



# 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**

**FSC CLASS:**

**Contract number: GS-10F-0294U**

For more information on ordering from the Federal Supply Schedules, go to the GSA Schedules page at [GSA.gov](http://GSA.gov)

**CONTRACT PERIOD: JULY 15, 2018 – JULY 14, 2028**



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SMALL, WOMAN-OWNED BUSINESS

**Price list current as of Modification # PS-0033 effective May 4, 2023**

Prices Shown Herein are Net (discount deducted)



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# About Sage

Delivering superior value to our stakeholders by bringing together passionate professionals, innovative technologies, and best practices in the solutions we offer.

Sage Computing, Inc., located in the Washington DC metro area, is an information technology (IT) and social sciences research company. Our performance-driven solutions enhance mission capabilities while supporting business goals and objectives. We leverage clients' existing resources and infrastructure, reducing costs and enabling more effective utilization of human capital and information technology.

Sage has been delivering exceptional results to clients for over 20 years. We are a minority, woman owned small business. Our growing staff includes experts in Information Technology, Web Development, Database Management, Statistical Analysis, Writing and Editing, and Information Clearinghouse services.



# Customer Information

## 1a. Table of awarded Special Item Numbers

SINs	RECOVERY	SIN TITLE
541511	541511RC	Web Based Marketing Service
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
54151S	54151SRC	Information Technology Services
OLM	OLMRC	Order Level Materials (OLMs)

1b. Pricing for Services: *See the labor rate tables inside this brochure*

1c. Labor Category descriptions and qualifications: *See specific labor category descriptions pricing tables*

2. Maximum Order: *\$1,000,000.00*

3. Minimum Order: *\$100.00*

4. Geographic Coverage (delivery area): *Domestic*

5. Point(s) of production (city, county, and state or foreign country): *Same as company address*

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

7. Quantity discounts: *None Offered*

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): *None*

10a. Time of Delivery (Contractor insert number of days): *To Be Determined at the Task Order level*

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. *To Be Determined at the Task Order level*

10c. Overnight and 2-day delivery. *To Be Determined at the Task Order level*

10d. Urgent Requirements: *To Be Determined at the Task Order level*

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

12a. Ordering Address(es): *Same as company address*

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

13. Payment address(es): *Same as company address*

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. Section 508 compliance information is available on Electronic and Information Technology (Eli) supplies and services at [www.sagecomputing.com](http://www.sagecomputing.com). The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov).

23. Unique Entity Identifier (UEI) Number: *XVEQU5LKJKM5*

24. Notification regarding registration in System for Award Management (SAM) database.: *Registered and active in SAM*

# Government Awarded Prices

(NET PRICES INCLUDING IFF)

