



Vanguard Communications of Falls Church, Inc.  
2121 K Street, NW  
Suite 650  
Washington, DC 20037  
202-331-4323

[VCGSAcontracts@vancomm.com](mailto:VCGSAcontracts@vancomm.com)  
[www.vancomm.com](http://www.vancomm.com)

**GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service  
Authorized Federal Supply Schedule FSS Price List**

**Multiple Award Schedule (MAS)**

**Federal Supply Service: Professional Services**

**Contract Number: GS-07F-164BA  
Contract Period: 4/1/2014 through 3/31/2024**

**Price list is current as of Modification # PS-0041 effective 01/17/2023**

**Business Size: Small Business  
Socioeconomic Indicators: Hispanic, Certified Women-owned Small Business (WOSB)**

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

## CUSTOMER INFORMATION:

1. Awarded special item numbers:

**SIN 541430 Graphic Design Services**

**SIN 541511 Web Based Marketing**

**SIN 541613 Marketing Consulting Services**

**SIN 541820 Public Relations Services**

**SIN 541810ODC Other Direct Costs for Marketing and Public Relations Services**

**OLM**

- a. Lowest Priced Model Number and Price for each SIN: (Government net price based on a unit of one)

**See attached price list.**

- b. Hourly Rates: (Services Only)

**See attached price list.**

2. Maximum order: **\$1,000,000**

Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the maximum order threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. Minimum order: **\$100**

4. Geographic coverage: **Domestic.**

5. Point(s) of production (city, county, and State or foreign country): **Washington D.C.**

6. Prices Shown in Catalogue: **Prices shown herein are net prices. All discounts deducted.**

7. Quantity discounts: **Additional 1% for orders \$500,000+**

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

9. Foreign items: **None.**

10. Time of delivery: **Vanguard Communications will adhere to the delivery schedule as specified by the agency's purchase order.**

- a. Expedited Delivery: **Contact Vanguard Communications for expedited delivery.**

- b. Overnight and 2-day delivery: **Contact Vanguard Communications for rates for overnight and two-day delivery.**

- c. Urgent Requirements: **Contact Vanguard Communications to expedite urgent requirements.**

11. F.O.B. point(s): **Destination.**
- 12.a. Ordering address:
  - Vanguard Communications of Falls Church, Inc.**
  - 2121 K Street NW, #650**
  - Washington DC 20037**
  - Lisa Swanberg**
  - (202)248-5489**
  - (202)331-9420 FAX**
  - [\*\*VCGSAcontracts@vancomm.com\*\*](mailto:VCGSAcontracts@vancomm.com)
- 12.b. Ordering procedures: **See Federal Acquisition Regulation (FAR) 8.405-3**
13. Payment address:
  - a. **Check/U.S. Mail**
    - Vanguard Communications of Falls Church, Inc.**
    - 2121 K Street NW, #650**
    - Washington DC 20037**
  - b. **Wire Transfer**
    - Vanguard Communications of Falls Church, Inc.**
    - Account No: 0010013886 Eagle Bank**
    - ABA No: 055003298**
14. Warranty provision. **Not applicable.**
15. Export packing charges, if applicable. **Not applicable.**
16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not applicable.**
  - a. Terms and conditions of installation (if applicable). **Not applicable.**
17. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not applicable.**
- 18.a. Terms and conditions for any other services (if applicable). **Not applicable.**
- 18.b. Terms and conditions for any other services (if applicable). **Not Applicable**
19. List of service and distribution points (if applicable). **Not applicable.**
20. List of participating dealers (if applicable). **Not applicable.**
21. Preventive maintenance (if applicable). **Not applicable.**
- 22.a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable.**
- 22.b. Section 508 Compliance for information and communications technology (ICT): **Not Applicable.**
23. Unique Entity Identifier (UEI) Number: **S954U5F3LLS9**

24. Notification regarding registration in System for Award Management (SAM) database.  
**Vanguard Communications of Falls Church, Inc. is registered in the System for Award Management (SAM) database.**

## ABOUT VANGUARD COMMUNICATIONS

Founded in 1987 and based in Washington, D.C., Vanguard Communications is a Hispanic woman-owned public relations and social marketing firm working to realize a more equitable and inclusive world. Our award-winning firm collaborates with nonprofit organizations and government agencies at the forefront of today's most pressing issues, from health care to civil rights to economic opportunity.

