



GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

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

Multiple Award Schedule
Federal Supply Group: Professional Services **Class:** R499
Contract Number: GS-00F-170CA

For more information on ordering from Federal Supply Schedules:
Go to the GSA Schedules page at GSA.gov.

Contract Option Period 1: 6/19/2020 – 6/18/2025
Effective as of the acceptance of Mass Modification A812

Contractor: M Powered Strategies, Inc.
1616 H St NW, Ste 1010
Washington, DC 20006-4903

Business Size: Small Business, SBA Certified Hub Zone Firm

Telephone: (571) 643-2092
FAX Number:
Web Site: www.mpoweredstrategies.com
E-mail: kendall.lott@mpoweredstrategies.com
Contract Administration: Kendall Lott

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
OLM	OLMRC	Order Level Materials (OLM)
OLMSTLOC		Order Level Materials (OLM)
541511	541511RC	Web Based Marketing
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project management Services
541613	541613RC	Marketing Consulting Services
541810ODC	541810ODCRC	Other Direct Costs for Marketing and Public Relations Services
541910	541910RC	Marketing Research and Analysis
561920	561920RC	Conference, Meeting, Event and Trade Show Planning Services
611430	611430RC	Professional and Management Development Training

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See rate table.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See labor category

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): 1616 H St NW, Washington, DC 20006-4903

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

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 (list items by country of origin): N/A

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of it’s choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): M Powered Strategies, Inc.
1616 H St NW, Ste 1010
Washington, DC 20006-4903

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

13. Payment address(es): M Powered Strategies, Inc.
1616 H St NW, Ste 1010
Washington, DC 20006-4903

14. Warranty provision.: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** N/A
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contactor's website or other location.) The EIT standards can be found at:**
www.Section508.gov/.
- 23. Data Universal Numbering System (DUNS) number:** 126911564
- 24. Notification regarding registration in System for Award Management (SAM) database:**
Registered and active in SAM

SIN	Service Proposed (e.g., Job Title/Task)	Minimum Education	Minimum Years of Experience (cannot be a range)	Contractor or Customer Facility or Both	Domestic or Overseas	Price Offered to GSA (including IFF)
541611, 611430	Administrative Assistant	None	1	Both	Worldwide	\$54.08
541611, 611430	Associate Consultant	Bachelors	1	Both	Worldwide	\$102.29
541611, 611430	Associate Facilitator	Bachelors	3	Both	Worldwide	\$107.74
541611, 611430	Associate Organizational Analyst	Bachelors	2	Both	Worldwide	\$91.98
541611, 611430	Business Consultant	Masters	5	Both	Worldwide	\$156.40
541611, 611430	Business Consultant II	Masters	5	Both	Worldwide	\$199.75
541611, 611430	Consultant	Bachelors	2	Both	Worldwide	\$113.20
541611, 611430	Consultant I	Bachelors	5	Both	Worldwide	\$115.16
541511, 541910, 561920, 541613	Creative Director I	Bachelors	10	Both	Worldwide	\$146.27
541611, 611430	Director	Masters	9	Both	Worldwide	\$191.02
541611, 611430	Executive Director	Masters	10	Both	Worldwide	\$277.13
541611, 611430	Facilitation Quality Manager	Bachelors	6	Both	Worldwide	\$137.26
541611, 611430	Facilitator – Subject Matter Expert	Bachelors	4	Both	Worldwide	\$126.20
541611, 611430	Facilitator I	Bachelors	8	Both	Worldwide	\$144.45

