



*Authorized Advertising & Integrated
Marketing Solutions Services (AIMS)
Pricelist*

Federal Supply Service
U.S. General Services Administration



**AUTHORIZED FEDERAL SUPPLY
SERVICE AIMS SCHEDULE
PRICELIST**

**ADVERTISING & INTEGRATED MARKETING SOLUTIONS
SERVICES**

Special Item Numbers (SIN)	Products/Services
541-2.....	Public Relations Services
541-4D.....	Conference, Events and Tradeshaw Planning Services

Contractor:

Capital Consulting Corporation
2810 Old Lee Highway
Suite 200
Fairfax, VA 22031
(703) 876-0400
Fax: (703) 496-0496
www.capconcorp.com

A service-disabled veteran-owned woman-owned minority small
business

Contract Number: GS-07F-056IT (SIN 541-2)
GS-07F-0560T (SIN 541-4D)

Period Covered By Contract: August 22, 2007-August 23, 2012

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

On-line 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 GSA Advantage! is: GSAAvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



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CONTRACT MODIFICATIONS

None.

INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES Small Business Participation

The General Services Administration and the Small Business Administration (SBA), strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. Visit SBA's website for guidance on goal setting and goal submittal via the Internet. (Note: Insert user name: OSDDBU and the password: sba3865, then scroll down and click on "Instructions.") In June 2000, GSA and SBA signed an agreement that allows agencies to count contracts with 8(a) firms under the Multiple Award Schedules Program toward their 8(a) goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three Schedule contractors or to consider reasonably available information by using the GSA *Advantage!* online shopping service. The catalogs/pricelists and GSA *Advantage!* contain information on a broad array of products and services offered by small business contractors. When conducting evaluations and before placing an order, consider including, if available, one or more small, women-owned small, and/or small disadvantaged business Schedule contractor(s). For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

1. MAXIMUM ORDER: (All dollar amounts are exclusive of any discount for prompt payment)

- a) SPECIAL ITEM 541-2 – PUBLIC RELATIONS SERVICES. The maximum dollar value per order for all public relations services will be \$1,000,000.
- b) SPECIAL ITEM 541-4D – CONFERENCE, EVENTS AND TRADESHOW PLANNING SERVICES. The maximum dollar value per order for all conference, events and tradeshow planning services will be \$1,000,000.

2. MINIMUM ORDER:

The minimum dollar value of an order for delivery to one destination is \$100.00.

3. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract is domestic.



Fairfax, VA 22031

4. POINTS OF PRODUCTION:

Capital Consulting Corporation
2810 Old Lee Highway
Suite 200
Fairfax, VA 22031

By Facsimile:

301-468-1355
Attn: Barbara Singer

b. TECHNICAL AND/OR ORDERING ASSISTANCE. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Technical Assistance703-876-0400
Ordering Assistance.....703-876-0400

5. DISCOUNTS:

- a. DISCOUNT FROM LIST PRICES. Prices shown here are Net (discount deducted).
- b. QUANTITY. None.
- c. PROMPT PAYMENT. Net 30 on orders under 1.5 Million
.25% 15 days on orders over 1.5 Million
- d. DOLLAR VOLUME. None.

11. 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.

6. GOVERNMENT PURCHASE CARDS:

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will not** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

12. PAYMENT ADDRESS:

Capital Consulting Corporation
2810 Old Lee Highway
Suite 200
Fairfax, VA 22031

7. FOREIGN ITEMS:

Not applicable within the scope of this contract.

13. CONTRACTOR WARRANTY:

The items delivered are merchantable and fit for use for the particular purpose described.

8. DELIVERY SCHEDULE:

In accordance with the terms negotiated in the agency's order.

14. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

a. Information for Field Buying Offices to Complete Standard Form 279, Federal Procurement Data System (FPDS) Individual Contract Action Report.

8A. DELIVERY SCHEDULE: EXPEDITED DELIVERY

In accordance with the terms negotiated in the agency's order.

