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.

FSC Group: Professional Services, Information Technology

FSC Classes: DA01, R408, R701, R708, D304, R499, F999, 0000

Contract Period: January 18, 2020 through January 17, 2025

Business Size: Small Business

Contract Administrator: Michael D. Baker

Email: mbaker@michaeldbaker.com

GS-00F-0001S is listed here for reference purposes only and is replaced by 47QRAA20D0028. GS-00F-0001S is only to be used for BPAs and orders awarded prior to November 29, 2019. All new BPAs and orders MUST be awarded against the contractor’s new MAS contract 47QRAA20D0028.

Pricelist effective through modification A812, dated February 6, 2020

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

Prices Shown Herein are Net (Discount Deducted)
COMPANY OVERVIEW

MDB, Inc. is a Small Business consulting firm offering expertise in business and organizational improvement, information technology, policy analysis, research, advertising, outreach, and integrated marketing. With a company philosophy of “Doing Well by Doing Good,” MDB helps government agencies, not-for-profit and for-profit organizations shape and execute effective, comprehensive models for improvement and change in the areas of environmental health, homeland security, telecommunications, under-represented populations, and occupational safety and health.

MDB performs its primary federal government contracting through Multiple Award Schedule (MAS) GS-00F-0001S, and is eligible to provide services under SINs 54151S(RC)(STLOC), 541810(RC), 541820(RC), 541511(RC), 541430(RC), 541611(RC), 541611(RC), and 541620(RC).
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
<th>Awarded Price Page</th>
<th>Description Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>541810(RC)</td>
<td>Advertising Services</td>
<td>6</td>
<td>11-14</td>
</tr>
<tr>
<td>541820(RC)</td>
<td>Public Relations Services</td>
<td>6</td>
<td>11-14</td>
</tr>
<tr>
<td>541511(RC)</td>
<td>Web Based Marketing</td>
<td>6</td>
<td>11-14</td>
</tr>
<tr>
<td>541430(RC)</td>
<td>Graphic Design Services</td>
<td>6</td>
<td>11-14</td>
</tr>
<tr>
<td>541620(RC)</td>
<td>Environmental Consulting Services</td>
<td>6</td>
<td>14-15</td>
</tr>
<tr>
<td>541611(RC)</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>5-6</td>
<td>7-9</td>
</tr>
<tr>
<td>54151S(RC)(STLOC)</td>
<td>Information Technology Professional Services</td>
<td>6</td>
<td>10-11</td>
</tr>
<tr>
<td>OLM(RC)(STLOC)</td>
<td>Order-Level Materials (OLM)</td>
<td>Defined at Order Level</td>
<td>Defined at Order Level</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. 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. Not Applicable

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 pages 7-15

2. Maximum Order Threshold:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541810(RC)</td>
<td>$1,000,000</td>
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<tr>
<td>541820(RC)</td>
<td>$1,000,000</td>
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<td>541430(RC)</td>
<td>$1,000,000</td>
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<tr>
<td>541620(RC)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541611(RC)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>54151S(RC)(STLOC)</td>
<td>$500,000</td>
</tr>
<tr>
<td>OLM(RC)(STLOC)</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100

4. Geographic Coverage: Domestic and Overseas

5. Points of Production: Same as company address

6. Discount from list prices or statement of net price: Prices shown Herein are Net (discount deducted)

7. Quantity Discounts: None

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

9. Foreign Items: None

10a. Time of Delivery: Specified on the Task Order

10b. Expedited Delivery: Contact MDB, Inc.

10c. Overnight and 2-Day Delivery: Contact MDB, Inc.

10d. Urgent Requirements: Please note the urgent requirements clause of this contract and contact contractor.

11. F.O.B. Points: Destination

12a. Ordering Address:

MDB, Inc.
1730 Rhode Island Avenue, NW, Suite 1200
Washington, DC 20036
Michael D. Baker, President
202.744.4663 • 202.331.0044 FAX
info@michaeldbaker.com • www.michaeldbaker.com

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 Addresses:
   Check/U.S. Mail
   MDB, Inc.
   1730 Rhode Island Avenue, NW, Suite 1200
   Washington, DC 20036
   Wire Transfer
   Contact MDB, Inc. for further information

14. Warranty Provision: Contractor's standard commercial warranty

15. Export packing charges, if applicable: Not applicable

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. Lists of service and distribution point (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/. Contact MDB, Inc. for further information.

