



Professional Services Schedule (PSS)

Contract Number: GS-00F-260DA

**General Services Administration Federal Supply Service
Authorized Federal Supply Schedule Price List**

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Professional Services Schedule (PSS)

Contract Number: GS-00F-260DA

Contract Period: August 26, 2016 through August 25, 2021

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

Contractor: AFYA, Inc.
8101 Sandy Spring Road, Third Floor
Laurel, MD 20707-3596

Business Size: Small Business

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Online 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!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

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

AFYA'S CORPORATE HISTORY AND OVERVIEW

AFYA, Inc. (AFYA), a technical and professional services consulting firm, was founded in 1991 to support projects that ensure access to care, help remove barriers to an optimum quality of life, and integrate healthy individuals and families into their communities. The word “afya” means health in Swahili. We have more than 26 years of experience providing logistical and administrative support and technical services to Federal clients. Through our work, AFYA helps address the health, educational, and social needs of women and children, racial and ethnic minorities, people living in poverty, those with multiple chronic conditions, and those with developmental disabilities, with a goal of improving the lives of at-risk populations. Our mission is rooted in positively impacting the health and well-being of people globally and improving the lives of underserved populations through acts of service.

AFYA was founded to conduct market research and perform a variety of studies, including policy and program evaluations, feasibility studies, and evaluability assessments. AFYA's services include conference and meeting planning, training and technical assistance (T/TA), curriculum development, research and evaluation, health communications, social marketing, and publications and graphic design. We became well known for our ability to reach special populations (women, children, the elderly, minorities, the economically disadvantaged, and those at high risk for certain physical disabilities). As the firm has developed, our clients have frequently asked us to help them promote their programs with these groups, by drawing on our extensive relationships with grassroots organizations and constituent groups. In response to these needs, we developed the internal capability (1) to provide a full range of public relations, media, and press relations services; (2) to design, promote, conduct, and evaluate a range of conferences and meetings; and (3) to design and develop eye-catching, culturally relevant graphics and artwork.

AFYA is now well known for conducting effective marketing campaigns based on the results of careful research on the knowledge, attitudes, skills, and behaviors of the target audience. AFYA's corporate experience also includes event lifecycle support for numerous Federal meetings, including national training programs, international summits, expert panels and advisory committees, grantee meetings, and large Federal conferences. AFYA is experienced in managing and planning Federal events, Continental United States (CONUS) and Outside Continental United States (OCONUS), including travel logistics and reimbursement services for national and international participants.

AFYA's corporate motto is “Achieving Excellence Through Service.” We are proud that many of our clients have provided us with feedback that demonstrates our fidelity to this motto. For example, the majority of our Contractor Performance Assessment Reporting System (CPARS) ratings have been “Exceptional” and “Very Good,” the two highest ratings. On our performance-based contracts that require annual award fee reviews, our performance has consistently resulted in high performance scores. Another indication of our record of providing high-quality services is the number of our clients that have awarded AFYA repeat contracts, contract extensions, and/or contract modifications to expand our statements of work.

AFYA's Federal clients have included several components within the U.S. Department of Health and Human Services (HHS), including the Administration for Children and Families, Agency for Healthcare Research and Quality, Centers for Disease Control and Prevention, Centers for Medicare & Medicaid Services, Health Resources and Services Administration, National Institutes of Health, Office of Minority Health, Office on Women's Health, and the Substance Abuse and Mental Health Services Administration. We have also served the Department of Homeland Security, the Corporation for National and Community Services, the U.S. Department of Education, and the Social Security Administration. Selected commercial clients include the Lewin Group, Public Strategies, Inc., Policy Research Associates, RTI International, Westat, Inc., Urban Institute, American Public Health Association, Henry J. Kaiser Family Foundation, Henry M. Jackson Foundation, Ketchum, Inc., and the National Association of Professional Asian American Women, among others.

ORDERING INFORMATION:

1a. Table of Awarded Special Item Number(s):

SIN	SIN Description	Page
541-1000	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours	8-10
541-3	Web Based Marketing Services	7
541-4A	Market Research and Analysis	7
541-4D	Conference, Events, and Trade Show Planning Services	7
541-4F	Commercial Art and Graphic Design Services	7
874-1	Integrated Consulting Services	7

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.

1c. Hourly Rates: See Price List and Labor Category Description

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic only, 50 States, Washington, DC, Puerto Rico, US Territories

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

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: 1% for orders over \$150,000

8. Prompt payment terms: Net 30 days or per contract agreement

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

9b. Government purchase cards accepted above the micro-purchase threshold: Will accept over \$2,500

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

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: Services are available for expedited delivery; however, this must be discussed at the time of order placement. Expedited delivery also depends on the size and nature of order. Contact Contractor for information on expedited delivery.

11c. Overnight and 2-day delivery: Overnight and 2-day deliveries are available. Contact Contractor for rates.

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

- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** AFYA, Inc.
8101 Sandy Spring Road, Third Floor
Laurel, MD 20707
(301) 957-3040
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment Address(es):** Contractor will accept Electronic Funds Transfer (EFT) and remittance at the company's address. AFYA's EFT remittance information is specified as follows:
- AFYA, Inc.
United Bank
ABA Routing Number – 056004445
- Should EFT not be available, the remittance address is as follows:
- AFYA, Inc.
8101 Sandy Spring Road, Third Floor
Laurel, MD 20707
- 15. Warranty provision:** Contractor's standard commercial warranty. Customer may contact Contractor for a copy.
- 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. Section 508 Compliance:** Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and service at www.Section508.gov. Contact Contractor for details on 508compliance information with regards to products and services.
- 25. Data Universal Numbering System (DUNS) number:** 796130052
- 26. System for Award Management (SAM) database:** Registered

27. Licensing fees: If any, are to be negotiated between the Contractor and the individual customer agencies

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

AFYA, Inc. possesses an adequate and auditable labor hour recording and invoicing system capable of fully supporting labor hour invoices; therefore, the firm is approved to accept Time and Material, Labor-Hour and Firm-Fixed-Price Delivery/Task Orders from authorized agencies under this contract.

Special Item Numbers (SINs) Overview

AFYA's personnel are our most valuable available resource for the Professional Services Schedule (PSS) projects. We employ researchers to conduct market analysis and design and facilitate focus groups; creative writers to develop ad copy and promotional materials; public relations and communications specialists to develop promotional campaigns; website designers and graphic illustrators to design innovative websites; and conference and meeting staff to plan meetings, conferences, and exhibits (more than 5,000 events in our 26 years of operation). We engage consultants who are trained media specialists and communications professionals, including individuals with more than 30 years of experience in public relations and marketing. Another valuable AFYA resource is our in-house Publications and Graphics Design Center, which has most of the latest hardware and software needed to design and produce high quality artwork, ad copy, illustrations, and graphic designs. We perform all Web design services in compliance with Section 508 requirements governing accessibility of Government-funded websites for individuals with disabilities.

