

GSA Contract Holder



Native American Management Services, Inc.

THE PROFESSIONAL SERVICES SCHEDULE|
PSS

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

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

Contract #: GS-23F-0131S

Native American
Management Services, Inc.
1950 Roland Clarke Place, Suite 210
Reston, VA 20191
Phone: 571-323-5635
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Tribally Owned
Small Disadvantaged Business

Contract #: GS-23F-0131S
FCS GROUP: 00CORP

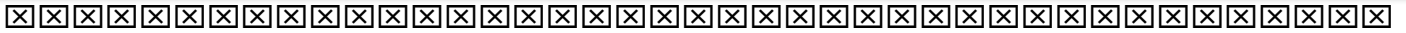
SIN	RECOVERY	SIN DESCRIPTION
541-1	541-1RC	Advertising Service
541-1000	541-1000RC	Other Direct Cost (ODCs); Expenses Other Than Direct Labor Hours
541-2	541-2RC	Public Relations Services
541-3	541-3RC	Web Based Marketing Service
541-4A	541-4ARC	Market Research and Analysis
541-4B	541-4BRC	Video/Film Production
541-4C	541-4CRC	Exhibit Design and Implementation Services
541-4D	541-4DRC	Conference, Events, and Trade Show Planning Services
541-4E	541-4ERC	Commercial Photography Services
541-4F	541-4FRC	Commercial Art and Graphic Design Services
541-5	541-5RC	Integrated Marketing Services

Period Covered by Contract: June 6, 2017 - June 5, 2022
PRICELIST CURRENT THROUGH MODIFICATION NUMBER PO-0058
DATED April 18, 2017
For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Catalog and Price List

NAMS

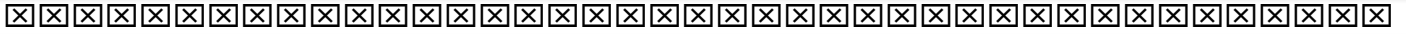
TRIBALLY OWNED
SMALL DISADVANTAGED BUSINESS



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Native American Management Services, Inc. (NAMS) is a Tribally Owned Small Disadvantaged Business. NAMS was founded in 1992 and has always been dedicated to serving our Federal clients in the Washington, D.C. metro area, across the continental United States, Alaska, Hawaii, and overseas.



ABOUT NAMS

NAMS is pleased to offer event management, including green events, marketing, media services, photography, and graphic design under the Federal Supply Schedule Contract The Professional Services Schedule (PSS).

GSA/PSS is an easy to use task order contract that allows Federal clients optimal access to prequalified contractors. This catalog describes our services available through GSA PSS, provides the information needed for ordering services, and verifying pricing.

Our scope includes:

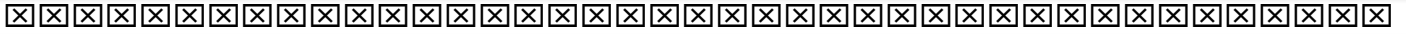
- Comprehensive support for over 100 meetings and conferences annually for Federal events, of all sizes and at many locations.
- Expert planning, management, impeccable implementation, record and report keeping, and compliance with federal regulations.
- Technical writing and editing, including biomedical material, culturally appropriate material, and marketing material.

- Graphic design and publication management.
- Public relations, communications plans, and communication strategies and tactics relating to the Native American community.
- Subject matter experts on communications.

Native American Management Services takes pride in delivering timely and well managed services when reporting to our Federal clients. NAMS has been honored with many awards over our past twenty-two years of service. NAMS won Outstanding Contractor of the Year award in years 2004, 2006, and 2012 from Health & Human Services' Administration for Children & Families. In years 2007 and 2008 NAMS won the Top 100 Native American owned business in the U. S. and Top 100 Woman-owned business in the Commonwealth of Virginia by Diversity Business. Recently, Northrop Grumman awarded NAMS the 2010 Supplier Excellence Award and the 2011 World Class Team Supplier Award.

