



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: GSAAdvantage.gov.

Schedule Title: MAS – Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: 47QRAA18D00FK

Mod: #PA-0006, Effective 10/08/2020

For more information on ordering from the Federal Supply Schedules go to the4 GSA Schedules page at GSA.gov.

Contract Period: September 14, 2018 through September 13, 2023

Contractor Name: NAVAR Inc.
7050 Infantry Ridge Road
Manassas, VA 20109
Phone number: 703.530.9523
Fax number: 703.369.1230
Email: NAVARPSSOrders@navaranc.com

Contractor Website: <http://www.navaranc.com>

Contract Administrator: Shane Muncy, Director of Contracts
Email: smuncy@capefoxss.com

Business Size: Small Business, Small Business Administration Certified Small Disadvantaged Business, Alaskan Native Corporation (ANC), and Native American Owned

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers (SINs):

SIN	DESCRIPTION
541810	Advertising Services
541820	Public Relations Services
541511	Web Based Marketing Services
541910	Market Research and Analysis
512110	Video / Film Production
561920	Conference, Events and Tradeshow Planning Services
541430	Commercial Art and Graphic Design Services
OLM	Order-Level Materials (OLM)

1b. Lowest Priced Model Number and Price for Each SIN:

See GSA Price List for Details

1c. Hourly Rates and Description of All Corresponding Commercial Job Titles, Experience, Functional Responsibility, and Education:

See GSA Price List for hourly rates by labor category and see the Job Descriptions provided after the pricing information.

2. Maximum Order:

\$1,000,000 per Order

3. Minimum Order:

\$100

4. Geographic Coverage:

Domestic: 50 states and Washington DC

5. Point(s) of Production:

Manassas, Prince William County, Virginia, USA

6. Discount from List Prices:

GSA Net Prices are incorporated on page 7. Negotiated discounts have been applied and the Industrial Funding Fee (IFF) has been added.

7. Quantity Discount(s):

None

8. Prompt Payment Terms:

Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items:

None

10a. Time of Delivery:

To be negotiated at time of task order

- 10b. Expedited Delivery:**
Contact Contractor for details
- 10c. Overnight and 2-Day Delivery:**
Contact Contractor for details
- 10d. Urgent Requirements:**
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.
- 11. FOB Point:**
FOB Destination
- 12a. Ordering Address:**
NAVAR Inc.
7050 Infantry Ridge Road
Manassas, VA 20109
Email: NAVARPSSOrders@navaranc.com
- 12b. Ordering Procedures:**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment Address:**
NAVAR Inc.
7050 Infantry Ridge Road
Manassas, VA 20109
- 14. Warranty Provision:**
Standard Commercial Warranty
- 15. Export Packing Charges:**
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. Preventative 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. Section 508 Compliance for EIT:**
Contact Contractor for details
- 23. Data Universal Numbering System (DUNS) Number:**
004838468
- 24. Notification Regarding Registration in System for Award Management (SAM) Database:**
NAVAR Inc. has an Active Registration in the SAM database.

COMPANY BACKGROUND

NAVAR Inc. (NAVAR), is a U. S. Small Business Administration (SBA) certified small business and a wholly owned subsidiary of Cape Fox Corporation, an Alaska Native Corporation (ANC). NAVAR has over eight years of experience providing professional services for a diverse group of U.S. Government agencies. NAVAR has a strong background in strategic communications development and publication, event and meeting planning, as well as program management, and administrative services.

NAVAR currently has employees spread across our Headquarters location in Manassas, VA and client sites throughout the United States. We have served agencies such as the Defense Threat Reduction Agency (DTRA), Department of Justice (DOJ), National Aeronautics and Space Administration (NASA) Stennis Space Center, the Nuclear Regulatory Commission (NRC), the U.S. Navy, and the National Institute of Standards and Technology (NIST). NAVAR's experience includes providing program management office (PMO) support and award winning capabilities in creativity, graphic design, multimedia and audio-visual support, website design, and technical writing.

