



FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

CURRENT PRICE LIST EFFECTIVE MARCH 7, 2010



Mission Oriented Business Integrated Services (MOBIS)

Contract Numbers: GS-10F-0148U
Federal Supply Group: 874
Business Size: Service-disabled veteran-owned woman-owned minority small business

Period Covered by Contract: March 7, 2008 to March 6, 2013

Corporate Headquarters:
Capital Consulting Corporation
2810 Old Lee Highway
Suite 245
Fairfax, VA 22031
(703) 876-0400
(703) 496-0496 fax
www.capconcorp.com

Contract Administration Source:
James McCliggott
(703) 876-0400
jmcliggott@capconcorp.com

Online access to contract ordering information, terms, and conditions; up-to-date pricing; and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The internet address for GSA Advantage!™ is <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules, click on the "FSS Schedules" button at <http://www.fss.gsa.gov>.

Customer Information

1a. Table of Awarded Special Items Numbers (SINs): 874-1, 874-2

1b. Award Pricing: see page 6-7

1c. Commercial Job Titles, Qualifications, and Descriptions: SIN 874-1 page 8; SIN 874-2 page 10

2. Maximum Order Threshold: None

3. Minimum Order: \$100

4. Geographic Coverage: Domestic and International

5. Points of Production:

2810 Old Lee Highway
Suite 245
Fairfax, VA 22031

11821 Parklawn Drive
Suite 100
Rockville, MD 20852

6. Discount from List Price: Prices shown herein are net prices.

7. Government Purchase Cards: Credit cards are accepted for all amounts.

8. Foreign Items: N/A

9. Delivery Schedule: In accordance with the terms negotiated in the agency's order.

10. FOB Point: Destination

11. Ordering Addresses:

2810 Old Lee Highway, Suite 245
Fairfax, VA 22031
(703) 876-0400
(703) 496-0496 fax
Attn: James McCliggott, Vice President

11821 Parklawn Drive, Suite 100
Rockville, MD 20852
(301) 468-6001
(301) 468-1355 fax
Attn: Barbara Singer, Vice President

12. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address:

Capital Consulting Corporation
2810 Old Lee Highway, Suite 245
Fairfax, VA 22031

14. Warranty Provision: The items delivered are merchantable and fit for use for the particular purpose described.

15. 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.

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).

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

16. Limitations 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.

17. Contractor Tasks/Special Requirements:

a. Security Clearances: All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

b. Travel: 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:** All costs associated with obtaining/possessing certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. **Insurance:** All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. **Personnel:** 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:** Requests to provide products or services are 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:** 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:** Labor rates in the Schedule cannot 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).

18. 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.)

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).

21. 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: www.capconcorp.com.

Profile of the Company

Capital Consulting Corporation (CCC), founded in 1986, is a woman-owned, minority-owned, service-disabled veteran-owned small business. CCC provides technical and scientific publications design and development, database design and development, Web design and development, conference planning and management, exhibit services, clearinghouse services, research and evaluation services, and administrative services for Federal agencies. CCC's Program Logistics and Technical Publications Division is located in Rockville, Maryland. In addition, CCC maintains offices in Fairfax, Virginia, and Atlanta, Georgia.

Our mission is to deliver comprehensive, responsive, and quality-driven services and products. We strive to form partnerships with our clients, and believe that our contribution to facilitating their activities and programs brings us collectively closer to the goals of the agencies we serve. We go beyond the boundaries of typical support because, to CCC, accomplishing our clients' missions becomes our highest priority.

For 24 years, CCC has served the needs of its clients, delivering innovative solutions in a timely and cost-effective manner. CCC has a reputation of taking on increasingly complex challenges in the areas of public health, social services, conference management and systems, publications development and production, management engineering, information management, and computer services. We have a proven track record of responsiveness, cost-effectiveness, and innovation. CCC's dedication and professionalism are reflected in the company's repeat customers.

CCC's experience is extensive. It includes the following services and products:

Program Management, Support, and Development

CCC is prepared to assist in meeting the challenges of today's government managers, their clients, and constituents. Our staff and contracted consultants have expertise and years of experience in managing both public and private enterprises.

