

U.S. General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List



Design Media Inc.
2235 Harrison Street
San Francisco, CA 94110

p 415 641-4848
f 415 641-5245

Contract No.:
GS-02-F-0034U

Contract Period:
December 20, 2007 – December 19, 2012

Special Item Numbers:
874 4 Instructor-Led Training & Web-Based Training
874 4 Course Development

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The internet address for *GSA Advantage!* is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Customer Information

1a. Awarded Special Item Numbers (SINs): (See pricing attached)

874 4 Instructor-Led Training & Web-Based Training
874 4 Course Development

1b. Pricelist: See attached

1c. Labor category descriptions: See attached

2. Maximum Order: \$1,000,000.

3. Minimum Order: \$100.

4. Geographic Coverage: Worldwide

5. Points of Production: San Francisco, CA, USA

6. Prices Shown in Catalogue: Net prices include 8% discount offered to GSA vendors.

7. Quantity Discounts: GSA will receive equal or better than the best Commercial rate at each quantity volume break. Additional discounts of 0.5% on an annual volume of \$250,000 or more, and 1.0% on an annual volume of \$500,000 or more.

8. Prompt Payment Terms: 2% 10, net 30 days or 1% 15, net 30 days

9. Government Commercial Credit Card: Accepted up to the \$2,500 dollar micro purchase threshold

10. Foreign Items: None

11a. Time of Delivery: Specified in Statement of Work

11b. Expedited Delivery: Upon special arrangement

11c. Overnight and 2-day Delivery: Upon special arrangement

11d. Urgent Requirements: Contact Design Media to expedite urgent requirements

12. F.O.B. Points: Destination and include the 0.75% IFF

13a. Ordering Address: 2235 Harrison Street, San Francisco, CA 94110

13b. Ordering Procedures: For 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).

For sales assistance or to learn more about our custom learning solutions, please contact: Pamela May, 415-641-4848 ext. 139 or pmay@designmedia.com.

14. Payment Addresses: 2235 Harrison Street, San Francisco, CA 94110

15. Warranty Provision: Contractor's standard commercial warranty as stated in Statement of Work

16-24a. Not applicable

24b. Section 508: The EIT standards can be found at: www.Section508.gov

25. Data Universal Number System (DUNS)Number: 10-341-0411

26. Central Contractor Registration: Design Media, Inc. is registered in the CCR Database

27. Uncompensated Overtime: Design Media's professional employees work a 40-hour workweek as a goal. In practice, 40 hours is an average work week and employees work the hours required to meet customer's requirements. All professional employees are paid an annual salary.

Design Media Overview

Design Media is a cutting-edge full service learning company with core competencies that span asynchronous and synchronous learning. Many government agencies and corporations choose to engage with us for quick and effective delivery on the comprehensive solutions we propose, as well as consulting, media production, needs analysis and evaluation services. Design Media has the production facilities, the team, and the experience to create world class learning solutions, be they eLearning, instructor-led training, or broadcast quality video. Our goal is to enhance business effectiveness with learning that is pertinent, sustained and qualitative.

Design Media specializes in collaborative partnerships in which we facilitate the development of customized training and communication solutions to meet the needs of government, educational institutions, and corporations. As a certified woman-owned small business, we would like to claim a preference for purposes of this proposal.

Our seasoned staff integrates the science and art of instructional design, information architecture, and media development to harness the precise blend of technologies required to communicate key messages, establish an engaging audience experience, and support measurable and sustainable results. By listening closely to our clients, we learn their goals, objectives, and needs in order to build a foundation for creating educational strategies and long-term value for the audience.

Our training programs include instructor-led classroom modules, online training, educational web sites, simulations, game elements, online toolkits, podcasts, vodcasts, wikis and blogs, as well as blended solutions (a combination of these delivery modes).

Design Media has evolved during its 30-year history by responding and adapting to constantly changing times. Our decades of experience gives us the means to anticipate challenges and the wisdom to apply our collective knowledge to positively affect our clients' unique circumstances. As an experienced training and media communication leader, we have participated in the evolution of many new technologies—from online applications to multimedia kiosks and hand-held devices. We have consistently provided a high level of service that has resulted in long-term relationships with clients such as Stanford University, UCSF, the State of California, UC Berkeley, Intel Education, Genentech, Apple Computer, Cisco Systems, Levi Strauss & Co., Wells Fargo Bank, and Sun Microsystems.

