

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST Prices shown herein are Net (discount deducted)

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 of GSA Advantage! is: GSAAdvantage.gov.

Schedule 874, Mission Oriented Business Integrated Services (MOBIS) SIN 874.4 Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration & SIN 874.4 RC Disaster Recovery

Contract Number: GS-02F-0054V
Contract Period: December 16, 2013 – December 15, 2018
Business Size: Small Business
Business Type: Service Disabled Veteran Owned, Woman Owned
Standard Industry Group: 874
Service Code: R499
NAICS: 611710

Contractor's Information: Creative Veteran Productions, LLC
611 Susan B. Britt Court
Winter Garden, FL 34787
Attention: Kitty Nicolai, President
Phone: (407) 656-2743
Fax: (407) 386-7047
www.creativevet.com
Business Size: Small



CUSTOMER INFORMATION

The following pages provide ordering agencies with the necessary information needed for the placement of orders against our Federal Supply Schedule. This information is provided in accordance with the format called out as the Federal Service Clause I-FSS-600 of the Solicitation.

- 1a) **ITEMS AWARDED:**
SIN 874.4 Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
SIN 874.4 RC Disaster Recovery Purchasing
- 1b) **LOWEST PRICED MODEL AND LOWEST UNIT PRICES:** Prices shown herein are Net (discount deducted), and valid for all areas including world wide
- 1c) **LABOR CATEGORY DESCRIPTION:** Described below after item 26
- 2) **MAXIMUM ORDER:**
\$1,000,000 for all SINS offered
- 3) **MINIMUM ORDER:**
\$100.00
- 4) **GEOGRAPHIC COVERAGE:**
Creative Veteran Productions provides delivery Worldwide

- 5) **POINTS OF PRODUCTION:**
Winter Garden, FL 34787
- 6) **DISCOUNT FROM LIST PRICES:**
The federal government is offered a basic 10% off commercial price before IFF.
- 7) **QUANTITY DISCOUNTS:**
Creative Veteran Productions, LLC does not accommodate a quantity discount.
- 8) **Prompt Payment Terms:** 2% Net 15 Days ARO
- 9a) **ACCEPTANCE OF GOVERNMENT PURCHASE CARDS BELOW THE MICRO-PURCHASE THRESHOLD:**
Creative Veteran Productions accepts Government Purchase Cards below the Micro-Purchase Threshold Level (\$2,500.00)
- 9b) **ACCEPTANCE OF GOVERNMENT PURCHASE CARDS ABOVE THE MICRO-PURCHASE THRESHOLD:**
Creative Veteran Productions accepts Government Purchase Cards above the Micro-Purchase Threshold Level (\$2,500.00)
- 10) **FOREIGN ITEMS:**
Not Applicable
- 11a) **TIME OF DELIVERY:**
30 Days ARO (After Receipt of Order)
- 11b) **EXPEDITED DELIVERY:**
As negotiated with ordering agency based on scope of work. * All efforts will be made to provide expedited delivery so long as it does not compromise the quality or performance of the delivered product.
- 11c) **OVERNIGHT AND SECOND DAY DELIVERY:**
As negotiated with Ordering Agency. * All efforts will be made to provide expedited delivery so long as it does not compromise the quality or performance of the delivered product.
- 11d) **URGENT REQUIREMENTS:**
As negotiated with Ordering Agency. * All efforts will be made to provide expedited delivery so long as it does not compromise the quality or performance of the delivered product.
- 12) **F.O.B. POINT(S):**
Destination
- 13a) **ORDERING ADDRESS:**
Orders may be placed with Creative Veteran Productions via mail, e-mail, facsimile and through the EDI Interchange Ordering Process. The point of contact information is as follows:

Creative Veteran Productions, LLC
611 Susan B. Britt Court
Winter Garden, FL 34787
Attn: Kitty Nicolai, President
Phone: (407) 656-2743
Fax: (407) 386-7047
E-Mail: kitty@creativevet.com
- 13b) **ORDERING PROCEDURES:**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA'S) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14) **PAYMENT ADDRESS:**
Creative Veteran Productions, LLC
611 Susan B. Britt Court
Winter Garden, FL 34787
Attn: Patricia Johnson, Controller
Phone: (407) 656-2743