Technical and Scientific Publications

CCC manages all the details associated with preparing technical and scientific publications. Our full-service editorial and production team will take your document from the research stage, to writing and editing, and through final layout and publication.

Grants Review and Grants Management

At CCC, our expert staff and consultants have reviewed and summarized grant and cooperative agreement applications, chaired special emphasis panels, performed administrative and operational assessments, and directed the strategic planning process.

Medical and Public Health Services

CCC works with governmental and private organizations to assess performance, conduct strategic and operational planning, and carry out activities that require expert outside assistance. We assemble expert teams of staff members and consultants who have expertise in planning, management, information systems, and a wide variety of medical and public health disciplines.

Information Technology

CCC offers complete information technology (IT) solutions, utilizing highly skilled, trained, and certified professionals. We utilize industry best practices and the latest technologies while leveraging our government experience to provide a tailored solution for each client.

Graphics and Web Site Design

At CCC, we offer our clients professional graphic and Web site design solutions utilizing state-of-the-art designing tools. Designing is more than creating pleasing imagery; it is about creating an interactive visual experience that engages and communicates a message to the user.

CCC's clients include:

- Agency for Healthcare Research and Quality
- Centers for Disease Control and Prevention
- Department of the Army
- Health Resources and Services Administration
- National Institutes of Health
- National Cancer Institute
- National Center for Research Resources
- National Eye Institute
- National Human Genome Research Institute
- National Institute of Arthritis and Musculoskeletal and Skin Diseases

- National Institute of Biomedical Imaging and Bioengineering
- National Institute of Child Health and Human Development
- National Institute of General Medical Sciences
- National Institute of Nursing Research
- National Institute on Drug Abuse
- National Library of Medicine
- Office of the Director, including:
 - » Office of Biotechnology Activities
 - » Office of Communications and Public Liaison
 - » Office of Evaluation
 - » Office of Extramural Research
 - » Office of Portfolio Analysis and Strategic Initiatives
 - » Office of Rare Diseases
 - » Office of Research on Women's Health
 - » Office of Science Education
 - » Office of Science Policy and Analysis
- Substance Abuse and Mental Health Services Administration

Schedule of Prices—SIN 874-1 MOBIS Consulting Services

Hourly Rates			
Labor Category	Year 1	Year 2	Year 3
	03/07/2008 - 03/06/2009	03/07/09- 03/06/2010	03/07/2010 - 03/06/2011
Program Director	\$102.35	\$105.22	\$106.27
Senior Project Manager	\$78.55	\$80.75	\$81.56
Senior Policy Analyst	\$88.78	\$91.27	\$92.18
Policy Analyst II	\$69.36	\$71.30	\$72.02
Policy Analyst I	\$52.46	\$53.93	\$54.47
Program Assistant	\$40.55	\$41.69	\$42.10
MOBIS Publications Production Supervisor	\$59.73	\$61.40	\$62.02
Desktop Publishing Specialist	\$43.77	\$45.00	\$45.45
Scientific/Technical Writer II	\$114.04	\$117.23	\$118.41
Scientific/Technical Writer I	\$80.68	\$82.94	\$83.77
Scientific Editor II	\$87.22	\$89.66	\$90.56
Scientific Editor I	\$77.29	\$79.45	\$80.25
Management Consultant IV	\$131.88	\$135.57	\$136.93
Management Consultant III	\$78.33	\$80.52	\$81.33
Management Consultant II	\$73.09	\$75.14	\$75.89
Management Consultant I	\$57.43	\$59.04	\$59.63
Scientist IV	\$124.12	\$127.60	\$128.87
Scientist III	\$109.65	\$112.72	\$113.85
Scientist II	\$81.46	\$83.74	\$84.58
Scientist I	\$73.29	\$75.34	\$76.10