We are particularly experienced in the following issue areas:

- Health and Wellness
- Mental Health
- Energy and Environment
- Food and Farming
- Education
- Children, Youth and Family Outreach and Inclusion
- Diversity, Equity and Inclusion

Vanguard's management structure and administrative support systems are designed to respond to the rapid and demanding pace of the work that we do—particularly on government contracts where priorities shift and needs emerge quickly. Our professionals—several of whom have been recognized individually as leaders and changemakers in the communications field—are skilled in the following diverse communications disciplines:

- Social Marketing
- Strategic Communications
- Branding
- Integrated Media Strategy
- Digital Engagement and Measurement
- Design and Editorial Services
- Training and Technical Assistance
- Event Strategy and Production
- Partnership Development and Management
- Communications Research and Evaluation
- Crisis Communications

To learn more about how Vanguard Communications' expertise and commitment to customer service can support your public relations, communications and marketing goals, visit <http://www.vancomm.com> or call Lisa Swanberg, (202) 248-5489.

## GSA SCHEDULE PRICELIST

### All SINS

LABOR CATEGORIES*	HOURLY RATE
President	\$ 291.28
Chief Operating Officer/EVP	\$ 291.28
Senior Vice President	\$ 276.47
Vice President	\$ 256.73
Director	\$ 236.98
Associate Director	\$ 222.17
Senior Account Supervisor	\$ 187.61
Senior Account Supervisor/Digital Strategist	\$ 187.61
Account Supervisor	\$ 162.92
Creative Director	\$ 177.73
Editorial Director	\$ 148.11
Art Director	\$ 153.05
Web Developer	\$ 143.17
Senior Account Manager	\$ 153.05
Senior Production Manager	\$ 118.49
Senior Graphic Designer	\$ 128.36
Account Manager/Event Manager	\$ 133.30
Account Manager	\$ 133.30
Senior Account Executive	\$ 118.49
Graphic Designer	\$ 88.87

LABOR CATEGORIES*	HOURLY RATE
Production Manager	\$ 108.61
Editorial Manager	\$ 118.49
Account Executive/Digital Coordinator	\$ 103.68
Account Executive	\$ 103.68
Assistant Account Executive	\$ 88.87
Production Coordinator	\$ 83.93
Editorial Associate	\$ 74.06
Communications Associate	\$ 74.06

*Note: Actual quantities/deliverables and prices will be quoted based on project specifications*

## Other Direct Costs:

### SIN 541-1000

PRODUCT (ODCs)	UNIT	PRICE
Consultant - Design/Layout	Hourly	\$ 50.38
Consultant - Video Editor	Hourly	\$ 50.38
Consultant - Moderator	Per Event	\$ 1,511.34
Consultant - Research/Writing	Hourly	\$ 120.91
Consultant - Translation	Per Page	\$ 25.19
Consultant - Translation	Per Word	\$ 0.12
Consultant - Translation	Hourly	\$ 60.45
Media Monitoring	Per Month	\$ 369.53
Newswire Distribution	Per Newswire Distribution	\$ 1,964.23
Courier	Per Double Rush	\$ 73.00
Courier	Per Regular Delivery/Extra Weight	\$ 186.75
Courier	Per Rush Delivery	\$ 35.47
Federal Express/United States Parcel Service	Per Delivery	\$ 20.15
Postage	Per Envelope	\$ 0.46
Ad Placement (Online Ad Placement - Facebook)	Per Click	\$ 1.08
Ad Placement (Online Ad Placement - Google)	Per Click	\$ 7.54
Ad Placement (Community Newspapers)	Per Placement	\$ 515.74
Audio Visual Supplies/Services - Two-Way Radio Rental	Per Week (includes \$40 loss protection per rental)	\$ 17.09

