

August 6, 2020

ISO 9001:2015 | CMMI Level 3
3050 Chain Bridge Road, Suite 305
Fairfax, Virginia 22030

bixal.com

Multiple Award Schedule

Federal Supply Group:
Professional Services
General Service Administration
Federal Supply Service Authorized
Federal Supply Schedule Price List

Contract Number: GS00F439GA
Contract Period: September 29, 2017 through
September 28, 2022
Contractor: Bixal Solutions Incorporated
3050 Chain Bridge Road, Suite 305, Fairfax, VA 22030
Contact for Contract Administration:
Jose Briceno, President
Tel: 703-634-5701
Fax: 703-634-5745
Email: jose.briceno@bixal.com
Business Size/Classification:
Small Business, 8(a), Hispanic American Owned
For more information on ordering from Federal Supply
Schedules click on the FSS Schedules button
at www.fss.gsa.gov

On-line access to contract
ordering information, terms and
conditions, up-to-date pricing,
and the option to create an
electronic order are available
through GSA Advantage. A
menu-driven database system.
The Internet address for GSA
Advantage is GSAAdvantage.gov. Price list current as of
Modification # PA-0015 effective
August 6, 2020 per I-FSS-600.



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A mission-driven organization determined to improve people's lives through human-centered strategies and transformative technologies. We deliver on this promise by partnering with leading federal agencies to conceive and create powerful data-driven customer experiences.

We're a diverse group of strategists, designers, engineers, and thinkers.

Our common belief is that everyone has the right to an effective government. Every day we come to work focused on helping our federal partners deliver a better customer experience to the American public and communities around the world.

We take a people-absolutely-first approach to solving complex organizational challenges, and gracefully balance cutting-edge technical chops with a deep sense of empathy and understanding. We relentlessly focus on outcomes and weave it all together with a unique agility that permeates across everything we do.

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Business Size/Classification:
Small Business, 8(a), Hispanic American Owned

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Contract Terms and Conditions

1a. Awarded Special Item Numbers

Large Subcategory	SIN	PSC	SIN Title
Professional Services	541810	R701	Advertising Services
Professional Services	541613	R701	Marketing Consulting Services
Professional Services	541910	R422	Marketing Research and Analysis
Professional Services	512110	T006	Video/Film Production
Professional Services	541850	Y1PB	Exhibit Design and Advertising Services
Professional Services	561920	R499	Conference, Meeting, Event and Trade Show Planning Services
Professional Services	541430	R499	Graphic Design Services
Professional Services	541511	D304	Web Based Marketing
Professional Services	541611	R408	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Professional Services	611430	R704	Professional and Management Development Training
Professional Services	611512	U006	Flight Training
Professional Services	OLM	0000	Order-Level Materials (OLM)
Professional Services	541810RC	R701	Advertising Services
Professional Services	541613RC	R701	Marketing Consulting Services
Professional Services	541910RC	R422	Marketing Research and Analysis
Professional Services	512110RC	T006	Video/Film Production
Professional Services	541850RC	Y1PB	Exhibit Design and Advertising Services
Professional Services	561920RC	R499	Conference, Meeting, Event and Trade Show Planning Services
Professional Services	541430RC	R499	Graphic Design Services
Professional Services	541511RC	D304	Web Based Marketing
Professional Services	541611RC	R408	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Professional Services	611430RC	R704	Professional and Management Development Training
Professional Services	OLMRC	0000	Order-Level Materials (OLM)

1b. Lowest Priced Model Number: Not Applicable

1c. Hourly Rates: See Page 7-10 for Hourly Rates and see page 11-18 for labor category descriptions.

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

3. Minimum Order: \$100.00

4. Geographic Coverage: Worldwide

5. Point(s) of Production: Fairfax, VA

6. Discount from List: Prices shown in the price list are net with all discounts deducted.

7. Quantity Discounts: Tier 1 - Task Order > \$500,000 - 1% additional discount;

Tier 2 - Task Order > \$1,000,000 - 3% additional discount;

Tier 3 - Task Order > \$1,500,000 - 5% additional discount

8. Prompt Payment Terms: Net 30 Days. Prompt payment discount term will be identified on all quotes and invoices. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9a. Government Purchase Cards:

Accepted Up to the Micro-purchase Threshold: Yes

9b. Government Purchase Cards: Accepted Above the Micro-purchase Threshold: Yes

10. Foreign items: None

11a. Time of delivery: Negotiated at the task order level

11b. Expedited Delivery: Contact Contractor.

