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## GENERAL SERVICES ADMINISTRATION (GSA)

Federal Acquisition Service

### Authorized Federal Supply Schedule FSS Price List

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The Internet address for GSA Advantage!® is:

[GSAAdvantage.gov](http://GSAAdvantage.gov).

## Multiple Award Schedule (MAS)

FSC Group: Professional Services

FSC Class: U006

Contract Number: GS00F375GA

Contract Period: September 8, 2017, through September 7, 2027

### Mind & Media, Inc.

Billing/Mailing Address:

20344 Cockerill Rd.

Purcellville, VA 20132-5110

Physical Address:

403 N. Henry, St., Suite 101

Alexandria, Va. 22314-2230

Tel: 703-837-0121

Fax: 703-837-0936

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

Contract administration source:

Marilyn E. Finnemore, CEO/co-owner

[mfinnemore@mindandmedia.com](mailto:mfinnemore@mindandmedia.com)

703-894-1037

Aldo Bello, Chief Creative Officer/co-owner

[aldobello@mindandmedia.com](mailto:aldobello@mindandmedia.com)

703-894-1020

Business Size: Small

Socioeconomic Status: Woman-Owned Small Business

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>

**Price list current as of Modification #PA-0012 effective 06/02/2023**

Prices shown herein are net (discount deducted).

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## HOW TO CONTRACT US

### **We make it easy for you to do!**

Start by consulting the GSA program schedule. You may work directly with approved GSA contractors to obtain Multiple Award Schedule (MAS) services and products.

**For orders less than the micro-purchase threshold**, place an order with your contractor of choice.

**For orders exceeding the micro-purchase threshold**, follow these four easy steps:

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

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

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

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

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

## BASIC CONTRACT INFORMATION

### General Services Administration (GSA) Federal Acquisition Service

- Authorized Federal Supply Schedule Price List
- Special Item Numbers (SINs)
  - 512110, 512110-RC, Video/Film Production
  - 541430, 541430-RC, Graphic Design
  - 541511, 541511-RC, Web-Based Marketing
  - 541611, 541611-RC, Integrated Consulting
  - 541613, 541613-RC, Marketing Consulting
  - 541810, 541810-RC, Advertising
  - 541820, 541820-RC, Public Relations
  - 541910, 541910-RC, Market Research & Analysis
  - 611430, 611430-RC, Training Services
  - OLM, OLM-RC, Order Level Materials
- Contract Number: GS00F375GA
- Contract Period: September 8, 2017 through September 7, 2027
- Business Size: Small
- Business Type: Small Disadvantaged Business (SDB), For-Profit Organization, Women-Owned Business (WOB), Woman-Owned Small Business (WOSB), S Corporation

Products and ordering information are available on the GSA Advantage! System. For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

**Billing/Mailing Address:**

Mind & Media, Inc.  
20344 Cockerill Rd.  
Purcellville, VA 20132-5110

**Physical Address:**

Mind & Media, Inc.  
403 N. Henry St., Suite 101  
Alexandria, Va. 22314-2230

Main Phone: 703-837-0121

Fax: 703-837-0936

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

## CUSTOMER INFORMATION

### GSA Contract Number: GS00F375GA

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

SIN	Recovery SIN	SIN Title
512110	512110-RC	Video/Film Production
541430	541430-RC	Graphic Design
541511	541511-RC	Web-Based Marketing
541611	541611-RC	Integrated Consulting
541613	541613-RC	Marketing Consulting
541810	541810-RC	Advertising
541820	541820-RC	Public Relations
541910	541910-RC	Market Research & Analysis
611430	611430-RC	Training Services
OLM	OLM-RC	Order Level Materials

- 1b.** Prices shown in price list are net, all discounts deducted, and valid for all areas including worldwide—See page 5.
- 1c. Labor category descriptions:** See page 6.
- 2. Maximum order:** \$1,000,000
- 3. Minimum order:** \$100
- 4. Geographic coverage:** Worldwide
- 5. Points of production:** Alexandria, Virginia
- 6. Statement of net prices:** Government Net Prices (discounts already deducted).
- 7. Quantity discounts:** 1.0% for single orders equal to or exceeding \$100,000.
- 8. Prompt payment terms:** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. 1.0%, 20 Days, Net 30 (if not using the government credit card).
- 9. Foreign items:** Not Applicable
- 10a. Time of delivery:** Mind & Media will adhere to the delivery schedule as specified by the agency's purchase order.
- 10b. Expedited delivery:** Mind & Media will provide expedited delivery if requested by clients. Please contact Mind & Media for additional information on how this relates to your project.
- 10c. Overnight and 2-day delivery:** Mind & Media will provide overnight and 2-day delivery for appropriate items if requested by clients. Please contact Mind & Media for additional information on how this relates to your project.
- 10d. Urgent requirements:** Contact Mind & Media for faster delivery or rush requirements.
- 11. F.O.B. point(s):** Destination
- 12a. Ordering address:** Mind & Media, Inc., 20344 Cockerill Rd., Purcellville, VA 20132-5110. POC: Marilyn Finnemore, 703-894-1037, [mfinnemore@mindandmedia.com](mailto:mfinnemore@mindandmedia.com).