- Block 9: G (Order/Modification Under Federal Schedule).
- Block 16: Data Universal Numbering System (DUNS) number is 18-381-8145
- Block 30: Type of Contractor is A. Service-Disabled Veteran-Owned Minority Woman-Owned Business.
- Block 31: Woman-Owned Small Business (Yes).

8C. DELIVERY SCHEDULE: URGENT REQUIREMENTS

In accordance with the terms negotiated in the agency's order.

b. Contractor has registered with the Central Contractor Registration Database.

9. F.O.B. POINT:

Destination.

15. LIABILITY OF LIABILITY:

Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

10. CONTRACTOR ORDERING ADDRESS AND PAYMENT INFORMATION:

a. ORDERING ADDRESS.

By Mail:

Capital Consulting Corporation
2810 Old Lee Highway
Suite 200

16. CONTRACTOR TASKS/SPECIAL REQUIREMENTS:

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the



performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in

the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

17. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

18. GSA ADVANTAGE!

GSA Advantage!™ will use this FACNET system to receive catalogs, invoices and text messages; and to send purchase orders, application advice, and functional acknowledgments. **GSA Advantage!™** enables customers to:

(i) Perform database searches across all contracts by manufacturer; manufacturer's model/part number; vendor; and generic product categories.

(ii) Generate their own EDI delivery orders to contractors, generate EDI delivery orders from the Federal Supply Service to contractors, or download files to create their own delivery orders.

(iii) Use the Federal IMPAC VISA.

GSA Advantage!™ may be accessed via the GSA Home Page. The INTERNET address is: <http://www.gsa.gov>, or <http://www.fss.gsa.gov>.

19. PURCHASE OF OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Schedule -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

20. BLANKET PURCHASE AGREEMENTS (BPAs):



Use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS:

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Contract Clause 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. SECTION 508 COMPLIANCE:

If applicable, Section 508 conformance information on the supplies and services in this contract is available in Electronic and Information Technology (EIT) at the following:

SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with

Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

- (2) Delivery:

DESTINATION DELIVERY SCHEDULE/DATES

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE POINT OF CONTACT

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

-
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.



APPENDIX A

AIMS LABOR CATEGORY DESCRIPTIONS SIN 541-2 PUBLIC RELATIONS SERVICES

Program Director

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

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

Program Assistant

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

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

Publications Production Supervisor/Graphics Designer

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

pages for Web site. Reviews final layout and recommends improvements as necessary.

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

Desktop Publishing Specialist

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

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

Scientific/Technical Writer II and I

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

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

Scientific/Technical Editor II and I

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

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

Scientist Levels IV and I

Description: Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the



fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise.

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

Analyst/Programmer II

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

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

Analyst/Programmer I

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

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

Senior Media/Communications Specialist

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

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

Communications Specialist

Description: Provides a variety of functions related to communication activities, to raise awareness of issues and improve

dissemination of informational materials to the public and policy-makers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials.

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

Senior Conference/Meeting Planner

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

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

Conference/Meeting Planner II

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

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

Conference/Meeting Planner I

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

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

Financial Administrator



Description: Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions



APPENDIX B

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

Program Director

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

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

Senior Program Analyst

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

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

Program Analyst II

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

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

Program Analyst I

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

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

Program Assistant

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

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

Publications Production Supervisor/Graphics Designer

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

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

Desktop Publishing Specialist

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



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

Scientific/Technical Writer II and I

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

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

Scientific/Technical Editor II and I

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

Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5 Level 1 –Bachelor's Degree/10

Scientist Levels IV and I

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

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

Analyst/Programmer II

Description: As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations,

operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming.

