

**General Services Administration
Federal Acquisition 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 are available through GSA-Advantage!™, a menu-driven database system. The Internet address for GSA-Advantage!™ is: <http://www.gsaadvantage.gov>

Professional Services Schedule (PSS)

Industrial Group: 00CORP

Contract Number: GS-00F-062CA

Contract Period: 3/05/2015 – 03/04/2020

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



**Danya International LLC
8737 Colesville Road, Suite 1100
Silver Spring, MD 20910
Telephone: (301) 565-2142
Fax: (301) 565-3710
www.danya.com**

Business Size/Status: Other than Small Business

Prices shown herein are NET (discount deducted).

Pricelist current through PA-0010 dated 03/06/2018



TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION2

CONTRACT OVERVIEW.....4

CONTRACT ADMINISTRATOR.....4

MARKETING AND TECHNICAL POINT OF CONTACT.....4

CONTRACT USE.....4

CONTRACT SCOPE.....4

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS5

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES6

BLANKET PURCHASE AGREEMENT7

LABOR CATEGORY DESCRIPTIONS.....8

SERVICE CONTRACT ACT:21

HOURLY RATES FOR SERVICES22

GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

- SIN 541-4B / 541-4BRC: Video/Film Production
- SIN 541-5 / 541-5RC: Integrated Marketing Services
- SIN 541-1000 / 541-1000RC: Other Direct Costs
- SIN 874-1 / 874-1RC: Integrated Consulting Services
- SIN 874-7 / 874-7RC: Integrated Business Program Support Services

Our GSA PSS Contract can also support state and local agencies under the following programs:



- *Disaster Recovery Purchasing Program. Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.*

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to page #[22](#)
- 1c. Labor Category Descriptions: Please refer to page #[8](#)
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage: Domestic and Overseas --- SINs 541-4B / 541-4BRC, 541-5 / 541-5RC, 541-1000 / 541-1000RC
Domestic --- SINs 874-1 / 874-1RC, 874-7 / 874-7RC
5. Point of Production: Silver Spring, Maryland
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: SINs 541-4B / 541-4BRC and 541-5 / 541-5RC: 1% on orders over \$500,000 (labor costs only)

SINs 874-1 / 874-1RC and 874-7 / 874-7RC: Danya offers an additional dollar volume discount for any specific MOBIS services task order which annually exceeds the following thresholds:
\$3M – 1% discount
\$5M – 2% discount
\$35M – 6% discount
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Card *is* accepted above the micro-purchase threshold.
10. Foreign Items: Not Applicable
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination

GENERAL CONTRACT INFORMATION (CONTINUED)

- 13a. Ordering Address: Danya International LLC
Attn: Fred Vago, President
8737 Colesville Road, Suite 1200
Silver Spring, MD 20910
E-Mail: fvago@danya.com
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Danya International LLC
Attn: Accounting Department
8737 Colesville Road, Suite 1200
Silver Spring, MD 20910
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: Upon proper authorized signature
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, pricelists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. 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 Number System (DUNS) Number: 009741190
26. Danya International LLC is registered in the System for Award Management (SAM) Database.

CONTRACT OVERVIEW

GSA awarded Danya International LLC a GSA Federal Supply Schedule contract for Professional Services Schedule (00CORP) Contract Number GS-00F-062CA. The base contract period is 3/05/2015 - 3/04/2020. GSA may exercise a total of up to three additional 5-year option periods. This contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Fred Vago
Danya International LLC
8737 Colesville Road, Suite 1200
Silver Spring, MD 20910
Telephone: (301) 565-2142
Fax Number: (240) 645-1570
Email: fvago@danya.com

MARKETING AND TECHNICAL POINT OF CONTACT

Kim McCarley
Danya International LLC
8737 Colesville Road, Suite 1200
Silver Spring, MD 20910
Telephone: (301) 565-2142
Fax Number: (301) 565-3710
Email: kmccarley@danya.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Professional Service Schedule Services. Executive agencies, other Federal agencies, mixed ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Danya International LLC has been awarded a contract by GSA to provide services under the following SINs:

- SIN 541-4B / 541-4BRC: Video/Film Production
- SIN 541-5 / 541-5RC: Integrated Marketing Services
- SIN 541-1000 / 541-1000RC: Other Direct Costs
- SIN 874-1 / 874-1RC: Integrated Consulting Services
- SIN 874-7 / 874-7RC: Integrated Business Program Support Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

541-4B / 541-4BRC --- VIDEO/FILM PRODUCTION:

Services provided under this SIN include, but are not limited to the following components: writing, directing, shooting, arranging for talent / animation, narration, music and sound effects, duplication, distribution, video scoring; and editing.

Videotape and film production services will be provided to inform the public and Government agencies about the latest products, services, and/or issues in various outputs such as: industry standard formats, CD-ROM, DVD and video streaming development. Filming in studios, on location, live shows or events may also be required.

541-5 / 541-5RC --- INTEGRATED MARKETING SERVICES:

Services provided under this SIN include offering a complete solution that collectively integrates the various services provided separately under the other SINs. Services include, but may not be limited to the following components: creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. Comprehensive solutions include services available separately under SINs: 541 1 Advertising Services, 541 2 Public Relations Services, 541 3 Web Based Marketing Services and 541 4 Specialized Marketing (i.e. SIN 541 4A through SIN 541 4G). Contractors must demonstrate the capabilities to provide services normally associated with an integrated marketing campaign (Market Research, Conference Planning, etc.).

