BROOKWOOD
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GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Mission Oriented Business Integrated Services (MOBIS)

Solicitation Number: TFTP-MC-000874-B

Schedule Title: 874-4 – Mobis

Contract number: **GS-02F-0076W**

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

Contract period: **Begin Date: December 15, 2009**
Expiration Date: December 14, 2019

Brookwood Media Arts, Inc.
716 N. Bethlehem Pike, Suite 100
Lower Gwynedd, PA 19002
DUNS: 933569410 CAGE: 1D2C0
(215) 643-8580
Fax (215) 643-5849
http://www.brookwood.com

Business size: Small Business

Customer Information:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): **874-4- Mobis**

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: **See Prices and labor descriptions listed below**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, 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: **Please see hourly rates below.**

2. Maximum order. **$1,000,000.00**

3. Minimum order. **$100.00**

4. Geographic coverage (delivery area). **All 48 Contiguous States, District of Columbia, Hawaii, Puerto Rico, Alaska and US Territories.**

5. Point(s) of production (city, county, and State or foreign country).**Not Applicable**

6. Discount from list prices or statement of net price. **See Prices listed below**

7. Quantity discounts. **See volume discounts below**

8. Prompt payment terms. **2% if paid in 10 days.**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes, there are not exceptions to the Government purchase cards.**

10. Foreign items (list items by country of origin). **Not Applicable**

11a. Time of delivery. (Contractor insert number of days.) **Not Applicable**

11b. 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 lists that have expedited delivery. **Not Applicable**

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. **Please contact Contractor directly for any expedited services.**

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. **Not Applicable**

12. F.O.B. point(s). **Destination**

13a. Ordering address(es). **716 N. Bethlehem Pike, Suite 100, Lower Gwynedd, PA 19002**

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(es). **716 N. Bethlehem Pike, Suite 100, Lower Gwynedd, PA 19002**

15. Warranty provision. **Not Applicable**

16. Export packing charges, if applicable. **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **No conditions to the Government P Card**

18. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

19. Terms and conditions of installation (if applicable). **Not Applicable**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

20a. Terms and conditions for any other services (if applicable). **Not Applicable**

21. List of service and distribution points (if applicable). **716 N. Bethlehem Pike, Suite 100, Lower Gwynedd, PA 19002, USA**

22. List of participating dealers (if applicable). **Not Applicable**

23. Preventive maintenance (if applicable). **Not Applicable**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number**. 933569410**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **Brookwood Media Arts, Inc. is registered**

Labor Category Title	Hourly Rates
Project Manager- Senior Producer	$149.01
Project Manager - Producer	$127.10
Instructional Designer- Senior	$149.01
Instructional Designer	$109.57
Content Developer – Senior	$118.33
Content Developer – Junior	$109.57
Media Artist – Senior	$118.33
Media Artist – Junior	$109.57
Audio Producer	$153.39
Writer/Editor - Senior ID	$149.01
Writer/Editor - ID	$109.57
Quality Assurance Testers - Senior Producer	$149.01
Quality Assurance Testers – Producer	$127.10
Quality Assurance Testers - Junior Content Developer	$109.57
Quality Assurance Testers	$87.65
Project Documentation - Senior Producer	$149.01
Project Documentation – Producer	$127.10
Project Documentation - Junior Content Developer	$109.57
Senior Learning Consultant	$191.51
Learning Consultant	$153.39
Professional Narrator	$219.13
Learning Management System (LMS) Engineer	$162.16
Programmer - Senior	$140.24
Programmer - Junior	$122.71

Purchase orders the exceed $5,000 - $9,999 will received no volume discount.
Purchase orders the exceed $10,000 - $15,000 will received an additional .5% discount.
Purchase orders the exceed $15,001 - $25,000 will received an additional 1% discount.
Purchase orders the exceed $25,001 and up will received an additional 2% discount.

All travel and related business expenses are addition to content development work.

