



The Scientific Consulting Group, Inc.

Communicating Science for Positive Outcomes



Business Size

Small Women-Owned

Multiple Award Schedule

Professional Services Schedule

GSA Contract Number

GS-07F-431AA

Contract Administration Source

Stacy Philipson Grenis, Vice President
of Administration

Beverly J. Campbell, President

Contract Period

May 9, 2016—May 8, 2021



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Customer Information

1A. AWARDED SPECIAL ITEM NUMBERS (SINS)

SIN	Recovery	Title
541-5	541-5RC	Integrated Marketing Services
541-3	541-3RC	Web Based Marketing Services
541-4D	541-4DRC	Conference Events and Tradeshow Planning Services
541-1000	541-1000RC	Other Direct Costs

541-5 Integrated Marketing Services - Services provided under this SIN include offering a complete solution that collectively integrates the various services provided separately under the other SINS. Services include, but may not be limited to the following components: creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. Comprehensive solutions include services available separately under SINS: 541 1 Advertising Services, 541 2 Public Relations Services, 541 3 Web Based Marketing Services and 541 4 Specialized Marketing (i.e. SIN 541 4A through SIN 541 4G). Contractors must demonstrate the capabilities to provide services normally associated with an integrated marketing campaign (Market Research, Conference Planning, etc.).

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers. This paragraph does not apply to no cost contracting arrangement(s).

541-3 Web Based Marketing Services - Services provided under this SIN include the development of strategies for an agency to provide the maximum use of their Internet capabilities. Services include, but are not limited to the following components: website design and maintenance services, search engine development, e-mail marketing, interactive marketing, web based advertising (including social media outlets), web based training, web casting, video conferencing via the web, section 508 compliance, including captioning services, on-line media management; and related activities to web based marketing services.

Media will be provided in a format that is compatible with the ordering agency's software requirements. Continual website updates and maintenance may also be required.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

541-4D Conference, Events and Tradeshow Planning Services - Services provided under this SIN include the making of all necessary arrangements for conferences, seminars and trade shows. Services include, but are not limited to the following components for a show, event and/or booth: project management, coordination and implementation of third party participation, collection management of third party payment for participation, liaison support with venue, audiovisual and information technology support, topic and speaker identification, site location research, reservation of facilities, on-site meeting and registration support, editorial services, automation and telecommunications support, design and editing productions; and mailing and other communication with attendees including pre/post meeting mailings/travel support and computer database creation.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers. This paragraph does not apply to no cost contracting arrangement(s).

NOTE: Travel services and reimbursement of associated expenses (i.e. air fare, hotel, taxi, etc.) is not within the scope of this schedule and should not be offered. Any travel related expenses are to be handled at the Task Order level in accordance with the Joint Travel Regulation (JTR).

541-1000 Other Direct Costs (ODCs) are expenses other than labor hours - All ODCs proposed must be directly related and only purchased in conjunction with advertising & integrated marketing services offered under the 541 SIN group. Possible ODCs may include such items such as subcontract labor, audio/visual equipment, facility rental, commercial production, media costs, booth space rental, etc.

NOTE: Special Instructions: The work performed under SIN 541 1000 shall be associated with the 541 SIN group, which is limited to advertising & integrated marketing services. Other Direct Costs shall be an integral part of the total advertising & integrated marketing solution offered and shall not be the primary purpose of the work ordered. Other Direct Costs may only be ordered in conjunction with, or in support of, supplies or services purchased under the 541 SIN group. Offerors will be required to provide additional information to support a determination that proposed Other Direct Costs are commercially offered in support of one or more of the Advertising & integrated Marketing SIN(s) on the PSS Schedule.

NOTE: Travel and per diem are not considered Other Direct Costs and will be addressed at the Task Order level.

