

Professional Services Schedule

Federal Supply Group: 00CORP

Contract Number: GS-00F-011BA

SINs: 541-3, 541-3RC
Web Based Marketing Services

541-4B, 541-4BRC
Video/Film Production Services

541-4F, 541-4FRC
Commercial Art and Graphic
Design Services

541-1000, 541-1000RC
Other Direct Costs (ODCs)

Contract Period: June 27, 2014
through June 26, 2019

Business Size:
Small, Disadvantaged Business

Web Site:
<http://www.rgmincorporated.com>

Email:
rob@rgmincorporated.com

Contract Administration:
Rob Duncan

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

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service
Authorized Federal Supply Schedule Price List

Customer Information

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SINDescription	Page
541-3, 541-3RC	Web Based Marketing Services (Small Business Set-Aside)	4
541-4F, 541-4FRC	Commercial Art and Graphic Design Services	4
541-4B, 541-4BRC	Video/Film Production Services	4
541-1000, 541-1000RC	Other Direct Costs (ODCs) are expenses other than labor hours (Small Business Set-Aside)	5

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial jobtitles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000.00
 3. Minimum Order: \$100
 4. Geographic Coverage (delivery Area): Domestic only
 5. Point(s) of production (city, county, and state or foreign country): Same as company address
 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.
 7. Quantity discounts: None Offered
 8. Prompt payment terms: Net 30 days
 - 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
 - 9b. Notification whether Government purchase cards are accepted or not accepted above the micro- purchase threshold: will accept over \$3,000
 10. Foreign items (list items by country of origin): None
 - 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es): Same as companyaddress
- 15. Warranty provision.: Contractor’s standard commercialwarranty.
- 16. Export Packing Charges (if applicable): N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19. Terms and conditions of installation (if applicable): N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
- 21. List of service and distribution points (if applicable): N/A
- 22. List of participating dealers (if applicable): N/A
- 23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.
- 25. DUNS Number: 794581702

RGM INCORPORATED labor categories (including categories as part of contract modification) and **prices** are listed below (position descriptions follow). The final awarded prices include the required .75% Industrial Funding Fee (IFF).

Item	SIN	Awarded Labor Category	Min Edu	Min	Year 1
1	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Project Manager II	Bachelors	2	\$64.18
2	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Programmer IV	Bachelors	3	\$64.73
3	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Computer Specialist	Bachelors	8	\$77.51
4	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Web Developer/Sr. Graphic	Bachelors	8	\$132.20
5	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Graphic Designer I	Bachelors	5	\$104.57
6	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Graphic Designer II	Bachelors	3	\$78.50
7	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Administrative Assistant**	High School	2	\$46.62
8	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Project Manager I	Bachelors	6	\$104.37
9	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Sr. Technical Writer/Editor*	Bachelors	8	\$116.00
10	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Technical Writer/Editor*	Bachelors	5	\$98.00
11	541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC	Editor Proofreader*	Bachelors	3	\$75.00