23. Data Universal Number System (DUNS) Number: 042441001

24. Notification Regarding registration in System for Award Management (SAM) database: MDB, Inc. is registered in the SAM Database

MULTIPLE AWARD SCHEDULE: GS-00F-0001S

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
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<td>Administrative**</td>
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<td>$61.15</td>
<td>$63.60</td>
<td>$66.14</td>
<td>$68.79</td>
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<td>$173.77</td>
<td>$180.72</td>
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<td>$198.76</td>
<td>$206.71</td>
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<td>Research Associate</td>
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<td>$458.02</td>
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<td>$209.99</td>
<td>$218.39</td>
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<td>$536.67</td>
<td>$558.14</td>
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<td>$275.56</td>
<td>$286.58</td>
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<tr>
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<td>$160.66</td>
<td>$167.09</td>
<td>$173.77</td>
<td>$180.72</td>
</tr>
<tr>
<td>Junior Writer/Editor</td>
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<td>$104.67</td>
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<td>$163.49</td>
<td>$170.02</td>
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<td>$138.03</td>
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## GSA PRICING

**Awarded Pricing for SIN 54151S**

<table>
<thead>
<tr>
<th>Position</th>
<th>Wage Determination</th>
<th>Wage Determination</th>
<th>Wage Determination</th>
<th>Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Administrator</td>
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<td>$172.20</td>
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<td>IT Specialist II</td>
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<td>$192.86</td>
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<tr>
<td>IT Specialist III</td>
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<td>$239.10</td>
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<td>IT Specialist IV</td>
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<tr>
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<tr>
<td>Senior Graphic Designer</td>
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**Awarded Pricing for SINs 541810, 541820, 541511, and 541430**

<table>
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<th>Position</th>
<th>Wage Determination</th>
<th>Wage Determination</th>
<th>Wage Determination</th>
<th>Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Project Manager</td>
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<td>$271.00</td>
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<td>$166.33</td>
<td>$172.98</td>
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<td>$82.04</td>
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<tr>
<td>Senior Communications Consultant</td>
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<td>$152.01</td>
<td>$158.09</td>
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<td>Video Production Manager</td>
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<td>$157.20</td>
<td>$163.49</td>
</tr>
<tr>
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<td>$138.03</td>
<td>$143.55</td>
<td>$149.29</td>
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<tr>
<td>Analyst – Mid</td>
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<td>$88.19</td>
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</tr>
<tr>
<td>Administrative Support Specialist**</td>
<td>$76.72</td>
<td>$79.79</td>
<td>$82.98</td>
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<td>Consultant - Mid</td>
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<td>$162.02</td>
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**Awarded Pricing for SIN 541620**

<table>
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<tr>
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<th>Wage Determination</th>
<th>Wage Determination</th>
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</tr>
</thead>
<tbody>
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<td>Senior Scientist</td>
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<td>Senior Policy Analyst</td>
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<tr>
<td>Policy Analyst</td>
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<td>$200.73</td>
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<tr>
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<td>$162.02</td>
<td>$168.50</td>
<td>$175.24</td>
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### SCLS Eligible Labor Category Table

<table>
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<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support Specialist</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative</td>
<td>01115 – General Clerk I</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
SIN 541611 LABOR CATEGORY DESCRIPTIONS

Senior Strategic Counsel
Minimum/General Experience: 20 years

Functional Responsibility: Provides high-level, proven, innovative business improvement solutions. Designs analytical models for reviewing and assessing organizational structures and processes. Offers analysis and data review to support design of improvement strategies and models. Interacts with executive-level officials within and outside of client organizations. Offers strategic analysis and recommendations on complex issues. Experience in providing the most senior level strategic counsel and consultation to federal agencies, non-profits, and organizations within the corporate sector is preferred.

Minimum Education: Master’s degree

Senior Program Manager
Minimum/General Experience: 15 years

Functional Responsibility: The Senior Program Manager provides executive-level leadership and overall technical direction. In addition to the roles listed for the Program Manager, serves as expert witness and issue spokesperson. Serves as the primary contact with executive-level personnel. Provides business consulting, meeting facilitation, and other high-level requirements. Balances potentially conflicting and difficult objectives to meet the client’s expectations. Provides senior level analysis of policy and research applications to business improvement and consulting services. Experience providing expert counsel and testimony regarding the relationship of policy, regulations, and appropriate business practices preferred. May be able to serve as expert witness and issue spokesperson.