Miami Nation Enterprises (MNE), a political and economic subdivision of the Miami Tribe of Oklahoma, purchased a majority of stock from NAMS in 2015. Patricia Parker will continue to serve as President and CEO of NAMS. All personnel remain on staff. The MNE leadership is committed to continuing high-quality management and support services to the federal government, tribal governments and to corporate America.

THE PROFESSIONAL SERVICES SCHEDULE | PSS



CUSTOMER INFORMATION

1a. AWARDED SPECIAL ITEM NUMBERS (SINs):

SIN	Recovery	SIN Description
541-1	541-1RC	Advertising Services
541-1000	541-1000RC	Other Direct Costs (ODCs)
541-2	541-2RC	Public Relations Services
541-3	541-3RC	Web Based Marketing Services
541-4A	541-4ARC	Market Research & Analysis
541-4B	541-4BRC	Video/Film Production
541-4C	541-4CRC	Exhibit Design & Implementation Services
541-4D	541-4DRC	Conference, Events, & Trade Show Planning Services
541-4E	541-4ERC	Commercial Photography Services
541-4F	541-4FRC	Commercial Art & Graphics Design Services
541-5	541-5RC	Integrated Marketing Services

See Table of Contents for Cross Reference to Item Descriptions and Awarded Prices.

1b. LOWEST PRICE MODEL NUMBER AND PRICE FOR EACH SIN:

SIN	MODEL	PRICE
N/A Services		

1c. SERVICES OFFERED and HOURLY RATES:
See Price List (pgs. 5 through 10)

2. MAXIMUM ORDER:
\$1,000,000 per SIN for all SINs under this contract.

3. MINIMUM ORDER:
\$100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):
Domestic

5. POINTS OF PRODUCTION:
Same as Contractor

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:
Prices shown herein are Net discounted. See approved pricelist.

7. QUANTITY DISCOUNTS:
None

8. PROMPT PAYMENT TERMS:
0% Net 30 Days

9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:
Contractor accepts purchase cards up to the micro-purchase threshold.

9b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:
Contractor accepts purchase cards above the micro-purchase threshold.

10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):
Not Applicable

11a. TIME OF DELIVERY:
Per Statement of Work (SOW).

11b. EXPEDITED DELIVERY:
11(b) and 11(c) expedited delivery, overnight and 2-day delivery available per SOW.

11c. OVERNIGHT AND 2-DAY DELIVERY:

Consult with Contractor

11d. URGENT REQUIREMENTS:

Consult with Contractor

12. F.O.B. POINT(S):

Destination

13a. ORDERING ADDRESS(ES):

Same as Contractor's address

13b. ORDERING PROCEDURES:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in (FAR) 8.405-3. A sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS (ES):

Same as Contractor's address

15. WARRANTY PROVISION:

N/A

16. EXPORT PACKING CHARGES:

N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):

N/A

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 INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNT FROM LIST PRICES:

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. PREVENTATIVE MAINTENANCE:

N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:

N/A

24b. SECTION 508 COMPLIANCE FOR EIT:

N/A

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

92-6318916

26. NOTIFICATION REGARDING REGISTRATION IN System for Award Management (SAM) DATABASE:

Native American Management Services, Inc. is registered.

PSS LABOR CLASSIFICATION AND RATES



Labor Category	Rates
Project Director	189.64
Project Director I	100.09
Conference Management Director	114.53
Senior Project Manager	102.67
Project Manager	100.12
Project Manager 1	89.61
Project Coordinator	70.02
Senior Conference Coordinator	96.57
Conference Coordinator	61.64
Conference Coordinator I	47.98
Conference Resource Specialist	67.36
Administrative Assistant	51.01
Administrative Assistant I	44.43
Project Assistant	57.92
Project Assistant I	50.74
Graphics Designer	95.21
Graphic Artist (MMS)	78.47
Web Content Specialist	91.56
Web Developer	97.93
Senior Statistical Analyst	117.71
Statistical Analyst	98.09
Senior Policy Analyst	65.40
Senior Technical Writer/Editor	98.09
Technical Writer/Editor	85.01
Social Media Specialist	67.73
Director-Video/Film	110.28
Assistant Director-Video/Film	95.42
Creative Director	89.07
Producer-Video/Film	86.01
Video/Film Writer	86.01
Senior Non-Linear Editor	86.01
Senior Research Analyst	98.09
Research Analyst	85.01
Senior Documentation Specialist	91.56
Documentation Specialist	65.40
Imaging Specialist	85.01
Voice Over Artist/Narrator	95.42

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire PSS 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 the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor 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.

