

Creative Options

800 Third Street, Suite 130
Herndon, VA 20170
Phone: 703-294-4800
Facsimile: 703-294-6700
info@creativeoptionsdc.com

Temporary Administrative Professional Staffing Services

Schedule 736.5 Temporary and Professional Occupations



GS-07F-0532T

Contract period: August 9, 2007 to August 8, 2012

Creative Options is a full-service marketing organization with 20 plus years experience working with the federal marketplace



Business Size: Small Veteran-Owned Business

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services (TAPS)
FSC Group: 736

Contract No. GS-07F-0532T

CONTRACT PERIOD: August 9, 2007 through August 8, 2012

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempervices>.

CONTRACTOR: Creative Options of District of Columbia Inc.
800 Third Street, suite 130
Herndon VA 20170
Phone number: (703) 294-4800
Fax number: (703-294-6700
E-Mail: info@creativeoptionsdc.com
Web Site: www.creativeoptionsdc.com

CONTRACTOR'S ADMINISTRATION SOURCE:

Paul Loftus
Creative Options of District of Columbia Inc.
800 Third Street, suite 130
Herndon VA 20170
Phone number: (703) 294-4800
Fax number: (703-294-6700
E-Mail: info@creativeoptionsdc.com
Web Site: www.creativeoptionsdc.com

BUSINESS SIZE: Small Veteran-Owned Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: \$100,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE:

The preponderance of work location has been identified as: 50 states and D.C

Washington, DC, Wage Determination No. 2005-2103, Revision 10 dated 06/13/2011

Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet (baseline). Creative Options of District of Columbia Inc. shall never offer bill rates to any customer that have been deemed higher than those included on the approved pricing spreadsheet prior to the request (and subsequent receipt or award) of a modification for the area with the higher pricing.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are show on the attached GSA Pricelist

7. QUANTITY DISCOUNT(S): 2% over \$100,000

8. PROMPT PAYMENT TERMS: *Net 30 days*

- 9.a **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards are accepted above the micro-purchase threshold.**
- 10. **FOREIGN ITEMS: None**
- 11.a. **TIME OF DELIVERY: N/A**
- 11.b. **EXPEDITED DELIVERY: N/A**
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY: N/A**
- 11.d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT: N/A**
- 13a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
- 14. **PAYMENT ADDRESS:** Same as contractor address.
- 15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
- 16. **EXPORT PACKING CHARGES:** Not applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20.a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A**
- 24.a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**
- 24.b. Section 508 Compliance for EIT: N/A**
- 25. DUNS NUMBER: 62-065-4244**
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the CCR database.**

Creative Options



736.5 TAPS Schedule

ABOUT CREATIVE OPTIONS

In operation since 1991, Creative Options has long been a valued resource for fulfilling contract needs in communications, marketing and informational projects for government, the private sector and non-profits. With nearly 300 proven professionals on call to respond to client requests, we have succeeded because we are timely in response, quick to grasp the clients requirements, extremely fairly priced, available 24 / 7, sensitive to problems and our people understand the importance and relative positioning of contract help quickly becoming valued members of the team

Creative Options is your single source for reaching your target audience, differentiating your offerings and communicating your message with relevance and results. Finally, because we understand government requirements including acquisition methods, process and 508 compliance there is no learning curve or administrative hang-ups.

WHAT WE DO

Creative Options is a veteran owned staffing agency, specializing in providing skilled personnel in the areas of editorial services, including writing, technical writing, editing and proofreading, graphic design and illustration, desktop publishing, market research, web services and administrative support. Our forte is quick response, reliable sourcing, fair pricing and flexibility. We are comfortable with short or long-term assignments and can easily assemble a creative team if more than individual requirements exist.

PRACTICE AREAS:

Graphic Design
Administrative Support
Copywriting
Desktop Publishing
Editing and proofreading
Graphic Illustrator
Market research
Web Design, maintenance and content
Market Research

PAST PERFORMANCE

Internal Revenue Service	U.S. Holocaust Museum
Department of Commerce	Department of Education
General Services Administration	Department of Treasury
U.S. Elections Assistance Commission	Department of Agriculture
National Endowment for the Humanities	N.A.S.A.

