



# CAPITAL CONSULTING CORPORATION

## GSA CONTRACT No. GS00F286CA

---

**PERIOD OF PERFORMANCE:**

**SEPTEMBER 8, 2015 THROUGH SEPTEMBER 7, 2020**

General Services Administration

Federal Acquisition Service

*Authorized Federal Supply Schedule Price List  
SIN 874-1, 541-1000, 541-2, 541-4D, 541-4G*

**Professional Services Schedule Supply Group: 00CORP**

**Business Size:** Small, Woman-Owned, Veteran Owned, Service-Disabled Business

**Telephone:** (301) 468-6001

**Fax Number:** (301) 881-1734

**Web Site:** [www.capconcorp.com](http://www.capconcorp.com)

**E-mail:** [bsinger@capconcorp.com](mailto:bsinger@capconcorp.com)

**Contract Administration:** Barbara Singer

**Address:** 2810 Old Lee Highway, Suite 304, Fairfax, Virginia 22031-4331



## CUSTOMER INFORMATION:

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

| SIN      | Recovery   | SIN Description   |
|----------|------------|---|
| 874-1    | 874-1RC    | Integrated Consulting Services                                    |
| 541-1000 | 541-1000RC | Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours |
| 541-2    | 541-2RC    | Public Relations Services   |
| 541-4D   | 541-4DRC   | Conference, Events and Tradeshow Planning Services                |
| 541-4G   | 541-4GRC   | Challenges and Competition Services                               |

- 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. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic and Overseas
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: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor



- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address(es): Same as company address
15. Warranty provision: Contractor’s standard commercial warranty.
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: 183818145
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered
27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

### **SERVICE CONTRACT ACT (SCA)**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule 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.



| LABOR CATEGORIES PRICING |                       |   |      |          |          |          |          |          |
|--------------------------|-----------------------|---|------|----------|----------|----------|----------|----------|
| Item                     | SIN                   | Awarded Labor Category                              | Site | Year 1   | Year 2   | Year 3   | Year 4   | Year 5   |
| 1                        | 874-1                 | Program Director                                    | Both | \$106.44 | \$109.90 | \$113.47 | \$117.16 | \$120.97 |
| 2                        | 874-1                 | Senior Project Manager                              | Both | \$81.69  | \$84.34  | \$87.09  | \$89.92  | \$92.84  |
| 3                        | 874-1                 | Senior Policy Analyst                               | Both | \$92.33  | \$95.33  | \$98.43  | \$101.63 | \$104.93 |
| 4                        | 874-1                 | Policy Analyst II                                   | Both | \$72.13  | \$74.47  | \$76.89  | \$79.39  | \$81.97  |
| 5                        | 874-1                 | Policy Analyst I                                    | Both | \$54.56  | \$56.33  | \$58.16  | \$60.05  | \$62.01  |
| 6                        | 874-1                 | Supervisor Graphics Designer                        | Both | \$62.12  | \$64.14  | \$66.22  | \$68.38  | \$70.60  |
| 7                        | 874-1                 | Program Assistant                                   | Both | \$42.17  | \$43.54  | \$44.96  | \$46.42  | \$47.93  |
| 8                        | 874-1                 | Desktop Publishing Specialist                       | Both | \$45.52  | \$47.00  | \$48.53  | \$50.10  | \$51.73  |
| 9                        | 874-1                 | Scientific/Tech Writer II                           | Both | \$118.60 | \$122.45 | \$126.43 | \$130.54 | \$134.79 |
| 10                       | 874-1                 | Scientific/Tech Writer I                            | Both | \$83.91  | \$86.64  | \$89.45  | \$92.36  | \$95.36  |
| 11                       | 874-1                 | Scientific Editor II                                | Both | \$90.71  | \$93.66  | \$96.70  | \$99.84  | \$103.09 |
| 12                       | 874-1                 | Scientific Editor I                                 | Both | \$80.38  | \$82.99  | \$85.69  | \$88.47  | \$91.35  |
| 13                       | 874-1                 | Management Consultant IV                            | Both | \$137.16 | \$141.62 | \$146.22 | \$150.97 | \$155.88 |
| 14                       | 874-1                 | Management Consultant III                           | Both | \$81.46  | \$84.11  | \$86.84  | \$89.66  | \$92.58  |
| 15                       | 874-1                 | Management Consultant II                            | Both | \$76.01  | \$78.48  | \$81.03  | \$83.66  | \$86.38  |
| 16                       | 874-1                 | Management Consultant I                             | Both | \$59.73  | \$61.67  | \$63.68  | \$65.74  | \$67.88  |
| 17                       | 874-1                 | Scientist IV  | Both | \$129.08 | \$133.28 | \$137.61 | \$142.08 | \$146.70 |
| 18                       | 874-1                 | Scientist III                                       | Both | \$114.04 | \$117.75 | \$121.57 | \$125.52 | \$129.60 |
| 19                       | 874-1                 | Scientist II  | Both | \$84.72  | \$87.47  | \$90.32  | \$93.25  | \$96.28  |
| 20                       | 874-1                 | Scientist I   | Both | \$76.22  | \$78.70  | \$81.25  | \$83.90  | \$86.62  |
| 21                       | 541-2, 541-4D, 541-4G | Program Director                                    | Both | \$135.39 | \$139.79 | \$144.33 | \$149.02 | \$153.87 |
| 22                       | 541-2, 541-4D, 541-4G | Senior Program Analyst                              | Both | \$130.29 | \$134.52 | \$138.90 | \$143.41 | \$148.07 |
| 23                       | 541-2, 541-4D, 541-4G | Program Analyst II                                  | Both | \$129.76 | \$133.98 | \$138.33 | \$142.83 | \$147.47 |
| 24                       | 541-2, 541-4D, 541-4G | Program Analyst I                                   | Both | \$113.06 | \$116.73 | \$120.53 | \$124.45 | \$128.49 |
| 25                       | 541-2, 541-4D, 541-4G | Program Assistant                                   | Both | \$54.33  | \$56.10  | \$57.92  | \$59.80  | \$61.74  |
| 26                       | 541-2, 541-4D, 541-4G | Publications Production Supervisor/Graphic Designer | Both | \$78.36  | \$80.91  | \$83.54  | \$86.25  | \$89.05  |