- 12b. **Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.
- 13. **Payment address:** Mind & Media, Inc., ATTN: Marilyn Finnemore, 20344 Cockerill Rd., Purcellville, VA 20132-5110
- 14. **Warranty provision:** Mind & Media warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in the contract.
- 15. **Export packing charges:** Not Applicable
- 16. **Terms and conditions of rental, maintenance, and repair:** Not Applicable
- 17. **Terms and conditions of installation:** Not Applicable
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 18b. **Terms and conditions for any other services:** Not Applicable
- 19. **List of services and distribution points:** Not Applicable
- 20. **List of participating dealers:** Not Applicable
- 21. **Preventive maintenance:** Not Applicable
- 22a. **Environmental attributes:** Not Applicable
- 22b. **Section 508 compliance:** Section 508 compliance information is available on Information and Communication Technology (ICT) supplies and services. See our website at: <http://www.mindandmedia.com/federal/>
- 23. **Unique Entity Identifier (UEI):** #JTCVHR58NDJ3
- 24. **Notification regarding registration in System for Award Management (SAM):** Mind & Media is a registered contractor with SAM.

## LABOR CATEGORY RATES

Labor Category	Hourly Rate	SIN Applicability
Project Manager I	\$106.48	
Project Manager II	\$128.48	
Project Manager III	\$154.00	
Consultant I	\$94.16	
Consultant II	\$118.80	
Consultant III	\$150.48	
Consultant IV	\$212.08	
Consultant V	\$259.60	
Writer/Editor I	\$89.76	
Writer/Editor II	\$111.76	
Writer/Editor III	\$139.92	512110, 512110-RC, Video/Film Production
Graphics Specialist I	\$70.40	541430, 541430-RC, Graphic Design
Graphics Specialist II	\$86.24	541511, 541511-RC, Web-Based Marketing
Graphics Specialist III	\$114.40	541613, 541613-RC, Marketing Consulting
Graphics Specialist IV	\$141.68	541810, 541810-RC, Advertising
Interactive Media Specialist I	\$70.40	541820, 541820-RC, Public Relations
Interactive Media Specialist II	\$99.44	541910, 541910-RC, Market Research & Analysis
Interactive Media Specialist III	\$124.96	
Interactive Media Specialist IV	\$150.48	
Interactive Media Specialist V	\$203.28	
A/V Specialist I	\$81.84	
A/V Specialist II	\$107.36	
A/V Specialist III	\$129.36	
A/V Specialist IV	\$150.48	
A/V Specialist V	\$176.00	
Administrative Support I	\$56.32	
Administrative Support II	\$73.92	
Project Associate I	\$86.24	
Project Associate II	\$107.36	
Project Associate III	\$129.36	541611, 541611-RC, Integrated Consulting
Project Associate IV	\$150.48	611430, 611430-RC, Training Services
Project Associate V	\$176.00	

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

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

## LABOR CATEGORY DESCRIPTIONS

### PROJECT MANAGER I

**Functional Responsibilities:**

- Prepares product plans, coordinates the production process, prepares status reports and invoices, and updates clients on project-related activities for **simple projects**

**Minimum Years of Experience:** 5 years of experience managing projects

**Minimum Education/Degree Requirements:** Bachelor's degree

### PROJECT MANAGER II

**Functional Responsibilities:**

- Prepares product plans, coordinates the production process, prepares status reports and invoices, and updates clients on project-related activities for **simple or mid-range complexity projects**

**Minimum Years of Experience:** 7 years of experience managing projects

**Minimum Education/Degree Requirements:** Bachelor's degree

### PROJECT MANAGER III

**Functional Responsibilities:**

- Prepares product plans, coordinates the production process, prepares status reports and invoices, and updates clients on project-related activities for **multiple complex projects**;
- trains and mentors other project managers
- provides tracking visibility for all projects company-wide;

**Minimum Years of Experience:** 10 years of experience managing projects

**Minimum Education/Degree Requirements:** Bachelor's degree

**Applicable Training or Certification Requirements:** Project Management Professional (PMP) certification

### CONSULTANT I

**Functional Responsibilities:**

- Interacts with clients to provide supporting communication consulting expertise
- collects, evaluates, and interprets information, and incorporates it into media projects (e.g., print, web, multimedia, video)