Labor Category	Year 15 7/2022 - 7/2023	Year 16 7/2023 - 7/2024	Year 17 7/2024 - 7/2025	Year 18 7/2025 - 7/2026	Year 19 7/2026 - 7/2027	Year 20 7/2027 - 7/2028
Copy Editor	\$46.97	\$47.91	\$48.87	\$49.84	\$50.84	\$51.86
Graphics Designer	\$76.58	\$78.12	\$79.68	\$81.27	\$82.89	\$84.55
Project Director	\$265.49	\$270.80	\$276.22	\$281.74	\$287.38	\$293.12
Quality Control Specialist	\$71.48	\$72.91	\$74.37	\$75.85	\$77.37	\$78.92
Senior Writer/Editor	\$107.22	\$109.37	\$111.56	\$113.78	\$116.05	\$118.38
Software Engineer	\$114.36	\$116.64	\$118.98	\$121.36	\$123.79	\$126.27
Subject Matter Expert 1	\$153.17	\$156.23	\$159.36	\$162.54	\$165.79	\$169.11
Subject Matter Expert 2	\$255.28	\$260.37	\$265.60	\$270.91	\$276.33	\$281.84
Web Designer	\$88.84	\$90.61	\$92.43	\$94.27	\$96.16	\$98.08
Web Developer	\$91.90	\$93.74	\$95.61	\$97.53	\$99.48	\$101.47
Writer/Editor	\$82.71	\$84.36	\$86.05	\$87.77	\$89.53	\$91.32
Administrative Support	\$41.04	\$41.86	\$42.68	\$43.55	\$44.42	\$45.31
Analyst	\$94.04	\$95.92	\$97.84	\$99.79	\$101.79	\$103.83
Data Entry Clerk	\$32.06	\$32.70	\$33.35	\$34.02	\$34.70	\$35.40
Database Management Specialist	\$108.28	\$110.45	\$112.65	\$114.91	\$117.21	\$119.55
Database Specialist	\$75.23	\$76.73	\$78.27	\$79.83	\$81.43	\$83.06
Interviewers	\$39.32	\$40.10	\$40.90	\$41.72	\$42.56	\$43.41
Principal Investigator	\$223.32	\$227.79	\$232.34	\$236.99	\$241.72	\$246.56
Project Manager	\$125.66	\$128.17	\$130.73	\$133.35	\$136.01	\$138.73
Research Assistant	\$55.85	\$56.97	\$58.11	\$59.27	\$60.46	\$61.67
Statistician	\$79.50	\$81.09	\$82.71	\$84.36	\$86.05	\$87.77
Senior Analyst	\$116.26	\$118.59	\$120.96	\$123.38	\$125.84	\$128.36
Technical Writer	\$58.98	\$60.16	\$61.36	\$62.59	\$63.84	\$65.12

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. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code-Title</b>	<b>WD Number</b>
Research Assistant	01420-Survey Worker	2015-4281
Interviewers	01113-General Clerk 1	2015-4281
Data Entry Clerk	01151-Data Entry Operator 1	2015-4281
Technical Writer	30462-Technical Writer II	2015-4281
Administrative Support	01111-General Clerk 1	2015-4281

# Labor Category Descriptions

(IN ALPHABETICAL ORDER)

## **JOB TITLE: ADMINISTRATIVE SUPPORT (SCA ELIGIBLE)**

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**Minimum/General Experience:** Two years of applicable experience or an equivalent combination of education, training, and experience. Requires practical experience using automated word processing, and office management, events planning; travel arrangements. In addition, requires strong computer software skills.

**Functional Responsibilities:** Under general guidance, performs specialized and complex administrative and secretarial support to a corporate officer. Demonstrated strong organizational and technical skills, including a high level of competence in office procedures. Demonstrates the ability to exercise sound judgment in sensitive matters with minimum supervision.

**Minimum Education:** Associate's degree.

## **JOB TITLE: ANALYST**

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**Minimum/General Experience:** This position requires a minimum of three years experience in business analysis, developing functional requirements and implementation of business solutions including statistical analysis. Demonstrated ability to provide input and skills for specific tasks or subtasks. Expertise in supporting one or more SINS. Good written and oral communications skills. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibilities:** Responsibility in design, implementation, and management of efforts. Plans, organizes, and implements specific task, including technical work and schedule. Coordinates activities, anticipates technical problems, and resolves problems as required. Ensures that all activities conform to terms and conditions of delivery order or contract. Designs methodology, prepares descriptive and analytical reports, documents and presentations. May be under the supervision of the Project Manager, or work under only general direction.

**Minimum Education:** Bachelor's degree in Statistics, Economics, Mathematics, Business, Management, Information Systems or other related scientific, technical, or organizational discipline, or equivalent years of experience.

## **JOB TITLE: COPY EDITOR**

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**Minimum/General Experience:** One year of experience in copyediting and proofreading publications. Excellent writing skills required. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

**Functional Responsibilities:** Provides editorial assistance in the production of reports, journals, articles, catalogs, brochures, directories, plans, and promotional items. Provides advisory or facilitating services for use by others responsible for the production of printed materials for distribution.

