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Alexandria, Va. 22314

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GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

**Schedule Title: GSA Professional Services Schedule**

**Contract Number: GS-00F-0035M**

**Advertising & Integrated Marketing Solutions (AIMS)**

- Special Item Number (SIN)—541-5: Integrated Marketing Services
- Recovery Purchasing SIN—541-5RC

**Mission Oriented Business Integrated Services (MOBIS)**

- SIN 874-1—Integrated Consulting Services
- SIN 874-4—Training Services: Instructor Led Training, Web Based Training  
Web Based Training and Education Courses, Course Development and Test  
Administration, Learning Management, Internships.
- Recovery Purchasing SINS—874-1RC, 874-4RC

**Contract Period:** May 1, 2014 – April 30, 2019

**Contractor's Name and Address:**

Mind & Media, Inc.  
901 N. Pitt St., Suite 310  
Alexandria, Va. 22314

**Tel:** 703-837-0121

**Fax:** 703-837-0936

**Website:** [www.mindandmedia.com](http://www.mindandmedia.com)

**Business Size:** Small

**Socioeconomic Status:** Economically Disadvantaged Woman-Owned Small Business

**Prices shown herein are net (discount deducted).**

*Online 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 online at: [GSAAdvantage.gov](http://GSAAdvantage.gov).*

*For more information on ordering from Federal Supply Schedules, click on the FSS button at [fss.gsa.gov](http://fss.gsa.gov).*

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# HOW TO CONTRACT US

## We make it easy for you to do!

Start by consulting the GSA program schedule. You may work directly with approved GSA contractors to obtain Advertising & Integrated Marketing Solutions (AIMS) or Mission Oriented Business Integrated Services (MOBIS) and products.

- **For orders less than \$2,500**, place an order with your contractor of choice.
- **For orders exceeding \$2,500**, follow these four easy steps:

**Step 1:** Prepare a request (Request for Work or other communication tool) that includes:

- A *Statement of Work* describing the scope of work to be accomplished
- A request for a firm-fixed price or a ceiling price if it is not possible at the time of placing the order to estimate accurately the extent or duration of the work
- A description of the basis of selecting the contractor to receive the order

**Step 2:** Transmit the request to three GSA vendors.

**Step 3:** Conduct a “Best Value” review of at least three vendors based on the selection criteria stated in the request (i.e., review of vendor price lists, solicitation of written proposals, or oral presentations).

**Step 4:** Select the awardee and issue a contract order. GSA contract specialists are available to assist you, but are not required to be involved in your procurement process. The awardee will undertake work and invoice you directly.

## BASIC CONTRACT INFORMATION

### GENERAL SERVICES ADMINISTRATION (GSA) FEDERAL SUPPLY SERVICE

- Authorized Federal Supply Schedule Price List
- AIMS: SINs 541-5, 541-5RC
- MOBIS: SINs 874-1, 874-1RC, 874-4, 874-4RC
- Contract Number: GS-00F-0035M
- Contract Period: May 1, 2009 – April 30, 2014
- Business Size: Small
- Business Type: Women-Owned Business, S Corporation, Small Disadvantaged Business, Economically Disadvantaged Women-Owned Small Business, Women-Owned Small Business

Products and ordering information are available on the GSA Advantage! System. For more information on ordering from Federal Supply Schedules, click on the “FSS Schedule” button at [www.fss.gsa.gov](http://www.fss.gsa.gov).

### CONTACT INFORMATION

Marilyn E. Finnemore, CEO/co-owner, [Mfinnemore@mindandmedia.com](mailto:Mfinnemore@mindandmedia.com), 703-894-1037  
Aldo Bello, Chief Creative Officer/co-owner, [Abello@mindandmedia.com](mailto:Abello@mindandmedia.com), 703-894-1020

Mind & Media, Inc.  
901 N. Pitt St., Suite 310  
Alexandria, Va. 22314

Main Phone: 703-837-0121  
Fax: 703-837-0936  
Website: [www.mindandmedia.com](http://www.mindandmedia.com)

## CUSTOMER INFORMATION

### GSA CONTRACT NUMBER: GS-00F-0035M

**1a. Awarded Special Item Numbers:**

- AIMS: 541-5, 541-5RC
- MOBIS: 874-1, 874-1RC, 874-4, 874-4RC

**1b.** Prices shown in price list are net, all discounts deducted, and valid for all areas including worldwide—See page 5.

