



**AUTHORIZED FEDERAL SUPPLY SCHEDULE
FSS PRICE LIST
Federal Supply Group: Professional Services
Multiple Award Schedule (MAS)**

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE**

CONTRACT NUMBER: 47QRAA21D000E

CONTRACT PERIOD: October 29, 2020–October 28, 2025

CONTRACT ADMINISTRATOR: MR. DAVID BANKS

PALLADIANCONTRACTSADMIN@PALLADIANPARTNERS.COM

BUSINESS SIZE: LARGE

Palladian Partners, Inc.
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<http://www.palladianpartners.com>

Pricelist current through Modification No. PA-0016, Effective 02/28/2023

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>.

For more information on ordering go to the following website:

<http://www.gsa.gov/schedules>

CUSTOMER INFORMATION:

1a. Awarded Special Item Numbers:

541810 Advertising Services
541613 Marketing Consulting Services
541850 Exhibit Design and Advertising Services
541810ODC Other Direct Costs for Marketing & Public Relation Services
OLM - Order Level Materials

1b. Lowest Priced Model: Not Applicable

1c. Hourly Rates: See Pricelist pages 4 – 9

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).

7. Quantity discounts: None

8. Prompt payment terms: None

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): Specified on the Task Order

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list: Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: See Federal Acquisition Regulations (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. If applicable, Information and Communications Technology (ICT) accessibility standards can be found at**
<https://www.Section508.gov/>.
- 23. Unique Entity Identifier (UEI) Number:** SJGQXJEFBKC5
- 24. Notification regarding registration in System for Award Management (SAM) database:** Registered

Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN/SIN(s) Proposed	Labor Category	Contractor or Customer Facility or Both**	Unit of Issue	Price Offered to GSA (including IFF) 10/29/2022- 10/28/2023	Price Offered to GSA (including IFF) 10/29/2023- 10/28/2024	Price Offered to GSA (including IFF) 10/29/2024- 10/28/2025
541810 541850 541613	3D Designer Specialist *	Both	Hour	\$80.11	\$82.51	\$84.98
541810 541850 541613	Art Director 1	Both	Hour	\$146.46	\$150.85	\$155.38
541810 541850 541613	Communications Associate 1 *	Both	Hour	\$81.52	\$83.97	\$86.48
541810 541850 541613	Communications Associate 2 *	Both	Hour	\$110.27	\$113.58	\$116.99
541810 541850 541613	Communications Associate 3 *	Both	Hour	\$116.79	\$120.29	\$123.90
541810 541850 541613	Communications Expert/Social Marketer	Both	Hour	\$242.49	\$249.77	\$257.26
541810 541850 541613	Conference Director	Both	Hour	\$108.16	\$111.40	\$114.75
541810 541850 541613	Consultant Writer 1 *	Both	Hour	\$90.67	\$93.40	\$96.20
541810 541850 541613	Consultant Writer 2 *	Both	Hour	\$142.51	\$146.78	\$151.19
541810 541850 541613	Consultant Writer 3 *	Both	Hour	\$160.80	\$165.62	\$170.59
541810 541850 541613	Consultant Writer 4 *	Both	Hour	\$168.85	\$173.92	\$179.14
541810 541850 541613	Corporate Conference Monitor	Both	Hour	\$154.20	\$158.82	\$163.59
541810 541850 541613	Corporate Task Order Monitor	Both	Hour	\$224.01	\$230.73	\$237.65
541810 541850 541613	Database Coordinator 3 *	Both	Hour	\$70.07	\$72.17	\$74.34
541810 541850 541613	Deputy Project Manager *	Both	Hour	\$109.26	\$112.54	\$115.91

541810 541850 541613	Digital Media Associate *	Both	Hour	\$95.72	\$98.60	\$101.55
541810 541850 541613	Digital Media Associate 1 *	Both	Hour	\$104.10	\$107.23	\$110.44
541810 541850 541613	Digital Media Producer 1 *	Both	Hour	\$105.72	\$108.89	\$112.16
541810 541850 541613	Digital Media Producer 2 *	Both	Hour	\$120.70	\$124.32	\$128.05
541810 541850 541613	Director of Conference Services	Both	Hour	\$176.66	\$181.96	\$187.42
541810 541850 541613	Director of Digital Media	Both	Hour	\$192.71	\$198.49	\$204.44
541810 541850 541613	Editor 1 *	Both	Hour	\$73.64	\$75.85	\$78.13
541810 541850 541613	Editor 2	Both	Hour	\$89.16	\$91.83	\$94.59
541810 541850 541613	Editorial Consultant	Both	Hour	\$77.72	\$80.05	\$82.45
541810 541850 541613	Editorial Consultant 1 *	Both	Hour	\$123.80	\$127.51	\$131.34
541810 541850 541613	Editorial Project Coordinator 1 *	Both	Hour	\$115.49	\$118.96	\$122.52
541810 541850 541613	Executive Project Manager	Both	Hour	\$224.01	\$230.73	\$237.65
541810 541850 541613	Graphic Artist *	Both	Hour	\$94.56	\$97.40	\$100.32
541810 541850 541613	Graphic Designer 1 *	Both	Hour	\$110.35	\$113.66	\$117.07
541810 541850 541613	Graphic Designer 2-a *	Both	Hour	\$119.20	\$122.78	\$126.46
541810 541850 541613	Graphic Designer 2-b *	Both	Hour	\$129.54	\$133.42	\$137.43
541810 541850 541613	Graphic Designer 3 *	Both	Hour	\$181.38	\$186.82	\$192.43