OTHER DIRECT COSTS-ODCS



*Other Direct Costs GSA Prices are inclusive of a maximum of 4.5% Fee and 0.75% IFF	
Consultants	Price
Consultant IV	182.23 hr.
Consultant III	170.01 hr.
Consultant II	145.73 hr.
Consultant I	91.07 hr.
Consultant	47.38 hr.
Support Labor	Price
Subject Matter Expert (SME)	263.22 hr.
Keynote Speaker/Master of Ceremonies	10,528.97 ea.
Professional Reporter/per page	5.83 page.
Interpreting Service for the Deaf	2,721.74 ea.
Photo Services	2,737.53 ea.
Cultural/Ceremonial Performance	526.45 ea.
Program Speaker	5,264.48 Day
Honoraria Fee	1,684.63
Create 508 Compliance Document (PDF & Word)	26.32 page
Review, Edit, Create Word & PDF files 508 Compliant	19.79 page
Review, Edit and Make PowerPoint & PDF files 508 Compliant	10.53 ea.
Transcriber per day Appearance Fee	263.22 Day
Materials/Supplies	Price
8.5"x11"-24 Page Booklet, Saddle Stitched, Prints 4x4 Color Process with Bleeds on 80# Silk Text	9.71 ea.
Inside Page Ad	20,063.62 ea.
Design and Production of Conference Souvenir Book	23,479.60 ea.
Conference Brochures	6.44 ea.
Conference Program	8.49 ea.
8"x16" Black & White Programs (65# White Paper)	1.45 ea.
Certificate	1.99 ea.
Training Certificate	1.32 ea.
Calendar	3.98 ea.
11"x11.875" Color Copy Cover (65# White Paper)	1.23 ea.
Color Copies	6.63 ea.
Set of white copies, 3 Hole Drilled	19.32 ea.

Continued on next page

OTHER DIRECT COSTS-ODCS



Materials/Supplies Continued	Price
Set of blue copies, 3 Hole Drilled	2.53 ea.
In-house Copies	.06 ea.
Flyers Printing	3.69 ea.
Printing/Two Pocket Folders	2.43 ea.
Printing on 9"x11" EPA Cover + 5/8" Spines	5.80 ea.
Printing on HNB Poster 3'x4' Laminated	319.50 ea.
Printing on 2/Color Poster 22"x28"	124.37 ea.
1 Sided Color Printing on 3HD Paper	0.73 ea.
Color Printing on 65# Parchment Cover, 8.5 x 11	3.95 ea.
Poster Printing 24" x 36"	9.48 sq. ft.
Bindery-Foam Core Mounting Only (No Lamination) (Poster/Large Format Prints)	26.32 sq. ft.
Brochure Printing-Full Color, 2 sided on #32 Bond Trifold 8.5 x 11	1.26 ea.
B&W Tabs Printing on 90# Index, 9 x 11, 3 Hole Drilled	0.68 ea.
Paper, 8"x11", 3 Hole Punch, Per Case of 10 Reams	54.74 case
11"x17" Table Tents (65# White Paper)	2.86 ea.
8.5"x11" Site Maps (Bonds 20# White Paper)	.52 ea.
Binder, 1.5" Black Clear View	5.26 ea.
Binder, Flex View, 3 Ring, 1"	9.28 ea.
Binder, Flex View, 3 Ring, 5/8"	7.95 ea.
Tabs	1.98 ea.
Divider, 1-8, TOC, 6 Sets, Multi	16.57 ea.
Post Card, Two-Sided	1.74 ea.
Mailchimp Blast Email Credits/89.50 Per 5000 Credits	89.50 per 5000
Survey Monkey Online Survey Yearly Plan	209.53 per year
Survey Monkey Advanced Online Survey Yearly Plan	315.87 per year
Constant Contact Registration and Blast Email Monthly Plan	68.44 per month
Laminated Badges with Imprinted Names	1.37 ea.
Badge Set-up Charge	26.32 ea.
Badges/Blank	.38 ea.
30" Nickel Ball Chain	.34 ea.
CD Duplication	16.58 ea.
2'x6' Double Laminated Banner	315.87 ea.
Banners	248.57 ea.
22"x28" Inkjet Theme Smart Signs w/Legal Smart Lens	100.03 ea.
22"x28" Inkjet Theme Smart Signs w/Legal Smart Lens/2	126.35 ea.
18"x18" Inkjet Theme Signs	52.64 ea.
'8-Way Directional Arrows	10.53 ea.
4"x24" Information Message Board Theme Sign	52.64 ea.
36"x89" Print on 10mil Reverse Print Lexan w/10mil White Backer	480.65 ea.
26"x89" Print on 10 mil Reverse Print Lexan w/10mil White Backer	353.98 ea.
Sets of Prints on 10mil Reverse Print Lexan w/10mil White Backer	815.99 ea.
Cotton Canvas Bag with 22" Handles and One Color Imprint, Snap Closure and Front Pocket, 18"x14"x7" gusset	7.15 ea.
Photographic Reproduction on Canvas Bag	2.32 ea.