Our clients select us for two main reasons: the quality of our work, and our flexibility in accommodating their needs. The quality of our work is a result of our philosophy and approach, which have been shaped by our background as instructional designers and

communication specialists. We analyze training and communication needs to determine the most appropriate and economically viable media for each project. This systematic approach ensures that information is delivered clearly, concisely, and cost-effectively.

Design Media is committed to diversity and provides an environment where every individual is honored, respected, and supported. We are fortunate to be situated in the San Francisco Bay Area, which allows us to work with highly qualified individuals of diverse backgrounds.

Instructional Design + Technology Expertise

Design Media's philosophy is that best-in-class learning systems are relevant, creative, and "performance-based." Effective learning systems go beyond knowledge acquisition to help learners fluently apply knowledge and skill in the performance of their job. Design Media defines "fluency" as high accuracy at mastery speed. We understand that knowledge is an idle asset if not used proficiently on the job and needs to translate to effective on the job performance.

Create programs that engage learners with a higher degree of interactivity that promote immediate learning as well as transfer learners' knowledge to the job environment (i.e., actually doing the right things on the job).

Design content in a structured, yet modular format that enables the learner to easily and quickly access the "need to know" content. Incorporate interactivity in the content presentation in order to engage learners and promote learning.

Provide effective feedback and remediation. Experience with intranet and Learning Management Systems; able to consult with your team and your IT staff to ensure compatibility with your system. Ability to design an end product that can be easily maintained.

Pricing Information

Professional Service Rates

LABOR CATEGORY	COMMERCIAL BILLING RATE	% GSA DISCOUNT	GSA BILLING RATE
Program Development Management			
Account Manager	\$200.00	8.00%	\$184.00
Production Manager	\$180.00	8.00%	\$165.60
Project Manager Senior	\$200.00	8.00%	\$184.00
Project Manager	\$180.00	8.00%	\$165.60
Project Coordinator	\$130.00	8.00%	\$119.60
Instructional Design/Content Development			
Senior Consultant (ID/SME)	\$350.00	8.00%	\$322.00
Associate Consultant (ID/SME)	\$300.00	8.00%	\$276.00
Copy Editor	\$150.00	8.00%	\$138.00
Desktop Publisher Senior	\$225.00	8.00%	\$207.00
Desktop Publisher	\$130.00	8.00%	\$119.60
Content Developer Senior	\$180.00	8.00%	\$165.60
Content Developer	\$150.00	8.00%	\$138.00
Instructional Designer Senior	\$250.00	8.00%	\$230.00
Instructional Designer	\$180.00	8.00%	\$165.60
Graphics			
Creative Director	\$300.00	8.00%	\$276.00
Art Director	\$250.00	8.00%	\$230.00
Designer Visual	\$200.00	8.00%	\$184.00
Graphic Artist	\$175.00	8.00%	\$161.00
Graphic Artist Associate	\$130.00	8.00%	\$119.60

Professional Service Rates continued

LABOR CATEGORY	COMMERCIAL BILLING RATE	% GSA DISCOUNT	GSA BILLING RATE
Production			
Authorware Programmer	\$220.00	8.00%	\$202.40
Database Programmer	\$220.00	8.00%	\$202.40
Programmer/Multimedia Senior	\$210.00	8.00%	\$193.20
Programmer/Multimedia	\$190.00	8.00%	\$174.80
Programmer/Multimedia Associate	\$150.00	8.00%	\$138.00
Technical Engineer Senior	\$300.00	8.00%	\$276.00
Technical Engineer	\$250.00	8.00%	\$230.00
Quality Assurance			
Quality Assurance Specialist Senior	\$150.00	8.00%	\$138.00
Quality Assurance Specialist	\$100.00	8.00%	\$92.00
Other Program Specialists			
Multimedia Specialist Senior	\$218.00	8.00%	\$200.56
Multimedia Specialist	\$162.00	8.00%	\$149.04
Multimedia Specialist Associate	\$130.00	8.00%	\$119.60

Instructor-Led Training Courses

ACCESSABILITY COMPLIANCE TRAINING COURSES	COMMERCIAL BILLING RATE	% GSA DISCOUNT	GSA BILLING RATE
Section 508 and Level AA Compliance Training			
Introductory Level for 24 Students Maximum 1 Day	\$5,000	8.00%	\$4,600.00
Advanced Level for 24 Students Maximum 2 Days	\$10,000	8.00%	\$9,200.00

Additional GSA Discounts Available

Volume Discount:

- An additional 0.5% Discount on an annual volume of \$250,000 or more.
- An additional 1.0% Discount on an annual volume of \$500,000 or more.

