# GENERAL SERVICES ADMINISTRATION

**Federal Supply Service Authorized Federal Supply Schedule 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 the GSA Advantage! menu-driven database system. The Internet address for GSA Advantage! is GSAAAdvantage.gov.

## Multiple Award Schedule (MAS)

**Industrial Group:** Professional Services  
**Contract Number:** GS-07F-0391U  
**Contract Period:** June 3, 2008, to June 2, 2023  
**Special Item Numbers:**

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<tr>
<th>SIN Code</th>
<th>Description</th>
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<td>561920</td>
<td>Conference, Meeting, Event and Trade Show Planning Services</td>
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For more information on ordering from Federal Supply Schedules, click on the FSS Schedules at fss.gsa.gov. Price list current as of Modification #PA-0024 effective September 2, 2020.

*Note: Cygnus is currently in GSA Contract Option Period 3 of its award. GSA contracts are awarded for a base period of 5 years with three 5-year option periods.*

## Contractor Name

**Cygnus Corporation, Inc. (Cygnus)**  
**Address:** 5640 Nicholson Lane, Suite 227  
Rockville, MD 20852  
**Phone Number:** 301-231-7537  
**Fax Number:** 301-984-8527  
**Website:** www.CYGNUSC.com  
**Contact for contract administration:** Brian Dickerson  
Vice President of Operations  
briand@cygnusc.com  
**Business size:** Women-Owned Small Business
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General Information

About Us:

**Cygnus** is a Woman-Owned Small Business (WOSB) founded in 1989 to support critical health research for government agencies and corporate clients nationwide. We are committed to advancing new developments in healthcare with the common goal of improving quality of life for everyone. For more than a quarter century, Cygnus has helped clients secure their missions and advance healthcare innovations. We are a trusted partner to many of our nation's key health organizations such as CDC, AHRQ, FDA, SAMHSA, almost a dozen institutes and centers at NIH, and a network of other leading research institutions and universities.

To provide effective solutions for our client's most complex challenges, we offer expert knowledge and services in four major practice areas. Cygnus’ dedicated and highly trained scientific staff sets us apart from other firms. Most of our senior staff hold advanced degrees and have distinguished research backgrounds at leading health institutes. Cygnus has completed more than 300 successful Federal projects to share and translate new knowledge, increase awareness and education, expand new critical health discoveries, provide scientific leadership training, manage organizational change, allow informed policy choices, plan and execute programs, and expedite critical action and improvements.

Our four major practice areas include the following:

- Scientific and Technical Services;
- Health Communications;
- Human Capital Management / Organizational Development; and
- Information Services.

Customer Information and Conditions:

1a. Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
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<tbody>
<tr>
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<td>OLM</td>
<td>Order-Level Materials</td>
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</tbody>
</table>

1b. Award pricing appears at the end of this document, see page 3.

1c. Labor category descriptions see pages 4–11.

2. Maximum order: $1,000,000 per special item number.

3. Minimum order: $100.

4. Geographic coverage (delivery area): Domestic delivery only.

5. Point(s) of production: Rockville, Montgomery County, Maryland

6. Discount from list prices: The prices shown herein are net prices.
7. **Quantity discounts:**
   - 1% on orders $250,000–$499,999
   - 1.5% on orders $500,000–$749,999
   - 2% on orders $750,000 or more.

8. **Prompt payment terms:** Net 30.
   
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Foreign items: Not applicable.
10a. **Time of delivery:** Time of delivery is negotiated at the task order level.
10b. **Expedited delivery:** Time of delivery is negotiated at the task order level.
10c. **Overnight and 2-day delivery:** Overnight and 2-day delivery will be negotiated with ordering agency on each task order.
10d. **Urgent requirements:** Ordering agencies can contact the contractor’s representative to obtain faster delivery.

11. **F.O.B. point(s):** Destination
12a. **Ordering address:** 5640 Nicholson Lane, Suite 227, Rockville, MD 20852.
12b. **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.