SIN 541-1000 Other Direct Costs (ODCs): ODCs are expenses other than labor hours; these are items that consist of those products and services (other than labor hours) needed to complete the project under the PSS schedule. All ODCs proposed are directly related and only purchased in conjunction with advertising & integrated marketing services offered under the 541 SIN group. ODC items include subcontract labor, audio/visual equipment, facility rental, commercial production, media costs, and booth space rental.

SIN 541-3 Web-Based Marketing Services: AFYA provides services under this SIN that include developing strategies for an agency to provide the maximum use of their Internet capabilities. AFYA's website developers, graphics designers, and writers work together to produce and maintain websites that are visually appealing and easy to read and that contain complete and accurate information for all events. AFYA's website developer uses the most appropriate technology to make navigating sites as fast and flexible as each visitor's Internet service allows. AFYA's conference managers planned and managed Web casts and videoconferences to supplement onsite meetings. Our communications staff ensures that all agency clearances for Web casts and video-conferencing are properly obtained. The tasks for this SIN involve the consultation, development, and implementation of the following:

- Website design and maintenance services
- Email marketing
- Interactive marketing, Web-based advertising (including social media outlets), Web-based training
- Web casting
- Video conferencing via the Web
- Section 508 compliance, including captioning services
- Online media management
- Related activities to Web-based marketing services

SIN 541-4A Market Research and Analysis: Under this SIN, the services AFYA provides include, but are not limited to, the following:

- Development of customized strategic marketing plans
- Create branding initiatives
- Create public awareness of products, services, and issues
- Identify and analyze target market
- Establish measurable marketing objectives

- Determine market trends and conditions, identify and implement appropriate strategies
- Conduct focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results
- Establish and manage call centers (in relation to services provided under this schedule).

SIN 541-4D Conference, Event, and Tradeshow Planning Services: AFYA is an industry expert and, under this SIN, makes all necessary logistical arrangements for conferences and events, seminars, and trade shows. Tasks for this SIN involve consultation, development, and implementation of the following services for a conference, show, event, and/or booth:

- Project and logistics management
- Coordination and implementation of third party participation
- Collection management of third party payment for participation, process reimbursement forms, and payment of supported attendee and consultant expenses, in accordance with the Federal Travel Regulation
- Liaison support with venue
- Audiovisual and information technology support
- Topic and speaker identification
- Site location research
- Reservation of facilities
- Onsite meeting and registration support
- Editorial services
- Automation and telecommunications support
- Design and editing productions
- Mailing and other communication with attendees including pre-/post-meeting mailings/travel support and computer database creation

SIN 541-4F Commercial Art and Graphic Design Services: AFYA provides original customized artwork designed to attract the attention of the target market. Under this SIN, our experts create new printed materials and assist with updates, rewrites, and edits of existing materials for commercial art, graphic design, and special effects services that educate the consumer market about product(s) and/or service(s). Typical tasks for this SIN include the following:

- Development of original customized artwork
- Conceptual design and layouts of artwork and graphic materials for publication
- Provision of copywriting and technical writing services
- Creation of sketches, drawings, publication designs, and typographic layouts
- Furnish custom or stock artwork (including electronic artwork)

874-1 Integrated Consulting Services: AFYA will continue to provide expert advice and assistance in support of an agency's mission-oriented business functions. We provide organizational development and management consulting services to the Federal Government and the private sector since the firm's founding. Our staff conduct a variety of studies and analyses, including policy and program evaluations, feasibility studies, and evaluability assessments. AFYA's management consulting services focus on such organizational development processes as short-term and long-range program planning, program and infrastructure development, improved communication mechanisms, and sustainability. Our focus is on improving our client's mission-oriented work by providing integrated business solutions. We provide a full range of culturally competent consulting services, such as:

- Evaluation and study design
- Identification of study populations
- Instrument design
- Data collection and analysis
- Organizational assessments
- Strategic, business, and action planning
- Customized training
- Report production (draft and final)

PSS Price List for SINS: 541-3, 541-4A, 541-4D, 541-4F, 874-1

HOURLY RATES					
Labor Category Title	Year 1	Year 2	Year 3	Year 4	Year 5
	08/26/2016-08/25/2017	08/26/2017-08/25/2018	08/26/2018-08/25/2019	08/26/2019-08/25/2020	08/26/2020-08/25/2021
Corporate Monitor	\$ 226.51	\$ 234.44	\$ 242.64	\$ 251.13	\$ 259.92
Senior Project Director	\$ 147.77	\$ 152.94	\$ 158.29	\$ 163.83	\$ 169.57
Project Director	\$ 143.83	\$ 148.86	\$ 154.07	\$ 159.47	\$ 165.05
Deputy Project Director	\$ 113.03	\$ 116.98	\$ 121.08	\$ 125.32	\$ 129.70
Senior Researcher	\$ 159.68	\$ 165.27	\$ 171.05	\$ 177.04	\$ 183.23
Researcher	\$ 145.03	\$ 150.10	\$ 155.36	\$ 160.79	\$ 166.42
Research Associate	\$ 156.78	\$ 162.26	\$ 167.94	\$ 173.82	\$ 179.90
Research Assistant	\$ 82.09	\$ 84.96	\$ 87.93	\$ 91.01	\$ 94.20
Database Manager	\$ 160.99	\$ 166.62	\$ 172.45	\$ 178.49	\$ 184.74
Data Entry Operator	\$ 61.01	\$ 63.14	\$ 65.35	\$ 67.64	\$ 70.01
Senior Writer	\$ 143.83	\$ 148.86	\$ 154.07	\$ 159.47	\$ 165.05
Writer	\$ 113.03	\$ 116.98	\$ 121.08	\$ 125.32	\$ 129.70
Senior Communications Specialist	\$ 129.26	\$ 133.78	\$ 138.47	\$ 143.31	\$ 148.33
Communications Specialist	\$ 104.93	\$ 108.60	\$ 112.40	\$ 116.33	\$ 120.41
Public Relations Specialist	\$ 92.33	\$ 95.56	\$ 98.91	\$ 102.37	\$ 105.95
Production Manager/Creative Director	\$ 108.54	\$ 112.34	\$ 116.28	\$ 120.34	\$ 124.56
Senior Conference Manager	\$ 108.88	\$ 112.69	\$ 116.63	\$ 120.71	\$ 124.94
Conference Coordinator III	\$ 101.61	\$ 105.17	\$ 108.85	\$ 112.66	\$ 116.60
Conference Coordinator II	\$ 93.83	\$ 97.12	\$ 100.52	\$ 104.04	\$ 107.68
Conference Coordinator I	\$ 85.36	\$ 88.35	\$ 91.44	\$ 94.64	\$ 97.95
Web Site Developer	\$ 108.54	\$ 112.34	\$ 116.28	\$ 120.34	\$ 124.56
Graphic Designer	\$ 87.12	\$ 90.17	\$ 93.33	\$ 96.60	\$ 99.98
Production Specialist	\$ 78.98	\$ 81.75	\$ 84.61	\$ 87.57	\$ 90.63
Administrative Assistant	\$ 74.87	\$ 77.49	\$ 80.20	\$ 83.01	\$ 85.92
Senior Editor	\$ 139.36	\$ 144.23	\$ 149.28	\$ 154.51	\$ 159.91
Editor	\$ 104.93	\$ 108.60	\$ 112.40	\$ 116.33	\$ 120.41
Copy Editor/Proofreader	\$ 88.99	\$ 92.10	\$ 95.33	\$ 98.66	\$ 102.12
Assistant Project Director	\$ 98.44	\$ 101.88	\$ 105.45	\$ 109.14	\$ 112.96
Database Administrator	\$ 83.40	\$ 86.31	\$ 89.34	\$ 92.46	\$ 95.70
Facilitator	\$ 159.68	\$ 165.27	\$ 171.05	\$ 177.04	\$ 183.23
Graphic Artist	\$ 72.99	\$ 75.54	\$ 78.19	\$ 80.92	\$ 83.75
Project Administrator	\$ 75.18	\$ 77.82	\$ 80.54	\$ 83.36	\$ 86.28
Senior Technical Writer	\$ 145.92	\$ 151.03	\$ 156.32	\$ 161.79	\$ 167.45
Technical Writer	\$ 100.90	\$ 104.43	\$ 108.08	\$ 111.87	\$ 115.78