We employ highly qualified individuals including a strategic communication team and personnel with certifications as Certified Meeting Planner (CMP) and Certified Government Meeting Planner (CGMP). They help our clients identify, define, develop, and implement effective strategic communication strategies to reach internal and external audiences. We use the entire marketing spectrum to improve our client's communications, event planning, conferences, and graphical goals. The wide range of agencies supported expands our expertise and capabilities with each new contract. To maintain staff qualifications, our organization promotes a learning culture, offers professional development opportunities, and focuses on creating an environment where employees are challenged, appreciated, and developed.

NAVAR understands the importance of representing our customers through high quality products. Our team has a history of creating award winning work products for our clients as shown below.

- 2019 Bronze Telly award for "CB 101: The Mission of DTRA's Chem-Bio Technologies Department: video in the Government Relations Video category
- 2018 MarCom Gold award for "CB 101: The Mission of DTRA's Chem-Bio Technologies Department: video in the Government Video/Audio/Film category
- 2018 MarCom Gold award for the JSTO in the News social media video campaign in the Viral Marketing Campaign for Social Media category
- 2018 HERMES Gold award for JSTO in the News Ezine publication
- 2017 HERMES Gold award for JSTO in the News Ezine publication
- 2017 HERMES Gold award for 2017 Chemical and Biological Defense Science and Technology (CBD S&T) Conference website
- 2015 MarCom Gold award for 2015 Chemical and Biological Defense Science and Technology Conference opening general session video
- 2014 MarCom Gold award for DTRA CB eBook
- 2014 HERMES Platinum award for DTRA CB Timeline Installation
- 2014 HERMES Gold award for CBD S&T Conference Website
- 2013 MarCom Platinum award for DTRA CB Timeline Installation
- 2013 MarCom Gold award for Imagine - DTRA CB Mission Overview video

- 2013 HERMES Platinum award for DTRA CB Timeline Installation
- 2013 HERMES Gold award for Imagine - DTRA CB Mission Overview

The Hermes Creative Awards is an international competition for creative professionals to compete against peers involved in the concept, writing, and design of traditional marketing materials and emerging technologies. Similarly, MarCom awards are administered by the Association of Marketing and Communication Professionals (AMCP), and has evolved into one of the largest, most-respected international competitions with approximately 6,000 print and digital entries annually. The Telly Awards is the premier award honoring video and television across all screens. Established in 1979, The Telly Awards receives over 12,000 entries from all 50 states and 5 continents. Entrants are judged by The Telly Awards Judging Council—an industry body of over 200 leading experts including advertising agencies, production companies, and major television networks, reflective of the multiscreen industry The Telly Awards celebrates. Partners of The Telly Awards include IFP, NAB, StudioDaily, StashMagazine, StudioDaily, Storyhunter, ProductionHub, The Wrap Pro, the VR/AR Association and Digiday.

NAVAR has won a total of 14 awards - 7 Hermes, 6 MarCom, and 1 Telly awards, for their outstanding creative support while exceeding client objectives of providing superior communication tools throughout the organization.

NAVAR INC. APPROVED FSS PRICING

The rates below apply to all awarded SINs as shown in 1a on page 2.