Continued on next page

OTHER DIRECT COSTS-ODCS



Materials/Supplies Continued	Price
6" Curved Tabletop Display	626.47 ea.
Portable Displays, Floor/tabletop display	1,402.46 ea.
MagnaPop Portable Display, 8 ft.	1,521.44 ea.
14" Dia. Plastic Graphics Shipping Case	163.20 ea.
All Purpose Ivory Box Cutter	1.06 ea.
Maxwell Microcassette tape, 60-minute, Pack of 9	24.34 ea.
USA Made Mug-11 oz.	5.80 ea.
Set-Charge	49.75 ea.
USA Made Purple with Gray Trim Tote Bag	11.61 ea.
USB 1 GB Silver/Red Imprint	7.46 ea.
NIH SIDS Flip Chart	142.14 ea.
Postage/Delivery	Price
Courier	306.32 ea.
FedEx Shipping	641.74 ea.
Freight (Economy Air)	1.36 lb.
Facilities	Price
Conference Registration Fee	1,051.84 ea.
General Session Room/Rental	6,455.31 day
Breakout Room/Rental	3,579.85 day
Ballroom Rental for Event	22,110.83 ea.
Meeting Room Rental	1,052.90 day
Room Rental	335.87 day
Room Shortfall incl. 14.5% sales tax	180.35 ea.
Re-Key Room/per Door	26.32 ea.
Event Charge per Person	68.44 ea.
Event Service Charge per Person	22.29 ea.
Labor Charge for Twenty-Five or Less incl. 10% Tax	86.86 hr.
8'x8' Booth Rental	1,316.12 day
10'x10' Booth Rental-Inline	3,685.14 day
10'x10' Booth Rental-Corner	4,106.30 day
20'x20' Booth Rental	16,425.19 day
20'x30' Booth Rental	23,795.47 day
20'x40' Booth Rental	30,955.16 day
Booth Furniture Package	297.26 day
Booth Carpet	8.78 sq. ft.
4'x8' Posterboard Rental	3,053.40 ea.
Blk. Pipe and Drape per ft.	12.63 ft.
Continental Breakfast/per Person incl. 21% Gratuity and 10% Sales Tax	34.48 ea.