SIN 541-1000 Other Direct Costs (ODCs)

<i>PSS Price List for Other Direct Costs Special Item Number (SIN) 541-1000</i>					
<i>Offer Number</i>	<i>SIN Number</i>	<i>Support Product Labor</i>	<i>Contractor or Customer Facility</i>	<i>Domestic or Overseas</i>	<i>August 2017 - August 2018</i>
19989	541-1000	<p>Audio and Video Equipment Rental Package III - Package cover audio visual equipment and technicians for 3 day Conference including but not limited to equipment as follows: Registration Desk - 1 4'X6' White Board; 3 Black Easels. General Session Room - 1 10' Cradel Screen; 1 LX605 Christie Projector Kit; 1 Logitech Power Point Presenter; 1 Direct Box; 1 Soundcraft EFX12 12CH Mixer; 1 Shure Wireless Digital Mic Combo Dual Pack G50; 2 Shure 12" Podium Microphone; 4 GSC K12 Speaker with Stand; 2 Black Flipchart Easel; 12 Flipchart Pads; 1 Black Easel. 4 Breakout Rooms - Items included in each Breakout Room, 1 8'X8' Tripod Screen; 1 Tripod Screen Skirt; 2 Black Flipchart Easel; 10 Flipchart Pads; 1 Black Easel. Personnel - Lead Technician/Project Manager; Technician/Stage Hand to Set/Strike</p>	<i>Both</i>	Domestic Only	\$ 6,649.87
19989	541-1000	<p>Audio and Video Equipment Rental Package II - Including but limited to the following items: 1 Lenovo T440p; 1 Designer King Cover; 1 8' Tripod Screen; 1 Safelock Cover; 1 Safelock Stand; 1 25' AC Cable; 1 3' AC Power Strip; 1 3000 Lumen 1280x800 LCD Projector; 1 14 Channel Mixer (6 Mono 4 Stereo); 1 Gooseneck Microphone; 1 Wireless Handheld Microphone; 1 Beta 58 Wireless Handheld Mic; 1 UHF Wireless Mic Receiver; 1 Microphone Floor Stand (Black); 2 Self-Powered Speaker 8"-10"; 2 Tripod Speaker Stand; 1 Technician to Set/Strike</p>	<i>Both</i>	Domestic Only	\$ 2,884.07
19989	541-1000	<p>Audio and Video Equipment Rental Package I - Including but not limited to the following items: 1 - 8' Tripod Screen w/Skirting; 1 3500 Lumens LDC Projector w/Remote/Cables; 1 AV Cart w/Skirting/Extension/Cabling; 1 Presentation Laptop; 1 Wireless Podium Microphone; 1 Lav Microphone; 1 Wireless Audience Microphone; 1 4 Channel Audio Mixer; 2 10" Powered Speaker w/Pole Stand; 1 Audio Visual Technician; 1 Set/Strike Technician</p>	<i>Both</i>	Domestic Only	\$ 2,168.85
19989	541-1000	<p>Podium Microphone Package/House Sound - Including but not limited to Podium Microphone; Meeting Room House Sound; 4-Channel Mixer</p>	<i>Both</i>	Domestic Only	\$ 284.13
19989	541-1000	Table Top Microphones	<i>Both</i>	Domestic Only	\$ 151.13
19989	541-1000	Audience Microphone	<i>Both</i>	Domestic Only	\$ 151.13
19989	541-1000	Lavalier Microphone	<i>Both</i>	Domestic Only	\$ 151.13
19989	541-1000	Mixer (48 channel)	<i>Both</i>	Domestic Only	\$ 423.17