| LABOR CATEGORIES PRICING (continued) |                       |   |      |          |          |          |          |          |
|--------------------------------------|-----------------------|---|------|----------|----------|----------|----------|----------|
| Item                                 | SIN                   | Awarded Labor Category                    | Site | Year 1   | Year 2   | Year 3   | Year 4   | Year 5   |
| 27                                   | 541-2, 541-4D, 541-4G | Desktop Publishing Specialist             | Both | \$64.17  | \$66.26  | \$68.41  | \$70.63  | \$72.93  |
| 28                                   | 541-2, 541-4D, 541-4G | Scientific/Tech Writer II                 | Both | \$180.00 | \$185.85 | \$191.89 | \$198.13 | \$204.57 |
| 29                                   | 541-2, 541-4D, 541-4G | Scientific/Tech Writer I                  | Both | \$142.27 | \$146.89 | \$151.67 | \$156.60 | \$161.69 |
| 30                                   | 541-2, 541-4D, 541-4G | Scientific/Technical Editor II            | Both | \$121.25 | \$125.19 | \$129.26 | \$133.46 | \$137.80 |
| 31                                   | 541-2, 541-4D, 541-4G | Scientific Technical/Editor I             | Both | \$108.80 | \$112.34 | \$115.99 | \$119.76 | \$123.65 |
| 32                                   | 541-2, 541-4D, 541-4G | Analyst Programmer II                     | Both | \$151.93 | \$156.87 | \$161.97 | \$167.23 | \$172.66 |
| 33                                   | 541-2, 541-4D, 541-4G | Analyst Programmer I                      | Both | \$125.12 | \$129.19 | \$133.38 | \$137.72 | \$142.20 |
| 34                                   | 541-2, 541-4D, 541-4G | Scientist Level 4                         | Both | \$227.58 | \$234.98 | \$242.61 | \$250.50 | \$258.64 |
| 35                                   | 541-2, 541-4D, 541-4G | Scientist Level 1                         | Both | \$111.04 | \$114.65 | \$118.37 | \$122.22 | \$126.19 |
| 36                                   | 541-2, 541-4D, 541-4G | Senior Conference/<br>Meeting Planner     | Both | \$113.99 | \$117.69 | \$121.52 | \$125.47 | \$129.55 |
| 37                                   | 541-2, 541-4D, 541-4G | Conference/Meeting Planner II             | Both | \$79.73  | \$82.32  | \$85.00  | \$87.76  | \$90.61  |
| 38                                   | 541-2, 541-4D, 541-4G | Conference/Meeting Planner I              | Both | \$61.59  | \$63.59  | \$65.66  | \$67.79  | \$70.00  |
| 39                                   | 541-2, 541-4D, 541-4G | Senior Media Communications<br>Specialist | Both | \$130.18 | \$134.41 | \$138.78 | \$143.29 | \$147.95 |
| 40                                   | 541-2, 541-4D, 541-4G | Communications Specialist                 | Both | \$65.69  | \$67.82  | \$70.03  | \$72.31  | \$74.66  |

| Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours |                    |             |  |
|---|--------------------|-------------|--|
| SIN(s) Proposed   | Support Product    | Unit        | Ceiling Price/Rate Offered to GSA<br>(Including IFF) |
| 541-1000  | Audiovisual        | Per Meeting | \$73,819.44  |
| 541-1000  | Facilitation       | Per Day     | \$25,573.33  |
| 541-1000  | Materials/Supplies | Per Item    | \$15,166.94  |
| 541-1000  | Photography        | Per Day     | \$1,134.21   |
| 541-1000  | Printing           | Per Item    | \$32,460.99  |
| 541-1000  | Staging            | Per Day     | \$992.70   |
| 541-1000  | Transcription      | Per Page    | \$6.35   |
| 541-1000  | Venue              | Per Meeting | \$358,452.85   |
| 541-1000  | Webcasting         | Per Day     | \$8,506.55   |



## LABOR CATEGORY DESCRIPTIONS—SIN 874-1 INTEGRATED CONSULTING SERVICES

### Program Director

**Description:** Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs.

*Education/Experience: Master's Degree/18 years, Bachelor's Degree/20 years*

### Senior Project Manager

**Description:** Manages multiple client projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages costs, schedules, and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operator work sites. Formulates, recommends, and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules, and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process. Manages all logistical items associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Assists in the development of written materials and presentations.

*Education/Experience: Master's Degree/8 years, Bachelor's Degree/10 years, High School/16 years*

### Senior Policy Analyst

**Description:** Provides advice/guidance for process improvement activities related to the administrative operations of public health programs. Develops, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of projects including staffing, coordinating meetings, project and committee support, budget, and implementation of project activities. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Has expertise in scientific, medical, and public health disciplines.

*Education/Experience: Master's Degree/8 years, Bachelor's Degree/15 years*

### Policy Analyst II

**Description:** Provides operational and management support to carry out a broad array of mission-oriented operational and process improvement management tasks in the area of public health policy. Knows and has direct experience with the application of procedures related to testing and evaluation of operational requirements relative to a specific field of expertise. Has expertise in scientific, medical, and public health disciplines.

*Education/Experience: Master's Degree/0 years, Bachelor's Degree/10 years, High School/14 years*



### Policy Analyst I

**Description:** Provides assistance for operational and management support to carry out a broad array of tasks in the area of public health policy. Assists in monitoring all incoming correspondence and reports, writes and edits complex technical material for various audiences, and analyzes documents for policy implications. Has expertise in scientific, medical, and public health disciplines.

*Education/Experience: Bachelor's Degree/8 years, High School/12 years*

### Program Assistant

**Description:** Performs complex and routine administrative and clerical support duties. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software.

*Education/Experience: Associate's Degree/1 year, High School/4 years*

### MOBIS Publications Production Supervisor

**Description:** Provides support for production of MOBIS project related documents, reports, and other visual material. Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and dissemination of reprints. Supervises the daily activities of production department. Plans presentations that typically include illustrations, photographs, and text. Advises on styles and sizes of type. Supervises the preparation of samples of proposed designs. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Reviews final layout and recommends improvements as necessary.

*Education/Experience: Bachelor's Degree/6 years, Associate's Degree/10 years, High School/14 years*

### Desktop Publishing Specialist

**Description:** Provides support for the production of MOBIS project related documents, reports, and other visual materials. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards.

*Education/Experience: Associate's Degree/4 years, High School/6 years*



### **Scientific/Technical Writer II and I**

**Description:** Authors complex scientific MOBIS-related writing assignments. Supervises and manages writing assignments, performs final edits, and approves the final written products. Facilitates projects in the health, medical, and social and life sciences by researching, writing, and quality checking a wide variety of written communications, including but not limited to studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts and recording minutes of small group discussion and conference group discussion content and preparing draft and final reports for dissemination. Prepares original text based on scientific data provided.