Labor Category	GSA Rate with IFF: 09/14/18 to 09/13/19	GSA Rate with IFF: 09/14/19 to 09/13/20	GSA Rate with IFF: 09/14/20 to 09/13/21	GSA Rate with IFF: 09/14/21 to 09/13/22	GSA Rate with IFF: 09/14/22 to 09/13/23
Administrative – Admin Assistant *	\$56.88	\$58.01	\$59.17	\$60.36	\$61.57
Administrative – Secretary I *	\$33.53	\$34.20	\$34.89	\$35.58	\$36.30
Administrative – Secretary II *	\$36.96	\$37.70	\$38.45	\$39.22	\$40.00
Administrative – Secretary III *	\$45.22	\$46.12	\$47.05	\$47.99	\$48.95
Assistant Strategic Planner	\$72.34	\$73.79	\$75.27	\$76.77	\$78.31
Creative/Art Director	\$84.91	\$86.60	\$88.34	\$90.10	\$91.91
Deputy Project Planner	\$68.75	\$70.12	\$71.52	\$72.95	\$74.41
Director of Strategic Communications	\$81.78	\$83.42	\$85.09	\$86.79	\$88.52
Graphic Artist	\$66.27	\$67.59	\$68.94	\$70.32	\$71.73
Junior Event Planner	\$54.67	\$55.76	\$56.88	\$58.02	\$59.18
Junior Graphic Designer	\$49.78	\$50.78	\$51.79	\$52.83	\$53.89
Junior Web Developer	\$64.45	\$65.74	\$67.06	\$68.40	\$69.77
Logistical Coordinator	\$61.27	\$62.49	\$63.74	\$65.02	\$66.32
Marketing Specialist	\$56.29	\$57.42	\$58.57	\$59.74	\$60.93
Project Manager	\$114.44	\$116.73	\$119.06	\$121.44	\$123.87
Project Planner	\$74.99	\$76.49	\$78.02	\$79.58	\$81.17
Senior Event Planner	\$73.75	\$75.23	\$76.73	\$78.27	\$79.83
Senior Graphic Designer	\$62.14	\$63.38	\$64.65	\$65.94	\$67.26
Senior Web Developer	\$84.24	\$85.93	\$87.65	\$89.40	\$91.19
Strategic Communications Planner	\$70.63	\$72.04	\$73.48	\$74.95	\$76.45
Technical Writer	\$79.83	\$81.43	\$83.05	\$84.71	\$86.41
Web Designer	\$70.01	\$71.41	\$72.83	\$74.29	\$75.78
Writer/Editor	\$58.77	\$59.95	\$61.15	\$62.37	\$63.62

* The Service Contract Labor Standards (SCLS) is applicable to this contract, and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination #
Administrative - Admin Assistant *	01020 - Administrative Assistant	2015-4281
Administrative - Secretary I *	01311 - Secretary I	2015-4281
Administrative - Secretary II *	01312 - Secretary II	2015-4281
Administrative - Secretary III *	01313 - Secretary III	2015-4281

Labor Category Descriptions

Administrative – Admin Assistant *

Duties and Responsibilities: Provides administrative support to an individual, team, department, or other group in an organization. Collects, reviews, analyzes data to prepare reports, charts, budgets and other presentation materials. Responds to or routes routine inquiries from external or internal sources with standard correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities.

Experience: 1 year

Education: High School Diploma

Training/Certification: Certified Administrative Professional (CAP) preferred; Microsoft Suite and Graphics Software preferred

Administrative – Secretary I *

Duties and Responsibilities: Performs various clerical and secretarial duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings, and compiles basic information for routine reports or other materials. May distribute mail, handle travel accommodations, and maintain office supplies.

Experience: 1 year

Education: High School Diploma

Training/Certification: Microsoft Suite and Graphics Software preferred

Administrative – Secretary II *

Duties and Responsibilities: Performs various clerical duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings, and compiles basic information for routine reports or other materials. May distribute mail, handle travel accommodations, and maintain office supplies. Has basic skills to use office equipment.

Experience: 2 years

Education: High School Diploma

Training/Certification: None required

Administrative – Secretary III *

Duties and Responsibilities: Performs various clerical duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings and compiles basic information for routine reports or other materials. Deals with more complex inquiries from other secretarial staff. May distribute mail, handle travel accommodations, and maintain office supplies.