**Minimum Years of Experience:** 2 years of experience in the communications field, preferably in media, public relations, research, or outreach; strong analytical, writing, and interpersonal communication skills essential

**Minimum Education/Degree Requirements:** Bachelor's degree

### CONSULTANT II

**Functional Responsibilities:**

- Interacts with clients to provide supporting communication consulting expertise
- collects, evaluates, and interprets information, and incorporates it into media projects (e.g., print, web, multimedia, video)
- analyzes media markets and gathers data for new concepts/product ideas; develops strategies for targeting and accessing markets;

**Minimum Years of Experience:** 3 years of experience in the communications field, preferably in media, public relations, research, or outreach; strong analytical, writing, and interpersonal communication skills essential

**Minimum Education/Degree Requirements:** Bachelor's degree



## CONSULTANT III

### Functional Responsibilities:

- Interacts with clients to provide communication consulting expertise
- collects, evaluates, and interprets information, and incorporates it into media projects (e.g., print, web, multimedia, video)
- analyzes media markets and gathers data for new concepts/product ideas; develops strategies for targeting and accessing markets;
- develops communications strategies and plans;
- meets with clients to discuss project goals and schedule;
- guides project from concept to evaluation;
- understanding required of demographics and advertising/messaging techniques

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

**Minimum Education/Degree Requirements:** Bachelor's degree

## CONSULTANT IV

### Functional Responsibilities:

- Interacts with clients to provide high-level communication consulting expertise
- collects, evaluates, and interprets information, and incorporates it into media projects (e.g., print, web, multimedia, video)
- analyzes media markets and gathers data for new concepts/product ideas; develops strategies for targeting and accessing markets;
- develops communications strategies and plans;
- meets with clients to discuss project goals and schedule;
- guides project from concept to evaluation;
- thorough understanding required of demographics and advertising/messaging techniques
- trains and mentors other consultants

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

**Minimum Education/Degree Requirements:** Bachelor's degree

## CONSULTANT V

### Functional Responsibilities:

- Interacts with clients to provide high-level communication consulting expertise
- collects, evaluates, and interprets information, and incorporates it into media projects (e.g., print, web, multimedia, video)
- analyzes media markets and gathers data for new concepts/product ideas; develops strategies for targeting and accessing markets;
- develops communications strategies and plans;
- meets with clients to discuss project goals and schedule;
- guides project from concept to evaluation;
- thorough understanding required of demographics and advertising/messaging techniques;
- trains and mentors other consultants
- assists project managers to acquire necessary staff, equipment, supplies, etc.

**Minimum Years of Experience:** 10 years of experience in the communications field, preferably in media, public relations, research, or outreach; managerial experience required; strong analytical, writing, and interpersonal

communication skills essential; knowledge of change management, organizational theory, and communications technology required

**Minimum Education/Degree Requirements:** Master's degree

## WRITER/EDITOR I

### Functional Responsibilities:

- Develops content for media products (e.g., print, web, multimedia, video) including writing, editing, and proofreading;
- conducts research on a variety of relevant topics for media projects

**Minimum Years of Experience:** 5 years of writing for training, marketing, and/or outreach products; proofreading and editing experience; knowledge of MS Word, Excel, and PowerPoint

**Minimum Education/Degree Requirements:** Bachelor's degree

## WRITER/EDITOR II

### Functional Responsibilities:

- Develops content for media products (e.g., print, web, multimedia, video) including writing, editing, and proofreading;
- conducts research on a variety of relevant topics for media projects;
- shapes strategies for content development/instructional design
- supports proposal writing

**Minimum Years of Experience:** 7 years writing for training, marketing, and/or outreach products; proofreading and editing experience; knowledge of MS Word, Excel, and PowerPoint.

**Minimum Education/Degree Requirements:** Bachelor's degree

## WRITER/EDITOR III

### Functional Responsibilities:

- Develops content for media products (e.g., print, web, multimedia, video) including writing, editing, and proofreading;
- conducts research on a variety of relevant topics for media projects;
- shapes strategies for content development/instructional design;
- leads proposal writing efforts
- trains, mentors, and edits other writers

**Minimum Years of Experience:** 10 years writing for training, marketing, and/or outreach products; proofreading and editing experience; knowledge of MS Word, Excel, and PowerPoint

**Minimum Education/Degree Requirements:** Master's degree

## GRAPHICS SPECIALIST I

### Functional Responsibilities:

- Creates graphics, animations, interactive interfaces, and special effects designs for media projects (e.g., print, web, multimedia, video)