541611, 611430	Junior Analyst	Bachelors	3	Both	Worldwide	\$97.40
541511, 541910, 561920, 541613	Graphic Designer I	Associates	1	Both	Worldwide	\$72.00
541511, 541910, 561920, 541613	Graphic Designer II	Associates	3	Both	Worldwide	\$77.77
541511, 541910, 561920, 541613	Graphic Designer III	Bachelors	5	Both	Worldwide	\$100.02
541511, 541910, 561920, 541613	Marketing Associate II	Associates	1	Both	Worldwide	\$64.83
541511, 541910, 561920, 541613	Marketing Coordinator I	Bachelors	1	Both	Worldwide	\$87.63
541511, 541910, 561920, 541613	Marketing Coordinator II	Bachelors	3	Both	Worldwide	\$104.98
541511, 541910, 561920, 541613	Marketing Coordinator III	Bachelors	6	Both	Worldwide	\$118.63
541511, 541910, 561920, 541613	Marketing Director I	Bachelors	10	Both	Worldwide	\$153.71
541511, 541910, 561920, 541613	Marketing Manager I	Bachelors	5	Both	Worldwide	\$135.45
541511, 541910, 561920, 541613	Marketing Strategist I	Bachelors	3	Both	Worldwide	\$104.27
541611, 611430	Meeting Coordinator	Bachelors	0	Both	Worldwide	\$61.96
	Meeting Manager		4			
541611, 611430		Bachelors		Both	Worldwide	\$90.83

541611, 611430	Mid-Level Technical Consultant	Bachelors	3	Both	Worldwide	\$95.54
541611, 611430	Organizational Analyst	Bachelors	3	Both	Worldwide	\$74.43
541611, 611430	Program Analyst	Bachelors	0	Both	Worldwide	\$56.83
541611, 611430	Program Analyst II	Bachelors	0	Both	Worldwide	\$73.16
541611, 611430	Program Manager	Bachelors	8	Both	Worldwide	\$135.20
541611, 611430	Project Coordinator	Bachelors	2	Both	Worldwide	\$87.11
541611, 611430	Project Management Consultant	Masters	8	Both	Worldwide	\$140.68
541611, 611430	Project Manager	Bachelors	5	Both	Worldwide	\$114.01
541611, 611430	Project Manager I	Bachelors	3	Both	Worldwide	\$111.43
541611, 611430	Project Manager II	Bachelors	5	Both	Worldwide	\$125.03
541611, 611430	Project Planner	Bachelors	3	Both	Worldwide	\$100.01
541611, 611430	Senior Consultant I	Masters	3	Both	Worldwide	\$152.51
541611, 611430	Senior Facilitator	Masters	6	Both	Worldwide	\$154.88
541511, 541910, 561920, 541613	Senior Graphic Designer	Bachelors	10	Both	Worldwide	\$104.29
541611, 611430	Senior Project Management Consultant	Bachelors	8	Both	Worldwide	\$124.08

541611, 611430	Senior Technical Governance Analyst	Bachelors	8	Both	Worldwide	\$135.23
541611, 611430	Subject Matter Expert I (SME I)	Masters	20	Both	Worldwide	\$285.88

SIN(s) PROPOSED	SUPPORT PRODUCT/ LABOR (ODCs)	CEILING PRICE/RATE OFFERED TO GSA (including IFF)
541810DC	8.5 x 11, B/w Copies	\$ 0.33
541810DC	8.5 x 11, Color Copies	\$ 0.91
541810DC	Brochure, Full Color	\$ 0.73
541810DC	18 x 24 Color Poster	\$ 21.32
541810DC	24 x 36 Color Poster	\$ 42.64
541810DC	6'x2.5' Color Banner, Outdoor with hooks	\$ 100.50
541810DC	Banner Stand	\$ 40.59
541810DC	Folder, Color, 2 pockets and business card slot	\$ 1.92
541810DC	Presentation Graphics, 24 x 36, Mounted	\$ 79.18
541810DC	Bound Book, 6 x 6, Color, Cover, 4 pages	\$ 1.44
541810DC	Photography Copies, 4 x 6	\$ 0.26

541810DC	10' x 10' Exhibition Set, Delivery, Set-Up, Rental	\$ 4,343.92
541810DC	Additional Exhibition Lighting	\$ 79.18
541810DC	Additional Exhibition Display Counters	\$ 1,013.14
541810DC	Additional Exhibition Display Case	\$ 2,113.58
541810DC	Additional Exhibition Furniture	\$ 441.60
541810DC	22" TouchSmart PC Workstation Rental	\$ 350.24
541810DC	Laptop Rental	\$ 120.81
541810DC	Corporate Event Photography Shoot	\$ 126.89
541810DC	Corporate Event Postproduction	\$ 253.79
541810DC	Commercial Portrait Shoot	\$ 126.89
541810DC	Commercial Portraits	\$ 131.97
541810DC	Advertising Stock Image for Local Use	\$ 2,004.96
541810DC	Advertising Stock Image for National Use	\$ 4,289.10
541810DC	Basic Film Shoot W Equipment	\$ 659.86
541810DC	Video Editing	\$ 65.98
541810DC	Green Screen	\$ 152.27