- 15) **WARRANTY PROVISIONS:**
Not Applicable
- 16) **EXPORT PACKAGING CHARGES:**
Not Applicable
- 17) **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICROPURCHASE LEVEL):**
None
- 18) **TERMS AND CONDITIONS OF RENTAL MAINTENANCE AND REPAIR:**
Not Applicable
- 19) **TERMS AND CONDITIONS OF INSTALLATION:**
Not Applicable
- 20) **TERMS AND CONDITIONS OF REPAIR PARTS:**
Not Applicable
- 20a) **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**
- 1) **Payment Terms:** All Government Purchase Orders will be offered a prompt payment discount of 2% if paid within 15 days, otherwise the invoice is due in 30 days.
 - 2) **Client Provided Materials for Content Production:** It is the responsibility of the client to provide Creative Veteran Productions the necessary materials that are needed in order to create the necessary creative product(s). These materials include images, texts and any other items that are to be used in conjunction with the product(s). The client understands that the product(s) cannot be completed until all content-oriented materials have been received by Creative Veteran Productions, LLC and agrees that Materials not provided to Creative Veteran Productions, LLC at the beginning of the work schedule may delay the completion of the project and may potentially result in the incurrence of additional fees. It is the sole responsibility of the client to deliver content materials to Creative Veteran Productions. Creative Veteran Productions will not, under any circumstances, incur or accept any responsibility for a project that is not completed due to materials not being provided by the client, and should the client's project not be completed due to missing materials, the client shall remain responsible for payment of the total agreed upon amount for said project. If the scope of the project calls for Creative Veteran Productions to purchase content materials such as: photography, music, etc., additional charges for materials may apply.
 - 3) **Custom Designed Product Ownership/Copyrights:** Custom creative New Media products are designed, built and made available to the client for unlimited use. All custom products are the property of the client once the product invoice has been paid in full. Creative Veteran Productions does however; hold the copyright interests in elements such as graphics, audio, video or software, which is supplied by Creative Veteran Productions.
 - 4) **Copyright Responsibility:** It shall be the sole responsibility of the client to ascertain that any materials provided to Creative Veteran Productions by the client are either fully owned or controlled by the client, or that such materials have copyright clearances and licenses as required by the owner of such materials. Creative Veteran Productions shall not be liable for any illegal use of copyrighted materials that shall be provided by the client, and, without the knowledge of Creative Veteran Productions are being used without legal and proper authorization. Client agrees to assume all responsibility, legal and otherwise, for such usage of copyrighted materials and to hold Creative Veteran Productions harmless of any claims that might arise because of copyright violations.
 - 5) **Use of Professional Talent:** Should the scope of a project require the use of professional talent (i.e.. actors, voice over talent, etc.), Creative Veteran Productions shall require the said talent to sign a Talent Release Form, granting Creative Veteran Productions, it's legal representatives, clients, publications, and agencies irrevocable permission to the right to utilize the talent's voice, picture, silhouette, and other reproductions of his/her physical likeness in any manner including but not limited to: CD ROMS, print materials, and websites for an indefinite period of time.

- 21) **LIST OF SERVICE AND DISTRIBUTION POINTS:**
Not Applicable
- 22) **LIST OF PARTICIPATING DEALERS:**
Not Applicable
- 23) **PREVENTIVE MAINTENANCE:**
Not Applicable
- 24a) **SPECIAL ATTRIBUTES/ENVIRONMENTAL:**
Creative Veteran Productions is proud to support “Green Initiatives” through the following actions:
- 1) Paperless Office
 - 2) Telecommuting thereby saving fuel costs
 - 3) Energy efficient lighting throughout office
 - 4) Actively participating in the local recycling program for paper, metals, and plastics
- 24b) **SECTION 508 COMPLIANCE:**
Section 508 Compliance information for the supplies and services provided in the contract are available in Electronic and Information Technology (EIT) at the Contractor’s website: www.creativevet.com. The EIT standards can be found at www.Section508.gov/.
- 25) **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:**
#800117488
- 26) **CENTRAL CONTRACTOR REGISTRATION:**
Creative Veteran Productions is registered in the CCR Database

**SIN 874.4 Instructor Led Training, Web Based Training and
Education Courses, Course Development and Test Administration
SIN 874.4 RC Disaster Recovery Pricing**

