



# Miami Environmental & Energy Solutions, LLC (MEES)

THE PROFESSIONAL SERVICES SCHEDULE| PSS

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

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

**Contract #: GS-23F-0131S**

**Miami Environmental & Energy Solutions, LLC**

1950 Roland Clarke Place, Suite 210D  
Reston, VA 20191  
Phone: 571-323-5650  
Fax: 571-323-2102  
Web Address: <http://mees.mn-e.com/>

**Tribally Owned, 8(a) Certified, Indian Small Business Economic Enterprise (ISBEE)**

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

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

Period Covered by Contract: **June 6, 2017 - June 5, 2022**  
**PRICELIST CURRENT THROUGH MODIFICATION NUMBER PA-0066**  
**DATED March 1, 2018**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

# MEES

TRIBALLY OWNED 8(a) CERTIFIED  
INDIAN SMALL BUSINESS ECONOMIC ENTERPRISE



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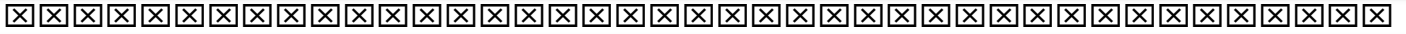
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Miami Environmental & Energy Solutions (MEES) is a Tribally Owned, 8(a) Certified, Indian Small Business Economic Enterprise. MEES was founded in 2014 and is dedicated to serving our federal clients in the Washington, D.C. metro area, across the continental United States, Alaska, Hawaii, and overseas.



# ABOUT MEES

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

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

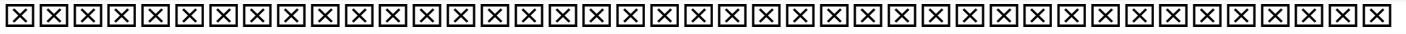
MEES is a full service event, conference and convention planning company. We are a team of certified and qualified professionals with nationwide meeting planning experience. MEES is confident in its ability to provide superior support for meeting planning and logistics services contracts based on our past excellent performance and familiarity working with federal meetings.

MEES provides services including training and technical assistance, event management, tribal consultations, and communications and outreach support. MEES staff brings past performance as former NAMS staff in the areas of consultation, cultural communications, facilitation, meetings and conference management, exhibit management, workshops, webcasting, webinars, meeting and training materials development, 508 compliant, reports to Congress, conference report summaries and verbatim transcripts, graphical design and support, and website design and content management. MEES has a network of part-time employees and subject matter expert consultants nationwide.

The MEES team has extensive experience in planning events of all sizes and duration from small committee meetings to a 20,000 person association conference. MEES's staff holds certifications such as Certified Meeting Professional (CMP), Certified Virtual Meeting Planner (CVP), and Project Management Professional (PMP). MEES staff provides a full-spectrum of services to its clients from planning stages through reporting including: venue search and contract negotiation; agenda development; identification and invitation of compelling speakers and experts; fulfillment of special needs requirements; provision of technical writers; advertisement and promotion of events; development of promotional materials; innovative graphic design; arrangement of logistics, including audio visual production, food/beverage and exhibit hall management; development of conference websites with online registration; travel arrangements; toll-free help line; electronic evaluation forms and summary reports; on-site support; and review and reconciliation of invoices.

MEES is a tribally-owned, 8(a) certified, Small Disadvantaged Business with its headquarters in Reston, Virginia. MEES was founded in 2014 and became populated with staff from a sister company, Native American Management Services, Inc. (NAMS) in 2017. MEES is owned by Miami Nation Enterprises, a political economic subdivision of the federally recognized Miami Tribe of Oklahoma.

