TRIVISIONGOV™

Integrated Marketing & Video Production Solutions for Government

Federal Supply Service Authorized Federal Supply Schedule Catalog & Price List

GSA

Standard Form 1449, Contract for Commercial Items

Trivision, Inc. / DBA Trivision Studios
Contract#: GSA Contract number GS-07F-0512Y
Socio-Economic Status: Small, Woman-Owned & Disadvantage Business
Professional Services Schedule (00CORP)

Tel: 703.440.4000
Fax: 703.440.4002
Email: Info@TriVisionGov.com
www.TriVisionGOV.com

TRIVISIONGOV™

Integrated Marketing & Video Production Solutions for Government

GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA** *Advantage!,* a menu-driven database system. The INTERNET address for **GSA** *Advantage!* is **http://www.gsaadvantage.gov**

SCHEDULE TITLE: Professional Services Schedule (00CORP)

CONTRACT NUMBER: GS-07F-0512Y

CONTRACT PERIOD: August 15, 2017 - August 14, 2022

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

CONTRACTOR:
Trivision, Inc. dba Trivision Studios
3856 Dulles South Ct, Suite M
Chantilly, VA 20151-1035
Phone number: 703-956-6925
Web address: www.TriVisionGov.com

CONTRACTOR'S ADMINISTRATION SOURCE:
Mr. Kamran Lutfi, Marketing Director
3856 Dulles South Ct, Suite M
Chantilly, VA 20151-1035
Phone number: 703-956-6925
E-Mail: kamran@trivision.tv

BUSINESS SIZE: Small Business

KEYWORDS:
Marketing strategy, Marketing Research, Public Relations, PR, Advertising, Copywriting, Event Marketing, Event Promotions, Program Campaign, Media Campaign, Event Management, Logo Design, Identity, Naming, Brand Strategy, Brand Management, Branding Campaign, Graphic Design, Website Design, Website Development, Internet Marketing, Social Media, Video Production, Marketing Video, Training Video, Studio Production, Public Service Announcements, PSA, Motion Graphics, Animation, Photography, Video Streaming, Audio Visual Solutions, AV Production, Afghanistan, Kabul, Kandahar, Afghan, Dari, Farsi, Pashto, Translation, 508 Compliance, Video Conferencing, Organizing events, Syria, Iraq, Libya, Iran, Pakistan, Egypt.

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CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

Contract #	SIN	DESCRIPTION
GS-07F-0512Y	541-1 /RC	Advertising Services
	541-2 /RC	Public Relations Services
	541-3 /RC	Web Based Marketing Services
	541-4B /RC	Video/Film Production
	541-4D /RC	Conference, Events and Tradeshow Planning Services
	541-4E /RC	Commercial Photography Services
	541-4F /RC	Commercial Art and Graphic Design
	541-5 /RC	Integrated Marketing Services
	541-1000 /RC	Other Direct Costs

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: (Government net price based on a unit of one)

SIN	UNIT PRICE
541-1	$49.87
541-2	$49.87
541-3	$49.87
541-4B	$49.87

SIN	UNIT PRICE
541-4D	$49.87
541-4E	$49.87
541-4F	$49.87
541-5	$49.87
541-1000	$7.41

1c. HOURLY RATES: If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education – See Below -

2. MAXIMUM ORDER*: All SIN's: $1,000,000

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: 50 United States, Washington, DC, and the U.S. Territories

5. POINT(S) OF PRODUCTION: Chantilly, VA (Fairfax)

6. DISCOUNT FROM LIST PRICES: 1% from the accepted pricelist. For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule, and the price to be loaded in to GSA Advantage), the contractor should deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA price). Current IFF rate is 0.75%.

7. QUANTITY DISCOUNT(S): Additional 2% > $250,000 for government and 0% for MFC

8. PROMPT PAYMENT TERMS: 1% 15 Days Net 30 Days for government, Net 30 days for MFC

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: As specified on work order

11b. EXPEDITED DELIVERY: As specified on work order and available as per request.

11c. OVERNIGHT AND 2-DAY DELIVERY: As specified on work order and available as per request.