**Minimum Years of Experience:** 3 years of experience in print, web, and motion graphics; familiarity with both Mac and PC platforms

**Minimum Education/Degree Requirements:** Associate degree

## GRAPHICS SPECIALIST II

### Functional Responsibilities:

- Creates graphics, animations, interactive interfaces, and special effects designs for media projects (e.g., print, web, multimedia, video)

**Minimum Years of Experience:** 5 years of experience in print, web, and motion graphics; familiarity with both Mac and PC platforms; high-level conceptualization, leadership, communication, and creative skills

**Minimum Education/Degree Requirements:** Associate degree

## GRAPHICS SPECIALIST III

### Functional Responsibilities:

- Creates graphics, animations, interactive interfaces, and special effects designs for media projects (e.g., print, web, multimedia, video)
- provides art direction

**Minimum Years of Experience:** 7 years of experience in print, web, and motion graphics; familiarity with both Mac and PC platforms; high-level conceptualization, leadership, communication, and creative skills

**Minimum Education/Degree Requirements:** Bachelor's degree

## GRAPHICS SPECIALIST IV

### Functional Responsibilities:

- Creates graphics, animations, interactive interfaces, and special effects designs for media projects (e.g., print, web, multimedia, video)
- provides art direction;
- trains and mentors other graphic specialists

**Minimum Years of Experience:** 10 years of experience in print, web, and motion graphics; familiarity with both Mac and PC platforms; high-level conceptualization, leadership, communication, and creative skills

**Minimum Education/Degree Requirements:** Bachelor's degree

## INTERACTIVE MEDIA SPECIALIST I

### Functional Responsibilities:

- Develops interactive media products using a variety of software languages, applications, and skill sets;
- works with other interactive media specialists and graphics specialists to build multi-faceted products

**Minimum Years of Experience:** 1 years of experience in web and multimedia programming

**Minimum Education/Degree Requirements:** Associate degree

## INTERACTIVE MEDIA SPECIALIST II

### Functional Responsibilities:

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

**Minimum Years of Experience:** 3 years of experience in web and multimedia programming

**Minimum Education/Degree Requirements:** Associate degree

## INTERACTIVE MEDIA SPECIALIST III

### Functional Responsibilities:

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

**Minimum Years of Experience:** 5 experience in web and multimedia programming

**Minimum Education/Degree Requirements:** Associate degree

## INTERACTIVE MEDIA SPECIALIST IV

### Functional Responsibilities:

- Develops interactive media products using a variety of software languages, applications, and skill sets;
- works with other interactive media specialists and graphics specialists to build multi-faceted products;
- validates and function-checks products and code;
- advises clients on appropriate technologies, applications, and strategies to meet end goals;
- conducts quality control and usability testing;

- conducts research and authors code;
- troubleshoots and edits existing code;
- trains and mentors other interactive media specialists;

**Minimum Years of Experience:** 7 years of experience in web and multimedia programming; experience in client relations

**Minimum Education/Degree Requirements:** Bachelor's degree

## INTERACTIVE MEDIA SPECIALIST V

### Functional Responsibilities:

- Develops interactive media products using a variety of software languages, applications, and skill sets;
- works with other interactive media specialists and graphics specialists to build multi-faceted products;
- validates and function-checks products and code;
- advises clients on appropriate technologies, applications, and strategies to meet end goals;
- conducts quality control and usability testing;
- conducts research and authors code;
- troubleshoots and edits existing code;
- trains and mentors other interactive media specialists;
- leads teams of interactive media specialists and graphics specialists in building multi-faceted products

**Minimum Years of Experience:** 10 years of experience in web and multimedia programming; experience in client relations

**Minimum Education/Degree Requirements:** Bachelor's degree

## A/V SPECIALIST I

### Functional Responsibilities:

- Operates video, lighting, and/or audio equipment, monitors equipment performance, and diagnoses equipment failures and corrects malfunctions (e.g., best boy, grip);
- supports pre-production, production, and post-production logistics (e.g., production assistant);
- supports selection and management of talent (e.g., casting assistant)

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

**Minimum Education/Degree Requirements:** Associate degree

## A/V SPECIALIST II

### Functional Responsibilities:

- Operates video, lighting, and/or audio equipment, monitors equipment performance, and diagnoses equipment failures and corrects malfunctions (e.g., key grip, lighting technician, audio technician, camera operator, teleprompter operator);
- coordinates pre-production, production, and post-production logistics (e.g., assistant producer);
- supports selection and management of talent (e.g., casting assistant)
- edits video and incorporates graphics, text, music, and other elements as required (e.g., assistant editor)