**Minimum Education:** Bachelor's degree.



## **JOB TITLE: DATA ENTRY CLERK (SCA ELIGIBLE)**

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**Minimum/General Experience:** Requires one year of experience in data entry, verification, and general office and word processing packages.

**Functional Responsibilities:** Performs data entry via online data terminal, key-to-tape, key-to-disk or similar device. Verifies data entered, where applicable.

**Minimum Education:** Requires a high school diploma.

## **JOB TITLE: DATABASE MANAGEMENT SPECIALIST**

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**Minimum/General Experience:** This position requires a minimum of three years' experience with database design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of database systems.

**Functional Responsibilities:** Manages the development of database projects. Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods and security procedures for specific user applications.

**Minimum Education:** Bachelor's degree in Information Systems, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

## **JOB TITLE: DATABASE SPECIALIST**

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**Minimum/General Experience:** This position requires a minimum of two years' experience in data collection and data management.

**Functional Responsibilities:** Responsible for database management, designing and maintaining large databases. Develops data collection methodology, oversight of data collections efforts, prepares descriptive and analytical reports and presentations. May be under the supervision of the Senior Analyst, Survey Manager, or may work independently.

**Minimum Education:** Bachelor's degree in Information Systems, Statistics, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline, or equivalent years of experience.

## **JOB TITLE: GRAPHICS DESIGNER**

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**Minimum/General Experience:** Two years of experience developing graphic artwork in a variety of media, using Macintosh and PC equipment. Requires experience in using numerous graphics software packages for graphics illustration, charts and graphs, page layout, photo design and production, and word processing.

**Functional Responsibilities:** Develops graphic artwork in a variety of media to support publication requirements using a Macintosh and/or PC. May also provide hand illustration. Produces a variety of artwork, including technical and commercial documents, pamphlets, brochures, and other forms of artwork. Performs conceptual and visualization work and graphic production tasks.

**Minimum Education:** Bachelor's degree.

## **JOB TITLE: INTERVIEWER (SCA ELIGIBLE)**

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**Minimum/General Experience:** 1 year of related survey experience. Good oral and written skills.

**Functional Responsibilities:** Interview respondents to collect survey data. Follows up and calls non-respondents to collect information.

**Minimum Education:** High school.

## **JOB TITLE: PRINCIPAL INVESTIGATOR**

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**Minimum/General Experience:** Senior researcher with a Ph.D. in an appropriate field with minimum 4 years of experience. Subject matter expert in relevant area. Demonstrated ability to design and coordinate scientifically rigorous research projects through publication of peer-reviewed monographs or government reports.

**Functional Responsibilities:** On designated research projects will have lead responsibility for selection of methodological approach, sample design, data collection protocols and appropriate types of statistical analysis. Develops requirements for a project's inception to conclusion in a subject matter area. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Quickly identify client issues and likely solutions and approaches. On an as-needed basis will be available to act as project spokesperson at senior-level management presentations, public testimony and media briefings. Leverage the collective knowledge and experience of Sage Computing Inc. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Serve as a coach or mentor to the other team members on complex business improvement engagements. Act as senior company functional expert in areas relating to tasks.

**Minimum Education:** Ph.D.

**Allowable substitution for minimum education/experience requirement:** Masters and six years subject matter experience.

## **JOB TITLE: PROJECT DIRECTOR**

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**Minimum/General Experience:** This position requires 10 years of progressively more responsible experience in managing numerous, complex, and time-critical web systems, marketing-, media, and/or public information services-related activities simultaneously. Requires outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Requires broad knowledge of quality enhancement standards and familiarity with the specific programs of the client.

**Functional Responsibilities:** Provides oversight of large, complex projects. Directs and coordinates all resources assigned to a group of projects and corporate-wide support resources and possible subordinate Project Manager staff. Consult with Government officials concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of all deliverables and support functions.

**Minimum Education:** Master's degree.

**Allowable substitution for minimum education/experience requirement:** Bachelor's degree and 12 years of directly related work experience or Ph.D. and six years subject matter experience may be substituted.