541810 541850 541613	HTML/Web Software Specialist *	Both	Hour	\$155.47	\$160.13	\$164.93
541810 541850 541613	Integrated Communications Manager	Both	Hour	\$120.73	\$124.35	\$128.08
541810 541850 541613	Integrated Communications Manager 1	Both	Hour	\$136.54	\$140.63	\$144.85
541810 541850 541613	Interactive Designer Specialist *	Both	Hour	\$78.77	\$81.14	\$83.57
541810 541850 541613	Junior Editor *	Both	Hour	\$69.93	\$72.03	\$74.19
541810 541850 541613	Junior Writer *	Both	Hour	\$110.05	\$113.36	\$116.76
541810 541850 541613	Lead Meeting Planner	Both	Hour	\$97.35	\$100.27	\$103.28
541810 541850 541613	Logistics Coordinator *	Both	Hour	\$67.03	\$69.04	\$71.11
541810 541850 541613	Logistics Coordinator 1 *	Both	Hour	\$70.07	\$72.17	\$74.34
541810 541850 541613	Logistics Coordinator 2 *	Both	Hour	\$76.17	\$78.45	\$80.81
541810 541850 541613	Materials Development Writer *	Both	Hour	\$126.07	\$129.85	\$133.75
541810 541850 541613	Meeting Planner 2 *	Both	Hour	\$76.70	\$79.00	\$81.37
541810 541850 541613	Mid-Level Project Manager *	Both	Hour	\$99.21	\$102.19	\$105.25
541810 541850 541613	Production/Distribution Manager *	Both	Hour	\$78.88	\$81.25	\$83.68
541810 541850 541613	Program Manager *	Both	Hour	\$127.91	\$131.75	\$135.70
541810 541850 541613	Project Manager *	Both	Hour	\$109.26	\$112.54	\$115.91
541810 541850 541613	Proofreader *	Both	Hour	\$56.82	\$58.52	\$60.28

541810 541850 541613	Proofreader 1 *	Both	<i>Hour</i>	\$68.50	\$70.55	\$72.67
541810 541850 541613	Proofreader 2 *	Both	<i>Hour</i>	\$82.62	\$85.10	\$87.65
541810 541850 541613	Senior Consultant Writer *	Both	<i>Hour</i>	\$155.47	\$160.13	\$164.93
541810 541850 541613	Senior Editor *	Both	<i>Hour</i>	\$96.79	\$99.70	\$102.69
541810 541850 541613	Senior Editor 2 *	Both	<i>Hour</i>	\$100.95	\$103.98	\$107.10
541810 541850 541613	Senior Executive Manager	Both	<i>Hour</i>	\$234.55	\$241.59	\$248.84
541810 541850 541613	Senior Graphic Designer *	Both	<i>Hour</i>	\$121.65	\$125.30	\$129.06
541810 541850 541613	Senior Graphic Designer 1 *	Both	<i>Hour</i>	\$132.48	\$136.46	\$140.55
541810 541850 541613	Senior Meeting Planner 1 *	Both	<i>Hour</i>	\$78.88	\$81.25	\$83.68
541810 541850 541613	Senior Meeting Planner 2 *	Both	<i>Hour</i>	\$87.29	\$89.91	\$92.61
541810 541850 541613	Senior Meeting Planner 3 *	Both	<i>Hour</i>	\$101.53	\$104.57	\$107.71
541810 541850 541613	Senior Production Manager *	Both	<i>Hour</i>	\$89.38	\$92.06	\$94.82
541810 541850 541613	Senior Program Manager	Both	<i>Hour</i>	\$190.73	\$196.45	\$202.34
541810 541850 541613	Senior Project Manager	Both	<i>Hour</i>	\$141.17	\$145.40	\$149.76
541810 541850 541613	Senior Science Writer 1 *	Both	<i>Hour</i>	\$150.26	\$154.77	\$159.41
541810 541850 541613	Senior Scientist/Project Director	Both	<i>Hour</i>	\$187.90	\$193.53	\$199.34
541810 541850 541613	Senior Web Developer *	Both	<i>Hour</i>	\$161.77	\$166.62	\$171.62