5418100DC	Copy Writer	\$ 203.03
5418100DC	Location Scouting	\$ 35.53
5418100DC	Stock Footage Research	\$ 25.38
5418100DC	Closed Captioning	\$ 6.10
5418100DC	Conference/Meeting Catering - Breakfast	\$ 8.89
5418100DC	Conference/Meeting Catering - Breakfast Beverages	\$ 40.60
5418100DC	Conference/Meeting Catering - Lunch	\$ 14.72
5418100DC	Conference/Meeting Catering - Lunch Beverages	\$ 3.04
5418100DC	Conference - Basic Audio Equipment Rental	\$ 203.03
5418100DC	Conference - Recording Equipment, Panasonic	\$ 60.91
5418100DC	Conference - Video Projection Rental	\$ 191.87
5418100DC	Conference - Video Screen Rental	\$ 177.65
5418100DC	Full Conference Set- Up	\$ 1,268.97
5418100DC	Conference - Polycom Conference Phone	\$ 100.50
5418100DC	Conference - Audio Tech	\$ 96.44

5418100DC	Conference Facilities, 45 ppl	\$ 203.03
5418100DC	DVD Duplication - 2 Panel Case with Shrink-wrap	\$ 1.97
5418100DC	DVD Duplication - Color Sleeve	\$ 1.52
5418100DC	CD Duplication - 4 panel color sleeve, shrink wrap	\$ 1.99
5418100DC	CD Duplication - Jewel Case, color card	\$ 1.56
5418100DC	Email Blast	\$ 507.59
5418100DC	Search Engine Optimization	\$ 121.82
5418100DC	National Newspaper Advertiser	\$ 215.21
5418100DC	Local Newspaper Advertising	\$ 44.16
5418100DC	Bus Exterior Ads, 4 Weeks	\$ 4,568.27
5418100DC	Bus Stop/Shelter Ads, 4 Weeks	\$ 4,568.27
5418100DC	Subway Ads, 4 Weeks	\$ 507.59
5418100DC	Airport Ads, 4 Weeks	\$ 14,719.97

Labor Category Title	Description
Subject Matter Expert I	Minimum/General Experience: 20 years. A Subject Matter Expert is an individual whose qualifications or particular expertise are exceptional or highly unique. Subject Matter Experts are typically identified as recognized industry leaders for a given area of expertise. Duties/Functional Responsibilities: Subject Matter Experts typically perform the following kinds of functions: initiates, supervises, or develops requirements from the projects inception to conclusion for complex to extremely complex programs; provides strategic advice, technical guidance, and expertise to

	<p>program and project staff; provides detailed analysis, evaluation, and recommendations for improvements, optimization development, or maintenance efforts for client specific or mission-critical challenges or issues; consults with client to define need or problem, supervises studies, and leads surveys to collect and analyze data to provide advice and recommended solutions. Subject Matter Expert level I is an emerging expert within the field. Minimum Education: Master's Degree.</p>
Executive Director	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering. This category requires a minimum of 10 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life cycle.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult at the highest level of agency management and serve as trusted advisors providing the highest level of analytical guidance and advice to senior executives in government. They assist overall strategy development at the agency level.</p> <p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering.</p>
Director	<p>Minimum/General Experience: 9 years of experience in strategic planning, management planning or business process reengineering, and a minimum of 6 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life-cycle, with a minimum 1 relevant professional certification in Budgeting, Operations Management, Program Management, Quality Management, Business Process Engineering or Design.</p> <p>Duties/Functional Responsibilities: Personnel in this category serve as trusted advisors to senior government managers, facilitate goal setting sessions and provide direction, guidance and analytical support to senior agency personnel. They assist in strategy sessions and coordinate activities with the Executive Director.</p> <p>Minimum Education: Master's degree.</p>
Senior Facilitator	<p>Minimum/General Experience: Master's degree plus 6-8 years of relevant experience or Bachelor's degree plus 12 years of relevant experience. This category requires thorough knowledge of group facilitation, training, methodology development, conflict resolution, and evaluation. Knowledge of process reengineering across all phases, identifying best practices, business management techniques, organizational development, activity and data modeling, information system development methods and practices, organizational change management, strategic performance management, identification of core/critical processes and core values, strategic planning, vision development, communication plan development, and organizational decision making are also required. Excellent</p>