*Added through contract modification 2-4-2016

Other Direct Costs

SIN(s)	Support Product (ODC's)	Price Offered to GSA (including IFF)
541-1000, 541-1000 RC	8.5 x 11 Color Copies, 28# White (Quantity 1--49)	\$1.21
541-1000, 541-1000 RC	8.5 x 11 Color Copies, 28# White (Quantity 50--99)	\$1.16
541-1000, 541-1000 RC	8.5 x 11 Color Copies, 28# White (Quantity 100--249)	\$1.10
541-1000, 541-1000 RC	8.5 x 11 Color Copies, 28# White (Quantity 250--499)	\$1.05
541-1000, 541-1000 RC	8.5 x 11 Color Copies, 28# White (Quantity 500+)	\$1.00
541-1000, 541-1000 RC	8.5 x 11 B&W Copies, 24# White (Quantity 1--49)	\$0.10
541-1000, 541-1000 RC	8.5 x 11 B&W Copies, 24# White (Quantity 50--99)	\$0.09
541-1000, 541-1000 RC	8.5 x 11 B&W Copies, 24# White (Quantity 100--249)	\$0.08
541-1000, 541-1000 RC	8.5 x 11 B&W Copies, 24# White (Quantity 250--499)	\$0.07
541-1000, 541-1000 RC	8.5 x 11 B&W Copies, 24# White (Quantity 500+)	\$0.06
541-1000, 541-1000 RC	11 x 17 Color Copies, 28# White (Quantity 1--49)	\$1.38
541-1000, 541-1000 RC	11 x 17 Color Copies, 28# White (Quantity 50--99)	\$1.31
541-1000, 541-1000 RC	11 x 17 Color Copies, 28# White (Quantity 100--249)	\$1.25
541-1000, 541-1000 RC	11 x 17 Color Copies, 28# White (Quantity 250--499)	\$1.19
541-1000, 541-1000 RC	11 x 17 Color Copies, 28# White (Quantity 500+)	\$1.14
541-1000, 541-1000 RC	Foam Core Mounted Poster	\$22.81
541-1000, 541-1000 RC	Gloss Laminate, Foam Core Mounted Poster	\$24.92
541-1000, 541-1000 RC	Matte Laminate, Foam Core Mounted Poster	\$25.46
541-1000, 541-1000 RC	8 x 10 Foam Core Mounted Poster	\$22.71
541-1000, 541-1000 RC	10 x 12 Digital Proof	\$157.98
541-1000, 541-1000 RC	Postage & Delivery***	\$ 29.62

***Less than 25 lbs. delivered less than 15 miles from zip code 20814, includes packaging.

Service Contract Act (SCA) Matrix

The following labor categories denoted on our price list by a double asterisk (**) are subject to the Service Contract Act (SCA). Prices for the SCA labor category meets or exceeds those in Wage Determination No. 05-2098, Revision 17, dated 07/25/2014

By our election we understanding that the escalation for the SCA labor categories will be governed by clause I-FSS-969.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant**	01020 Secretary II	05-2098 Rev. 17
Sr. Technical Writer/Editor**	30463 Technical Writer III	05-2098 Rev. 17
Technical Writer/Editor**	30462 Technical Writer II	05-2098 Rev. 17
Editor Proofreader**	30461 Technical Writer I	05-2098 Rev. 17

**The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the 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."

Discounts:

RGM INCORPORATED submitted pricing based on its commercial market prices effective June 17, 2014. The Government prices, excluding the required .75% IFF, terms and conditions are **better than** those sold to its most favored customer(s), Environmental Resources Management (ERM); Custom News; Aronson, LLC; Flieshman Hillard; StreetSense; Gray, Kirk, VanSant Advertising (GKV); and **All Commercial Customers**. The MFC(s) **do not receive any discounts** off RGM INCORPORATED's commercial market prices. RGM INCORPORATED is offering GSA prices (excluding the required .75% IFF) that are **discounted 2.00 to 25.00 percent** off RGM INCORPORATED commercial market prices.

Basis of Award:

In accordance with clause 552.238-75 Price Reductions, **All Commercial Customers** are the basis of award customers. GSA prices excluding the required .75% IFF are at least **2.00-25.00 percent** less than the prices offered/sold to the **BOA**.

Economic price adjustments (EPA):

EPA will be in accordance with clause I-FSS-969 Economic Price Adjustment-FSS Multiple Award Schedules (b)(2). Adjustments based on a market indicator have been awarded. The awarded market indicator is Bureau of Labor Statistics Employment Cost Index; Not seasonally adjusted; Total compensation; Private industry; 12-month percent change; for Management professional, and related; Quarter 4. Price adjustments are not automatic and must be completed by a contract modification.

The contract Discounts, Basis of Award and Economic price adjustment factors remain in effect.

Labor Category Descriptions

PROJECT MANAGER I

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Six (6) years of progressive management experience to include knowledge of, and/or experience with managing communications or creative project teams and/or project management processes, including task-planning and resource allocation; quality management; and teamwork dynamics and effectiveness.