NAIC CODES

511120 Periodical Publishers	541890 Other Services Advertising
541430 Graphic Design Services	561311 Employment Placement Services
541810 Advertising Agencies	561320 Temporary Help Services
541820 Public Relations Agencies	561410 Document Preparation Services
541850 Display Advertising	711510 Independent Artists, Writers and Performers
541860 Direct Mail Advertising	

CONTRACT INFORMATION

Schedule 736.5 – Temporary Administrative Professional Staffing Services (TAPS)

Veteran-Owned Small Business

DUNS: 62-065-4244 Cage 3SRJ9

GSA # GS-07F- 0532T

Federal Supply, Multiple Award Schedule Contract for Technical and Professional Occupations

CONTACT INFORMATION

Creative Options of D.C. Inc.
800 Third Street
Suite 130
Herndon, VA 20170
www.creativeoptionsdc.com

Paul Loftus
(Office) 703-294-4800
(Mobile) 302-545-7970
(Fax) 703-294-6700
info@creativeoptionsdc.com

Steve Smith
(Office) 703-294-4800
(Mobile) 202-302-0170
(Fax) 703-294-6700
Info@creativeoptionsdc.com

SIN 736.5: Temporary and Professional Occupations

Temporary Administrative and Professional Staffing services can provide a full range of creative services. Our professional services team can update documents, rewriting and / or editing materials. Types of services may include – but are not limited to:

- Providing copywriting and technical writing services
- Creating sketches, drawing, publications designs and typographic layouts
- Furnishing custom or stock artwork (including electronic artwork)

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TAPS – GSA Contract # GS-07F-0532T

Services and Price List

Skill Category	Total GSA Price	Brief - Job Description
Administrative Support	\$28.21	Manages and executes all admin aspects of account – reports to account manager
Copywriter	\$54.86	Writes marketing, promotional and informational copy 5 years exper.
Copywriter - Sr.	\$71.73	Writes marketing, promotional and informational copy 5 plus yrs exper.
Desktop Publisher	\$42.39	Produces, corrects and maintains all forms of documents and publications
Editor	\$39.90	Basic copy improvement using accepted style guides
Editor - Sr.	\$44.89	Full editorial capacity including rewrite
Graphic Designer	\$49.87	1 to 5 years experience design, layout and print
Graphic Designer - Sr.	\$56.67	5 plus years experience design, layout and print
Graphic Illustrator	\$44.89	Computer generation or manual creation of images
Market Researcher	\$55.79	Research, analyze and report market data as needed
Proofreader	\$37.40	Provides editorial and stylistic accuracy
Web Designer/Web Production Specialist	\$59.85	implements, coordinates trouble shoots and maintains web site
Technical Writer	\$57.36	Preparing and writing technical documents and interviewing

ADMINISTRATIVE SUPPORT

POSITION DESCRIPTION

Creative Options Administrative Support person is responsible for providing administrative and clerical support to clients and staff. The administrative support person can assist the account team with coordination and production of large projects for a variety of tasks. Duties may include editing, copying, proofreading, production of binders; maintain departmental files, expense reports, coordination of meetings and conference calls and any other office related tasks. The administrative support person can supervise junior staff

QUALIFICATIONS:

Minimum Skills	Training and hands-on experience leading to expert knowledge of Microsoft, Office Suite and other key office software applications
Certifications	None
Education	AA or Technical Degree from an accredited college/university or an equivalent combination of education and experience
Experience Requirements	Requires 5 years experience in a government or government contractor environment. Must possess above average interpersonal skills and the ability to work independently or as a member of a team. Must demonstrate good organization skills and the ability to maintain high degree of accuracy and attention to detail in producing printed products. Must be experienced in working with subject matter experts Must possess strong software problem solving skills.

COPY WRITER

POSITION DESCRIPTION

Creative Options Copy Writer is responsible for written preparation of annual reports, advertisements, executive summaries, general reports, newsletters, scripts, and other materials appropriate for distribution to the general audience. The Copy Writer works with other team members to conceive and produce ideas and original copy for these materials. The Copy Writer gathers information, prepares written text and coordinates layout and manual organization. The Copy Writer will gather and use information tools such as reports, periodicals, and manuals. Copy Writer is responsible for conducting interviews of subject matter relating to the information being published.