Labor	Per Unit	Net Hourly Gov't Rate
Project Coordinator	Hour	\$72.00
Graphic Designer	Hour	\$81.00
Multimedia Developer	Hour	\$81.00
Illustrator	Hour	\$81.00
Creative Writer / Editor	Hour	\$86.00
Technical Writer / Editor	Hour	\$86.00
Creative Writer / Editor – Senior	Hour	\$99.00
Technical Writer / Editor – Senior	Hour	\$99.00
Programmer / Developer	Hour	\$99.00
Instructional Designer	Hour	\$99.00
Programmer / Developer – SCORM	Hour	\$126.00
Section 508 Developer	Hour	\$126.00
Instructional Designer – Senior	Hour	\$126.00
Program Manager, eLearning	Hour	\$126.00
Narrator / Voice Over Talent (4-hour minimum)	Hour	\$181.00
Transcription (based on transcribing 1 hour of audio content)	Hour	\$226.00

Labor Categories- Description of Duties - SIN 874.4, 874.4 RC

Project Coordinator, eLearning

The eLearning Project Coordinator organizes the eLearning production schedules, coordination of client's subject matter expert's responsibilities and participation, gathering information for weekly client reports and advising the Project Manager as to inconsistencies in timelines and budgets. The Project Coordinator may also be responsible for coordinating labor such as on-camera or voiceover talent, etc.

Creative Veteran Productions requires that eLearning Project Coordinators have the minimum of an Associates Degree or its equivalent and a minimum of 3 years professional experience in a related field and must maintain in-depth and up-to-date knowledge of the industry at all times.

Graphic Designer

The Graphic Designer is responsible for assisting the Senior Graphic Designer in matters of design and composition. Graphic Designers must have extensive knowledge of current and emerging graphic design software in order to produce visual materials suitable for inclusion within instructional materials and various media applications.

Creative Veteran Productions requires that Graphic Designers possess a Bachelors Degree or equivalent and a minimum of 2 years experience in the graphic design field.

Multimedia Developer

The Multimedia Developer is responsible for the development, direction and management of all two and three dimension animation aspects. Their responsibilities may also include code preparation and the recommendation of appropriate equipment and software in order to achieve the clients' objectives. Multimedia Developers must remain current in practical applications of standard multimedia software programs in order to meet the requirements of the position successfully.

Creative Veteran Productions requires that Multimedia Developers possess a Bachelors Degree and a minimum of 4 years experience in graphic design, development, animation and 3D modeling.

Illustrator

The Illustrator is responsible for the design of illustrations and custom graphic materials suitable for various digital media applications. An extensive knowledge of current and emerging software tools is necessary.

Creative Veteran Productions requires that Illustrators possess a minimum of 2 years experience in the graphic design field.

Creative Writer / Editor

The Creative Writer/Editor is responsible for developing the written and editorial content for all communications concepts through a variety of writing duties including proposal writing, creative treatments, audio/video scripts, presentations, marketing collateral, etc. The Creative Writer/Editor applies writing principles consistent with project requirements as defined by the client. The Creative Writer/Editor evaluates the written and editorial aspects and determines and applies the appropriate content, tone, and manner of communication as defined by the client, and edits copy as required. An extensive knowledge of the principles and practice of research writing, editing, word processing and desktop applications is vital to the position.

Creative Veteran Productions requires that Creative Writers/Editors possess a Bachelors Degree in a related field, and a minimum of 2 years professional writing experience. The Creative Writer/Editor must demonstrate excellent writing, proofreading, and editing skills for video, print, and web with the ability to write for various audiences in a clear, consistent, strategic manner.

Technical Writer / Editor

The Technical Writer/Editor is responsible for the written and editorial content of a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses.

The Technical Writer/Editor applies writing principles consistent with project requirements as defined by the client. The Technical Writer/Editor evaluates the written and editorial aspects and determines and applies the appropriate content, tone, and manner of communication as defined by the client, and edits copy as required. An extensive knowledge of the principles and practice of technical research writing, editing, word processing and desktop applications is vital to the position.

Creative Veteran Productions requires that Technical Writer/Editors possess a Bachelors Degree in a related field, and a minimum of 2 years relative work experience.

Creative Writer / Editor – Senior

The Creative Writer/Editor is responsible for developing the written and editorial content for all communications concepts through a variety of writing duties including proposal writing, creative treatments, audio/video scripts, presentations, marketing collateral, etc. The Creative Writer/Editor applies writing principles consistent with project requirements as defined by the client. The Creative Writer/Editor evaluates the written and editorial aspects and determines and applies the appropriate content, tone, and manner of communication as defined by the client, and edits copy as required. An extensive knowledge of the principles and practice of research writing, editing, word processing and desktop applications is vital to the position.