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

**Minimum Education/Degree Requirements:** Associate degree

## A/V SPECIALIST III

### Functional Responsibilities:

- Operates video, lighting, and/or audio equipment, monitors equipment performance, and diagnoses equipment failures and corrects malfunctions (e.g., videographer, director of photography);
- coordinates pre-production, production, and post-production logistics (e.g., producer);

- selects and manages talent (e.g., casting director);
- directs audio and video productions (e.g., assistant director);
- edits video and incorporates graphics, text, music, and other elements as required (e.g., assistant editor)
- advises clients on the use of A/V tools to meet communication and outreach objectives

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

**Minimum Education/Degree Requirements:** Associate degree

## A/V SPECIALIST IV

### Functional Responsibilities:

- Operates video, lighting, and/or audio equipment, monitors equipment performance, and diagnoses equipment failures and corrects malfunctions;
- coordinates pre-production, production, and post-production logistics (e.g., producer);
- selects and manages talent (e.g., casting director);
- directs audio and video productions (e.g., director);
- edits video and incorporates graphics, text, music, and other elements as required (e.g., editor);
- advises clients on the use of A/V tools to meet communication and outreach objectives
- trains and mentors other A/V specialists

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

**Minimum Education/Degree Requirements:** Bachelor's degree

## A/V SPECIALIST V

### Functional Responsibilities:

- Operates video, lighting, and/or audio equipment, monitors equipment performance, and diagnoses equipment failures and corrects malfunctions;
- provides high-level support for pre-production, production, and post-production logistics (e.g., executive producer);
- provides high-level support of talent selection and management (e.g., senior casting director);
- provides high-level direction of audio and video productions (e.g., executive director);
- edits video and incorporates graphics, text, music, and other elements as required (e.g., senior editor);
- advises clients on the use of A/V tools to meet communication and outreach objectives
- trains and mentors other A/V specialists

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

**Minimum Education/Degree Requirements:** Master's degree

## PROJECT ASSOCIATE I

### Functional Responsibilities:

- Provides research and planning expertise;
- creates project-related content and media

**Minimum Years of Experience:** 2 years of experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required

**Minimum Education/Degree Requirements:** Associate degree

## PROJECT ASSOCIATE II

### Functional Responsibilities:

- Provides research and planning expertise;

- creates project-related content and media;
- develops and writes reports;
- designs measurement strategies, metrics, and methodologies

**Minimum Years of Experience:** 5 years of experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required

**Minimum Education/Degree Requirements:** Associate degree

### PROJECT ASSOCIATE III

**Functional Responsibilities:**

- Provides research and strategic planning expertise;
- creates high-level project-related content and media;
- develops and writes sophisticated reports;
- designs and analyzes measurement strategies, metrics, and methodologies

**Minimum Years of Experience:** 7 years of experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required

**Minimum Education/Degree Requirements:** Bachelor's degree

### PROJECT ASSOCIATE IV

**Functional Responsibilities:**

- Provides research and strategic planning expertise;
- creates high-level project-related content and media;
- develops and writes sophisticated reports for multi-faceted programs;
- designs and analyzes measurement strategies, metrics, and methodologies
- trains other project associates

**Minimum Years of Experience:** 10 years of experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required

**Minimum Education/Degree Requirements:** Bachelor's degree

### PROJECT ASSOCIATE V

**Functional Responsibilities:**

- Provides research and strategic planning expertise;
- creates high-level project-related content and media;
- develops and writes sophisticated reports for multi-faceted programs;
- designs and analyzes measurement strategies, metrics, and methodologies
- trains other project associates;
- manages internal team

**Minimum Years of Experience:** 15 years of experience with relevant projects and necessary technical area; demonstrated analytical, writing, and interpersonal skills required

**Minimum Education/Degree Requirements:** Master's degree

### ADMINISTRATIVE SUPPORT I\*\*

**Functional Responsibilities:**

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

**Minimum Years of Experience:** 1 years of experience and knowledge of MS Word, Excel, PowerPoint

**Minimum Education/Degree Requirements:** Associate degree

## **ADMINISTRATIVE SUPPORT II\*\***

### **Functional Responsibilities:**

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

**Minimum Years of Experience:** 3 years of experience and knowledge of MS Word, Excel, PowerPoint

**Minimum Education/Degree Requirements:** Associate degree

# SERVICE CONTRACT LABOR STANDARDS MATRIX

SCA/SCLS Matrix		
SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Administrative Support I	01020 – Administrative Assistant	15-4281
Administrative Support II	01020 – Administrative Assistant	15-4281

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).