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

Analyst/Programmer I

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

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

Senior Conference/Meeting Planner

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

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

Conference/Meeting Planner II

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

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

Conference/Meeting Planner I



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

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

Financial Administrator

Description: Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions



*Public Relations Services
Year One*

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$103.32
541-2	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$41.46
541-2	CC-PPS	Publications Production Supervisor/Graphic Designer Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$59.80
541-2	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$48.97
541-2	CC-TW	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$137.36
541-2	CC-TWE2	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$108.57
541-2	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$92.53
541-2	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 –Bachelor's Degree/10	\$83.03



Public Relations Services
Year One

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 – Advanced Degree or Doctorate/5	\$173.67
541-2	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 – Bachelor's Degree/0	\$84.74
541-2	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$115.94
541-2	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$95.48
541-2	CC-MCS	Senior Media/Communications Specialist. Has advanced expertise in communications and public relations in the fields of scientific, medical, and educational projects and initiatives. Directs media relations, develops national education campaigns, and develops communications plans. Develops all types of news materials and dissemination strategies, arranges and manages news briefings, develops and manages public communications campaigns. Writes key materials, develops website contents, trains media spokespersons, and develops and disseminates organization newsletters. Minimum Education/Years of Experience: Master's Degree/6 Bachelor's Degree/6	\$99.34
541-2	CC-CS	Communications Specialist. : Provides a variety of functions related to communication activities, to raise awareness of issues and improve dissemination of informational materials to the public and policy-makers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials. Minimum Education/Years of Experience: Master's Degree/3 Bachelor's Degree/5	\$50.13
541-2	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$86.99
541-2	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$60.84
541-2	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$47.00
541-2	CC-FA	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$85.16



Public Relations Services

Year Two

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$107.19
541-2	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$43.01
541-2	CC-PPS	Publications Production Supervisor/Graphic Designer Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$62.04
541-2	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$50.81
541-2	CC-TW	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$142.51
541-2	CC-TWE2	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$112.64
541-2	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$96.00
541-2	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 –Bachelor's Degree/10	\$86.14



Public Relations Services

Year Two

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 – Advanced Degree or Doctorate/5	\$180.18
541-2	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 – Bachelor's Degree/0	\$87.92
541-2	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$120.29
541-2	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$99.06
541-2	CC-AP1	Senior Media/Communications Specialist. Has advanced expertise in communications and public relations in the fields of scientific, medical, and educational projects and initiatives. Directs media relations, develops national education campaigns, and develops communications plans. Develops all types of news materials and dissemination strategies, arranges and manages news briefings, develops and manages public communications campaigns. Writes key materials, develops website contents, trains media spokespersons, and develops and disseminates organization newsletters. Minimum Education/Years of Experience: Master's Degree/6 Bachelor's Degree/8	\$103.07
541-2	CC-CS	Communications Specialist. : Provides a variety of functions related to communication activities, to raise awareness of issues and improve dissemination of informational materials to the public and policy-makers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials. Minimum Education/Years of Experience: Master's Degree/3 Bachelor's Degree/5	\$52.01
541-2	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$90.25
541-2	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$63.12
541-2	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$48.76



Public Relations Services

Year Two

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-FA	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$88.35



*Public Relations Services
Year Three*

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$111.21
541-2	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$44.63
541-2	CC-PPS	Publications Production Supervisor/Graphic Designer Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$64.37
541-2	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$52.71
541-2	CC-TW	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$147.86
541-2	CC-TWE2	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$116.87
541-2	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$99.60
541-2	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 –Bachelor's Degree/10	\$89.37



*Public Relations Services
Year Three*

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 – Advanced Degree or Doctorate/5	\$186.94
541-2	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 – Bachelor's Degree/0	\$91.21
541-2	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$124.80
541-2	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$102.78
541-2	CC-AP1	Senior Media/Communications Specialist. Has advanced expertise in communications and public relations in the fields of scientific, medical, and educational projects and initiatives. Directs media relations, develops national education campaigns, and develops communications plans. Develops all types of news materials and dissemination strategies, arranges and manages news briefings, develops and manages public communications campaigns. Writes key materials, develops website contents, trains media spokespersons, and develops and disseminates organization newsletters. Minimum Education/Years of Experience: Master's Degree/6 Bachelor's Degree/8	\$106.93
		Communications Specialist. : Provides a variety of functions related to communication activities, to raise awareness of issues and improve dissemination of informational materials to the public and policy-makers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials. Minimum Education/Years of Experience: Master's Degree/3 Bachelor's Degree/5	\$53.96
541-2	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$93.64
541-2	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$65.49
541-2	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$50.59