541-1000 / 541-1000RC --- OTHER DIRECT COSTS:

All ODCs proposed must be directly related to a service being offered under this schedule and can only be purchased in conjunction with the schedule service. Possible ODCs may include such items such as subcontract labor, audio/visual equipment, facility rental, commercial production, media costs, booth space rental, etc.

874-1 / 874-1RC --- INTEGRATED CONSULTING SERVICES:

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the MOBIS Scope of Work for further information.

NOTE: Expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to Financial and Business Solutions (FABS) SIN 520-6, Professional Legal Services. Consulting services relating to public relations are not covered under this SIN. Refer to SIN C541-2, Public Relations Services. Legal services are not covered under this SIN.

874-7 / 874-7RC --- INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES:

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the MOBIS Scope of Work for further information.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Danya International LLC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide GSA Schedule services, follow these simple steps:

| Orders under the Micro-Purchase Threshold |
|---|
| <ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order. |
| Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold |
| <ul style="list-style-type: none"> Prepare a SOW or PWS in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p> |
| Orders over the Simplified Acquisition Threshold |
| <ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p> |

Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

THE BELOW SUBSTITUTION IS APPLICABLE TO ALL AWARDED LABOR CATEGORIES:

Experience Substitutions:

| | | |
|--|--------|------------------|
| H.S. Diploma + 4 years additional experience | Equals | Bachelors Degree |
| Bachelors Degree + 2 years additional experience | Equals | Masters Degree |
| Masters Degree + 3 years additional experience | Equals | Ph.D. |

Education Substitutions:

| |
|---|
| A Ph.D. may be substituted for three years of required experience with a Masters Degree or four years with a Bachelors Degree. |
| A Masters Degree may be substituted for two years of required experience with a Bachelors Degree. |
| A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma. |
| A Bachelors Degree may be substituted for Microsoft Certified Systems Engineer (MCSE) or similarly complex certifications and two years of required experience with a H.S. Diploma. |

**LABOR CATEGORY DESCRIPTIONS
SIN(s) 541-4B / 541-4BRC & 541-5 / 541-5RC**

| |
|---|
| Job Title: Director |
| Minimum/General Experience: 8 years of experience. |
| Functional Responsibility: Leads and directs a creative team and to work collaboratively with the account teams to conceptualize, develop, sell through and implement creative solutions that can embrace any or all of interactive, internet, print, collateral, outdoor and direct mail. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Project Director |
| Minimum/General Experience: 7 years of experience. |
| Functional Responsibility: Manages key project tasks. Works directly with client representatives in developing programs, campaigns and materials. Tasks include a full range of activities. Has key responsibility for ensuring timely completion of project activities and monitoring of project budget. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Project Manager |
| Minimum/General Experience: 5 years of experience. |
| Functional Responsibility: Develops and executes complex tasks, provides direction to support staff, interfaces with Government personnel, and effectively allocates resources. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Content Specialist I |
| Minimum/General Experience: 3 years of experience. |
| Functional Responsibility: Assists in the development and implementation of content on websites. May be involved with integrating work of writers and designers to produce a final layout. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Content Specialist II |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Assists in the development and implementation of content on websites. May be involved with integrating work of writers and designers to produce a final layout. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Information Specialist |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Prepares standard and custom responses to written, telephone, and e-mail inquiries from the public, including controlled correspondence. Conducts research and data gathering, including manual and online literature searches using the Web and databases. |
| Minimum Education: High School Diploma or equivalent. |

| |
|---|
| Job Title: Research Assistant |
| Minimum/General Experience: 1 year of experience. |
| Functional Responsibility: Carries out research/development activities. Makes detailed observations, analyzes data, and interprets results. Compiles results and prepares technical reports and documentation of outcomes. 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. Works under immediate supervision. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Administrative Assistant |
| Minimum/General Experience: 1 year of experience. |
| Functional Responsibility: Performs secretarial/project administrative functions including production of presentations, data entry, and general office clerical activities. Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. |
| Minimum Education: High School Diploma or equivalent. |

| |
|---|
| Job Title: Conference/Exhibit Coordinator |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Manages and coordinates framework and timelines for conferences. Researches conference sites based on client specifications. Maintains conference schedules; makes arrangements for conference space, furnishings, services, and equipment; and ensures timely shipping, setup, breakdown, and return of exhibit materials. Prepares logistical, registration, and confirmation materials. Oversees work of staff assigned to the conference. Coordinates with hotel staff for arrangements, menus, and other requirements. Provides on-site logistical support. Serves as client liaison for smaller events. Coordinates post-event activities, including reconciling bills, tabulating evaluations, and preparing post-meeting documentation. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Meeting Planner |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Plans and executes small to large meetings and events which may involve complex planning tasks. Negotiates for all services and equipment necessary to implement the event and meet budget requirements. Supervises the performance of vendors. Exercises complete responsibility for job quality, budget and profitability of an assigned project. Interacts directly with the client in the conduct of business on a day-to-day activity basis. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Conference Assistant |
| Minimum/General Experience: 1 years of experience. |
| Functional Responsibility: Performs a variety of routine and varied administrative and clerical duties in support of pre-meeting, on-site, and post-meeting tasks. |
| Minimum Education: High School Degree or equivalent |