*PSS Price List for Other Direct Costs
Special Item Number (SIN) 541-1000*

<i>Offer Number</i>	<i>SIN Number</i>	<i>Support Product Labor</i>	<i>Contractor or Customer Facility</i>	<i>Domestic or Overseas</i>	<i>August 2017 - August 2018</i>
19989	541-1000	Mixer (24 channel)	<i>Both</i>	Domestic Only	\$ 272.04
19989	541-1000	Mixer (14 channel)	<i>Both</i>	Domestic Only	\$ 169.27
19989	541-1000	Mixer (12 channel)	<i>Both</i>	Domestic Only	\$ 157.18
19989	541-1000	Mixer (4 channel)	<i>Both</i>	Domestic Only	\$ 54.41
19989	541-1000	LCD projector	<i>Both</i>	Domestic Only	\$ 272.04
19989	541-1000	Screen (10 ft.)	<i>Both</i>	Domestic Only	\$ 417.13
19989	541-1000	Laptop Computer	<i>Both</i>	Domestic Only	\$ 259.95
19989	541-1000	Presentation Laptop	<i>Both</i>	Domestic Only	\$ 114.86
19989	541-1000	3000 Lumens data projector	<i>Both</i>	Domestic Only	\$ 423.17
19989	541-1000	LCD monitor (32")	<i>Both</i>	Domestic Only	\$ 259.95
19989	541-1000	LCD monitor (46")	<i>Both</i>	Domestic Only	\$ 519.90
19989	541-1000	Podium & Microphone	<i>Both</i>	Domestic Only	\$ 96.73
19989	541-1000	Wireless Podium Microphone	<i>Both</i>	Domestic Only	\$ 217.63
19989	541-1000	Wired Microphone w/Gooseneck	<i>Both</i>	Domestic Only	\$ 96.73
19989	541-1000	Handheld Microphone	<i>Both</i>	Domestic Only	\$ 247.86
19989	541-1000	AV Cart w/Skirting/Extension/Cables	<i>Both</i>	Domestic Only	\$ 30.23
19989	541-1000	8' Tripod Screen w/Cart & Drape	<i>Both</i>	Domestic Only	\$ 84.63
19989	541-1000	Easel	<i>Both</i>	Domestic Only	\$ 12.09
19989	541-1000	Flip Chart with markers	<i>Both</i>	Domestic Only	\$ 84.63
19989	541-1000	10" Powered Speaker w/Pole Stand	<i>Both</i>	Domestic Only	\$ 120.91
19989	541-1000	SR1530 Powered Speaker w/Stand	<i>Both</i>	Domestic Only	\$ 120.91
19989	541-1000	Video camera package-camera/monitor/etc	<i>Both</i>	Domestic Only	\$ 840.30
19989	541-1000	Camera Man/Videographer	<i>Both</i>	Domestic Only	\$ 604.53
19989	541-1000	AV Technician	<i>Both</i>	Domestic Only	\$ 604.53
19989	541-1000	Technician	<i>Both</i>	Domestic Only	\$ 54.41
19989	541-1000	Setup/Strike	<i>Both</i>	Domestic Only	\$ 664.99
19989	541-1000	Courier Service	<i>Both</i>	Domestic Only	\$ 96.66
19989	541-1000	Duplication - Black & White	<i>Both</i>	Domestic Only	\$ 0.05
19989	541-1000	Duplication - Color	<i>Both</i>	Domestic Only	\$ 0.69
19989	541-1000	Meeting Room Rental - Breakout	<i>Both</i>	Domestic Only	\$ 1,028.31
19989	541-1000	Meeting Room Rental - Plenary	<i>Both</i>	Domestic Only	\$ 3,298.94
19989	541-1000	First class postage 1-oz.	<i>Both</i>	Domestic Only	\$ 0.56
19989	541-1000	First class postage 2-oz.	<i>Both</i>	Domestic Only	\$ 0.81
19989	541-1000	First class postage 3-oz.	<i>Both</i>	Domestic Only	\$ 1.06
19989	541-1000	Express mail 2-lbs.	<i>Both</i>	Domestic Only	\$ 5.55
19989	541-1000	Express mail 25-lbs.	<i>Both</i>	Domestic Only	\$ 30.99

*PSS Price List for Other Direct Costs
Special Item Number (SIN) 541-1000*

<i>Offer Number</i>	<i>SIN Number</i>	<i>Support Product Labor</i>	<i>Contractor or Customer Facility</i>	<i>Domestic or Overseas</i>	<i>August 2017 - August 2018</i>
19989	541-1000	Signage	<i>Both</i>	Domestic Only	\$ 244.23
19989	541-1000	Banner	<i>Both</i>	Domestic Only	\$ 411.08
19989	541-1000	Print Advertising(comb - 2 insertions)	<i>Both</i>	Domestic Only	\$ 813.70
19989	541-1000	Pens	<i>Both</i>	Domestic Only	\$ 15.95
19989	541-1000	Note pads	<i>Both</i>	Domestic Only	\$ 11.47
19989	541-1000	Namebadge Holders	<i>Both</i>	Domestic Only	\$ 1.31
19989	541-1000	Name Tent Stock	<i>Both</i>	Domestic Only	\$ 0.48
19989	541-1000	1" Binder	<i>Both</i>	Domestic Only	\$ 3.37
19989	541-1000	2" Binder	<i>Both</i>	Domestic Only	\$ 5.43
19989	541-1000	3" Binder	<i>Both</i>	Domestic Only	\$ 7.85
19989	541-1000	Long Distance Calls	<i>Both</i>	Domestic Only	\$ 0.08
19989	541-1000	Conference Calls	<i>Both</i>	Domestic Only	\$ 0.15
19989	541-1000	Mobile App	<i>Both</i>	Domestic Only	\$ 4,231.74
19989	541-1000	Webinar	<i>Both</i>	Domestic Only	\$ 6,801.01
19989	541-1000	CVP Onsite Support - Temp Help	<i>Both</i>	Domestic Only	\$ 21.76
19989	541-1000	HOTEL (Includes Lodging, Meeting Rooms/ Amenity Package/Drayage/Electrical/Internet Connectivity, Etc.	<i>Both</i>	Domestic Only	\$ 126,395.12
19989	541-1000	Shuttle Bus Services	<i>Both</i>	Domestic Only	\$ 4,532.80
19989	541-1000	Catering	<i>Both</i>	Domestic Only	\$ 12,252.34
19989	541-1000	Honorarium (Guest Speaker Fee)	<i>Both</i>	Domestic Only	\$ 483.63
19989	541-1000	Subject Matter Experts (SMEs)	<i>Both</i>	Domestic Only	\$ 967.25
19989	541-1000	Consultants	<i>Both</i>	Domestic Only	\$ 302.27
19989	541-1000	Interpreters	<i>Both</i>	Domestic Only	\$ 169.27
19989	541-1000	Transcription/Translation	<i>Both</i>	Domestic Only	\$ 145.09
19989	541-1000	Subcontractor	<i>Both</i>	Domestic Only	\$ 191,922.18

29. Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

30. Labor Category Descriptions:

Corporate Monitor – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Advanced degree from an accredited college or university in the scientific or technical area(s) of the projects being monitored, combined with a minimum of 15 years of experience in Government contracting, or a bachelor's degree from an accredited college or university in the scientific or technical area(s) of the projects being monitored, combined with a minimum of 20 years of experience directing major Federal Government contracts. Must have demonstrated ability to plan, organize, and control diverse activities and the ability to meet corporate business development and performance objectives. Requires excellent written and verbal communication skills.
- **Duties and Responsibilities:** Reports to the President or Vice President. Plans, organizes, and controls all technical and operational aspects of assigned projects or task orders. Provides corporate oversight and direction on projects. Interviews, selects, hires, and assigns senior management staff. Interacts with highest-level client representatives. Directs senior staff in the development of work plans and budgets for assigned contracts and task orders. Anticipates and implements solutions to anticipated operational problems, based on knowledge of latest technological advances in assigned disciplines. Accountable for the profitability of all assigned projects.

