graphic Designer	\$69.12

<b>Labor Category</b>	<b>RESPONSIBILITIES</b>	<b>EDU/EXP</b>
Senior Project Manager	Directs technical, operational, contractual, and financial performance; maintain close communication with contract officer, technical lead, and/or program manager	Bachelors 6 years
Science Analyst I	Provide subject matter expertise, develop presentations, identify data sources, interview stakeholders, conduct literature review, analyze data	PhD 4 years
Science Analyst II	Provide subject matter expertise, develop presentations, identify data sources, interview stakeholders, provide implementation and program evaluation expertise, conduct literature review, analyze data	PhD 6 years
Senior Meeting Facilitator	Develop meeting strategy and materials, engage with meeting participants, lead deliberations, identify recommendations, develop consensus	Masters 6 years
Science Writer I	Assist in development of literature review, copy edit materials, transcribe interviews, provide quality review and control, adhere to policy guidelines, take meeting minutes	Bachelors 1 year
Science Writer II	Conduct literature review, copy edit materials, transcribe interviews, provide quality review and control, adhere to policy guidelines, translate meeting minutes into reports and summaries	Bachelors 3 years
Meeting Assistant	Support meeting logistics, assemble meeting materials, manage interview and meeting calendar and invites	Bachelors 1 year
Economist	Conduct cost analyses in support of implementation and program evaluation efforts, estimate cost of health issues and interventions	PhD 6 years
Graphic Designer	Develops unique graphical representations of data and concepts	Bachelors 3 years

<b>Degree</b>	<b>Equivalent</b>
Bachelors	Associates degree plus two years of experience
Masters	Bachelors degree plus two years of experience Associates degree plus four years of experience
PhD	Masters degree plus two years of experience Bachelors degree plus four years of experience