| |
|---|
| Job Title: Senior Conference Planner |
| Minimum/General Experience: 8 years of experience. |
| Functional Responsibility: Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Conference Planner |
| Minimum/General Experience: 5 years of experience. |
| Functional Responsibility: Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Registration Assistant |
| Minimum/General Experience: 1 year of experience. |
| Functional Responsibility: Manages event registration process including; on site registration set-up and staff, procuring equipment and supplies, reports and databases, production of signage, nametags, etc., handles cash collections. |
| Minimum Education: High School Diploma or equivalent. |

| |
|---|
| Job Title: Events Manager |
| Minimum/General Experience: 5 years of experience. |
| Functional Responsibility: Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Senior Programmer |
| Minimum/General Experience: 5 years of experience. |
| Functional Responsibility: Reviews, analyzes, and modifies programming systems used in support of web activities including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Web Programmer |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Designs, develops, and implements software packages for web sites. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude required. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Database Programmer I |
| Minimum/General Experience: 7 years of experience. |
| Functional Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Database Programmer II |
| Minimum/General Experience: 5 years of experience. |
| Functional Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. |
| Minimum Education: Bachelors degree. |

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|---|
| Job Title: Web Design Master |
| Minimum/General Experience: 4 years of experience. |
| Functional Responsibility: Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. |
| Minimum Education: Bachelors degree. |

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|--|
| Job Title: Web Design Assistant |
| Minimum/General Experience: 1 year of experience. |
| Functional Responsibility: 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, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. 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. Works under immediate supervision. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Graphics Design |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Supports the design and development of complex graphics and illustrations. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, and book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, Web site, CD-ROM, or other visual communication media. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Print / Graphics |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Supports the design and development of complex graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, and book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, Web site, CD-ROM, or other visual communication media. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Producer |
| Minimum/General Experience: 6 years of experience. |
| Functional Responsibility: Manages projects, including the discrete project tasks, such as video and PSA production and distribution, and development of ancillary materials, e.g., packaging. Matches staff to needs of each project, monitors status of development of all products and delivery of all services. Monitors quality control and quality assurance procedures and outcomes. Must be able to: Secure and manage new contracts; Participate in strategic and product planning meetings, such as for publications and educational and marketing materials, and public relations and press campaigns; Participate in creative development meetings, e.g., video treatment development; Assign tasks to staff and monitor quality of work; Develop and manage budgets; Oversee production process, delivery of service; Oversee administrative support for all production, including management of vendors; Serve as primary contact with clients; Track production components. |
| Minimum Education: Bachelors degree. |

| |
|--|
| Job Title: Script Writer |
| Minimum/General Experience: 4 years of experience. |
| Functional Responsibility: Drafts and revises scripts for videos and television and radio public service announcements. Participates in creative development meetings, e.g., video treatment development; Interact with client and production team on creative development of script; Write scripts, reviews comments from client and production team, and revises script as necessary. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Camera Operator |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Operates cameras, broadcasting or video recording cameras, and equipment to photograph various subjects and subject material. May be expected to maintain a variety of program/transmitter logs. Works under immediate supervision. |
| Minimum Education: High School Diploma or equivalent |

| |
|--|
| Job Title: Audio Technician |
| Minimum/General Experience: 2 years of experience. |
| Functional Responsibility: Responsibilities include setting up and adjusting audio-visual equipment, performing routine maintenance, and assisting in editing tapes. Familiar with standard concepts, practices, and procedures within a particular field. Works under general supervision. |
| Minimum Education: Bachelors degree. |

| |
|---|
| Job Title: Production Assistant |
| Minimum/General Experience: 1 year of experience. |
| Functional Responsibility: Provides support and assistance in implementing aspects of video production and Public Service Advertising campaigns. |
| Minimum Education: High School Diploma or equivalent |

LABOR CATEGORY DESCRIPTIONS
SIN(s) 874-1 / 874-1RC & 874-7 / 874-7RC

| |
|---|
| Job Title: Administrative 5 |
| Minimum/General Experience: Nine years related experience |
| Functional Responsibility: Provides executive level administrative and secretarial support. Oversees administrative functional area activities. May supervise daily operations and perform complex administrative functions, including production of presentations, data entry, and attending and documenting meetings. Prepares spreadsheets to track costs. |
| Minimum Education: Associates |

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| Job Title: Administrative 4 |
| Minimum/General Experience: Seven years related experience |
| Functional Responsibility: Provides executive level administrative and secretarial support. Oversees administrative functional area activities. May supervise daily operations and perform complex administrative functions, including production of presentations, data entry, and attending and documenting meetings. Prepares spreadsheets to track costs. |
| Minimum Education: Associates |

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| Job Title: Administrative 3 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Performs secretarial/project administrative functions including production of presentations, data entry and general office clerical activities. |
| Minimum Education: Associates |

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| Job Title: Administrative 2 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Performs secretarial/project administrative functions including production of presentations, data entry, and general office clerical activities. Responsible for performing daily office tasks like filing, recording, maintaining records, copying, posting, and other similar duties using a computer terminal, typewriter, and other word processors. |
| Minimum Education: High School or equivalent |

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| Job Title: Creative Designer 3 |
| Minimum/General Experience: Two years |
| Functional Responsibility: Provides advice in specialized technical areas in support of MOBIS projects. Collaborates with consultants, facilitators and project management personnel in the development of technology solutions to be utilized in conjunction with survey, facilitation and training services. |
| Minimum Education: Bachelors |