Discount Payment Terms:

- Option 1: 2% 10, net 30. A 2% discount is provided if payment is received within 10 days of invoice date. Full payment is due within 30 days.
- Option 2: 1% 15, net 30. A 1% discount is provided if payment is received within 15 days of invoice date. Full payment is due within 30 days.

If the Customer has chosen to take advantage of discount net terms but payment is not received per the options listed above, the full amount of the invoice is still due net 30 from the invoice date. The Customer may request payment by electronic funds transfer by contacting the Design Media Finance Department at: finance@designmedia.com.

COURSE, LABOR & PRODUCT CATEGORY DESCRIPTIONS

SIN 874 4 Course Descriptions

Section 508 and Level AA Compliance Training for Webmaster and Other IT Professionals

Course Description:

This training will provide CIO's, webmasters, and similar IT professionals with an understanding of website accessibility issues and requirements and will instruct them in techniques that will enable these professionals to bring their sites into compliance. There are two levels of training: introductory and advanced.

- The introductory training provides an introduction to Section 508 accessibility standards for webmasters and other IT professionals with no background knowledge.
- The advanced training session provides greater insight into Section 508 standards of accessibility and requires participants to review, evaluate, and comment on the accessibility of sample web pages. Level AA compliance is also covered and the concepts of Level AAA compliance are introduced.
- Both levels of training include a compilation of best practices as adopted by government agencies.

Course Objectives:

After taking the training, participants will be able to understand Section 508 accessibility standards and be capable of fully integrating those standards into their internet and intranet sites, thus maximizing usability by people with disabilities.

- The introductory training will provide a basic knowledge of 508 compliance issues and will direct participants to resources that will allow them to modify their own websites to bring them into compliance after the training. A secondary objective of the training is to provide an awareness of Level A, AA, and AAA compliance.
- The advanced training provides knowledge of 508 and Level A and AA compliance issues, with hands-on practice for participants to gain experience modifying their own websites to bring them into compliance. They are directed to additional resources for use after the training. A secondary objective is to provide an awareness of AAA compliance.

Target Audience:

Webmasters and other IT professional responsible for ensuring their websites and intranet sites are compliant with Section 508 accessibility requirements.

Prerequisites:

- The introductory training assumes the audience has little or no experience with Section 508 compliance and has limited technical knowledge and experience as webmasters.
- The advanced training assumes a technically more advanced audience.

Schedule

Introductory level: 1 day
Advanced level: 2 days

Facilitator Qualifications

Bachelor's degree in related field; two to four years of experience programming websites. Extensive knowledge of CSS, HTML and accessibility requirements and standards. Some knowledge of XHTML. Two years training and/or facilitation experience.

LABOR CATEGORY DESCRIPTIONS

SIN 874 4 Course Development and Test Administration

Training: Self-Instruction; Instructor-Led; Course Development: Test Administration

Design Media recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. Increasingly, we find that the skills needed to support advanced technology efforts, and to meet today's problems and tomorrow's challenges, are not always supported by a traditional education and work experience combination.

Program Development Management

Account Manager

Position Description

Serves as the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for managing relationship between contractor and government agency client, formulating and enforcing work standards, assigning contractor team members, reviewing work discrepancies, supervising contractor program development personnel, and communicating policies, purposes, and goals of the program to team members.

Typical Qualifications

Bachelor's degree with a minimum of ten years government or private-sector experience in managing training programs.

Production Manager

Position Description

Responsible for the oversight and management aspects of all program production, including project production budgets, delivery schedules, staff management, implementation and development of deliverables, etc. Provides direction for the complete production development effort.

Typical Qualifications

Production design background with a minimum of six years in a project-management/production manager role at a senior level within government or private sector.

