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: GSAAAdvantage.gov.

Multiple Award Schedule

FSC Group: Marketing Consulting Services

Contract number: 47QREA22D000L

Contract period: February 4th, 2022 through February 3rd, 2027

Skye MM, LLC
203 Main St #328
Flemington, NJ 08822
Phone: (908) 333-0940

Contractor’s internet address/web site where schedule information can be found (as applicable).

Contract Administrator:
Seth Oberman
203 Main St #328
Flemington, NJ 08822
Phone: (908) 333-0940
Email: seth.oberman@skyemm.com

Business size: Small

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
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>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
</tbody>
</table>

1b. Labor Category Description

**Subject Matter Expert**

**Qualifications/Requirements:** Bachelor’s Degree or equivalent education/work experience (High School Diploma / GED with a minimum of 10 years of industry experience)

**General Responsibilities**

Content expert with specific knowledge and experience required for storyboard development and to ensure information is accurate.

- Works closely with instructional designers to ensure storyboards are accurate and realistic.
- Works as liaison between client and the instructional designers to ensure information is clear, accurate, and relevant for training.
- Helps ensure that final storyboards achieve desired learning objectives.
- Available to answer any content questions that may arise during the project.

**Instructional Designer**

**Qualifications/Requirements:** Bachelor’s Degree or equivalent education/work experience (High School Diploma / GED with a minimum of 10 years of industry experience)

**General Responsibilities**

Helps design and develop the applications learning objectives and scope as well as the design approach and final storyboards.

- Works closely with the client as well as subject matter experts to develop content.
- Prepares a detailed design document as well as outlines of all content to be covered in the training.
- Uses adult learning principles and instructional design methodology to ensure that training content is best structured for the intended learner audience and technologies used.
- Work as the primary writer and develops all storyboards that will be used for design and development.
• Works with project managers, developers, art directors and end users to ensure application designs meet business requirements.

**Project Manager**

**Qualifications/Requirements:** Bachelor’s Degree or equivalent education/work experience (High School Diploma / GED with a minimum of 10 years of industry experience)

**General Responsibilities**

Coordinate all aspects of the project from initiation through final deployment and is the central point of contact for both the client as well as the internal team.

• Prepare all schedules and project plans and gain acceptance from the client and development team.
• Meet with client regularly to review progress and provide status reports.
• Manage resources and operation for all team members on the project.
• Manage task resource and time allocation.
• Ensure seamless integration and manage task quality and testing.
• Ensure all aspects of the project are keeping to the agreed upon schedule.
• Coordinates change management and helps identify and articulate risks along the way.

**Art Director**

**Qualifications/Requirements:** Bachelor’s Degree or equivalent education/work experience (High School Diploma / GED with a minimum of 10 years of industry experience)

**General Responsibilities**

Sets the creative and visual direction for the application.

• Coordinates all aspects of the design and ensures user interface design, and usability are optimized.
• Meets with client to ascertain design preferences and obtain required branding guidelines.
• Ensures that all client branding guidelines are adhered to.
• Oversees all designers, animators, and video production staff to ensure the overall look and feel of the application is consistent.
**Graphic Designer**

**Qualifications/Requirements:** Bachelor’s Degree or equivalent education/work experience (High School Diploma / GED with a minimum of 10 years of industry experience)

**General Responsibilities**

Works closely with the art director and instructional designer to create graphics used within the application.

- Creates graphics and screens utilizing a variety of software applications, techniques, and tools.
- Uses photos, illustrations, icons, and stock art to help visually communicate concepts.
- Creates various screen types that are used within applications including text screens, graphic screens, interactive screens, and knowledge checks.
- Performs page layout for technical documents and job aides as well as other types of documents.
- Adheres closely to all client branding guidelines and design specifications.

**Quality Control**

**Qualifications/Requirements:** Bachelor’s Degree or equivalent education/work experience (High School Diploma / GED with a minimum of 10 years of industry experience)

**General Responsibilities**

Works closely with the art director, instructional designer, and project manager to develop test plans that help ensure the final product adheres to all specifications.

- Determines where quality control milestones should be included into the schedule.
- Ensures that all deliverables receive a rigorous quality control review to be sure there are no typos, grammar issues, or program bugs to distract reviewers.
- Tests each component of an application as it is completed to ensure it conforms to the required specifications. Once the application is assembled into a complete program, initiates final testing according to a rigorous quality assurance plan.
- Responsible for both functional and subjective testing. Functional testing includes navigation, screen loading time, color issues, and data validation. Subjective testing makes sure that application adheres to screen design principles, such as proper text wrapping and line spacing.
- Ensures final deliverables perform as expected on target platforms.
**Programmer**

**Qualifications/Requirements:** Bachelor’s Degree or equivalent education/work experience (High School Diploma / GED with a minimum of 10 years of industry experience)

**General Responsibilities**

Works closely with the art director, instructional designer, and project manager to program the application based upon approved designs and storyboards. Helps to ensure that the final product adheres to all specifications.

- Utilizes industry standard non-proprietary authoring tools to develop applications.
- Responsible for all coding required to facilitate functionality as specified in the approved design documents and storyboards.
- Ensures all assets are appropriately optimized for the specified delivery platforms.
- Works closely with all team members to provide technical solutions and best approaches on how to use technology to best enhance learning and retention of content.
- Ensures published versions of the training assimilate well in clients training environment including Learning Management Systems (LMS).