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| Job Title: Creative Designer 2 |
| Minimum/General Experience: One year |
| Functional Responsibility: Provides advice in specialized technical areas in support of MOBIS projects. Collaborates with consultants, facilitators and project management personnel in the development of technology solutions to be utilized in conjunction with survey, facilitation and training services. |
| Minimum Education: Bachelors |

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| Job Title: Consultant 5 |
| Minimum/General Experience: Eleven years |
| Functional Responsibility: Responsible for the design, development, and technical execution of MOBIS projects in coordination with the Project Lead or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project, monitors the execution of all project activities. Provides technical direction to members of the project team and participates in strategic planning activities. |
| Minimum Education: Masters |

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| Job Title: Consultant 3 |
| Minimum/General Experience: Nine years |
| Functional Responsibility: Responsible for the design, development, and technical execution of MOBIS projects in coordination with the Project Lead or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project, monitors the execution of all project activities. Provides technical direction to members of the project team. |
| Minimum Education: Bachelors |

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| Job Title: Consultant 1 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Responsible for the design, development, and technical execution of MOBIS projects in coordination with the Project Lead or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project, monitors the execution of all project activities. Provides technical direction to members of the project team. |
| Minimum Education: Bachelors |

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| Job Title: Facilitator 4 |
| Minimum/General Experience: Ten years |
| Functional Responsibility: Directs, coordinates, and exercises functional authority for facilitation, planning, organization, control, integration, and completion of project within area of assigned responsibility. Plans and formulates management and interactive activities according to project requirements. Controls expenditures within limitations of project budget. Plans, coordinates, and implements special events and other meetings, conferences, and special projects. May be expected to perform initial contract negotiations and vendor service agreements. |
| Minimum Education: Bachelors |

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| Job Title: Facilitator 3 |
| Minimum/General Experience: Eight years of experience |
| Functional Responsibility: Directs, coordinates, and exercises functional authority for facilitation, planning, organization, control, integration, and completion of project within area of assigned responsibility. Plans and formulates management and interactive activities according to project requirements. Plans, coordinates, and implements special events and other meetings, conferences, and special projects. May be expected to perform initial contract negotiations and vendor service agreements. |
| Minimum Education: Associates |

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| Job Title: Planning Coordinator 3 |
| Minimum/General Experience: Four years |
| Functional Responsibility: Facilitates public and private sector policy makers and focus groups, conducts surveys, prepares reports, and advises on cost-effectiveness and conformance of proposals. Facilitates field investigations and economic or public opinion surveys. Plans, coordinates, and implements special events, conferences, other meetings, and special projects. May be expected to perform initial contract negotiations and vendor service agreements. |
| Minimum Education: Associates |

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| Job Title: Planning Coordinator 2 |
| Minimum/General Experience: Two years |
| Functional Responsibility: Assists in facilitating public and private sector policy makers and focus groups, conducts surveys, prepares reports, and advises on cost-effectiveness and conformance of proposals. Assists in conducting and facilitating field investigations and economic or public opinion surveys. Assists in planning, coordinating, and implementing special events, conferences, other meetings, and special projects. |
| Minimum Education: Associates |

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|---|
| Job Title: Planning Coordinator 1 |
| Minimum/General Experience: None |
| Functional Responsibility: Assists in facilitating public and private sector policy makers and focus groups, conducts surveys, prepares reports, and advises on cost-effectiveness and conformance of proposals. Assists in conducting and facilitating field investigations and economic or public opinion surveys. Assists in planning, coordinating, and implementing special events, conferences, other meetings, and special projects. |
| Minimum Education: Associates |

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| Job Title: Expert Consultant 5 |
| Minimum/General Experience: Thirteen years |
| Functional Responsibility: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS. |
| Minimum Education: Masters |

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| Job Title: Expert Consultant 3 |
| Minimum/General Experience: Nine years |
| Functional Responsibility: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS. |
| Minimum Education: Masters |

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| Job Title: Expert Consultant 2 |
| Minimum/General Experience: Seven years |
| Functional Responsibility: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS. |
| Minimum Education: Masters |

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| Job Title: Expert Consultant 1 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Provides expert-level domain and functional consulting, analysis, and methodological and design support to complex MOBIS projects. Has extensive knowledge in an area of specialization that is necessary for effective implementation of the MOBIS. |
| Minimum Education: Masters |

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| Job Title: Senior Project Manager 3 |
| Minimum/General Experience: Seven years |
| Functional Responsibility: Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operational user involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks. |
| Minimum Education: Masters |

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| Job Title: Senior Project Manager 2 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operational user involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks. |
| Minimum Education: Masters |

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|---|
| Job Title: Senior Project Manager 1 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction to support staff, interfaces with Government and prime contractor personnel, and effectively allocates resources. Has specialized experience in or related to the specific technical area. Experienced in planning, evaluating, directing, and coordinating broad basic applied research and advanced development projects. Experienced in the integration of programs across multiple federal organizations. Experienced in coordination of acquisition sponsor and operational user involvement and endorsement. Responsible for overall project organization and direction. Interfaces directly with designated client representatives to formulate requirements and supervise tasks. |
| Minimum Education: Masters |

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| Job Title: Project Lead 5 |
| Minimum/General Experience: Seven years |
| Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies. |
| Minimum Education: Masters |

