



**CHAISE** MANAGEMENT  
GROUP  
Optimization. Growth. Excellence.

**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 is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is:  
**<http://www.GSAAdvantage.gov>**.

**Multiple Award Schedule  
FSC Group: Professional Services**

**Contract Number: 47QRAA20D008S**  
**Contract Period: 09/02/2020 – 09/01/2025**

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

**Contractor:** Chaise Management Group, LLC  
1420 New York Avenue, NW, Suite 810  
Washington, DC 20005

**Business Size:** Small, Disadvantaged, 8(a), Woman-Owned Business

**Telephone:** 202-830-0688

**FAX Number:** 202-830-0788

**Web Site:** [www.chaisegroupllc.com](http://www.chaisegroupllc.com)

**E-mail:** [nmay@chaisegroupllc.com](mailto:nmay@chaisegroupllc.com)

**Contract Administration:** Natalie R May

Pricelist current through **Modification #01** effective **09/03/2020**.

**CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s):**

<b>SIN</b>	<b>RECOVERY</b>	<b>SIN Description</b>
512110	512110RC	Video/Film Production
541211	541211RC	Auditing Services
541820	541820RC	Public Relations Services
561920	561920RC	Conference, Meeting, Event and Trade Show Planning Services
OLM	OLMRC	Order Level Materials

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.** See Pricing Page 5.

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.** See Labor Category Descriptions Page 6.

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

**7. Quantity discounts:** None

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

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes

**10. Foreign items (list items by country of origin):** None

**11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

**11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

**11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

**12. F.O.B Points(s):** Destination

**13a. Ordering Address (es):** Same as contractor

**13b. 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.

**14. Payment address (is):** Same as company address

**15. Warranty provision:** Contractor’s standard commercial warranty.

**16. Export Packing Charges (if applicable):** N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

**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 applicable):** N/A

**20a. 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

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

**24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Numbering System (DUNS) number:** 078801273

**26. Notification regarding registration in System for Award Management (SAM) database:** Registered.

### GSA Awarded Pricing

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	09/02/20	09/02/21	09/02/22	09/02/23	09/02/24
		–	–	–	–	–
		09/01/21	09/01/22	09/01/23	09/01/24	09/01/25
512110	Animator	\$79.80	\$81.56	\$83.35	\$85.18	\$87.06
512110	Assistant Editor	\$49.87	\$50.97	\$52.09	\$53.23	\$54.41
512110	Audio Engineer	\$60.50	\$61.83	\$63.19	\$64.58	\$66.00
541211	Audit Project Manager	\$161.09	\$164.63	\$168.26	\$171.96	\$175.74
541211	Auditor	\$89.10	\$91.06	\$93.06	\$95.11	\$97.20
512110	Cameraman	\$49.87	\$50.97	\$52.09	\$53.23	\$54.41
512110	Director	\$86.90	\$88.81	\$90.77	\$92.76	\$94.80
512110	Director of Photography	\$87.28	\$89.20	\$91.16	\$93.17	\$95.22
512110	Editor	\$81.05	\$82.83	\$84.66	\$86.52	\$88.42
561920	Event Project Coordinator	\$59.85	\$61.17	\$62.51	\$63.89	\$65.29
561920	Event Project Manager	\$74.81	\$76.46	\$78.14	\$79.86	\$81.61
512110	Producer	\$74.81	\$76.46	\$78.14	\$79.86	\$81.61
512110	Production Manager	\$124.69	\$127.43	\$130.24	\$133.10	\$136.03
541820	Public Relations Specialist	\$63.76	\$65.16	\$66.60	\$68.06	\$69.56
541211	Senior Auditor	\$103.49	\$105.77	\$108.09	\$110.47	\$112.90
512110	Writer	\$62.34	\$63.71	\$65.11	\$66.55	\$68.01

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## Labor Category Descriptions

### Animator

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**Functional Responsibilities:** Read scripts and storylines to understand animation requirements. Prepare presentations with raw designs to customers. Develop storyboards for the initial stages of production. Create models, drawings, and illustrations by hand or electronically. Join images with background graphics and special effects. Ensure synchronization of frames and audio. Participate in editing process. Direct the work of animation assistants. Collaborate with production crew.