QUALIFICATIONS:

Minimum Education	Training leading to proficiency in Microsoft Word, other word processing software, and internet search engines
Certifications	None required
Education	Bachelors Degree from an accredited college/ university
Experience Requirements	<p>5 plus years of related experience. Copy Writer must pay close attention to detail. Must be proficient in using MS Word and Internet search engines. Copy Writer must be self motivated and well organized self starter who is comfortable in collaborative team environments. Must be well organized possessing the ability to handle multiple deadlines. Excellent communication and project coordination skills are mandatory.</p> <p>Must have experience in the preparation and maintenance of collateral material. Must be experienced in the research of technical documentation preparation of text, the interfacing with illustrators for graphic support, and the coordination of overall layout and manual organization. Must be experienced in Interfacing with external clients to resolve issues caused by design alterations.</p>

SENIOR COPY WRITER

POSITION DESCRIPTION

Creative Options Senior Copy Writer is responsible for conceptualizing and writing of annual reports, advertisements, executive summaries, general reports, newsletters, scripts, and other materials appropriate for distribution to the general audience. The Senior Copy Writer can direct and manage other team members to conceive and produce ideas and original copy for these materials. The Senior Copy Writer gathers information, prepares written text and coordinates layout and manual organization. The Senior Copy Writer will gather and use information tools such as reports, periodicals, and manuals. Senior Copy Writer is responsible for conducting interviews of subject matter relating to the information being published.

QUALIFICATIONS:

Minimum Skills	Training leading to proficiency in Microsoft Word, other word processing software, and internet search engines
Certifications	None required
Education	Bachelors Degree from an accredited college/ university
Experience Requirements	<p>8 plus years of related experience. Senior Copy Writer must have experience directing team members. Senior Copy Writer must pay close attention to detail. Must be proficient in using MS Word and Internet search engines. Senior Copy Writer must be self motivated and well organized self starter who is comfortable in collaborative team environments. Must be well organized possessing the ability to handle multiple deadlines. Excellent communication and project coordination skills are mandatory.</p> <p>Must have experience in the preparation and maintenance of collateral material including marketing, advertising and promotional documents. Must be experienced in the research of technical documentation preparation of text, the interfacing with illustrators for graphic support, and the coordination of overall layout and manual organization. Must be experienced in Interfacing with external clients to resolve issues caused by design alterations.</p>

DESKTOP PUBLISHER

POSITION DESCRIPTION

Creative Options Desktop Publisher is responsible for preparing written documentation and graphics illustrations for publications. Under minimal supervision, using traditional and computerized drafting/graphics equipment, the Desktop Publisher produces complex and specialty drawings, illustrations and other artwork associated with our clients' project needs. The Desktop Publisher uses Microsoft Office Suite or other word processing software to produce written documentation that summarizes the graphic illustration. The Desktop Publisher uses scanning software to capture images and text for use in a variety of ways including complex document formats.

QUALIFICATIONS:

Minimum Education	Training and hands-on experience leading to expert knowledge of Microsoft, Office Suite, Adobe Illustrator, Adobe PhotoShop, Microsoft Visio and Adobe Acrobat. Must maintain an up-to-date knowledge of electronic graphics illustration and electronic publishing software and design techniques through coursework in graphics illustration and desktop publishing programs.
Certifications	None
Education	Bachelor's Degree from an accredited college/university or an equivalent combination of education and experience
Experience Requirements	Requires 5 years experience in a government or government contractor environment. Must possess above average interpersonal skills and the ability to work independently or as a member of a team. Must demonstrate good organization skills and the ability to maintain high degree of accuracy and attention to detail in producing printed products. Must be experienced in working with subject matter experts to develop graphics that convey project requirements. Desktop publisher must be able to convert PDFs into editable text and tables. Must possess strong software problem solving skills. Must possess expert knowledge of Microsoft, Office Suite, Adobe Illustrator, Adobe PhotoShop, Indesign, Quark Express, Microsoft Visio and Adobe Acrobat.