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| Job Title: Project Lead 4 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies. |
| Minimum Education: Masters |

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| Job Title: Project Lead 3 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Confers with project staff to outline work plan and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activities with activities of government regulatory or other governmental agencies. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Technical Consultant 5 |
| Minimum/General Experience: Seven years |
| Functional Responsibility: Supports the execution of MOBIS project tasks under the direction of a higher-level Consultant, Project Lead, or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project and monitors the execution of all project activities. Provides technical direction to members of the project team. |
| Minimum Education: Masters |

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| Job Title: Technical Consultant 4 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Supports the execution of MOBIS project tasks under the direction of a higher-level Consultant, Project Lead, or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project and monitors the execution of all project activities. Provides technical direction to members of the project team. |
| Minimum Education: Masters |

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|---|
| Job Title: Technical Consultant 3 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Supports the execution of MOBIS project tasks under the direction of a higher-level Consultant, Project Lead, or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project and monitors the execution of all project activities. Provides technical direction to members of the project team. |
| Minimum Education: Masters |

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|---|
| Job Title: Technical Consultant 2 |
| Minimum/General Experience: One year |
| Functional Responsibility: Supports the execution of MOBIS project tasks under the direction of a higher-level Consultant, Project Lead, or Senior Project Manager. Applies sophisticated technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, survey, and training problems and issues. Responsible for determining technical project objectives and selecting or performing/overseeing conceptual and methodological design for the MOBIS project execution. Conducts or directs the most technical aspects of the MOBIS project and monitors the execution of all project activities. Provides technical direction to members of the project team. |
| Minimum Education: Masters |

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| Job Title: Analyst 4 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Analyst 3 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Analyst 2 |
| Minimum/General Experience: One year |
| Functional Responsibility: Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment. |
| Minimum Education: Bachelors |

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| Job Title: Analyst 1 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Provides research, technical, and analytical support to technical and management-level personnel, including project administration and research analysis. Experienced in applying management, organizational, and business improvement techniques in a government or commercial environment. |
| Minimum Education: Associates |

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| Job Title: Technical Writer/ Editor 5 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Develops, writes, and edits materials for manuals, reports, studies, customization of training materials, and other types of documentation for varied audiences. Develops high-visibility, multifaceted documents. Supports various committees and working groups to prepare for meetings, works with chair during meetings and develops after meeting documents as required. Assists meeting chair with preparation and time management of agenda, control of administrative aspects, preparation of executive meeting summaries and task lists, maintaining historical files, document posting, etc. Using guidelines such as program objectives and identified audience needs, researches, writes, edits, and designs a variety of technical and promotional/project specific materials using key-to-disk technology. Researches appropriate subject-matter literature and proof ready copy of regulation/guideline manuals for accuracy of interpretation and grammar. |
| Minimum Education: Masters |

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|---|
| Job Title: Technical Writer/ Editor 4 |
| Minimum/General Experience: Two years |
| Functional Responsibility: Develops, writes, and edits materials for manuals, reports, studies, customization of training materials, and other types of documentation for varied audiences. Develops high-visibility, multifaceted documents. Supports various committees and working groups to prepare for meetings, works with chair during meetings and develops after meeting documents as required. Assists meeting chair with preparation and time management of agenda, control of administrative aspects, preparation of executive meeting summaries and task lists, maintaining historical files, document posting, etc. Using guidelines such as program objectives and identified audience needs, researches, writes, edits, and designs a variety of technical and promotional/project specific materials using key-to-disk technology. Researches appropriate subject-matter literature and proof ready copy of regulation/guideline manuals for accuracy of interpretation and grammar. |
| Minimum Education: Masters |

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|---|
| Job Title: Technical Writer/ Editor 3 |
| Minimum/General Experience: Four years |
| Functional Responsibility: Develops, writes, and edits materials for manuals, reports, studies, customization of training materials, and other types of documentation for varied audiences. Develops high-visibility, multifaceted documents. Supports various committees and working groups to prepare for meetings, works with chair during meetings and develops after meeting documents as required. Assists meeting chair with preparation and time management of agenda, control of administrative aspects, preparation of executive meeting summaries and task lists, maintaining historical files, document posting, etc. Using guidelines such as program objectives and identified audience needs, researches, writes, edits, and designs a variety of technical and promotional/project specific materials using key-to-disk technology. Researches appropriate subject-matter literature and proof ready copy of regulation/guideline manuals for accuracy of interpretation and grammar. |
| Minimum Education: Bachelors |

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| Job Title: Technical Writer/ Editor 2 |
| Minimum/General Experience: Two years |
| Functional Responsibility: Writes and edits materials for manuals, reports, studies, customization of training materials, and other types of documentation for varied audiences. Edits high-visibility, multifaceted documents. Supports various committees and working groups to prepare for meetings, works with chair during meetings and develops after meeting documents as required. Assists meeting chair with preparation and time management of agenda, control of administrative aspects, preparation of executive meeting summaries and task lists, maintaining historical files, document posting, etc. Using guidelines such as program objectives and identified audience needs, researches, writes, and edits a variety of technical and promotional/project specific materials using key-to-disk technology. Researches appropriate subject-matter literature and proof ready copy of regulation/guideline manuals for accuracy of interpretation and grammar. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Database Developer 5 |
| Minimum/General Experience: Nine years |
| Functional Responsibility: Provides expert database management in support of MOBIS projects. Collaborates with consultants, facilitators and project management personnel in the development of database solutions to be utilized in conjunction with survey, facilitation and training services. Designs logical and physical databases and coordinated database development as part of project team, applying knowledge of database design standards and database management systems. Reviews project requests describing database user needs. Estimates the time and cost required to accomplish project. Attends specification meeting with project team workers to determine scope and limitation of project. Designs, maintains, and optimizes relational databases and queries in support of MOBIS projects. Contributes to drafting plans for future growth. Applies strong business skills and consulting methodologies to collect and analyze data. Responsible for leading the design, development, and implementation of solutions architecture at a high level to meet the user's business needs. Exhibits a deep understanding of the industry and a broad knowledge of all service offerings within a practice area. |
| Minimum Education: Bachelors |