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Trivision, Inc. dba Trivision Studios | 3856 Dulles South Ct, Suite M
Chantilly, VA 20151-1035 | Phone number: 703-440.4000

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**.** Standard GSA

14. PAYMENT ADDRESS: 3856 Dulles South Ct Suite M, Chantilly, VA 20151-1035

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds above the micro-purchase level)

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 AVAILABLE): 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. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for EIT: 508 Compliance available as per SOW (video production).

25. DUNS NUMBER: 827953345

26. Notification regarding registration in System for Award Management (SAM) database: Active

CORPORATE OVERVIEW

ABOUT TRIVISION

TriVision Studios is an award-winning, full service agency that develops innovative strategies to achieve powerful and creative marketing, entertainment and media campaigns for its clients. We specialize in high-impact, result-oriented, brand advertising communications for ONLINE, PRINT & BROADCAST MEDIA. With more than 20 years of experience, we manage cross-platform innovative advertising and integrated communication programs for a diverse group of clients, ranging from small to large corporations, government agencies and some of the world's leading multi-national organizations. At TriVision, we develop creative ideas using the most advanced technology to command the attention of today's savvy customers, extending the reach and buzz of a brand, product or event.

OUR PHILOSOPHY

In today's complex global marketplace, the ability to effectively communicate is powerful and can eliminate language and cultural barriers. At TriVision, we believe an idea can influence thousands, but an idea communicated effectively can change the world. TriVision understands this challenge and has spent the last 20 years working with clients to produce high-impact marketing and media communications campaigns for online, print and broadcast media. Strengthened by an extensive business history, TriVision is a premier Washington DC marketing and media communications company, uniquely positioned to provide effective marketing solutions by utilizing the latest technologies and a state-of-the-art multimedia studio facility.

OUR TEAM

Our team is passionate about their art. We are committed to excellence and we know how to tell your organization's story and get you the results you need. We have a team of experts with years of solid experience who know how to create compelling video, graphics, content, web design and will do the market research necessary to make sure you are connecting to your audience and getting the message out. Our team creates marketing programs, video campaigns and web solutions that bring you results that will meet your agency's goals.

OUR SERVICES

At TriVision, we believe an idea can influence thousands, but an idea communicated effectively can change the world. In today's complex global marketplace, the ability to effectively communicate is powerful and can eliminate language and cultural barriers. TriVision understands this challenge and has spent the last 20 years working with our clients to produce high impact marketing and media campaigns for online, print and broadcast media. Marketing your agency's objectives will require integrated efforts and investments across all communications channels, from traditional broadcast and print media, to utilizing the power of Internet and social media.

TriVision's years of experience, media communication services and broad global reach allows our team to help you promote public awareness of your agency's mission and initiatives, enable public understanding of complex technical and social issues, and disseminate information to industry and consumer advocacy groups. From our creative design team, to our marketing research gurus, event planners, webmasters and video production crew, you will find TriVision to be your one stop shop for all your integrated marketing solutions needs.

MARKETING	CREATIVE DESIGN	WEB SOLUTIONS	VIDEO PRODUCTION
Strategy	Logo Design & Identity	Website Design	Marketing & Promotional
Research	Naming	Website Development	Training & Instructional
Public Relations	Brand Strategy	Maintenance	On-Location Productions
Advertising Services	Brand Management	E-Commerce	Studio Productions
Copywriting & Content	Branding Campaign	Internet Marketing	PSAs
Event Marketing	Creative Graphic Design		Motion Graphics & FX
Event Management			Photography
			508 Compliance Services
			Live Video Streaming
			AV Solutions

SELECT LIST OF CLIENTS

Corporations / Businesses:

- Qinetiq North America
- SAIC
- Pace Global
- First Line Technology
- General Motors Company
- SkillSource Group
- Thomson Reuters
- CALNET
- Siemen
- CACI
- United AirlinesSOSi
- Hewlett Packard (HP)
- Scitor
- National Geographic
- Rand Corporation
- RANA Technologies
- ACG (Asia Consultancy Group)
- Telephone Systems International (TSI)
- George Mason University
- Georgetown University