Schedule of Prices—SIN 874-2 MOBIS Facilitation Services

Hourly Rates			
Labor Category	Year 1	Year 2	Year 3
	03/07/2008 - 03/06/2009	03/07/09- 03/06/2010	03/07/2010 - 03/06/2011
Senior Project Manager	\$78.55	\$80.75	\$81.56
MOBIS Publications Production Supervisor	\$59.73	\$61.40	\$62.02
Desktop Publishing Specialist	\$43.77	\$45.00	\$45.45
Scientific/Technical Writer II	\$114.04	\$117.23	\$118.41
Scientific/Technical Writer I	\$80.68	\$82.94	\$83.77
Scientific Editor II	\$87.22	\$89.66	\$90.56
Scientific Editor I	\$77.29	\$79.45	\$80.25
Scientist IV	\$124.12	\$127.60	\$128.87
Scientist III	\$109.65	\$112.72	\$113.85
Scientist II	\$81.46	\$83.74	\$84.58
Scientist I	\$73.29	\$75.34	\$76.10
Task Manager III	\$72.67	\$74.70	\$75.45
Task Manager II	\$58.32	\$59.95	\$60.55
Task Manager I	\$49.72	\$51.11	\$51.62

Labor Category Descriptions— SIN 874-1 MOBIS Consulting 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.

*Education/Experience: Master's Degree/18 years
 Bachelor's Degree/20 years*

Senior Project Manager

Description: Manages multiple client projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages costs, schedules, and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operator work sites. Formulates, recommends, and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules, and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process. Manages all logistical items associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Assists in the development of written materials and presentations.

*Education/Experience: Master's Degree/8 years
 Bachelor's Degree/10 years
 High School/16 years*

Senior Policy Analyst

Description: Provides advice/guidance for process improvement activities related to the administrative operations of public health programs. Develops, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of projects including staffing, coordinating meetings, project and committee support, budget, and implementation of project activities. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Has expertise in scientific, medical, and public health disciplines.

*Education/Experience: Master's Degree/8 years
 Bachelor's Degree/15 years*

Policy Analyst II

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

*Education/Experience: Master's Degree/0 years
 Bachelor's Degree/10 years
 High School/14 years*

Policy 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.

*Education/Experience: Bachelor's Degree/8 years
 High School/12 years*

Program Assistant

Description: Performs complex and routine administrative and clerical support duties. 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.

Education/Experience: Associate's Degree/1 year
High School/4 years

MOBIS Publications Production Supervisor

Description: Provides support for production of MOBIS project related documents, reports, and other visual material. 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 dissemination of reprints. Supervises the daily activities of production department. Plans presentations that typically include illustrations, photographs, and text. Advises on styles and sizes of type. Supervises the preparation of samples of proposed designs. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Reviews final layout and recommends improvements as necessary.

Education/Experience: Bachelor's Degree/6 years
Associate's Degree/10 years
High School/14 years

Desktop Publishing Specialist

Description: Provides support for the production of MOBIS project related documents, reports, and other visual materials. 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.

Education/Experience: Associate's Degree/4 years
High School/6 years

Scientific/Technical Writer II and I

Description: Authors complex scientific MOBIS-related writing assignments. Supervises and manages writing assignments, performs final edits, and approves the final written products. Facilitates projects in the health, medical, and social and life sciences by researching, writing, and quality checking a wide variety of written communications, including but not limited to studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts and recording minutes of small group discussion and conference group discussion content and preparing draft and final reports for dissemination. Prepares original text based on scientific data provided.

Education/Experience:

Level II: Advanced Degree
Doctorate Degree/0 years
Master's Degree/10 years

Level I: Master's Degree/5 years
Bachelor's Degree/12 years

Scientific/Technical Editor II and I

Description: Supervises and manages MOBIS-related 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 other written communications 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.

Education/Experience:

Level II: Master's Degree/2 years
Bachelor's Degree/5 years

Level I: Bachelor's Degree/10 years

Management Consultant IV, III, II, and I

Description: Provides consultation, operational, and management support to carry out a broad array of management tasks. Coordinates projects in support of mission-critical activities. Assesses and provides recommendations on organizational, operational, and administrative issues. Facilitates administrative operations including project budget development and allocation and program evaluation. Provides guidance and recommendations to improve existing information and tracking systems. Assists in the development of plans to implement extramural and intramural projects including program initiatives, clinical trials, performance assessments and monitoring, and special studies. Develops reports on issues related to current and emerging issues impacting programs and administration for organizations.