541810 541850 541613	Senior Web Developer 1 *	Both	Hour	\$192.72	\$198.50	\$204.45
541810 541850 541613	Senior Web Developer 2 *	Both	Hour	\$212.00	\$218.36	\$224.91
541810 541850 541613	Senior Web Writer *	Both	Hour	\$126.07	\$129.85	\$133.75
541810 541850 541613	Senior Writer/Editor *	Both	Hour	\$126.07	\$129.85	\$133.75
541810 541850 541613	Senior Writer 1 *	Both	Hour	\$126.49	\$130.28	\$134.19
541810 541850 541613	Task Order Leader *	Both	Hour	\$85.15	\$87.71	\$90.34
541810 541850 541613	Task Order Leader 1 *	Both	Hour	\$87.33	\$89.95	\$92.65
541810 541850 541613	Task Order Leader 2 *	Both	Hour	\$89.38	\$92.06	\$94.82
541810 541850 541613	Traffic Manager 1	Both	Hour	\$150.10	\$154.60	\$159.24
541810 541850 541613	Web Content Specialist *	Both	Hour	\$111.45	\$114.79	\$118.23
541810 541850 541613	Web Content Strategist 1 *	Both	Hour	\$162.40	\$167.27	\$172.29
541810 541850 541613	Web Content Strategist 2 *	Both	Hour	\$169.24	\$174.32	\$179.55
541810 541850 541613	Web Database Specialist 1 *	Both	Hour	\$168.42	\$173.48	\$178.68
541810 541850 541613	Web Designer *	Both	Hour	\$116.60	\$120.10	\$123.70
541810 541850 541613	Web Developer *	Both	Hour	\$139.43	\$143.61	\$147.92
541810 541850 541613	Web Developer 1 *	Both	Hour	\$150.59	\$155.11	\$159.77
541810 541850 541613	Web Graphic Designer 1 *	Both	Hour	\$116.60	\$120.10	\$123.70

541810 541850 541613	Web Graphic Designer 2 *	Both	<i>Hour</i>	\$168.42	\$173.48	\$178.68
541810 541850 541613	Web Writer *	Both	<i>Hour</i>	\$116.60	\$120.10	\$123.70
541810 541850 541613	Writer 1 *	Both	<i>Hour</i>	\$118.77	\$122.33	\$126.00
541810 541850 541613	Writer 2 *	Both	<i>Hour</i>	\$123.43	\$127.13	\$130.95

Other Direct Costs for Marketing and Public Relations Services: 541810ODC

SIN(s)	Support Product/Labor (ODCs)	Unit of Issue	Contract or Customer Facility or Both	Domestic, Overseas, Worldwide	Ceiling Price/Rate Offered to GSA (including IFF)
541810ODC	Consultants	Task	Both	Domestic Only	\$82,305.50
541810ODC	Courier	Task	Both	Domestic Only	\$664.84
541810ODC	Materials & Supplies	Task	Both	Domestic Only	\$9,543.30
541810ODC	Meeting Room Rental	Task	Both	Domestic Only	\$277,732.52
541810ODC	Miscellaneous Costs	Task	Both	Domestic Only	\$483,045.13
541810ODC	Printing and Reproduction	Task	Both	Domestic Only	\$31,073.01
541810ODC	Telecommunications	Task	Both	Domestic Only	\$3,404.29
541810ODC	Temporary Services	Task	Both	Domestic Only	\$133,091.87

Labor Category	Labor Category/Service Description	Minimum Education	Minimum Years of Experience
3D Designer Specialist *	Produces three-dimensional designs for print, animation, and Web products, as well as traditional two-dimensional designs. Collaborates with graphic designers in the design and layout of publications and assists with the development of Web products and sites.	Bachelors	1
Art Director 1	Supervises design staff and leads projects ranging from design publications, education materials, marketing materials, and exhibits to infographics, motion graphics, user experience (UX) tasks, and Web site designs. Assists in the guidance and professional development of design staff. Oversees design tasks, budgets, and timelines across multiples campaigns and contracts.	Bachelors	12
Communications Associate 1 *	Assists company managers and corporate officers by providing a wide array of project and contract management support.	Bachelors	1
Communications Associate 2 *	Assists company managers and corporate officers by providing a wide array of project and contract management support.	Bachelors	3
Communications Associate 3 *	Assists company managers and corporate officers by providing a wide array of project and contract management support.	Bachelors	5
Communications Expert/Social Marketer	Develops strategic communications plans and educational and outreach efforts designed to educate the public about progress in biomedical research and evidence-based health information. Also performs a wide range of social marketing and public communications tasks, as requested.	Bachelors	3
Conference Director	Serves as head of the conference department and is responsible for conference, meeting, workshop, and special event planning. Oversees the work of the conference staff and participates as senior planner for meetings. Has extensive knowledge of conference planning, logistical support, and contract negotiation.	Bachelors	10
Consultant Writer 1 *	Under supervision of senior staff, contributes to production of educational and promotional materials for technical and lay audiences. Assists with larger publications and creates material for smaller projects.	Bachelors	1
Consultant Writer 2 *	Under supervision of senior staff and project managers, creates promotional and educational materials for technical and lay audiences.	Bachelors	3
Consultant Writer 3 *	Under supervision of senior staff and project managers, creates promotional and educational materials for technical and lay audiences. Also serves as rapporteur for scientific meetings.	Bachelors	7
Consultant Writer 4 *	Under supervision of senior staff and project managers, creates promotional and educational materials for technical and lay audiences. Also serves as rapporteur for scientific meetings.	Bachelors	9
Corporate Conference Monitor	Oversees project managers and meeting planning staff for all Palladian conference and meeting planning services. Provides corporate-level leadership and supervision for all conference and meeting planning tasks and contracts. Responsible for compliance with contract requirements and for ensuring invoices are accurate. Has extensive knowledge of conference planning, logistical support, and contract negotiation.	Bachelors	12