1B. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

541-5 Integrated Marketing Services

Labor/Task Category	5/16-4/17 Government Net Price	5/17-4/18 Government Net Price	5/18-4/19 Government Net Price	5/19-4/20 Government Net Price	5/20-4/21 Government Net Price
Project Manager	\$176.11	\$179.63	\$183.22	\$186.89	\$190.63
Deputy Project Manager	\$159.59	\$162.78	\$166.04	\$169.36	\$172.75
Senior Technical Writer/Editor	\$120.56	\$122.97	\$125.43	\$127.94	\$130.50
Senior Writer/Editor	\$120.57	\$122.98	\$125.44	\$127.95	\$130.51
Senior Communications Specialist	\$124.13	\$126.61	\$129.14	\$131.73	\$134.36
Communication Specialist	\$76.23	\$77.75	\$79.31	\$80.90	\$82.51
Senior Graphic Artist	\$98.37	\$100.34	\$102.34	\$104.39	\$106.48
Graphic Artist	\$61.98	\$63.22	\$64.48	\$65.77	\$67.09
Senior Conference Coordinator	\$132.16	\$134.80	\$137.50	\$140.25	\$143.05
Conference Planner	\$84.72	\$86.41	\$88.14	\$89.91	\$91.70
Senior Designer and Programmer	\$110.14	\$112.34	\$114.59	\$116.88	\$119.22
Designer and Programmer	\$76.23	\$77.75	\$79.31	\$80.90	\$82.51
Junior Designer	\$47.44	\$48.39	\$49.36	\$50.34	\$51.35
Junior Programmer	\$67.78	\$69.14	\$70.52	\$71.93	\$73.37
Writer/Editor	\$67.78	\$69.14	\$70.52	\$71.93	\$73.37
Editor/Proofreader	\$72.85	\$74.31	\$75.79	\$77.31	\$78.86
Meeting Planner	\$72.86	\$74.32	\$75.80	\$77.32	\$78.87
Administrative Assistant	\$54.21	\$55.29	\$56.40	\$57.53	\$58.68

541-3 Web Based Marketing Services

Labor/Task Category	5/16-4/17 Government Net Price	5/17-4/18 Government Net Price	5/18-4/19 Government Net Price	5/19-4/20 Government Net Price	5/20-4/21 Government Net Price
Project Manager	\$176.11	\$179.63	\$183.22	\$186.89	\$190.63
Senior Writer/Editor	\$120.57	\$122.98	\$125.44	\$127.95	\$130.51
Senior Designer and Programmer	\$110.14	\$112.34	\$114.59	\$116.88	\$119.22
Designer and Programmer	\$76.23	\$77.75	\$79.31	\$80.90	\$82.51
Editor/Proofreader	\$72.85	\$74.31	\$75.79	\$77.31	\$78.86
Junior Designer	\$47.44	\$48.39	\$49.36	\$50.34	\$51.35
Junior Programmer	\$67.78	\$69.14	\$70.52	\$71.93	\$73.37
Administrative Assistant	\$54.20	\$55.28	\$56.39	\$57.52	\$58.67

541-4D Conference Events and Tradeshow Planning Services

Labor/Task Category	5/16-4/17 Government Net Price	5/17-4/18 Government Net Price	5/18-4/19 Government Net Price	5/19-4/20 Government Net Price	5/20-4/21 Government Net Price
Project Manager	\$176.11	\$179.63	\$183.22	\$186.89	\$190.63
Senior Conference Coordinator	\$132.16	\$134.80	\$137.50	\$140.25	\$143.05
Senior Technical Writer/Editor	\$120.56	\$122.97	\$125.43	\$127.94	\$130.50
Conference Planner	\$84.72	\$86.41	\$88.14	\$89.91	\$91.70
Communication Specialist	\$76.23	\$77.75	\$79.31	\$80.90	\$82.51
Meeting Planner	\$72.86	\$74.32	\$75.80	\$77.32	\$78.87
Writer/Editor	\$67.78	\$69.14	\$70.52	\$71.93	\$73.37
Administrative Assistant	\$54.21	\$55.29	\$56.40	\$57.53	\$58.68

541-1000 Other Direct Costs

The Other Direct Costs under SIN 541 1000 are not to exceed the amounts specified in the following table.