Senior Project Director – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Advanced degree from an accredited college or university in a field of study related to the assigned project(s). Doctorate-level degree may be required to direct projects in the area of market research, curriculum development and design, and technical assistance and training. Equivalent experience in a related technical discipline at a senior level may be substituted for education, at the company's discretion. Requires 7-10 years of management experience, preferably in the Federal Government contract arena and knowledge of the Federal Acquisition Regulations. Requires excellent written and verbal communication skills.
- **Duties and Responsibilities:** Reports to Corporate Monitor. Plans, organizes, and controls all technical, fiscal, operational, and performance activities on assigned projects and task orders. Develops and controls budgets, schedules, and timelines. Designs, develops, and implements solutions to anticipated operational problems. Applies experience and knowledge of latest technological advances in related disciplines to manage complex processes and procedures. Manages, directs, and evaluates the performance of staff at all levels. Demonstrates excellent communication skills (both verbal and written). Prepares or conducts reviews of contract deliverables, including monthly reports and technical deliverables. Monitors schedules. Prepares and submits administrative and financial reports to the client at the required frequency.

Project Director – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree from an accredited college or university in a field of study related to the assigned project(s). Advanced degree may be required to direct projects in the research and evaluation and survey research areas. Equivalent experience in a related technical discipline at a senior level may be substituted for education, at the company's discretion. Requires 5-7 years of management experience, preferably in the Federal Government contract arena. For market research projects, requires knowledge of statistical software used to perform data analysis. Skills should include program development and logistical management support for conferences and meetings, peer review, grants management services, and publications design and development. Requires excellent written and verbal communication skills.

- **Duties and Responsibilities:** Reports to the Corporate Monitor or Senior Project Director. Plans, organizes, and controls all technical, fiscal, operational, and performance activities on assigned projects and task orders. Develops and controls budgets, schedules, and timelines. Designs, develops, and implements solutions to anticipated operational problems. Applies experience and knowledge of latest technological advances in related disciplines to manage complex processes and procedures. Manages, directs, and evaluates the performance of staff at all levels. Demonstrates excellent communication skills (both verbal and written). Manages project staff and resources on a day-to-day basis and guides junior staff. Prepares and submits administrative and financial reports to the client at the required frequency.

Deputy Project Director – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university in a field of study related to the assigned project(s). Equivalent experience in a related technical discipline may be substituted for education, at the company’s discretion. Requires 3-4 years of management experience and demonstrated ability to manage discrete task orders and assignments. Requires excellent written and verbal communication skills.
- **Duties and Responsibilities:** Assists the Project Director in planning, organizing, and controlling all technical, fiscal, operational, and performance activities on assigned projects and task orders. May be assigned to develop and control budgets, schedules, and timelines. Advises Project Director of anticipated problems. Must be able to assist in the development and implementation of innovative solutions. Interprets contract specifications. Assists the Project Director in identifying, assigning, and supervising staff. May be assigned to draft monthly and/or annual reports for review and approval by the Project Director. Performs the duties of a Project Director in that person’s absence. May also serve as task order or work assignment leader.

Senior Researcher – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Advanced degree from an accredited college or university in the scientific or technical area(s) being studied, combined with a minimum of 10 years as a senior researcher. Experience designing and implementing market research studies, including branding initiatives, target market identification, and focus group research. Requires excellent written and verbal communication skills.
- **Duties and Responsibilities:** Conducts market research to identify the best methods of presenting the product, service, or program being promoted to the identified target audience. Develops research designs, study protocols, and data collection and analysis plans and monitors their implementation, ensuring that approved protocols and instruments are used. Supervises the collection, synthesis, and analysis of large quantities of qualitative and quantitative research data using a variety of approved methodological approaches. Identifies potential operational problems and develops and implements solutions. Selects, assigns, directs, and evaluates research staff. Demonstrates excellent communication skills (both verbal and written). Develops draft and final research reports, incorporating feedback from the client as required. Contributes to the development of monthly administrative and financial reports to be submitted to the client.

Researcher – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university in the scientific or technical area(s) being studied, combined with a minimum of 5 years of experience as a researcher. Experience designing and implementing market research studies, including branding initiatives, target market identification, and focus group research. Requires excellent written and verbal communication skills.
- **Duties and Responsibilities:** Working under the direction of a Senior Researcher, implements research and study designs for market research, following approved protocols and using approved instruments. Manages the data collection process and maintains study database, ensuring the integrity and confidentiality of data. Collects, synthesizes, and analyzes qualitative and quantitative research data using a variety of approved methodological approaches. Demonstrates excellent communication skills (both verbal and written) and the ability to assist in the development and revision of concise and well-written research reports. May be assigned to direct the work of Research Associates.

Research Associate – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor’s degree in the social sciences, research, or other related field. Minimum of 2 years of work experience in the research and evaluation field (1 year with a graduate degree). Ability to comprehend and follow detailed market research protocols and guidelines. Familiarity with basic database maintenance procedures. Excellent verbal and written communication skills. Analytical and reasoning skills are essential.
- Duties and Responsibilities: Assists in recruiting study participants, as required. Interviews study participants. Participates in data review, analysis, and interpretation. Conducts literature searches. Assists with the design of data collection procedures and instruments. Trains staff to enter and verify data and reviews their work on a periodic basis. May be asked to supervise the work of Research Assistants.

Research Assistant – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Minimum of 1 year of work experience. Bachelor’s degree in the social sciences, research, or other related field required. Ability to comprehend and follow detailed market research protocols and guidelines. Familiarity with basic data entry procedures. Excellent verbal and written communication skills. Analytical and reasoning skills are essential.
- Duties and Responsibilities: Maintains market research databases. Codes, key enters, reviews, and cleans research data. Follows approved protocols for verifying and correcting data. Extracts data from files and develops graphic displays of findings, upon request. Prepares interviewer packets and other interview-related materials. Assists in data retrieval and cleaning. Enters data and maintains tracking databases.

Database Manager – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor’s degree from an accredited college or university, preferably in the area of information science or computer science, combined with a minimum of 8 years of experience serving as a network manager progressively responsible for computer operations and networking management experiences supporting Windows and UNIX. Requires extensive experience in designing, coding, testing and supporting next-generation database management in Oracle and SQL Server environments. Requires 5 years of supervisory and management experience and demonstrated ability to manage department budgets.
- Duties and Responsibilities: Designs and maintains corporate and project IT systems and networks required to support corporate and project activities. Maintains corporate file servers. Sets up addresses, switches, and routers. Establishes network accounts. Develops and implements system security procedures, including file back-up procedures. Establishes and maintains a website filtering and blocking system.

Data Entry Operator – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor’s degree and 2 years of work experience or a High School Diploma with a minimum of 15 years of experience as a data entry operator, typist, or word processing operator are required. Familiarity with a variety of software packages. Ability to work in both IBM PC-compatible and Macintosh environments. Minimum input speed of 70 wpm.
- Duties and Responsibilities: Keys data into computer-based systems in support of a variety of project and corporate activities. Conducts quality control reviews of own work.