Creative Veteran Productions requires that Creative Writers/Editors possess a Bachelors Degree in a related field, and no less than 2 years of professional writing experience. The Creative Writer/Editor must demonstrate excellent writing, proofreading, and editing skills for video, print, and web with the ability to write for various audiences in a clear, consistent, strategic manner. An extensive knowledge of the principles and practices of creative writing, editing, word processing and desktop applications is vital to the position. This position relies on extensive experience and judgment to plan and accomplish goals, performs a variety of tasks and leads and directs the work of others.

Creative Veteran Productions requires that Senior Creative Writer/Editors possess a Bachelors Degree in a related field, and a minimum of 4 years relative work experience.

Technical Writer / Editor – Senior

The Senior Technical Writer/Editor is responsible for the written and editorial content of a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. The Senior Technical Writer/Editor applies writing principles consistent with project requirements as defined by the client. The Senior Technical Writer/Editor evaluates the written and editorial aspects and determines and applies the appropriate content, tone, and manner of communication as defined by the client, and edits copy as required. An extensive knowledge of the principles and practice of technical research writing, editing, word processing and desktop applications is vital to the position. This position relies on extensive experience and judgment to plan and accomplish goals, performs a variety of tasks and leads and directs the work of others.

Creative Veteran Productions requires that Senior Technical Writer/Editors possess a Bachelors Degree in a related field, and a minimum of 4 years of relative work experience.

Programmer / Developer

The Software Developer is responsible for acquiring program designs from the client and or designers in order to develop appropriate and accurate technical specification designs. An in-depth knowledge of standard concepts, practices and procedures for all phases of software and database development and programming is required

Creative Veteran Productions requires that Software Developers possess a Bachelors Degree or equivalent and a minimum of 2 years experience in the software development field.

Instructional Designer

Instructional Designers assist the Senior Instructional Designer in the design, development, and evaluation of custom training solutions programs.

Creative Veteran Production requires that Instructional Designers possess a minimum of a Bachelors Degree and a minimum of 1 year experience related to instructional systems design and web-based courseware development.

Programmer / Developer – SCORM

The Web Developer – Standards Adherence Expert is responsible for conferring with clients in order to identify technical standard requirements and establish the guidelines necessary to ensure adherence to client's specific standards requirement (e.g. SCORM, Section 508, etc.). Superior communication skills are necessary for this position, as they are required to act as intermediary between the client and development management team.

Creative Veteran Productions requires that Web Developers possess a Bachelors Degree or equivalent and a minimum of 5 years experience in the field of software standards development.

Section 508 Developer

The Section 508 Developer – Standards Adherence Expert for Section 508 is responsible for conferring with clients in order to identify the technical standard requirements and establish the guidelines necessary to ensure adherence to the client's specific Section 508 obligations. The Web Developer then designs, develops, troubleshoots, debugs and implements software code that will meet all Section 508 requirements. Superior communication skills are necessary for this position, as they are required to act as intermediary between the client and development team.

Creative Veteran Productions requires that Section 508 Web Developers possess a Bachelors Degree or equivalent with no less than 4 years of experience in the field of software standards development.

Instructional Designer – Senior

The Senior Instructional Designer is responsible for the design, development and implementation of engaging and educational custom eLearning programs. The Senior Instructional Designer must be able to communicate effectively with clients and have a keen understanding of the needs, task and content analysis processes. Learner performance assessment skills are also necessary.

Creative Veteran Productions requires that Senior Instructional Designers possess a Masters or PhD in instructional systems design and a minimum of 5 years experience in web/multimedia course development, video production, curriculum planning, and leadership development.

Program Manager, eLearning

The Program Manager is responsible for the overall planning and management of the program's scope of work. The Program Manager monitors the entire project and successfully delivers the completed program/course on time and on budget. An in-depth knowledge of the principles, methods, techniques, work processes and applicable regulations necessary to enforce project standards are required in the position.

Creative Veteran Productions requires that Program Managers possess a Bachelors Degree or its equivalent, and a minimum of 3 years progressive experience in program management or a related field.

Professional Narrator

The Professional Narrator is responsible for making explanatory comments to accompany action parts. The Professional Narrator often reads from a produced script and speaks into a microphone, timing comments to fit action portrayed.

Creative Veteran Productions requires that Professional Narrators have no less than 4 years of experience in an Acting and or Voice/ Talent related field.

Transcription

Transcription Services are responsible for providing verbatim documents from either a live or recorded proceeding or performance. Transcriptionists must possess proven accuracy in content and spelling in order to provide verbatim documents which are easy to read.

Creative Veteran Productions requires that Transcription Services/Transcriptionists possess no less than 4 years of experience in Transcription Services or a related field.