**Minimum Education:** Bachelor's

**Minimum Experience:** 4 years

### Assistant Editor

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**Functional Responsibilities:** Provide support during editing process, ensuring that the editor is not disturbed. Receive and interpret paperwork from departments or crew members and relay the information to the editor. Work closely with the editor to find ways to improve a scene, looking for ways to streamline the content, discussing the filming techniques used and how they can be edited to look more visually appealing. Collaborate with the sound team to plan sound effects and music that might be needed. Liaise with the editor and director to make sure that the effects used fit the tone and vision of the film. Solve potential issues with editing and cut shot sequences at specific points to make each cut as seamless as possible. Input sound effects or dialogue to enhance the scene. Work with editor to review final assembled film or footage and make corrections if needed.

**Minimum Education:** Bachelor's

**Minimum Experience:** 2

### Audio Engineer

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**Functional Responsibilities:** Follow instructions and details from directors and producers. Set up and test sound equipment before events, broadcasts or recordings. Record, edit and mix audio tracks (instruments, vocals, etc.). Enhance sound quality and add sound effects to recordings. Work with video editors to synchronize video with audio tracks. Play backing tracks and special effects during live events. Collaborate with lighting, camera and other people. Create and maintain sound libraries. Resolve technical issues when they arise.

**Minimum Education:** Associate's

**Minimum Experience:** 3 years

### Audit Project Manager

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**Functional Responsibilities:** Plan and manage assigned audit projects according to established standards. Oversee auditing for operational, financial and compliance areas. Develop process improvements to improve effectiveness and quality of deliverables. Develop positive working relationships with management and audit team members. Prepare audit plan and coordinate audit activities. Supervise daily activities of audit team to ensure on-time delivery. Educate team about audit

tools, techniques, and procedures. Assist team in audit processes and issues as needed. Review audit findings and prepare formal audit reports with recommendations. Review audit recommendations with management and develop action plans.

**Minimum Education:** Bachelor's

**Minimum Experience:** 3 years

### **Auditor**

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**Functional Responsibilities:** Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations. Determine internal audit scope and develop annual plans. Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc. Prepare and present reports that reflect audit's results and document process. Act as an objective source of independent advice to ensure validity, legality and goal achievement. Identify loopholes and recommend risk aversion measures and cost savings. Maintain open communication with management and audit committee. Document process and prepare audit findings memorandum. Conduct follow up audits to monitor management's interventions. Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.

**Minimum Education:** Bachelor's

**Minimum Experience:** 3 years

### **Cameraman**

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**Functional Responsibilities:** Work with directors to determine all aspects of shots. Provide practical and creative input to scene planning. Select, assemble and position equipment (cameras, stands, software, etc.). Prepare cameras and test angles or camera movements. Shoot scenes according to requirements. Capture quality footage from a fixed or moving position. Collaborate with makeup artists, lighting, and sound staff to produce the best final effect. Resolve technical or practical issues. Edit footage as needed.

**Minimum Education:** Associate's

**Minimum Experience:** 4 years

### **Director**

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**Functional Responsibilities:** Create film while adhering to strict budgets and timelines, using excellent organizational skills. Motivate actors to produce their best dramatic performance. Read scripts and work on continued development. Attend casting sessions and select actors. Interpret a script and understand the story and narrative style. Oversee rehearsals. Identify set locations. Work within budgetary constraints. Manage conflict on set. Adhere to production schedule. Coordinate with camera crew, art directors, costume designers and musical composer to ensure a consistent creative execution. Work with editor to create film in its final form. Assist in marketing and promotion of film.

**Minimum Education:** Associate's

**Minimum Experience:** 8 years

## Director of Photography

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**Functional Responsibilities:** Plan, direct, and coordinate motion picture filming. Confer with Director regarding interpretation of scene and desired effects. Observe set or location and determine filming and lighting requirements to produce desired effects. Confer with Chief Electrician to establish lighting requirements. Select cameras, accessories, equipment, and film stock, utilizing knowledge of filming techniques, filming requirements, and computations. Instruct camera operators regarding camera setup, angles, distances, movement, and other variables and signals cues for starting and stopping filming. View film after processing and make adjustments, as necessary, to achieve desired effects.