Government Agencies:

- U.S. Department of Defense
- U.S. Department of Veterans Affairs
- U.S. Department of State
- National Cemetery Administration
- National Institute of Health
- U.S. Office of Personnel Management
- U.S. Department of Transportation
- U.S. National Guard
- National Gallery of Art
- U.S. Botanic Garden
- U.S. Department of Navy
- USO of Metropolitan D.C.
- U.S. Embassy (Kabul, AFG)

International Institutions:

- The World Bank
- Afghanistan Embassy in Washington, DC
- Canadian Embassy
- The Embassy of the Kingdom of Bahrain

PAST EXPERIENCE & CASE STUDIES

Project Title: "NCA Caretaker Training Program"
Client: U.S. Department of Veterans Affairs, National Cemetery Administration
Duration: February 2011 – December 2011
Type: *Video Production, Editing, Shooting, Graphic Design Services*

Background: The National Cemetery Administration honors Veterans and their families with final resting places in national shrines and with lasting tributes that commemorate their service and sacrifice to our Nation. NCA currently maintains nearly 3.1 million gravesites at 131 national cemeteries. The National Cemetery Administration has entered into a commitment with veterans and their families to provide the most dignified burial service and tribute available. Because the scope of the NCA includes 131 national cemeteries, they developed a detailed series of operational standards and measures to train caretakers how to appropriately maintain their cemetery and retain a uniformity of customer service nationwide.

One vital component of the training that was very much out of date was the video. As such, funding was made available for a series of training videos, divided by topic, to be used as a training tool for the caretakers. The topics covered included the interment process, vehicle maintenance, facilities maintenance, grounds maintenance, and setting and maintenance of headstones, markers, and niche covers. TriVision worked closely with NCA in all aspects of production over several months to create an effective and compliant training series. In addition to script consultation and shot list development, TriVision shot video on-location at multiple national cemeteries, and provided all post-production (including editing, voice over narration, motion graphics and visual effects, and DVD authoring and mastering). TriVision also produced, videotaped, and edited a 30 minute caretaker orientation video that highlighted experiences from seasoned cemetery directors, foreman, and the under secretary. You can watch the video using this link: http://vimeo.com/55012452

Results: The series has already started to be integrated with the current caretaker training program and the reviews are extremely positive. The use of out-dated material previously was taking away from the training experience and these new videos provide caretakers with a much better understanding of what is required of them as maintainers of our veteran's final resting places. The client has recently commissioned TriVision to produce a new video component to the series focusing on Winter Operations at National Cemeteries and will be completed in mid 2013.

Project Title: Carpet Book "SHEEP TO SHOP" & Trade Conference Marketing
Client: U.S. Department of Commerce, Iraq & AFG Investment & Recon. Task Force
Contact Person: Sophie DeMartine, Business & Industry Specialist
Duration: July 2012 to September 2012
Type: *Graphic Design, Publishing, Printing, Trade Show & Marketing Services*

Background: The United States Department of Commerce had a need for a creative services company to provide branding, design and printing services for a project which required not only quality work but also fast turnaround time. TriVision Studios was given the opportunity to provide design and printing services for a book illustrating the history and tradition of carpets and carpet making in Afghanistan. The goal was to develop and distribute the publication in time for the Afghanistan & USA Carpet Conference in Dubai. The purpose of this project was to recapture the potential of a very rich industry in the Afghan tradition. In addition to the book, the Task Force also needed to develop a strong marketing and brand messaging for 'Afghanistan Trade & Investment Conference in Herat Afghanistan".

Solution: TriVision was able to successfully deliver a high-end, full color 36-page book showcasing a very attractive cover as well as help modernize a beautiful Afghan tradition. The Afghan rug sector was revived through these initiatives and the design and print of a very informative publication outlining the process and various styles of Afghan rugs.