**Education/Experience: Level II: Advanced Degree, Doctorate Degree/0 years, Master's Degree/10 years, Level I: Master's Degree/5 years, Bachelor's Degree/12 years**

### **Scientific/Technical Editor II and I**

**Description:** Supervises and manages MOBIS-related writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and other written communications for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy.

**Education/Experience: Level II: Master's Degree/2 years, Bachelor's Degree/5 years, Level I: Bachelor's Degree/10 years**

### **Management Consultant IV, III, II, and I**

**Description:** Provides consultation, operational, and management support to carry out a broad array of management tasks. Coordinates projects in support of mission-critical activities. Assesses and provides recommendations on organizational, operational, and administrative issues. Facilitates administrative operations including project budget development and allocation and program evaluation. Provides guidance and recommendations to improve existing information and tracking systems. Assists in the development of plans to implement extramural and intramural projects including program initiatives, clinical trials, performance assessments and monitoring, and special studies. Develops reports on issues related to current and emerging issues impacting programs and administration for organizations.

**Education/Experience: Level IV: Advanced Degree, Doctorate/5 years, Level III: Advanced Degree, Doctorate/2 years, Level II: Advanced Degree, Doctorate/0, Level I: Bachelor's Degree/0**

### **Scientist Levels IV, III, II, and I**

**Description:** Recognized scientific expert in the public health arena, specifically in assessing and understanding public health policy issues and/or risks. Assesses and provides recommendations on organizational, operational, and administrative issues for public health agencies. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures related to testing and evaluation of operational requirements relative to specific field of expertise

**Education/Experience: Level IV: Advanced Degree, Doctorate/5 years, Level III: Advanced Degree, Doctorate/2 years, Level II: Advanced Degree, Doctorate/0, Level I: Bachelor's Degree/0**



## LABOR CATEGORY DESCRIPTIONS—SIN 541-2 PUBLIC RELATIONS SERVICES

### I. Management

#### *Program Director*

**Description:** Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs.

**Minimum Education/Years of Experience:** *Master's Degree/18, Bachelor's Degree/20*

### II. Administration/Financial/Project Support

#### *Program Assistant*

**Description:** Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software.

**Minimum Education/Years of Experience:** *Associate's Degree/1, High School/4*

#### *Publications Production Supervisor/Graphics Designer*

**Description:** Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and recommends improvements as necessary.

**Minimum Education/Years of Experience:** *Bachelor's Degree/6, Associate's Degree/10, High School/14*

#### *Desktop Publishing Specialist*

**Description:** Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards.

**Minimum Education/Years of Experience:** *Associate's Degree/4, High School/6*

**Scientific/Technical Writer 2 and 1**

**Description:** Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy.

**Minimum Education/Years of Experience: Level 2—Doctorate Degree/0, Master's Degree/10,  
Level 1—Master's Degree/5, Bachelor's Degree/12**

**Scientific/Technical Editor 2 and 1**

**Description:** Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy.

**Minimum Education/Years of Experience: Level 2—Master's Degree/2, Bachelor's Degree/5,  
Level 1—Bachelor's Degree/10**

**III. Technical/Business Management****Scientist Levels 4 and 1**

**Description:** Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise.

**Minimum Education/Years of Experience: Level 4—Advanced Degree or Doctorate/5, Level 3—Advanced  
Degree or Doctorate/2, Level 2—Advanced Degree or Doctorate/0, Level 1—Bachelor's Degree/0**

**Analyst/Programmer 2**

**Description:** As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming.

**Minimum Education/Years of Experience: Master's Degree/8, Bachelor's Degree/12**

***Analyst/Programmer 1***

**Description:** Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages.

**Minimum Education/Years of Experience:** *Bachelor's Degree/4, High School/8*

***Senior Media/Communications Specialist***

**Description:** Has advanced expertise in communications and public relations in the fields of scientific, medical, and educational projects and initiatives. Directs media relations, develops national education campaigns, and develops communications plans. Develops all types of news materials and dissemination strategies, arranges and manages news briefings, develops and manages public communications campaigns. Writes key materials, develops Web site contents, trains media spokespersons, and develops and disseminates organization newsletters.

**Minimum Education/Years of Experience:** *Master's Degree/6, Bachelor's Degree/8*

***Communications Specialist***

**Description:** Provides a variety of functions related to communication activities, to raise awareness of issues and improve dissemination of informational materials to the public and policymakers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials.