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| Job Title: Database Developer 3 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Provides expert database management in support of MOBIS projects. Collaborates with consultants, facilitators and project management personnel in the development of database solutions to be utilized in conjunction with survey, facilitation and training and program integration services. Designs logical and physical databases and coordinated database development as part of project team, applying knowledge of database design standards and database management systems. Reviews project requests describing database user needs. Attends specification meeting with project team workers to determine scope and limitation of project. Contributes to drafting plans for future growth. Applies strong business skills and consulting methodologies to collect and analyze data. Exhibits a broad knowledge of all service offerings within a practice area. |
| Minimum Education: Bachelors |

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| Job Title: Database Developer 2 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Provides expert database management in support of MOBIS projects. Collaborates with consultants, facilitators and project management personnel in the development of database solutions to be utilized in conjunction with survey, facilitation and training and program integration services. Designs logical and physical databases and coordinated database development as part of project team, applying knowledge of database design standards and database management systems. Applies strong business skills and consulting methodologies to collect and analyze data. Exhibits a broad knowledge of all service offerings within a practice area. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Interviewer/ Project Support Specialist 5 |
| Minimum/General Experience: Seven years |
| Functional Responsibility: Conducts structured formal or informal interviews and compiles results. Under the supervision of a Project Lead or Senior Project Manager, provides financial management, administration, and schedule control over the activities of one or more specific sub-activities within large MOBIS task orders. Provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to the design concepts and user standards, and progress in accordance with schedules. Requires knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Performs evaluations of procedures, processes, models, and systems related to technical and contractual management, and reports problems, recommends, and implements solutions to ensure problem resolution and user satisfaction. Prepares milestone status reports, deliveries, and presentations of the finished MOBIS service or product. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Interviewer/ Project Support Specialist 4 |
| Minimum/General Experience: Five years |
| Functional Responsibility: Conducts structured formal or informal interviews and compiles results. Under the supervision of a Project Lead or Senior Project Manager, provides financial management, administration, and schedule control over the activities of one or more specific sub-activities within large MOBIS task orders. Provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to the design concepts and user standards, and progress in accordance with schedules. Requires knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Performs evaluations of procedures, processes, models, and systems related to technical and contractual management, and reports problems, recommends, and implements solutions to ensure problem resolution and user satisfaction. Prepares milestone status reports, deliveries, and presentations of the finished MOBIS service or product. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Interviewer/ Project Support Specialist 3 |
| Minimum/General Experience: Three years |
| Functional Responsibility: Conducts structured formal or informal interviews and compiles results. Under the supervision of a Project Lead or Senior Project Manager, provides financial management, administration, and schedule control over the activities of one or more specific sub-activities within large MOBIS task orders. Provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to the design concepts and user standards, and progress in accordance with schedules. Requires knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Performs evaluations of procedures, processes, models, and systems related to technical and contractual management, and reports problems, recommends, and implements solutions to ensure problem resolution and user satisfaction. Prepares milestone status reports, deliveries, and presentations of the finished MOBIS service or product. |
| Minimum Education: Bachelors |

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|---|
| Job Title: Interviewer/ Project Support Specialist 2 |
| Minimum/General Experience: One year |
| Functional Responsibility: Conducts structured formal or informal interviews and compiles results. Under the supervision of a Project Lead or Senior Project Manager, provides financial management, administration, and schedule control over the activities of one or more specific sub-activities within large MOBIS task orders. Provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to the design concepts and user standards, and progress in accordance with schedules. Requires knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Performs evaluations of procedures, processes, models, and systems related to technical and contractual management, and reports problems, recommends, and implements solutions to ensure problem resolution and user satisfaction. Prepares milestone status reports, deliveries, and presentations of the finished MOBIS service or product. |
| Minimum Education: Bachelors |

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| Job Title: Trainer 5 |
| Minimum/General Experience: Ten years |
| Functional Responsibility: Conducts formal classroom training in commercial off-the-shelf applications. Prepares materials for instructors and students. Coordinates classes with other organizational elements such as the help desk. Maintains classroom computers and projectors as well as training records. Identifies courses that should be developed. Conducts research necessary to develop and revise training courses. Assists in deploying new initiatives and upgrades. Provides support. Identifies candidate training and educational topics, develops and manages timely responses to identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification. |
| Minimum Education: Bachelors |