Minimum Education: Master’s degree

Program Manager
Minimum/General Experience: 15 years

Functional Responsibility: The Program Manager provides leadership and overall technical direction, formulates and enforces work standards and solves complex technical, administrative, and management problems. Manages and directs the professional and technical personnel involved in the activities of the contract. Serves as the primary contact with Government personnel managing the overall contract or Task Order. Responsible for all program cost and quality controls. Monitors the management of staff and budgets. Works with the Project Manager(s) and Subject Matter Expert(s) to define requirements, evaluate project outcomes, advise all project staff and components, evaluate the effectiveness of the contract. Experience in project management and strategic business management consulting is preferred.

Minimum Education: Master’s degree

Project Manager
Minimum/General Experience: 10 years

Functional Responsibility: The Project Manager is responsible for all aspects of project performance, and provides overall direction to all project activities and personnel. Establishes project expectations with the customer, manages staff and project budget to tasks and deliverables, works with the Program Manager to define consulting and project requirements. Formulates and enforces work standards, assigns project schedules, reviews work, and communicates policies and organizational goals and objectives to all project personnel. Evaluates project outcomes and provides analysis to Program Manager. Experience in the design and management of related business improvement and consulting project preferred.

Minimum Education: Master’s degree

Subject Matter Expert
Minimum/General Experience: 6 years

Functional Responsibility: Oversees and evaluates program design and integration options. Provides content-specific support to program manager and project team. Participates in developing client-specific strategic business plans and offers expert review of project outcomes.

Minimum Education: Master’s degree
**Senior Research Analyst**

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Supports the development and implementation of strategic planning models and projects. Provides high-level research and analysis on “best practices” and incorporates findings into project plans. Researches complex scientific or other highly technical issues. Experience in the design and implementation of strategic business and operational improvement plans preferred.

**Minimum Education:** Master’s degree

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**Research Analyst II**

**Minimum/General Experience:** 5 years

**Functional Responsibility:** Offers both research and implementation support for all levels of business improvement plans and other client requirements. Analyzes complex issues and provides recommendations.

**Minimum Education:** Master’s degree

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**Research Analyst I**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Supports integration of project plan and ancillary efforts, including product production and multi-media support document production. Provides planning and implementation support to project team. Experience in implementing project plans and overseeing project tasks to completion is preferred.

**Minimum Education:** Master’s degree

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**Writer/Editor**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Prepares and edits complex technical materials to support project deliverables and output. Translates scientific issues for understanding by a non-science audience. Reviews written materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Produces high quality papers, spreadsheets, e-mail, and Web enabled applications. Experience in researching, writing and editing project related technical documentation is preferred.

**Minimum Education:** Master’s degree

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**Junior Writer/Editor**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Prepares and edits complex technical materials to support project deliverables and output. Translates scientific issues for understanding by lay audiences. Reviews written materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Produces high quality papers, spreadsheets, e-mail, and Web enabled applications.

**Minimum Education:** Bachelor’s degree

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**Research Associate**

**Minimum/General Experience:** 2 years

**Functional Responsibility:** Performs research under the supervision of project manager. Assists with defining, conducting, and executing the goals of the task order.

**Minimum Education:** Bachelor’s degree

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**Production Assistant**

**Minimum/General Experience:** 2 years

**Functional Responsibility:** Responsible for providing a variety of functions to project team, including research support, project documentation and reporting, client relations, account management administrative support.

**Minimum Education:** Bachelor’s degree

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**Administrative**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Responsible for administrative tasks that include travel arrangements, records control, ensuring training materials are printed and shipped, and developing complex spreadsheets for tracking project information. Compiles, types, revises, combines, edits, prints, and stores correspondence, memos, reports and other documents. Provides scheduling and coordination for meetings, conferences, and training sessions.

**Minimum Education/Experience:** GED or HS Diploma
Jr. Conference Planner

Minimum/General Experience: 3 years

Functional Responsibility: Works as part of a team on the design, development, and implementation of client events including in-person and virtual workshops, conferences, meetings. Completes tasks related to meeting registration, site logistics, onsite support, and post-meeting follow up. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs.