	<p>interpersonal, communication and client management skills.</p> <p>Duties/Functional Responsibilities: High-level strategic facilitation services to organizations, including but not limited to: working with senior staff in organizations to identify event objectives and participants, supervising the development, revision, delivery, and evaluation of sessions (including developing session designs and agendas), utilizing problem solving techniques, analyzing data and developing final reports.</p> <p>Minimum Education: Master’s degree and 6-8 years of relevant experience or Bachelor’s degree and minimum 12 years of relevant experience.</p>
<p>Business Consultant II</p>	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design, as well as team management experience. Excellent facilitation and facilitation design skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers and lead facilitation teams, design facilitations, develop schedules and cost proposals for facilitations, act as Facilitation Project Managers (executing the full methodology) and produce integrated presentations of multiple client inputs and best practices.</p> <p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design.</p>
<p>Facilitation Quality Manager</p>	<p>Minimum/General Experience: This category requires a Bachelors Degree and a minimum of 6 years of experience or a Masters Degree and 6 years’ experience in management of group settings or equivalent certification. Excellent facilitation skills required. Experience with management or coordination of other facilitators, advocates or trainers required, as well as quality oversight of staff outputs, methodologies, or other group activities. General experience includes client relationship management, process modeling, organizational design and development and project management. Consultants must possess professional training or equivalent experience in three of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, logistics management, personnel transition planning, or quality assurance.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions through the use of group dynamics. They coordinate and manage multi-stakeholder outputs and inputs to enhance organizational behavior and guide groups to successful outcomes through the management of information, communication, behavior, and logistics. They enhance stakeholder communication</p>

	<p>and collaboration to ensure organizational buy-in of strategic meeting outputs and outcomes. Additionally, they perform quality oversight of outputs, requirements analysis and facilitation design for facilitations or trainings. They also manage and oversee facilitation teams.</p> <p>Minimum Education: This category requires a Bachelors Degree with a minimum of 6 years relevant experience or a Masters Degree with a minimum of 4 years relevant experience or related certification in the management of groups or group dynamics.</p>
<p>Senior Project Management Consultant</p>	<p>Minimum/General Experience: The Senior Project Management Consultant has expertise in project management methodologies, process redesign and quality assurance. This individual will have a Bachelor’s degree plus 8-10 years of related project-related experience or a Master’s degree plus 6 years of related project-related experience. This individual will also have their PMP and/or commensurate experience and will have extensive experience in coaching and mentoring other project managers.</p> <p>Duties/Functional Responsibilities: Provides executive analytical, advisory and implementation expertise in Project Management. This individual is brought in to plan major programs or oversee projects and has expertise in organizational assessments, project management and portfolio management methodologies, process redesign and organizational change management. They apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solutions.</p> <p>Minimum Education: Bachelor’s degree and 8-10 years of related project experience or Master’s degree and 6 years of related project experience.</p>
<p>Senior Technical Governance Analyst</p>	<p>Minimum/General Experience: The Senior Technical Governance Analyst in IT management methodologies, process redesign and quality assurance. This individual will have a Bachelor’s degree plus 8-10 years of related project-related experience or a Master’s degree plus 6 years of related project-related experience. This individual will also have their PMP and/or commensurate experience and will have extensive experience in the operations of governance boards, governance process design, and project oversight and evaluation.</p> <p>Duties/Functional Responsibilities: Provides executive analytical, advisory and implementation expertise in Governance. This individual is brought in to assist governance boards in the oversight of portfolios of major programs and can provide organizational assessments, project management and portfolio management methodologies, process redesign and organizational change management. They</p>