**1c. Labor Category Descriptions:** See page **Error! Bookmark not defined..**

**2. Maximum Order:** The total dollar value of any order will be \$1,000,000 except for requirements exceeding the Maximum Order, which will be processed in accordance with clause I-FSS-125.

**3. Minimum Order:** \$100

**4. Geographic Coverage:** Worldwide

**5. Points of Production:** Alexandria, Virginia

**6. Statement of Net Prices:** See page 5.

**7. Quantity Discounts:** Purchasers who order in quantity (e.g. a series of training tools) will receive a quantity discount of between 5-10%.

**8. Prompt Payment Terms:** 1% NET 20 days (if not using the government credit card)

**9a. Government Purchase Cards:** Mind & Media will accept the government card for orders under \$25,000.

**9b. Government Purchase Cards:** Mind & Media will not accept the government card for orders over \$25,000.

**10. Foreign Items:** Not Applicable

**11a. Time of Delivery:** Mind & Media will adhere to the delivery schedule as specified by the agency's purchase order.

**11b. Expedited Delivery:** Mind & Media will provide expedited delivery if requested by clients. Please contact Mind & Media for additional information on how this relates to your project.

**11c. Urgent Requirements:** Contact Mind & Media for faster delivery or rush requirements.

12. **FOB Points:** Destination
- 13a. **Ordering Address:** Mind & Media, Inc., 901 N. Pitt St., Suite 310, Alexandria, Va. 22314.
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA Schedule homepage ([gsa.gov/schedules](http://gsa.gov/schedules)).
14. **Payment Address:** Mind & Media, Inc., ATTN: Marilyn Finnemore, 901 N. Pitt St., Suite 310, Alexandria, Va. 22314
15. **Warranty Provision:** Mind & Media warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in the contract.
16. **Export Packing Charges:** Not Applicable
17. **Terms and Conditions of Government Purchase Card Acceptance:** Mind & Media will accept the government purchase card for orders from \$100 - \$25,000.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable
19. **Terms and Conditions of Installation:** Not Applicable
20. **Terms and Conditions of Repair Parts, etc.:** Not Applicable
- 20a. **Terms and Conditions for Any Other Services:** Not Applicable
21. **List of Services and Distribution Points:** Not Applicable
22. **List of Participating Dealers:** Not Applicable
23. **Preventive Maintenance:** Not Applicable
24. **Environmental Attributes:** Not Applicable
- 24b. **Section 508 Compliance:** Section 508 compliance information is available on Electronic and Information Technology supplies and services. See our website at: [mindandmedia.com/508compliance.html](http://mindandmedia.com/508compliance.html)
25. **Data Universal Number System (DUNS) Number:** 963030465
26. **Notification Regarding Registration in Central Contractor Registration (CCR Database):** Mind & Media is a registered contractor with the CCR Database.

**Date Effective: April 29, 2014**

## LABOR RATES

### AIMS—SCHEDULE 541

Labor Category	Hourly Rate	Labor Category	Hourly Rate
Project Manager I	\$106.48	Interactive Media Specialist I	\$70.40
Project Manager II	\$128.48	Interactive Media Specialist II	\$99.44
Project Manager III	\$154.00	Interactive Media Specialist III	\$124.96
Consultant I	\$94.16	Interactive Media Specialist IV	\$150.48
Consultant II	\$118.80	Interactive Media Specialist V	\$203.28
Consultant III	\$150.48	A/V Specialist I	\$81.84
Consultant IV	\$212.08	A/V Specialist II	\$107.36
Consultant V	\$259.60	A/V Specialist III	\$129.36
Writer/Editor I	\$89.76	A/V Specialist IV	\$150.48
Writer/Editor II	\$111.76	A/V Specialist V	\$176.00
Writer/Editor III	\$139.92	Administrative Support I	\$56.32
Graphics Specialist I	\$70.40	Administrative Support II	\$73.92
Graphics Specialist II	\$86.24		
Graphics Specialist III	\$114.40		
Graphics Specialist IV	\$141.68		