ITEM—Description		PRICE
<i>Audiovisual</i> —Video recording, microphones, mixer, screen, speaker, recorder, 35 mm projector, overhead projector, LCD projector, set-up and AV Technician-per day		\$2,811.39
<i>Exhibits, Meeting Room, and Poster Sessions</i> — cost for 100 exhibits and posters and 250 attendees; space rental includes general session room, 3 breakout rooms, and poster session room. Materials include draping, 100 poster boards, exhibitor booth equipment for 100, labor, signage and banners, registration counters, carpeting, entrance unit, cleaning:		\$30,458.83
<i>Focus Groups</i> — 1 day for 23 respondents. Includes facility rental, recruiting and confirmation, food:		\$5,853.83
<i>Meeting Package</i> —includes meeting room rental and morning and afternoon breaks\$94.00 per person		\$1,096.56
<i>Caterers</i> — cost for 1,000 to include breakfast \$6.50/person lunch \$21.25/person plus staff, equipment, and tax:		\$4,866.48
<i>Computers/Printer Rentals</i> — weekly rental (4) Laptop Computers: \$1,274.00 (1) Printers: \$197.75		\$1,560.79
<i>Brochures/Printer Rentals</i> — 2 color brochures, 1,000 copies		\$2,483.16
<i>Transcription Services</i> — for an 8-hour meeting		\$1,439.80
<i>Transportation</i> —shuttle service for 50 conference participants		\$718.00
<i>Communications</i> — telephone charges for 158 calls, 537 minutes		\$123.02
<i>Postage and Delivery</i> — 28 pieces mail @ an average of \$2.75/each Federal Express Charges of \$79.42 Courier Charges of \$10.80		\$177.28
<i>Meeting Notebooks and Posters</i> — Meeting sign/poster: (\$82.69 each for 10) \$826.90 Notebooks - cover, spine, back, contents, and tabs (\$40.85 each for 5) \$3,063.75 2" Notebooks (\$3.90 each for 40) \$155.82		\$4,291.28
<i>Meeting Supplies</i>	Laser pointer —\$35.69 Batteries (8 AA)—\$14.69 Cover stock paper for table tents (2 reams)—\$11.98 Envelopes 500 #10 —\$36.72 Tablets— \$92.40 Markers—\$5.92 Pens—\$32.16 Printer paper— \$493.20 Badges—\$4.11 Holders—\$26.24 Sheet Protectors — \$25.17 Paper Clips— \$2.60 File Folders—\$6.88 Scissors—\$9.42 Highlighters—14.88 Binder Clips—\$19.92 Diskettes/CDs—\$10.26 Hanging File Folders—\$20.56 Stapler—\$15.39 Staples—\$2.15 Transparencies —\$30.65	\$966.00