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements: Contact Contractor

12. F.O.B. point(s): Destination

13a. Ordering address: 3050 Chain Bridge Road, Suite 305, Fairfax, VA 22303

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: 3050 Chain Bridge Road, Suite 305, Fairfax, VA 22303

15. Warranty Provision: Bixal warrants that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.

16. Export Packing Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: Contact Contractor

18. Terms and Conditions of Rental, Maintenance, and Repair: Not Applicable

19. Terms and Conditions of Installation: Not Applicable

20. Terms and Conditions of Repair Parts: Not Applicable

20a. Terms and Conditions for Any Other Services: Not Applicable

21. List of Service and Distribution Points: Not Applicable

22. List of Participating Dealers: Not Applicable

23. Preventive Maintenance: Not Applicable

24a. Special Attributes: Not Applicable.

24b. Section 508 Compliance: Not Applicable.

25. Data Universal Number System (DUNS) Number: 100128086

26. Notification Regarding Registration in System for Award Management (SAM)

Database: Bixal has an active registration in the SAM databased.

Hourly Rates

SIN	Awarded Labor Category	Site	Year 3 2019-2020	Year 4 2020-2021	Year 5 2021-2022
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	**Administrative Assistant	Both	\$49.31	\$50.30	\$51.30
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541850/RC 541910/RC 561920/RC 611430/RC	Creative Director- Mid-Level	Both	\$148.96	\$151.94	\$154.98
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541850/RC 541910/RC 561920/RC 611430/RC	Creative Director - Senior	Both	\$179.78	\$183.37	\$187.04
541511/RC 541611/RC 541613/RC	DevOps Engineer	Both	\$116.93	\$119.27	\$121.66
541511/RC 541611/RC 541613/RC	DevOps Engineer - Mid-Level	Both	\$137.27	\$140.02	\$142.82
541511/RC 541611/RC 541613/RC	DevOps Engineer - Senior	Both	\$188.11	\$191.87	\$195.71
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Digital Strategist	Both	\$128.41	\$130.98	\$133.60
512110/RC 541430/RC 541511/RC 541611/RC	Digital Strategist - Senior	Both	\$169.50	\$172.89	\$176.35

541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC					
541611/RC 611430/RC	Instructional Designer	Both	\$100.68	\$102.69	\$104.74
541611/RC 611430/RC	Instructional Designer- Mid-Level	Both	\$118.14	\$120.50	\$122.91
541611/RC 611430/RC	Instructional Designer - Senior	Both	\$169.50	\$172.89	\$176.35
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Marketing and Communications Specialist	Both	\$113.00	\$115.26	\$117.57
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Marketing and Communications Specialist- Mid-Level	Both	\$148.96	\$151.94	\$154.98
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Marketing and Communications Specialist- Senior	Both	\$190.05	\$193.85	\$197.73
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Project Manager	Both	\$116.93	\$119.27	\$121.66
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC	Project Manager – Mid	Both	\$137.27	\$140.02	\$142.82

541910/RC 561920/RC 611430/RC					
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Project Manager - Senior	Both	\$157.61	\$160.76	\$163.97
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Program Manager	Both	\$167.77	\$171.13	\$174.55
541611/RC 611430/RC	Subject Matter Expert I	Both	\$148.96	\$151.94	\$154.98
541611/RC 611430/RC	Subject Matter Expert II	Both	\$226.01	\$230.53	\$235.14
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Subject Matter Expert III	Both	\$284.71	\$290.40	\$296.21
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	**Technical Writer/Editor	Both	\$106.77	\$108.90	\$111.08
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	**Technical Writer/Editor - Mid	Both	\$127.10	\$129.64	\$132.24
512110/RC 541430/RC	UX Specialist	Both	\$101.68	\$103.72	\$105.79

