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 GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Information Technology

Contract number: 47QRAA22D005T

Contract period: February 16, 2022, through February 17, 2027

Sonje’ Productions, LLC
1720 N Calvert St
Baltimore, MD 21202
410-244-8327

www.sonjieproductions.com

Contract Administration Source: Sonjie DeCaires
Email: sonjie@sonjieproductions.com

Business size: Small

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

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541613</td>
<td>541613RC</td>
<td>Marketing Consulting Services</td>
</tr>
<tr>
<td>561920</td>
<td>561920RC</td>
<td>Conference, Meeting, Event and Trade Show Planning Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

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

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 Description and hourly rates on page 2.

2. Maximum order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541613</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>561920</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Baltimore, MD

6. Discount from list prices or statement of net price. Government Net Prices

7. Quantity discounts. 1.0% Quantity/Volume Discount for a single task order between $100,000.00 - $249,999.99
1.5% Quantity/Volume Discount for a single task order between $250,000.00 - $499,999.99
2.0% Quantity/Volume Discount for a single task exceeding $500,000.00
8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. 0% Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Determined at Task Order Level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Determined at Task Order Level

10c. Overnight and 2-day delivery. Determined at Task Order Level

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es). Same as Company Address

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(es). Same as Company Address

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov. Not Applicable

23. Unique Entity Identifier (UEI) number. 020400212

24. Notification regarding registration in System for Award Management (SAM) database. Registered Labor Category Rates

<table>
<thead>
<tr>
<th>SIN/SIN(s) Proposed</th>
<th>Labor Category/Service Title</th>
<th>Minimum Education</th>
<th>Minimum Years’ Experience</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541613, 561920</td>
<td>Account Executive</td>
<td>Bachelor's</td>
<td>3</td>
<td>$83.93</td>
<td>$86.03</td>
<td>$88.18</td>
<td>$90.38</td>
<td>$92.64</td>
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<tr>
<td>541613, 561920</td>
<td>Administrative Assistant</td>
<td>Bachelor's</td>
<td>1</td>
<td>$44.43</td>
<td>$45.54</td>
<td>$46.68</td>
<td>$47.85</td>
<td>$49.05</td>
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<tr>
<td>541613, 561920</td>
<td>Associate Producer</td>
<td>Bachelor's</td>
<td>3</td>
<td>$74.06</td>
<td>$75.91</td>
<td>$77.81</td>
<td>$79.76</td>
<td>$81.75</td>
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<tr>
<td>541613, 561920</td>
<td>Communications Manager</td>
<td>Bachelor's</td>
<td>4</td>
<td>$112.56</td>
<td>$115.37</td>
<td>$118.25</td>
<td>$121.21</td>
<td>$124.24</td>
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<tr>
<td>541613, 561920</td>
<td>Media Director</td>
<td>Bachelor's</td>
<td>6</td>
<td>$130.34</td>
<td>$133.60</td>
<td>$136.94</td>
<td>$140.36</td>
<td>$143.87</td>
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<tr>
<td>541613, 561920</td>
<td>Outreach Coordinator</td>
<td>Bachelor's</td>
<td>3</td>
<td>$63.19</td>
<td>$64.77</td>
<td>$66.39</td>
<td>$68.05</td>
<td>$69.75</td>
</tr>
<tr>
<td>541613, 561920</td>
<td>Project Manager</td>
<td>Bachelor's</td>
<td>6</td>
<td>$139.22</td>
<td>$142.70</td>
<td>$146.27</td>
<td>$149.93</td>
<td>$153.68</td>
</tr>
<tr>
<td>541613, 561920</td>
<td>Research Coordinator</td>
<td>Bachelor's</td>
<td>2</td>
<td>$95.78</td>
<td>$98.17</td>
<td>$100.62</td>
<td>$103.14</td>
<td>$105.72</td>
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</tbody>
</table>

Labor Category Descriptions

**Account Executive**

*Minimum/General Experience:* Three (3) years of experience

*Functional Responsibilities:* The account executive is the primary point of contract between the customer and the staff. The Account Executive has held numerous significant positions with broad areas of responsibility within an industry or government sector. The Account Executive uses broad knowledge and experience to the design and incorporate imaginative, innovative, and creative solutions to complex and critical client projects.

*Education:* Bachelor’s Degree

**Administrative Assistant**
**Minimum/General Experience:** One (1) year of experience

**Functional Responsibilities:** Coordinate the implementation of communication projects including public relations, special events, advertising, and materials development. They support the preparation of plans and presentations using resource materials such as data, slides, photographs, and primary and secondary research results.

**Education:** Bachelor’s Degree

**Associate Producer**

**Functional Responsibilities:** Three (3) years of experience

**Minimum/General Experience:** Helps the Executive Producer and/or Producer/Director or Studio Producer coordinate large, complex productions. May participate in production planning, casting, scouting of locations, location of stock footage and direction of staff during field or studio productions.

**Education:** Bachelor’s Degree

**Communications Manager**

**Minimum/General Experience:** Four (4) years of experience

**Functional Responsibilities:** Manager of all event communications. Responsible for managing all staff of communication specialists, including providing overall leadership for a team of graphic designers, writers, and editors. Responsible for writing and editing, including performing developmental and substantive editing of materials for national publications, social media platforms, reports and editing and writing sensitive material.