	<p>apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solutions.</p> <p>Minimum Education: Bachelor's degree with 8-10 or more years of related quality management or governance experience or Master's degree and 6 years of related portfolio or governance experience.</p>
Facilitator I	<p>Minimum/General Experience: 8 years of relevant experience including, but is not limited to, workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, and information system development methods and practices. General experience includes excellent interpersonal, communication and client management skills.</p> <p>Duties/Functional Responsibilities: Responsible for delivery of session. Provides facilitation services to organizations, including but not limited to working with staff to identify event objectives and participants, developing agendas, and providing meeting leadership and problem-solving techniques. Also responsible for facilitating team building, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering.</p> <p>Minimum Education: Bachelor's degree.</p>
Business Consultant	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.</p> <p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering.</p>
Senior Consultant I	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency managers within programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.</p>

	<p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering.</p>
<p>Project Management Consultant</p>	<p>Minimum/General Experience: Project Management Consultants have a master’s degree and up to or exceeding 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.</p> <p>Duties/Functional Responsibilities: The Project Management Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Project Management Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.</p> <p>Minimum Education: Master’s degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.</p>

<p>Facilitator – Subject Matter Expert</p>	<p>Minimum/General Experience: 4 years of experience in management of group settings and client relationship management, and group dynamics. Excellent facilitation, interpersonal, communication and client management skills are required. Consultants must possess professional training or equivalent experience in two of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, logistics management, personnel transition planning, or quality assurance. Must have 1 certification in subject matter field of expertise.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions through the use of group dynamics. They coordinate and manage multi-stakeholder outputs and inputs to enhance organizational behavior through the management of information, communication, behavior, and logistics. They also provide strategic consulting services to align meeting outputs to desired outcomes.</p> <p>Minimum Education: Bachelor's degree.</p>
<p>Program Manager</p>	<p>Minimum/General Experience: Minimum of 8 years of Project Management of large-scale programs (Federal, State and Private Sector) including management of multiple contract types. Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee program and performance management offices on behalf of agency personnel. They oversee personnel and maintain cost, schedule and performance data. They meet regularly with government managers and advise them on deliverables and issues on a variety of projects. Personnel in this category regularly consult with and advise senior government managers and serve as trusted advisors providing the analytical guidance required for completion of government programs and initiatives. They facilitate overall strategy development at the agency level.</p> <p>Minimum Education: Bachelor's degree in business or related field. Equivalent experience is also acceptable.</p>
<p>Consultant I</p>	<p>Minimum/General Experience: 5 years of experience in business process reengineering, process design, organizational design and development, or decision-making analysis. Excellent facilitation skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with their managers.</p> <p>Minimum Education: Bachelor's degree.</p>

<p>Project Manager II</p>	<p>Minimum/General Experience: Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
<p>Project Manager</p>	<p>Minimum/General Experience: Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
<p>Consultant</p>	<p>Minimum/General Experience: Minimum of 2 years of experience in any of the following: business process reengineering, strategic communication, change management, or case study development.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with their managers. Ability to provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Strong oral and written skills. Assists in the development of process or functional improvements via change management.</p> <p>Minimum Education: Bachelor's degree in Accounting, Business, Management, Finance, Economics, Public Administration, or related field. In lieu of a bachelor's degree, a minimum of 4 years of experience in this field.</p>

<p>Project Manager I</p>	<p>Minimum/General Experience: Minimum of 3 years of Project Management of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
<p>Associate Facilitator</p>	<p>Minimum/General Experience: Associate Facilitators have a bachelor's degree and at least 3 years of experience. Relevant experience includes, but is not limited to, experience in workshop facilitation, training, methodology development and evaluation, process re-engineering in any phase, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. General experience includes excellent interpersonal, communication and client management skills</p> <p>Duties/Functional Responsibilities: Plans and conducts facilitated meetings for small and large group briefings, technical and other conferences. Facilitates team building, problem solving, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering. Also provides logistical meeting/conference support, assists in administrative functions of meetings, and prepares drafts and final reports for dissemination.</p> <p>Minimum Education: Bachelor's degree and at least 3 years of relevant experience.</p>
<p>Associate Consultant</p>	<p>Minimum/General Experience: This category requires a Bachelors Degree or equivalent experience and a minimum of 1 year of experience in business process reengineering. Facilitation skills required. Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with consultants and senior consultants in support of agency program managers. They coordinate activities with their managers.</p> <p>Minimum Education: This category requires a Bachelors Degree or equivalent experience and a minimum of 1 years of experience in business process reengineering.</p>