### MOBIS—SCHEDULE 874

Labor Category	Hourly Rate	Labor Category	Hourly Rate
Project Manager I	\$106.48	Project Associate I	\$86.24
Project Manager II	\$128.48	Project Associate II	\$107.36
Project Manager III	\$154.00	Project Associate III	\$129.36
Consultant I	\$94.16	Project Associate IV	\$150.48
Consultant II	\$118.80	Project Associate V	\$176.00
Consultant III	\$150.48	Administrative Support I	\$56.32
Consultant IV	\$212.08	Administrative Support II	\$73.92
Consultant V	\$259.60		

**Travel costs**—The labor rates do not include travel and per diem costs associated with the SIN awarded. Travel costs will be reimbursed in accordance with Federal Travel Regulations.

**ODCs**—Prices do not include other direct costs, which will be billed at cost plus 10%.

**Prices shown herein are net (discount deducted).**

## LABOR CATEGORY DESCRIPTIONS

### AIMS—SCHEDULE 541

#### PROJECT MANAGER I

**General Experience:** 5+ years' experience managing projects

**Responsibilities:** Prepares product plans; coordinates the production process; updates clients on project-related activities.

**Education:** Bachelor's degree

#### PROJECT MANAGER II

**General Experience:** 7+ years' experience managing projects

**Responsibilities:** Prepares product plans; coordinates the production process; updates clients on project-related activities.

**Education:** Bachelor's degree

#### PROJECT MANAGER III

**General Experience:** 10+ years' experience managing projects

**Responsibilities:** Prepares product plans; coordinates the production process; updates clients on project-related activities.

**Education:** Bachelor's degree and PMP

#### CONSULTANT I

**General Experience:** 2+ years' experience in the communications field, preferably in media, public relations, research, or outreach; strong analytical, writing, and interpersonal communication skills essential.

**Responsibilities:** Interacts with clients; prepares marketing materials; writes communications materials for print, Web, multimedia, and video.

**Education:** Bachelor's degree

#### CONSULTANT II

**General Experience:** 3+ years' experience in the communications field, preferably in media, public relations, research, or outreach; strong analytical, writing, and interpersonal communication skills essential.

**Responsibilities:** Interacts with clients; prepares marketing materials; writes communications materials for print, Web, multimedia, and video; analyzes media markets for new concepts/product ideas; develops strategies for targeting and accessing markets; gathers data.

**Education:** Bachelor's degree

#### CONSULTANT III

**General Experience:** 5+ years' experience in the communications field, preferably in media, public relations, research, or outreach; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.



**Responsibilities:** Interacts with clients at all levels; develops communications strategy, plans, and marketing materials; collects, evaluates, and interprets information, and incorporates it into print, Web, multimedia, or video/film projects.

**Education:** Bachelor's degree

#### CONSULTANT IV

**General Experience:** 7+ years' experience in the communications field, preferably in media, public relations, research, or outreach; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.

**Responsibilities:** Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops communications strategy, plans, and marketing materials; collects, evaluates, and interprets information, and incorporates it into print, Web, multimedia, or video/film projects; familiarity required with media-buying techniques, Nielsen ratings, and other media-tracking tools; thorough understanding required of demographics and advertising/messaging techniques.

**Education:** Master's degree

#### CONSULTANT V

**General Experience:** 10+ years' experience in the communications field, preferably in media, public relations, research, or outreach; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.

**Responsibilities:** Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops communications strategy, plans, and marketing materials; familiarity required with media-buying techniques, Nielsen ratings, and other media-tracking tools; thorough understanding required of demographics and advertising/messaging techniques; assists managers and acquires necessary staff, equipment, supplies, etc.