2. **MAXIMUM ORDER:** Each schedule contract has an established maximum order amount. A delivery that exceeds the maximum order may be place under the Schedule contract in accordance with FAR 8.404. The amount for all SINS is \$1 million per order.
3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE (DELIVERY AREA):** 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, D.C. and U.S. Territories, U.S. Territories and to a CONUS port or consolidation point for orders received from overseas activities".
5. **POINT(s) OF PRODUCTION:** Gaithersburg, Maryland
6. **DISCOUNT FROM PRICE LIST:** Net Price
7. **QUANTITY DISCOUNTS:** None
8. **PROMPT PAYMENT TERMS:** Net 30 days
9. A. **GOVERNMENT PURCHASE CREDIT CARDS ARE ACCEPTED AT OR BELOW MICROPURCHASE THRESHOLD:** Yes
- B. **GOVERNMENT PURCHASE CREDIT CARDS ARE ACCEPTED ABOVE MICROPURCHASE THRESHOLD:** Yes
10. **FOREIGN ITEMS:** N/A
11. A. **TIME OF DELIVERY:** Negotiated at the task level.
- B. **EXPEDITED DELIVERY:** Negotiated at the task level.
- C. **OVERNIGHT AND 2-DAY DELIVERY** Negotiated at the task level.
- D. **URGENT REQUIREMENTS:** Agencies can contact contractor to affect a faster delivery or rush requirements.
12. **FOB POINT:** Destination
13. A. **ORDERING ADDRESS:** Same as contractor.
- B. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
14. **PAYMENT ADDRESS:** Same as contractor.
15. **STANDARD COMMERCIAL WARRANTY:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** N.A.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Government Commercial Credit Cards accepted for payment.
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N.A.
19. TERMS AND CONDITIONS OF INSTALLATION: N.A.
20. TERMS AND CONDITIONS OF REPAIR PARTS: N.A.
 - 20a. Terms and Conditions for any Other Services: N.A.
21. LIST OF SERVICE AND DISTRIBUTION POINTS: N.A.
22. LIST OF PARTICIPATING DEALERS: N.A.
23. PREVENTIVE MAINTENANCE: N.A.
24. 24A. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES: N.A.
 - 24B. SECTION 508 COMPLIANCE FOR EIT: Available on Electronic and Information Technology (EIT) supplies and services, full details can be found at www.Section508.gov.
25. DUNS NUMBER: 77-995-1912
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:
Registered
27. SAM Registration: Registered and active

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire OOCORP Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when SCG adds SCA labor categories / employees to the contract through the modification process, SCG must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

Who We Are

The Scientific Consulting Group, Inc. (SCG) is an award-winning small, woman-owned consulting firm that specializes in translating and communicating scientific information to various audiences with the goal of improving the health and quality of life for all Americans and the environment in which we live. Since the company was established in 1991, we have strived to create real value for our clients by communicating complex scientific information to target audiences ranging from low-literacy to highly specialized medical and research scientists.

Our corporate philosophy emphasizes proactive communication, a customer-service orientation, a commitment to understanding our clients and their missions, an effective management approach, state-of-the-art tools for monitoring cost and performance, and a devotion to continuously improving the quality of our support. SCG has approximately 100 employees providing outstanding support to our federal and private-sector clients, and we offer some unique capabilities for a small business. Beyond our extraordinary communications specialists, science writers, editors, and meeting coordinators, SCG has award-winning graphics and communications departments that can produce professional-quality products ranging from reports to newsletters to posters and exhibits. We also offer our clients full in-house photography and video production services, including scripting, videography, editing, animation, voiceovers, and closed captioning. SCG's Web developers have created a wide range of Web-based products and have substantial Drupal experience, which currently is in great demand among our federal clients.

What We Do

We are experts at developing and implementing innovative approaches for reaching target audiences, and we continually push our performance to higher levels. At SCG, we adhere to three seemingly simple principles: (1) listen to our clients' needs, (2) develop creative approaches to meet those needs, and (3) implement those approaches cost effectively with an unsurpassed dedication to excellence. Adherence to these principles has established SCG as a valued, trusted partner in providing outstanding support to our many clients.

SCG is best known for our exemplary communications—translating and communicating science to diverse target audiences of varying comprehension levels. We develop scientifically accurate, understandable content for timely information products and disseminate them cost-effectively using creative, novel outreach strategies.

SIN 541-5 *Integrated Marketing Services*, is a one-stop contract option that enables SCG to provide you with a complete solution that integrates various services found under other SINs of this schedule. SCG has the capabilities to provide comprehensive solutions including services available separately under 541-1 *Advertising*, 541-2 *Public Relations*, 541-3 *Web-Based Marketing*, and 541-4 *Specialized Marketing*. From niche marketing services to broad reaching campaigns, meetings, graphics, or a website, SCG provides you with a single contract option to implement your communication needs.