Audio Visual Supplies/Services - Video Editing	Per Hour	\$ 201.51
Audio Visual Supplies/Services - Video Concept/Production (Custom)	Per Custom Contract	\$ 55,415.62
Audio Visual Supplies/Services - Video Shoot/Editing (.5 day)	Per Webcast	\$ 8,312.34
Audio Visual Supplies/Services - Webcast (1.5 days)	Per Webcast	\$ 17,219.14
Digital Services	Hourly	\$ 50.38
Duplication	Per B&W Page	\$ 0.01
Duplication	Per Color Page	\$ 0.12
Focus Groups plus Online Survey	Per Focus Group	\$ 19,143.58
Honoraria	Participant	\$ 15,113.35
Materials - Banner 7' x 10' with grommets	Per Banner	\$ 469.22
Materials - Banner 31.5" x 85.5"	Per Banner	\$ 416.39
Materials - Custom Podium Display and Graphic	Per Banner	\$ 3,126.65
Materials - Banner Laminated	Per Banner	\$ 422.27
Materials - Postcards	Per Postcard	\$ 1.14
Materials - Mounted Poster 24" x 36"	Per Poster	\$ 181.00
Materials - Printing Booklets (28 pg, plus cover, saddle stitch)	Per Booklet	\$ 4.01
Materials - Printing Booklets (36 pg, plus Flood Gloss Aqueous (FGAQ), saddle stitch)	Per Booklet	\$ 0.92
Materials - Printing Booklets (180 pg, plus cover and FGAQ, layflat bind)	Per Booklet	\$ 4.12
Materials - Printing Brochures (6 pg)	Per Brochure	\$ 0.51
Materials - Printing Brochures (4/4 plus FGAQ, 8.5" x 22" score/accordion fold to 5.5" x 8.5")	Per Brochure	\$ 0.43
Materials - Printing Folders (die cut and fold to 6.25" x 9.75", with 2 vertical 4" 3 dimensional pockets)	Per Folder	\$ 1.80
Materials - Printing Program (28 pg plus cover)	Per Program	\$ 1.62



Materials - Printing Program Supplement	Per Program Supplement	\$ 0.34
Materials - Printing Report (40 pg, plus cover, black plastic coil)	Per Report	\$ 9.19
Materials - Printing Report (74 pg, with 5 tabs plus cover, black plastic coil)	Per Report	\$ 14.71
Meeting Space/Venue (includes space, security, supplies, etc.)	Per Day	\$ 15,507.05
Meeting Space/Venue - Exhibit Space (4 days)	Per Event	\$ 3,123.43
Photography Supplies/Services	Per Day	\$ 1,511.34
Promotional Materials - Word Magnets	Per Magnet	\$ 0.42
Online Event Registration	Per Participant	\$ 3.53
Online Event Registration: Hosting	Per Event	\$ 151.13
Subscriptions - Web Hosting	Per Month	\$ 20.10
Subscriptions - Webinar (100 attendees)	Per Month	\$ 99.75
Telephone - Conference Calls (58 attendees, Total 3322 minutes)	Per Month	\$ 4,801.44
Temporaries - Web Developer	Per Hour	\$ 136.02
Temporaries - Design/Layout	Per Hour	\$ 54.41

*Note: Actual quantities/deliverables and prices will be quoted based on project specifications*

## Labor Category Descriptions:

### President

**Minimum/General Experience:** Minimum of 25 years of company management experience.

**Functional Responsibility:** Manages all aspects of the company, including client services and business performance. Determines and cultivates the firm's mission. Primary responsibilities include pursuing new business opportunities, developing and maintaining high-level client relationships, managing profitability and financial aspects of the firm, and managing senior staff. Possesses and provides a high level of expertise in communications strategy, marketing, public relations, and specific issue areas covered by the firm's client accounts.

**Minimum Education:** BA/BS degree in management or related field.

### Chief Operating Officer/Executive Vice President

**Minimum/General Experience:** Minimum of 20 years company management experience.

**Functional Responsibility:** Contributes to the overall performance of the firm by managing corporate operations, and staff development and growth. Serves as the senior advisor to the President and manages and/or oversees client contracting and budgeting. Provides marketing direction and management to the firm.