Public Relations Services

Year Three

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-FA	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$91.67



*Public Relations Services
Year Four*

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$115.38
541-2	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$46.30
541-2	CC-PPS	Publications Production Supervisor/Graphic Designer Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$66.78
541-2	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$54.69
541-2	CC-TW	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$153.40
541-2	CC-TWE2	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$121.25
541-2	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$103.33
541-2	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 –Bachelor's Degree/10	\$92.73



Public Relations Services
Year Four

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-S4	Scientist Level 4. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 – Advanced Degree or Doctorate/5	\$193.95
541-2	CC-S1	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 – Advanced Degree or Doctorate/5	\$94.64
541-2	CC-AP2	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 – Bachelor's Degree/0	\$129.48
541-2	CC-AP1	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$106.63
541-2	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$110.94
		Communications Specialist. : Provides a variety of functions related to communication activities, to raise awareness of issues and improve dissemination of informational materials to the public and policy-makers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials. Minimum Education/Years of Experience: Master's Degree/3 Bachelor's Degree/5	\$55.98
541-2	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$97.15
541-2	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$67.94
541-2	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$52.49



Public Relations Services
Year Four

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-FA	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$95.10



Public Relations Services

Year Five

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$119.71
541-2	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$48.04
541-2	CC-PPS	Publications Production Supervisor/Graphic Designer Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$69.29
541-2	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$56.74
541-2	CC-STW2	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$159.15
541-2	CC-STW1	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$125.79
541-2	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$107.21
541-2	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 – Bachelor's Degree/10	\$96.20



Public Relations Services

Year Five

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-S4	Scientist Level 4. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 – Advanced Degree or Doctorate/5	\$201.22
541-2	CC-S1	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 – Advanced Degree or Doctorate/5	\$98.18
541-2	CC-AP2	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 – Bachelor's Degree/0	\$134.33
541-2	CC-AP1	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$110.63
541-2	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$115.10
		Communications Specialist. : Provides a variety of functions related to communication activities, to raise awareness of issues and improve dissemination of informational materials to the public and policy-makers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials. Minimum Education/Years of Experience: Master's Degree/3 Bachelor's Degree/5	\$58.08
541-2	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$100.79
541-2	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$70.49
541-2	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$54.46



Public Relations Services

Year Five

SIN	Order Number	Labor Category	GSA Price Per Hour
541-2	CC-FA	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$98.67



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year One

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$103.32
541-4D	CC-SPA	Senior Program Analyst. Enhances the administrative operations of public health programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of the program including staffing, coordinating meetings and committees, budget, and implementation of project activities. Establishes procedures including staff training, development of training and support materials, oversight, and evaluation. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/15	\$99.43
541-4D	CC-PA2	Program Analyst II. Provides operational and management support to carry out a broad array of management tasks in the area of public health policy. Knows and has direct experience with the application of procedures and with the test and evaluation of operational requirements relative to a specific field of expertise. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Master's Degree/0 Bachelor's Degree/10 High School/14	\$99.02
541-4D	CC-PA1	Program Analyst I. Provides assistance for operational and management support to carry out a broad array of tasks in the area of public health policy. Assists in monitoring all incoming correspondence and reports, writes and edits complex technical material for various audiences, and analyzes documents for policy implications. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$86.28
541-4D	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$41.46
541-4D	CC-PPS	Publications Production Supervisor/Graphic Designer. Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and re	\$59.80
541-4D	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$48.97
541-4D	CC-STW2	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$137.36
541-4D	CC-STW1	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$108.57



541-4D	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$92.53
541-4D	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/10	\$83.03
541-4D	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 - Advanced Degree or Doctorate/5	\$173.67
541-4D	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/0	\$84.74
541-4D	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$115.94
541-4D	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$95.48
541-4D	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$86.99
541-4D	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$60.84
541-4D	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$47.00
541-4D	CC-FA	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$85.16