Senior Writer – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Advanced degree from an accredited college or university in the social sciences, English, or journalism, combined with a minimum of 5 years of experience as a senior writer. Equivalent experience in a related technical discipline may be substituted for education, at the company’s discretion. Requires excellent writing skills and demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines. Must be able to review and critique the work of junior writers. Must be able to work cooperatively with clients to produce an acceptable product.

- **Duties and Responsibilities:** Develops and monitors schedules and budgets for writing assignments. Researches, develops, writes, and finalizes outlines and first and second drafts of a variety of written materials, including public information messages and marketing materials, such as brochures, pamphlets, and leaflets. Assigns tasks to junior staff and reviews their work. Demonstrates excellent written communication skills and familiarity with required style guides used in assigned areas. Interacts effectively with writers, designers, and other production personnel in the development of final deliverables. Meets or consults with clients to review their comments and agree to final changes. Must be able to identify potential operational problems and conceptualize and implement feasible solutions.

Writer – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university in the social sciences, English, or journalism field, combined with a minimum of 3 years of experience as a writer. Requires excellent writing skills and demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines.

- **Duties and Responsibilities:** Researches, develops, writes, and finalizes a variety of complex written materials, including public information messages and marketing materials, such as brochures, pamphlets, and leaflets. Develops drafts of written products for review by a more senior staff member. Modifies and revises materials in response to feedback from senior staff and/or clients. Demonstrates excellent written communication skills and familiarity with required style guides used in assigned areas. Assists the Senior Writer upon request.

Senior Communications Specialist – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Advanced degree in health communications, English literature, journalism, or a related field, combined with 10 years of communications experience. Requires extensive experience conducting research to identify the best communication mechanisms and demonstrates ability to work with creative staff to design, implement, modify, and provide customized, strategic marketing plans and media and public information campaigns.

- **Duties and Responsibilities:** Meets with clients to clarify the scope of work for marketing and communications projects and task orders. Leads teams of communications specialists in identifying the best methods of communication, by identifying resistance to any previously tested communication techniques, analyzing previous campaigns for their effectiveness, and reviewing all available data on behavioral change and its causes. Designs, develops, modifies, and implements communication campaigns that incorporate print, video, radio, TV, and Web technology. Develops draft and final marketing text. Works with graphic professionals to develop visual elements of marketing campaigns. Designs and implements campaigns to test products in limited markets and modifies campaigns in response to feedback received.

Communications Specialist – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor’s degree in health communications, English literature, journalism, or a related field, combined with 7 years of communications experience. Experience supporting the conduct of research to identify the best communication mechanisms and demonstrate ability to work with creative staff to design, implement, modify, and provide customized, strategic marketing plans and media and public information campaigns.

- **Duties and Responsibilities:** Assists in identifying the best methods of communication, by identifying resistance to any previously tested communication techniques, analyzing previous campaigns for their effectiveness, and reviewing all available data on behavioral change and its causes. Designs, develops, modifies, and implements communication campaigns that incorporate print, video, radio, TV, and Web technology. Develops draft marketing text for review and approval by Senior Communications Specialist. Assists in the implementation of campaigns to test products in limited markets.

Public Relations Specialist – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor’s degree in English literature, journalism, public relations, or a related field, combined with 5 years of public relations experience. Requires extensive experience designing, developing, and implementing public and media relation campaigns that promote clients’ marketing, media, and public information efforts.

- **Duties and Responsibilities:** Meets with clients to clarify the scope of work for public relations projects and task orders. Analyzes previous public relations campaigns and collateral for their effectiveness and, based on this analysis, provides recommendations on better ways to promote public awareness. Arranges for a variety of events (press conferences, radio/TV advertisements, conferences, etc.) designed to promote client activities. Develops draft and final articles for newspapers, magazines, websites, and other media. Works with graphic professionals to develop visual elements of campaigns. Tests campaigns and products in limited markets and modifies them in response to feedback received.

Production Manager/Creative Director – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree in graphic design or illustration or another creative field from an accredited college or university, combined with a minimum of 5 years of production management experience. Requires the ability to direct graphic and editorial staff in the design and production of a variety of print and audiovisual materials and Web content. Must be able to develop and monitor production schedules and ensure that work is performed within budget.
- **Duties and Responsibilities:** Meets with requesters to interpret job specifications and develop work plans. Develops budgets within client parameters and develops alternate work plans when necessary to adhere to budget. Develops creative conceptual approaches to be used in marketing and public relations campaigns. Designs and develops a variety of print and graphic products, including pamphlets, brochures, leaflets, and other marketing materials. Oversees graphic designers or provides graphic design services. Monitors each production phase and conducts quality control reviews of interim and final products. Interacts with internal and external users to ensure their satisfaction. Must also know various design software applications (Adobe Creative Suite CS6 Master Collection, Mac OS, QuarkXPress, or other advanced software applications).

Senior Conference Manager – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree from an accredited college or university. (Equivalent experience may be substituted for education, at the company's discretion.) Requires a minimum of 10 years of experience in planning and managing meetings, conferences, exhibits, and trade shows, preferably in the Federal Government arena. Must include 7 years of experience directing conference, exhibit, and trade show planning projects and task orders, including 5 years of experience at the senior level. Must have experience in developing work plans and budgets, reviewing and approving hotel contracts, directing senior-level conference staff, and interacting directly with clients to ensure their satisfaction. Attainment of a Certified Meeting Professional or Certified Government Meeting Professional designation is preferred. Must also be thoroughly familiar with Federal Travel Regulations.
- **Duties and Responsibilities:** Plans, organizes, and controls all technical, fiscal, operational, and performance activities on assigned conference and meeting support task orders and work assignments. Serves as task leader, overseeing all pre-meeting, onsite, and post-meeting activities. Interprets task order and work assignment specifications and develops written responses (work plans) and related task breakdown lists. Develops and controls budgets, schedules, and timelines for assigned events. Anticipates problems and develops and implements innovative solutions. Supervises the work of junior staff. Reviews and negotiates hotel contracts. Prepares monthly and/or annual reports describing activities on assigned events. Conducts post-meeting evaluations. Responsible for direct interaction with client and for ensuring total client satisfaction. Anticipates potential operational problems and develops logical, cost-effective solutions.

Conference Coordinator III – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree from an accredited college or university. (Equivalent experience may be substituted for education, at the company's discretion.) Requires a minimum of 7 years of experience as a Conference Coordinator, preferably in the Federal Government arena. Must include 3 years of experience as a Conference Coordinator II, directing junior-level conference staff in supporting meetings, conferences, exhibits, and trade shows. Attainment of a Certified Meeting Professional or Certified Government Meeting Professional designation is preferred. Must also be thoroughly familiar with Federal Travel Regulations.