Organizational Analyst	<p>Minimum/General Experience: Minimum of 3 years of analytical and organizational skills working in a managerial or organizational effectiveness and program development. Excellent oral and written communication skills required. Experience in project management, communication planning and human resources consulting, or training is required.</p> <p>Duties/Functional Responsibilities: Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, program management, human resource management, communication planning, or quality assurance. Personnel in this category develop communication plans and execute organizational change processes on behalf of client organizations. They coordinate organizational or program information for government personnel, including status of projects, analysis of reports and reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues of program they monitor. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, management of programs and resources.</p> <p>Minimum Education: Bachelor's degree is required.</p>
Project Planner	<p>Minimum/General Experience: Minimum of 3 years of Project Planning of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required. Experience with Primavera or equivalent system required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Junior Analyst	<p>Minimum/General Experience: Minimum of 3 years of analytical and organizational skills working in an organizational, process or program effectiveness or improvement environment. Excellent oral and written communication skills required. Experience in customer relations, volunteer coordination, project management or training is required. Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, personnel transition planning, or quality assurance.</p> <p>Duties/Functional Responsibilities: They coordinate organizational or project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet</p>

	<p>regularly with program and government managers and advise them on deliverables and issues on their projects. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, projects or programs, and serve as trusted advisors providing analytical guidance. Minimum Education: Bachelor’s Degree is required.</p>
Mid-Level Technical Consultant	<p>Minimum/General Experience: Minimum of 3 years of technical, analytical, and business skills working in a managerial or organizational business process improvement environment focusing on specialized process improvement tasks. Excellent oral and written communication skills required. Experience customer relations and office software required.</p> <p>Duties/Functional Responsibilities: Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, cost-benefit analysis, process design and specifications, performance measures, baseline management, feasibility analyses, transition planning, modeling, and simulation, business process reengineering, business process analysis, information architecture planning and design, quality assurance, business, or management. Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. Minimum Education: Bachelor’s degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Associate Organizational Analyst	<p>Minimum/General Experience: Minimum of 2 years of analytical and organizational skills working in a managerial or organizational effectiveness or improvement environment. Excellent oral and written communication skills required. Experience in customer relations, volunteer coordination, training, recruiting or human resources consulting is required.</p> <p>Duties/Functional Responsibilities: Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, personnel transition planning, or quality assurance. Personnel in this category develop and execute organizational change and design projects on behalf of client organizations. They coordinate organizational or project information for government personnel,</p>

	<p>including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations and serve as trusted advisors providing the analytical guidance required for the improvement of communications and behaviors within governmental groups.</p> <p>Minimum Education: Bachelor's degree is required.</p>
Meeting Manager	<p>Minimum/General Experience: Bachelor's degree plus 4-6 years of relevant experience in event planning or coordination.</p> <p>Duties/Functional Responsibilities: Collaborates with the client and/or facilitator to identify and implement the administrative aspects of meetings. Manages the coordination of overall meeting(s). This may include agenda creation, action item capture and tracking, presentation development, compilation and distribution of meeting materials, briefings and wrap ups, etc. Some on-site logistics (room, phone, video, etc.) may be required.</p> <p>Minimum Education: Bachelor's degree or CMP certificate.</p>
Project Coordinator	<p>Minimum/General Experience: Minimum of 2 years of Project or organizational coordination activity. Excellent oral and written communication skills required. Experience customer relations and office software required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Meeting Coordinator	<p>Minimum/General Experience: 0-2 years of experience, entry-level.</p> <p>Duties/Functional Responsibilities: Collaborates with the client and/or facilitator to identify and implement the administrative aspects of meetings. Assists in the coordination of overall meeting(s). This may include agenda creation, action item capture and tracking, presentation development, compilation and distribution of meeting materials, briefings and wrap ups, etc. Some on-site logistics (room, phone, video, etc.) may be required.</p> <p>Minimum Education: Bachelor's degree.</p>