INTERNATIONAL TRADE ADMINISTRATION

In addition TriVision produced a professional, creative and modern brand for the conference. Eight total design options were presented and the final logo (showcased below) was chosen by the U.S. Embassy. Upon final completion of the logo design, TriVision was tasked to create all promotional items for the event such as stage banners, retractable signage, lanyards, name tags, posters, tote bags and pens.

Results: The book was a major success at the conference in Dubai. The book is expected to be distributed throughout other international tradeshows. The Conference in Herat was a success. The US Department of Commerce is committed holding future events promoting trade between the two countries and TriVision is looking forward to be working with US Department of Commerce again in the future.

Project Title: "Veterans Health Watch" Monthly Cable Show
Client: VA Maryland Health Care Systems (VAMHCS)
Contact Person: Margaret Hornberger
Duration: February 2012 to Present
Type: Video Production Solutions

Background: The **VA Maryland Health Care System (VAMHCS)** is the leader in veterans' health care, research, and education. VAMHCS is nationally known for providing exceptional services, such as medical, surgical, rehabilitative, neurological, primary, mental health and long-term care on both an inpatient and outpatient basis, to veterans across the state.

Veterans Health Watch is a monthly cable show sponsored by VAMHCS that provides information on health care benefits and services available to veterans and their family members. The show, which has been on air for over 10 years, also features health and wellness information, provided by dedicated VA health care professionals for the benefit of veterans and community residents. The show wanted to upgrade its production and reached out to TriVision to help facilitate.

Solution: In early 2012, TriVision took over production of the long running cable broadcast show as part of their continued work with the U.S. Department of Veterans Affairs. Working closely with representatives of the VAMHCS during all facets of production, TriVision provides monthly HD multi-camera studio services, as well as at remote locations such as the Baltimore VA Medical Center. Additionally, TriVision provides all post-production editing services which initially included giving the program a makeover by implementing motion graphics and animation, creating an updated look and feel to reflect the high quality of the content and production. The show currently extends to cable networks in counties in Maryland and Delaware.

Results: This March, 'Veterans Health Watch' will be filming its 100th episode. This significant milestone in the show's history will feature current and former hosts, previous highlight from the show, and interviews with Veterans discussing the impact of the program. You can view one of the shows on this link: http://www.youtube.com/watch?v=lO3zQxn8Zpg&list=UUSNcQB7beALf0tRHz_q5TVw&index=1

Project Title: Integrated Marketing Services
Client: CALNET, Inc.
Contact Person: Kaleem Shah
Duration: 2010 to Present
Type: *Integrated Marketing, Translation and Video Solutions*

Background: CALNET, Inc. is one of the fastest growing privately held companies in the intelligence analysis, language services, global aviation & security, and the information technology consulting services arena**.** Since its establishment in 1989, CALNET, Inc. has used Technology and Intelligence Analysis solutions to aid many of the largest government, telecom, financial, public sector, high-tech, and services organizations. CALNET, Inc. provides world-wide services, including Afghanistan, Iraq, Guantanamo Bay, and Korea.

Scheduled to participate in a conference, CALNET, Inc. did not have updated marketing collateral to bring with them. This was the catalyst that drove CALNET, Inc. to contact TriVision Studios in order to revitalize their overall brand aesthetic. After the initial meeting, it was clear that the challenge TriVision faced additionally included creating a stronger marketing agenda, as well as creating a corporate identity.

Solution: TriVision mparted creative design services which not only redesigned the CALNET logo, but also generated a new website and print materials. CALNET, Inc.'s new website took into consideration their new corporate image and a systematic color scheme to match. In addition to the new website, TriVision designed an assortment of print marketing materials, from business cards to folders, flyers, brochures, and exhibit booth displays.