Minimum Education: Bachelor’s degree

Senior Event Planner

Minimum/General Experience: 10 years

Functional Responsibility: Team lead on the design, development, and implementation of clients events including in-person and virtual workshops, conferences, meetings. Oversees tasks related to meeting registration, site logistics, onsite support, and post-meeting follow up. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs. Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Bachelor’s degree

Event Planner

Minimum/General Experience: 6 years

Functional Responsibility: Works as part of a team on the design, development, and implementation of client events including in-person and virtual workshops, conferences, meetings. Completes tasks related to meeting registration, site logistics, onsite support, and post-meeting follow up. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs.

Minimum Education: Bachelor’s degree

Analyst - Mid

Minimum/General Experience: 5 years

Functional Responsibility: Offers research and implementation support for all levels of projects and other client requirements. Analyzes complex issues and provides recommendations.

Minimum Education: Bachelor’s degree

Administrative Support Specialist

Minimum/General Experience: 4 years

Functional Responsibility: Responsible for administrative tasks that include travel arrangements, records control, printing and shipping documents, and developing complex spreadsheets for tracking project information. Compiles, types, revises, combines, edits, prints, and stores correspondence, memos, reports and other documents. Provides scheduling and coordination for meetings, conferences, and training sessions.

Minimum Education: GED or HS Diploma

Consultant - Mid

Minimum/General Experience: 8 years

Functional Responsibility: Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related information. Collects and reviews data in accordance with plans developed by a project team. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Master’s degree

Consultant

Minimum/General Experience: 6 years

Functional Responsibility: Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related information. Collects and reviews data in accordance with plans developed by a project team. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Bachelor’s degree
SIN 54151S LABOR CATEGORY DESCRIPTIONS

IT Specialist IV
Minimum/General Experience: 15 years

Functional Responsibility: IT Specialist IV acts as consultant to senior management. Develops and applies advanced concepts and techniques and develops solutions to complex problems requiring a high degree of ingenuity and innovation. Provides guidance on the design, development, implementation, and maintenance of software applications and systems for projects, using current technologies and software. Experience with a diverse set of languages and software applications is preferred. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Provides project with technical expertise gained through formal education and diverse IT project experience. Follows best practices in conducting project work. May serve as senior technical advisor, project director (PD), or task leader on projects. Experience in electronic support system design and development and web development preferred.

Minimum Education: Bachelor’s Degree

IT Specialist III
Minimum/General Experience: 6 years

Functional Responsibilities: Directs the design, development, implementation, and maintenance of software applications and systems for projects, using current technologies and software. Experience with a diverse set of languages and software applications is preferred. Assumes increasing levels of responsibility for work groups on projects of greater complexity. Follows best practices in conducting project work. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Provides project with technical expertise gained through formal education and diverse IT project experience. May serve as project director (PD) or task leader on projects.

Minimum Education: Bachelor’s degree

IT Specialist II
Minimum/General Experience: 4 years

Functional Responsibility: Works as part of a team on the design, development, implementation, and maintenance of software applications and systems for projects, using current technologies and software. Experience with a diverse set of languages and software applications is preferred. Serves as liaison to project director and other task leaders, as well as administrative management. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as the task leader on projects.

Minimum Education: Bachelor’s degree

Senior Graphic Designer
Minimum/General Experience: 20 years

Functional Responsibility: Senior Graphic Designer specializes in development and concept of client’s project. Serves as a member of a project team to provide creative direction, technical knowledge, and expertise to projects and junior staff on the application of multimedia graphic design, production, and support. Utilizes all multi-media applications and materials and has an advanced knowledge of printing processes and procedures. Experience in multi-media graphic design preferred.

Minimum Education: Bachelor’s degree

Systems Engineer
Minimum/General Experience: 4 years

Functional Responsibility: Serves as a member of a project team to administer information system development and testing. Duties may include business case development, requirements and data analysis, appraising and presenting solutions, database design, network design, programming, testing, and implementation. May provide guidance and assistance to junior team members.

Minimum Education: Bachelor’s degree
Database Administrator
Minimum/General Experience: 4 years

Functional Responsibility: Serves as a member of a project team with tasks involving the management of existing or development of new databases. Provides high level technical expertise in the use of database management systems concepts. Evaluates and recommends available database management products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Conducts database design, development, installation, configuration, management, backup and recovery, synchronization, and monitoring. Performs programming and scripting for both servers and clients. Provides support to application developers in designing and performance tuning of databases.