13. **Payment address:** 5640 Nicholson Lane, Suite 227, Rockville, MD 20852.
14. **Warranty provision:** Not applicable.
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.
18. **Terms and conditions of repair parts:** Not applicable.
18a. **Terms and conditions for any other services:** Not applicable.
19. **List of service and distribution points:** Not applicable.
20. **List of participating dealers:** Not applicable.
21. **Preventative maintenance:** Not applicable.
22a. **Special attributes such as environmental attributes:** Not applicable.
22b. **Section 508 compliance information is available:** http://www.cygnusc.com. The EIT standards can be found at www.Section508.gov.

23. **Unique Entity Identifier (UEI) number:** HTV4DP7HGCU7
24. **Contractor is registered and current in the System for Award Management (SAM) database.**

**SCLS Matrix and SCLS Statement:**

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/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
Cygnus’ labor categories and hourly rates are as shown below:

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<th>No</th>
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<th>8/1/22-7/31/23</th>
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<tr>
<td></td>
<td>Messenger/Courier 2- Express Delivery</td>
<td>All Included</td>
<td>$45.19</td>
<td>$46.09</td>
<td>$47.02</td>
<td>$47.96</td>
<td>$48.92</td>
</tr>
</tbody>
</table>

FOB: Destination

Volume Discounts:
- 1% on contracts greater than $250,000.00
- 1.5% on contracts greater than $500,000.00
- 2% on contracts greater than $750,000.00

Payment Terms: Net 30 days
Commercial Hourly Rate: NA
Rates Were Discounted 25% per GSA

SCA Eligible Contract Labor Category | SCA Equivalent Code | Title WD Number
------------------------------------|---------------------|---------------------
Courier                             | 31043 – Driver/Courier | 2015–4269

Other Direct Costs as shown below:

<table>
<thead>
<tr>
<th>SIN</th>
<th>ODCs</th>
<th>Rate per piece</th>
<th>Rate per page</th>
</tr>
</thead>
<tbody>
<tr>
<td>541</td>
<td>1000</td>
<td>0.03526</td>
<td>$</td>
</tr>
</tbody>
</table>

Awarded Other Direct Costs (ODCs) are comprised of the components above and are directly applicable to the services provided.
Explanation of Labor Categories

1. Corporate/Account Manager 1

**Functional Responsibility:** Performs overall executive management of contracts. Has contract signature authority to commit the corporation. Has corporate authority to commit the corporation’s resources, both financial and personnel, to perform client contract work. Oversees the completion of individual or groups of projects within estimated timeframes, ensures that timelines and deadlines are met, and that services or products are provided to the client on or before due dates. Monitors project budgets and ensures that products and services are provided in a cost-efficient manner. Provides initial and ongoing interface with the client representatives regarding major milestones and goals. Has ultimate responsibility for quality control, review of all deliverables, adherence to performance standards, and fulfillment of all contract objectives. Assigns all staff, as required, to complete client contract work.

**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 5 years of related experience in managing complex projects.

**Corporate/Account Manager 2**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 8 years of related experience in managing complex projects.

**Corporate/Account Manager 3**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Master’s.
**Minimum Years of Experience:** 10 years of related experience in managing complex projects.

2. Project/Contract Manager 1

**Functional Responsibility:** Manages assigned projects or contracts to ensure that implementation and prescribed activities are carried out in accordance with specific objectives. Organizes, delegates, and tracks projects to be completed, including responsibility for quality control. Performs day-to-day management of contract support activities, possibly involving multiple tasks and groups of tasks. Participates in client interface activities and assists Corporate Account Manager, as required, in managing contract performance. Has authority to commit the corporation’s resources, as provided in client-approved budgets, required to complete client contract work.

**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 3 years of related experience in managing complex projects.

**Project/Contract Manager 2**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 5 years of related experience in managing complex projects.
3. Task Manager 1

**Functional Responsibility:** Manages assigned tasks within a project or contract to ensure that implementation and prescribed activities are carried out in accordance with specific objectives. Organizes, delegates, and tracks tasks to be completed, including responsibility for quality control. Supervises personnel required to complete assigned tasks. Monitors both financial and personnel utilization to ensure completion of work within established client budgets. Possess demonstrated knowledge and experience applying analytical methodologies and principles to address client needs.