**Voice Talent**

**Qualifications/Requirements:** Minimum of 10 years of industry experience

**General Responsibilities**

Provides professional voiceover performances for online marketing and training deliverables.

- Able to record from approved storyboard scripts.
- Able to project in a variety of styles best suited to the content.
- Works to understand the script and delivers a convincing/believable performance

**Recording Studio**

**Qualifications/Requirements:**
- Professional acoustically treated vocal booth, live room, and control room
- Proper state of the art microphones and microphone preamps
- High-end analog to digital converters
- ProTools recording software or equivalent
- High-end audio processing plugins and equipment
- Qualified and experienced audio engineer/producer
**General Responsibilities**

Ensuring proper recording and scheduling of voice talent.
- Edit out breaths where appropriate, clean up and normalize all recordings.
- Edit the best takes together to create the optimum performance.
- Add equalization, compression and limiting as required to all final files.
- Mix and master voice, music, and sound design/sound effects where appropriate.
- Provide final digital files to development team.

**Video Production**

**Qualifications/Requirements:** Professional video studio that includes the following:
- Professional 4k video cameras.
- Professional lighting gear, Teleprompter, and green screen.
- Editing and special effects software for post-production such as Adobe Premier and After Effects.
- Qualified and experienced cinematographer and video editor.
- Drones, sliders, and steady cam equipment.

**General Responsibilities**

Provide video recording capabilities for various scenarios.
- Shoot both in studio and on-location.
- Professional director to coach the talent and inspire the best performance.
- Edit, add motion graphics, apply special effects, and color grade as needed.
- Provide final digital files to development team in optimized formats.

**Animator**

**Qualifications/Requirements:** Minimum of 10 years of industry experience

**General Responsibilities**

Provides professional animation and design capabilities for various deliverables.
- Creates 2D and 3D animation of characters, graphics, and scenes.
- Creates pre-visualizations which can include animatics, simple animations along sound and music.
- Works as part of the creative team and creates designs from approved storyboards.
- Provide final digital files to development team in optimized formats.
**Music Production**

**Qualifications/Requirements:** Professional composers and producers with a proven track record and high-level credits. 10 Years experience.

**General Responsibilities**

The ability to create original music, arrangements, orchestrations in various genres.
- Ability to compose for live musicians as well as electronic/sampled instruments.
- Well versed at selecting stock music clips.
- Ability to musically score scenes.
- Songwriting ability with vocals and lyrics.
- Ability to compose jingles and instrumental themes.
- Works as part of the creative team and able to design from approved storyboards.
- Provide final digital files to development team in optimized formats.

**Photographer**

**Qualifications/Requirements:** Professional photographer with a proven track record and high-level credits. Experienced in shooting both professional and non-professional talent, scenes, and products. Experienced with photo editing tools such as Adobe Photoshop. 10 Years experience.

**General Responsibilities**

Provide professional photography services based on specific project requirements.
- Shoot both in studio and on-location.
- Should have professional cameras and lighting gear.
- Work well with a variety of talent to inspire optimal results.
- Provide final digital files to development team in optimized formats.

2. Maximum order: $1,000,000

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>611430</td>
<td>$1,000,000</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). 203 Main St #328 Flemington, NJ 08822

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)
7. Quantity discounts. None

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

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

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

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

12a. Ordering address(es). 203 Main St #328, Flemington, NJ 08822

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). 203 Main St #328, Flemington, NJ 08822

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. 079809184

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM
## AWARDED LABOR RATES

<table>
<thead>
<tr>
<th>Labor Category/Service Title</th>
<th>Minimum Education</th>
<th>Unit of Issue (e.g. Hour, Daily Rate, Task, Sq Ft)</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert</td>
<td>Bachelors</td>
<td>Hour</td>
<td>$131.26</td>
</tr>
<tr>
<td>Instructional Designer</td>
<td>Bachelors</td>
<td>Hour</td>
<td>$106.95</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Bachelors</td>
<td>Hour</td>
<td>$97.23</td>
</tr>
<tr>
<td>Art Director</td>
<td>Bachelors</td>
<td>Hour</td>
<td>$121.54</td>
</tr>
<tr>
<td>Graphic Designer</td>
<td>Bachelors</td>
<td>Hour</td>
<td>$97.23</td>
</tr>
<tr>
<td>Profession</td>
<td>Degree</td>
<td>Rate</td>
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<td>--------------------------</td>
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</tr>
<tr>
<td>Quality Control</td>
<td>Bachelors</td>
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<tr>
<td>Programmer</td>
<td>Bachelors</td>
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<tr>
<td>Voice Talent</td>
<td>Bachelors</td>
<td>$340.30</td>
<td></td>
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<tr>
<td>Recording Studio</td>
<td>Bachelors</td>
<td>$106.95</td>
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<tr>
<td>Video production</td>
<td>Bachelors</td>
<td>$121.54</td>
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<td>Photographer</td>
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<td>Hour</td>
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</tr>
</tbody>
</table>

**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.