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| Job Title: Trainer 3 |
| Minimum/General Experience: Six years |
| Functional Responsibility: Conducts formal classroom training in commercial off-the-shelf applications. Prepares materials for instructors and students. Coordinates classes with other organizational elements such as the help desk. Maintains classroom computers and projectors as well as training records. Identifies courses that should be developed. Conducts research necessary to develop and revise training courses. Assists in deploying new initiatives and upgrades. Provides support. Identifies candidate training and educational topics, develops and manages timely responses to identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification. |
| Minimum Education: Bachelors |

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| Job Title: Trainer 2 |
| Minimum/General Experience: Four years |
| Functional Responsibility: Conducts formal classroom training in commercial off-the-shelf applications. Prepares materials for instructors and students. Coordinates classes with other organizational elements such as the help desk. Maintains classroom computers and projectors as well as training records. Identifies courses that should be developed. Conducts research necessary to develop and revise training courses. Assists in deploying new initiatives and upgrades. Provides support. Identifies candidate training and educational topics, develops and manages timely responses to identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification. |
| Minimum Education: Bachelors |

SERVICE CONTRACT ACT:

The Service Contract Act (SCA) is applicable to this contract and it includes a SCA applicable labor category. The price for the cited SCA labor category is based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The price offered is 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.

| SCA Matrix | | |
|--------------------------------------|-------------------------------|-----------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code and Title | WD Number |
| Administrative 2 | 01112 - General Clerk II | 05-2103 |

**HOURLY RATES FOR SERVICES
SIN(s) 541-4B / 541-4BRC & 541-5 / 541-5RC**

| GSA Labor Category | Year 3 3/5/17-3/4/18 GSA Rate w/ IFF | Year 4 3/5/18-3/4/19 GSA Rate w/ IFF | Year 5 3/5/19-3/4/20 GSA Rate w/ IFF |
|--------------------------------|---|---|---|
| Director | \$ 166.46 | \$ 170.62 | \$ 174.89 |
| Project Director | \$ 93.94 | \$ 96.28 | \$ 98.69 |
| Project Manager | \$ 230.25 | \$ 236.01 | \$ 241.91 |
| Content Specialist I | \$ 97.69 | \$ 100.13 | \$ 102.63 |
| Content Specialist II | \$ 72.09 | \$ 73.90 | \$ 75.74 |
| Information Specialist | \$ 53.10 | \$ 54.43 | \$ 55.79 |
| Research Assistant | \$ 47.35 | \$ 48.54 | \$ 49.75 |
| Administrative Assistant | \$ 41.06 | \$ 42.08 | \$ 43.14 |
| Conference/Exhibit Coordinator | \$ 75.88 | \$ 77.77 | \$ 79.72 |
| Meeting Planner | \$ 72.09 | \$ 73.90 | \$ 75.74 |
| Conference Assistant | \$ 59.78 | \$ 61.28 | \$ 62.81 |
| Senior Conference Planner | \$ 137.92 | \$ 141.36 | \$ 144.90 |
| Conference Planner | \$ 101.60 | \$ 104.14 | \$ 106.74 |
| Registration Assistant | \$ 43.41 | \$ 44.50 | \$ 45.61 |
| Events Manager | \$ 101.60 | \$ 104.14 | \$ 106.74 |
| Senior Programmer | \$ 137.92 | \$ 141.36 | \$ 144.90 |
| Web Programmer | \$ 68.29 | \$ 70.00 | \$ 71.75 |
| Database Programmer I | \$ 199.73 | \$ 204.73 | \$ 209.85 |
| Database Programmer II | \$ 184.21 | \$ 188.81 | \$ 193.53 |
| Web Design Master | \$ 106.26 | \$ 108.92 | \$ 111.64 |
| Web Design Assistant | \$ 41.06 | \$ 42.08 | \$ 43.14 |
| Graphics Design | \$ 68.29 | \$ 70.00 | \$ 71.75 |
| Print/ Graphics | \$ 68.29 | \$ 70.00 | \$ 71.75 |
| Producer | \$ 133.16 | \$ 136.49 | \$ 139.90 |
| Script Writer | \$ 128.95 | \$ 132.18 | \$ 135.48 |
| Camera Operator | \$ 116.50 | \$ 119.42 | \$ 122.40 |
| Audio Technician | \$ 91.52 | \$ 93.81 | \$ 96.15 |
| Production Assistant | \$ 49.93 | \$ 51.17 | \$ 52.45 |

**OTHER DIRECT COSTS
SIN 541-1000 / 541-1000RC**

Consultant / Honoraria Rates

| Daily * | Hourly |
|----------------|---------------|
| \$ 291.48 | \$ 36.68 |
| \$ 349.98 | \$ 43.62 |
| \$ 378.73 | \$ 47.59 |
| \$ 407.48 | \$ 50.56 |
| \$ 419.38 | \$ 52.55 |
| \$ 465.97 | \$ 58.49 |
| \$ 559.17 | \$ 70.39 |
| \$ 582.96 | \$ 72.37 |
| \$ 698.96 | \$ 87.25 |
| \$ 792.16 | \$ 99.14 |
| \$ 873.45 | \$ 109.06 |
| \$ 931.95 | \$ 116.99 |
| \$ 1,095.54 | \$ 136.82 |
| \$ 1,164.94 | \$ 145.75 |
| \$ 1,183.77 | \$ 147.72 |
| \$ 1,397.92 | \$ 174.49 |
| \$ 1,630.91 | \$ 204.24 |
| \$ 1,863.90 | \$ 232.99 |

* Based on a standard 8-hour day

Other ODCs

| ODC Category | Rate |
|------------------------------|-------------|
| Room Rental | \$ 2,640.17 |
| Audiovisual Equipment Rental | \$ 684.73 |
| Materials/Supplies | \$ 2,203.15 |
| Printing/Reproduction Costs | \$ 2,215.59 |
| Shipping/Delivery Costs | \$ 2,796.79 |
| Telephone/Internet Costs | \$ 1,292.00 |

Agency orders may alter the type, quality, and timing of each of the above awarded ODCs and thus result in a lower/higher price for specific requirements. Clause 552.238-75 Price Reductions may be used to provide a proposed fixed-price to the agency to more accurately reflect the actual work required. Orders may not exceed the awarded ODC unit prices as specified above without a modification to this contract.