Who We Support

SCG has substantial experience providing the advertising and marketing services offered under our GSA contract, and we have provided these services for many different clients, including the National Institutes of Health (NIH); National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK); National Cancer Institute (NCI); National Institute of Allergy and Infectious Diseases (NIAID); Office of AIDS Research (OAR); Health Resources and Services Administration (HRSA); and the U.S. Environmental Protection Agency (EPA). The knowledge, energy, and enthusiasm of our staff have established SCG's reputation for delivering products of unrivaled quality and distinctly superior services.



Labor Category Descriptions

541-5 Integrated Marketing Services

Project Manager — Responsible for planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Directs and manages the operation of several programs/projects. Administration/ management/ monitoring responsibilities include, but may not be limited to, establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated field, and minimum 5 years management experience.

Deputy Project Manager — Responsible for supporting Project Manager with planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Directs and manages the operation of several programs/projects. Administration/ management/ monitoring responsibilities include, but may not be limited to, establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated field, and minimum 3 years management experience.

Senior Technical Writer/Editor (Senior Writer/Editor)— Formulates and writes copies for project materials including fact sheets, project summaries, reports, monthly progress reports, informational packets, press releases, publications and Web content. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated field, and minimum 5 years writing/editing experience.

Senior Communications Specialist — Prepares a variety of support for communications material including content development, graphics support, exhibit support, social media posts and press releases. Propose and manage communication materials on behalf of their clients. Capable of managing multitask projects of high complexity. Draft and send press releases that contain important updates about their clients to print and broadcast media outlets. They also organize events at which their clients can meet with the public to increase product awareness or knowledge of their services or recent developments. In addition to controlling information output, communications specialists handle incoming requests from clients and media outlets. Their general goal is to promote cooperative relationships between their clients and those who use their clients' services. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated field and minimum 5 years communications experience.

Communication Specialist — Provides a variety of support for communications material including content development, graphics support, exhibit support, social media posts and press releases. Propose and manage communication materials on behalf of their clients. Draft and send press releases that contain important updates about their clients to print and broadcast media outlets. They also organize events at which their clients can meet with the public to increase product awareness or knowledge of their services or recent developments. In addition to controlling information output, communications specialists handle incoming requests from clients and media outlets. Their general goal is to promote cooperative relationships between their clients and those who use their clients' services. Minimum Education/Experience: High School Diploma and minimum 3 years communications experience.

Senior Graphic Artist — Responsible for managing and delivering outstanding work on projects large and small. Provides creative leadership, develops and creates innovative concepts in keeping with project scope, manages timelines, and budgets. Collaborates with project teams clients to create innovative concepts and designs. Prepares creative deliverables, manages entire creative process of multiple projects. In addition, produces graphic art and visual materials for technical documents, fact sheets, brochures, promotions, videos, and informative and instructional material through a variety of media outlets such as websites and social media. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Possesses comprehensive understanding of contract requirements, client needs, design principles, strong conceptual design skills and the ability to execute designs efficiently and at a high level of quality. Presents creative concepts internally and externally. Minimum Education/Experience: Bachelor's degree in design, or equivalent years of experience in an associated field, and minimum of 5 years relevant experience.

Graphic Artist — Responsible for creating and executing outstanding graphic products, print and electronic, from conception to completed products. Areas of support may include layout, design, illustration, digital image, video, animation, digital image manipulation, photography, multimedia presentation, conference materials, reports, fact sheets, brochures, logos, and exhibits. Assist in designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Presents creative concepts internally and externally. Minimum Education/Experience: Bachelor's degree in design, or equivalent years of experience in an associated field, and minimum of 2-3 years relevant experience.

Senior Conference Coordinator — Supervises on-site logistical support activities including room set-up and audiovisual requirements. Manages logistical activities associated with planning and implementing meetings, conferences, trade show exhibits, and other events. Maintains close contact with the client project officer throughout event planning and implementation. Negotiates site contracts for meetings. Develops status and end-of-event reports for clients. Develops and maintains participant databases using meeting planning software. Verifies and reconciles host hotel and other vendor invoices. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated Field, and minimum 5 years relevant experience.

