



**ENABLING COMMUNICATION  
& COLLABORATION**

**General Services Administration (GSA) Federal  
Supply Service (FSS)**

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

**Multiple Award Schedule (MAS)**

Category Attachment Code: H

Title: **Professional Services**

**H08. Marketing and Public Relations Subcategory**

**FSC/PSC Codes: T006, D304, R701, R499**

**H01. Business Administrative Services Subcategory**

**FSC/PSC Code: R408**

**H05. Language Services Subcategory**

**FSC/PSC Code: 3610**

Category Attachment Code: G

Title: **Miscellaneous**

**G06. Complimentary SINs Subcategory**

**FSC/PSC Code: 0000**

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

**Contract Period (Base): August 27, 2018 through August 26, 2023**

**CONTRACTOR**

**NATIONAL CAPITOL CONTRACTING, LLC (NCC)**

**8255 Greensboro Drive, Suite C100**

**McLean, VA 22102-4943**

**Phone: 703-243-9696**

**Fax: 703-243-2844**

**<http://www.nccsite.com>**

**Contract Number: 47QSWA18D008V**

**DUNS: 125132048**

**Business Size: Small**

## CUSTOMER INFORMATION

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

512110	Video/Film Production
541511	Web Based Marketing
541611	Management and Financial Consulting, Acquisition and Business Program and Management Services
541810	Advertising Services
541820	Public Relations Services
541930	Translation and Interpretation Services
561920	Conference, Meeting, Event and Trade Show Planning Services
OLM	Order Level Materials (OLM)
OLM	STLOC Cooperative Purchasing SIN

Disaster & Recovery SINs:

512110	Video/Film Production
541511	Web Based Marketing
541611	Management and Financial Consulting, Acquisition and Business Program and Management Services
541810	Advertising Services
541820	Public Relations Services
541930	Translation and Interpretation Services
561920	Conference, Meeting, Event and Trade Show Planning Services
OLM	Order Level Materials (OLM)

**b. Lowest Priced Model Number and Unit Price:** N/A. Currently no products are being offered under this contract.

**c. Hourly Rates:** The use of this contract is primarily to supply professional services in the form of labor to government agencies and customers which will be invoiced at hourly rates paid in US dollars (\$). For hourly rates, please refer to the Labor Categories listed in the Federal Supply Schedule Price List and the corresponding Labor Category Descriptions on the pages that follow for the labor services that NCC offers. Please note that all prices are the prices to the Government based on a unit of one and are exclusive of any discounts (i.e. quality / volume and prompt payment) or any other concession affecting price. Any such discount will be negotiated with customers prior to delivery order award.

**2. Maximum Order:** \$1,000,000.00 for SIN 512110, 541511, 541611, 541810, 541820, 561920  
\$ 350,000.00 for SIN 541930

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

4. **Geographic Coverage:** The geographic scope of this contract is the 48 contiguous United States, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and all United States Government installations and agencies abroad.
5. **Point(s) of Production:** N/A - Generally services are being offered under this contract. There are no products being produced.
6. **Discount from List Price:** Prices that are listed do not include any additional discounts that will be negotiated with customers on each individual delivery orders.
7. **Quantity Discounts:** None.
8. **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:** N/A
10. **Delivery Schedule:**
  - a. Standard Delivery: Time and place of delivery will be stated on each individual order.
  - b. Expedited Delivery: Contact contractor for more information. Items available for expedited delivery are noted in the price list.
  - c. Overnight and 2 Day Delivery: Contact contractor for more information
  - d. Urgent Requirements: In regard to the "Urgent Requirements" clause, agencies and customers are advised to contact the contractor to affect a faster delivery if required.
11. **FOB:** Destination
12. **a. Ordering Address:**

National Capitol Contracting, LLC  
8255 Greensboro Drive, Suite C100  
McLean, Virginia 22102-4943

Point of Contact for Contract Administration  
Joseph Dooley  
Contracts Manager  
Phone: 703-243-9696 extension 210  
Fax: 703-659-4053  
Email: Joseph.Dooley@nccsite.com
- b. **Ordering Procedures:** 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 and Remittance Address:**

National Capitol Contracting, LLC  
8255 Greensboro Drive, Suite C100  
McLean, Virginia 22102-4943  
Attn: Finance Department

For payment inquiries and banking account information for Electronic Funds Transfer (EFT), Automated Clearing House (ACH) payment, and wire transfers, please contact the Finance Department via email at

finance@nccsite.com.