A Member Of The Inc. 5000

Moreover, TriVision produced a 3-minute marketing video to be used for web and conference presentations; as well as a 90-second condenses version to be used for exhibits and other forms of advertising. The marketing videos employed script development, professional voiceover recordings, 3-D logo animation, as well as motion graphics. You can watch the video using this link: http://vimeo.com/54535423

Results: The initial success of the complete marketing strategies has given way to TriVision's on-going collaborations with CALNET, Inc. performing multi-dimensional tasks relating to their marketing, brand, website, design, video production and custom printing. You can watch

Project Title: "Re-Entry and Reunification Program"
Client: Virginia Department of Corrections
Duration: October 2012 – December 2012
Type: Program Promotions via Video Production Services

Background: The Department of Corrections is providing re-entry transition services to offenders through partnerships with local jails. Selected offenders are relocated from prison to a local jail in their community to receive transitioning services such as life skills workshops and assistance with housing and employment. These services will strengthen public safety by better preparing the offenders for their return to the community.

Solution: As part of a grant for Second Chance Act Grant for a pilot program with female offenders in substance abuse treatment programs, the VDC needed to create a video, capturing the essence of this program and its success. In late 2012, the VDC approached TriVision to produce the video. TriVision provided pre planning strategy, scripting, production and post production services which resulted in a 10 minute video highlighting the program's success. It included travel to multiple locations in Virginia to capture interviews from key program personnel as well as B-roll support footage. All the material was edited with the client at TriVision's studio in Chantilly, VA. You can see the video using this link:
http://trivisionstudios.com/engine/swf/player.swf?url=../../data/video/vdoc.flv&volume=100

Results: The video was well received by the client and by the board that reviews in-state projects and allocates future grant money. The video technically and emotionally conveys the impact of the program, which has helped to reduce the recidivism rate as well as bring once offenders home to their families with the tools available to follow a path to a productive and fulfilling life. In addition, the video was well enough received that similar video projects are being planned for 2013.

Project Title: US-Afghanistan Business Matchmaking Conference
Client: Afghan-American Chamber of Commerce
Contact Person: Hon. Don Ritter, President and CEO, AACC
Duration: 2004 - Present
Type: *Graphic Design, Marketing, Trade Show Management, and Video Solutions*

Background: The Afghan-American Chamber of Commerce (AACC) was formed to promote an open-market economy for Afghan-American businesses in Afghanistan as part of the USAID initiative in 2002. As Afghanistan moves to establish a democratic system and open-market economy, it is important to ensure that the system is open and fair for all. By forming partnerships with business associations, think-tanks, universities, local chambers of commerce and other business organizations that have vested interests in an open economy and a democratic political system, AACC continues to broaden its network and ensure fair trade in the region. Since the inception AACC, TriVision Studios has not only provided the branding efforts for the annual Business Matchmaking Conference, it has also combined its extensive service-based knowledge and expertise with years of marketing and media communications to provide event management. This included exhibit and registration management, lead track and survey management, online marketing, promotion and publicity.

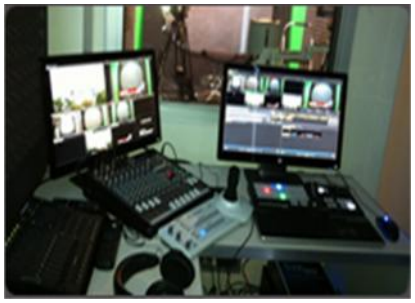
Solution: Each year when the annual Matchmaking Conference approaches, AACC specifically requests TriVision's services in the field of logistics management such as stage design, AV & media services and venue booking as well as marketing aspects of the event such as sponsorship booth planning, public relations, registration process. TriVision sits down with the management team of AACC to plan and execute the ideas so the event is on time and on budget.

Results: TriVision has delivered great value to the Afghan-American Chamber of Commerce by providing them with tools to boost their productivity, networking, and support to keep them running and growing each successive year.

Project Title: "Broadcast Production Studio"
Client: Vice President Al Gore's Office
Contact Person: Beth Alpert
Duration: June 2011 to January 2012
Type: *Studio Design, AV Equipment Procurement, Installation and AV & Video Equipment Training*

Background: The Al Gore Office in Nashville, Tennessee approached TriVision about the prospect to design and equip an AV studio where Mr. Al Gore could produce video blogs, interviews, announcements, and live streaming. The presented challenge was to provide a sound proof solution inside a busy office environment, while efficiently using the limited studio space. The studio needed space for a control room that included an editing system and audio mixing options; a chroma-key cyc wall with a variety of backgrounds; three HD cameras; a live switcher; and a teleprompter system.