Corporate Task Order Monitor	Oversees project managers in providing all Palladian services, including but not limited to graphic design and production, writing and editorial support, and conference support, to Federal agencies for producing publications and marketing and educational materials for technical and lay audiences. Materials include but are not limited to patient and professional education materials, research summaries, reports, manuals, newsletters, fact sheets, brochures, exhibits, collateral and other marketing materials, Web pages and sites, and peer-reviewed scientific manuscripts. Services include conference and database support, social marketing, and related professional expertise.	Bachelors	12
Database Coordinator 3 *	With minimal supervision, keeps participant, application, and other project databases updated.	High School	1
Deputy Project Manager *	Under supervision of Senior Project Manager, Mid-Level Project Manager, or corporate officer, manages projects appropriate to experience level. Makes recommendations for matching staff to needs of the project, develops production timelines and schedules, and monitor status of development of all products and delivery of all services under designated project. Monitors quality control and quality assurance procedures and outcomes. Coordinates design in production of publications and educational and marketing materials and web products, and/or conference support per assignments and maintains contact with client.	Bachelors	5
Digital Media Associate *	Under the guidance of senior-level staff, provides support to range of interactive communications tasks including webinar support, video post-production, video captioning, social media updates and maintenance, accessibility remediation of PDFs and other Web-based materials, Web site content updates, task coordination, and research activities in support of projects.	Bachelors	1
Digital Media Associate 1 *	Under the guidance of senior-level staff, provides support to a range of interactive communications tasks, including webinar support, video post-production, video captioning, social media updates and maintenance, accessibility remediation of PDFs and other Web-based materials, Web site content updates, task coordination, and research activities in support of projects.	Bachelors	2
Digital Media Producer 1 *	With direction from senior staff, provides hands-on video pre-production, production, and post-production support, including shooting, editing, captioning, and media integration.	Bachelors	2
Digital Media Producer 2 *	With limited direction, provides hands-on video pre-production, production, and post-production support, including shooting, editing, captioning, and media integration. With limited direction, provides hands-on video pre-production, production, and post-production support, including shooting, editing, captioning, and media integration.	Bachelors	4
Director of Conference Services	Serves as head of the conference department and is responsible for overseeing managers and meeting planning staff for all Palladian conference and meeting planning services. Has extensive knowledge of conference planning, logistical support, and contract negotiation. Responsible for compliance with contract requirements and for ensuring invoices are accurate. Provides leadership and oversight on larger, more complex conferences and events.	Bachelors	10

Director of Digital Media	In close collaboration with clients, conceptualizes and directs video and digital animation projects. Identifies key stakeholders and talent, as well as strategic opportunities, and provides creative direction to designers and video production team. With a supporting project manager, ensures all deliverables are met on time and within budget, and that the team adheres to best practices and quality assurance standards.	Bachelors	5
Editor 1 *	Provides editorial services for publications, and assists senior editors and project managers with project coordination.	Bachelors	1
Editor 2	Provides editorial and project management services for publications and educational materials. Coordinates with project managers and senior editors to manage production of assigned publications.	Bachelors	3
Editorial Consultant	Provides editorial expertise in needed areas, such as copyediting, proofreading, and checking of blueines as well as developing style sheets and guidelines for the development of publications and training others to follow the guidelines and style sheets.	Bachelors	3
Editorial Consultant 1 *	Provides editorial expertise in needed areas, such as copyediting, proofreading, and checking proofs, as well as developing style sheets and guidelines for the development of publications and training others to follow the guidelines and style sheets. Also conceptualizes publications, provides guidance regarding production steps and timelines, and performs quality-control checks.	Bachelors	5
Editorial Project Coordinator 1 *	Coordinates the writing, editing, proofreading, design, and/or production of print and online communications products, including newsletters, reports, fact sheets, brochures, program books, posters, and Web sites. Creates and monitors editorial and production schedules.	Bachelors	5
Executive Project Manager	Oversees other project managers in providing professional services to Federal agencies in any one or more of Palladian's service areas. Develops budgets, assists with staffing, identifies appropriate resources, provides quality control checks, and troubleshoots problems.	Bachelors	12
Graphic Artist *	Coordinates with graphic designers in design and layout of publications and assists with the development of Web products and sites. Provides special effects, such as animation and illustration.	Bachelors	3
Graphic Designer 1 *	Under supervision of project manager or senior graphic designer, coordinates with team of writers, editors, and other graphic artists to produce publications and educational and marketing materials and Web products. Acts as liaison with printers, service bureaus, and clients.	Bachelors	6
Graphic Designer 2-a *	Under supervision of project manager or senior graphic designers, coordinates with team of writers, editors, and graphic artists to produce publications and educational and marketing materials and Web products. Acts as liaison with printers, service bureaus, and clients.	Bachelors	7
Graphic Designer 2-b *	Under supervision of project manager or graphic designer 3, coordinates with team of writers, editors, and graphic artists to produce publications and educational and marketing materials and Web products. Acts as liaison with printers, service bureaus, and clients.	Bachelors	8

