GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Schedule Title: Multiple Award Schedule (MAS)
Large Category: Professional Services
Subcategories: Business Administrative Services; Marketing and Public Relations
FSC/PSC Code: D304 and R408

Contract Number: GS-00F-028CA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Contract Period: January 26, 2015 - January 25, 2025

Contractor: Growth Transitions, Inc. (d.b.a.) Maher & Maher
3535 Route 66, Building #4
Neptune, NJ 07753 2625

Business Size: Other than Small Business

Telephone: (732) 918-8000
FAX Number: (732) 918-9059
Web Site: www.mahernet.com
E-mail: gsainfo@mahernet.com
Contract Administration: Bob Jacques
Pricelist current through: Modification PA-0032 effective September 15, 2020
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541511</td>
<td>541511/RC</td>
<td>Web Based Marketing</td>
</tr>
<tr>
<td>541611</td>
<td>541611/RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM/RC/STLOC</td>
<td>Order Level Materials (OLM)</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. See Number 27 – Final Pricing

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 Number 28 – Labor Category Descriptions

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address


7. Quantity discounts: 1% for orders over $100,000

8. Prompt payment terms: .5% 20 days, Net 30 days

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

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. **F.O.B Points(s):** Destination

13a. **Ordering Address(es):** Same as Contractor

13b. **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.

14. **Payment address(es):** Same as company address

15. **Warranty provision:** Contractor’s standard commercial warranty.

16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

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 indicating date of parts price lists and any discounts from list prices (if applicable):** 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. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

24b. **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/

25. **Data Universal Numbering System (DUNS) number:** 036796498

26. **Notification regarding registration in SAM database:** Registered
27. **Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>Site</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
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<tbody>
<tr>
<td>541611/RC</td>
<td>Director/Principal</td>
<td>Bachelors</td>
<td>Both</td>
<td>$311.21</td>
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<td>$330.16</td>
<td>$340.06</td>
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<td>541611/RC</td>
<td>Manager (Program)</td>
<td>Bachelors</td>
<td>Both</td>
<td>$223.21</td>
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<td>541611/RC</td>
<td>Consultant/ Sr. Program</td>
<td>Bachelors</td>
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<td>541611/RC</td>
<td>Analyst</td>
<td>Bachelors</td>
<td>Both</td>
<td>$139.07</td>
<td>$143.24</td>
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<tr>
<td>541611/RC</td>
<td>Instructional Designer</td>
<td>Bachelors</td>
<td>Both</td>
<td>$130.42</td>
<td>$134.33</td>
<td>$138.36</td>
<td>$142.51</td>
<td>$146.78</td>
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<tr>
<td>541611/RC</td>
<td>Facilitator I</td>
<td>Bachelors</td>
<td>Both</td>
<td>$185.69</td>
<td>$191.26</td>
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<td>$202.90</td>
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<tr>
<td>541611/RC</td>
<td>Facilitator II</td>
<td>Bachelors</td>
<td>Both</td>
<td>$91.88</td>
<td>$94.63</td>
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<td>Both</td>
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<td>$152.35</td>
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<td>Web Programmer</td>
<td>Associates</td>
<td>Both</td>
<td>$119.62</td>
<td>$123.21</td>
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<td>Knowledge Manager</td>
<td>Bachelors</td>
<td>Both</td>
<td>$78.98</td>
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<td>541611/RC</td>
<td>Editor/QA</td>
<td>Bachelors</td>
<td>Both</td>
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<td>High School</td>
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<td>541611/RC</td>
<td>Sr. Applications Developer</td>
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<td>Both</td>
<td>$187.16</td>
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<td>$147.47</td>
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<tr>
<td>541611/RC</td>
<td>Jr. Applications Developer</td>
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<td>Both</td>
<td>$130.45</td>
<td>$134.36</td>
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<tr>
<td>541511/RC</td>
<td>Director/Principal</td>
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<td>Both</td>
<td>$308.32</td>
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<td>541511/RC</td>
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<td>Bachelors</td>
<td>Both</td>
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<td>$158.82</td>
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<tr>
<td>541511/RC</td>
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<td>Both</td>
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<td>$141.84</td>
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<td>$150.47</td>
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<tr>
<td>541511/RC</td>
<td>Instructional Designer</td>
<td>Bachelors</td>
<td>Both</td>
<td>$116.91</td>
<td>$120.42</td>
<td>$124.03</td>
<td>$127.75</td>
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<tr>
<td>541511/RC</td>
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<td>Both</td>
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<tr>
<td>541511/RC</td>
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<td>Both</td>
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<td>Both</td>
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<td>541511/RC</td>
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<td>$89.29</td>
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<td>541511/RC</td>
<td>Knowledge Manager</td>
<td>High School</td>
<td>Both</td>
<td>$78.27</td>
<td>$80.62</td>
<td>$83.04</td>
<td>$85.53</td>
<td>$88.10</td>
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<tr>
<td>541511/RC</td>
<td>Admin. Support***</td>
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<td>Both</td>
<td>$43.94</td>
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<td>$46.62</td>
<td>$48.02</td>
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<td>541511/RC</td>
<td>Research Associate</td>
<td>Associates</td>
<td>Both</td>
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<td>$129.88</td>
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<td>$137.79</td>
<td>$141.93</td>
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<td>541511/RC</td>
<td>Graphic Artist***</td>
<td>Associates</td>
<td>Both</td>
<td>$83.36</td>
<td>$85.86</td>
<td>$88.43</td>
<td>$91.08</td>
<td>$93.82</td>
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</tr>
</tbody>
</table>