**Minimum Education:** BA/BS degree.

### Senior Vice President

**Minimum/General Experience:** Minimum of 18 years or more in related field.

**Functional Responsibility:** Leads strategic partnerships and business development. Leads strategy for account teams. Provides technical and subject matter expertise to project teams. Provides corporate oversight of contracts to ensure quality of services and appropriate resource management. Possesses and provides a high level of expertise in project management, marketing, public relations, and specific issue areas covered by the firm's client accounts.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Vice President

**Minimum/General Experience:** Minimum 15 years or more in related field.

**Functional Responsibility:** Leads the planning and execution of multiple large clients and projects. Leads strategy for account teams. Possesses subject matter expertise in multiple areas of communications and expert project management skills. Responsibilities include departmental management, development and maintenance of productive client relationships, and business development.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Director

**Minimum/General Experience:** Minimum 12 years or more in related field.

**Functional Responsibility:** Leads account management services and provides strategic guidance in support of multiple medium-scale clients and projects. Exhibits expertise in communications areas including research, media relations, partnerships, digital media, materials development, special events, social marketing, public health, and cultural competence to client strategies. Serves as point of contact with clients and leads cross-functional internal teams.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Associate Director

**Minimum/General Experience:** Minimum 11 years or more in related field.

**Functional Responsibility:** Leads client management services and provides strategic guidance in support of multiple small to mid-sized accounts and projects. Exhibits expertise in communications areas including research, media relations, partnerships, digital media, materials development, special events, social marketing, public health, and cultural competence. Leads training in strategic communications activities for internal and external audiences. Interfaces with clients and leads internal teams. Provides full breadth of technical communications support as needed. Serves as point of contact with clients and manages internal teams.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Senior Account Supervisor

**Minimum/General Experience:** Minimum 10 years or more in related field.

**Functional Responsibility:** Leads client management services and strategic guidance for one or more large-scale accounts and projects. Applies knowledge of research, media relations, partnerships, digital media, materials development, special events, technical assistance, social marketing, public health, and cultural competence to client strategies. Interfaces with clients and leads internal teams. Serves as point of contact with clients and provides full breadth of technical communications support as needed.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Senior Account Supervisor/Digital Strategist

**Minimum/General Experience:** Minimum 10 years or more in related field.

**Functional Responsibility:** Plans, develops, executes, and oversees implementation of client and corporate digital strategies. Manages all aspects of digital projects including website audits and strategy, social media strategy and content, and email content; digital campaigns; SEO and digital advertising techniques; and digital analytics. Applies best practices in digital pr and marketing. This position also provides full client account management services and strategic guidance in support of one or more large-scale projects/campaigns.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, marketing, digital media, or related field.

### Account Supervisor

**Minimum/General Experience:** Minimum 8 years or more in related field.

**Functional Responsibility:** Coordinates client management services and strategic guidance in support of one or more mid- to large-sized client projects. Develops and manages budget and project deliverable timelines and assigns resources. Develops strategic communications plans. Serves as point of contact with clients and manages internal teams. Provides full breadth of technical communications support.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Creative Director

**Minimum/General Experience:** Minimum 10 years or more in related field.

**Functional Responsibility:** Responsible for the management and oversight of the design staff and the quality of the team's creative portfolio. Manages and seeks to grow creative client accounts and offers strategy and counsel on areas of expertise, including branding, digital/responsive design elements, video concepts/storyboards, social media applications, e-publishing, and creative copyright.

**Minimum Education:** BA/BS degree in graphic design, fine arts, advertising, or related field.

### Editorial Director

**Minimum/General Experience:** Minimum 10 years or more in related field.

**Functional Responsibility:** Manages editorial functions across client accounts and for the company. Supervises and mentors internal staff in developing copy for client products, including writing descriptive content and messaging for various media including print, web, social media, radio, and television. Writes and edits reports, newsletters, abstracts, research publications, multimedia materials, press releases, scripts, training materials, proposals, public relations materials, and other technical and non-technical information. Serves as creative materials team leader for accounts. Oversees content development and manages schedule, budget, and creative staff for print and digital materials.