Graphic Designer 3 *	With the most limited corporate supervision, coordinates with project managers, other artists/designers, writers, and editorial staff to produce print and/or electronic materials. Develops the timeline and budget. Selects other appropriate staff. Has direct client liaison at all phases. Coordinates graphics and acts as liaison with printers and service bureaus.	Bachelors	10
HTML/Web Software Specialist *	Under supervision of a project manager or corporate monitor, designs and codes Web products and Web sites.	Bachelors	6
Integrated Communications Manager	Oversees task requirements for assigned contracts that require planning and execution of digital development, content, and offline communications strategies and tasks.	Bachelors	5
Integrated Communications Manager 1	Oversees staff and project requirements for assigned contracts that require planning and execution of digital development, content, and offline communications strategies and tasks.	Bachelors	5
Interactive Designer Specialist *	Designs animations and interactive components for Web sites, mobile applications, and exhibits. Also designs Web sites and print materials. Collaborates with digital media staff in the development of online solutions.	Bachelors	1
Junior Editor *	Provides editorial and proofreading support on publications and educational materials.	Bachelors	0
Junior Writer *	Under supervision of a project manager or task order leader, writes copy for and contributes to the development of print materials and Web sites. Products include summaries of conferences, meetings, and workshops; brochures; reports; fact sheets; toolkits; slide presentations; articles; speeches; and press releases.	Bachelors	1
Lead Meeting Planner	Working with the conference director, provides conference management services for Federal meetings. Supervises junior staff on-site and oversees logistical support for meetings. Has ability to manage meetings independently or as a team member for larger meetings. Has basic knowledge of budgeting and budget oversight.	Bachelors	4
Logistics Coordinator *	Assists with the logistical aspects of meetings, conferences, and special events. Follows the guidance and leadership of meeting planners.	High School	0
Logistics Coordinator 1 *	Assists with the logistical aspects of meetings, conferences, and special events. Follows the guidance and leadership of meeting planners.	High School	1
Logistics Coordinator 2 *	Assists with the logistical aspects of meetings, conferences, and special events. Follows the guidance and leadership of meeting planners. Also assists with videoconferences, focus group meetings, field tests, and webcasts.	High School	2
Materials Development Writer *	Under limited supervision, conceptualizes and creates documents for conferences, meetings, workshops, or working groups. Documents include abstract books, invitations, brochures, logistic fact sheets, and post-meeting summaries.	Bachelors	5
Meeting Planner 2 *	Under the supervision of senior meeting planners, provides logistical support for meetings.	Bachelors	1