# THE PROFESSIONAL SERVICES SCHEDULE | PSS



## CUSTOMER INFORMATION

**1a. AWARDED SPECIAL ITEM NUMBERS (SINs):**

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

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

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

SIN	MODEL	PRICE
N/A Services		

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

**2. MAXIMUM ORDER:**  
\$1,000,000

**3. MINIMUM ORDER:**  
\$100

**4. GEOGRAPHIC COVERAGE (DELIVERY AREA):**  
Domestic

**5. POINTS OF PRODUCTION:**  
Same as Contractor

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

**7. QUANTITY DISCOUNTS:**  
None

**8. PROMPT PAYMENT TERMS:**  
0% Net 30 Days

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

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

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

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

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

**11c. OVERNIGHT AND 2-DAY DELIVERY:**

Consult with Contractor

**11d. URGENT REQUIREMENTS:**

Consult with Contractor

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

Destination

**13a. ORDERING ADDRESS(ES):**

Same as Contractor's address

**13b. ORDERING PROCEDURES:**

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

**14. PAYMENT ADDRESS (ES):**

Same as Contractor's address

**15. WARRANTY PROVISION:**

N/A

**16. EXPORT PACKING CHARGES:**

N/A

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

N/A

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:**

N/A

**19. TERMS AND CONDITIONS OF INSTALLATION**

N/A

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNT FROM LIST PRICES:**

N/A

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**

N/A

**21. LIST OF SERVICE AND DISTRIBUTION POINTS:**

N/A

**22. LIST OF PARTICIPATING DEALERS:**

N/A

**23. PREVENTATIVE MAINTENANCE:**

N/A

**24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:**

N/A

**24b. SECTION 508 COMPLIANCE FOR EIT:**

N/A

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:**

079756028

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

Miami Environmental & Energy Solutions is registered.

# PSS LABOR CLASSIFICATION AND RATES



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

*The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.*

# OTHER DIRECT COSTS-ODCS



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

Continued on next page

# OTHER DIRECT COSTS-ODCS



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

Continued on next page



# OTHER DIRECT COSTS-ODCS



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

*Continued on next page*

# OTHER DIRECT COSTS-ODCS



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

*Continues on next page*

# OTHER DIRECT COSTS-ODCS



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

# LABOR DESCRIPTIONS



## PROJECT DIRECTOR

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

**Education:** MA/MS desired; BA/BS required

**Experience:** 8 or more years relevant experience

## PROJECT DIRECTOR I

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

**Education:** BA/BS required.

**Experience:** 6 or more years relevant experience

## CONFERENCE MANAGEMENT DIRECTOR

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

**Education:** BA/BS required

**Experience:** 7 or more years relevant experience

## SENIOR PROJECT MANAGER

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

**Education:** MA/MS desired; BA/BS required

**Experience:** 3 or more years relevant experience

### **PROJECT MANAGER**

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

**Education:** MA/MS desired; BA/BS required

**Experience:** 8 or more years relevant experience

### **PROJECT MANAGER 1**

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

**Education:** MA/MS desired; BA/BS required

**Experience:** 1 or more years relevant experience

### **PROJECT COORDINATOR**

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

**Education:** BA/BS required

**Experience:** Minimum experience of 3 years professional work experience

### **SENIOR CONFERENCE COORDINATOR**

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

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### **CONFERENCE COORDINATOR**

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

**Education:** BA/BS required

**Experience:** 2 or more years relevant experience

### **CONFERENCE COORDINATOR I**

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

**Education:** BA/BS Required

**Experience:** Minimum experience 1 year of relevant experience

#### **CONFERENCE RESOURCE SPECIALIST**

**Functional Responsibility:** Processes advance registrations, issues receipts, sends confirmation letters, maintains conference databases and addresses questions from attendees. Supports on-site meeting and registration services, editorial services, travel support and computer support. Acts as liaison with clients, associates and the general public.

**Education:** High school degree required

**Experience:** 3 or more years relevant experience

#### **ADMINISTRATIVE ASSISTANT**

**Functional Responsibility:** In direct support of professional positions, conducts a variety of clerical and administrative activities. Maintains office files. Provides word processing, spread sheets and graphics as desired; other duties as assigned.

**Education:** High school degree

**Experience:** 2 or more years relevant experience

#### **ADMINISTRATIVE ASSISTANT I**

**Functional Responsibility:** Performs simple and routine tasks under close supervision of a Project Manager and/or other team members for activities associated with contract and Task Order work performance. Assists with various office functions, as assigned, maintains office equipment, performs data entry, copies and distributes materials. In direct support of professional positions, conducts a variety of clerical and administrative activities.