EDITOR

POSITION DESCRIPTION

Creative Options Editor is responsible for the editing of documents, reports, and technical summaries, manuals, presentations, and other collateral material. Editor is to perform grammatical review and proofing of printed and online documents. Editor interfaces with other editors and subject matter experts. The Editor will perform other document development duties as assigned. Editor must possess an expert understanding of 29th edition of the “*United States Government Printing Office Style Manual*”, “*The Chicago Manual of Style*”, “*The Associated Press Stylebook and Libel Manual* and other industry-standard editorial resources.

QUALIFICATIONS:

Minimum Education	Training leading to proficiency in word processing.
Certifications	None
Education	Bachelor’s Degree from an accredited college/university majoring in English, Communication, or Journalism
Experience Requirements	5 plus years of related experience. Editor must possess excellent written and verbal communication skills, good organizational skills, and a command of English grammar. Must be capable of functioning under pressure and possess the ability to adapt to change. Must pay close attention to detail. Must possess a proficient understanding of MS Word. The Editor must be comfortable in collaborative team environments. Must be well organized possessing the ability to juggle multiple deadlines.

SENIOR EDITOR

POSITION DESCRIPTION

Creative Options Senior Editor is responsible for the edit of documents, reports, and technical summaries, manuals, presentations, and other collateral material. Senior Editor is to perform grammatical review and proofing of printed and online documents. Senior Editor interfaces with other editors and subject matter experts. The Senior Editor provides direction to Proofreaders. Individual is responsible for quality review of documents before and after reproduction; providing assistance in the document finalization process. The Senior Editor will perform other document development duties as assigned. Senior Editor must possess an expert understanding of 29th edition of the “*United States Government Printing Office Style Manual*”, “*The Chicago Manual of Style*”, “*The Associated Press Stylebook and Libel Manual* and other industry-standard editorial resources.

QUALIFICATIONS:

Minimum Education	Training leading to proficiency in word processing.
Certifications	None
Education	Bachelor’s Degree from an accredited college/university majoring in English, Communication, or Journalism
Experience Requirements	5 plus years of related experience. Senior Editor must possess excellent written and verbal communication skills, good organizational skills, and a command of English grammar. Must be capable of functioning under pressure and possess the ability to adapt to change. Must pay close attention to detail. Must possess a proficient understanding of MS Word. The Senior Editor must be comfortable in collaborative team environments. Must be well organized possessing the ability to juggle multiple deadlines.

GRAPHIC DESIGNER

POSITION DESCRIPTION

Creative Options Graphic Designer is responsible for the design and production of printed materials such as magazines, newsletters, collateral, books, proposals, posters, advertising campaigns, packaging and exhibitions. The Graphic designers can also design and produce web sites. Graphic Designers proficiently use software such as Adobe Indesign, Photoshop, Illustrator, Quark Xpress, Freehand, Dreamweaver, Flash. They will meet with clients or account managers to discuss objectives and requirements of the job and work with team members such as other designers, writers, illustrators and printers to carry out the job.

QUALIFICATIONS:

Minimum Education	Training and hands-on experience leading to expert knowledge of Microsoft, Office Suite, Adobe Illustrator, Adobe PhotoShop, Microsoft Visio and Adobe Acrobat. Must maintain an up-to-date knowledge of electronic graphics and electronic publishing software and design techniques through coursework in graphics illustration and desktop publishing programs.
Certifications	None
Education	Bachelor's Degree from an accredited college/university or an equivalent combination of education and experience
Experience Requirements	Requires 5 years experience in a government or government contractor environment. Must possess above average interpersonal skills and the ability to work independently or as a member of a team. Must demonstrate good organization skills and the ability to maintain high degree of accuracy and attention to detail in producing printed products. Must be experienced in working with subject matter experts to develop graphics that convey project requirements. Graphic Designer must be able to convert PDFs into editable text and tables. Must possess strong software problem solving skills. Must possess expert knowledge of Adobe Illustrator, Adobe PhotoShop, Indesign, Quark Express, Microsoft Visio, Dreamweaver, Flash and Adobe Acrobat.