**Education:** Master's degree

#### WRITER/EDITOR I

**General Experience:** 5+ years writing for communications and outreach products; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

**Responsibilities:** Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; writes scripts for video or audio presentations and text for interactive/Web presentations; drafts/writes/edits/proofreads content for Web, print, video, and multimedia products.

**Education:** Bachelor's degree

#### WRITER/EDITOR II

**General Experience:** 7+ years writing for communications and outreach products; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

**Responsibilities:** Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; writes scripts for video or audio presentations and text for interactive/Web presentations; drafts/writes/edits/proofreads content for Web, print, video, and multimedia products; shapes strategies for content development.

**Education:** Bachelor's degree

### WRITER/EDITOR III

**General Experience:** 10+ years writing for communications and outreach products; proofreading and editing experience; knowledge required of MS Word, Excel, and PowerPoint.

**Responsibilities:** Develops content for products such as web sites, print, video, multimedia products, etc.; conducts research on a variety of relevant topics for video, web, print, and multimedia projects; writes scripts for video or audio presentations and text for interactive/Web presentations; drafts/writes/edits/proofreads content for Web, print, video, and multimedia products; shapes strategies for content development.

**Education:** Master's degree

### GRAPHICS SPECIALIST I

**General Experience:** 3+ years' experience in print, Web, and motion media graphics; familiarity with various computer platforms such as Mac, PC, and NT.

**Responsibilities:** Creates graphics, animations, interactive interfaces, and special effects designs for Web, print, video, and multimedia products.

**Education:** Associate's degree

### GRAPHICS SPECIALIST II

**General Experience:** 5+ years' experience in print, web, and motion graphics; familiarity with various computer platforms such as Mac, PC, and NT; high-level conceptualization, leadership, communication, and creative skills.

**Responsibilities:** Creates graphics, animations, interactive interfaces, and special effects designs for Web, print, video, and multimedia products.

**Education:** Bachelor's degree

### GRAPHICS SPECIALIST III

**General Experience:** 7+ years' experience in print, web, and motion graphics; familiarity with various computer platforms such as Mac, PC, and NT; high-level conceptualization, leadership, communication, and creative skills.

**Responsibilities:** Creates graphics, animations, interactive interfaces, and special effects designs for Web, print, video, and multimedia products.

**Education:** Bachelor's degree

### GRAPHICS SPECIALIST IV

**General Experience:** 10+ years' experience in print, web, and motion graphics; familiarity with various computer platforms such as Mac, PC, and NT; high-level conceptualization, leadership, communication, and creative skills.

**Responsibilities:** Creates graphics, animations, interactive interfaces, and special effects designs for Web, print, video, and multimedia products.

**Education:** Bachelor's degree

### INTERACTIVE MEDIA SPECIALIST I

**General Experience:** 1+ years' experience in web and multimedia programming.

**Responsibilities:** Develops products using a variety of software languages, applications, and skill sets.

**Education:** Associate's degree

## INTERACTIVE MEDIA SPECIALIST II

**General Experience:** 3+ years' experience in web and multimedia programming.

**Responsibilities:** Develops products using a variety of software languages, applications, and skill sets; works with other interactive media specialists and graphics specialists to build multi-faceted products; validates and function-checks products and code.

**Education:** Associate's degree

## INTERACTIVE MEDIA SPECIALIST III

**General Experience:** 5+ experience in web and multimedia programming.

**Responsibilities:** Advises clients on appropriate technologies, applications, and strategies to meet end goals; products using a variety of software languages, applications, and skill sets; works with other interactive media specialists and graphics specialists to build multi-faceted products; validates and function-checks products and code.

**Education:** Bachelor's degree

## INTERACTIVE MEDIA SPECIALIST IV

**General Experience:** 7+ years' experience in web and multimedia programming; experience in client relations.

**Responsibilities:** Advises clients on appropriate technologies, applications, and strategies to meet end goals; conducts quality control and usability testing; conducts researches and authors code; troubleshoots and edits existing code; leads teams of interactive media specialists and graphics specialists in building multi-faceted products.