**Minimum Education:** BA/BS degree in English, journalism, public relations, communications, or related field.

### Art Director

**Minimum/General Experience:** Minimum 8 years or more in related field.

**Functional Responsibility:** Responsible for the management and oversight of design and production staff and products. Offers strategy and counsel on materials development across print and digital platforms and serves as brand manager for clients. Coordinates and delegates assignments to designers, productions staff and freelancers. Participates in new business pitches and client presentations.

**Minimum Education:** BA/BS degree in graphic design, fine arts, advertising, or communications or related field.

### Web Developer

**Minimum/General Experience:** 3 years or more in related field.

**Functional Responsibility:** Responsible for designing, coding, and modifying websites, from layout to function and according to client's specifications. Writes well-designed, testable, efficient code by using best development practices. Creates website layout/user interface by using standard HTML/CSS practices. Integrates data from various back-end services, content management systems, and databases. Gathers and refines specifications and requirements based on technical needs. Experienced with fully responsive development practices; development in Web Applications; and varied programming languages including SQL, Java and JavaScript, PHP and/or Ruby in HTML, and .NET frameworks.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, marketing, digital media, or related field.

### Senior Account Manager

**Minimum/General Experience:** Minimum 7 years or more in related field.

**Functional Responsibility:** Leads project management of one or more mid-sized client projects. Develops budget and project deliverable timelines. Develops strategic communications plans. Develops and implements strategies intended to reach key stakeholder groups and target audiences. Interfaces with clients and leads internal teams. Provides full breadth of technical communications support as needed.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Senior Production Manager

**Minimum/General Experience:** Minimum 10 years or more in related field.

**Functional Responsibility:** Manages special projects requiring creative implementation and senior-level decision making. Formulates and implements design strategy and sees projects such as print collateral, reports, training manuals, event materials, marketing pieces, and online and social media applications through production and 508 compliancy. Manages external vendor relationships. Supports creative team's design needs, including photo research and file alteration support.

**Minimum Education:** BA/BS degree in graphic design, fine arts, advertising, or related field.

### Senior Graphic Designer

**Minimum/General Experience:** Minimum 7 years or more in related field

**Functional Responsibility:** Responsible for concept development, design, and execution of a variety of print and electronic materials including infographics, animated PowerPoint presentations, advertising, and reports. Develops brand identity packages and manages brands and product portfolios for a number of clients. Works directly with project teams and clients to develop graphic concepts and design direction. Designs creative templates in InDesign, PowerPoint, Prezi, and Constant Contact. Is proficient in responsive design and contributes to client strategy with digital/multimedia team.

**Minimum Education:** BA/BS degree in graphic design, fine arts, advertising, or related field.

### Account Manager/Event Manager

**Minimum/General Experience:** Minimum 6 years of professional communications/public relations/marketing experience.

**Functional Responsibility:** Plans and executes all in-person and virtual client events. Capable of running video conference and live streaming events using all major teleconference platforms. Researches, manages, and coordinates venues, timelines, housing, catering, travel logistics and transportation, registration, entertainment, decorations, budget, and other details based on client needs, including cost comparisons and site inspections.

**Minimum Education:** BA/BS degree in communications or related field.

### Account Manager

**Minimum/General Experience:** Minimum 5 years or more in related field.

**Functional Responsibility:** Serves as project or task lead for mid-sized campaigns or projects. Leads development and implementation of social marketing and/or public education projects, which may include strategic planning, media strategy, materials development, research, digital marketing strategies, special events, and other related tasks. Provides account management support, including budget and project deliverables tracking. Interfaces with clients as needed.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Senior Account Executive

**Minimum/General Experience:** Minimum 4 years or more in related field.

**Functional Responsibility:** Serves as a project or task lead for small to mid-sized campaigns or projects. Coordinates and supports development and implementation of social marketing and/or public education campaigns. Provides account management support, including tracking budget and project deliverable timelines using sophisticated databases and spreadsheets. Interfaces with clients and provides full breadth of technical communications support as needed, including event support.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Graphic Designer

**Minimum/General Experience:** Minimum 4 years or more in related field.

**Functional Responsibility:** Works with the creative team to create visual solutions for print and electronic materials. Executes creative concepts, artwork, and layouts with direction from senior staff. Participates in design of variety of print and electronic materials including infographics, animated PowerPoint presentations, advertising, and reports. Researches and acquires stock photography and other design needs.