**Minimum Education/Years of Experience:** *Master's Degree/3, Bachelor's Degree/5*

**IV. Conference Coordination*****Senior Conference/Meeting Planner***

**Description:** Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations and travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning.

**Minimum Education/Years of Experience:** *CMP/1, Bachelor's Degree/8, High School/12*

***Conference/Meeting Planner 2***

**Description:** Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations and travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required.

***Minimum Education/Years of Experience: Bachelor's Degree/6, Associate Degree/8, High School/12***

***Conference/Meeting Planner 1***

**Description:** Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks.

***Minimum Education/Years of Experience: Bachelor's Degree/5, High School/6***



## LABOR CATEGORY DESCRIPTIONS—SIN 541-4D CONFERENCE, EVENTS, AND TRADESHOW PLANNING SERVICES

### I. Management

#### *Program Director*

**Description:** Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs.

**Minimum Education/Years of Experience:** *Master's Degree/18, Bachelor's Degree/20*

#### *Senior Program Analyst*

**Description:** Enhances the administrative operations of public health programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of the program including staffing, coordinating meetings and committees, budget, and implementation of project activities. Establishes procedures including staff training, development of training and support materials, oversight, and evaluation. Coordinates cooperation across Government agencies and CIOs, and develops partnerships with nonprofit and private sectors.

**Minimum Education/Years of Experience:** *Master's Degree/8, Bachelor's Degree/15*

#### *Program Analyst 2*

**Description:** Provides operational and management support to carry out a broad array of management tasks in the area of public health policy. Knows and has direct experience with the application of procedures and with the test and evaluation of operational requirements relative to a specific field of expertise. Has expertise in scientific, medical, and public health disciplines.

**Minimum Education/Years of Experience:** *Master's Degree/0, Bachelor's Degree/10, High School/14*

#### *Program Analyst 1*

**Description:** Provides assistance for operational and management support to carry out a broad array of tasks in the area of public health policy. Assists in monitoring all incoming correspondence and reports, writes and edits complex technical material for various audiences, and analyzes documents for policy implications. Has expertise in scientific, medical, and public health disciplines.

**Minimum Education/Years of Experience:** *Bachelor's Degree/8, High School/12*



## II. Administration/Financial/Project Support

### *Program Assistant*

**Description:** Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software.

**Minimum Education/Years of Experience:** *Associate's Degree/1, High School/4*

### *Publications Production Supervisor/Graphics Designer*

**Description:** Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and recommends improvements as necessary.

**Minimum Education/Years of Experience:** *Bachelor's Degree/6, Associate's Degree/10  
High School/14*

### *Desktop Publishing Specialist*

**Description:** Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards.

**Minimum Education/Years of Experience:** *Associate's Degree/4, High School/6*

### *Scientific/Technical Writer 2 and 1*

**Description:** Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy.

**Minimum Education/Years of Experience:** *Level 2—Doctorate/0, Master's Degree/10,  
Level 1—Master's Degree/5, Bachelor's Degree/12*

***Scientific/Technical Editor 2 and 1***

**Description:** Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy.

**Minimum Education/Years of Experience:** *Level 2—Master's Degree/2, Bachelor's Degree/5, Level 1—Bachelor's Degree/10*

**III. Technical/Business Management*****Scientist Levels 4 and 1***

**Description:** Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise.

**Minimum Education/Years of Experience:** *Level 4—Advanced Degree or Doctorate/5, Level 3—Advanced Degree or Doctorate/2, Level 2—Advanced Degree or Doctorate/0, Level 1—Bachelor's Degree/0*

***Analyst/Programmer 2***

**Description:** As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming.

**Minimum Education/Years of Experience:** *Master's Degree/8, Bachelor's Degree/12*

***Analyst/Programmer 1***

**Description:** Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages.

**Minimum Education/Years of Experience:** *Bachelor's Degree/4, High School/8*



## IV. Conference Coordination

### *Senior Conference/Meeting Planner*

**Description:** Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations and travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning.

**Minimum Education/Years of Experience:** *CMP/1, Bachelor's Degree/8, High School/12*

### *Conference/Meeting Planner 2*

**Description:** Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations and travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required.

**Minimum Education/Years of Experience:** *Bachelor's Degree/6, Associate Degree/8, High School/12*

### *Conference/Meeting Planner 1*

**Description:** Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks.

**Minimum Education/Years of Experience:** *Bachelor's Degree/5, High School/6*