SENIOR GRAPHIC DESIGNER

POSITION DESCRIPTION

Creative Options Senior Graphic Designer creates multi-media plan established concepts. Senior designer manages and supervises graphic design staff. Senior Designer is responsible for the design and production of printed materials such as magazines, newsletters, collateral, books, proposals, posters, advertising campaigns, packaging and exhibitions. The Graphic designers can also design and produce web sites. Graphic Designers proficiently use software such as Adobe InDesign, Photoshop, Illustrator, Quark Xpress, Freehand, Dreamweaver, and Flash. They will meet with clients or account managers to discuss objectives and requirements of the job and work with team members such as other designers, writers, illustrators and printers to carry out the job.

QUALIFICATIONS:

Minimum Skills	Training and hands-on experience leading to expert knowledge of Microsoft, Office Suite, Adobe Illustrator, Adobe PhotoShop, Microsoft Visio and Adobe Acrobat. Must maintain an up-to-date knowledge of electronic graphics and electronic publishing software and design techniques through coursework in graphics illustration and desktop publishing programs.
Certifications	None
Education	Bachelor's Degree from an accredited college/university or an equivalent combination of education and experience
Experience Requirements	Requires 8 to 10 years experience in a government or government contractor environment. Must possess above average interpersonal skills and the ability to work independently or as a member of a team. Must demonstrate good organization skills and the ability to maintain high degree of accuracy and attention to detail in producing printed products. Must be experienced in working with subject matter experts to develop graphics that convey project requirements. Graphic Designer must be able to convert PDFs into editable text and tables. Must possess strong software problem solving skills. Must possess expert knowledge of Adobe Illustrator, Adobe PhotoShop, Indesign, Quark Express, Microsoft Visio, Dreamweaver, Flash and Adobe Acrobat.

GRAPHICS ILLUSTRATOR

POSITION DESCRIPTION

Creative Options Graphics Illustrator is responsible for preparing graphics illustrations. Under minimal supervision, using traditional and computerized drafting/graphics equipment, the Graphics Illustrator produces complex and specialty drawings, illustrations and other artwork that summarizes the written documentation associated with our clients' project needs. The Graphics Illustrator uses scanning software to capture images and text for use in a variety of ways including complex document formats.

QUALIFICATIONS:

Minimum Education	Training and hands-on experience leading to expert knowledge of Microsoft, Office Suite, Adobe Illustrator, Adobe PhotoShop, Microsoft Visio and Adobe Acrobat. Must maintain an up-to-date knowledge of electronic graphics illustration and electronic publishing software and design techniques through coursework in graphics illustration and desktop publishing programs.
Certifications	None
Education	Bachelor's Degree from an accredited college/university or an equivalent combination of education and experience
Experience Requirements	Requires 5 years experience in a government or government contractor environment. Must possess above average interpersonal skills and the ability to work independently or as a member of a team. Must demonstrate good organization skills and the ability to maintain high degree of accuracy and attention to detail in producing printed products. Must be experienced in working with subject matter experts to develop graphics that convey project requirements. Graphic Illustrator must be able to convert PDFs into editable text and tables. Must possess strong software problem solving skills. Must possess expert knowledge of Microsoft, Office Suite, Adobe Illustrator, Adobe PhotoShop, Indesign, Quark Express, Microsoft Visio and Adobe Acrobat.

MARKET RESEARCHER

POSITION DESCRIPTION

Creative Options Market Researcher is responsible for collecting and analyzing data to determine goal setting and appropriate media and message for multi level campaigns. Market researcher uses wide variety of research tools and procedures.

QUALIFICATIONS:

Minimum Skills	Training and hands-on experience leading to expert knowledge of Microsoft Office Suite, MS project tracker, ACT software and any other market research software..
Certifications	None
Education	Bachelor's Degree from an accredited college/university or an equivalent combination of education and experience
Experience Requirements	Requires 5 to 8 years experience in a government or government contractor environment. Must possess above average interpersonal skills and the ability to work independently or as a member of a team. Must demonstrate good organization skills and the ability to maintain high degree of accuracy and attention to detail in producing printed products. Must be experienced in working with subject matter experts

PROOFREADER

POSITION DESCRIPTION

Creative Options Proofreader is responsible for proofing of documents, reports, and technical summaries, manuals, presentations, and other collateral material. The Proofreader performs grammatical review and proofing of printed and online documents. The Proofreader is responsible for assisting the Technical Writer(s) and Senior Editor (s) with the quality review of documents before and after reproduction; providing assistance in the document finalization process. The Proofreader must possess a proficient understanding of the 29th edition of the 'United States Government Printing Office Style Manual', 'The Chicago Manual of Style', The Associated Press Stylebook and Libel Manual and other industry –standard editorial resources.