Project Manager Senior

Position Description

Responsible for overall progress and quality of program, including the oversight and management aspects of program development, project budgets, delivery schedules, team management, deliverables. Is primary client liaison. Makes decisions regarding priorities and processes during life of project. Prepares contact and project status reports. Keeps the Program Development Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems. Senior Project Manager will manage the most complex projects and/or multiple projects based on complexity of each assignment.

Typical Qualifications

Instructional Design background with a minimum of ten years in a project-management/development role within government or private sector.

Project Manager

Position Description

Responsible for overall progress and quality of program, including the oversight and management aspects of program development, project budgets, delivery schedules, team management, deliverables. Is primary client liaison. Makes decisions regarding priorities and processes during life of project. Prepares contact and project status reports. Keeps the Program Development Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems.

Typical Qualifications

Instructional Design background with a minimum of five years in a project-management/development role within government or private sector.

Project Coordinator

Position Description

The Project coordinator is the link between the Project Manager, Content Developers, and Production personnel. This person has a clear understanding of the project design and deliverables and the project schedule. The Project Coordinator tracks project assets, helps ensure team members have the information they need to complete their responsibilities, updates and tracks storyboards, helps project manager in schedule management, meeting notes and other administrative aspects of the project.

Typical Qualifications

Bachelor's degree and two to four years experience supporting development of training, video or other media-based programs.

Instructional Design/Content Development

Senior Consultant (ID/SME)

Position Description

Highly competent individual well versed in the principles of instructional design systems. Must possess a firm understanding of complex instructional design theories, including standard ADDIE instructional design model. Must have proven ability to apply these theories to linking learning events to instructional learning objectives.

Typical Qualifications

Master's degree in ISD preferred. Prefer 10-15 years of experience in the field, with experience in applying ISD principles to written and electronic delivery. Teaching/instruction experience highly desired.

Associate Consultant (ID/SME)

Position Description

Highly competent individual well versed in the principles of instructional design systems. Must possess a firm understanding of complex instructional design theories, including standard ADDIE instructional design model. Must have proven ability to apply these theories to linking learning events to instructional learning objectives.

Typical Qualifications

Master s degree in ISD preferred. Prefer 8-12 years of experience in the field, with experience in applying ISD principles to written and electronic delivery. Teaching/instruction experience highly desired.

Copy Editor

Position Description

Responsible for a copy edit to review adherence of material to established style guidelines. Identifies and corrects punctuation, spelling and general formatting errors

Typical Qualifications

Associate s degree at a minimum; Bachelor s degree preferred. One to 2 years of experience.

Desktop Publisher Senior

Position Description

Expert-level understanding and experience in using complex desktop publishing applications. Requires ability to design complicated templates, and to design and apply meta-data tags, such as conditional text, indexing, and styles.

Typical Qualifications

Associate degree in related area and/or five to ten years of direct experience.

Desktop Publisher

Position Description

High level of understanding and experience with desktop publishing applications. Requires ability to design standard templates and manage output.

Typical Qualifications

Associate degree in related area and/or two to five years of direct experience.

Content Developer Senior

Position Description

Writes storyboards for program: in consultation with subject matter experts and instructional designer, develops content, designates media usage and interactivity for program. Must understand instructional aspects of the technologies being used for training program. Is versed in writing for all training methods: instructor led, online, blended. May be instructional designer on project also. May be called upon as a facilitator/instructor.

Typical Qualifications

Master s degree in ISD preferred, Bachelor s degree in ISD, journalism or similar field acceptable. Prefer five+ years of experience in the field, with knowledge of applying ISD principles to written and electronic delivery. Teaching/instruction experience highly desired.

Content Developer

Position Description

Writes storyboards for program: in consultation with subject matter experts and instructional designer, develops content, designates media usage and interactivity for program. Must understand instructional aspects of the technologies being used for training program. Is versed in writing for all training methods: instructor led, online, blended. May be instructional designer on project also. May be called upon as a facilitator/instructor.

Typical Qualifications

Bachelor s degree in ISD, journalism or similar field. Prefer three+ years of experience in the field, with knowledge of applying ISD principles to written and electronic delivery. Teaching/instruction experience highly desired.

Instructional Designer Senior

Position Description

Conducts training and needs analyses, writes design document/blueprint for training including designating learning objectives, instructional and media strategies. Develops content outline. Provides guidance to content developers.