## **JOB TITLE: PROJECT MANAGER**

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**Minimum/General Experience:** Eight years of experience on projects requiring extensive and progressive experience in the individual's field of study and specialization. Candidate must have a strong background in project management. Must have demonstrated ability to provide guidance and direction to staff and possess expertise in the management and control of funds and resources, establishing requirements and procedures for responding to statements of work for task/delivery orders, and preparing deliverables. Must also possess strong facilitation and cross-functional team facilitation skills.

**Functional Responsibilities:** Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as the primary interface with the customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products. Supports the completion of project-specific tasks within estimated timeframes and budget constraints. Builds and leads effective, energized teams. Leverages tools and techniques and methods from other projects.

**Minimum Education:** Bachelor's degree in Information Systems, Statistics, Engineering, Mathematics, Business, Management, or other related scientific, technical, or organizational discipline.

## **JOB TITLE: QUALITY CONTROL SPECIALIST**

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**Minimum/General Experience:** One year of experience reviewing the quality and accuracy of materials written or edited by other editorial staff. Experience and knowledge of Section 508.

**Functional Responsibilities:** Provides quality control of products at the pre-production and camera-ready stages. Works with staff to resolve errors. Maintains and updates style guides and templates specific to each client to ensure accuracy and consistency in writing and editing. Reviews web postings to maintain quality control.

**Minimum Education:** Bachelor's degree.

## **JOB TITLE: RESEARCH ASSISTANT (SCA ELIGIBLE)**

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**Minimum/General Experience:** This position requires a minimum of Associates diploma with 2 years of experience.

**Functional Responsibilities:** Provides literature review and general research support for a project.

**Minimum Education:** Associates diploma.

**Allowable substitution for minimum education/experience requirement:** Bachelor's degree with no experience.

## **JOB TITLE: SENIOR ANALYST**

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**Minimum/General Experience:** This position requires over 6 years of progressive experience in business analysis, developing functional requirements, project planning, organization, direction, and control of business solutions and implementation. Skilled in areas such as, but not limited to, methodology development, performance measurement, identifying best practices, strategy development, leading, and organizing surveys and focus groups. Expertise in supporting one or more SINs. Good written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibilities:** Applies state-of-the-art methodologies and principles to conduct functional analyses and design specifications. Key coordinator between multiple functional teams to ensure enterprise-wide integration of project efforts. Provides authoritative technical inputs for tasks in the areas of process re-engineering, statistical analysis and other related tasks. Provides design and implementation skills in specific tasks in support of awarded projects. Conducts major projects with latitude in determining technical objective of assignment. Designs methodology, oversight of data collections efforts, prepares descriptive and analytical reports, documents and presentations. May translate design into computer software. May be under the supervision of the Project Manager, or may work independently in providing daily supervision and direction to team personnel.

**Minimum Education:** Bachelor's degree in Statistics, Economics, Mathematics, Business, Management, Information Systems or other related scientific, technical, or organizational discipline, or equivalent years of experience.

**Allowable substitution for minimum education/experience requirement:** Master's degree with 4 years of experience.

## **JOB TITLE: SENIOR WRITER/EDITOR**

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**Minimum/General Experience:** Four years of experience writing and editing publications. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that is intended for use by non-technical lay audiences. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

**Functional Responsibilities:** Supports the development and production of a variety of documents for clients and their customers, including reports, journals, articles, catalogs, brochures, directories, plans, and promotional items. Writes and edits complex reports. Writes and edits material for online access and dissemination via the Internet.

**Minimum Education:** Bachelor's degree.

## **JOB TITLE: SOFTWARE ENGINEER**

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**Minimum/General Experience:** Minimum 3 years of experience in software development, web programming.

**Functional Responsibilities:** Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to industry standards and procedures.