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Two

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$107.19
541-4D	CC-SPA	Senior Program Analyst. Enhances the administrative operations of public health programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of the program including staffing, coordinating meetings and committees, budget, and implementation of project activities. Establishes procedures including staff training, development of training and support materials, oversight, and evaluation. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/15	\$103.16
541-4D	CC-PA2	Program Analyst II. Provides operational and management support to carry out a broad array of management tasks in the area of public health policy. Knows and has direct experience with the application of procedures and with the test and evaluation of operational requirements relative to a specific field of expertise. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Master's Degree/0 Bachelor's Degree/10 High School/14	\$102.73
541-4D	CC-PA1	Program Analyst I. Provides assistance for operational and management support to carry out a broad array of tasks in the area of public health policy. Assists in monitoring all incoming correspondence and reports, writes and edits complex technical material for various audiences, and analyzes documents for policy implications. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$89.52
541-4D	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$43.01
541-4D	CC-PPS	Publications Production Supervisor/Graphic Designer. Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$62.04
541-4D	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$50.81
541-4D	CC-STW2	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$142.51
541-4D	CC-STW1	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$112.64



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Two

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$96.00
541-4D	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/10	\$86.14
541-4D	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 - Advanced Degree or Doctorate/5	\$180.18
541-4D	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/0	\$87.92
541-4D	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$120.29
541-4D	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$99.06
541-4D	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$90.25
541-4D	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$63.12
541-4D	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$48.76



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Two

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-CM1	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$88.35



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Three

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$111.21
541-4D	CC-SPA	Senior Program Analyst. Enhances the administrative operations of public health programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of the program including staffing, coordinating meetings and committees, budget, and implementation of project activities. Establishes procedures including staff training, development of training and support materials, oversight, and evaluation. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/15	\$107.03
541-4D	CC-PA2	Program Analyst II. Provides operational and management support to carry out a broad array of management tasks in the area of public health policy. Knows and has direct experience with the application of procedures and with the test and evaluation of operational requirements relative to a specific field of expertise. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Master's Degree/0 Bachelor's Degree/10 High School/14	\$106.59
541-4D	CC-PA1	Program Analyst I. Provides assistance for operational and management support to carry out a broad array of tasks in the area of public health policy. Assists in monitoring all incoming correspondence and reports, writes and edits complex technical material for various audiences, and analyzes documents for policy implications. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$92.87
541-4D	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$44.63
541-4D	CC-PPS	Publications Production Supervisor/Graphic Designer. Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$64.37
541-4D	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$52.71
541-4D	CC-STW2	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$147.86
541-4D	CC-STW1	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$116.87



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Three

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$99.60
541-4D	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/10	\$89.37
541-4D	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 - Advanced Degree or Doctorate/5	\$186.94
541-4D	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/0	\$91.21
541-4D	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$124.80
541-4D	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$102.78
541-4D	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$93.64
541-4D	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$65.49
541-4D	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$50.59
541-4D	CC-CM1	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$91.67



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Four

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$115.38
541-4D	CC-SPA	Senior Program Analyst. Enhances the administrative operations of public health programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of the program including staffing, coordinating meetings and committees, budget, and implementation of project activities. Establishes procedures including staff training, development of training and support materials, oversight, and evaluation. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/15	\$111.04
541-4D	CC-PA2	Program Analyst II. Provides operational and management support to carry out a broad array of management tasks in the area of public health policy. Knows and has direct experience with the application of procedures and with the test and evaluation of operational requirements relative to a specific field of expertise. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Master's Degree/0 Bachelor's Degree/10 High School/14	\$110.58
541-4D	CC-PA1	Program Analyst I. Provides assistance for operational and management support to carry out a broad array of tasks in the area of public health policy. Assists in monitoring all incoming correspondence and reports, writes and edits complex technical material for various audiences, and analyzes documents for policy implications. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$96.36
541-4D	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$46.30
541-4D	CC-PPS	Publications Production Supervisor/Graphic Designer. Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$66.78
541-4D	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$54.69
541-4D	CC-STW2	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$153.40
541-4D	CC-STW1	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$121.25



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Four

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$103.33
541-4D	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/10	\$92.73
541-4D	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 - Advanced Degree or Doctorate/5	\$193.95
541-4D	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/0	\$94.64
541-4D	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$129.48
541-4D	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$106.63
541-4D	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$97.15
541-4D	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$67.94
541-4D	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$52.49