Conference Planner — Assists with on-site logistical support activities including room set-up and audiovisual requirements. Manages logistical activities associated with planning and implementing meetings, conferences, trade show exhibits, and other events. Maintains close contact with the client project officer throughout event planning and implementation. Negotiates site contracts for meetings. Develops status and end-of-event reports for clients. Develops and maintains participant databases using meeting planning software such as Peopleware. Verifies and reconciles host hotel and other vendor invoices. Minimum Education/Experience: High School Diploma and minimum 3 years conference related experience.

Senior Designer and Programmer — Directs and manages the design, development, and management of client web sites and databases. Builds web pages and databases using a variety of graphics software applications. Manages and performs web site and database editorial activities. Analyzes complex technical problems, develops and renders solutions. Aids in all web and database projects involving desktop publishing and design and development. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated Field, and minimum 5 years programming experience.

Designer and Programmer — Designs and builds web pages and databases using a variety of software applications. Manages and performs web site and database editorial activities. Analyzes complex technical problems, develops and renders solutions. Develops site content and aids in web and database projects involving desktop publishing and web site and database design and development. Minimum Education/Experience: High School Diploma and minimum 3 years programming experience.

Junior Designer— Assists with designing Web pages and databases using a variety of graphics software applications. Minimum Education/Experience: High School Diploma and minimum 2 years designer experience.

Junior Programmer— Assists with developing databases using a variety of graphics software applications. Minimum Education/Experience: High School Diploma and minimum 2 years programming experience.

Writer/Editor — Assists with writing technical copies for projects including fact sheets, meeting summaries, monthly progress reports, informational packets, press releases, publications and web content. Provides technical writing, editing and proofreading support for materials such as reports, news releases, fact sheets, web site text, and PSA scripts. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: High School Diploma and minimum 2 years writing/editing experience.

Editor/ Proofreader— Reviews a variety of materials and content for web sites and databases. This may involve review of technical articles, reports, brochures, and/or manuals for documentation for web and database posting. Typically reports to a manager or head of a unit or a department. Minimum Education/Experience: High School Degree and minimum 3 years editing/proofreading experience.

Meeting Planner — Coordinates and executes logistical requirements for meetings, conferences, and exhibits for government and private industry organizations. Minimum Education/Experience: High School Diploma and minimum 2 years meeting related experience.

Administrative Assistant— Provide support for a variety a variety of administrative functions. Familiar with basic office procedures. Operates office equipment (e.g., photo copier, facsimile, multi-line/voice systems, mailing machines, and minimal computer programs). Administrative and clerical duties often vary in type and sequence depending on task. Minimum Education/Experience: High School Diploma and minimum 2 years relevant experience.

541-3 Web Based Marketing Services

Project Manager — Responsible for planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Directs and manages the operation of several programs/projects. Administration/ management/ monitoring responsibilities include, but may not be limited to, establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated field, and minimum 5 years management experience.

Senior Writer/Editor— Formulates and writes copies for project materials including fact sheets, project summaries, reports, monthly progress reports, informational packets, press releases, publications and Web content. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated field, and minimum 5 years writing/editing experience.

Senior Designer and Programmer — Directs and manages the design, development, and management of client web sites and databases. Builds web pages and databases using a variety of graphics software applications. Manages and performs web site and database editorial activities. Analyzes complex technical problems, develops and renders solutions. Aids in all web and database projects involving desktop publishing and design and development. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated Field, and minimum 5 years programming experience.

Designer and Programmer — Designs and builds web pages and databases using a variety of software applications. Manages and performs web site and database editorial activities. Analyzes complex technical problems, develops and renders solutions. Develops site content and aids in web and database projects involving desktop publishing and web site and database design and development. Minimum Education/Experience: High School Diploma and minimum 3 years programming experience.