**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 2 to 4 years of related experience in managing projects or tasks.

Task Manager 2

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 5 years of related experience in managing projects or tasks.

4. Senior Consultant 1

**Functional Responsibility:** Seasoned and highly experienced professional who possess specific specialized expertise in the particular area of interest or provides general expertise in the gathering and conduct of research and analysis services. Provides specialized consultation to managers and senior staff as required and supports the development of solutions to address project solutions. May assume responsibility for completion of specific assignments without assistance of other senior corporate personnel.

**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 8 years of experience in applicable field.

Senior Consultant 2

**Functional Responsibility:** Seasoned and highly experienced professional who possess specific specialized expertise in the particular area of interest or provides general expertise in the gathering and conduct of research and analysis services. Provides specialized consultation to managers and senior staff as required and supports the development of solutions to address project solutions. May assume responsibility for completion of specific assignments without assistance of other senior corporate personnel.

**Minimum Education/Degree:** Master’s.
**Minimum Years of Experience:** 10 years of experience in applicable field.

Senior Consultant 3

**Functional Responsibility:** Seasoned and highly experienced professional who possess specific specialized expertise in the particular area of interest or provides general expertise in the gathering and conduct of research and analysis services. Provides specialized consultation to managers and senior staff as required and supports the development of solutions to address project solutions. May assume responsibility for completion of specific assignments without assistance of other senior corporate personnel.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 10 years of experience in applicable field.

5. Consultant 1

Functional Responsibility: Seasoned and experienced professional who possess specific specialized expertise in the particular area of interest or provides general expertise in the gathering and conduct of research and analysis services. Provides specialized consultation to managers and senior staff as required and supports the development of solutions to address project solutions.

Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 5 years of experience in applicable field.

Consultant 2

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 5 years of experience in applicable field.

6. Facilitator 1

Functional Responsibility: Seasoned professional who has demonstrated experience, or is certified, in conducting facilitated workshops, work groups, meetings, or other associated activities required for market research and analysis. Responsible for planning and organizing sessions that result in gathering relevant market research information. May conduct work sessions that synthesize the market research information into relevant and constructive analysis. Fully competent in the use of consensus building and focus group concepts and procedures and their general application to a wide variety of market research projects. Proven excellent communication and organizational skills are required.

Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 5 years of experience in applicable field.

Facilitator 2

Functional Responsibility: See above.
Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 7 years of experience in applicable field.

Facilitator 3

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 8 years of experience in applicable field.

Facilitator 4

Functional Responsibility: See above.
Minimum Education/Degree: Postgraduate.
Minimum Years of Experience: 8 years of experience in applicable field.
7. Analyst/Expert 1

**Functional Responsibility:** Possesses knowledge and experience applying analytical methodologies and principles to address client needs. Supports functions related to and including data collection, review and/or evaluation, project testing, and creation of performance measurements. Possess experience providing knowledge of logistics, organizational, or management techniques as they apply to the applicable project directives.

**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 1 year of related experience in applicable field.

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**Analyst/Expert 2**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 3 year of related experience in applicable field.

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**Analyst/Expert 3**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 5 year of related experience in applicable field.

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**Analyst/Expert 4**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Master’s.
**Minimum Years of Experience:** 8 year of related experience in applicable field.

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**Analyst/Expert 5**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Master’s.
**Minimum Years of Experience:** 10 year of related experience in applicable field.

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8. Subject Matter Specialist 1

**Functional Responsibility:** Possesses extensive knowledge in one or more specific fields or disciplines. Has significant knowledge and experience related to the application of procedures and with testing and evaluation of project requirements relative to the specific fields of expertise. Performs activities in support of project or contract objectives and directs activities of junior subject matter specialists and other contract or project staff as necessary. Applies principles and methods of specific subject matter areas to specialized solutions.

**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 1 year of related experience in applicable field.

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**Subject Matter Specialist 2**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Bachelor’s.
**Minimum Years of Experience:** 3 years of related experience in applicable field.
Subject Matter Specialist 3

Functional Responsibility: See above.
Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 5 year of related experience in applicable field.

