



## GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

### Authorized Federal Supply Schedule FSS Price List

On-line access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®. The website for GSA *Advantage!*® is: [GSAAdvantage.gov](https://www.gsa.gov/gsaadvantage).

## Multiple Award Schedule

FSC Group: Professional Services

FSC Class: Marketing and Public Relations

Contract Number: 47QRAA21D000E

Contract Period: October 29, 2020 – October 28, 2025

**Palladian Partners, Inc.**  
**8484 Georgia Avenue, Suite 400**  
**Silver Spring, MD 20910-5624**  
**TEL: (301) 650-8660**  
**FAX: (301) 650-8676**  
**<http://www.palladianpartners.com>**

Contract Administrator: Steven Follum  
Email: [palladiancontractsadmin@palladianpartners.com](mailto:palladiancontractsadmin@palladianpartners.com)

Business size: Large Business

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>.

Price list current as of Modification No. PS-0033, effective March 18, 2025

Prices Shown Herein are Net (discount deducted)

## CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541810	541810 RC	Advertising Services
541613	541613 RC	Marketing Consulting Services
541850	541850 RC	Exhibit Design and Advertising Services
541430	541430 RC	Graphic Design Services
541820	541820 RC	Public Relations Services
541511	541511 RC	Web Based Marketing
561920	561920 RC	Conference, Meeting, Event and Trade Show Planning Services
OLM	OLM STLOC OLM RC	Order-Level Materials (OLM's)

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

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

2. Maximum order:

SINs	Maximum Order
541810	\$1,000,000
541613	\$1,000,000
541850	\$1,000,000
541430	\$1,000,000
541820	\$1,000,000
541511	\$1,000,000
561920	\$1,000,000
OLM	\$250,000

3. Minimum order: *\$100*

4. Geographic coverage (delivery area). *Domestic – 50 States, DC, Territories*

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. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. *0% - Net 30 days*
9. Foreign items (list items by country of origin). *Not Applicable*
- 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. point(s). *Destination*
- 12a. Ordering address(es). *Same as Contractor*
- 12b. Ordering procedures: See 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. *Not Applicable*
16. Terms and conditions of rental, maintenance, and repair (if applicable). *Not Applicable*
17. Terms and conditions of installation (if applicable). *Not Applicable*
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). *Not Applicable*
- 18b. Terms and conditions for any other services (if applicable). *Not Applicable*
19. List of service and distribution points (if applicable). *Not Applicable*
20. List of participating dealers (if applicable). *Not Applicable*
21. Preventive maintenance (if applicable). *Not Applicable*

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). *Not Applicable*

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at:

<https://www.Section508.gov/>.

*Not Applicable*

23. Unique Entity Identifier (UEI) number. *SJGQXJEFBKC5*

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

### **GSA Pricing**

<b>SIN</b>	<b>Labor Category</b>	<b>10/29/2024 – 10/28/2025</b>
541810; 541850; 541613; 541430; 541820; 541511; 561920	3D Designer Specialist**	\$85.00
541810; 541850; 541613; 541430; 541820; 541511; 561920	Art Director 1	\$155.38
541810; 541850; 541613; 541430; 541820; 541511; 561920	Communications Associate 1**	\$86.49
541810; 541850; 541613; 541430; 541820; 541511; 561920	Communications Associate 2**	\$116.98
541810; 541850; 541613; 541430; 541820; 541511; 561920	Communications Associate 3**	\$123.90
541810; 541850; 541613; 541430; 541820; 541511; 561920	Communications Expert/Social Marketer	\$257.26
541810; 541850; 541613; 541430; 541820; 541511; 561920	Conference Director	\$114.75
541810; 541850; 541613; 541430; 541820; 541511; 561920	Consultant Writer 1**	\$96.19
541810; 541850; 541613; 541430; 541820; 541511; 561920	Consultant Writer 2**	\$151.18
541810; 541850; 541613; 541430; 541820; 541511; 561920	Consultant Writer 3**	\$170.59
541810; 541850; 541613; 541430; 541820; 541511; 561920	Consultant Writer 4**	\$179.13
541810; 541850; 541613; 541430; 541820; 541511; 561920	Corporate Conference Monitor	\$163.59
541810; 541850; 541613; 541430; 541820; 541511; 561920	Corporate Task Order Monitor	\$237.65