**Minimum Education:** Bachelor's degree in Computer Science, Information Technology or related fields.

## **JOB TITLE: STATISTICIAN**

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**Minimum/General Experience:** This position requires a minimum of three years experience using various software applications for performance of statistical analysis to support to consulting and survey tasks. Expert in field of predictive statistics. Demonstrated ability to communicate orally and in writing. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibilities:** Conduct statistical analysis of surveys and results. Applies standard sampling techniques to results to determine statistical significance. Creates and validates reports and results.

**Minimum Education:** Bachelor's degree in Statistics, Mathematics, Operations Research, Business, Management, or other related scientific, technical, or organizational discipline.

## **JOB TITLE: SUBJECT MATTER EXPERT 1**

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**Minimum/General Experience:** Minimum 10 years of experience in related field.

**Functional Responsibilities:** Initiates, supervises, and/or develops requirements from a project's inception to conclusion for complex to extremely complex programs; Provides strategic advice, technical guidance and expertise to program and project staff; Provides detailed analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues; Consults with client to define need or problem supervises studies and leads surveys to collect and analyze data to provide advice and recommend solutions.

**Minimum Education:** Bachelor's degree.

## **JOB TITLE: SUBJECT MATTER EXPERT 2**

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**Minimum/General Experience:** Minimum 15 years of experience in related field.

**Functional Responsibilities:** Consultation on highly specialized, leading edge technologies and methodologies. Initiates, supervises, and/or develops requirements from a project's inception to conclusion for complex to extremely complex programs; Provides strategic advice, technical guidance and expertise to program and project staff; Provides detailed analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues; Consults with client to define need or problem supervises studies and leads surveys to collect and analyze data to provide advice and recommend solutions. Perform cost benefit analysis and provide recommendations.

**Minimum Education:** Bachelor's degree.

## **JOB TITLE: TECHNICAL WRITER (SCA ELIGIBLE)**

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**Minimum/General Experience:** Two years of experience in writing, designing, editing, graphic design or illustration and preparing business or technical documentation. Experience with and demonstrated knowledge of government or commercial documentation standards as appropriate to the requirements of the task order. Must demonstrate an ability to work independently or under only general direction.

**Functional Responsibilities:** Responsible for documentation design, technical materials, manuals, and publications. Tasks may include technical writing/editing, editorial consultation, copy design/editing, graphics and illustrations, proof-reading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define documentation content, visual design, specifications, and development schedules. Prepares required documentation in an appropriate format. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing to ensure document organization and quality. Also maintains basic skills and working knowledge of Web development programming tools, including HTML.

**Minimum Education:** Bachelor's Degree in Computer Science, Art, Communications, Journalism, English, or a related field.

## **JOB TITLE: WEB DESIGNER**

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**Minimum/General Experience:** Two years of experience in the design and development of all online collateral including but not limited to web pages, logos, illustration, fliers, and advertisements. Experience designing, developing, and maintaining Federal government websites.

**Functional Responsibilities:** Create multiple web designs, color schemes etc. through a wide variety of tools (e.g., Photoshop). Supports development and implementation of an online media strategy for the client. Explores creative engagement methods while complying with client branding. Conducts continuous maintenance of the client's website.

**Minimum Education:** Bachelor's degree.

## **JOB TITLE: WEB DEVELOPER**

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**Minimum/General Experience:** Two years of experience developing web sites and pages.

**Functional Responsibilities:** Designs and develops web and user interfaces, integrates multimedia products, uses page-layout programs to create responsive designs. Performs web traffic analysis and ensures 508 compliance.

**Minimum Education:** Bachelor's degree.

## **JOB TITLE: WRITER/EDITOR**

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**Minimum/General Experience:** Two years of experience writing and editing publications. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that is intended for use by non-technical lay audiences. For publications printed and distributed by Government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

**Functional Responsibilities:** Supports the development and production of a variety of documents for clients and their customers, including reports, journals, articles, catalogs, brochures, directories, plans, and promotional items. Writes and edits complex reports. Writes and edits material for online access and dissemination via the Internet.

**Minimum Education:** Bachelor's degree.



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