Minimum Education: Bachelor’s degree

IT Support Staff II
Minimum/General Experience: 2 years

Functional Responsibilities: Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related data. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Provides required support for project administration and deliverables, including but not limited to contract management, logistics management, data processing, and document publishing. Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Bachelor’s degree

Senior Communications Consultant
Minimum/General Experience: 15 years

Functional Responsibility: Provides oversight for multiple client engagements by managing several multi-faceted programs and creating overarching vision. Responsible for overseeing an integrated management structure, which evaluates overall performance. Meets with program manager to discuss performance, initiatives, and priorities.

Minimum Education: Bachelor’s degree

Communications Project Manager
Minimum/General Experience: 15 years

Functional Responsibility: Manages the day-to-day activities of project. Oversees all activities of project staff. Provides oversight on accounting procedures and billing practices. Experienced in managing and executing marketing, media, and public information services projects. Demonstrated ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact. Capable of managing multitask projects of high complexity. Sets parameters for optimum utilization of resources and personnel, and directs task execution at all levels to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management personnel regarding strategic issues. Possesses technical and management expertise and command of associated analytical disciplines. Delivers presentations and leads strategic client meetings.

Minimum Education: Bachelor’s degree

Multi-Media Project Manager
Minimum/General Experience: 4 years

Functional Responsibility: Oversees multi-faceted visual communications program area. Heads development of strategic integrated visual product and service strategy. Meets regularly with project manager to discuss performance, propose initiatives, and establish priorities. Coordinates technical issues in relation to design, (i.e., page structure and image optimization) and special needs. Oversees the creation of interactive sites and Web pages as well as print materials.

Minimum Education: Bachelor’s degree
Senior Communications Specialist II
Minimum/General Experience: 10 years

Functional Responsibility: Provides senior level support for all communications-related materials, including plans, messages, and print, electronic, and Web-based products. Lends support in building and sustaining successful cross-team management structure capable of providing broad range of visual communications/graphic services. Provides support for technical issues in relation to planning and design, (i.e., page structure and image optimization). Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Master's degree

Senior Communications Specialist I
Minimum/General Experience: 6 years

Functional Responsibility: Provides creative elements for all project-related materials, including print, electronic, and Web-based products. Lends support in building and sustaining successful cross-team management structure capable of providing broad range of visual communications/graphic services. Provides support for technical issues in relation to design, (i.e., page structure and image optimization.) and knowledge of usability, demonstrating an understanding of special needs.

Minimum Education: Bachelor's degree

Communications Specialist
Minimum/General Experience: 4 years

Functional Responsibility: Provides creative elements for all project-related materials, including print, electronic, and Web-based products. Lends support in building and sustaining successful cross-team management structure capable of providing broad range of visual communications/graphic services. Provides support for technical issues in relation to planning and design, (i.e., page structure and image optimization).

Minimum Education: Bachelor's degree

Production Assistant, Logistics Coordinator
Minimum/General Experience: 2 years

Functional Responsibility: Serves as the primary facilitator of all communications. Provides any necessary administrative and logistical support. Applies software and computer applications to produce timely and accurate standard and nonstandard documents. Performs clerical and secretarial tasks. Efficiently and accurately reproduce final products by copying, collating, and binding.

Minimum Education: Bachelor's degree

Graphics Specialist
Minimum/General Experience: 3 years

Functional Responsibility: Assists with the development of design projects. Serves as a member of a project team to provide creative direction, technical knowledge, and expertise to projects and staff on the application of multimedia graphic design, production, and support. Utilizes all multi-media applications and materials and has knowledge of printing processes and procedures.

Minimum Education: Bachelor's degree

Graphic Designer II
Minimum/General Experience: 10 years

Functional Responsibility: Initiates and implements creative design at various project levels. Serves as a member of a project team to provide creative direction, technical knowledge, and expertise to projects and staff on the application of multimedia graphic design, production, and support. Utilizes all multi-media applications and materials and has an advanced knowledge of web and printing processes and procedures. Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Bachelor's degree
Graphic Designer
Minimum/General Experience: 6 years
Functional Responsibility: Implements creative design at various project levels. Serves as a member of a project team to provide creative direction, technical knowledge, and expertise to projects and staff on the application of multimedia graphic design, production, and support. Utilizes all multi-media applications and materials and has an advanced knowledge of web and printing processes and procedures.
Minimum Education: Bachelor’s degree

Video Production Manager
Minimum/General Experience: 12 years
Functional Responsibility: Maintains and operates video equipment, edits select footage, and stays up-to-date with all new technological advances. Experienced in concepting original video content and executing all aspects of video from pre-production through post-production including storyboarding, shooting, editing, sound mixing, etc. Ability to operate various programs and produce a range of video styles. Works under direction of Project Director, Project Manager, or Task Leader.
Minimum Education: Bachelor’s degree