SIN	Labor Category	10/29/2024 — 10/28/2025
541810; 541850; 541613; 541430; 541820; 541511; 561920	Database Coordinator 3**	\$74.34
541810; 541850; 541613; 541430; 541820; 541511; 561920	Deputy Project Manager**	\$115.91
541810; 541850; 541613; 541430; 541820; 541511; 561920	Digital Media Associate**	\$101.55
541810; 541850; 541613; 541430; 541820; 541511; 561920	Digital Media Associate 1**	\$110.44
541810; 541850; 541613; 541430; 541820; 541511; 561920	Digital Media Producer 1**	\$112.16
541810; 541850; 541613; 541430; 541820; 541511; 561920	Digital Media Producer 2**	\$128.04
541810; 541850; 541613; 541430; 541820; 541511; 561920	Director of Conference Services	\$187.43
541810; 541850; 541613; 541430; 541820; 541511; 561920	Director of Digital Media	\$204.44
541810; 541850; 541613; 541430; 541820; 541511; 561920	Editor 1**	\$78.13
541810; 541850; 541613; 541430; 541820; 541511; 561920	Editor 2**	\$94.58
541810; 541850; 541613; 541430; 541820; 541511; 561920	Editorial Consultant**	\$82.45
541810; 541850; 541613; 541430; 541820; 541511; 561920	Editorial Consultant 1**	\$131.35
541810; 541850; 541613; 541430; 541820; 541511; 561920	Editorial Project Coordinator 1**	\$122.52
541810; 541850; 541613; 541430; 541820; 541511; 561920	Executive Project Manager	\$237.65
541810; 541850; 541613; 541430; 541820; 541511; 561920	Graphic Artist**	\$100.32
541810; 541850; 541613; 541430; 541820; 541511; 561920	Graphic Designer 1**	\$117.07
541810; 541850; 541613; 541430; 541820; 541511; 561920	Graphic Designer 2-a**	\$126.47
541810; 541850; 541613; 541430; 541820; 541511; 561920	Graphic Designer 2-b**	\$137.43
541810; 541850; 541613; 541430; 541820; 541511; 561920	Graphic Designer 3**	\$192.42
541810; 541850; 541613; 541430; 541820; 541511; 561920	HTML/Web Software Specialist**	\$164.94
541810; 541850; 541613; 541430; 541820; 541511; 561920	Integrated Communications Manager	\$128.07
541810; 541850; 541613; 541430; 541820; 541511; 561920	Integrated Communications Manager 1	\$144.87

SIN	Labor Category	10/29/2024 — 10/28/2025
541810; 541850; 541613; 541430; 541820; 541511; 561920	Interactive Designer Specialist**	\$83.58
541810; 541850; 541613; 541430; 541820; 541511; 561920	Junior Editor**	\$74.19
541810; 541850; 541613; 541430; 541820; 541511; 561920	Junior Writer**	\$116.76
541810; 541850; 541613; 541430; 541820; 541511; 561920	Lead Meeting Planner	\$103.28
541810; 541850; 541613; 541430; 541820; 541511; 561920	Logistics Coordinator**	\$71.12
541810; 541850; 541613; 541430; 541820; 541511; 561920	Logistics Coordinator 1**	\$74.34
541810; 541850; 541613; 541430; 541820; 541511; 561920	Logistics Coordinator 2**	\$80.82
541810; 541850; 541613; 541430; 541820; 541511; 561920	Materials Development Writer**	\$133.74
541810; 541850; 541613; 541430; 541820; 541511; 561920	Meeting Planner 2**	\$81.36
541810; 541850; 541613; 541430; 541820; 541511; 561920	Mid-Level Project Manager**	\$105.25
541810; 541850; 541613; 541430; 541820; 541511; 561920	Production/Distribution Manager**	\$83.69
541810; 541850; 541613; 541430; 541820; 541511; 561920	Program Manager**	\$135.70
541810; 541850; 541613; 541430; 541820; 541511; 561920	Project Manager**	\$115.91
541810; 541850; 541613; 541430; 541820; 541511; 561920	Proofreader**	\$60.27
541810; 541850; 541613; 541430; 541820; 541511; 561920	Proofreader 1**	\$72.68
541810; 541850; 541613; 541430; 541820; 541511; 561920	Proofreader 2**	\$87.65
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Consultant Writer**	\$164.94
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Editor**	\$102.68
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Editor 2**	\$107.10
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Executive Manager	\$248.83
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Graphic Designer**	\$129.06
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Graphic Designer 1**	\$140.54