BROOKWOOD DIRECTORY OF OCCUPATIONS

PROJECT MANAGER - SENIOR

This position manages the day-to-day operations of medium to large projects. Prepares project plans, time and cost estimates. Prepares and presents status reports, weekly updates for accounting, manages personnel working on the project, and works closely with the client throughout production. Conducts initial quality assurance testing for deliveries, monitors customer feedback, adjusts work schedules and demands from the client.

Minimum Education: Bachelor's Degree or equivalent professional experience.
Minimum Experience: 7-10 years in the field of custom eLearning development. 3-4 years managing projects.

PROJECT MANAGER

This position manages the day-to-day operations of small to medium projects. Prepares project plans, time and cost estimates. Prepares and presents project status reports, weekly updates for accounting, manages personnel working on the project, and works closely with the client throughout production. Conducts initial quality assurance testing for deliveries, monitors customer feedback, adjusts work schedule and demands from the client.

Minimum Education: Bachelor's Degree or equivalent professional experience.
Minimum Experience: 3-5 years in the field of custom eLearning development.

INSTRUCTIONAL DESIGNER - SENIOR

This resource possesses a thorough understanding of the application of instructional design principles and techniques. The senior instructional designer possesses the ability to direct the production of eLearning applications, by learning developers, subject matter experts, and graphic artists. They are the organized team leader that develops high quality instructional processes to ensure the quality completion of all projects.

Minimum Education: Bachelor's Degree with some Master's program classes/advanced instructional Design preferred or extensive experience in Instructional Design.
Minimum Experience: 3-5 years in the field of Instructional Design.

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Minimum Education: Bachelor's Degree with some Master's program classes/advanced instructional design preferred or extensive experience in Instructional Design.
Minimum Experience: 1-2 years in the field of Instructional Design.

CONTENT DEVELOPER - SENIOR

The senior content developer leads the development phases of multimedia based applications using a variety of tools. They create prototypes and custom interactions and navigation structures. Additionally, they create model, shells and templates to be used by the development team during production. Manages content stored in libraries, external test files and databases. They assist in the design of effective, original interactions, lead the transfer of multimedia development skills to the client and provides assistance in the design of graphic user interface.

Minimum Education: Bachelor's Degree or equivalent in experience.
Minimum Experience: 3-5 years in multimedia development. Expert with several tools such as Authorware, Flash, Director, Dreamweaver, Adobe Presenter, Connect, Articulate, Captivate, Lectorta, PowerPoint, etc…

CONTENT DEVELOPER - JUNIOR

The junior content developer leads the development phases of multimedia based applications using a variety of tools. They create prototypes and custom interactions and navigation structures. Additionally, they create model, shells and templates to be used by the development team during production. Manages content stored in libraries, external test files and databases. They assist in the transfer of multimedia development skills to the client and provide assistance in the design of graphic user interface.

Minimum Education: Bachelor's Degree in equivalent in experience.
Minimum Experience: 1-2 years in multimedia development. Knowledge and experience with several tools such as Authorware, Flash, Director, Dreamweaver, Adobe Presenter, Connect, Articulate, Captivate, Lectorta, PowerPoint, etc… Expert level proficiency with one or two tools.

MEDIA ARTIST - SENIOR

The senior media artist works with interactive developers in developing graphic illustrations for courseware material. Essential team member in building the look, feel, and human interface function of the courseware. Courseware may be delivered in a variety of formats, requiring expert proficiency in both graphic tools and delivery media.

Minimum Education: Bachelor's Degree in graphic design, multimedia, and/or digital media.
Minimum Experience: 5-7 years in graphic design.

MEDIA ARTIST - JUNIOR

The junior media artist works with interactivity Developers in developing graphic illustrations for courseware material. Essential team member in building the look, feel, and human interface function of the courseware. Courseware may be delivered in a variety of formats, requiring expert proficiency in both graphic tools and delivery media.

Minimum Education: Bachelor's Degree in graphic design, multimedia, and/or digital media.
Minimum Experience: 2-3 years in graphic design.