541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC					
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	UX Specialist - Senior	Both	\$142.35	\$145.20	\$148.11
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Visual/Graphic Designer	Both	\$111.85	\$114.09	\$116.37
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Visual/Graphic Designer - Senior	Both	\$142.35	\$145.20	\$148.11
541511/RC 541611/RC 541613/RC 611430/RC	Web Developer	Both	\$111.85	\$114.09	\$116.37
541511/RC 541611/RC 541613/RC 611430/RC	Web Developer - Mid-Level	Both	\$142.35	\$145.20	\$148.11
541511/RC 541611/RC 541613/RC 611430/RC	Web Developer - Senior	Both	\$177.94	\$181.50	\$185.13

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Technical Writer/Editor	30461-Technical Writer I	2015-4281
Technical Writer/Editor – Mid	30462 Technical Writer II	2015-4281
Administrative Assistant	01020 – Administrative Assistant	2015-4281

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

Labor Category Descriptions and Experience Requirements

Experience and Degree Substitutions

Bachelors:

Associates degree +2 years relevant experience, or 4 years relevant experience

Masters:

Bachelors +2 years relevant experience, or Associates +4 years relevant experience

Doctorate:

Masters +2 years relevant experience; Bachelors +4 years relevant experience

Labor Category Descriptions

SIN	Labor Category	Description	Minimum Education Level	Minimum Years of Experience
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	**Administrative Assistant	Balances and prioritizes work to ensure critical items are addressed. Produces high-quality deliverables while working within budget and meeting deadlines. Assists in the identification, assessment and resolution of issues and problems. Provides excellent customer service.	Bachelors	2
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541850/RC 541910/RC 561920/RC 611430/RC	Creative Director - Mid-Level	Creates and implements concepts, guidelines and strategies in various creative projects and oversees them to completion. Collaborates with development, communications, and marketing leads to translate business objectives into clear and compelling creative strategies. Conceptualizes, plans, refines and produces a diverse range of creative ideas and concepts. Upholds brand and style standards, leads creative process from concept to completion, and oversees the creative team in the production of all narratives and visual expressions.	Bachelors	3
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541850/RC 541910/RC 561920/RC 611430/RC	Creative Director - Senior	Creates and implements concepts, guidelines and strategies in various creative projects and oversees them to completion. Collaborates with development, communications, and marketing leads to translate business objectives into clear and compelling creative strategies. Conceptualizes, plans, refines and produces a diverse range of creative ideas and concepts. Upholds brand and style standards, leads creative process from concept to completion, and oversees the creative team in the production of all narratives and visual expressions.	Bachelors	8
541511/RC 541611/RC 541613/RC	DevOps Engineer	Works closely with clients and marketing team members to understand stakeholder requirements that drive the analysis and design of quality technical solutions. Involved in the full life cycle of an application; team members of an agile development process. Responsible for the design and implementation of applications' build, release, deployment, and configuration activities. Works with internal business partners to gather requirements, prototype, architect, implement/update solutions, build and execute test plans, perform	Bachelors	2

		quality reviews, manage operations, and triage and fix operational issues. Responsible for managing IT infrastructure needed to support software code and website design.		
541511/RC 541611/RC 541613/RC	DevOps Engineer – Mid-Level	Works closely with clients and marketing team members to understand stakeholder requirements that drive the analysis and design of quality technical solutions. Involved in the full life cycle of an application; team members of an agile development process. Responsible for the design and implementation of applications' build, release, deployment, and configuration activities. Works with internal business partners to gather requirements, prototype, architect, implement/update solutions, build and execute test plans, perform quality reviews, manage operations, and triage and fix operational issues. Responsible for managing IT infrastructure needed to support software code and website design.	Bachelors	4
541511/RC 541611/RC 541613/RC	DevOps Engineer – Senior	Works closely with clients and marketing team members to understand stakeholder requirements that drive the analysis and design of quality technical solutions. Involved in the full life cycle of an application; team members of an agile development process. Responsible for the design and implementation of applications' build, release, deployment, and configuration activities. Works with internal business partners to gather requirements, prototype, architect, implement/update solutions, build and execute test plans, perform quality reviews, manage operations, and triage and fix operational issues. Responsible for managing IT infrastructure needed to support software code and website design.	Bachelors	8
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Digital Strategist	Provides strategic planning of marketing projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.	Bachelors	5
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Digital Strategist - Senior	Provides strategic planning of marketing projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.	Bachelors	8
541611/RC 611430/RC	Instructional Designer	The Instructional Designer identifies the performance, skills, knowledge, information and attitude gaps of a targeted audience and creates, selects or suggests learning experiences that close these gaps, based on instructional theory and best practices from the field. Applies current research and theory to the practice of instructional design. Updates and improves one's knowledge, skills and attitudes pertaining to instructional design and related fields. Conducts needs assessments and designs curriculums or programs. Selects and uses a variety of techniques for determining instructional content and the best approaches to deliver it. Analyzes the characteristics of existing	Bachelors	2