Mid-Level Project Manager *	Under supervision of senior project manager or corporate officer, manages projects appropriate to experience level. Makes recommendations for matching staff to needs of the project, monitors status of development of all products and delivery of all services. Monitors quality control and quality assurance procedures and outcomes. Coordinates design and production of publications and educational and marketing materials and web work; coordinates exhibits, trade shows, and conference support; and maintains contact with client.	Bachelors	9
Production/Distribution Manager *	Coordinates with conference planners and oversees reproduction and mailing of documents.	High School	6
Program Manager *	Monitors staff and budget for assigned contracts and/or publications.	Bachelors	10
Project Manager *	Under supervision of senior project manager, mid-level project manager, or corporate officer, manages projects appropriate to experience level. Makes recommendations for matching staff to needs of the project and monitors status of development of all products and delivery of all services under designated project. Monitors quality control and quality assurance procedures and outcomes. Coordinates design and production of publications and educational and marketing materials and web work, and/or conference support per assignments, and maintains contact with client.	Bachelors	7
Proofreader *	Provides proofreading and quality control for publications and educational materials.	Bachelors	0
Proofreader 1 *	Provides proofreading and quality control for publications, educational materials, Web sites, and digital media.	Bachelors	2
Proofreader 2 *	Provides proofreading and quality control for publications, educational materials, Web sites, and digital media, with minimal direction.	Bachelors	3
Senior Consultant Writer *	Under limited supervision, conceptualizes and creates promotional and educational materials including reports, newsletters, abstract books, invitations, brochures, posters, fact sheets, and post-meeting summaries. Should be able to create documents for both technical and lay audiences.	Bachelors	5
Senior Editor *	Provides editorial services and coordinates with project managers to manage production of assigned publications.	Bachelors	7
Senior Editor 2 *	Provides a wide range of editorial support for websites, documents, presentations, infographics, video and radio scripts, speeches, and other deliverables as assigned.	Bachelors	8
Senior Executive Manager	Oversees a broad portfolio of professional services to multiple clients across the public and private sectors in one or more of Palladian's service areas. Directs a group of staff, including senior interactive communications managers, providing operational and strategic oversight to execute multiple contracts, including overseeing budgets, directing staffing, identifying appropriate resources, providing quality control checks, and troubleshooting problems.	Bachelors	15
Senior Graphic Designer *	Under limited supervision, coordinates with project managers, writers, and editorial staff to produce publications and education materials. Coordinates graphics and acts as liaison with printers, service bureaus, and clients.	Bachelors	8

Senior Graphic Designer 1 *	Under limited supervision, coordinates with project managers, writers, and editorial staff to design publications, education materials, marketing materials, exhibits, and Web sites. Provides leadership to junior design staff. Coordinates graphics and acts as liaison with printers, service bureaus, and clients. Directs photo shoots and provides art direction.	Bachelors	10
Senior Meeting Planner 1 *	Supervised by senior meeting planner 2 and/or conference director, provides conference planning services and logistical support for evaluation and planning programs and Federal meetings.	Bachelors	4
Senior Meeting Planner 2 *	Working with the conference director, provides conference management services for Federal meetings. Supervises junior staff on-site and oversees logistical support for meetings.	Bachelors	6
Senior Meeting Planner 3 *	Working with the conference director, provides conference management services for Federal meetings, conferences, special events, teleconferences, video conferences, webcasts, focus groups, and field testing. Supervises meeting planners and logistical coordinators. Has ability to manage or to act as a project manager on meeting support contracts.	Bachelors	8
Senior Production Manager *	Manages the duplication, collating, and other preparation of materials for Federal programs. Oversees distribution and delivery of items as needed. Supervises the work of distribution/mail clerks and administrative assistants.	High School	9
Senior Program Manager	Monitors staff and budget for multiple-task-order and other large contracts and/or publications. Provides senior-level supervision of task activities and ensures deliverables are on time and under budget.	Bachelors	12
Senior Project Manager	Under limited supervision, manages projects, including the discrete project tasks, such as design and production of Web sites and non-print and print materials. Matches staff to needs of each project, monitors status of development of all products and delivery of all services. Monitors quality control and quality assurance procedures and outcomes.	Bachelors	10
Senior Science Writer 1 *	Under limited supervision, conceptualizes and writes scientific documents including technical reports, peer-reviewed journal articles, newsletters, scientific abstracts, brochures, posters, fact sheets, and meeting summaries. Also writes content for Web sites. Should be able to write for both technical and lay audiences.	Bachelors	5
Senior Scientist/Project Director	Manages the scientific research, funding research, writing, and production of articles describing results of biomedical research projects. Determines strategic directions for the project through interactions with clients and high-level government officials. Leads the development of long-term goals, policies, and procedures for the production of communications materials and Web sites for target audiences. Manages staff of task leaders, content developers, and other communications staff.	Masters	9
Senior Web Developer *	With limited supervision, conceptualizes, creates, and implements Web sites and database-driven Web applications.	Bachelors	4
Senior Web Developer 1 *	With limited supervision, conceptualizes, creates, and implements Web sites, database-driven Web applications, and supporting interactive software solutions.	Bachelors	6
Senior Web Developer 2 *	Conceptualizes, creates, and implements or directs implementation of Web sites, database-driven Web applications, mobile solutions, and supporting interactive software solutions.	Bachelors	8