**Education:** Bachelor's degree

## INTERACTIVE MEDIA SPECIALIST V

**General Experience:** 10+ years' experience in web and multimedia programming; experience in client relations.

**Responsibilities:** Advises clients on appropriate technologies, applications, and strategies to meet end goals; conducts quality control and usability testing; conducts researches and authors code; troubleshoots and edits existing code; leads teams of interactive media specialists and graphics specialists in building multi-faceted products.

**Education:** Bachelor's degree or a combination of education and relevant work experience.

## A/V SPECIALIST I

**General Experience:** 5+ years' experience coordinating production, writing, and providing logistical support; ability to oversee technical aspects of pre-production and post-production activities; knowledge of transmission requirements and techniques.

**Responsibilities:** Operates video and audio equipment; monitors equipment performance; diagnoses equipment failures and corrects malfunctions; coordinates pre-production and post-production logistics; selects and manages professional talent.

**Education:** Bachelor's degree

## A/V SPECIALIST II

**General Experience:** 7+ years' experience coordinating production; knowledge of lighting techniques and familiarity with field/studio audio and video equipment; experience with webcasting procedures, switched productions, and satellite hook-ups.

**Responsibilities:** Coordinates pre-production and post-production logistics; selects and manages professional talent; edits video and incorporates graphics, text, music, and other elements as required.

**Education:** Bachelor's degree

### A/V SPECIALIST III

**General Experience:** 10+ years' experience with video production; in-depth knowledge of field/studio audio, video, and lighting equipment; experience with webcasting procedures, switched productions, and satellite hook-ups; experience with client relations.

**Responsibilities:** Coordinates pre-production and post-production logistics; selects and manages professional talent; edits video and incorporates graphics, text, music, and other elements as required.

**Education:** Bachelor's degree

### A/V SPECIALIST IV

**General Experience:** 12+ years' experience with video production; in-depth knowledge of field/studio audio, video, and lighting equipment; experience with webcasting procedures, switched productions, and satellite hook-ups; experience with client relations.

**Responsibilities:** Edits video and incorporates graphics, text, music, and other elements as required; manages all video and audio production logistics; advises clients on the use of audio and video tools to meet communication and outreach objectives.

**Education:** Master's degree

### A/V SPECIALIST V

**General Experience:** 15+ years' experience with video production; in-depth knowledge of field/studio audio, video, and lighting equipment; experience with webcasting procedures, switched productions, and satellite hook-ups; experience with client relations.

**Responsibilities:** Edits video and incorporates graphics, text, music, and other elements as required; manages all video and audio production logistics; advises clients on the use of audio and video tools to meet communication and outreach objectives.

**Education:** Master's degree

### ADMINISTRATIVE SUPPORT I

**General Experience:** 5+ years of experience and knowledge of MS Word, Excel, and PowerPoint

**Responsibilities:** Provides general administrative support; conducts research on a broad range of topics; manages small projects as assigned. This labor category is only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead.

**Education:** Associate's degree

### ADMINISTRATIVE SUPPORT II

**General Experience:** 7+ years of experience and knowledge of MSWord, Excel, and PowerPoint

**Responsibilities:** Provides high level administrative support; conducts research on a broad range of topics; assists in project management as assigned. This labor category is only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead.

**Education:** Associate's degree

## MOBIS—SCHEDULE 874

### PROJECT MANAGER I

**General Experience:** 5+ years' experience managing projects

**Responsibilities:** Prepares product plans; coordinates the production process; updates clients on project-related activities.

**Education:** Bachelor's degree

### PROJECT MANAGER II

**General Experience:** 7+ years' experience managing projects

**Responsibilities:** Prepares product plans; coordinates the production process; updates clients on project-related activities.

**Education:** Bachelor's degree

### PROJECT MANAGER III

**General Experience:** 10+ years' experience managing projects

**Responsibilities:** Prepares product plans; coordinates the production process; updates clients on project-related activities.