		and emerging technologies and their appropriate use in different instructional environments. Promotes knowledge sharing, knowledge dissemination and collaboration.		
541611/RC 611430/RC	Instructional Designer - Mid-Level	The Instructional Designer identifies the performance, skills, knowledge, information and attitude gaps of a targeted audience and creates, selects or suggests learning experiences that close these gaps, based on instructional theory and best practices from the field. Applies current research and theory to the practice of instructional design. Updates and improves one’s knowledge, skills and attitudes pertaining to instructional design and related fields. Conducts needs assessments and designs curriculums or programs. Selects and uses a variety of techniques for determining instructional content and the best approaches to deliver it. Analyzes the characteristics of existing and emerging technologies and their appropriate use in different instructional environments. Promotes knowledge sharing, knowledge dissemination and collaboration.	Bachelors	5
541611/RC 611430/RC	Instructional Designer – Senior	The Instructional Designer identifies the performance, skills, knowledge, information and attitude gaps of a targeted audience and creates, selects or suggests learning experiences that close these gaps, based on instructional theory and best practices from the field. Applies current research and theory to the practice of instructional design. Updates and improves one’s knowledge, skills and attitudes pertaining to instructional design and related fields. Conducts needs assessments and designs curriculums or programs. Selects and uses a variety of techniques for determining instructional content and the best approaches to deliver it. Analyzes the characteristics of existing and emerging technologies and their appropriate use in different instructional environments. Promotes knowledge sharing, knowledge dissemination and collaboration.	Bachelors	10
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Marketing and Communications Specialist	Assists with the development and execution of marketing and communications strategies to meet contract requirements. Participates in the process of understanding client goals and objectives as well as identifying and understanding key audiences. Assists with other marketing and creative strategy, content development, and deployment support as needed. Organizes and schedules meetings and events per requirements.	Bachelors	2
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Marketing and Communications Specialist – Mid-Level	Develops strategy based on client business objectives and customer/end- user needs. Creates implementation and execution plan for integrated strategic marketing and communications initiatives. Serves as the Analytics Lead and provides support in the process of conducting usability testing prior to implementation of deliverables.	Bachelors	5

512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Marketing and Communications Specialist - Senior	Provides oversight for research, planing and execution of project marketing and communications strategy to meet contract requirements. Works with client to provide and implement solutions for advertising, marketing, public relations, branding, strategy, media buying and other modes of communications. Provides key written communications for stakeholders and reviews/communicates key analytics.	Bachelors	10
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Project Manager	Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates experience managing multidisciplinary teams working on agile or waterfall environments. Demonstrates writing and oral communication skills.	Bachelors	2
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Project Manager - Mid	Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates experience managing multidisciplinary teams working on agile or waterfall environments. Demonstrates writing and oral communication skills.	Bachelors	3
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Project Manager - Senior	Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates experience managing multidisciplinary teams working on agile or waterfall environments. Demonstrates writing and oral communication skills.	Bachelors	8
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Program Manager	Oversees projects of a complex or specialized nature. Provides oversight and management of project development from inception to completion. Demonstrated capability in managing complex multi-task contracts. Provides guidance and direction across several functional areas including the use of different technologies. Specialized expertise may include advanced education or extensive experience in various technical fields including IT, digital media, marketing and communications.	Bachelors	8