Subject Matter Specialist 4

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 5 year of related experience in applicable field.

Subject Matter Specialist 5

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 7 year of related experience in applicable field.

9. Web Site Designer 1

Functional Responsibility: Responsible for managing the design, development, production, and deployment of Web site projects for clients. This includes developing and designing Web pages, producing content and graphics, and providing updates/changes as required. Manages all aspects of Web site maintenance and enhancements. Has functional understanding of server-side and client-side scripting languages. Is familiar with database development and applications. Is detail oriented. Has proven problem solving skills and the ability to troubleshoot technical issues. Must demonstrate proficiency in a broad suite of Internet programming languages such as Drupal, ASP, HTML, Cold Fusion, and Flash.

Minimum Education/Degree: Associate’s.
Minimum Years of Experience: 2 years of related experience in applicable field.

Web Site Designer 2

Functional Responsibility: See above.
Minimum Education/Degree: Associate’s.
Minimum Years of Experience: 9 years of related experience in applicable field.

10. Web Site Manager

Functional Responsibility: Responsible for day-to-day management of Web site projects for clients. Includes monitoring functionality of Web pages and providing updates/changes as required. Manages all aspects of Web site maintenance and enhancements. Directs junior staff as required. Has functional understanding of server-side and client-side scripting languages. Is familiar with database development and applications. Is detail oriented. Has proven problem solving skills and the ability to troubleshoot technical issues. Must demonstrate proficiency in a broad suite of Internet programming languages such as ASP, HTML, Cold Fusion, and Flash.

Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 3 years of related experience in applicable field.
11. Web Site Specialist

**Functional Responsibility:** Assists in performance of a variety of routine Web site development, maintenance, and update activities. Edits content using basic HTML or ASP and uses administrative tools to generate and maintain online data. Uploads files to server and tests pages for accuracy.

**Minimum Education/Degree:** Bachelor of Science/Bachelor of Arts.
**Minimum Years of Experience:** 1 year of experience in applicable field.

12. Application Developer/Programmer 1

**Functional Responsibility:** Works to define and implement program goals, including design and programming of databases and server-based and client-based Web applications. Offers advanced knowledge of high-level technical issues. Completes high-level programming tasks specified in the technical-design documentation. Must be capable of utilizing programming languages to analyze requirements and devise solutions for specific project or contract objectives.

**Minimum Education/Degree:** Bachelor of Science/Bachelor of Arts from an accredited college or university in computer science or related field of study. Industry recognized computer certifications may be required.
**Minimum Years of Experience:** 3 years of experience in applicable field.

**Application Developer/Programmer 2**

**Functional Responsibility:** See above.
**Minimum Education/Degree:** Bachelor of Science/Bachelor of Arts from an accredited college or university in computer science or related field of study. Industry recognized computer certifications may be required.
**Minimum Years of Experience:** 5 years of experience in applicable field.

13. Database Developer 1

**Functional Responsibility:** Individual must have broad, practical experience designing, building, and maintaining relational databases for use in Web-based applications, and have a working knowledge of major server operating systems and Web servers. Oversees the design and preparation of data tables, objects, and user configurations. Reviews security and evaluates for conformance to design. Designs, monitors, and optimizes databases and performance of queries. Plans and performs database backup and recovery, ensuring data integrity and database technical support. Acts as a technical resource for resolving any database issues. Responsible for the testing and implementation of new database versions and functions.

**Minimum Education/Degree:** Bachelor of Science/Bachelor of Arts from an accredited college or university in computer science or related field of study. Industry recognized computer certifications may be required.
**Minimum Years of Experience:** 5 years of experience in applicable field.

**Database Developer 2**

**Functional Responsibility:** See above.
Minimum Education/Degree: Bachelor of Science/Bachelor of Arts from an accredited college or university in computer science or related field of study. Industry recognized computer certifications may be required.
Minimum Years of Experience: 7 years of experience in applicable field.

14. Database Specialist


Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 1 year of related experience in applicable field.