<p>Program Analyst II</p>	<p>Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required. Duties/Functional Responsibilities: This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They are able to utilize the notes to support action item tracking and to provide basic project management support. They alert managers for upcoming program and project due dates. Minimum Education: Bachelor's degree in business (business process reengineering) or a related field.</p>
<p>Program Analyst</p>	<p>Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required. Duties/Functional Responsibilities: This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They alert managers for upcoming program and project due dates. Minimum Education: Bachelor's degree in business (business process reengineering) or a related field.</p>
<p>Administrative Assistant</p>	<p>Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings is and track action items is required. Duties/Functional Responsibilities: This category provides administrative support to agency personnel or to company members. They take minutes and provide action item tracking for managers. They take accurate notes during large meetings. They alert managers for upcoming due dates. Minimum Education: This category requires a minimum of 1 year of experience in an administrative support position.</p>
<p>Marketing Director I</p>	<p>Minimum/General Experience: 10 plus years' experience in marketing (or equivalent). 1-5 years' experience as an account manager, team lead or supervisor (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus. Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent). Duties/Functional Responsibilities: Direct all projects and ensure effective</p>

	<p>communication with peers/clients. Provide planning and decision-making support to staff/clients and ensure quality of all projects.</p>
Creative Director I	<p>Minimum/General Experience: 10 years' experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint required. Must be detail-oriented with strong leadership and project management skills.</p> <p>Minimum Education: Bachelor's degree in Graphic Design (or equivalent).</p> <p>Duties/Functional Responsibilities: Provide creative direction and graphic design services to develop and implement creative strategies that meet specific marketing and communications goals. Oversee creative quality of design for projects in all media. Manage the graphic design team and work closely with the marketing team leader to manage expectations and customer satisfaction.</p>
Marketing Manager I	<p>Minimum/General Experience: 5-10 years' experience in marketing (or equivalent). 1-5 years' experience as an account manager, team lead or supervisor (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.</p> <p>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).</p> <p>Duties/Functional Responsibilities: Manage all projects and ensure effective communication with peers/clients. Oversee creative strategy sessions and all staff. Responsible for the overall development and implementation of marketing objectives into creative strategies and finally the development of various print and multimedia campaigns and collateral production. Monitor budget and expenditures.</p>
Senior Graphic Designer	<p>Minimum/General Experience: 10 years' experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint required. Must be detail-oriented with strong project management skills.</p> <p>Minimum Education: Bachelor's degree in Graphic Design (or equivalent).</p> <p>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Support design of projects from conception to completion. Create graphics to accompany text in page layouts. Apply creative design to print and web. Design Microsoft Word and PowerPoint templates for client use. Oversee creative quality of junior graphic designer projects. Work under the guidance of the Creative Director.</p>

<p>Marketing Strategist I</p>	<p>Minimum/General Experience: 3-5 years' experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.</p> <p>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).</p> <p>Duties/Functional Responsibilities: Manage multiple projects and ensure effective communication with peers/clients. Create project plans, manage work schedules and report to both clients/management regularly. Manage creative strategy sessions and develop effective marketing strategies for all projects.</p>
<p>Marketing Coordinator III</p>	<p>Minimum/General Experience: Minimum of 6 years' experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.</p> <p>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).</p> <p>Duties/Functional Responsibilities: Ensure project coordination and effective communication with peers/clients. Manage project plans, monitor work schedules and report to both clients/management regularly. Participate in creative strategy sessions and coordinate development of various marketing collateral.</p>
<p>Graphic Designer III</p>	<p>Minimum/General Experience: 5 years' experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint required. Must be detail-oriented with strong project management skills. Minimum Education: Bachelor's degree in Graphic Design (or equivalent).</p> <p>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Support design of projects from conception to completion. Create graphics to accompany text in page layouts. Apply creative design to print and web. Design Microsoft Word and PowerPoint templates for client use. Work under the guidance of the Senior Graphic Designer and/or the Creative Director.</p>
<p>Marketing Coordinator II</p>	<p>Minimum/General Experience: Minimum of 3 years' experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.</p> <p>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).</p> <p>Duties/Functional Responsibilities: Ensure project coordination and effective communication with peers/clients. Manage project plans, monitor work schedules and report to both clients/management regularly. Participate in creative strategy sessions and coordinate development of various marketing collateral.</p>