Experience: 3 years

Education: High School Diploma

Training/Certification: Microsoft Suite and Graphics Software preferred

Assistant Strategic Planner

Duties and Responsibilities: Responsible for the research and development of media plans, and identifying target audiences and ideal media outlets. Recommends media mix and frequency that is in line with the budget and established media objectives.

Experience: 4 years

Education: Bachelor's Degree

Training/Certification: None required

Creative/Art Director

Duties and Responsibilities: Translates marketing objectives into conceptual works while adhering to specific branding and project guidelines and requirements. Leads, creates, develops, implements, tracks, and updates support material from concept through completion, delivery, and archiving. Provides leadership to the design team in the design, coordination, and development of all graphical elements for client proposals, presentations, and related marketing materials. Responsible for print bidding, cost analysis for marketing materials, project impact analysis for change orders, and cost trade-off analysis for implementation of new marketing initiatives.

Experience: 15 years

Education: Bachelor's Degree in Graphic Design

Training/Certifications: Web Graphics, Production Design, and Digital Imaging preferred

Deputy Project Planner

Duties and Responsibilities: Manages the planning and implementation of all aspects of conferences, meetings, or other events. Manages the execution of all aspects of conferences and meetings of any size. Selects and negotiates conference, review, and meeting sites.

Experience: 2 years

Education: Bachelor's Degree

Training/Certifications: None required

Director of Strategic Communications

Duties and Responsibilities: Manages internal/external communications activities including advertising, marketing, and media relations. Directs and oversees communications programs to effectively describe and promote the organization and its products. May conduct market or public opinion research to assess program outcomes. Suggests promotional campaign ideas in various types of media, as well as counsels top management on effective communication strategies.

Experience: 7 years

Education: Bachelor's Degree in Communications or related field

Training/Certifications: None required

Graphic Artist

Duties and Responsibilities: Designs layouts and art based on customer specifications. Determines the fonts, layout, medium, and other design decisions as needed. Coordinates accurate reprinting.

Experience: 2 years

Education: Bachelor's Degree

Training/Certifications: Web Graphics, Production Design, and Digital Imaging preferred

Junior Event Planner

Duties and Responsibilities: Responsible for planning and organizing meeting or special events. Coordinates all amenities and accommodations including site selection, food, transportation, and audiovisual equipment.

Experience: 3 years

Education: High School Diploma

Training/Certifications: Certified Government Meeting Professional (CGMP), Certified Meeting Professional (CMP) preferred

Junior Graphic Designer

Duties and Responsibilities: Possesses knowledge of current graphic design software, and produces graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material. Uses a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text, and video into consolidated and seamless multimedia programs.

Experience: 5 years

Education: Bachelor's Degree

Training/Certifications: HTML, JavaScript, Adobe Creative Cloud (e.g., Dreamweaver, Illustrator)

Junior Web Developer

Duties and Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based application systems, such as user interface, e-commerce applications, or site animation. Troubleshoots and solves software issues. Researches technical problems and suggests improvements for web applications. Maintains working knowledge of commonly used web developing language (e.g., HTML, Java, PHP, JSP, ASP.Net, Python, AJAX) is necessary.

Experience: 5 years

Education: Bachelor's Degree

Training/Certifications: Microsoft ASP.Net, HTML, Java, or other commonly used programming languages

Logistical Coordinator

Duties and Responsibilities: Participates in the planning and implementation of conferences. Coordinates all aspects of conferences and meetings in accordance with customer specifications. Assists in selecting and negotiating conference, review, and meeting sites. Manages logistical arrangements for conferences including reimbursement forms, invoices, and reports after conference has ended.

Experience: 3 years

Education: Bachelor's Degree

Training/Certifications: None required

Marketing Specialist

Duties and Responsibilities: Responsible for designing, creating, and delivering marketing programs to support the growth and expansion of company products and services. Creates and conveys brand messages and improves brand awareness. Develops sales presentations and provides reports based on information collected such as marketing trends, competition, new products, and pricing. May coordinate marketing involvement in conferences, exhibitions, and marketing seminars.