15. Computer/IT Specialist 1

Functional Responsibility: Experience in the analysis and design of business applications for complex large-scale or mid-tier computer systems or LAN-based systems. Must have experience in database management systems and use of programming languages. Must have knowledge of current storage and retrieval methods. Must be able to develop, manage, maintain, and evaluate state-of-the-art computer hardware, software, and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks, and propose recommendations for their elimination; and recommend systems improvements that will result in optimal hardware and software usage. Maintains servers, creates monitoring reports, and logs, and ensures functionality of systems. Establishes backups and monitors site security. Updates and makes changes to hardware. Troubleshoots system errors and bugs. Interacts with applications developer for achieving overall technical integrity of client’s Web site or computer systems.

Minimum Education/Degree: Bachelor of Science from an accredited college or university in computer science or related field of study or equivalent professional experience.
Minimum Years of Experience: 3 years of related experience in applicable field.

Computer/IT Specialist 2

Functional Responsibility: See above.
Minimum Education/Degree: Bachelor of Science from an accredited college or university in computer science or related field of study or equivalent professional experience.
Minimum Years of Experience: 5 years of related experience in applicable field.

16. Publications/Production Specialist 1

Functional Responsibility: Possesses extensive knowledge in designated fields or disciplines related to publications and materials development and production. Requires significant experience in the production of publications and graphics materials. Performs a wide range of duties, such as Web graphics design and production of publications, brochures, covers, posters, illustration, and logos. Assists in ascertaining client needs, conceptualizes,
and implements graphic directions, and ensures specifications are met for assigned projects.

**Minimum Education/Degree**: High School diploma.
**Minimum Years of Experience**: 2 years of related experience in applicable field.

**Publications/Production Specialist 2**

**Functional Responsibility**: See above.
**Minimum Education/Degree**: Bachelor of Arts.
**Minimum Years of Experience**: 2 years of related experience in applicable field.

**Publications/Production Specialist 3**

**Functional Responsibility**: See above.
**Minimum Education/Degree**: Bachelor of Arts.
**Minimum Years of Experience**: 5 years of related experience in applicable field.

**Publications/Production Specialist 4**

**Functional Responsibility**: See above.
**Minimum Education/Degree**: Bachelor of Arts.
**Minimum Years of Experience**: 7 years of related experience in applicable field.

17. **Desktop Design/Layout Specialist**

**Functional Responsibility**: Requires experience in using appropriate graphics software packages for illustrations, charts and graphs, page layout, photo design and production, and word processing. Requires ability to prepare camera-ready art in electronic formats. Also includes developing graphic artwork in a variety of media, using Macintosh and PC equipment.

**Minimum Education/Degree**: Bachelor’s.
**Minimum Years of Experience**: 1 year of related experience in applicable field.

18. **Scientific/Technical Writer 1**

**Functional Responsibility**: Possesses extensive knowledge and experience in one or more designated scientific/technical fields or disciplines. Possesses significant experience in developing original topic or content. Researches, writes, and summarizes technical/scientific materials, manuals, and publications. Conceptualizes and writes original analytical, interpretive, documentary, and promotional scientific/technical copy.

**Minimum Education/Degree**: Bachelor’s.
**Minimum Years of Experience**: 1 years of experience in applicable field.

**Scientific/Technical Writer 2**

**Functional Responsibility**: See above.
**Minimum Education/Degree**: Bachelor’s.
**Minimum Years of Experience**: 3 years of experience in applicable field.
Scientific/Technical Writer 3

Functional Responsibility: See above.
Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 5 years of experience in applicable field.

Scientific/Technical Writer 4

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 3 years of experience in applicable field.

Scientific/Technical Writer 5

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 5 years of experience in applicable field.

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 5 years of experience in applicable field.

19. Scientific/Technical Copyeditor 1

Functional Responsibility: Possesses demonstrated knowledge and experience in the use of relevant writing, editing, style, and proofreading guidelines. Reviews and finalizes written materials, including handouts, posters, advertising materials, brochures, documents, and publishing collateral.

Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 1 year of experience in applicable field.

Scientific/Technical Copyeditor 2

Functional Responsibility: See above.
Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 3 year of experience in applicable field.

Scientific/Technical Copyeditor 3

Functional Responsibility: See above.
Minimum Education/Degree: Bachelor’s.
Minimum Years of Experience: 5 year of experience in applicable field.