14. **Warranty Provision:** Terms, conditions, and the associated pricing for warranties may vary per customer requirements and will accompany individual orders as applicable. Please contact contractor for an example of standard warranty provisions.
15. **Export Packing Charges:** N/A
16. **Terms and Conditions of Rental, Maintenance, and Repair:** Terms and conditions regarding rentals, maintenance, and repair parts may vary per customer requirements and will accompany individual orders as applicable. Please contact contractor for examples of standards terms and conditions.
17. **Terms and Conditions of Installation:** Terms and conditions regarding installation may vary per customer requirements and will accompany individual orders as applicable. Please contact contractor for an example of standard installation provisions.
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of Service and Distribution Points:** N/A
20. **List of Participating Dealers:** N/A
21. **Preventative Maintenance:** Terms, conditions, and the associated pricing for preventative maintenance may vary per customer requirements and will accompany individual orders as applicable. Please contact contractor for an example of standard preventative maintenance provisions.
22. a. **Special Attributes such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** None.  
 b. **Section 508 Compliance:** As it pertains to services ordered under this contract, where applicable, NCC will comply with the United States Workforce Rehabilitation Act of 1973, which mandates that all Electronic and Information Technology (EIT) developed, procured, maintained, or used by the federal government be accessible to people with disabilities. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
23. a. **Data Universal Numbering System (DUNS) number:** 125132048  
 b. **Commercial and Government Entity (CAGE) code:** 3FFS7
24. **System for Award Management (SAM) Registration Information:** NCC is registered in SAM where our entity registration including expiration date and other company information can be viewed along with our Representations and Certifications.

**Federal Supply Schedule Price List**

Contract No. 47QSWA18D008V

Ordering Period:

Year 1: August 27, 2018 – August 26, 2019

Year 2: August 27, 2019 – August 26, 2020

Year 3: August 27, 2020 – August 26, 2021

Year 4: August 27, 2021 – August 26, 2022

Year 5: August 27, 2022 – August 26, 2023

The hourly rates in this Schedule Price List include the **Industrial Funding Fee (IFF)** of 0.75% and are based on rates at the Customer site.

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
512110; 541511; 541611; 541810; 541820; 541930; 561920	Program Manager 1	\$110.83	\$113.60	\$116.44	\$119.35	\$122.34
512110; 541511; 541611; 541810; 541820; 541930; 561920	Program Manager 2	\$125.26	\$128.39	\$131.60	\$134.89	\$138.26
512110; 541511; 541611; 541810; 541820; 541930; 561920	Program Manager 3	\$156.17	\$160.08	\$164.08	\$168.18	\$172.38
512110; 541511; 541611; 541810; 541820; 541930; 561920	Project Manager 1	\$87.77	\$89.96	\$92.21	\$94.52	\$96.88
512110; 541511; 541611; 541810; 541820; 541930; 561920	Project Manager 2	\$94.68	\$97.05	\$99.47	\$101.96	\$104.51
512110; 541511; 541611; 541810; 541820; 541930; 561920	Project Manager 3	\$136.02	\$139.42	\$142.91	\$146.48	\$150.14
512110; 541511; 541611; 541810; 541820; 541930; 561920	Graphics Designer/Desktop Publisher 1	\$75.57	\$77.46	\$79.39	\$81.38	\$83.41
512110; 541511; 541611; 541810; 541820; 541930; 561920	Graphics Designer/Desktop Publisher 2	\$89.67	\$91.91	\$94.21	\$96.57	\$98.98
512110; 541511; 541611; 541810; 541820; 541930; 561920	Graphics Designer/Desktop Publisher 3	\$105.79	\$108.44	\$111.15	\$113.93	\$116.78

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
512110; 541511; 541611; 541810; 541820; 541930; 561920	IT Specialist 1	\$50.48	\$51.74	\$53.03	\$54.36	\$55.72
512110; 541511; 541611; 541810; 541820; 541930; 561920	IT Specialist 2	\$58.96	\$60.44	\$61.95	\$63.50	\$65.08
512110; 541511; 541611; 541810; 541820; 541930; 561920	Multimedia Specialist 1	\$58.95	\$60.43	\$61.94	\$63.49	\$65.07
512110; 541511; 541611; 541810; 541820; 541930; 561920	Multimedia Specialist 2	\$81.66	\$83.70	\$85.80	\$87.94	\$90.14
512110; 541511; 541611; 541810; 541820; 541930; 561920	Multimedia Specialist 3	\$151.13	\$154.91	\$158.78	\$162.75	\$166.82
512110; 541511; 541611; 541810; 541820; 541930; 561920	Multimedia Specialist (Bilingual)	\$103.05	\$105.63	\$108.27	\$110.98	\$113.75
512110; 541511; 541611; 541810; 541820; 541930; 561920	Technical Writer 1	\$68.51	\$70.23	\$71.98	\$73.78	\$75.63
512110; 541511; 541611; 541810; 541820; 541930; 561920	Technical Writer 2	\$78.59	\$80.55	\$82.57	\$84.63	\$86.75
512110; 541511; 541611; 541810; 541820; 541930; 561920	Technical Writer 3	\$90.68	\$92.95	\$95.27	\$97.65	\$100.09
512110; 541511; 541611; 541810; 541820; 541930; 561920	Field Engineer 1	\$71.74	\$73.53	\$75.37	\$77.25	\$79.19
512110; 541511; 541611; 541810; 541820; 541930; 561920	Field Engineer 2	\$113.67	\$116.51	\$119.43	\$122.41	\$125.47
512110; 541511; 541611; 541810; 541820; 541930; 561920	Field Engineer 3	\$136.02	\$139.42	\$142.91	\$146.48	\$150.14