Experience: 2 years

Education: Bachelor's Degree

Training/Certifications: American Marketing Association (AMA) Certified Professional Marketer

Project Manager

Duties and Responsibilities: Manages and oversees all aspects of a project to ensure it is completed on time and within budget. Has overall responsibility for managing scope, cost,

schedule, internal staffing, outside vendors, and contractual deliverables. Prepares reports for upper management regarding status of project.

Experience: 5 years

Education: Bachelor's Degree

Training/Certifications: Program Management Professional (PMP) or Certified Associate in Project Management (CAPM) preferred

Project Planner

Duties and Responsibilities: Develops and directs the strategic planning of multiple projects. Oversees coordination of tasks, personnel, and resources required to successfully complete projects.

Experience: 3 years

Education: Bachelor's Degree

Training/Certifications: None required

Senior Event Planner

Duties and Responsibilities: Responsible for planning and organizing a meeting or special event for an organization. Coordinates all amenities and accommodations including site selection, food, transportation, and audiovisual equipment.

Experience: 5 years

Education: High School Diploma

Training/Certifications: Certified Government Meeting Professional (CGMP), Certified Meeting Professional (CMP) preferred

Senior Graphic Designer

Duties and Responsibilities: Possesses knowledge of current graphic design software, and produces graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material. Uses a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text, and video into consolidated and seamless multimedia programs.

Experience: 8 years

Education: Bachelor's Degree

Training/Certifications: HTML, JavaScript, Adobe Creative Cloud (e.g., Dreamweaver, Illustrator)

Senior Web Developer

Duties and Responsibilities: Responsible for developing, testing, implementing, and maintaining web-based application systems, such as user interface, e-commerce applications, or site animation. Troubleshoots and solves software issues. Researches technical problems and suggests improvements for web applications. Knowledge of commonly used web developing language (e.g., HTML, Java, PHP, JSP, ASP.Net, Python, and AJAX) is necessary.

Experience: 8 years

Education: Bachelor's Degree in Graphic Design or related field

Training/Certifications: Microsoft ASP.Net, HTML, CSS, JavaScript, or other commonly used programming languages, Adobe Creative Cloud

Strategic Communications Planner

Duties and Responsibilities: Manages internal/external communications activities including advertising, marketing, and media relations. Creates, implements, and oversees

communications programs that effectively describe and promote the organization and its products. May aid in the preparation of presentations and/or speeches geared toward employees and consumers.

Experience: 6 years

Education: Bachelor's Degree

Training/Certifications: None required

Technical Writer

Duties and Responsibilities: Edits and rewrites online and hard copy documents for grammatical, syntactical, and usage errors, spelling, and punctuation. Ensures adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content, and provides quality control checking for documents received from photocopying and word processing.

Experience: 5 years

Education: Bachelor's Degree in Communications, Marketing, English, Journalism, or related field

Training/Certifications: None required

Web Designer

Duties and Responsibilities: Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Provides ongoing design and maintenance of the website. Utilizes ASP pages, HTML code, and graphics software.

Experience: 2 years

Education: Bachelor's Degree in Computer Science

Training/Certifications: Microsoft ASP.Net, HTML, JavaScript, CSS, PHP, or other commonly used programming language

Writer/Editor

Duties and Responsibilities: Writes, prepares, and/or reviews articles to be used in company publications. Coordinates the preparation of company publications and articles with various departments. Confirms artwork and verifies facts. Ensures all work follows editorial policies and standards.

Experience: 2 years

Education: Bachelor's Degree in English or other related technical discipline

Training/Certifications: None required

Education Equivalence: *Where the job description requires a certain level of educational qualification or "equivalent experience," the following guidelines apply:*

Bachelor's Degree: May be substituted with four (4) years of directly related experience

High School Diploma: May be substituted with two (2) years of directly related experience or equivalent GED