541611/RC 611430/RC	Subject Matter Expert I	Provides customized solutions to meet client and contract requirements. Engages clients in problem solving, questioning, listening and solution identification. Translates organizational concerns into solutions. Provides key understanding of competitive landscapes. Understands the strategic communications consulting landscape, emerging technology and business trends, established competitors and emerging companies. Leads team members in defining project objectives, scope and deliverables; assesses resource needs. Architects organizational strategies to ensure all creative work is focused on achieving client objectives.	Bachelors	7
541611/RC 611430/RC	Subject Matter Expert II	Provides customized solutions to meet client and contract requirements. Engages clients in problem solving, questioning, listening and solution identification. Translates organizational concerns into solutions. Provides key understanding of competitive landscapes. Understands the strategic communications consulting landscape, emerging technology and business trends, established competitors and emerging companies. Leads team members in defining project objectives, scope and deliverables; assesses resource needs. Architects organizational strategies to ensure all creative work is focused on achieving client objectives.	Bachelors	10
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Subject Matter Expert III	Provides customized solutions to meet client and contract requirements. Engages clients in problem solving, questioning, listening and solution identification. Translates organizational concerns into solutions. Provides key understanding of competitive landscapes. Understands the strategic communications consulting landscape, emerging technology and business trends, established competitors and emerging companies. Leads team members in defining project objectives, scope and deliverables; assesses resource needs. Architects organizational strategies to ensure all creative work is focused on achieving client objectives.	Bachelors	15
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	**Technical Writer/Editor	Writes and/or edits marketing and public awareness materials, including reports, blogs, briefings and presentations, and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Researches and gathers background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Supports internal and external content and communications strategies.	Bachelors	1
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	**Technical Writer/Editor - Mid	Writes and/or edits marketing and public awareness materials, including reports, blogs, briefings and presentations, and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Researches and gathers background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Supports internal and external content and communications strategies.	Bachelors	4

512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	UX Specialist	Directly responsible for delivering User Experience (UX) visions for web-site designs; ensures an optimal, seamless end-user experience; works closely with client to develop tailored solutions that balance the organization’s mission with its audience’s needs; possesses a solid understanding of user-centered design practices including heuristic evaluations, wireframes, usability testing, task flow diagrams, and persona design; solid understanding of the concepts of usability engineering practices, information architecture, and taxonomy design.	Bachelors	2
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	UX Specialist - Senior	Directly responsible for delivering User Experience (UX) visions for web-site designs; ensures an optimal, seamless end-user experience; works closely with client to develop tailored solutions that balance the organization’s mission with its audience’s needs; possesses a solid understanding of user-centered design practices including heuristic evaluations, wireframes, usability testing, task flow diagrams, and persona design; solid understanding of the concepts of usability engineering practices, information architecture, and taxonomy design.	Bachelors	8
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Visual/Graphic Designer	Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A great deal of creativity and latitude is expected.	Bachelors	2+
512110/RC 541430/RC 541511/RC 541611/RC 541613/RC 541810/RC 541850/RC 541910/RC 561920/RC 611430/RC	Visual/Graphic Designer – Senior	Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A great deal of creativity and latitude is expected.	Bachelors	8+
541511/RC 541611/RC 541613/RC 611430/RC	Web Developer	Develops, tests, implements, and maintains web-based application systems. Troubleshoots system problems and issues and looks for ways to improve the application. Has knowledge of commonly- used concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.). Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.	Bachelors	1
541511/RC 541611/RC 541613/RC 611430/RC	Web Developer - Mid-Level	Develops, tests, implements, and maintains web-based application systems. Troubleshoots system problems and issues and looks for ways to improve the application. Has knowledge of commonly- used concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.). Familiar with a variety of the field’s concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.	Bachelors	4

<p>541511/RC 541611/RC 541613/RC 611430/RC</p>	<p>Web Developer - Senior</p>	<p>Develops, tests, implements, and maintains web-based application systems. Troubleshoots system problems and issues and looks for ways to improve the application. Has knowledge of commonly- used concepts, practices, and procedures within a particular field (i.e., HTML, Java, etc.). Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.</p>	<p>Bachelors</p>	<p>8</p>
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