- **Duties and Responsibilities:** Under the direction of a Senior Conference Manager, takes significant responsibility for planning pre-meeting, onsite, and post-meeting activities. Develops and controls budgets, schedules, and timelines for assigned meetings, conferences, events, and trade shows. Recommends meetings sites to Senior Conference Manager and conducts first-level review of hotel contracts. Advises Senior Conference Manager of anticipated problems and develops and implements innovative solutions. Assigns and supervises junior staff. Drafts portions of monthly and/or annual reports describing activities on assigned tasks. Conducts post-meeting evaluations. Performs final review and approves supported attendees' reimbursement request forms. Responsible for direct interaction with client and for ensuring total client satisfaction. Anticipates potential operational problems and develops logical, cost-effective solutions.

Conference Coordinator II – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree required. (Equivalent experience may be substituted for education, at the company's discretion.) Requires a minimum of 5 years of experience as a Conference Coordinator, preferably in the Federal Government arena. Requires some experience independently directing plans for medium to large meetings, conferences, and exhibits. Must be thoroughly familiar with Federal Travel Regulations. Attainment of a Certified Meeting Professional or Certified Government Meeting Professional designation preferred.

- **Duties and Responsibilities:** Assists a Conference Coordinator III in fulfilling all aspects of meeting, conference, exhibit, and trade show plans. Follows each aspect of the work plan, as developed by the senior manager to ensure its fulfillment. Identifies potential meeting sites and participates in site visits. Oversees the work of meeting support personnel to ensure that all meeting materials are prepared and shipped according to schedule. Oversees onsite activities (registration, speaker liaising, press room setup, audiovisual equipment operation). Tabulates responses from meeting evaluation forms to assist in completion of post-meeting evaluations. Performs first-level review of supported attendees' reimbursement request forms.

Conference Coordinator I – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree and a minimum of 2 years of experience in the meeting planning field, preferably in the Federal Government arena, are required. (Equivalent experience may be substituted for education, at the company's discretion.) Must have skills in Access or other database software. Knowledge of various event management software applications, such as AFYA's proprietary Event Management System (EMS), Ungerboeck, or other meeting planning software in use at the firm, is required.

- **Duties and Responsibilities:** Registers meeting attendees in the Ungerboeck database or other meeting management software and produces both routine and ad hoc registration reports. Assists with the identification of potential meeting sites. Prepares items for registration packets, including logistical information, travel reimbursement forms, and draft and final agendas. Prepares visual aids to be used in presentations. Prepares onsite materials, including speaker tent cards, name badges, signs, and final participant lists of preregistered attendees. Provides onsite support. Maintains data entered into the event management system for supported attendees' reimbursement request forms and tracks payments.

Website Developer – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree, preferably in an IT-related field. Requires 3 years of experience (5 years with no degree) in the Web design field or in a related area, such as graphic design. Familiarity with a variety of Web design software, concepts, practices, and procedures. Ability to visualize the best configuration for a cost-effective site that communicates information in a visually attractive and impactful manner.

- **Duties and Responsibilities:** Reviews, analyzes, and evaluates user and/or client needs for Web-based systems. Conducts feasibility analyses, which requires developing detailed descriptions of user needs, program functions, and site configurations. Identifies and implements steps required to develop new sites or modify existing sites. Exercises a wide degree of creativity and latitude, by independently designing and developing websites that are responsive to user needs. Adheres to all Section 508 specifications regarding accessibility. Modifies sites to incorporate management and/or client feedback.

Graphic Designer – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor’s degree in graphic design or illustration or another creative field from an accredited college or university, combined with a minimum of 5 years of previous experience as a graphic artist. Requires the ability to use graphic elements and both custom and stock art to produce an attractive layout or design. Also requires the demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines.
- Duties and Responsibilities: Integrates all elements of a document (text, graphic illustrations, photos) into a cohesive whole that is visually appealing. Assesses readability of layout and improves/revises it by changing the page layout as required. Must be familiar with commonly used typefaces and a variety of graphic design software packages (Adobe Creative Suite CS6 Master Collection, CorelDRAW Graphics Suite, and Microsoft PowerPoint). May be required to perform page layout using QuarkXPress or other advanced packages. Must be able to prepare high quality artwork for printing.

Production Specialist – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor’s degree and minimum of 5 years of experience in a production environment. Must be able to interpret and follow instructions to develop products according to the Production Manager’s direction. Requires 5 years of experience in the use of a full range of production software, including Microsoft Suite and other software applications. Some supervisory experience preferred.
- Duties and Responsibilities: Inputs original text using a variety of word processing software. Uses own discretion, along with client/manager input, to select the most attractive and cost-effective method of formatting documents. Inputs changes to text for which an electronic file has already been created. Proofreads own work to ensure its accuracy. Works with other Production Specialists and with Graphic Artists to design and assemble deliverables. Incorporates complex graphics into text. Adheres to all Section 508 specifications regarding accessibility and in general manages all web content. May meet with client to review document and note final changes to be made, upon request of the Production Manager.

Administrative Assistant – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor’s degree plus 1 year of experience in an office environment or a High School Diploma with a minimum of 12 years of experience as a professional administrative assistant with meeting support experience. Requires skills in Microsoft Office Suite, and general office duties. Familiarity with Excel preferred, but not required.
- Duties and Responsibilities: Under direct supervisor, provides general administrative and clerical support to all project staff by performing such duties as record keeping, photocopying, and filing. Prepares outgoing emails and faxes. Monitors supply levels and procures replacement supplies as required. Schedules conference calls.

Senior Editor – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Advanced degree in English, journalism, or communications from an accredited college or university, combined with 10 years of experience as an editor. Requires total mastery of grammar, spelling, and syntax and the demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines.
- Duties and Responsibilities: Reviews and edits a variety of complex written materials to ensure their readability, logical organization, grammatical correctness, and adherence to prescribed style guides. Reviews complex documents and determines how they can be reorganized so that facts are presented in a concise, clear manner. For sales and marketing products, edits and/or rewrites text to ensure that copy is persuasive and convincing. Reads materials to ensure that text is well organized, logically presented, and supported by appropriate details. Reorganizes text as required to improve flow and readability. Requires excellent written and verbal communication skills and familiarity with required style guides used in assigned areas.

Editor – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Advanced degree in English, journalism, or communications from an accredited college or university, combined with 5 years of experience as an editor. Requires total mastery of grammar, spelling, and syntax and the demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines.
- **Duties and Responsibilities:** Reviews and edits a variety of complex written materials to ensure their readability, logical organization, grammatical correctness, and adherence to prescribed style guides. Reviews complex documents and determines how they can be reorganized so that facts are presented in a concise, clear manner. For sales and marketing products, edits and/or rewrites text to ensure that copy is persuasive and convincing. Reads materials to ensure that text is well organized, logically presented, and supported by appropriate details. Reorganizes text as required to improve flow and readability. Requires excellent written and verbal communication skills and familiarity with required style guides used in assigned areas.