Editor/ Proofreader— Reviews a variety of materials and content for web sites and databases. This may involve review of technical articles, reports, brochures, and/or manuals for documentation for web and database posting. Typically reports to a manager or head of a unit or a department. Minimum Education/Experience: High School Degree and minimum 3 years editing/proofreading experience.

Junior Designer— Assists with designing Web pages and databases using a variety of graphics software applications. Minimum Education/Experience: High School Diploma and minimum 2 years designer experience.

Junior Programmer— Assists with developing databases using a variety of graphics software applications. Minimum Education/Experience: High School Diploma and minimum 2 years programming experience.

Administrative Assistant— Provide support for a variety of administrative functions. Familiar with basic office procedures and computer programs. Administrative and clerical duties often vary in type and sequence depending on task. Minimum Education/Experience: High School Diploma and minimum 2 years relevant experience.

541-4D Conference, Events and Tradeshow Planning Services

Project Manager — Responsible for planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Directs and manages the operation of several programs/projects. Administration/ management/ monitoring responsibilities include, but may not be limited to, establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated field, and minimum 5 years management experience.

Senior Conference Coordinator — Supervises on-site logistical support activities including room set-up and audiovisual requirements. Manages logistical activities associated with planning and implementing meetings, conferences, trade show exhibits, and other events. Maintains close contact with the client project officer throughout event planning and implementation. Negotiates site contracts for meetings. Develops status and end-of-event reports for clients. Develops and maintains participant databases using meeting planning software. Verifies and reconciles host hotel and other vendor invoices. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated Field, and minimum 5 years relevant experience.

Senior Technical Writer/Editor — Formulates and writes technical copies for projects including fact sheets, meeting summaries, monthly progress reports, informational packets, press releases, publications and Web content. Provides technical writing support for materials such as reports, meeting summaries, news releases, fact sheets web site text, and PSA scripts. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: Bachelor's Degree, or equivalent professional degree in an associated Field, and minimum 5 years writing/editing experience.

Conference Planner — Assists with on-site logistical support activities including room set-up and audiovisual requirements. Manages logistical activities associated with planning and implementing meetings, conferences, trade show exhibits, and other events. Maintains close contact with the client project officer throughout event planning and implementation. Negotiates site contracts for meetings. Develops status and end-of-event reports for clients. Develops and maintains participant databases using meeting planning software such as Peopleware. Verifies and reconciles host hotel and other vendor invoices. Minimum Education/Experience: High School Diploma and minimum 3 years conference related experience.

Communication Specialist — Provides a variety of support for communications material including content development, graphics support, exhibit support, social media posts and press releases. Propose and manage communication materials on behalf of their clients. Draft and send press releases that contain important updates about their clients to print and broadcast media outlets. They also organize events at which their clients can meet with the public to increase product awareness or knowledge of their services or recent developments. In addition to controlling information output, communications specialists handle incoming requests from clients and media outlets. Their general goal is to promote cooperative relationships between their clients and those who use their clients' services. Minimum Education/Experience: High School Diploma and minimum 3 years communications experience.

Meeting Planner — Coordinates and executes logistical requirements for meetings, conferences, and exhibits for government and private industry organizations. Minimum Education/Experience: High School Diploma and minimum 2 years meeting related experience.

Writer/Editor — Assists with writing technical copies for projects including fact sheets, meeting summaries, monthly progress reports, informational packets, press releases, publications and web content. Provides technical writing, editing and proofreading support for materials such as reports, news releases, fact sheets, web site text, and PSA scripts. Collaborates with subject matter experts, researchers, and graphic artist to produce documents. Minimum Education/Experience: High School Diploma and minimum 2 years writing/editing experience.

Administrative Assistant— Provide support for a variety a variety of administrative functions. Familiar with basic office procedures. Operates office equipment (e.g., photo copier, facsimile, multi-line/voice systems, mailing machines, and minimal computer programs). Administrative and clerical duties often vary in type and sequence depending on task. Minimum Education/Experience: High School Diploma and minimum 2 years relevant experience.