Senior Web Writer *	Under limited supervision, conceptualizes and creates content for Web sites. Should be able to create text for both technical and lay audiences.	Bachelors	5
Senior Writer/Editor *	Under limited supervision, conceptualizes and creates documents including reports, newsletters, abstract books, invitations, brochures, posters, fact sheets, and post-meeting summaries. Should be able to create documents for both technical and lay audiences.	Bachelors	5
Senior Writer 1 *	Independently produces content for Web sites, documents, presentations, infographics, video and radio scripts, speeches, and other deliverables as assigned, for a wide range of audiences.	Bachelors	6
Task Order Leader *	Manages the day-to-day operations and client requests for specific task orders contracts under larger IDIQ or MOBIS-related Federal contracts. Supervises task order staff and is responsible for quality control, client satisfaction, and tracking other direct costs and staff hours as budgeted.	Bachelors	3
Task Order Leader 1 *	Manages the day-to-day operations and client requests for specific task orders contracts under larger IDIQ or MOBIS-related Federal contracts. Supervises task order staff and is responsible for quality control, client satisfaction, and tracking other direct costs and staff hours as budgeted.	Bachelors	4
Task Order Leader 2 *	Manages the day-to-day operations and client requests for specific task orders contracts under larger IDIQ or MOBIS-related Federal contracts. Supervises task order staff and is responsible for quality control, client satisfaction, and tracking other direct costs and staff hours as budgeted.	Bachelors	5
Traffic Manager 1	Manages staff, tasks, and timelines for multiple-task-order and other large contracts and/or publications. Provides senior-level support to project managers, task leads, and the specific service department staff to make scheduling and strategy decisions. Guides traffic team in creating and maintaining processes for efficient tracking of tasks within the traffic system tool. Serves as traffic lead for service department request and in-person meetings and leads the development of timelines and analysis across projects.	Bachelors	10
Web Content Specialist *	Under supervision of a Web content strategist or project manager, contributes to the planning, creation, and management of content for digital communications media including Web sites, mobile platforms, and social networks.	Bachelors	2
Web Content Strategist 1 *	Under supervision of project director or task leader, plans for, creates, and manages content for digital communications media including Web sites, mobile platforms, and social networks.	Bachelors	3
Web Content Strategist 2 *	Under limited supervision, leads the planning, creation, and management of content for digital communications media including Web sites, mobile platforms, and social networks.	Bachelors	5
Web Database Specialist 1 *	Develops web database schemas and works with developers to integrate databases with web-based applications.	Bachelors	8
Web Designer *	Under direction of senior Web designer or project managers, produce Web pages, Web sites, and Web products.	Bachelors	3
Web Developer *	Conceptualizes, creates, and implements Web pages, Web sites, and documents for the Web.	Bachelors	4

Web Developer 1 *	Conceptualizes, creates, and implements Web pages, Web sites, e-cards, and documents for the Web. Creates Web-based databases and mailing lists. Tests Web sites and Web-based publications for Section 508 compliance.	Bachelors	6
Web Graphic Designer 1 *	Under supervision of project manager or senior graphic designers, works with other writers, editors, and graphic artists to produce Web sites, Web pages, and other Web products. Acts as liaison with webmasters and vendors.	Bachelors	1
Web Graphic Designer 2 *	Under supervision of project manager or senior graphic designers, coordinates with team of writers, editors, and graphic artists to produce Web sites, Web pages, and other Web products. Acts as liaison with webmasters and vendors.	Bachelors	3
Web Writer *	Under the supervision of a senior Web writer or a project manager, assists with conceptualizing and creating content for Web sites. Should be able to create text for both technical and lay audiences.	Bachelors	2
Writer 1 *	Under supervision of a project manager or task order leader, conceptualizes and creates documents for conferences, meetings, workshops, or working groups. Documents include brochures, reports, fact sheets, kits, slide presentations, articles, speeches, conference materials, and meeting summaries, web pages, and digital products.	Bachelors	2
Writer 2 *	Under supervision of a project manager or task order leader, conceptualizes and writes publications, materials, and documents for conferences, meetings, workshops, or working groups. Documents include brochures, reports, fact sheets, kits, slide presentations, articles, speeches, conference materials, and meeting summaries, web pages, and digital products.	Bachelors	4

1) Experience Substitutions:

- H.S Diploma + 4 years additional experience = Bachelor's Degree
- Bachelor's Degree + 2 years additional experience = Master's Degree
- Master's Degree + 3 years additional experience = Ph.D.

2) Education Substitutions:

- A Ph.D. may be substituted for 3 years of required experience with a Master's Degree or 4 years with a Bachelor's Degree
- A Master's Degree may be substituted for 2 years of required experience with a Bachelor's Degree
- A Bachelor's Degree may be substituted for 4 years of required experience with a H.S. Diploma

A Bachelor's Degree may be substituted for Microsoft Certified Systems Engineer (MCSE) or similarly complex certifications and 2 years of required experience with a H.S. Diploma.