Continued on next page

OTHER DIRECT COSTS-ODCS



Facilities Continued	Price
Open Coffee Break/Breakfast per Person incl. 20% Gratuity and 10% Sales Tax	58.86 ea.
Freshly Brewed Regular Coffee/per Gallon incl. 21% Gratuity and 10% Sales Tax	82.76 ea.
Freshly Brewed Decaffeinated Coffee/per Gallon incl. 21% Gratuity and 10% Sales Tax	82.76 ea.
Open Lunch/per Person incl. 20% Gratuity and 10% Tax	53.38 ea.
Deli Buffet Lunch incl. 21% Gratuity and 10% Tax	55.17 ea.
Sandwich Wrap Lunch Buffet incl. 21% Gratuity and 10% Sales Tax	55.17 ea.
Sandwich Lunch Buffet incl. 21% Gratuity and 10% Sales Tax	55.17 ea.
Afternoon Break (Snacks) per Person incl. 21% Gratuity and 10% Tax	30.34 ea.
Regular and Diet Soft Drinks incl. 21% Gratuity and 10% Tax	6.21 ea.
Dinner per Person incl. 20% Gratuity and 10% Tax	57.49 ea.
Dinner Carving Station incl. 10 Tax	387.99 ea.
Fresh Garden Vegetable Crudite/per Person incl. 10% Tax	11.00 ea.
Reception per Person incl. 20% Gratuity and 10% Tax	50.92 ea.
Bartender incl. 10% Tax	144.77 hr.
Cashier incl. 10% Tax	115.82 hr.
Uniformed Chef Attendant for Carving Station incl 10% Tax	144.77 hr.
Coat Check per person incl. 5.75% Tax	1.67 ea.
Flowers per Table incl. 5.75% Tax	66.81 ea.
A/V Equipment	Price
Audio Visual Technician Operator, per Day	926.55 ea.
Audio Technician	52.65 hr.
Network Technician-Configuration/Removal, per Day	289.55 ea.
Pre-test AV Equipment/Daily	473.80 ea.
Data Support Package-tripod, per Day	210.58 ea.
Sound Package/Audio Speaker & Stand, per day	315.87 ea.
Audio Mixer, 6 Microphone-4 Stereo, per day	184.26 ea.
Staff Office Computer with Extension Cords	1,232.75 ea.
BC45 Wireless Computer Mouse	68.44 ea.
Laptop Computer	289.55 ea.
Standard Overhead Projector	100.03 ea.
Standard 35mm Projector	100.03 ea.
LCD Projector	737.03 ea.

Continues on next page

OTHER DIRECT COSTS-ODCS



A/V Equipment Continued	Price
VGA 50' Cable/per Day incl. 6% Sales Tax	39.21 ea.
Wireless 35mm Remote	36.85 ea.
Printer Rental per Day incl. 6% Sales Tax	140.01 ea.
HP Printer 4250 Laserjet Printer B/W, per Day	184.26 ea.
Color Printer	368.51 ea.
High Volume Copier per day Rental incl. 6% Sales Tax	588.05 ea.
Fax/Modem w/Direct Dial per Day/Line Plus Cost of Calls	194.79 ea.
VF85 Sony DSC 1024HD Scan Converter/per Day	368.51 ea.
Hard Disc CD Recorder, per Day	84.23 ea.
Internet per Room	684.38 ea.
50" Plasma Display	2,566.44 ea.
VCR	89.50 ea.
VHS Player/Recorder	89.49 ea.
Pad/Markers	42.11 ea.
Wireless UHF Lavalier Transmitter	189.52 ea.
Dynamic Microphone	42.11 ea.
Table Top Mic	126.35 ea.
Microphone Desk Stand	42.11 ea.
Microphone Floor Stand	42.11 ea.
Podium w/Mic	194.79 ea.
Podium Light Kit 2-Pack incl. 6% Sales Tax	140.01 ea.
Six Channel Mixing Console	52.65 ea.
Eight Channel Mixing Console	105.29 ea.
Powered Speaker	100.03 ea.
10.5"x14" MW Screen Surface	200.05 ea.
10"x10" MW Screen Surface	200.05 ea.
8' Tripod Screen per Day incl. 6% Sales Tax	61.61 ea.
Flipchart Easel/per Day incl. 6% Sales Tax	61.61 ea.
Executive Laser Pointer	52.64 ea.
8"x12" Zoom Lens	36.85 ea.
Two Way Radio	47.38 ea.
Motorola P1225 UHF 16 Ch radio	52.64 ea.
Multi Outlet Power Strip w/Surge Protection	52.64 ea.
115v, 20A, AC, Single Phase, 2000 Watts	131.61 ea.