Graphic Designer II	<p>Minimum/General Experience: 3 years' experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint a plus. Must be detail oriented.</p> <p>Minimum Education: Associate's degree in Graphic Design (or equivalent).</p> <p>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Create graphics to accompany text and design page layouts. Apply creative design to print and web. Work under the guidance of the Senior Graphic Designer and/or the Creative Director.</p>
Marketing Coordinator I	<p>Minimum/General Experience: Minimum of 1 years' experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.</p> <p>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).</p> <p>Duties/Functional Responsibilities: Ensure project coordination and effective communication with peers/clients. Manage project plans, monitor work schedules and report to both clients/management regularly. Participate in creative strategy sessions and coordinate development of various marketing collateral.</p>
Graphic Designer I	<p>Minimum/General Experience: 1 year experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint a plus. Must be detail oriented.</p> <p>Minimum Education: Associate's degree in Graphic Design (or equivalent).</p> <p>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Create graphics to accompany text and design page layouts. Apply creative design to print and web. Work under the guidance of the Senior Graphic Designer and/or the Creative Director.</p>
Marketing Associate II	<p>Minimum/General Experience: Minimum of 1 year experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.</p> <p>Minimum Education: Associates degree in Marketing, Communications, Public Relations, Advertising (or equivalent).</p> <p>Duties/Functional Responsibilities: Assist with project coordination and ensure effective communication with peers/clients. Maintain project plans, monitor work schedules and report to management regularly. Participate in creative strategy sessions and aid in the development of various marketing collateral.</p>

SIN	Support Product/Labor (ODCs)
541810ODC	8.5 x 11, B/w Copies
541810ODC	8.5 x 11, Color Copies
541810ODC	Brochure, Full Color

5418100DC	18 x 24 Color Poster
5418100DC	24 x 36 Color Poster
5418100DC	6'x2.5' Color Banner, Outdoor with hooks
5418100DC	Banner Stand
5418100DC	Folder, Color, 2 pockets and business card slot
5418100DC	Presentation Graphics, 24 x 36, Mounted
5418100DC	Bound Book, 6 x 6, Color, Cover, 4 pages
5418100DC	Photography Copies, 4 x 6
5418100DC	10' x 10' Exhibition Set, Delivery, Set-Up, Rental
5418100DC	Additional Exhibition Lighting
5418100DC	Additional Exhibition Display Counters
5418100DC	Additional Exhibition Display Case
5418100DC	Additional Exhibition Furniture
5418100DC	22" TouchSmart PC Workstation Rental
5418100DC	Laptop Rental
5418100DC	Corporate Event Photography Shoot
5418100DC	Corporate Event Postproduction
5418100DC	Commercial Portrait Shoot
5418100DC	Commercial Portraits
5418100DC	Advertising Stock Image for Local Use
5418100DC	Advertising Stock Image for National Use
5418100DC	Basic Film Shoot W Equipment
5418100DC	Video Editing
5418100DC	Green Screen
5418100DC	Copy Writer
5418100DC	Location Scouting
5418100DC	Stock Footage Research
5418100DC	Closed Captioning
5418100DC	Conference/Meeting Catering - Breakfast
5418100DC	Conference/Meeting Catering - Breakfast Beverages
5418100DC	Conference/Meeting Catering - Lunch
5418100DC	Conference/Meeting Catering - Lunch Beverages
5418100DC	Conference - Basic Audio Equipment Rental
5418100DC	Conference - Recording Equipment, Panasonic
5418100DC	Conference - Video Projection Rental
5418100DC	Conference - Video Screen Rental
5418100DC	Full Conference Set-Up
5418100DC	Conference - Polycom Conference Phone
5418100DC	Conference - Audio Tech
5418100DC	Conference Facilities, 45 ppl
5418100DC	DVD Duplication - 2 Panel Case with Shrink-wrap

5418100DC	DVD Duplication - Color Sleeve
5418100DC	CD Duplication - 4 panel color sleeve, shrink wrap
5418100DC	CD Duplication - Jewel Case, color card
5418100DC	Email Blast
5418100DC	Search Engine Optimization
5418100DC	National Newspaper Advertiser
5418100DC	Local Newspaper Advertising
5418100DC	Bus Exterior Ads, 4 Weeks
5418100DC	Bus Stop/Shelter Ads, 4 Weeks
5418100DC	Subway Ads, 4 Weeks
5418100DC	Airport Ads, 4 Weeks

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