**Service Contract Act (SCA) Matrix**

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Support</td>
<td>01020 – Administrative Assistant</td>
<td>WD 15-4195</td>
</tr>
<tr>
<td>Graphic Artist</td>
<td>15080 – Graphic Artist</td>
<td>WD 15-4195</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).
Experience Substitutions (all SINs):

- Associates Degree + 2 years additional experience
- HS Diploma + 4 years additional experience
- HS Diploma + Professional or Industry Standard Technical Certification in a relevant field (e.g. Microsoft Certified Solutions Expert, Certified Information Professional, Adobe Certified Associate, Certified Meeting Professional)  
  Equals Bachelors Degree
- Bachelors Degree + 2 years additional experience
- HS Diploma + Professional License (e.g. Project Management Professional (PMP), Strategic Communication Management Professional)  
  Equals Masters Degree
- Masters Degree + 3 years additional experience
- Bachelors Degree + 5 years additional experience  
  Equals PhD

Education Substitutions (all SINs):

- A Ph.D. may be substituted for 3 years of required experience with a Masters Degree or 5 years with a Bachelors Degree.
- A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
- A Bachelors Degree may be substituted for 4 years of required experience with a HS Diploma.
- An Associates Degree may be substituted for 2 years of required experience with a HS Diploma.
- A Professional Certification in a relevant field may be substituted for 4 years of required experience with a HS Diploma.
- Specialized software certifications may be substituted for 2 years of experience

Management Consulting (541611) Labor Hour Category Descriptions

Director/Principal

Education: Bachelor’s Degree, Master’s Degree preferred

Specialized Experience: 12-15 years of experience in the field. Demonstrates expertise in a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Plans and directs all aspects of an organization’s policies, objectives and initiatives. Responsible for the short- and – long term profitability and growth of the company. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors.

Manager (Program)

Education: Bachelor’s degree minimum, Master’s degree preferred.

Specialized Experience: At least 7-10 years of experience in the field directly related to the required area of expertise.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensures responsiveness and achieve successful performance; this may include subject matter and unique technical knowledge. Assists in analysis, evaluation, and implementation of systems. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project.
Management Consulting (541611) Labor Hour Category Descriptions

Consultant/Sr. Program Analyst

Education: Bachelor’s degree, Master’s degree preferred.

Specialized Experience: At least 5-7 years of experience in the field directly related to the required area of expertise.

Duties: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications.

Analyst

Education: Bachelor’s degree.

Specialized Experience: Requires a minimum of 2 to 3 years experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensures responsiveness and achieve successful performance; this may include subject matter and unique technical knowledge. Assists in analysis, evaluation, and implementation of systems.

Instructional Designer

Education: Bachelor’s degree.

Specialized Experience: 2 to 5 years of experience. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit /department. A wide variety of creativity and latitude is expected.

Facilitator I

Education: Bachelor’s degree

Specialized Experience: 5 Years related experience. Experience in planning, Designing and conducting focus groups, forums and meetings to include developing agendas, use problem solving techniques, design and development of forum process and materials, including agendas. Experiences in recording meetings, analyzing data and preparing final reports.

Duties: Oversees and manages facilitation efforts, including the planning, design and conduct of collaborative efforts, working groups, or integrated product, process and self directed teams. Oversees the development of agendas, recordation of meetings, analysis of data and preparation of final reports and meeting materials. Facilitates and leads groups and provides meeting leadership and problem solving techniques. Oversees facilitators.
Management Consulting (541611) Labor Hour Category Descriptions

Facilitator II

Education: Bachelor’s degree.