Scientific/Technical Copyeditor 4

Functional Responsibility: See above.
Minimum Education/Degree: Master’s.
Minimum Years of Experience: 3 year of experience in applicable field.
20. Events Manager 1

**Functional Responsibility:** Possesses extensive knowledge and experience in designated field or discipline. Works with clients to arrange the details and logistics of meetings, conferences, and other events. Supervises the activities of events/logistics staff and convention personnel to make arrangements for hotels, meeting rooms, and other accommodations. Manages project staff for event activities, including arranging the availability of audiovisual equipment, transportation, displays, and other event needs; conducting post-event evaluations to determine how future events could be improved; conferring with staff at a chosen event site in order to coordinate details; consulting with customers to determine objectives and requirements for events such as meetings, conferences, and conventions; coordinating services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing, and event security; designing and implementing efforts to publicize events and promote sponsorships; developing event topics and choosing featured speakers; and directing administrative details such as financial operations. Attends conferences to resolve onsite problems in person.

**Minimum Education/Degree:** Bachelor’s. Ideally possesses Certification in Meeting Planning and/or Events Planning.

**Minimum Years of Experience:** 4 years of experience in applicable field.

Events Manager 2

**Functional Responsibility:** See above.

**Minimum Education/Degree:** Bachelor’s. Ideally possesses Certification in Meeting Planning and/or Events Planning.

**Minimum Years of Experience:** 7 years of experience in applicable field.

21. Events Support Specialist 1

**Functional Responsibility:** Performs administrative support activities to relieve client and senior staff of administrative details. Activities include preparation of mailings and other communications services, photocopying, organizing, and maintaining files, and assisting with correspondence, reports and memos, proofing documents, and other word processing activities as required. Assists with events management activities as appropriate. High-level knowledge and experience in the use of events management and registration software, WordPerfect, Microsoft Word, and Excel required.

**Minimum Education/Degree:** Bachelor’s.

**Minimum Years of Experience:** 1 year of experience in applicable field.

Events Support Specialist 2

**Functional Responsibility:** See above.

**Minimum Education/Degree:** Bachelor’s.

**Minimum Years of Experience:** 1 year of experience in applicable field.

22. Project Support Specialist 1

**Functional Responsibility:** Performs administrative and higher-level clerical support activities to relieve client and senior staff of administrative details. Activities include mailings and other communications services, photocopying, organizing, and maintaining files, and assisting with
correspondence, reports and memos, and other projects as required. Operating knowledge of WordPerfect, Microsoft Word, and Excel required.

**Minimum Education/Degree:** High School diploma.
**Minimum Years of Experience:** 2 year of experience in applicable field.

### Project Support Specialist 2

**Functional Responsibility:** See above.

**Minimum Education/Degree:** Bachelor’s.

**Minimum Years of Experience:** 2 year of experience in applicable field.

### Project Support Specialist 3

**Functional Responsibility:** See above.

**Minimum Education/Degree:** Bachelor’s.

**Minimum Years of Experience:** 3 year of experience in applicable field.

### 23. Messenger/Courier 1 (Standard Delivery Services)

**Functional Responsibility:** Provides local same-day delivery/retrieval services for client-related materials, including bluelines, documents, artwork, graphics, publications, equipment, and conference-related props. Assists with preparation of mailings for client projects, including packing and timely delivery to USPS, FedEx, or UPS. Provides delivery and pickup services to clients on periodic schedules required to support project or contract requirements.

**Minimum Education/Degree:** None.
**Minimum Years of Experience:** None.

### Messenger/Courier 2 (Express Delivery Services)

**Functional Responsibility:** Provides local express 2-hour delivery/retrieval services for client-related materials, including bluelines, documents, artwork, graphics, publications, equipment, and conference-related props. Assists with preparation of mailings for client projects, including packing and timely delivery to USPS, FedEx, or UPS. Provides delivery and pickup services to clients on periodic schedules required to support project or contract requirements.

**Minimum Education/Degree:** None.
**Minimum Years of Experience:** None

— End of Schedule —