LABOR DESCRIPTIONS



PROJECT DIRECTOR

Functional Responsibility: Provides oversight on complex projects and multiple agency contracts. Directs all projects and tasks assigned. Identifies staffing needs and provides staff supervision. Develops standard operating procedures and implements quality control standards and sees that they are met. Maintains oversight and ultimate responsibility for proposals and presentations. Prepares and monitors project budgets and ensures that client needs are met.

Education: MA/MS desired; BA/BS required

Experience: 8 or more years relevant experience

PROJECT DIRECTOR I

Functional Responsibility: Provides oversight on complex projects and multiple agency contracts. Directs all projects and tasks assigned. Identifies staffing needs and provides staff supervision. Develops standard operating procedures and implements quality control standards and sees that they are met. Maintains oversight and ultimate responsibility for proposals and presentations. Prepares and monitors project budgets and ensures that client needs are met.

Education: BA/BS required.

Experience: 6 or more years relevant experience

CONFERENCE MANAGEMENT DIRECTOR

Functional Responsibility: Provides oversight on conference management projects. Serves as a lead on complex projects and multiple agency contracts and serves as the principle liaison between the contractors and multiple government agencies. The CMD is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively and efficiently, on time and within budget. Coordinates manpower and resources for conference projects. Assures quality control programs are in place and consistent on all projects assigned.

Education: BA/BS required

Experience: 7 or more years relevant experience

SENIOR PROJECT MANAGER

Functional Responsibility: Manages multiple projects and project managers. Serves as the overall lead or director on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Senior Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired; BA/BS required

Experience: 3 or more years relevant experience

PROJECT MANAGER

Functional Responsibility: Serves as a lead on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired; BA/BS required
Experience: 8 or more years relevant experience

PROJECT MANAGER 1

Functional Responsibility: Works on complex projects and multiple agency contracts and may serve as the a liaison between the contractor and multiple government agencies. The Project Manager I is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired; BA/BS required
Experience: 1 or more years relevant experience

PROJECT COORDINATOR

Functional Responsibility: Provides overall direction and supervision for project and contract. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Prepares and delivers status reports to the client and serves as the primary point of contact. Assures quality control programs are in place and consistent on all programs assigned. Prepares and maintains the project schedule and budget.

Education: BA/BS required
Experience: Minimum experience of 3 years professional work experience

SENIOR CONFERENCE COORDINATOR

Functional Responsibility: Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with clients to assess needs. Identifies site selection and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

Education: BA/BS required
Experience: 3 or more years relevant experience

CONFERENCE COORDINATOR

Functional Responsibility: Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with clients to assess needs. Identifies site selection and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

Education: BA/BS required
Experience: 2 or more years relevant experience

CONFERENCE COORDINATOR I

Functional Responsibility: Plans and oversees meetings of all sizes and complexities. Under the direct supervision of the Project Manager, interacts directly with the clients to assess needs. Identifies site selections and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

Education: BA/BS Required
Experience: Minimum experience 1 year of relevant experience

CONFERENCE RESOURCE SPECIALIST

Functional Responsibility: Processes advance registrations, issues receipts, sends confirmation letters, maintains conference databases and addresses questions from attendees. Supports on-site meeting and registration services, editorial services, travel support and computer support. Acts as liaison with clients, associates and the general public.
Education: High school degree required
Experience: 3 or more years relevant experience

ADMINISTRATIVE ASSISTANT

Functional Responsibility: In direct support of professional positions, conducts a variety of clerical and administrative activities. Maintains office files. Provides word processing, spread sheets and graphics as desired; other duties as assigned.
Education: High school degree
Experience: 2 or more years relevant experience

ADMINISTRATIVE ASSISTANT I

Functional Responsibility: Performs simple and routine tasks under close supervision of a Project Manager and/or other team members for activities associated with contract and Task Order work performance. Assists with various office functions, as assigned, maintains office equipment, performs data entry, copies and distributes materials. In direct support of professional positions, conducts a variety of clerical and administrative activities.
Education: High School Diploma (or GED) required
Experience: 1 or more years relevant experience