The individual proofreads and edits manuscripts and other forms of copy for publication and /or for distribution. The Proofreader makes stylistic, factual, and grammatical corrections. The Proofreader will perform other document development duties as assigned.

QUALIFICATIONS:

Minimum Education	Training leading to proficiency in Microsoft Word or other word processing software
Certifications	None required
Education	Bachelors Degree from an accredited college/ university or Editorial/ Administrative Training Institution
Experience Requirements	5 plus years of related experience. Proofreader must possess excellent written and verbal communication skills, good organizational skills, and a command of the English grammar. Must be capable of functioning under pressure and possess the ability to adapt to change. Proofreader must pay close attention to detail and must possess a proficient understanding of MS Word. The Proofreader must be comfortable in collaborative team environments. Must be organized possessing the ability to handle multiple deadlines.

WEB PAGE DESIGNER

POSITION DESCRIPTION

Creative Options Web page designer Position is responsible for the development, implementation, coordination, upgrade, troubleshooting, and maintenance of website. Creative Options Web Page Designer must have a comprehensive knowledge and mastery of current web technologies to provide written guidance to users on methods for delivering information via the web. The position requires a comprehensive knowledge and mastery of programming software (JAVA Script, HTML) and Application Programming Interface (API) features of commercial application software and design of World Wide Web based information services and management of network information services in order to develop systems and applications using the most appropriate technology to meet current and future requirements. The position requires knowledge of search engine technology, web search techniques, creation and use of search engine indexes, and deployment of web crawlers. Knowledge of system analysis techniques in order to collect functional requirements and design solutions

QUALIFICATIONS:

Minimum Education	Training and hands-on experience leading to expert knowledge of website requirements.
Certifications	None
Education	Bachelor's Degree from an accredited college/university or an equivalent or experience in electronic and multimedia tools for the internet
Experience Requirements	Requires 5 years experience in a government or government contractor environment. Must possess above average interpersonal skills and the ability to work independently or as a member of a team. Must be experienced in working with subject matter experts to develop graphics that convey project requirements. The position requires a comprehensive knowledge and mastery of programming software (JAVA Script, HTML) and Application Programming Interface (API) Must be experienced in Interfacing with external clients to resolve issues caused by design alterations. . Excellent communication and project coordination skills are mandatory.

TECHNICAL WRITER

POSITION DESCRIPTION

Creative Options Technical Writer is responsible for written preparation of operational and instructional manuals, reporting documents, technical publications, proposals, and other collateral materials. The Technical Writer gathers technical information, prepares written text and coordinates layout and manual organization. The Technical writer will gather and use information tools such as reports, periodicals, and manuals. Technical Writer is responsible for conducting interviews of subject matter experts as a means of obtaining information. Technical Writer performs research using the Internet, and coordinates the findings with other Technical Writers and Illustrators. The Technical Writer coordinates the process of performing research, compilation and organization of technical data.

QUALIFICATIONS:

Minimum Education	Training leading to proficiency in Microsoft Word, other word processing software, and internet search engines
Certifications	None required
Education	Bachelors Degree from an accredited college/ university
Experience Requirements	<p>5 plus years of related experience. Technical Writer must pay close attention to detail. Must be proficient in using MS Word and Internet search engines. Technical Writer must be self motivated and well organized self starter who is comfortable in collaborative team environments. Must be well organized possessing the ability to handle multiple deadlines. Excellent communication and project coordination skills are mandatory.</p> <p>Must have experience in the preparation and maintenance of collateral material. Must be experienced in the research of technical documentation preparation of text, the interfacing with illustrators for graphic support, and the coordination of overall layout and manual organization. Must be experienced in Interfacing with external clients to resolve issues caused by design alterations.</p>