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
512110; 541511; 541611; 541810; 541820; 541930; 561920	Broadcast Engineer 1	\$80.58	\$82.60	\$84.66	\$86.78	\$88.95
512110; 541511; 541611; 541810; 541820; 541930; 561920	Broadcast Engineer 2	\$84.50	\$86.62	\$88.78	\$91.00	\$93.28
512110; 541511; 541611; 541810; 541820; 541930; 561920	Broadcast Engineer 3	\$89.64	\$91.88	\$94.18	\$96.53	\$98.95
512110; 541511; 541611; 541810; 541820; 541930; 561920	Captioner 1	\$99.75	\$102.24	\$104.80	\$107.42	\$110.10
512110; 541511; 541611; 541810; 541820; 541930; 561920	Captioner 2	\$120.91	\$123.93	\$127.03	\$130.20	\$133.46
512110; 541511; 541611; 541810; 541820; 541930; 561920	Captioner 3	\$146.10	\$149.75	\$153.49	\$157.33	\$161.26
512110; 541511; 541611; 541810; 541820; 541930; 561920	Captioner Sr. (Bilingual)	\$166.25	\$170.40	\$174.66	\$179.03	\$183.51
512110; 541511; 541611; 541810; 541820; 541930; 561920	Captioning Assistant 1	\$42.90	\$43.97	\$45.07	\$46.20	\$47.36
512110; 541511; 541611; 541810; 541820; 541930; 561920	Captioning Assistant 2	\$61.97	\$63.52	\$65.11	\$66.74	\$68.41
512110; 541511; 541611; 541810; 541820; 541930; 561920	Captioning Assistant 3	\$69.17	\$70.90	\$72.67	\$74.49	\$76.35
512110; 541511; 541611; 541810; 541820; 541930; 561920	Web Designer/Developer 1	\$95.72	\$98.11	\$100.56	\$103.08	\$105.65
512110; 541511; 541611; 541810; 541820; 541930; 561920	Web Designer/Developer 2	\$100.76	\$103.27	\$105.86	\$108.50	\$111.22
512110; 541511; 541611; 541810; 541820; 541930; 561920	Web Designer/Developer 3	\$125.94	\$129.09	\$132.32	\$135.63	\$139.02
512110; 541511; 541611; 541810; 541820; 541930; 561920	Web Designer/Developer (Bilingual)	\$151.13	\$154.91	\$158.78	\$162.75	\$166.82

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
512110; 541511; 541611; 541810; 541820; 541930; 561920	Photographer Jr.	\$49.58	\$50.82	\$52.09	\$53.39	\$54.73
512110; 541511; 541611; 541810; 541820; 541930; 561920	Photographer Sr.	\$106.80	\$109.47	\$112.21	\$115.01	\$117.89
512110; 541511; 541611; 541810; 541820; 541930; 561920	Director of Photography	\$94.78	\$97.15	\$99.58	\$102.07	\$104.62
512110; 541511; 541611; 541810; 541820; 541930; 561920	3D/2D Animator/ Video Editor 1	\$71.52	\$73.30	\$75.14	\$77.02	\$78.94
512110; 541511; 541611; 541810; 541820; 541930; 561920	3D/2D Animator/ Video Editor 2	\$73.69	\$75.53	\$77.42	\$79.36	\$81.34
512110; 541511; 541611; 541810; 541820; 541930; 561920	3D/2D Animator/ Video Editor 3	\$83.54	\$85.62	\$87.77	\$89.96	\$92.21

Should NCC participate in a **Contractor Teaming Agreement/Arrangement (CTA)** on an order under this contract, we will comply with FAR clause 552.238-74, Industrial Funding Fee and Sales Reporting, which states that each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

The following pages contain the description along with any relevant education and experience for the labor categories that appear in the table above. As mentioned in Section 16, NCC adheres to the application of the SCA on the PSS contract and comply with its requirements. Furthermore, in accordance with C-FSS-370 Contractor Tasks / Special Requirements (November 2003) paragraph (k) regarding overtime, NCC acknowledges that for professional services the labor rates in the Schedule should not vary by virtue of having worked overtime. For services applicable to the SCA the labor rates in the Schedule will vary as governed by labor laws. The PSS contract does not allow for overtime pay for professional labor categories, and overtime must be authorized / specified in the actual order for SCA labor categories.