Education/Experience:

Level IV: *Advanced Degree
Doctorate/5 years*

Level III: *Advanced Degree
Doctorate/2 years*

Level II: *Advanced Degree
Doctorate/0*

Level I: *Bachelor's Degree/0*

Scientist Levels IV, III, II, and I

Description: Recognized scientific expert in the public health arena, specifically in assessing and understanding public health policy issues and/or risks. Assesses and provides recommendations on organizational, operational, and administrative issues for public health agencies. 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 related to testing and evaluation of operational requirements relative to specific field of expertise

Education/Experience:

Level IV: *Advanced Degree
Doctorate/5 years*

Level III: *Advanced Degree
Doctorate/2 years*

Level II: *Advanced Degree
Doctorate/0*

Level I: *Bachelor's Degree/0*

Labor Category Descriptions— SIN 874-2 MOBIS Facilitation Services

Senior Project Manager

Description: Manages multiple client projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages costs, schedules, and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operator work sites. Formulates, recommends, and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules, and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process. Manages all logistical items associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Assists in the development of written materials and presentations.

Education/Experience: *Master's Degree/8 years*
 Bachelor's Degree/10 years
 High School/16 years

MOBIS Publications Production Supervisor

Description: Provides support for production of MOBIS project related documents, reports, and other visual material. 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 dissemination of reprints. Supervises the daily activities of production department. Plans presentations that typically include illustrations, photographs, and text. Advises on styles and sizes of type. Supervises the preparation of samples of proposed designs. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Reviews final layout and recommends improvements as necessary.

Education/Experience: *Bachelor's Degree/6 years*
 Associate's Degree/10 years
 High School/14 years

Desktop Publishing Specialist

Description: Provides support for the production of MOBIS project related documents, reports, and other visual materials. 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.

Education/Experience: *Associate's Degree/4 years*
 High School/6 years

Scientific/Technical Writer II and I

Description: Authors complex scientific MOBIS-related writing assignments. 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. Facilitates projects in the health, medical, and social and life sciences by researching, writing, and quality checking a wide variety of written communications, including but not limited to studies, analyses, and reports documenting any proposed developmental, consultative or implementation efforts and recording minutes of small group discussion and conference group discussion content and preparing draft and final reports for dissemination, 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.

Education/Experience:
Level II: *Advanced Degree*
 Doctorate Degree/0 years
 Master's Degree/10 years

Level I: *Master's Degree/5 years*
 Bachelor's Degree/12 years

Scientific/Technical Editor II and I

Description: Supervises and manages MOBIS-related 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 other written communications 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.

Education/Experience:

*Level II: Master's Degree/2 years
 Bachelor's Degree/5 years*

Level I: Bachelor's Degree/10 years

Scientist Levels IV, III, II, and I

Description: Recognized scientific expertise in the public health arena specifically in assessing and understanding public health policy issues and/or risks. Assesses and provides recommendations on organizational, operational, and administrative issues for public health agencies. 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 of and direct experience with the application of procedures related to testing, and with testing and evaluation of operational requirements relative to specific fields of expertise.

Education/Experience:

*Level IV: Advanced Degree
 Doctorate/5 years*

*Level III: Advanced Degree
 Doctorate/2 years*

*Level II: Advanced Degree
 Doctorate/0*

Level I: Bachelor's Degree/0

Task Manager III, II, and I

Description: Coordinates planning and production of specific contract support activities. Manages costs, schedules, and quality of products for these activities. Meets with management personnel and Federal client agency representatives. Assigns, schedules, and reviews work of subordinate project support staff. Manages quality inspection and quality assurance activities of specific task activities. Manages all logistical items associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Assists in the development of written materials and presentations.

Education/Experience:

*Level III: Bachelor's Degree/8 years
 High School/12 years*

*Level II: Bachelor's Degree/6 years
 Associate Degree/8 years
 High School/12 years*

*Level I: Bachelor's Degree/5 years
 High School/6 years*