Jr. Conference Planner
Minimum/General Experience: 3 years
Functional Responsibility: Works as part of a team on the design, development, and implementation of client events including in-person and virtual workshops, conferences, meetings. Completes tasks related to meeting registration, site logistics, onsite support, and post-meeting follow up. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs.
Minimum Education: Bachelor’s degree

Senior Event Planner
Minimum/General Experience: 10 years
Functional Responsibility: Team lead on the design, development, and implementation of clients events including in-person and virtual workshops, conferences, meetings. Oversees tasks related to meeting registration, site logistics, onsite support, and post-meeting follow up. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs. Works under direction of Project Director, Project Manager, or Task Leader.
Minimum Education: Bachelor’s degree

Event Planner
Minimum/General Experience: 6 years
Functional Responsibility: Works as part of a team on the design, development, and implementation of client events including in-person and virtual workshops, conferences, meetings. Completes tasks related to meeting registration, site logistics, onsite support, and post-meeting follow up. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs.
Minimum Education: Bachelor’s degree

Analyst - Mid
Minimum/General Experience: 5 years
Functional Responsibility: Offers research and implementation support for all levels of projects and other client requirements. Analyzes complex issues and provides recommendations.
Minimum Education: Bachelor’s degree

Administrative Support Specialist
Minimum/General Experience: 4 years
Functional Responsibility: Responsible for administrative tasks that include travel arrangements, records control, printing and shipping documents, and developing complex spreadsheets for tracking project information. Compiles, types, revises, combines, edits, prints, and stores correspondence, memos, reports and other documents. Provides scheduling and coordination for meetings, conferences, and training sessions.
Minimum Education: GED or HS Diploma
Consultant - Mid
Minimum/General Experience: 8 years

Functional Responsibility: Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related information. Collects and reviews data in accordance with plans developed by a project team. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Master’s degree

Consultant
Minimum/General Experience: 6 years

Functional Responsibility: Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related information. Collects and reviews data in accordance with plans developed by a project team. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Works under direction of Project Director, Project Manager, or Task Leader.

Minimum Education: Bachelor’s degree

Senior Consultant
Minimum/General Experience: 10 years

Functional Responsibility: Plans, conducts and supervises projects of major significance, necessitating proven management skills and knowledge. Provides expert oversight for multiple client engagements by managing several multi-faceted programs and creating overarching vision. Responsible for overseeing an integrated management structure, which evaluates overall performance. Meets with Program Manager to discuss performance, initiatives, and priorities.

Minimum Education: Bachelor’s degree

Senior Scientist
Minimum/General Experience: 7 years

Functional Responsibility: Identifies, reviews, evaluates, and interprets published scientific data and provides scientific oversight services to clients. Works independently under minimum supervision and serves as a team leader for other scientists, risk assessors, toxicologists, biologists, etc. Develops proposals for and manages: complex human health risk and toxicological assessments, research studies, environmental programs, exposure assessments, waste characterization and source reduction studies, pollution prevention initiatives, and the review of remediation technologies based on client needs. Presents relevant information at conferences, client meetings, and through scientific publications. Provides expert opinion to legal or quasi-legal proceedings. Ensures that health and safety policies and procedures are followed. Experience in the scientific arena is preferred.

Minimum Education: Master’s degree

Senior Policy Analyst
Minimum/General Experience: 7 years

Functional Responsibility: Conducts and supports original research and analysis on client issues. Develops, implements, and manages the production and distribution of policy portfolio and products. Drafts policy reports and other deliverables as needed. Supplies technical advice and counsel to other professionals. Originates and applies new and/or unique methods, approaches, and procedures to client issues. Manages consultative process.

Minimum Education: Bachelor’s degree

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Senior Consultant
Minimum/General Experience: 10 years

Functional Responsibility: Plans, conducts and supervises projects of major significance, necessitating proven management skills and knowledge. Provides expert oversight for multiple client engagements by managing several multi-faceted programs and creating overarching vision. Responsible for overseeing an integrated management structure, which evaluates overall performance. Meets with Program Manager to discuss performance, initiatives, and priorities.