AUDIO PRODUCER

The audio producer manages the creation of audio content and the processing of audio content into the necessary formats.

Minimum Education: Bachelor's Degree in graphic design, multimedia, and/or digital media.
Minimum Experience: 2-3 years in graphic design multimedia, and/or digital media.

WRITER/EDITOR

The writer/editor is performed by senior instructional designer and Instructional Designer. Creates and/or edits text content, including scenario text, audio/video scripts, feedback and instruction text.

Minimum Education: Bachelor's Degree with some Master's program classes/advanced instructional Design preferred or extensive experience in Instructional Design. **Minimum Experience:** 3-5 years in the field of Instructional Design.

QUALITY ASSURANCE TESTERS

This is performed by the senior project manager, project manager and/or junior developer. They carry out the QA process throughout the lifecycle of the project.

Minimum Education: See Senior Producer, Producer and Junior Developer.
Minimum Experience: See Senior Producer, Producer and Junior Developer.

PROJECT DOCUMENTATION

This is performed by Senior Project manager, project manager and/or the junior developer. They create documentation for the project in the form of project plans, instructional design plans, project progress reports, code documentation and quality assurance reports, as needed.

Minimum Education: See Senior Producer, Producer and Junior Developer.
Minimum Experience: See Senior Producer, Producer and Junior Developer.

LEARNING CONSULTANT - SENIOR

The senior learning consultant facilitates the creation and implementation of plans, instructional design principles, graphics, and learning technologies to meet the clients' goals ensuring effective eLearning experiences. They act as the internal and external resource for emerging trends in learning technologies. Expert instructor and superior customer service skills.

Minimum Education: Master's Degree in instructional design/education.
Minimum Experience: 10 years n multimedia design, development, and implementation. Expert knowledge in classroom and multimedia instructional techniques and methodologies. Expert in human interface.

LEARNING CONSULTANT

The learning consultant assists the senior learning consultant with facilitating the creation and implementation of plans, instructional design principles, graphics, and learning technologies to meet the clients' goals ensuring effective eLearning experiences. They act as internal and external resource for emerging trends in learning technologies.

Minimum Education: Bachelor's Degree in instructional design/education.
Minimum Experience: 5 years in multimedia design, development, and implementation. Expert in classroom and multimedia instruction techniques and methodologies. Expert in human interface.

PROFESSIONAL NARRATOR

A narrator is utilized to tell or speak a story. Narration provides the audio accounts of what is written and may provide insight to textual content. The narrator provides an account or description, in essence a commentary of the content being learned.

Minimum Education: Bachelor's Degree
Minimum Experience: 3-5 years experience in providing voiceovers and professional narration for interactive projects.

LEARNING MANAGEMENT SYSTEM (LMS) ENGINEER

The LMS engineer is an experienced programmer with AICC & SCORM integration practices. Expert with HACP communication protocols, meta data, meta tags and XML. They understand the communication process between course interactions and database storage. Additionally, they are experienced with JavaScript programming.

Minimum Education: Bachelor's Degree in computer science or related field
Minimum Experience: 3-5 years experience in integrating eLearning modules with various LMS systems.

PROGRAMMER/ANALYST - SENIOR

Conceive, experiment with, and present architectural approaches for software applications, including web, client, server, and others. Design new software applications. Ensure architectural integrity and consistency across the entire product.

Minimum Education: Master's Degree in computer science or related field
Minimum Experience: 5-9 years experience developing applications using one or more of the following technologies: JAVA, .NET, ColdFusion, PHP, Flex, etc…

PROGRAMMER/ANALYST - JUNIOR

Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs and web applications to store, locate, and retrieve specific documents, data, and information.

Minimum Education: Bachelor's Degree in computer science or related field
Minimum Experience: 1-4 years experience developing applications using one or more of the following technologies: JAVA, .NET, ColdFusion, PHP, Flex, etc…