Typical Qualifications

Master's degree in ISD preferred, Bachelor's degree acceptable. Prefer 10-15 years of experience in the field, with knowledge of applying ISD principles to written and electronic delivery. Teaching/instruction experience highly desired.

Instructional Designer

Position Description

Conducts training and needs analyses, writes design document/blueprint for training including designating learning objectives, instructional and media strategies. Develops content outline. Provides guidance to content developers.

Typical Qualifications

Master's degree in ISD preferred, Bachelor's degree acceptable. Prefer five to ten years of experience in the field, with knowledge of applying ISD principles to written and electronic delivery. Teaching/instruction experience highly desired.

Graphics

Creative Director

Works with clients to develop creative strategies that articulate and visualize key messages, address the audience profile, and meet objectives. Advises managers and planners, and provides art direction to media producers.

Typical Qualifications

Bachelor's degree in Art, Design or related fields and/or fifteen years of direct experience in creating messages and images, or equivalent demonstrated talent and expertise.

Art Director

Position Description

Requires in-depth knowledge and hands-on experience with current industry standard software. Provides creative direction and supervision for graphic-design personnel. Exercises creative judgment and originality by translating needs into graphics. Makes final decisions related to matters of design and composition, and to methods of presenting technical data.

Typical Qualifications

Bachelor's degree in Art, Design or related fields and ten to fifteen years of direct experience in art direction and design.

Designer Visual

Position Description

Utilizes current graphic-design technology and computer software packages to produce and develop high-level graphics and media files for multiple projects. Provides technical knowledge and expertise on graphic design principles, user interface design, motion graphics, information concept development and animations.

Typical Qualifications

Master's degree in Art, Design or related fields or seven to fifteen years of direct experience in creating messages and images, or equivalent demonstrated talent and expertise.

Graphic Artist

Position Description

Designs and produces graphics in support of training development projects. Provides technical knowledge and expertise on graphic design fundamentals and technology to develop graphics and miscellaneous media files for multiple projects. Expert knowledge of industry standard graphic design programs.

Typical Qualifications

Associate degree in related area and/or eight to ten years of direct experience.

Graphic Artist Associate

Position Description

Provides routine graphics support. Develops graphics and miscellaneous media files for multiple projects. Strong familiarity with industry standard graphic design programs.

Typical Qualifications

Associate degree in related area and/or three to five years of direct experience.

Production

Authorware Programmer

Assumes overall responsibility for design of complex multimedia materials. Applies knowledge of contemporary multimedia authoring tools. Consults with customers and architects the appropriate solutions for e-learning needs.

Typical Qualifications

Master's Degree or Bachelor's degree in related field and five to six years of direct experience.

Database Programmer

Position Description

Provides highly technical expertise in the use of databases. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops databases in support of projects.

Typical Qualifications

Specialized experience includes demonstrated experience using current database technologies, application design using various database management systems, and experience with DBMS internals.

Programmer/Multimedia Specialist Senior

Position Description

Provides programming and multimedia support for training projects, including authoring content in various authoring languages. Designs and develops complex multimedia courseware for customer-training initiatives. Designs programming techniques to optimize running speed and disk space requirements. Provides technical leadership to lower-level programmers.

Typical Qualifications

Bachelor's degree in related field and five to six years of experience working with mainstream authoring environments. Extensive knowledge of industry standard computer design packages and/or contemporary programming languages.

Programmer/Multimedia Specialist

Position Description

Provides programming and multimedia support for training projects, including authoring content in various authoring languages. Designs and develops complex multimedia courseware for customer-training initiatives. Designs programming techniques to optimize running speed and disk space requirements. Provides technical leadership to lower-level programmers.

Typical Qualifications

Bachelor's degree in related field and five to six years of experience working with mainstream authoring environments. Extensive knowledge of industry standard computer design packages and/or contemporary programming languages.

Programmer/Multimedia Specialist Associate

Position Description

Provides programming and multimedia support for training projects, including authoring content in various authoring languages. Designs and develops complex multimedia courseware for customer-training initiatives. Designs programming techniques to optimize running speed and disk space requirements. Provides technical leadership to lower-level programmers.

Typical Qualifications

Bachelor's degree in related field and two to three years of experience working with mainstream authoring environments. Extensive knowledge of industry standard computer design packages and/or contemporary programming languages.