Responsibility:

Responsible for the performance of programs, projects or subsystems of major programs or projects. Directs all phases of programs/projects from inception through completion. Coordinates the preparation of project plans, milestones and operating budgets. Acts as primary customer contact for program activity, leading program review sessions with customer to discuss cost, schedule and technical performance. Establishes concepts, criteria and efforts for product research, development integration and test. Establishes milestones and monitors adherence to master plans and schedules. Identifies program problems and obtain solutions. Manages, supervises and/or directs the work of technical, analytical, facilities and administrative staff members assigned to the project or program.

Education:

BA/BS degree in a related business discipline. PMP Certification preferred.

Substitutions:

A Master's Degree may be substituted for up to three (3) years of professional experience. Relevant experience above the minimum required may be substituted for each year of required education.

PROJECT MANAGER II

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Two (2) years of management experience to include knowledge of, and/or experience with managing projects and/or project management processes, including task-planning and resource allocation; quality management; and teamwork dynamics and effectiveness.

Responsibility:

Responsible for the performance of projects or subsystems of major programs or projects. Directs and oversees all phases of document management and other related projects from inception through completion. Coordinates the preparation of project plans, milestones and operating budgets. Acts as primary customer contact, monitors project budget, schedules and technical performance. Establishes milestones and monitors adherence to master plans and schedules. Identifies project problems and obtain solutions. Manages, supervises and/or directs the work of staff members assigned to the project in accordance with best industry practices. Performs quality control on all projects.

Education:

BA/BS degree in a related discipline.

Substitutions:

A Master's Degree may be substituted for professional experience. Relevant experience above the minimum required may be substituted for each year of required education.

ADMINISTRATIVE ASSISTANT

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Two (2) years general office experience. Candidate must also have experience with computer, Microsoft Office, and have good interpersonal, organizational and writing skills.

Responsibility:

Performs secretarial duties such as document preparation, photocopying, filing, taking and screening phone calls, scheduling pickup and deliveries and making other logistical arrangements as required. Duties are performed under the direction of a Project Manager or supervisor. Handles differing situations, problems, and deviations in the work of the office according to the Project Manager or supervisor's general instructions, priorities, duties, policies, and program goals. Performs special assignments with assistance from Project Manager or supervisor.

Education/Certification:

High School graduate with basic office and computer skills.

Substitutions:

Associates degree may substitute for (1) year of general office experience.

PROGRAMMER IV

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Three (3) years of programming experience.

Responsibility:

Develops web and graphic software design and approaches, ensuring systems requirements, internal, and external interfaces are addressed. Reviews and evaluates software requirements and design to ensure traceability, compatibility and adequacy. Performs analysis on design implementation, software performance and design requirements.

Education:

BA/BS in Technical/Scientific Discipline. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other scientific or technical discipline. Substitutions:

Substitutions:

Four (4) years experience in the following functional areas may be substituted for a Bachelor's degree: CSS, Javascript, DOM scripting and/or AJAX.

COMPUTER SPECIALIST

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Eight (8) years professional experience in a computer-related environment such as software application installation, resolving technical-related questions, assisting end users and providing overall network administration and support.

Responsibility:

Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications. Reads technical manuals, confers with users, and conducts computer diagnostics to determine nature of problems and provide technical assistance. Enters commands and observes system functioning to verify correct operations and detect errors. Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user. Prepares evaluations of software and hardware, and submits recommendations to management for review.

Refers major hardware or software problems or defective products to vendors or technicians for service. Supervises and coordinates workers engaged in problem-solving, monitoring, and installing data communication equipment and software.

Education/Certification:

Bachelor's Degree in Computer Science, Engineering, Information Systems or related discipline.

Substitutions:

Four (4) years equivalent professional experience in a computer-related environment above the minimum required may be substituted for a Bachelor's Degree. A Master's Degree in a related discipline may be substituted for experience.