## Labor Category Descriptions

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
Program Manager 1	<p>Project or contracts management: multimedia and/or communications</p> <p>Performs operational tasks for complex, mission-critical, and strategic programs, as dictated by Project Manager 3. Oversees program budget, schedules, and all aspects of financial management of the program. Effectively manages funds, personnel, production standards, and resources (equipment and facilities), and ensures quality and timely delivery of all contractual items.</p>	4	Bachelor's	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Program Manager 2	<p>Project or contracts management: multimedia and/or communications</p> <p>Manages contract support operations for complex, mission-critical, and strategic programs. Oversees program budget, schedules, and all aspects of financial management of the program. Effectively manages funds, personnel, production standards, and resources (equipment and facilities) and ensures quality and timely delivery of all contractual items. Serves as focal point of contact with client regarding all program activities.</p>	6	Bachelor's	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Program Manager 3	<p>Project or contracts management: multimedia and/or communications</p> <p>Manages contract support operations for complex, mission-critical, and strategic programs which may involve multiple projects and groups of personnel at multiple locations. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Oversees program budget, schedules, and all aspects of financial management of the program, as well as the work and productivity of Program Managers 1 and 2. Effectively manages funds, personnel, production standards, and resources (equipment and facilities) and ensures quality and timely delivery of all contractual items. Serves as focal point of</p>	8	Master's	PMP certification	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
	<p>contact with client regarding all program activities.</p>				
Project Manager 1	<p>Project management: multimedia and/or communications and advertising.</p> <p>Utilizes proven skills in technical areas addressed by the delivery order to analyze new and complex, project-related problems with Project Manager 2. Together, they create innovative solutions, involving financial management, scheduling, technology, methodology, tools, and solution components. Performs planning activities with other Project Managers, as well as activities associated with assigned delivery order projects. Participates in project meetings and ensures quality standards are followed. Ensures quality of assigned projects. Understands project-related budgets and cost projections and manages their work according to these budgets. Assists client in resolving project issues, identifying system improvements and ways to maximize system efficiency.</p> <p>In general, work complexity and responsibility will be greater at higher levels.</p>	4	Associate's	n/a	<p>512110; 541511; 541611; 541810; 541820; 541930; 561920</p>
Project Manager 2	<p>Project management: multimedia and/or communications and advertising.</p> <p>Performs day-to-day management of delivery order projects, from original concept through final implementation. Utilizes proven skills in those technical areas addressed by the delivery order to analyze new and complex, project-related problems and create innovative solutions involving financial management, scheduling, technology, methodology, tools, and solution components. Works with Project Manager 3 to organize, direct, and coordinate the planning and production of all activities associated with assigned delivery order projects. Conducts project meetings and ensures quality standards.</p>	6	Bachelor's	n/a	

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
	<p>Advises Project Manager 3 about appropriate project training needs, defines project deliverables, provides customer satisfaction and reporting structures, and ensures quality of assigned projects. Assists in the development of project-related budgets and cost projections. Assists client in resolving project issues, identifying system improvements and ways to maximize system efficiency.</p> <p>In general, work complexity and responsibility will be greater at higher levels.</p>				
Project Manager 3	<p>Project management: multimedia and/or communications and advertising</p> <p>Performs day-to-day management of delivery order projects, from original concept through final implementation. Utilizes proven skills in those technical areas addressed by the delivery order to analyze new and complex, project-related problems and create innovative solutions involving financial management, scheduling, technology, methodology, tools, and solution components. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Defines project scope and objectives, including developing detailed work plans, schedules, project estimates, resource plans, status reports, and project and financial tracking and analysis. Conducts project meetings and ensures quality standards. Provides technical and strategic guidance to project team and reviews project deliverables. Coordinates appropriate project training needs, defines project deliverables, and ensures quality of assigned projects. Develops and finalizes project-related budgets and cost projections.</p> <p>In general, work complexity and responsibility will be greater at higher levels.</p>	8	Bachelor's	PMP certification	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
Graphics Designer/Desktop Publisher 1	<p>Graphic design/desktop publishing</p> <p>Provides support in digital and print graphic design, publication development, desktop publishing. Understands proof reading / editing and printing processes for all products. Performs operational tasks as dictated by Graphics Designer / Desktop Publisher 2.</p>	2	Associate's	<p>Basic graphic design / desktop publishing experience</p> <p>Knowledge of and basic experience using Microsoft Office suite, Adobe Creative Suite, Adobe Acrobat, web compatibility, and software applications in support of graphic design</p>	512110; 541511; 541611; 541810; 541820; 541930; 561920
Graphics Designer/Desktop Publisher 2	<p>Graphic design/desktop publishing</p> <p>Assists in conceptualization and execution of digital and print graphic design, publication development, and desktop publishing. Stays educated on the most current and emerging graphic design technology and software. Oversees the work of Graphics Designer / Desktop Publisher 1 and assigns tasks as needed. Assists with editing of specialized multimedia presentations on a call order basis. Understands proof reading/editing and printing processes for all products.</p>	5	Bachelor's	<p>Intermediate graphic design / desktop publishing experience</p> <p>Knowledge of and intermediate experience using Microsoft Office suite, Adobe Creative Suite, Adobe Acrobat, web compatibility, and software applications in support of graphic design, as well as other multimedia presentations, and the communication thereof</p>	512110; 541511; 541611; 541810; 541820; 541930; 561920
Graphics Designer/Desktop Publisher 3	<p>Digital and print graphic design; publication development; desktop publishing; and the creation, editing, and general support of specialized multimedia presentations</p> <p>Responsible for final digital and print graphic design concepts, publication development, and desktop publishing. Oversees productivity of other Graphics Designers/Desktop Publishers and holds meetings/conducts trainings as appropriate to address performance issues. Stays educated on the most current and emerging graphic design technology and software. Leads efforts to create and edit specialized multimedia presentations on a call order basis. Understands proof reading/editing and printing processes for all products and advises other Graphics Designers / Desktop Publishers accordingly.</p>	8	Bachelor's	<p>Expert graphic design / desktop publishing experience</p> <p>Knowledge of and expert-level experience using Microsoft Office suite, Adobe Creative Suite, Adobe Acrobat, web compatibility, and software applications in support of graphic design, as well as other multimedia presentations, and the communication thereof</p>	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
IT Specialist 1	<p>End-user hardware and software support; computer systems monitoring; diagnosis of computer problems, and repair, for graphic, broadcasting, and captioning departments</p> <p>Works with vendor support for warranty repairs and issue resolutions. Trains users in basic operating system fundamentals and network access. Writes basic documentation when needed. Maintains backups, media inventory, and inventory of hardware / software related license agreements. Maintains functionality of local area network and ensures the smooth operation of the telecommunications system. Troubleshoots installation of communication equipment.</p>	1	High School	Must prove to have basic to intermediate knowledge of computer systems/IT workflows	512110; 541511; 541611; 541810; 541820; 541930; 561920
IT Specialist 2	<p>End-user hardware and software support; computer systems monitoring; diagnosis of computer problems, and repair, for graphic, broadcasting, and captioning departments</p> <p>Implements new applications and methods when appropriate. Advises IT Specialist 1 with warranty repairs and resolutions. Writes documentation when needed or assigns this task to IT Specialist 1. Ensures backups, media inventory, and inventory of hardware / software related license agreements are maintained. Maintains functionality of local area network and ensures the smooth operation of the telecommunications system. Maintains network printers and plotters, the functionality of team servers, video and audio equipment for designated team, and assembly of computer-related equipment, including televisions and stands. Troubleshoots installation of communication equipment as needed.</p>	3	High School	Must prove to have expert knowledge of, and preferably extensive training in, computer systems/IT workflows	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
Multimedia Specialist 1	<p>Information technology; digital graphics and design; communications-related hardware and software</p> <p>Provides presentation materials in support of client communications campaigns. Researches and develops new equipment and projects in the field. Troubleshoots multimedia issues, and supports information technology and communications-related hardware and software.</p>	2	High School	Basic experience in information technology and digital graphics and design	512110; 541511; 541611; 541810; 541820; 541930; 561920
Multimedia Specialist 2	<p>Information technology; digital graphics and design; communications-related hardware and software</p> <p>Provides presentation materials in support of client communications campaigns. Researches and develops new equipment and projects in the field. Troubleshoots multimedia issues, and supports information technology and communications-related hardware and software.</p>	5	Bachelor's	Intermediate experience in information technology and digital graphics and design	512110; 541511; 541611; 541810; 541820; 541930; 561920
Multimedia Specialist 3	<p>Information technology; digital graphics and design; communications-related hardware and software</p> <p>Provides presentation materials in support of client communications campaigns. Researches and develops new equipment and projects in the field. Troubleshoots multimedia issues, provides maintenance support, and supports information technology and communications-related hardware and software. May make recommendations for information technology and communications-related hardware and software.</p>	8	Bachelor's	Expert knowledge / experience in information technology and digital graphics and design	512110; 541511; 541611; 541810; 541820; 541930; 561920
Multimedia Specialist (Bilingual)	<p>Information technology; digital graphics and design; communications-related hardware and software</p> <p>Must be able to provide all required deliverables and documentation in both English and Spanish. Provides presentation materials in support of client public affairs campaigns. Researches and</p>	2	Bachelor's	Proof of proficiency in foreign language: written, spoken, and translation; knowledge based in information technology and digital graphics and design	512110; 541511; 541611; 541810; 541820; 541930; 561920;

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
	develops new equipment and projects in the field. Troubleshoots multimedia issues and supports information technology and communications-related hardware and software.				
Technical Writer 1	<p>Technical writing, proof reading/editing, use of Microsoft Office suite</p> <p>Produces technical documents and training manuals based on client guidelines and/or government regulations. Provides revisions and updates to existing documents, as dictated by Technical Writers 2 and/or 3.</p>	2	High School	Has strong language and teaching skills and understands the many conventions of modern technical communications	512110; 541511; 541611; 541810; 541820; 541930; 561920
Technical Writer 2	<p>Technical writing, proof reading/editing, use of Microsoft Office suite</p> <p>Produces technical documents and training manuals based on client guidelines and/or government regulations. Provides revisions and updates to existing documents as needed. Develops articles for client publications in simple language for public use.</p>	5	Bachelor's (preferably in technical writing or related field)	Has strong language and teaching skills and understands the many conventions of modern technical communications	
Technical Writer 3	<p>Technical writing, proof reading/editing, use of Microsoft Office suite</p> <p>Produces technical documents and training manuals based on client guidelines and/or government regulations. Regularly reviews existing documentation and assigns revisions and updates to documents, as needed, to Technical Writers 1 or 2, depending on complexity of the documentation. Develops articles, or assigns them to be written, for client publications in simple language for public use. Gives final approval of all documents before publishing them.</p>	8	Bachelor's (preferably in technical writing or related field)	Has expert-level language and teaching skills and understands the many conventions of modern technical communications	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
Field Engineer 1	<p>Event audiovisual operations and hardware/software responsibilities</p> <p>Proficient in routine event audiovisual operations, including, but not limited to, lighting, audio recording, set design, camera operation, and audio and video editing. Must be able to operate a video camera and record and edit audio and video. Must understand lighting techniques, teleprompter functionality, DVD authoring software, video formats, troubleshooting broadcasting, infrastructure, DVD/Blu-ray duplication software, routing broadcast equipment, 3D graphics software, Jib camera, Steadicam, and color correction.</p>	2	Associate's degree in Computer Science, Electrical Engineering, or related engineering field required	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Field Engineer 2	<p>Television audiovisual operations and hardware/software responsibilities</p> <p>Proficient in routine television operations, including, but not limited to, lighting, audio recording, set design, camera operation, and audio and video editing. Must have knowledge of television broadcasting infrastructure such as cabling, networking, and fiber set up and have good written and oral communication skills. Must be able to operate a video camera and record and edit audio and video. Must understand lighting techniques, teleprompter functionality, DVD authoring software, video formats, troubleshooting broadcasting, infrastructure, DVD/Blu-ray duplication software, routing broadcast equipment, 3D graphics software, Jib camera, Steadicam, and color correction.</p>	5	Associate's degree in Computer Science, Electrical Engineering, or related engineering field required	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Field Engineer 3	<p>Television audiovisual operations and hardware / software responsibilities</p> <p>Proficient in routine and complex television operations, including, but not limited to, lighting, audio recording, set design, camera operation, and audio and video editing. Must have knowledge of television broadcasting infrastructure such as cabling, networking, and fiber set up, as well as good written and oral communication skills. Must be able to operate a video camera and record and edit audio and video. Must</p>	10	Bachelor's degree in Computer Science, Electrical Engineering, or related engineering field required	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
	<p>understand lighting techniques, teleprompter functionality, DVD authoring software, video formats, troubleshooting broadcasting, infrastructure, DVD/Blu-ray duplication software, routing broadcast equipment, 3D graphics software, Jib camera, Steadicam, and color correction. Monitors the productivity of Field Engineers 1 and 2 and trains them on best practices.</p>				
Broadcast Engineer 1	<p>Broadcast processes and equipment management</p> <p>Performs video and audio editing. Troubleshoots all broadcast equipment. Installs studio upgrades. Maintains studios under routine television operations, including setting up lights, camera, and cabling. Installs broadcast cameras, video editing and production equipment, audio systems, specialized imaging and computer-based hardware, teleconferencing equipment, and other broadcast-related equipment. Ensures all broadcast-related equipment and work area is cleaned. Runs backup of all files and software; conducts preventative maintenance on studio equipment. Manages the setup and storage of all studio lighting, camera, teleprompters, backdrops, and other studio props. Keeps record of updated studio drawings. Trains users on the correct use of studio equipment. Performs other engineering duties as assigned.</p>	2	Associate's degree in Broadcast Engineering, Networking, or related engineering field required	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Broadcast Engineer 2	<p>Broadcast processes and equipment management</p> <p>Performs video and audio editing. Troubleshoots all broadcast equipment. Recommends and installs studio upgrades. Maintains studios under routine television operations, including setting up lights, camera, and cabling. Develops standard test procedures and equipment to conduct functional and operational tests. Installs broadcast cameras, video editing and production equipment, audio systems, specialized imaging and computer-based hardware, teleconferencing equipment, and other broadcast-related equipment. Ensures all broadcast-related equipment</p>	5	Associate's degree in Broadcast Engineering, Networking, or related engineering field required	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
	<p>and work area is cleaned. Runs backup of all files and software; conducts preventative maintenance on studio equipment. Manages the setup and storage of all studio lighting, camera, teleprompters, backdrops, and other studio props. Keeps record of updated studio drawings. Performs other engineering duties as assigned.</p>				
Broadcast Engineer 3	<p>Broadcast processes and equipment management</p> <p>Performs video and audio editing. Troubleshoots all broadcast equipment. Recommends and installs studio upgrades. Maintains studios under routine television operations, including setting up lights, camera, and cabling. Reviews and approves standard test procedures and equipment, proposed by Broadcast Engineer 2, to conduct functional and operational tests. Advises on installation of broadcast cameras, video editing and production equipment, audio systems, specialized imaging and computer-based hardware, teleconferencing equipment, and other broadcast-related equipment. Ensures all broadcast-related equipment and work area is cleaned. Conducts some preventative maintenance on studio equipment. Manages the setup and storage of all studio lighting, camera, teleprompters, backdrops, and other studio props. Keep record of updated studio drawings. Researches and implements new applications and methods when appropriate. Assigns duties to other Broadcast Engineers as needed.</p>	8	Bachelor's degree in Broadcast Engineering, Networking, or related engineering field required	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Captioner 1	<p>Real-time closed captioning services</p> <p>Provides real-time closed captioning services for live events with an accuracy of 95% or better. Captions pre-recorded events with 100% accuracy.</p>	2	Associate's degree from court reporting school	n/a	

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Captioner 2	<p>Real-time closed captioning services</p> <p>Provides real-time closed captioning services for live events with an accuracy of 98.6% or better. Captions pre-recorded events with 100% accuracy.</p>	5	Associate's degree from court reporting school	Registered Professional Reporter (RPR) preferred	512110; 541511; 541611; 541810; 541820; 541930; 561920
Captioner 3	<p>Real-time closed captioning services</p> <p>Provides real-time closed captioning services for live events with an accuracy of 98.6% or better. Captions pre-recorded events with 100% accuracy.</p>	8	Associate's degree from court reporting school	Registered Professional Reporter (RPR) preferred; additional certification in one or more of the following categories is not required but preferred: Real-time Reporter, Broadcast Captioner, CART Provider	512110; 541511; 541611; 541810; 541820; 541930; 561920
Captioner Sr. (Bilingual)	<p>Real-time closed captioning services</p> <p>Fluent in speaking, writing, translating, and captioning in both English and Spanish languages. Provides real-time closed captioning services for live events with an accuracy of 98.6% or better. Captions pre-recorded events with 100% accuracy.</p>	2	Associate's degree from court reporting school	Proof of proficiency in foreign language: written, spoken, and translation  Registered Professional Reporter (RPR) preferred; additional certification in one or more of the following categories is not required but preferred: Real-time Reporter, Broadcast Captioner, CART Provider	512110; 541511; 541611; 541810; 541820; 541930; 561920
Captioning Assistant 1	<p>Captioning and communications; editing</p> <p>Produces off-line closed and open captions. Reads publications and produces limited audio descriptions for the blind. Proof reads, formats, and edits Microsoft Word transcripts, which are used to create captions in support of the hearing impaired. Duplicates audio media as needed.</p>	0	High school	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
Captioning Assistant 2	Captioning and communications; editing  Produces off-line closed and open captions. Reads publications and produces limited audio descriptions for the blind. Proof reads, formats, and edits Microsoft Word transcripts, which are used to create captions in support of the hearing impaired. Duplicates audio media as needed and aids senior captioners in scheduling and coordinating caption events.	2	Associate's	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Captioning Assistant 3	Captioning and communications; editing; quality control  Produces off-line closed and open captions. Conducts quality control checks on final deliverables. Performs final edits on, and approves final copies of, Microsoft Word transcripts, which are used to create captions in support of the hearing impaired. Aids senior captioners in scheduling and coordinating caption events. Mentors other Captioning Assistants and monitors their productivity.	4	Bachelor's	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Web Designer/Developer 1	Web design and development  Assists in the development and maintenance of client websites. Maintains the content, linkages, and use of proper syntax of the webpages owned by clients. Keeps abreast of emerging web technologies. Ability to utilize the Adobe Creative Suite, Microsoft Office suite, and web development tools.	2	Associate's (preferably with web design/development focus)	Must have taken classes, or otherwise have proof of training, in web design/development, multimedia web design, or IT-related specialization; familiarity with the most current versions of html and other web platforms	512110; 541511; 541611; 541810; 541820; 541930; 561920
Web Designer/Developer 2	Web design and development  Assists in the development and maintenance of client websites. Maintains the content, linkages, and use of proper syntax of the webpages owned by clients. Keeps abreast of emerging web technologies. Ability to utilize the Adobe Creative Suite, Microsoft Office suite, and web development tools. Expert knowledge of the most current versions of html and other web platforms.	5	Bachelor's degree in web design/development	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
Web Designer/Developer 3	<p>Web design and development</p> <p>Assists in the development and maintenance of client websites. Maintains the content, linkages, and use of proper syntax of the webpages owned by clients. Keeps abreast of emerging web technologies. Ability to utilize the Adobe Creative Suite, Microsoft Office suite, and web development tools. Expert knowledge of the most current versions of html and other web platforms. Subject Matter Expert in one or more of the following coding languages or practices: ColdFusion, ASP.net, jQuery/jQuery mobile, PHP, JSON, JavaScript, XML, responsive design/mobile platforms, and Dreamweaver.</p>	10	Bachelor's degree in web design/development	n/a	512110; 541511; 541611; 541810; 541820; 541930; 561920
Web Designer/Developer (Bilingual)	<p>Web design and development</p> <p>Must be able to provide all required deliverables and documentation in both English and Spanish. Assists in the development and maintenance of client websites. Maintains the content, linkages, and use of proper syntax of the webpages owned by clients. Keeps abreast of emerging web technologies. Ability to utilize the Adobe Creative Suite, Microsoft Office suite, and web development tools. Serves as subject Matter Expert in one or more of the following coding languages or practices: ColdFusion, ASP.net, jQuery/jQuery mobile, PHP, JSON, JavaScript, XML, responsive design/mobile platforms, and Dreamweaver.</p>	2	Associate's (preferably with web design/development focus)	Proof of proficiency in foreign language: written, spoken, and translation; must have taken classes, or otherwise have proof of training, in web design/development, multimedia web design, or IT-related specialization; knowledge of the most current versions of html and other web platforms	512110; 541511; 541611; 541810; 541820; 541930; 561920
Photographer Jr.	<p>Photography and digital photo editing</p> <p>Sets up and takes down photography sets and lighting. Runs photography shoots and provides other support related to general photography. Ability to utilize Microsoft Office suite and Adobe Creative Suite.</p>	2	High School	Must be familiar with camera use, digital editing, Photoshop use to touch up photographs, and other design tools; brief portfolio of related work completed in the last 5 years required	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
Photographer Sr.	<p>Photography and digital photo editing</p> <p>Sets up and takes down photography sets and lighting. Runs photography shoots and provides other support related to general photography. Stays abreast of emerging technologies in the photography field and advises clients on best methods and practices. Ability to utilize Microsoft Office suite and Adobe Creative Suite.</p>	5	High School	Proven expertise with camera use, digital editing, Photoshop use to touch up photographs, and other design tools; portfolio of related work completed in the last 5 years required	512110; 541511; 541611; 541810; 541820; 541930; 561920
Director of Photography	<p>Photography and digital photo editing</p> <p>Establishes visual look of videos or movies. Works closely with production designers, camera crews, and other crew to support the director's vision and detail images to be captured on film. Manages the work and professional development of Jr. and Sr. Photographers.</p>	10	Bachelor's (preferably in photography)	Proven expertise with camera use, digital editing, Photoshop use to touch up photographs, and other design tools; must have portfolio of related photography and video work completed in past 5 years; must have some experience managing team of photographers	512110; 541511; 541611; 541810; 541820; 541930; 561920
3D/2D Animator/ Video Editor 1	<p>Animation, digital design, video editing, 3D animations/editing, and rendering video</p> <p>Designs basic graphics and animation for agency videos and public service announcements. Assists in the development of scripts and storyboards for public and agency videos. Creates two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs. Makes objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency. Assists Animator 2 in creating storyboards that show the flow of the animation and map out key scenes and characters. Scripts, plans, and creates animated narrative sequences under tight deadlines, using computer software and hand drawing techniques. Assists with various multimedia design projects, including developing briefings, multimedia presentations, webpages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, and slide shows, as</p>	2	Associate's	Must be familiar with 2D and 3D animation/editing; must have brief portfolio of related work completed in past 5 years	512110; 541511; 541611; 541810; 541820; 541930; 561920

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
	assigned. Creates partially and fully-animated videos in various formats to be displayed via television or web. Creates videos and backgrounds to be used for green-screen and on-camera shots.				
3D/2D Animator/ Video Editor 2	<p>Animation, digital design, video editing, 3D animations/editing, and rendering video</p> <p>Designs complex graphics and animation for agency videos and public service announcements. Assists in the development of scripts and storyboards for public and agency videos. Creates two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs. Makes objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency. Applies story development, directing, cinematography, and editing to animation to create storyboards, with the assistance of Animator 1, that show the flow of the animation and map out key scenes and characters. Scripts, plans, and creates animated narrative sequences under tight deadlines, using computer software and hand drawing techniques. Assists with various multimedia design projects, including developing briefings, multimedia presentations, webpages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, and slide shows, delegating them to Animator 1 as needed. Creates and edits partially and fully animated videos in various formats to be displayed via television or web. Creates videos and backgrounds to be used for green-screen and on-camera shots.</p>	5	Bachelor's	Proven expertise with 2D and 3D animation/editing; must have brief portfolio of related work completed in past 5 years	512110; 541511; 541611; 541810; 541820; 541930; 561920
3D/2D Animator/ Video Editor 3	<p>Animation, digital design, video editing, 3D animations/editing, and rendering video</p> <p>Assigns graphics and animation assignments to Animators 1 and 2 as needed. Generally takes on more complex projects than Animators 1 and 2. Assists in the development of scripts and storyboards for public and agency videos. Creates two-dimensional and three-dimensional images depicting objects in motion or illustrating a</p>	10	Bachelor's	Proven expertise with 2D and 3D animation/editing; must have portfolio of related work completed in past 5 years; experience or training in personnel management preferred	

Labor Category Title	Functional Responsibilities	Minimum Years Experience	Minimum Educational / Degree Requirements	Applicable Training or Certification Requirements	Applicable SIN(s)
	<p>process, using computer animation or modeling programs. Makes objects or characters appear lifelike by manipulating light, color, texture, shadow, and transparency. Advises Animators 1 and 2 in the creation of storyboards that show the flow of the animation and map out key scenes and characters and gives final approval of storyboard once complete. Scripts, plans, and creates animated narrative sequences under tight deadlines, using computer software and hand drawing techniques. Completes or assigns various multimedia design projects, including developing briefings, multimedia presentations, webpages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, and slide shows. Creates and edits partially and fully animated videos in various formats to be displayed via television or web. Creates videos and backgrounds to be used for green-screen and on-camera shots. Oversees work and productivity of Animators 1 and 2. Performs quality control audits of deliverables to ensure quality expectations are being met.</p>				