Solution: TriVision dealt with this challenge by providing consultation for the construction team during the process, which required them to closely work with the Al Gore Office. In order to control sound transmission and ambient noise in the studio, insulation techniques and creative acoustic treatments were used. Additionally, schematic drawings were provided, by TriVision, for space planning and floor plan maximization.



TriVision was also in charge of equipment purchase and installation by recommending the best AV equipment for HD acquisition and live switching, as well as streaming. After the complete installation and integration of the equipment, the TriVision team provided orientation and training sessions for the new studio. In order to make sure the studio was used to its maximum capability; TriVision conducted interviews and helped in the hiring of studio personnel, which also required onsite interviews and training sessions.

PRICES (GSA Awarded)

LABOR CATEGORIES

SERVICE/PROPOSED	SIN (s)	UNIT	GSA PRICE (including IFF)
Principal	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$179.55
Creative Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$149.62
Project Manager	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$119.70
Administrative Assistant	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 49.87
Public Relations Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$149.62
Public Relations Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 84.79
Strategic Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$149.62
Research Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$119.70
Research Assistant	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 74.81
Production Manager	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 99.75
Senior Media Relations Consultant	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 99.75
Multimedia Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 74.81
Marketing Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$149.62
Account Manager	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 99.75
Senior Graphic Designer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Graphic Designer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 59.85
Senior Copywriter	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Copywriter	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 74.81
Senior Web Developer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$149.62
Web Developer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Senior Programmer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$124.69
Programmer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 84.79
Internet Marketing Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Senior App Developer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$124.69

SERVICE/PROPOSED	SIN (s)	UNIT	GSA PRICE (including IFF)
App Developer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 74.81
Producer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Production Manager	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 99.75
Production Assistant	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 64.84
Senior Script Writer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$124.69
Script Writer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 74.81
Director of Photography	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$129.67
Camera Operator	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Lighting Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Lighting Tech	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 49.87
Senior Audio Tech	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Audio Tech	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 49.87
Set Designer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Teleprompter Operator	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 49.87
Senior Editor	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$129.67
Editor	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Motion Graphics Artist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$129.67
Senior Photographer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$164.58
Photographer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$129.67
Assistant Photographer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Senior Event Planner	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$124.69
Assistant Event Planner	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 84.79
Exhibitor Coordinator	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Speakers Coordinator	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76
Registration Manager	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 94.76

SERVICE/PROPOSED	SIN (s)	UNIT	GSA PRICE (including IFF)
Registration Assistant	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$ 74.81
Technical Consultant	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$119.70
Graphic Design Services – Basic (1)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$54.86
Graphic Design Services – Creative (2)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$84.79
Pre-Production Writing & Scripting	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$94.76
Copywriting Services	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$94.76
On-Location Video Shoot (first hour)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$274.31
On-Location Video Shoot (second hour onward)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$144.63
Post-Production Editing Services - Basic (1)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$84.79
Post-Production Editing Services - Creative (2)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$124.69
Website Design Services	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$174.56
On-Line media management	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$94.76
Search Engine Marketing Services	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$94.76
Interactive Marketing	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$144.63
Art Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$134.66
Gaffer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$59.85
Grip	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$59.85
Steadicam Operator	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$119.70
Crane/Jib Operator	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$94.76
Master Control Operator	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$84.79
Casting Director	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$64.84
Makeup Artist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$84.79
Hair/Wardrobe Stylist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$74.81
Food Stylist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$64.84
Props Master	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$64.84
Craft Services	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$54.86

SERVICE/PROPOSED	SIN (s)	UNIT	GSA PRICE (including IFF)
Music Composition	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$124.69
Media Buy Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$84.79
508 Compliance Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$94.76
Storyboard Artist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$124.69
Voiceover Artist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$94.76
Sr. Consultant/SME	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$149.62
Consultant/SME (Mid)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$97.75
Jr. Consultant/SME	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$74.81
Analyst	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$84.79
Sr. Evaluation Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$149.62
Evaluation Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$99.75
Sr. Media Planner/Buyer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$99.75
Media Buyer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$74.81
Sr. Social Media Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$114.71
Social Media Specialist	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$74.81
Sr. Associate	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$114.71
Sr. Interactive Media Developer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$134.66
Interactive Media Developer (mid)	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$109.72
Jr. Interactive Media Developer	541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hourly	$64.84