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Four

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-CM1	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$95.10



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Five

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-PD	Program Director. Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert technical guidance and expertise in support of single or multiple projects. Directs complex organizations and teams by integrating them into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements and translates concepts into operational improvements and systems that focus and implement the client's major mission or strategic objective. Serves as company's most senior interface between client and program managers to establish policy and strategic direction for programs. Ensures client satisfaction with company performance and takes appropriate action to meet program commitments by responding effectively to meet client needs. Minimum Education/Years of Experience: Master's Degree/18 Bachelor's Degree/20.	\$119.71
541-4D	CC-SPA	Senior Program Analyst. Enhances the administrative operations of public health programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of the program including staffing, coordinating meetings and committees, budget, and implementation of project activities. Establishes procedures including staff training, development of training and support materials, oversight, and evaluation. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/15	\$115.20
541-4D	CC-PA2	Program Analyst II. Provides operational and management support to carry out a broad array of management tasks in the area of public health policy. Knows and has direct experience with the application of procedures and with the test and evaluation of operational requirements relative to a specific field of expertise. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Master's Degree/0 Bachelor's Degree/10 High School/14	\$114.73
541-4D	CC-PA1	Program Analyst I. Provides assistance for operational and management support to carry out a broad array of tasks in the area of public health policy. Assists in monitoring all incoming correspondence and reports, writes and edits complex technical material for various audiences, and analyzes documents for policy implications. Has expertise in scientific, medical, and public health disciplines. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$99.97
541-4D	CC-PA	Program Assistant. Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software. Minimum Education/Years of Experience: Associate's Degree/1 High School/4	\$48.04
541-4D	CC-PPS	Publications Production Supervisor/Graphic Designer. Negotiates printing and production contracts for publications and monitors supplier performance. Prepares budgets and cost estimates for production projects. Develops specifications for new projects. Coordinates production and sales, dissemination of reprints, and advertising. Supervises the daily activities of production department. Designs art and copy layout for material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site, and CD-ROM; and by other visual communications media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logotypes, and graphic standards for printed or published materials. Prepares a series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and r	\$69.29
541-4D	CC-DPS	Desktop Publishing Specialist. Operates desktop publishing system to produce page proofs and reproduction masters. Works within general style and format guidelines and typically has considerable discretion over individual page design and layout. Uses drawing, presentation, and charting software to produce art and illustrations for integration with text. Operates related equipment such as optical scanners, electronic cameras, stat cameras, plotters, typesetters, and automatic film developers. Requires thorough knowledge of organization's graphic art and design standards. Minimum Education/Years of Experience: Associate's Degree/4 High School/6	\$56.74
541-4D	CC-STW2	Scientific/Technical Writer II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Minimum Education/Years of Experience: Level 2 - Doctorate Degree/0 Master's Degree/10	\$159.15
541-4D	CC-STW1	Scientific/Technical Writer I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex scientific writing assignments. Writes/rewrites, summarizes, and edits scientific materials, including scientific meeting reports, journal articles and abstracts, scientific publications, speeches, scientific and public health reports, and other scientific documents. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on scientific data provided. Writes analytical, interpretive, documentary, and promotional copy. Level 1 – Master's Degree/5 Bachelor's Degree/12	\$125.79