Technical Engineer Senior

Position Description

Provides subject matter expertise and data engineering to support all types of training development projects, including systems design, selection, development, integration, and support. Analyzes and defines security requirements. Gathers and organizes technical information about an organizations mission goals and needs, as well as existing security products.

Typical Qualifications

Master's degree preferred, Bachelor's degree acceptable and seven to ten years of experience in the field, knowledge of applying ISD principles to written and electronic delivery. Teaching/instruction experience highly desirable.

Technical Engineer

Position Description

Provides subject matter expertise and data engineering to support all types of training development projects, including systems design, selection, development, integration, and support.

Typical Qualifications

Master's degree preferred, Bachelor's degree acceptable and seven to ten years of experience setting up and administrating networks, digital production environments, communication systems and data archive systems. Strong experience trouble shooting technology problems and supporting end users. Strong background in Unix OS and server administration.

Quality Assurance

Quality Assurance Specialist Senior

Position Description

Performs quality assurance reviews of all the types of training products, including instructional material, storyboards, multimedia products, etc. Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Certifies that deliverables have met all quality requirements. Communicates identified deficiencies to management and other personnel.

Typical Qualifications

Master's degree in Mathematics or Quantitative Analysis preferred, Bachelor's degree acceptable and three to five years of direct experience in a related field. Strong ability to interpret data.

Quality Assurance Specialist

Position Description

Performs quality assurance reviews of all the types of training products, including instructional material, storyboards, multimedia products, etc. Compiles quality assurance data, identifies areas of concern, and reports the information to the appropriate management and/or SME contact to facilitate immediate correction of any/all identified problems.

Typical Qualifications

Master's degree in Mathematics or Quantitative Analysis preferred, Bachelor's degree acceptable and two to three years of direct experience in a related field. Strong ability to interpret data.

Other Program Specialists

Multimedia Specialists work within the project goals to design, develop, deploy and/or distribute information in a variety of media formats. The roles are collaborative with members from other aspects of the project but are specialized to deliver the tangible aspects of what the target audience will see, hear, or interact with.

Multimedia Specialist Senior

Position Description

These positions are specific to project decision makers and upper level project management who work to interpret project goals and apply the interpretations to plans of action like budgets, timelines, and workflow. Senior Multimedia Specialists are accountable for the overall success of their specific area.

The positions include:

- Producers
- Directors

Typical Qualifications

- Advanced degrees of study in Communications, Education, Film/Video, and/or Multi-Media Studies.
- Ten years prior experience in Media development, Broadcasting, and/or Multimedia management.

Multimedia Specialist

Position Description

These positions are technical in nature and require the specialist to achieve a viable technical result within the standards of a project. They report to a Multimedia Specialist Senior.

The positions include:

- Camera Technician
- Audio Technician
- Lighting and Set Technician
- Editor
- Sound Services/Recording Technician
- Compression Technician
- DVD Author
- Photographer

Typical Qualifications

- Film, Broadcasting, or Multimedia undergraduate studies
- At least five years experience in their field of expertise
- In some cases this professional will be called upon to supply specialized equipment to perform the project tasks.

Multimedia Specialist Associate

Position Description

Generally these positions are communication, coordination, and/or assistance by definition. They can work directly with either the Senior Multimedia Specialists or the Multimedia Specialists to achieve an outcome either in management of a project or the performance of a task.

The positions include:

- Assistant Producer
- Production Assistant
- Transcriber/Cataloger

Typical Qualifications

In the process of studying curricula in Film, Broadcasting, or Multi-Media
At least two years job experience in the field of Multimedia.

Transcription Services

Position Description

Responsible for transcribing audio track from video or audio materials.

Typical Qualifications

At least five years experience in field.

Facilitator

Position Description

Facilitates/conducts training. Responsible for directing logistical aspects of training that impact the instructional experience (e.g. room format, number of trainees per group, etc.) May co-facilitate with more senior facilitator.

Typical Qualifications

Must be subject matter expert and have facilitation experience.

Blanket Purchase Agreement (BPA)

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and ICF Incorporated enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

Agency Representative

Date

Design Media, Inc. Representative

Date

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

(1) The following contract services 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:

SERVICES	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	*DELIVERY SCHEDULES/DATES
_____	_____
_____	_____
_____	_____

(3) The Government 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:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

(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) Task/Delivery 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 as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery 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.