LABOR CATEGORY DESCRIPTIONS

SIN	Labor Category	Description
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Principal	Company executive with bachelor's degree and 25+ years of experience in upper management. Handles and directs overall company performance, provides overarching strategic vision for the company and clients, and develops new business. The Principal guarantees 100% client satisfaction and implements every measure to insure the success of client projects.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Creative Director	Company's top creative agent with years of educational and professional experience. Executes creative input on company graphics, illustrations, videos and all other creative services plus assists in direction of all production scheduling. Interfaces with users to determine scope of project and best medium. Interfaces with agency and technical staff to ensure that quality products are delivered on time and within budget. Experience in planning, researching, and designing dynamic graphics, print materials, web sites, videos and other client creative projects. Excellent customer service. Highly proficient computer skills in design and business applications. Exceptional backend application of design principles. Experienced in original graphic design and/or illustration, as well as using stock photos and clip art. Experience with basic creative products such as Adobe InDesign, Photoshop, Adobe Dreavweaver, Motion, Final Cut Pro, Adobe Premier, QuarkXpress, MS Publisher and other media tools.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Project Manager	Extremely experienced professional responsible for developing and executing strategic plans from start to finish. Our project manager is the bridging gap between our production team and client. So he has great knowledge of this industry and is capable of understanding and discussing the problems with either party. He has the ability to adapt to the various internal procedures, and to form close links with client representatives to assure the key issues of cost, time, quality and above all, client satisfaction. He has exceptional professionalism, control, and confidence, and the ability to communicate effectively at all levels of the organization.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Administrative Assistant	Assists all top senior management with administrative duties. Plus handles and channels client/vendor interactions to include phone calls, documentation, filing and other administrative duties.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Public Relations Director	Develops and manages public relations programs for clients including developing strategy, researching media targets, creating media pitches, and interacting with media. May supervise work of PR Specialist. Has a BA/BS and 12 years of experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-	Public Relations Specialist	Assists in the development and execution of public relations programs for clients. Has a BA/BS and 3 years of experience.

SIN	Labor Category	Description
4E, 541-4F, 541-5		
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Strategic Director	Leads development of integrated strategic communications conceptualizing and planning for public and/or private sector markets. Works closely with other projects director and creative team. Provides subject matter expertise. Has a BA/BS and 20 years of experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Research Director	With years of education and experience, he leads and oversees the prospect and research function, supervises the research staff, and works closely with client to help them achieve their goals. He develops and oversees budgets, policies, and procedures for the research department. His organizational and leadership skills are excellent, with the ability to leverage existing relationships and maintain client loyalty. He is proficient in conceptualizing and developing proactive Methodologies and possesses strong analytical skills. H is able to appropriately communicate sensitive information and to judge how and with whom this information should be shared. He has strong listening, communication, and collaboration skills.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Research Assistant	Assists and works closely with the Research Director. Performs duties associated with coordinating and implementing research and analysis projects. Controls and manages the flow of information between the various components of a marketing project to provide all the required components within the time frame needed. Has knowledge of the principles of research design and has strong organizational and analytical skills and an attentiveness to detail. Has the ability to maintain confidentiality. Strong listening, communication, and collaboration skills.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Production Manager	Work with Creative Director to develop and maintain branded communication tools. Gathers and monitors project specifications and production schedules. Is extremely organized and detail oriented with a strong ability to multi-task. Have excellent customer service and communications skills.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Media Relations Consultant	Have minimum 8 years of experience and bachelor's degree. He customizes marketing principles and practices to respond to the needs of the organization and reviews marketing strategies, programs, and goals for focused integration into overall marketing plan. He also formulates and implements marketing policy and procedures and develops long- and short-range marketing operation plans. He also develops promotional strategies for advertising, outreach, and event marketing; promotions: radio, television, and video production; and written publications. Strong leadership and management skills. Key functional responsibilities include: Marketing Strategy, Branding and Communication, Product Management, and Market and Competitor Analysis. Excellent organizational and project management skills, as well as the ability to manage multiple tasks.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Multimedia Specialist	Have minimum 5 years of professional experience and a bachelor's degree. Main job responsibility is to assist the Senior Media Relations Consultant with all tasks related assigned.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Marketing Director	With minimum 12 years of professional experience and Bachelors degree, handles all marketing efforts and serve as advisor to client projects.