Minimum Education: Bachelor’s degree

Senior Scientist
Minimum/General Experience: 7 years

Functional Responsibility: Identifies, reviews, evaluates, and interprets published scientific data and provides scientific oversight services to clients. Works independently under minimum supervision and serves as a team leader for other scientists, risk assessors, toxicologists, biologists, etc. Develops proposals for and manages: complex human health risk and toxicological assessments, research studies, environmental programs, exposure assessments, waste characterization and source reduction studies, pollution prevention initiatives, and the review of remediation technologies based on client needs. Presents relevant information at conferences, client meetings, and through scientific publications. Provides expert opinion to legal or quasi-legal proceedings. Ensures that health and safety policies and procedures are followed. Experience in the scientific arena is preferred.

Minimum Education: Master’s degree

Senior Policy Analyst
Minimum/General Experience: 7 years

Functional Responsibility: Conducts and supports original research and analysis on client issues. Develops, implements, and manages the production and distribution of policy portfolio and products. Drafts policy reports and other deliverables as needed. Supplies technical advice and counsel to other professionals. Originates and applies new and/or unique methods, approaches, and procedures to client issues. Manages consultative process.

Minimum Education: Bachelor’s degree
Policy Analyst
Minimum/General Experience: 3 years
Functional Responsibility: Conducts and supports research and analysis on client issues. Drafts policy reports and other deliverables as needed.
Minimum Education: Bachelor’s degree

Quality Assurance Specialist
Minimum/General Experience: 6 years
Functional Responsibility: Develops and implements company and client quality standards. Audits and reviews quality data according to existing documents and procedures. Knowledge of industry and governmental quality regulations is preferred.
Minimum Education: Bachelor’s degree

Analyst - Mid
Minimum/General Experience: 5 years
Functional Responsibility: Offers research and implementation support for all levels of projects and other client requirements. Analyzes complex issues and provides recommendations.
Minimum Education: Bachelor’s degree

Administrative Support Specialist
Minimum/General Experience: 4 years
Functional Responsibility: Responsible for administrative tasks that include travel arrangements, records control, printing and shipping documents, and developing complex spreadsheets for tracking project information. Compiles, types, revises, combines, edits, prints, and stores correspondence, memos, reports and other documents. Provides scheduling and coordination for meetings, conferences, and training sessions.
Minimum Education: GED or HS Diploma

Consultant - Mid
Minimum/General Experience: 8 years
Functional Responsibility: Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related information. Collects and reviews data in accordance with plans developed by a project team. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Works under direction of Project Director, Project Manager, or Task Leader.
Minimum Education: Master’s degree

Consultant
Minimum/General Experience: 6 years
Functional Responsibility: Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related information. Collects and reviews data in accordance with plans developed by a project team. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Works under direction of Project Director, Project Manager, or Task Leader.
Minimum Education: Bachelor’s degree
EXPERIENCE & DEGREE SUBSTITUTION

The requirements for education and experience are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other, as set forth herein. Experience exceeding the minimum shown may be substituted for education, and education exceeding the minimum shown may be substituted for experience. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Degree/Experience Equivalency*

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
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<tr>
<td>Bachelor’s</td>
<td>4 Years Relevant Experience</td>
</tr>
<tr>
<td></td>
<td>High School Diploma + 4 years relevant experience</td>
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<tr>
<td></td>
<td>Associates’ Degree + 2 years relevant experience</td>
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<tr>
<td>Master’s</td>
<td>6 Years Relevant Experience</td>
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<tr>
<td></td>
<td>Bachelor’s Degree + 2 years relevant experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>8 Years Relevant Experience</td>
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<tr>
<td></td>
<td>Bachelor’s Degree + 4 years relevant experience</td>
</tr>
<tr>
<td></td>
<td>Master’s Degree + 2 years relevant experience</td>
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</tbody>
</table>

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

ACCESSING MDB, INC.

The following organizations may place orders with MDB, Inc., through the Multiple Award Schedule GS-00F-0001S:

- Executive Agencies
- Other Federal Agencies
- Mixed-ownership Government corporations
  Government Contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

TO PLACE AN ORDER

To obtain GSA services, agencies may work with approved GSA contractors such as MDB, Inc. For orders under the micro-purchase threshold, agencies can simply place an order with their contractor of choice. The following procedure is used to place orders above the micro-purchase threshold:

1. Customer prepares Statement of Work describing work to be accomplished
2. Customer conducts a “best value” review of at least three GSA contractors
3. Customer selects awardee
4. Awardee undertakes work and invoices customer directly