ODCs are invoiced at cost, plus handling fee.

**HOURLY RATES FOR SERVICES
SIN(s) 874-1 / 874-1RC & 874-7 / 874-7RC**

| GSA Labor Category | Year 3 3/5/17-3/4/18 GSA Rate w/ IFF | Year 4 3/5/18-3/4/19 GSA Rate w/ IFF | Year 5 3/5/19-3/4/20 GSA Rate w/ IFF |
|---------------------------|---|---|---|
| Administrative 5 | \$84.10 | \$86.63 | \$89.23 |
| Administrative 4 | \$68.98 | \$71.05 | \$73.18 |
| Administrative 3 | \$53.52 | \$55.13 | \$56.78 |
| Administrative 2 | \$45.15 | \$46.50 | \$47.90 |
| Creative Designer 3 | \$73.44 | \$75.64 | \$77.91 |
| Creative Designer 2 | \$63.44 | \$65.34 | \$67.30 |
| Consultant 5 | \$214.40 | \$220.83 | \$227.45 |
| Consultant 3 | \$152.51 | \$157.09 | \$161.80 |
| Consultant 1 | \$107.20 | \$110.42 | \$113.73 |
| Facilitator 4 | \$142.62 | \$146.89 | \$151.30 |
| Facilitator 3 | \$104.89 | \$108.04 | \$111.28 |
| Planning Coordinator 3 | \$78.37 | \$80.72 | \$83.14 |
| Planning Coordinator 2 | \$58.22 | \$59.96 | \$61.76 |
| Planning Coordinator 1 | \$45.68 | \$47.05 | \$48.46 |
| Expert Consultant 5 | \$351.37 | \$361.91 | \$372.77 |
| Expert Consultant 3 | \$248.10 | \$255.54 | \$263.21 |
| Expert Consultant 2 | \$214.40 | \$220.83 | \$227.45 |
| Expert Consultant 1 | \$167.22 | \$172.24 | \$177.41 |
| Senior Project Manager 3 | \$212.27 | \$218.64 | \$225.20 |
| Senior Project Manager 2 | \$177.76 | \$183.10 | \$188.59 |
| Senior Project Manager 1 | \$144.09 | \$148.42 | \$152.87 |
| Project Lead 5 | \$134.37 | \$138.40 | \$142.55 |
| Project Lead 4 | \$107.55 | \$110.78 | \$114.10 |
| Project Lead 3 | \$99.58 | \$102.56 | \$105.64 |
| Technical Consultant 5 | \$212.30 | \$218.67 | \$225.23 |
| Technical Consultant 4 | \$170.30 | \$175.41 | \$180.67 |
| Technical Consultant 3 | \$143.81 | \$148.12 | \$152.56 |
| Technical Consultant 2 | \$116.91 | \$120.42 | \$124.03 |

| GSA Labor Category | Year 3 3/5/17-3/4/18 GSA Rate w/ IFF | Year 4 3/5/18-3/4/19 GSA Rate w/ IFF | Year 5 3/5/19-3/4/20 GSA Rate w/ IFF |
|---|--|--|--|
| Analyst4 | \$117.80 | \$121.33 | \$124.97 |
| Analyst3 | \$93.65 | \$96.46 | \$99.35 |
| Analyst2 | \$80.99 | \$83.42 | \$85.92 |
| Analyst1 | \$67.07 | \$69.08 | \$71.15 |
| Technical Writer/Editor 5 | \$148.12 | \$152.56 | \$157.14 |
| Technical Writer/Editor 4 | \$129.25 | \$133.13 | \$137.12 |
| Technical Writer/Editor 3 | \$100.44 | \$103.45 | \$106.56 |
| Technical Writer/Editor 2 | \$71.68 | \$73.83 | \$76.04 |
| Database Developer 5 | \$248.10 | \$255.54 | \$263.21 |
| Database Developer 3 | \$170.30 | \$175.41 | \$180.67 |
| Database Developer 2 | \$128.62 | \$132.48 | \$136.45 |
| Interviewer/Project Support Specialist5 | \$98.82 | \$101.79 | \$104.84 |
| Interviewer/Project Support Specialist4 | \$85.75 | \$88.33 | \$90.98 |
| Interviewer/Project Support Specialist3 | \$68.15 | \$70.19 | \$72.30 |
| Interviewer/Project Support Specialist2 | \$54.48 | \$56.11 | \$57.80 |
| Trainer 5 | \$212.31 | \$218.68 | \$225.24 |
| Trainer 3 | \$140.19 | \$144.40 | \$148.73 |
| Trainer 2 | \$107.55 | \$110.78 | \$114.10 |