**Education:** Bachelor's degree and PMP certification

### CONSULTANT I

**General Experience:** 2+ years' experience relevant to project; strong analytical, writing, and interpersonal communication skills essential.

**Responsibilities:** Interacts with clients; prepares project materials; writes materials for all forms of media.

**Education:** Bachelor's degree

### CONSULTANT II

**General Experience:** 3+ years' experience relevant to project; strong analytical, writing, and interpersonal communication skills essential.

**Responsibilities:** Interacts with clients; prepares project materials; writes materials for all forms of media; analyzes relevant markets for new concepts/product ideas; develops strategies for targeting and accessing markets; gathers data.

**Education:** Bachelor's degree

### CONSULTANT III

**General Experience:** 5+ years' experience relevant to project; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; knowledge of change management, organizational theory, and communications technology required.

**Responsibilities:** Interacts with clients at all levels; develops strategy, plans, and materials; collects, evaluates, and interprets information, and incorporates it into appropriate project elements.

**Education:** Bachelor's degree

### CONSULTANT IV

**General Experience:** 7+ years' experience relevant to project; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; high-level knowledge of change management, organizational theory, and communications technology required.

**Responsibilities:** Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops strategy, plans, and materials; collects, evaluates, and interprets information, and incorporates it into appropriate project elements; applies change management techniques and organizational theory to project strategy and implementation.

**Education:** Master's degree

### CONSULTANT V

**General Experience:** 10+ years' experience relevant to project; managerial experience required; strong analytical, writing, and interpersonal communication skills essential; high-level knowledge of change management, organizational theory, and communications technology required.

**Responsibilities:** Meets with clients to discuss project goals and schedule; guides project from concept to evaluation; develops strategy, plans, and materials; collects, evaluates, and interprets information, and incorporates it into appropriate project elements; applies change management techniques and organizational theory to project strategy and implementation.

**Education:** Master's degree

### PROJECT ASSOCIATE I

**General Experience:** 5+ years' experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

**Responsibilities:** Provides research and planning expertise; creates project related content and media; develops and writes reports; designs measurement strategies, metrics, and methodologies.

**Education:** Bachelor's degree

### PROJECT ASSOCIATE II

**General Experience:** 7+ years' experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

**Responsibilities:** Provides research and planning expertise; creates project related content and media; develops and writes reports; designs measurement strategies, metrics, and methodologies.

**Education:** Bachelor's degree

### PROJECT ASSOCIATE III

**General Experience:** 10+ years' experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

**Responsibilities:** Provides research and strategic planning expertise; creates high-level project related content and media; develops and writes reports for multi-faceted programs; designs measurement strategies, metrics, and methodologies.

**Education:** Master's degree

### PROJECT ASSOCIATE IV

**General Experience:** 12+ years' experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

**Responsibilities:** Provides research and strategic planning expertise; creates high-level project related content and media; develops and writes reports for multi-faceted programs; designs measurement strategies, metrics, and methodologies.

**Education:** Master's degree

## PROJECT ASSOCIATE V

**General Experience:** 15+ years' experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required.

**Responsibilities:** Provides research and strategic planning expertise; creates high-level project related content and media; develops and writes reports for multi-faceted programs; designs measurement strategies, metrics, and methodologies.

**Education:** Master's degree

## ADMINISTRATIVE SUPPORT I

**General Experience:** 5+ years' experience and knowledge of MSWord, Excel, and PowerPoint

**Responsibilities:** Provides general administrative support; conducts research on a broad range of topics; manages small projects as assigned. This labor category is only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead.

**Education:** Associate's degree

## ADMINISTRATIVE SUPPORT II

**General Experience:** 7+ years' experience and knowledge of MSWord, Excel, and PowerPoint

**Responsibilities:** Provides high level administrative support; conducts research on a broad range of topics; assists in project management as assigned. This labor category is only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead.

**Education:** Associate's degree

## SCA INFORMATION

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

<b>SCA Eligible Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>Wage Determination No</b>
Administrative Support I	01020 – Administrative Assistant	05-2103
Administrative Support II	01020 – Administrative Assistant	05-2103