PROJECT ASSISTANT

Functional Responsibility: Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.
Education: BA/BS desired, HS required
Experience: 1 or more years of relevant experience

PROJECT ASSISTANT I

Functional Responsibility: Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.
Education: High School Diploma required
Experience: 1 year relevant experience

GRAPHIC DESIGNER

Functional Responsibility: Provides graphic design, illustration, and digital image manipulations and multimedia presentations. Produces the highest quality documents, web pages, briefings, videos, conference materials and conceptual art. Coordinates design projects and has excellent communication and organizational skills.
Education: BA/BS required
Experience: 3 or more years relevant experience

GRAPHIC ARTIST

Functional Responsibility: Prepares art and graphic design/illustration projects. Conceptualizes designs and produces trade show booths and/or other types of exhibits and their accompanying materials. Designs graphic materials for project presentations.
Education: Associates or formal training in Graphic Design or acknowledged mastery and recognition as a professional artist.
Experience: 5 or more years relevant experience

WEB CONTENT SPECIALIST

Functional Responsibility: Prepares text materials in a web-enabled structure and format to facilitate meaningful replication of data, text, or graphics into a web page.
Education: BA/BS required
Experience: 3 or more years relevant experience

WEB DEVELOPER

Functional Responsibility: Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 508-compliant web applications for relational database and/or data retrieval systems.
Education: BA/BS required
Experience: 3 or more years relevant experience

SENIOR STATISTICAL ANALYST

Functional Responsibility: Collects, classifies and analyzes quantified and statistical data in projects and special studies. Develop study plans, determines data needs, and statistical techniques to be applied, and prepares reports and studies.
Education: Master's degree in finance or related field
Experience: 8 or more years relevant experience

STATISTICAL ANALYST

Functional Responsibility: Assists with design implementation and management of studies. Will assist with the assembling and managing data sets, processing and analyzing surveys and data.
Education: BA/BS required
Experience: 4 or more years of relevant experience

SENIOR POLICY ANALYST

Functional Responsibility: Position will include reviewing agency records, collecting and analyzing data, interviewing agency staff, researching laws, drafting policy alternatives, designing and executing program evaluations, management reviews, budget analyses and policy analyses.
Education: Master's degree in business, economics, management, public administration or related fields
Experience: 8 or more years relevant experience

SENIOR TECHNICAL WRITER/EDITOR

Functional Responsibility: Provides high quality writing, editing and print management services. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires extensive experience in meeting a wide range of document and publication requirements. This

includes research, analysis, writing, compilation, editing and coordination of production.
Education: BA/BS required
Experience: 3 or more years relevant experience

TECHNICAL WRITER/EDITOR

Functional Responsibility: Provides high quality writing, or editing. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires experience in meeting document and publication requirements.
Education: BA/BS required
Experience: 0 or more years experience

SOCIAL MEDIA SPECIALIST

Functional Responsibility: Develops and maintains assigned deliverables which can include website, online community and social media designs and content, outreach and marketing materials and processes. Coordinates outreach efforts, provides expertise in the utilization of technology for communication and outreach, and trains other key personnel and consultants on technology implementation. Collaborates with staff and other contractors on the development and implementation of sustainability tools and marketing materials. Stays abreast of new technological opportunities for outreach.
Education: BA/BS required
Experience: 2 or more years relevant experience

DIRECTOR-VIDEO/FILM

Functional Responsibility: Directs cast (trained or untrained actors) and production crew (cinematographers, sound recordists, graphic artists, set designers). Translates dramatic or technical scripts into storyboards. Directs live-to-air broadcast programs as well as field production of personal interviews, dramatic or documentary footage. Translates verbal ideas into visual concepts. Conducts rehearsal (including blocking and choreography of performers). Designs lighting and visual style of production. Supervises and designs all phases of post production, including musical scoring, editing, animation, and color correction. Analyzes script for dramatic focus, chronology, and dialog.
Education: BA required
Experience: 5 or more years relevant experience

ASSISTANT DIRECTOR-VIDEO/FILM

Functional Responsibility: Assists director in translation of the screenplay or script into final product. Creates schedules and master plan for production, choreographs complex cinematography and coordinates use of personnel and equipment on location or in-studio. Breaks down scripts into executable plan and insures continuity of scenes into edited master of program. Schedules crews and actors, makes daily financial reports. Make audio and visual script logs.