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Five

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-STE2	Scientific/Technical Editor II. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 2 - Master's Degree/2 Bachelor's Degree/5	\$107.21
541-4D	CC-STE1	Scientific/Technical Editor I. Supervises and manages writing assignments, performs final edits, and approves the final written product. Writes/rewrites, summarizes, and edits technical materials, including scientific, planning, operations, and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/10	\$96.20
541-4D	CC-S4	Scientist Level IV. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 4 - Advanced Degree or Doctorate/5	\$201.22
541-4D	CC-S1	Scientist Level I. Recognized scientific expertise in the public health arena specifically in assessing and understanding public health issues and/or risks. Includes, but is not limited to, scientists in the fields of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated in-depth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures, and with test and evaluation operational requirements relative to specific field of expertise. Minimum Education/Years of Experience: Level 1 - Bachelor's Degree/0	\$98.18
541-4D	CC-AP2	Analyst/Programmer II. As a top-level technical expert, acts as a project team leader in the design and development of complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems analysis and programming. Minimum Education/Years of Experience: Master's Degree/8 Bachelor's Degree/12	\$134.33
541-4D	CC-AP1	Analyst/Programmer I. Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages. Minimum Education/Years of Experience: Bachelor's Degree/4 High School/8	\$110.63
541-4D	CC-SCM	Senior Conference/Meeting Planner. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations. Ideally possesses Certification in Meeting Planning. Minimum Education/Years of Experience: CMP/1 Bachelor's Degree/8 High School/12	\$100.79
541-4D	CC-CM2	Conference/Meeting Planner II. Manages tasks associated with a meeting or event. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Assists in tracking expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and assists with the development of a meeting report, if required. Minimum Education/Years of Experience: Bachelor's Degree/6 Associate Degree/8 High School/12	\$70.49
541-4D	CC-CM1	Conference/Meeting Planner I. Arranges the details and logistics of meetings and conferences. Contacts hotel and other facilities to obtain meeting rooms and accommodations. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Performs administrative duties corresponding to logistics and travel tasks. Minimum Education/Years of Experience: Bachelor's Degree/5 High School/6	\$54.46



CONFERENCE, EVENTS & TRADESHOW PLANNING SERVICES

Year Five

SIN	Order Number	Labor Category	GSA Price Per Hour
541-4D	CC-CM1	Financial Administrator. Handles all general administrative and financial functions including reviewing, approving and processing all employee expenditures, consultant invoices, hotel invoices, and all other relevant other direct costs; reviewing and processing time sheets;; preparing task order proposals; maintaining project budgets; maintaining contract files; reviewing invoices; resolving financial issues with the Government Project Officers; and other required administrative support functions.	\$98.67



ODC
Year One

SIN	Order Number	Item/Support Labor	GSA Price Per Hour
ODC		Meeting Facilitator	\$1,511.25
ODC		Fax/Modem	\$186.39
ODC		Direct Dial Phone Line	\$186.39
ODC		Conference Style Speaker Phone	\$186.39
ODC		High Speed Internet Connection	\$654.88
ODC		Flip Chart & Marker	\$50.38
ODC		White Board	\$226.69
ODC		Speak Phone	\$125.94
ODC		Wireless Handheld Microphone	\$156.16
ODC		In-house AV House Sound Patch	\$75.56
ODC		Podium Microphone	\$50.38
ODC		Sound Equipment	\$644.80
ODC		Projection Screen	\$100.75
ODC		LCD Projector & Screen	\$1,108.25
ODC		Tripod Screen	\$40.30
ODC		Cradle Screen	\$95.71
ODC		Fast Fold Screen	\$251.88
ODC		Cue Light	\$125.94
ODC		Laser Pointer	\$50.38
ODC		Labor: Show Technician - per hour	\$94.45
ODC		Cassette Dual Recorder	\$95.71
ODC		Digital Audio Recorder	\$151.13
ODC		27" Color Television	\$201.50
ODC		17" RGB Monitor	\$125.94
ODC		19" RGB Monitor	\$151.13
ODC		42" Plasma Display	\$604.50
ODC		Laptop Computer	\$251.88
ODC		Printer/Laser	\$226.69
ODC		Copies @ Meeting Site - per copy	\$0.25
ODC		Meeting Room (Capacity 120)	\$1,813.50
ODC		Break-out Room (Capacity 40)	\$453.38
ODC		Coffee Break - Continental - per person	\$29.22
ODC		Printing - Book 4 Color 62 pages & front & back cover - per book	\$26.04
ODC		Binders Colors & Inserts - per binder	\$7.70
ODC		Posters 22"x28"	\$75.56
ODC		Posters 24"x12"	\$40.30
ODC		Perfect Bound Book - 4 color 110 pages & Cover	\$20.82