Service Contract Labor Standards (SCLS) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
3D Designer Specialist	13041 - ILLUSTRATOR 1	2015-4270
Communications Associate 1	30460 - TECHNICAL WRITER	2015-4270
Communications Associate 2	30461 - TECHNICAL WRITER I	2015-4270
Communications Associate 3	30462 - TECHNICAL WRITER II	2015-4270
Consultant Writer 1	30462 - TECHNICAL WRITER II	2015-4270
Consultant Writer 2	30463 - TECHNICAL WRITER III	2015-4270
Consultant Writer 3	30463 - TECHNICAL WRITER III	2015-4270
Consultant Writer 4	30463 - TECHNICAL WRITER III	2015-4270
Database Coordinator 3	01152 - DATA ENTRY OPERATOR II	2015-4270
Deputy Project Manager	99260 - MARKETING ANALYST	2015-4270
Digital Media Associate	13061 - MEDIA SPECIALIST I	2015-4270
Digital Media Associate 1	13062 - MEDIA SPECIALIST II	2015-4270
Digital Media Producer 2	13074 - PHOTOGRAPHER IV	2015-4270
Digital Media Producer 1	13073 - PHOTOGRAPHER III	2015-4270
Editor 1	30460 - TECHNICAL WRITER	2015-4270
Editor 2	30461 - TECHNICAL WRITER I	2015-4270
Editorial Consultant	30460 - TECHNICAL WRITER	2015-4270
Editorial Consultant 1	30462 - TECHNICAL WRITER II	2015-4270
Editorial Project Coordinator 1	30462 - TECHNICAL WRITER II	2015-4270
Graphic Artist	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 1	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 2-a	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 2-b	15080 - GRAPHIC ARTIST	2015-4270
Graphic Designer 3	15080 - GRAPHIC ARTIST	2015-4270
HTML/Web Software Specialist	14074 - COMPUTER PROGRAMMER IV	2015-4270
Interactive Designer Specialist	13041 - ILLUSTRATOR 1	2015-4270
Junior Editor	30460 - TECHNICAL WRITER	2015-4270
Junior Writer	30461 - TECHNICAL WRITER I	2015-4270
Logistics Coordinator	01112 - GENERAL CLERK II	2015-4270
Logistics Coordinator 1	01112 - GENERAL CLERK II	2015-4270
Logistics Coordinator 2	01112 - GENERAL CLERK II	2015-4270
Materials Development Writer	30462 - TECHNICAL WRITER II	2015-4270
Meeting Planner 2	01112 - GENERAL CLERK II	2015-4270
Mid-Level Project Manager	99260 - MARKETING ANALYST	2015-4270
Production/Distribution Manager	01113 - GENERAL CLERK III	2015-4270
Program Manager	99260 - MARKETING ANALYST	2015-4270
Project Manager	99260 - MARKETING ANALYST	2015-4270
Proofreader	30460 - TECHNICAL WRITER	2015-4270
Proofreader 1	30460 - TECHNICAL WRITER	2015-4270
Proofreader 2	30461 - TECHNICAL WRITER I	2015-4270

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Senior Consultant Writer	30463 - TECHNICAL WRITER III	2015-4270
Senior Editor	30462 - TECHNICAL WRITER II	2015-4270
Senior Editor 2	30462 - TECHNICAL WRITER II	2015-4270
Senior Graphic Designer	15080 - GRAPHIC ARTIST	2015-4270
Senior Graphic Designer 1	15080 - GRAPHIC ARTIST	2015-4270
Senior Meeting Planner 1	01112 - GENERAL CLERK II	2015-4270
Senior Meeting Planner 2	01112 - GENERAL CLERK II	2015-4270
Senior Meeting Planner 3	01113 - GENERAL CLERK III	2015-4270
Senior Production Manager	01113 - GENERAL CLERK III	2015-4270
Senior Science Writer 1	30463 - TECHNICAL WRITER III	2015-4270
Senior Web Developer	14074 - COMPUTER PROGRAMMER IV	2015-4270
Senior Web Developer 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Senior Web Developer 2	14074 - COMPUTER PROGRAMMER IV	2015-4270
Senior Web Writer	30462 - TECHNICAL WRITER II	2015-4270
Senior Writer/Editor	30462 - TECHNICAL WRITER II	2015-4270
Senior Writer 1	30463 - TECHNICAL WRITER III	2015-4270
Task Order Leader	01151 - DATA ENTRY OPERATOR I	2015-4270
Task Order Leader 1	01152 - DATA ENTRY OPERATOR II	2015-4270
Task Order Leader 2	01152 - DATA ENTRY OPERATOR II	2015-4270
Web Content Specialist	14074 - COMPUTER PROGRAMMER III	2015-4270
Web Content Strategist 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Content Strategist 2	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Database Specialist 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Designer	14074 - COMPUTER PROGRAMMER III	2015-4270
Web Developer	14074 - COMPUTER PROGRAMMER III	2015-4270
Web Developer 1	14074 - COMPUTER PROGRAMMER IV	2015-4270
Web Graphic Designer 1	15080 - GRAPHIC ARTIST	2015-4270
Web Graphic Designer 2	15080 - GRAPHIC ARTIST	2015-4270
Web Writer	30462 - TECHNICAL WRITER II	2015-4270
Writer 1	30462 - TECHNICAL WRITER II	2015-4270
Writer 2	30462 - TECHNICAL WRITER II	2015-4270

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in the pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).