**Education:** Bachelor’s Degree

**Content Developer**

**Minimum/General Experience:** Three (3) years of experience

**Functional Responsibilities:** Responsible for developing a company’s content strategy as well as creating its deliverables. “Content” is a broad term that can refer to blog posts, static web copy podcasts, video content and more. Their responsibilities also include the technical aspect of content creation.

**Education:** Bachelor’s Degree

**Contract Administrator**
Minimum/General Experience: Five (5) years of experience

Functional Responsibilities: Serves as a fully experience contracts administrator on all contracts. Reviews RFP’s, SOW’s and Task orders. Performs risk assessments, negotiates/administers subcontracts and contracts, drafts/execute subcontracts, Teaming Agreements and Nondisclosure Agreements (NDA’s) ensuring proper contract and acquisition actions are taken per company polices, legal requirement and customer specifications.

Education: Bachelor’s Degree

Creative Designer

Minimum/General Experience: Three (3) Years of experience

Functional Responsibilities: Provides design and oversees projects for initial concepts through final press checks. Responsible for Creative Concept, Design & Layout and Art Direction.

Education: Bachelor’s Degree

Graphic Designer

Minimum/General Experience: Three (3) years of experience

Functional Responsibilities: Works with other creative staff to design creative projects, print materials, and websites. They help establish and execute visual look and feel for products produced for clients. They manage production schedules, sign-off approvals, and printing vendors.

Education: Bachelor’s Degree

Marketing Director

Minimum/General Experience: Five (5) years of experience

Functional Responsibilities: Responsible for conceptualizing multimedia and advertising campaigns from idea to creative solutions for all media formats and components of the campaign, to include: marketing and advertising objective determination, message decision/creation, outdoor marketing and media services, social media, direct mail services, printed media as well as integration of traditional marketing with new media.

Education: Bachelor’s Degree
**Media Director**

**Functional Responsibilities:** Six (6) years of related experience

**Minimum/General Experience:** Develops media strategy based on client business goals and campaign objectives. Creates target audience personas, researchers geography/markets, assesses competitive spends and channel trends. Develops and manages vendor partner relationships.

**Education:** Bachelor’s Degree

**Outreach Coordinator**

**Minimum/General Experience:** Three (3) years of related experience

**Functional Responsibilities:** Responsible for designing, creating, and delivering marketing programs to support the growth and expansion of company products and services. Creates, conveys brand messages and improves brand awareness. Develops sales presentations and provides reports based on information collected such as marketing trends, competition, and pricing.

**Education:** Bachelor’s Degree

**Production Specialist**

**Minimum/General Experience:** Three (3) years of related experience

**Functional Responsibilities:** Organizes, directs, manages and instructs subordinates in the advanced aspects of creating and producing graphics for broadcasts, including promotional graphics as well as graphs and charts.

**Education:** Bachelor’s Degree

**Project Manager**

**Minimum/General Experience:** Six (6) years of related experience

**Functional Responsibilities:** Works directly with key customer contacts to facilitate all assigned services including interactive customer communications, marketing, logistics and hoc projects, and other day-to-day activities; oversees project management for all areas of customer relationships.

**Education:** Bachelor’s Degree

**Promotion Manager**

**Minimum/General Experience:** Four (4) years of related experience
**Functional Responsibilities:** Responsible for supervising promotions programs to incentivize the point-of-purchase. Combines advertising with promotional deals to entice consumers and purchase services. Work with marketing and sales departments to create promotions. Market promotions to various business.

**Education:** Bachelor’s Degree

**Research Coordinator**

**Minimum/General Experience:** Two (2) years of related experience

**Functional Responsibilities:** Assists in the conduct of research and evaluation, policy, or program assessment activities as part of a larger project.

**Education:** Bachelor’s Degree

**Research Manager**

**Minimum/General Experience:** Four (4) years of related experience

**Functional Responsibilities:** Conducts research, analyzes data, gathers information, and prepares reports related to the project requirements. Provides direction for innovation through unique, inventive, or multi-disciplinary approaches to client’s business issues.

**Education:** Bachelor’s Degree

**Social Media Strategist**

**Functional Responsibilities:** Four (4) years of related experience

**Minimum/General Experience:** Develops and implements a comprehensive social media strategy aimed at increasing web traffic and brand awareness. Manage, create and publish high quality content. Collaborate and communicate with writers and designers to ensure content is appealing and informative for the reader.

**Education:** Bachelor’s Degree

**Web Designer**

**Minimum/General Experience:** Two (2) years of experience
**Functional Responsibilities:** Responsible for creating the look and feel of Web pages of client websites. Develops a graphic design that effectively communicates the ideas promoted by the Website. Knowledge of computer languages used to create web pages compatible with a wide range of hardware and software.

**Education:** Bachelor’s Degree

**Web Programmer**

**Minimum/General Experience:** Two (2) years of experience

**Functional Responsibilities:** Provide basic programming services including, but not limited to test and deliver web-based content using the latest technologies and processes. Provide technical knowledge regarding web-based content delivery methods. Support on-line training activities as needed.

**Education:** Bachelor’s Degree

**Writer/Editor**

**Minimum/General Experience:** Two (2) years of experience

**Functional Responsibilities:** Designs, writes, formats, updates and edits material for deliverables, reports, summaries, briefings, and website postings that include, but are not limited to technical narratives for policy analyses, manuals and guides, white papers, academic research studies, policies, and procedures.

**Education:** Bachelor’s Degree

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