Specialized Experience: 2 years related experience. Experience in planning, designing and conducting focus groups, forums and meetings to include developing agendas, use of problem solving techniques, design and development of forum process and materials, including agendas.

Duties: Plans, designs and conducts collaborative efforts, working groups, or integrated product, process or self-directed teams. Develops agendas, records meetings, analyzes data and prepare final reports and meeting materials. Facilitates and leads groups and provides meeting leadership and problem solving techniques. Provides logistical meeting/conference support.

Project Manager

Education: Bachelor’s degree.

Specialized Experience: At least 3 years of experience. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities and monitors and summarizes progress of project. Prepares reports for upper level management regarding status of project. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Web Programmer

Education: Associate’s degree. Bachelor’s degree preferred.

Specialized Experience: At least 2 years of experience in the field or in related area. Familiar with standard concepts, practices and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Duties: Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, arranges layout based upon space available, knowledge of layout principles, and aesthetic design concepts. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Knowledge Manager

Education: Bachelor’s degree.

Specialized Experience: 2 to 4 years of experience in the field or related area. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Manages intellectual property content and/or contents/projects related to the Web Sites/portals. Follows processes to ensure that all documents meet established content standards and works with necessary staff to assess any technical challenges in posting or archiving the content. Performs a variety of tasks. May sometimes lead and direct the work of others. Typically reports to management. Strong organizational skills and an adherence to established standards are expected.
Management Consulting (541611) Labor Hour Category Descriptions

Editor/QA

Education: Bachelor’s degree.

Specialized Experience: 2 to 4 years of experience in the field or in a related area. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Writes, edits, proofreads, and copyedits a variety of documents. Plans and prepares content for dissemination. Ensures that all documents meet established content standards. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Documentation Specialist

Education: Associate’s degree, Bachelor’s degree preferred.

Specialized Experience: 1 to 2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Duties: Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes and maintains systems and user support documentation efforts, including online help screen. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Admin Support

Education: Requires a high school diploma. Associate’s degree preferred.

Specialized Experience: 0 to 2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Duties: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes and researches and creates presentations. Generates reports, handles multiple projects and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Works under immediate supervision. Typically reports to a supervisor or manager.
Management Consulting (541611) Labor Hour Category Descriptions

Sr. Applications Developer

Education: Bachelor’s Degree or equivalent work experience required. Area of discipline: Computer and Information Sciences, General; Computer Engineering, General; Computer Science; Computer Software Engineering; distributed application designing; system integration; software architecture; database designing.

Specialized Experience: 8-10 years in the field directly related to the required area of expertise in Applications Development.

Duties: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software or distributed software application for client use with the aim of optimizing operational efficiency to include the automation of workflow, database collection/management, facilitation of customized training programs and the analysis of business processes for reengineering purposes and performance measurement. May develop middleware for system integration between two or more software applications. May supervise Applications Developers, Jr. Applications Developers, and Web Programmers.

Applications Developer

Education: Bachelor’s Degree or equivalent work experience required. Area of discipline: Computer and Information Sciences, General; Computer Engineering, General; Computer Science; Computer Software Engineering; distributed application designing; system integration; software architecture; database designing.

Specialized Experience: 5-7 years in the field directly related to the required area of expertise in Applications Development.

Duties: Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software or distributed software application for client use with the aim of optimizing operational efficiency to include the automation of workflow, database collection/management, facilitation of customized training programs and the analysis of business processes for reengineering purposes and performance measurement. May develop middleware for system integration between two or more software applications. May supervise Jr. Applications Developers and Web Programmers.

Jr. Applications Developer

Education: Associates Degree or equivalent work experience required. Area of discipline: Computer and Information Sciences, General; Computer Engineering, General; Computer Science; Computer Software Engineering; distributed application designing; system integration; software architecture; database designing.

Specialized Experience: 2-4 years in the field directly related to the required area of expertise in Applications Development.

Duties: Develop, create, and modify general computer applications software or specialized utility programs or distributed software application. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency to include the automation of workflow, database collection/management, facilitation of customized training programs and the analysis of business processes for reengineering purposes and performance measurement. May develop middleware for system integration between two or more software applications.
Web-Based Marketing (541511) Labor Hour Category Descriptions

Director/Principal

Education: Bachelor’s Degree, Masters preferred

Work and Specialized Experience: 15 years + in the field. Demonstrates expertise in a variety of the field’s concepts, practices and procedures. Relies on extensive management experience and judgment to plan and accomplish goals.

Duties and Responsibilities: Plan and directs all aspects of an organization’s policies, objectives and initiatives. Responsible for the short term and long term profitability and growth of the company. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Program Manager

Education: Bachelor’s degree minimum with a Master’s degree preferred.

Work and Specialized Experience: 8-10 years in the field directly related to the required area of expertise in Web Based training and Marketing.

Duties and Responsibilities: Provides task unique functional expertise necessary to interpret requirements, ensures responsiveness and achieves successful performance: this may include subject matter and unique technical knowledge. Assists in analysis, evaluation and implementation of systems. Sets deadlines, assigns responsibilities and monitors and summarizes progress of program. Prepares reports for upper management regarding status of program.

Project Manager

Education: Bachelor’s Degree

Work and Specialized Experience: 5-7 years in the Project Management field

Duties and Responsibilities: Responsible for the overall coordination, administration and completion of projects. Oversees all aspects of the project. Sets deadlines, assigns responsibilities, monitors and summarizes the progress of the project. Prepares reports for program manager regarding the status of project and performs a wide variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Program Manager.

Instructional Designer

Education: Bachelor’s Degree

Work and Specialized Experience: 3-5 years of experience in training design, curriculum development and web base training programs.

Duties and Responsibilities: Assists in the design and construction of training programs. Typically involved in the enhancement of existing training plans without supervision and may assist in initial training plan design while under the supervision of an Instructional Designer II.
**Web-Based Marketing (541511) Labor Hour Category Descriptions**

**Web Programmer**

Education: Associate’s Degree. Bachelor’s degree preferred.

Work and Specialized Experience: at least 2 years of experience in the field or in related area. Familiar with standard concepts, practices and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Duties: Produces graphic sketches, designs and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, arranges layout based upon space available, knowledge of layout principles and aesthetic design concepts. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

**Web Developer II**

Education: Associates Degree minimum and Bachelors preferred.

Work and Specialized Experience: 3-5 years of progressive based work in a web based marketing and training development environment.

Duties and Responsibilities: Responsible for strategizing with customers to develop new and fresh content look and feel that conveys a strategic and tactical message and creates awareness. Skilled writer and editor and technically proficient in the latest web marketing and training methodologies. Typically supervises the work of a Web Developer I and Web Programmer.

**Web Developer I**

Education: Associates degree.

Work and Specialized Experience: 1-3 years of progressive based work in a web based marketing and training development environment.

Duties and Responsibilities: Capable of providing tactical guidance and planning where it involves the enhancement of existing web content and website design and working on new programs while under supervision of a Web Developer II.

**Documentation/QA Specialist**

Education: High School with extensive Business School Course work completed. Associates degree preferred.

Work and Specialized Experience: 5-7 years in the Documentation production and management field and the quality assurance/control of deliverables.

Duties and Responsibilities: Prepares or maintains documentation pertaining to web based marketing and training plans and production. Transfers business specifications into user documentation. Plans, writes and maintains systems and user support documentation efforts. Provides continuous Quality Assurance/Control to all Task Order written deliverables. Typically reports to a Program or Project Manager.
Web-Based Marketing (541511) Labor Hour Category Descriptions

Knowledge Manager

Education: High School with extensive Business School course work completed Associates degree preferred.

Work and Specialized Experience: 3-5 years in the Knowledge Management field.

Duties and Responsibilities: Manages intellectual property content and / or projects related to the Web. Follows processes to ensure that all documents meet established content standards and works with necessary staff to access any technical challenges in posting or archiving the content. Performs a wide variety of tasks and must possess strong organizational skills and ability to insure that established standards and protocols are met and exceeded.

Admin Support

Education: High School required and additional business school certifications in Microsoft Office and or Associates degree preferred.

Work and Specialized Experience: 1-3 years of experience in a project and office admin support environment and has some basic supervisory training.

Duties and Responsibilities: Performs a variety of administrative functions to include scheduling appointments, researching and composing memos and notes and handling the admin preparation of a wide variety of program and project related reports, invoices and expense reports. May assist in budget development. Capable of independent work but generally works directly for a Program Manager or Project Manager.

Research Associate

Education: Associates Degree

Work and Specialized Experience: AA Degree 1 year Work Experience or Equivalent Work Experience

Duties and Responsibilities: Processes quantitative data; produce routine reports, collects qualitative data through telephone interviews, document reviews and/or other methods.

Graphic Artist

Education: Associates Degree

Work and Specialized Experience: AA Degree 3 years work Experience or Equivalent Work Experiences in InDesign, Photoshop, Illustrator, Flash, apple, Final Cut Studio.

Duties and Responsibilities: Be able to design for web and print. Provides graphic designs and layout for marketing materials and elearning using HML and CSS design. Works with Content Management Systems, creates HTML marketing emails, builds interactive elearning modules and promotional animations.