Copy Editor/Proofreader – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree in English, journalism, or the social sciences. Requires a minimum of 2 years of experience in a production environment. Equivalent experience in a related technical discipline may be substituted for education, at the company's discretion. Ability to independently review print, audiovisual, or Web materials and confirm their editorial correctness. Familiarity with various style guides, such as the Government Printing Office Style Manual, Chicago Manual of Style, or other specified style manuals required.
- **Duties and Responsibilities:** Performs copy edits of reports, manuals, newsletters, brochures, press releases, and other deliverables. Reviews and proofreads materials to ensure grammatical correctness and compliance with style guides, design requirements, and other client-prescribed guidance. Checks for correct grammar, syntax, spelling, verb usage, agreement, tense, and number. Checks the format of all citations and references. Marks copy legibly or works in track changes software so that edits can be reviewed and approved.

Assistant Project Director – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Bachelor's degree from an accredited college or university in a field of study related to the assigned project(s). Equivalent experience in a related technical discipline may be substituted for education, at the company's discretion. Requires 2-3 years of management experience and demonstrated ability to manage discrete task orders and assignments. Requires excellent written and verbal communication skills.
- **Duties and Responsibilities:** Assists the Project Director in planning, organizing, and controlling all technical, fiscal, operational, and performance activities on assigned projects and task orders. May be assigned to develop and control budgets, schedules, and timelines. Advises Project Director of anticipated problems. Must be able to assist in the development and implementation of innovative solutions. Interprets contract specifications. Assists the Project Director in identifying, assigning, and supervising staff. May be assigned to draft monthly and/or annual reports for review and approval by the Project Director. Performs the duties of a Project Director in that person's absence. May also serve as task order or work assignment leader.

Database Administrator – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Associate or Bachelor's degree from an accredited college or university, preferably in the area of information science or computer science, combined with a minimum of 5 years of progressively responsible computer operations and networking management experiences supporting Windows and LINUX or the equivalent.
- **Duties and Responsibilities:** Provides technical and administrative support for LAN. Maintains adequate knowledge of existing hardware and software in use to maximize efficiency of the network and users' utilization of them. Maintains corporate and project IT systems and networks required to support corporate and project activities. Maintains corporate file servers. Sets up addresses, switches, and routers. Establishes network accounts. Sets up employees with user accounts, passwords, and email addresses. Establishes and maintains a website filtering and blocking system.

Facilitator – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Advance or Bachelor degree from an accredited college or university in a field of study related to the assigned project(s). Requires 5 -10 years of facilitator experience, with at least 3 years of experience providing meeting facilitation. Expertise in the design and facilitation of multiple types of meetings and techniques (e.g., focus groups, seminars); excellent communication and listening skills; ability to guide others in conflict resolution and negotiation.
- Duties and Responsibilities: Plans, organizes, and designs the meeting process in collaboration with the client. Keeps meetings focused and on track. Manages challenging situations and behaviors. Identifies conflict when it arises and helps members resolve/negotiate their differences. Makes adjustments to the meeting process as needed to facilitate the group's effort in meeting its goals. Guides group members in reaching conclusions and agreement, and in identifying areas for further discussion.

Graphic Artist – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor's degree in graphic design or illustration or another creative field from an accredited college or university, combined with a minimum of 5 years of previous experience as a graphic artist. Requires the ability to use graphic elements and both custom and stock art to produce an attractive layout or design. Also requires the demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines.
- Duties and Responsibilities: Integrates all elements of a product or document (text, graphic illustrations, photos) into a cohesive whole that is visually appealing. Assesses readability of layout and improves/revises it by changing the page layout as required. Prepare high quality artwork for printing. Must be familiar with commonly used typefaces and a variety of graphic design software packages (Adobe Creative Suite CS6 Master Collection, CorelDRAW Graphics Suite, and Microsoft PowerPoint). May be required to perform page layout using QuarkXPress or other packages.

Project Administrator – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Bachelor's degree and a minimum of 5 years of experience as a Project Administrator, preferably in the Federal Government arena, are required. (Equivalent experience may be substituted for education, at the company's discretion.) Requires some experience independently directing plans for medium to large meetings, conferences, and exhibits. Must be thoroughly familiar with Federal Travel Regulations.
- Duties and Responsibilities: Assists a Conference Coordinator III in fulfilling all aspects of meetings, conferences, exhibits, and trade show plans. Follows each aspect of a work plan as developed by a senior manager to ensure its fulfillment. Identifies potential meeting sites and participates in site visits. Oversees the work of meeting support personnel to ensure that all meeting materials are prepared and shipped according to schedule. Oversees onsite activities (registration, speaker liaison, press room, audiovisual equipment operation). Tabulates responses from meeting evaluation forms to assist in the completion of post-meeting evaluations. Performs first-level review of supported attendees' reimbursement request forms and maintains event.

Senior Technical Writer – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- Minimum Education/Experience/Skills: Advanced degree from an accredited college or university in the social sciences, English, or journalism field, combined with a minimum of 5 years of experience as a senior technical writer. Equivalent experience in a related technical discipline may be substituted for education, at the company's discretion. Requires excellent writing skills and demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines. Must be able to review and critique the work of junior writers. Must be able to work cooperatively with clients to produce an acceptable product.
- Duties and Responsibilities: Develops and monitors schedules and budgets for writing assignments. Researches, develops, writes, and finalizes outlines and first and second drafts of a variety of written materials, including public information messages and marketing materials, such as brochures, pamphlets, and leaflets. Assigns tasks to less senior writing staff and reviews their work. Demonstrates excellent written communication skills and familiarity with required style guides used in assigned areas. Interacts effectively with writers, designers, and other

production personnel in the development of final deliverables. Meets or consults with clients to review their comments and agree to final changes. Must be able to identify potential operational problems and conceptualize and implement feasible solutions.

Technical Writer – SIN(s) 541-3, 541-4A, 541-4D, 541-4F, 874-1

- **Minimum Education/Experience/Skills:** Advanced degree from an accredited college or university in the social sciences, English, or journalism, combined with a minimum of 3 years of experience as a technical writer. Equivalent experience in a related technical discipline may be substituted for education, at the company's discretion. Requires excellent writing skills and demonstrated ability to work collaboratively with other staff in a production environment to meet assigned deadlines.
- **Duties and Responsibilities:** Researches, develops, writes, and finalizes a variety of complex written materials, including public information messages and marketing materials, such as brochures, pamphlets, and leaflets. Develops drafts of written products for review by a more senior staff member. Modifies and revises materials in response to feedback from senior staff and/or clients. Demonstrates excellent written communication skills and familiarity with required style guides used in assigned areas. Assists the Senior Writer upon request.