**Education:** High School Diploma (or GED) required

**Experience:** 1 or more years relevant experience

#### **PROJECT ASSISTANT**

**Functional Responsibility:** Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.

**Education:** BA/BS desired, HS required

**Experience:** 1 or more years of relevant experience

#### **PROJECT ASSISTANT I**

**Functional Responsibility:** Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.

**Education:** High School Diploma required

**Experience:** 1 year relevant experience

#### **GRAPHIC DESIGNER**

**Functional Responsibility:** Provides graphic design, illustration, and digital image manipulations and multimedia presentations. Produces the highest quality documents, web pages, briefings, videos, conference materials and conceptual art. Coordinates design projects and has excellent communication and organizational skills.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

#### **GRAPHIC ARTIST**

**Functional Responsibility:** Prepares art and graphic design/illustration projects. Conceptualizes designs and produces trade show booths and/or other types of exhibits and their accompanying materials. Designs graphic materials for project presentations.

**Education:** Associates or formal training in Graphic Design or acknowledged mastery and recognition as a professional artist.

**Experience:** 5 or more years relevant experience

#### **WEB CONTENT SPECIALIST**

**Functional Responsibility:** Prepares text materials in a web-enabled structure and format to facilitate meaningful replication of data, text, or graphics into a web page.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### **WEB DEVELOPER**

**Functional Responsibility:** Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 508-compliant web applications for relational database and/or data retrieval systems.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### **SENIOR STATISTICAL ANALYST**

**Functional Responsibility:** Collects, classifies and analyzes quantified and statistical data in projects and special studies. Develop study plans, determines data needs, and statistical techniques to be applied, and prepares reports and studies.

**Education:** Master's degree in finance or related field

**Experience:** 8 or more years relevant experience

### **STATISTICAL ANALYST**

**Functional Responsibility:** Assists with design implementation and management of studies. Will assist with the assembling and managing data sets, processing and analyzing surveys and data.

**Education:** BA/BS required

**Experience:** 4 or more years of relevant experience

### **SENIOR POLICY ANALYST**

**Functional Responsibility:** Position will include reviewing agency records, collecting and analyzing data, interviewing agency staff, researching laws, drafting policy alternatives, designing and executing program evaluations, management reviews, budget analyses and policy analyses.

**Education:** Master's degree in business, economics, management, public administration or related fields

**Experience:** 8 or more years relevant experience

### **SENIOR TECHNICAL WRITER/EDITOR**

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

includes research, analysis, writing, compilation, editing and coordination of production.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

### **TECHNICAL WRITER/EDITOR**

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

**Education:** BA/BS required

**Experience:** 0 or more years experience

### **SOCIAL MEDIA SPECIALIST**

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

**Education:** BA/BS required

**Experience:** 2 or more years relevant experience

### **DIRECTOR-VIDEO/FILM**

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

**Education:** BA required

**Experience:** 5 or more years relevant experience

#### **ASSISTANT DIRECTOR-VIDEO/FILM**

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

**Education:** BA required

**Experience:** 3 or more years relevant experience

#### **CREATIVE DIRECTOR**

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

**Education:** BA required

**Experience:** 4 or more years relevant experience

#### **PRODUCER-VIDEO/FILM**

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

**Education:** BA required

**Experience:** 0 years required

#### **VIDEO/FILM WRITER**

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

**Education:** MA Desired, BA required

**Experience:** 3 or more years relevant experience

#### **SENIOR NON-LINEAR EDITOR**

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

**Education:** BA required

**Experience:** 0 or more years relevant experience

#### **SENIOR RESEARCH ANALYST**

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

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

**Experience:** 5 or more years relevant experience



**RESEARCH ANALYST**

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

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

**Experience:** 3 or more years relevant experience

**SENIOR DOCUMENTATION SPECIALIST**

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

**Education:** 5 or more years relevant experience

**DOCUMENTATION SPECIALIST**

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

**Education:** High school, specialized training desirable.

**Experience:** 2 or more years relevant experience

**IMAGING SPECIALIST**

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

**Education:** Specialized training desirable

**Experience:** 0 or more years relevant experience

**VOICE OVER ARTIST/NARRATOR**

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

**Education:** BA in relevant field of study

**Experience:** 2 or more years relevant experience

# PSS CONTACT

## **Miami Environmental & Energy Solutions**

Kendra Bowes, Managing Director  
Email: [kking@mn-e.com](mailto:kking@mn-e.com)  
1950 Roland Clarke Place, Suite 210D  
Reston, VA 20191  
Phone: (571) 323 – 5650  
Fax: (571) 323 – 2102  
<http://mees.mn-e.com/>