WEB DEVELOPER/SR. GRAPHIC DESIGNER

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Minimum of eight (8) years of experience as a graphic designer with some interactive and web-based design.

Responsibility:

Designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, and packaging. Studies illustrations and photographs to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and design concepts. May prepare illustrations or rough sketches of material according to instructions of client or supervisor. May mark up, paste, and assemble final layouts to prepare layouts for printer. May specialize in particular field, medium, or type of layout. May photograph layouts, using camera or scanner, to make layout prints for supervisor or client. May develop prints, using software, tools and work aids to produce layout photographs for client or supervisor. May key information into computer equipment to create layouts for client or supervisor.

Education/Certification:

Bachelor's degree in graphic design or related discipline.

Substitutions:

Three (3) years of professional experience may be substituted for bachelor's degree. Relevant experience above the minimum required may be substituted for each year of required education.

GRAPHIC DESIGNER I

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Five (5) years of design experience with demonstrated experience and expertise in creating superior, original designs for print or web.

Responsibility:

The Graphic Designer I is responsible for the creation of print and internet visual design, including typography, visual concept, logo and icon design for the Internet and interactive platforms. They effectively communicate and coordinate with staff to ensure that the visual design communicates the desired message, and functions successfully for varying technical and performance specifications. The staff must be capable of helping lead the creative aspects of a project with the staff designers.

Education:

Bachelor's degree in graphic design or a related discipline.

Substitutions:

Three (3) years of professional experience may be substituted for Bachelor's Degree. Relevant experience above the minimum required may be substituted for each year of required education.

GRAPHIC DESIGNER II

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Three (3) years of design experience to include interactive design and/or graphic design.

Responsibility:

Graphic Designer II is responsible for the creation of print and internet visual design, including typography, visual concept, logo and icon design for the Internet and interactive platforms. They effectively communicate and coordinate with staff to ensure that the visual design communicates the desired message, and functions successfully for varying technical and performance specifications. The designer must be capable of helping lead the creative aspects of a project with the on-staff designers.

Education:

Bachelor's degree in graphic design or a related discipline.

Substitutions:

Four (4) years of professional experience may be substituted for Bachelor's Degree. A Master's Degree may be substituted for experience.

SR. TECHNICAL WRITER/EDITOR

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Eight (8) years of Writing and Editing Federal Government Documents and Reports

Responsibility:

In partnership with clients, develops and produces effective textual content. Provides written aspect of reports and technical documents. Also includes writing for: posters; leaflets; brochures; reports for both public and agency consumption. Sr. Writer/Editors are involved in the content development and creative production process, which can includes interacting with agency decision makers, art directors and graphic artists. Should have working knowledge of Macintosh, and PC with proficiency with Microsoft Office and Adobe Acrobat with knowledge of Internet technology.

Education:

BA/BS degree in English, journalism, communications, advertising, marketing, direct response or promotion.

TECHNICAL WRITER/EDITOR

SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Five (5) years of Writing and Editing

Responsibility:

Description: In partnership with the client, develops and produces effective text/copy. Provides the verbal or written aspect of reports and technical documents. Also includes writing for: posters; leaflets; brochures; technical reports for both public and agency consumption. Copywriters are often involved in the production process, which can includes dealing with art directors and graphic artists.

Education:

BA/BS degree in English or related business discipline.

EDITOR/PROOFREADER
SINs 541-3, 541-3RC, 541-4B, 541-4BRC, 541-4F, 541-4FRC

Experience:

Three (3) years of Proofreading and Quality Control

Responsibility:

Provides assistance in proofreading and editing reports, fact sheets, manuscripts and presentations. Assists with maintaining and updating website materials. Requires excellent written communication skills. Review work for layout consistency, proper hyphenation and use of typography. When requested, provide full read through of text for grammar, spelling, and punctuation.

Education:

BA/BS degree in liberal arts or a related business discipline.

Points of Contact

For more information, please contact:

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