Education: BA required

Experience: 3 or more years relevant experience

CREATIVE DIRECTOR

Functional Responsibility: Translates client's objectives and goals into written treatment or text, clarifying ideas and themes. Converts ideas of subject matter experts into proper visual interpretation. Supervises writers assigned to the production or writes script if budget limits the size of the creative team. Understands and insures legal and copyright guidelines of materials used in production. Insures color and thematic continuity of titling, graphics, print and web material.

Education: BA required

Experience: 4 or more years relevant experience

PRODUCER-VIDEO/FILM

Functional Responsibility: Coordinates all phases of production with client, project manager and crew. Communicates all phases of production with client, project manager, facilities and crew. Formulates approval process and schedule. Analyzes demographic attributes of target audience of program. (May conduct focus group or market testing.) Estimates costs, prepares spread sheets, and designs contingency plans. Insures legal licensing requirements and copyrights of written or recorded material. Prepares legal releases of talent and key design personnel. Manages production schedule for all elements of project. Maintains thorough knowledge of industry standards, practices and innovation.

Education: BA required

Experience: 0 years required

VIDEO/FILM WRITER

Functional Responsibility: Understands client's objectives and goals and converts them into written scenes using dialog or actions. Has excellent command of writing skills and clear expression of ideas. Writes text for graphic designs and titles. Analyzes and understands unique demographics for program audience. Expert knowledge of journalism and print guidelines and grammatical standards in U.S.A. and U.K. Designs hyperwriting and weblinks (cyber-writing). Thorough knowledge of industry standards and practices when referencing historical or scientific material.

Education: MA Desired, BA required

Experience: 3 or more years relevant experience

SENIOR NON-LINEAR EDITOR

Functional Responsibility: Prepares draft or final form programming on non-linear editing systems such as AVID or Final Cut Pro. Creates graphics or animation using Photoshop or Adobe Aftereffects. Selects and edits music. Creates natural or ambient soundtracks as necessary. Familiar with wide ranging editing styles and techniques found in broadcast, dramatic and documentary programming. As necessary, shapes, condenses or refashions programming for different audiences.

Education: BA required

Experience: 0 or more years relevant experience

SENIOR RESEARCH ANALYST

Functional Responsibility: Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices. Directs or supervises projects.

Education: BA/BS and MA/MS or relevant certification such as Six Sigma. PhD or MBA highly desirable

Experience: 5 or more years relevant experience

RESEARCH ANALYST

Functional Responsibility: Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices.

Education: BA/BS and relevant certification, MA/MS/MBA highly desirable

Experience: 3 or more years relevant experience

SENIOR DOCUMENTATION SPECIALIST

Functional Responsibility: Ability to perform, plan, and organize on documentation and content management requirements. May lead teams, supervise staff, and be responsible for reporting

Education: 5 or more years relevant experience

DOCUMENTATION SPECIALIST

Functional Responsibility: Ability to process and perform on documentation and content management requirements. Requires excellent

organizational skills and cooperative skills.

Education: High school, specialized training desirable.

Experience: 2 or more years relevant experience

IMAGING SPECIALIST

Functional Responsibility: Provides highly technical and specialized solutions to complex imaging issues. Performs analyses, studies, recommendations and reports on imaging related topics.

Education: Specialized training desirable

Experience: 0 or more years relevant experience

VOICE OVER ARTIST/NARRATOR

Functional Responsibility: Provide narration of commercial and independent films/media such as on-line workplace training courses; audio textbooks excerpts; recording for dial-in-newspaper service; recording/narration of text books and employee orientation videos.

Education: BA in relevant field of study

Experience: 2 or more years relevant experience

PSS CONTACT

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