**Minimum Education:** Bachelor's

**Minimum Experience:** 4 years

## Editor

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**Functional Responsibilities:** Manipulate and edit film pieces in a way that is invisible to the audience. Understand production team's needs and specifications. Review shooting script and raw material to create a shot decision list based on scenes' value and contribution to continuity. Trim footage segments and put together the sequence of the film. Input music, dialogue, graphics, and effects. Create rough and final cuts. Ensure logical sequencing and smooth running. Consult with stakeholders from production to post-production process. Continuously discover and implement new editing technologies and industry best practices to maximize efficiency.

**Minimum Education:** Bachelor's

**Minimum Experience:** 4 years

## Event Project Coordinator

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**Functional Responsibilities:** Support event from start to finish according to requirements, target audience and objectives. Develop suggestions to enhance the event's success. As directed, source and negotiate with vendors and suppliers. Support hiring personnel (DJs, waiters, etc.). Support promotional activities for the event. Supervise all staff (event coordinators, caterers, etc.). Ensure approval of all aspects before the day of the event. Ensure event is completed smoothly and step up to resolve any problems that might occur.

**Minimum Education:** Associate's

**Minimum Experience:** 1 year

## Event Project Manager

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**Functional Responsibilities:** Plan event from start to finish according to requirements, target audience and objectives. Develop suggestions to enhance the event's success. Prepare budgets and ensure adherence. Source and negotiate with vendors and suppliers. Lead hiring personnel (DJs, waiters, etc.). Coordinate all operations. Lead promotional activities for the event. Supervise all staff (event coordinators, caterers, etc.). Approve all aspects before the day of the event. Ensure event is completed smoothly and step up to resolve any problems that might occur. Analyze the event's success and prepare reports.

**Minimum Education:** Bachelor's

**Minimum Experience:** 3 years

## Producer

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**Functional Responsibilities:** Find scripts, novels, or other source materials and develop content. Employ directors, editing and production staff. Manage assigned budget. Pitch new ideas to clients. Cast actors. Create and monitor schedules. Advise and assist directors. Report to executive producers. Review the final edit.

**Minimum Education:** Bachelor's

**Minimum Experience:** 8 years

## Production Manager

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**Functional Responsibilities:** Organize all the needs of a production. Sets budgets for the needs of every film production aspect, which include paying all workers or staff of the production, incurring props, hiring catering services and other expenses used daily. Solving problems that may arise during filming. Setting schedule of meetings and shooting. Preparing and submitting all types of paperwork needed before deadline. Ensuring all equipment are set up properly and working well. Hire workers, assign people daily tasks, assists in the set and administrative work, oversee video editing.

**Minimum Education:** Associate's

**Minimum Experience:** 8 years

## Public Relations Specialist

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**Functional Responsibilities:** Formulate PR plans and strategies. Enhance the company's voice and presence through online and offline channels. Manage media relations and requests. Write press releases, speeches and other PR copy. Plan and supervise events, fairs, conferences etc. Support the implementation of promotional plans. Present solutions in times of PR crisis. Facilitate the resolution of disputes with the public or external vendors. Lead survey initiatives and analyze public opinion.

**Minimum Education:** Bachelor's

**Minimum Experience:** 4 years

## Senior Auditor

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**Functional Responsibilities:** Plan and oversee the auditing process. Allocate responsibilities to junior and staff auditors. Review team members' work for accuracy and compliance. Perform effective risk and control assessments. Complete audits on time and submit reports to auditing manager. Present audit findings and find ways to increase compliance and efficiency. Coordinate periodical audits.

**Minimum Education:** Bachelor's

**Minimum Experience:** 6 years

## Writer

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**Functional Responsibilities:** Develop and research ideas for original movie screenplays. Create initial framework, or treatment, for screenplays. Write or adapt story into script. Meet with film executives to pitch screenplays and ideas. Weave together visual elements in scenes with plot and dialogue. Work with producers and directors to edit and adjust the script as needed.

**Minimum Education:** Bachelor's

**Minimum Experience:** 6 years

### Experience & Degree Substitution Equivalencies

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Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

#### Equivalent Degree

Associate's

Bachelor's

Master's

PhD

#### Experience

High School or equivalent plus 2 years relevant experience

Associate's degree + 2 years relevant experience

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience

Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience