



**GENERAL SERVICES ADMINISTRATION  
AUTHORIZED FEDERAL SUPPLY SERVICE  
PROFESSIONAL SERVICES SCHEDULE PRICELIST  
Industrial Group: 00CORP**

**SIN C132 51 & C132 51RC** – IT PROFESSIONAL SERVICES  
**SIN 541 1 & 541 1RC**– ADVERTISING SERVICES  
**SIN 541 2 & 541 2RC** – PUBLIC RELATIONS SERVICES  
**SIN 541 3 & 541 3RC** – WEB BASED MARKETING SERVICES  
**SIN 541 4A & 541 4ARC** – MARKET RESEARCH AND ANALYSIS SERVICES  
**SIN 541 4C & 541 4CRC** – EXHIBIT DESIGN AND IMPLEMENTATION SERVICES

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Contract Number: GS-00F-0084N  
Period Covered by Contract: August 10, 2015 through August 9, 2020  
General Services Administration  
Federal Supply Service  
Price list current through Modification #32, dated 2-3-2016  
DUNS #084919489

Products and ordering information in this Authorized GSA Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>)

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<b>INFORMATION FOR ORDERING ACTIVITIES</b>
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**SPECIAL NOTICE TO AGENCIES:**

***Small Business Participation***

*SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.*

*For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.*

*This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.*

*For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.*

**1. GEOGRAPHIC SCOPE OF CONTRACT**

*Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.*

**2. CONTRACTOR'S ORDERING ADDRESS**

EEI Communications  
6301 Ivy Lane, Suite 250  
Greenbelt, MD 20770  
Phone: 410.309.8200  
Fax: 410.630.3980

**CONTRACTOR'S SERVICE AREA**

All Government locations within the scope of the contract.

**CONTRACTOR'S PAYMENT ADDRESS**

EEI Communications  
6301 Ivy Lane, Suite 250  
Greenbelt, MD 20770  
Phone: 410.309.8200  
Fax: 410.630.3980

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number (s) can be used by ordering agencies to obtain technical and/or ordering assistance:

410.309.8200

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING ACTIVITY COMPLETION OF STANDARD FORM 279**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS): 084919489

Block 30: Type of Contractor: Large Business

Block 31: Woman-Owned Small Business: No

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1063402

a. Cage Code: 7P204

b. Contractor has registered with the System for Award Management (SAM) Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. **Time of Delivery:** The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

**Items or Groups  
of Items (SIN or  
Nomenclature)**

ALL

**Delivery Time  
(Days ARO)**

As negotiated between Ordering Agency  
and Contractor

b. **Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS**

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: If paid NET10 1.5% for invoice between \$500-\$1999; 3% for invoice \$2000 or greater.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

Export packing is available at extra cost outside the scope of this contract.

**10. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$100.00.

**11. MAXIMUM ORDER: \$1,000,000**

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning

their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

- f. **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering activity, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the ordering activity's order.
- h. **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the ordering activity's order.
- i. **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. **Availability of Funds:** Many ordering activity's operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The ordering activity's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the ordering activity for any payment may arise until funds are available to the ordering Contracting Officer.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, Paragraphs (1) Termination for the Government's Convenience, and (m) Termination for Cause (See C.1.).

**16. GSA ADVANTAGE!**

*GSA Advantage!* is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* Will allow the user to perform various searches across all contracts including, but not limited to:

- (a) Manufacturer
- (b) Manufacturer's Part Number; and
- (c) Product category(ies).

Ordering activities can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex: Netscape). The Internet address is <http://www.gsa.gov>.

**17. PURCHASE OF INCIDENTAL**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal

Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule Contract.

**19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the contractor, the ordering activity may provide the contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: **Please contact EEI Communications directly at (410) 309-8200 for specific information on Section 508 compliance.**

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULE**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_.  
In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

<p style="text-align: center;"><b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES</b></p>
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**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives incentives may be agreed upon between the Contractor and the ordering activity on individual orders or Blanket Purchase Agreements, under this contract in accordance with this clause..
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives were performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

- c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

**9. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. PAYMENTS**

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

**14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**16. DESCRIPTION OF IT SERVICES AND PRICING**

Please see attached labor category descriptions and GSA pricing.

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

**Editorial Experts, Inc. dba EEI Communications** provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

**Gregory McDonough**  
**CFO**  
**410.309.8200**  
**gmcdonough@eeicom.com**



BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____

(2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

**EEI COMMUNICATIONS  
PROFESSIONAL IT SERVICES DESCRIPTIONS**

**SIN C132-51**

## Writer

**Functional Responsibility:** These professionals provide overall documentation support to both management and technical staffs. This includes document preparation by applying the highest levels of industry and client standards, establishing proper formats in accordance with client requirements, and reviewing and correcting draft materials as appropriate. They may also create, implement, and track production of designed documents. As a minimum, they will be adept at using computer based word processing and office applications programs.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## Substantive Editor

**Functional Responsibility:** The Substantive editor is responsible for rewriting and reorganizing content for accuracy and logic. The Substantive editor ensures proper tone and approach for intended audience.

**Minimum Education:** Bachelors

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## Proofreader

**Functional Responsibility:** Responsible for proofreading one version of a document to mark typographical errors, deviations from format specifications, basic grammatical errors, and style inconsistencies.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## Desktop Publisher

**Functional Responsibility:** Produces layouts using major Macintosh and PC publications software packages.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## Graphics Designer

**Functional Responsibility:** The graphics designer utilizes a variety of industry standard software applications to create and edit original artwork and other documents.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## Production Manager/Coordinator

**Functional Responsibility:** The production manager/coordinator prepares and maintains the project schedule and budget. The production manager/coordinator is additionally responsible for preparing and delivering status reports to the customer. The PM/C serves as the primary point of contact for the customer. The PM/C routinely oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. Serves as the technical lead for the project

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## **Production/QC Coordinator**

**Functional Responsibility:** Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## **HTML and Web Maintainer**

**Functional Responsibility:** Develops web pages using HTML. Tests and debugs the web pages. Prepares system and program specifications and documentation, which include designing report formats, record layouts, screen layouts, and algorithms. Prepares recommendations for system improvement. Prepares oral and written status reports.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## **Web Designer**

**Functional Responsibility:** Develops concepts for the design or redesign of Web sites.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## **Multimedia Producer**

**Functional Responsibility:** Produces multimedia projects or CD-ROMs using software applications such as Directors.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## **Copy Editor**

**Functional Responsibility:** The copy editor is responsible for reviewing manuscripts for spelling, grammar, and consistency of style and format. The copy editor checks accuracy, completeness, and format of tables, bibliographies, and footnotes. The copy editor does not rewriting documents.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

## **Technical Writer**

**Functional Responsibility:** The technical writer is responsible for technical documentation research for functional and technical information, regulation writing, legal research and writing on tort law.

**Minimum Education:** HS

**Minimum Experience:** Must successfully pass complex EEI testing established for specific labor category.

**EEI COMMUNICATIONS  
ADVERTISING & INTEGRATED MARKETING  
SOLUTIONS LABOR CATEGORY DESCRIPTIONS**

**SINS 541-1, 541-2, 541-3, 541-4A AND 541-4C**

## **Proofreader I**

**Functional Responsibility:** Accurately compares one copy to another and marks deviations (knowledge of grammar and style not required).

**Minimum Education:** HS

**Minimum Experience:** Minimum of 1 year of professional proofreading experience

## **Proofreader II**

**Functional Responsibility:** Compares one copy to another and marks deviations with a high level of accuracy. Uses standard proofreading marks. Has knowledge of grammar and one or more industry-standard style guides. Has basic familiarity with typographic and layout conventions; can identify inconsistencies. Is familiar with technical, statistical, or scientific material.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional proofreading experience

## **Proofreader III**

**Functional Responsibility:** Compares one copy to another and marks deviations with an extremely high level of accuracy. Has detailed knowledge of standard proofreading marks. Has detailed knowledge of grammar and two or more industry-standard style guides. Has detailed knowledge of typographic and layout conventions; identifies inconsistencies and recommends adjustments. Has extensive experience working with technical, statistical, or scientific material.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of professional proofreading experience

## **Copyeditor I**

**Functional Responsibility:** Corrects grammar, punctuation, and spelling errors. Recognizes and corrects inconsistencies in style (number style, capitalization, compounding, abbreviations). Has basic knowledge of grammar and style.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional copyediting experience

## Copyeditor II

**Functional Responsibility:** Corrects grammar, punctuation, and spelling errors. Recognizes and corrects inconsistencies in style (number style, capitalization, compounding, abbreviations). Has detailed knowledge of grammar and style; reviews the work of other editors.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of professional copyediting experience

## Substantive Editor I

**Functional Responsibility:** Corrects grammar, punctuation, and spelling errors. Recognizes and corrects inconsistencies in style (number style, capitalization, compounding, abbreviations). Has experience using at least one industry-standard style guide. Revises wording to improve clarity and flow of text (e.g., shortens excessively long sentences, makes sure that pronouns have clear antecedents, eliminates passive voice where appropriate). Queries redundant or unclear portions of text. Styles footnotes and bibliographic material. Applies consistent format to tabular material; checks math in tables.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional substantive editing experience

## Substantive Editor II

**Functional Responsibility:** Corrects grammar, punctuation, and spelling errors, either on paper with standard editing marks or online. Recognizes and corrects inconsistencies in style (number style, capitalization, compounding, abbreviations). Has experience using several industry-standard style guides; can apply internal consistency when style is not specified. Revises wording to improve clarity and flow of text (e.g., shortens excessively long sentences, makes sure that pronouns have clear antecedents, eliminates passive voice where appropriate). Queries redundant or unclear portions of text. Styles footnotes and bibliographic material. Applies consistent format to tabular material; checks math in tables. Writes summaries for chapters, sections, or entire manuscript. Writes transitions between paragraphs and sections. Meets with authors to explain revisions and/or further develop manuscript. Has extensive experience with scientific or technical subject matter.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of professional substantive editing experience

## Indexer

**Functional Responsibility:** Creates conceptual indexes for books, manuals, reports, and other documents. Uses indexing software to sort terms. Is familiar with indexing conventions such as alphabetization, cross-referencing, double-posting, and locators. Has the ability to analyze subject matter and anticipate how a reader would seek information.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional indexing experience

## Writer I

**Functional Responsibility:** Writes short articles, news stories, reports, or summaries from provided source material under close supervision of a senior writer or editor. Has basic knowledge of grammar and style.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 1 year of professional writing experience

## Writer II

**Functional Responsibility:** Writes brochures, pamphlets, training materials, instruction manuals, marketing copy, or Web content for non-technical readers under general supervision of a senior writer or editor. Conducts research to locate source material; interviews subject matter experts. Can match writing style to blend new text with existing content. Has intermediate knowledge of grammar and style.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional writing experience

## Writer III

**Functional Responsibility:** Writes long documents and/or technical or scientific reports; summarizes statistical data. Creates text under tight deadlines and with little or no supervision. Interprets complex subject matter for a technical or non-technical audience. Supervises junior writers and/or leads teams of writers on large projects. Has detailed knowledge of grammar and style.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of professional writing experience

## Desktop Publisher I

**Functional Responsibility:** Has basic knowledge of one desktop publishing program. Works with existing formatted files and makes revisions. Has basic understanding of Windows and/or Mac operating systems and file management conventions.

**Minimum Education:** high school diploma

**Minimum Experience:** Minimum of 1 year of professional desktop publishing experience

## Desktop Publisher II

**Functional Responsibility:** Has intermediate knowledge of one or more desktop publishing programs and basic knowledge of illustration or photo manipulation software; creates new templates and style sheets to match specifications provided by designer and makes revisions to existing formatted files. Has basic knowledge of typographic and layout conventions. Has intermediate understanding of Windows and/or Mac operating systems and file management conventions.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional desktop publishing experience

## Graphic Designer I

**Functional Responsibility:** Designs simple documents (text-only reports, flyers, signage) under close supervision of art director. Has basic knowledge of desktop publishing, illustration, and photo manipulation software. Has basic knowledge of the printing process.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 1 year of professional design experience

## Graphic Designer II

**Functional Responsibility:** Designs moderately complex documents (brochures, reports with illustrations and graphics, posters, books) with general guidance from art director or senior designer. Has intermediate knowledge of desktop publishing, illustration, and photo manipulation software. Has intermediate knowledge of printing process.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional design experience

## Graphic Designer III/Art Director

**Functional Responsibility:** Designs high-end, complex publications (annual reports, magazines, marketing pieces, direct mail campaigns, corporate identity). Has advanced knowledge of desktop publishing, illustration, and photo manipulation software. Works independently and/or art-directs the work of other designers. Works directly with internal or external clients to develop concepts and design direction. Presents design comps and incorporates client feedback. Has detailed knowledge of printing process; conducts press inspections.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 4 years of professional design experience

## Publications/Production QC

**Functional Responsibility:** Reviews final documents or electronic files and checks for errors in content, style, format, typography, and/or navigation. Compares final products to client requirements to ensure that all specifications have been met. Ensures that electronic files are properly assembled for printing.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 1 year of professional publications/production QC experience

## Project Manager I

**Functional Responsibility:** Coordinates a single task or function within the publications process. Interprets and follows estimates and schedules created by others. Has understanding of and experience with at least one phase of the publications process (writing, editing, design, desktop publishing, proofreading, printing). Has experience working in team situations.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 1 year of professional project management experience

## Project Manager II

**Functional Responsibility:** Coordinates several concurrent projects with varying specifications and requirements. Creates simple time estimates and schedules. Has understanding of and experience with two or more phases of the publications process (writing, editing, design, desktop publishing, proofreading, printing). Has one to five years of supervisory experience.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of professional project management experience

## Project Manager III

**Functional Responsibility:** Coordinates a wide variety of concurrent projects with varying specifications and requirements. Creates detailed time estimates and schedules. Has experience working in a fast-paced environment with tight deadlines. Has understanding of and experience with all phases of the publications process (writing, editing, design, desktop publishing, proofreading, printing). Manages high-end, design-intensive publications. Works with internal or external clients to ascertain needs and develop project plans. Has five or more years of supervisory experience.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of professional project management experience

## Multimedia Designer I

**Functional Responsibility:** Creates and executes creative concepts for interactive media, including, but not limited to, CD-ROMs, presentations, and kiosks. Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arrange layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Responsible for overall look and feel of final product.

**Minimum Education:** Associate degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of related professional work experience

## Multimedia Designer II

**Functional Responsibility:** Creates and executes creative concepts for interactive media, including, but not limited to, CD-ROMs, presentations, and kiosks. Provides concept development from concept to implementation using design software and authoring tools. Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arrange layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Designs and implements common user interface standards, system usability guidelines, design guidelines, GUI prototypes, screen page design methodologies. Responsible for overall look and feel of final product.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of related professional work experience

## Multimedia Programmer/Developer I

**Functional Responsibility:** Writes the code for interactive multimedia projects, CD-ROMs, presentations, and kiosks. Creates prototypes and uses scripting languages to implement screen designs and database queries. Executes the design structure created by the design team. Incorporates all the content, such as text, graphics, sound, video, quizzes, simulations, animations, databases, and other softwares. Also writes the code for installation routines. Develops and implements software-programming applications. Consults with clients and other project team members.

**Minimum Education:** Associate degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of programming Macromedia Director and/or Macromedia Authorware

## Multimedia Programmer/Developer II

**Functional Responsibility:** Writes the code for interactive multimedia projects, CD-ROMs, presentations, and kiosks. Creates prototypes and uses scripting languages to implement screen designs and database queries. Executes the design structure created by the design team. Incorporates all the content, such as text, graphics,

sound, video, quizzes, simulations, animations, databases, and other softwares. Also writes the code for installation routines. Plans, designs, modifies, develops and implements software-programming applications. Develops software requirements and specifications. Designs and implements programming standards, system usability guidelines, design guidelines, and development methodologies. Troubleshoots, debugs and implements software code. Consults with clients and other project team members.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of programming Macromedia Director and/or Macromedia Authorware

## **Multimedia Producer II**

**Functional Responsibility:** Plans, organizes, and oversees the production of multimedia projects. Coordinates production throughout the lifecycle, from strategic definition to end-of-life planning. Acts as a liaison for the client, the creative content team, and the IT technical team. Develops the technical specifications for the product. Plans and reviews the navigational user interface design. Plans and reviews the product's architecture. Troubleshoots, tests, and oversees the final replication and production. Monitors project resources, staff, financial costs, and schedules.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of related professional work experience

## **Multimedia Producer III**

**Functional Responsibility:** Plans, organizes, and oversees the production of multimedia projects. Coordinates production throughout the lifecycle, from strategic definition to end-of-life planning. Acts as a liaison for the client, the creative content team, and the IT technical team. Identifies challenges, recommends and implements solutions. Allocates production resources and adapts to change when necessary. Develops the technical specifications for the product. Plans and reviews the navigational user interface design. Plans and reviews the product's architecture. Troubleshoots, tests, and oversees the final replication and production. Monitors project resources, staff, financial costs, and schedules.

**Minimum Education:** BS/BA in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 5 years of related professional work experience

## **Quality Assurance/Testing Specialist II**

**Functional Responsibility:** Testing Web sites, CD-ROM products, kiosks, and Online Training projects; recording and tracking bugs, defects, problems, errors, and text fixes; responsible for project testing plans; and verifying requirements against final products. Develops quality assurance standards.

**Minimum Education:** BA/BS degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of related professional work experience

## Systems Engineer

**Functional Responsibility:** Researches and evaluates complex business systems to provide system capabilities required for projected workloads. Communicates with people having non-technical backgrounds to develop detailed understanding of user needs. Plans layout and installation of new systems or modification of existing systems. May write programs, set up, and control computer systems to solve problems or automate business system applications.

**Minimum Education:** Associate degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of applications development experience from project inception to final deliverables or minimum of 3 years of network integration experience

## Web Site Designer I

**Functional Responsibility:** Designs Internet and intranet sites that accurately reflect an organization's goals, objectives, and identity. Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arrange layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Responsible for overall look and feel of Web sites.

**Minimum Education:** Associate degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of designing Web sites

## Web Site Designer II

**Functional Responsibility:** Designs Internet and intranet sites that accurately reflect an organization's goals, objectives, and identity. Provides concept development for online projects, including Web graphics and banner ads, from concept to implementation using design software and authoring tools. Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arrange layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Responsible for overall look and feel of Web sites. Designs and implements common user interface standards, system usability guidelines, design guidelines, GUI prototypes, and HTML page design methodologies.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of designing Web sites

## Web Animator

**Functional Responsibility:** Designs and creates animated images for display on Web sites. Provides strategic direction and concept development for online projects, from concept to implementation using design software,

animation software, and authoring tools. Produces graphic sketches, designs, and copy layouts for online content.

**Minimum Education:** Associate degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of related professional work experience

## **Web Site Programmer/Developer I**

**Functional Responsibility:** Creates dynamic, interactive, and personalized Web sites; helping integrate, showcase and maintain complementary technologies as they emerge. Designs complex computer programs requiring in-depth knowledge of an organization's operating procedures and information technology capability. Develops and implements software-programming applications. Consults with clients and other project team members.

**Minimum Education:** Associate degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 2 years of Web development experience

## **Web Site Programmer/Developer II**

**Functional Responsibility:** Creates dynamic, interactive, and personalized Web sites; helping integrate, showcase and maintain complementary technologies as they emerge. Designs complex computer programs requiring in-depth knowledge of an organization's operating procedures and information technology capability. Plans, designs, modifies, develops and implements software-programming applications. Develops software requirements and specifications. Designs and implements programming standards, system usability guidelines, design guidelines, and development methodologies. Consults with clients and other project team members.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of Web development experience

## **Web Producer II**

**Functional Responsibility:** Plans, organizes, and oversees the production of Web site projects. Coordinates production throughout the lifecycle, from strategic definition to end-of-life planning. Acts as a liaison for the client, the creative content team, and the IT technical team. Develops the technical specifications for the site. Plans and reviews the navigational user interface design. Plans and reviews site architecture. Troubleshoots, tests, and oversees the launch. Monitors project resources, staff, financial costs, and schedules.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of related professional work experience

## Web Producer III

**Functional Responsibility:** Plans, organizes, and oversees the production of Web site projects. Coordinates production throughout the lifecycle, from strategic definition to end-of-life planning. Acts as a liaison for the client, the creative content team, and the IT technical team. Identifies challenges, recommends and implements solutions. Allocates production resources and adapts to change when necessary. Develops the technical specifications for the site. Plans and reviews the navigational user interface design. Plans and reviews site architecture. Troubleshoots, tests, and oversees the launch. Monitors project resources, staff, financial costs, and schedules.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 5 years of related professional work experience

## Web Site Coder II

**Functional Responsibility:** Writes the HTML coding for Web pages using a pre-determined design. Develops interface, pages, and the tools to navigate a Web site. Performs unit testing at the page level. Sets code standards and leads code reviews. Reviews specifications and provides time estimates on the development of projects and features. Prioritizes projects and deliverables.

**Minimum Education:** BS/BA degree in a related field or the equivalent work experience

**Minimum Experience:** Minimum of 3 years of related professional work experience

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Writer	30461 – Technical Writer I	05-2103
Proofreader	01611 – Processor I	05-2103
Desktop Publisher	13041 – Illustrator I	05-2103
Graphics Designer	13041 – Illustrator	05-2103
Production Manager/Coordinator	13041 – Illustrator I	05-2103
Production/QC Coordinator	13041 – Illustrator I	05-2103
HTML and Web Maintainer	13061 – Media Specialist I	05-2103
Web Designer	13601 – Media Specialist I	05-2103
Multimedia Producer	13601 – Media Specialist I	05-2103
Copy Editor	01311 – Secretary I	05-2103
Technical Editor	30461 – Technical Writer I	05-2103
Proofreader I	01611 – Word Processor I	05-2103
Desktop Publisher I	13041 – Illustrator I	05-2103

**E EI COMMUNICATIONS GSA FSS  
AUTHORIZED IT SCHEDULE PRICELIST FOR  
IT PROFESSIONAL & AIMS SERVICES**

**EEI Communications, Inc.**

**SIN: C132 51**

<b>IT LABOR CATEGORIES</b>	<b>GSA HOURLY PRICE 8/10/10 - 8/9/11</b>	<b>8/10/11 - 8/9/12</b>	<b>8/10/12 - 8/9/13</b>	<b>8/10/13 - 8/9/14</b>	<b>8/10/14 - 8/9/15</b>
Writer	\$53.85	\$55.41	\$57.02	\$58.67	\$60.38
Substantive Editor	\$45.67	\$46.99	\$48.35	\$49.76	\$51.20
Proofreader	\$32.50	\$33.44	\$34.41	\$35.41	\$36.43
Desktop Publisher	\$50.19	\$51.65	\$53.15	\$54.69	\$56.28
Graphics Designer	\$39.63	\$40.78	\$41.96	\$43.18	\$44.43
Production Manager/Coordinator	\$41.66	\$42.87	\$44.12	\$45.40	\$46.71
Production/QC Coordinator	\$41.66	\$42.87	\$44.12	\$45.40	\$46.71
HTML and Web Maintainer	\$55.87	\$57.50	\$59.16	\$60.88	\$62.64
Web Designer	\$76.20	\$78.41	\$80.68	\$83.02	\$85.43
Multimedia Producer	\$50.80	\$52.27	\$53.79	\$55.35	\$56.96
CopyEditor	\$39.57	\$40.71	\$41.89	\$43.11	\$44.36
Technical Writer	\$91.45	\$94.10	\$96.83	\$99.64	\$102.53

**EEI Communications, Inc.**

**SINS: 541 1, 541 2, 541 3, 541 4A AND 541-4C**

<b>MARKETING/MEDIA LABOR CATEGORIES</b>	<b>GSA HOURLY PRICE 8/10/10 - 8/9/11</b>	<b>8/10/11 - 8/9/12</b>	<b>8/10/12 - 8/9/13</b>	<b>8/10/13 - 8/9/14</b>	<b>8/10/14 - 8/9/15</b>
Proofreader I	\$27.83	\$28.63	\$29.46	\$30.32	\$31.20
Proofreader II	\$32.46	\$33.41	\$34.37	\$35.37	\$36.40
Proofreader III	\$40.58	\$41.75	\$42.97	\$44.21	\$45.49
Copyeditor I	\$35.94	\$36.98	\$38.05	\$39.16	\$40.29
Copyeditor II	\$38.26	\$39.37	\$40.52	\$41.69	\$42.90
Substantive Editor I	\$46.38	\$47.72	\$49.11	\$50.53	\$52.00
Substantive Editor II	\$55.65	\$57.27	\$58.93	\$60.64	\$62.40
Indexer	\$41.74	\$42.95	\$44.20	\$45.48	\$46.80
Writer I	\$52.18	\$53.69	\$55.25	\$56.85	\$58.50
Writer II	\$61.45	\$63.24	\$65.07	\$66.96	\$68.90
Writer III	\$127.55	\$131.24	\$135.05	\$138.97	\$143.00
Desktop Publisher I	\$38.25	\$39.36	\$40.50	\$41.68	\$42.89
Desktop Publisher II	\$53.34	\$54.89	\$56.48	\$58.12	\$59.80
Graphic Designer I	\$52.18	\$53.69	\$55.25	\$56.85	\$58.50
Graphic Designer II	\$69.57	\$71.58	\$73.66	\$75.80	\$77.99
Graphic Designer III/Art Director	\$86.96	\$89.48	\$92.07	\$94.74	\$97.49
Pubs/Production QC	\$33.63	\$34.60	\$35.61	\$36.64	\$37.70
Project Manager I	\$34.79	\$35.80	\$36.84	\$37.90	\$39.00
Project Manager II	\$63.77	\$65.62	\$67.52	\$69.48	\$71.49
Project Manager III	\$86.96	\$89.48	\$92.07	\$94.74	\$97.49
MM Designer I	\$69.57	\$71.58	\$73.66	\$75.80	\$77.99
MM Designer II	\$86.96	\$89.48	\$92.07	\$94.74	\$97.49
MM Programmer/Developer I	\$75.37	\$77.55	\$79.80	\$82.12	\$84.50
MM Programmer/Developer II	\$98.56	\$101.41	\$104.36	\$107.38	\$110.50
MM Producer II	\$69.57	\$71.58	\$73.66	\$75.80	\$77.99
MM Producer III	\$86.96	\$89.48	\$92.07	\$94.74	\$97.49
QA/Testing Specialist II	\$69.57	\$71.58	\$73.66	\$75.80	\$77.99
Systems Engineer I	\$98.57	\$101.43	\$104.37	\$107.39	\$110.51
Web Site Designer I	\$72.22	\$74.31	\$76.46	\$78.68	\$80.96

**EEI Communications, Inc.**

**SINS: 541 1, 541 2, 541 3, 541 4A AND 541-4C**

<b>MARKETING/MEDIA LABOR CATEGORIES</b>	<b>GSA HOURLY PRICE 8/10/10 - 8/9/11</b>	<b>8/10/11 - 8/9/12</b>	<b>8/10/12 - 8/9/13</b>	<b>8/10/13 - 8/9/14</b>	<b>8/10/14 - 8/9/15</b>
Web Site Designer II	\$90.26	\$92.88	\$95.58	\$98.35	\$101.20
Web Animator	\$90.26	\$92.88	\$95.58	\$98.35	\$101.20
Web Site Programmer Developer I	\$78.23	\$80.50	\$82.84	\$85.24	\$87.71
Web Site Programmer Developer II	\$102.30	\$105.27	\$108.32	\$111.46	\$114.70
Web Producer II	\$72.22	\$74.31	\$76.46	\$78.68	\$80.96
Web Producer III	\$90.26	\$92.88	\$95.58	\$98.35	\$101.20
Web Site Coder II	\$72.22	\$74.31	\$76.46	\$78.68	\$80.96