SIN	Labor Category	10/29/2024 — 10/28/2025
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Meeting Planner 1**	\$83.69
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Meeting Planner 2**	\$92.61
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Meeting Planner 3**	\$107.71
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Production Manager**	\$94.82
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Program Manager	\$202.35
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Project Manager	\$149.76
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Science Writer 1**	\$159.41
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Scientist/Project Director	\$199.34
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Web Developer**	\$171.63
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Web Developer 1**	\$204.45
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Web Developer 2**	\$224.91
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Web Writer**	\$133.74
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Writer/Editor**	\$133.74
541810; 541850; 541613; 541430; 541820; 541511; 561920	Senior Writer 1**	\$134.20
541810; 541850; 541613; 541430; 541820; 541511; 561920	Task Order Leader**	\$90.34
541810; 541850; 541613; 541430; 541820; 541511; 561920	Task Order Leader 1**	\$92.64
541810; 541850; 541613; 541430; 541820; 541511; 561920	Task Order Leader 2**	\$94.82
541810; 541850; 541613; 541430; 541820; 541511; 561920	Traffic Manager 1	\$159.23
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Content Specialist**	\$118.24
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Content Strategist 1**	\$172.29
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Content Strategist 2**	\$179.55
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Database Specialist 1**	\$178.68

SIN	Labor Category	10/29/2024 – 10/28/2025
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Designer**	\$123.71
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Developer**	\$147.92
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Developer 1**	\$159.76
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Graphic Designer 1**	\$123.71
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Graphic Designer 2**	\$178.68
541810; 541850; 541613; 541430; 541820; 541511; 561920	Web Writer**	\$123.71
541810; 541850; 541613; 541430; 541820; 541511; 561920	Writer 1**	\$126.01
541810; 541850; 541613; 541430; 541820; 541511; 561920	Writer 2**	\$130.95

### **Service Contract Labor Standards Matrix**

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 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/SCLS Matrix</b>		
<b>SCLS Eligible Contract Labor Category</b>	<b>SCLS Equivalent Code Title</b>	<b>WD Number</b>
3D Designer Specialist**	13041 – Illustrator I	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 1**	13073 – Photographer III	2015-4270
Digital Media Producer 2**	13074 – Photographer IV	2015-4270
Editor 1**	30460 – Technical Writer	2015-4270



<b>SCA/SCLS Matrix</b>		
<b>SCLS Eligible Contract Labor Category</b>	<b>SCLS Equivalent Code Title</b>	<b>WD Number</b>
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 I	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
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

<b>SCA/SCLS Matrix</b>		
<b>SCLS Eligible Contract Labor Category</b>	<b>SCLS Equivalent Code Title</b>	<b>WD Number</b>
Task Order Leader 2**	01152 – Data Entry Operator II	2015-4270
Web Content Specialist**	14073 – 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**	14073 – Computer Programmer III	2015-4270
Web Developer**	14073 – 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

### **Labor Category Descriptions**

<b>Labor Category</b>	<b>Description</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>
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 multiple 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

Labor Category	Description	Minimum Education	Minimum Years of Experience
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	Bachelors	12

Labor Category	Description	Minimum Education	Minimum Years of Experience
	conference and database support, social marketing, and related professional expertise.		
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.	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, supporting Web site content updates, task coordination, compiling digital user data, 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	Bachelors	5

Labor Category	Description	Minimum Education	Minimum Years of Experience
	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.		
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 blueslines 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

Labor Category	Description	Minimum Education	Minimum Years of Experience
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

Labor Category	Description	Minimum Education	Minimum Years of Experience
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



Labor Category	Description	Minimum Education	Minimum Years of Experience
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 contacts, 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	Bachelors	8



Labor Category	Description	Minimum Education	Minimum Years of Experience
	and logistical coordinators. Has ability to manage or to act as a project manager on meeting support contracts.		
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

Labor Category	Description	Minimum Education	Minimum Years of Experience
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 requests 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

Labor Category	Description	Minimum Education	Minimum Years of Experience
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.	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.	Bachelors	4

## **Substitution Matrix**

<b>1) Experience Substitutions:</b>
• 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.
<b>2) Education Substitutions:</b>
• 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.