**Minimum Education:** BA/BS degree in graphic design, fine arts, advertising, or related field.

### Production Manager

**Minimum/General Experience:** Minimum 5 years or more in related field.

**Functional Responsibility:** Oversees the completion of client products and the maintenance of client portfolios. Manages tasks, develops production schedules, and communicates daily with managers and staff to ensure that milestones are met on time. Obtains print estimates and purchases printing, oversees email marketing projects, and handles shipping and distribution of products when needed. Supports preparation of government clearance packages and documents.

**Minimum Education:** BA/BS degree in graphic design, fine arts, advertising, or related field.

### **Editorial Manager**

**Minimum/General Experience:** Minimum 5 years or more in related field.

**Functional Responsibility:** Responsible for assembling and writing descriptive content and messaging for various media including print, web, social media, radio, and television. Writes and edits reports, newsletters, abstracts, research publications, multimedia materials, press releases, scripts, training materials, proposals, public relations materials, and other technical and non-technical information. Manages and maintains the editorial style guides, and oversees the timely execution of content development. Supports onsite events as needed, digital products, video development, and email marketing efforts.

**Minimum Education:** BA/BS degree in English, journalism, public relations, communications, or related field.

### **Account Executive/Digital Coordinator**

**Minimum/General Experience:** Minimum 3 years or more in related field.

**Functional Responsibility:** Coordinates the execution of digital and social media strategies and digital content development. Contributes to strategic planning and research for digital campaigns. Supports website development and content review. Manages digital PR and influencer outreach. Knowledgeable about social media platforms and functionalities including Facebook, Twitter, Instagram, and LinkedIn.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, marketing, digital media, or related field.

### **Account Executive**

**Minimum/General Experience:** Minimum 3 years or more in related field.

**Functional Responsibility:** Serves as a task lead for small projects. Supports the implementation of social marketing and/or public education campaigns and projects. Activities may include strategic planning, media liaising, materials development, research, digital marketing, working with community organizations/partners, and other related tasks as required. Provides general support to account teams as requested, including event support.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### **Assistant Account Executive**

**Minimum/General Experience:** Minimum 2 years or more in related field.

**Functional Responsibility:** Supports the implementation of social marketing and/or public education campaigns and projects. Activities may include strategic planning, media liaising, materials development, research, digital marketing, working with community organizations/partners, and other related tasks as required. Provides general support to account teams as requested, including event support.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

### Production Coordinator

**Minimum/General Experience:** Minimum 2 years or more in related field.

**Functional Responsibility:** Develops and coordinates schedules for and tracks client products from concept to printed or published piece. Updates schedules using cloud-based system. Manages document storage and versions within the corporate shared computer drives as well as hard-copy sample files. Researches and works with vendors to manage the production and finishing of products. Handles shipping and distribution of products for clients.

**Minimum Education:** BA/BS degree in graphic design, fine arts, advertising, or related field.

### Editorial Associate

**Minimum/General Experience:** Minimum 1 Year

**Functional Responsibility:** Proofreads and copyedits materials developed either internally or by clients for print and online applications. Ensures that materials adhere to a consistent style as directed by the project director. Confirms data and quotations with trusted sources as needed. Inputs changes to copy and formats files as required. Works with designers to check changes to laid out materials. Contributes to marketing efforts and interfaces with clients as directed.

**Minimum Education:** BA/BS degree in English, journalism, public relations, communications, or related field.

### Communications Associate

**Minimum/General Experience:** Minimum 1 year of office experience (including internships) and interest in communications.

**Functional Responsibility:** Provides general communications support to account teams. Conducts background research and drafts media materials, including press releases, advisories, statements, social media messages, and pitch letters. Pitches events and stories to diverse media. Coordinates, tracks, and contributes content to materials/products and supports event implementation.

**Minimum Education:** BA/BS degree in public relations, journalism, communications, or related field.

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.