SIN	Labor Category	Description
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Account Manager	Handles client specific projects and is the official go to person on any issue in regards to the project and client/vendor relations. Has minimum of 10 years managerial experience and Bachelors degree.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Graphic Designer	Has minimum 12 years of experience and B.S. college degree in graphic design field. Establishes conceptual and stylistic direction for Internet initiatives, and brainstorms/mocks-up design ideas, presents ideas to clients. Meets with clients and adjusts designs to fit their needs or taste. Projects budgets and schedules, and utilizes computer software to execute designs. Works with printers, programmers, developers, and other technicians to complete final product. Experience in multimedia preferred. Skilled in utilizing audiovisual technologies, animation, digital photography, and other multimedia techniques. Must have solid understanding of color, typography, line, composition, and design. Possesses strong interpersonal and customer-service skills, with the ability to communicate visually, orally, and in writing.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Graphic Designer	Has minimum 5 years of experience and B.S. college degree in graphic design. Performs all tasks assigned in regards to graphic design and assists the Senior Graphic Designer.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Copywriter	Works with team members and agency clients to create persuasive messages for all media types. Creates and edits messaging and copy that reflects the client's marketing strategy and objectives. Is able to write across all mediums. Able to write clear, persuasive, original copy for print, Web, collateral, advertisements, speeches/scripts, bios, letters, talking points, and other sales and promotional material. Able to meet tight deadlines and manage time constraints. Has experience in writing documents and scripts for media-based projects, such as multi-media productions, video and/or film productions, live events, interactive training, speech writing, and Web site productions.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Copywriter	Assists the Senior Copywriter in developing and creating persuasive messages for all media. Is able to write clearly and persuasively across all mediums. Has some experience previously.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Web Developer	Have at least 10 years of professional experience and a bachelor's degree. Have many skills with HTML/XHTML, CSS, JavaScript, server/Client side architecture, programming/coding/scripting in many of the server-side frameworks. Works closely with the Creative Director, graphic designer and copywriter to deliver top level web development tasks.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Web Developer	Proficient in many web development softwares and assists the Senior Web Developer with projects. Have minimum 5 years of professional experience and a bachelor's degree.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Programmer	The Senior Programmer works with the web developers and graphic designer to incorporate all the technical coding and programming tasks for a client's project. Has minimum 10 years of professional experience and a Bachelor's degree.
541-1, 541-2,	Programmer	Primarily assists the Senior Programmer and has minimum of 4 years of

SIN	Labor Category	Description
541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5		professional experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Internet Marketing Specialist	Specializes in marketing and promotion of products or services over the Internet. Have minimum 8 years of professional experience and a bachelor's degree. Some of the specialties include search engine optimization, banner ad creation and implementation, blogs, rich media ads, cross-platform ads and email marketing. Works closely with the web developer, graphic designer, copywriter, marketing director and other stake holders.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior App Developer	Minimum of 5 years of professional experience and bachelor's degree. High end capability in developing application software for mobile devices. Has extensive knowledge of hardware specifications, configurations and computability. Works closely with project manager, graphic designer, web developer and programmer.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	App Developer	Has primary responsibility of assisting the Senior App Developer. Have minimum of 2 years of professional experience and bachelor's degree.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Producer	Has years of education and experience. He oversees the creative direction and conceptual design of video projects to ensure success. Sets the situation for the production of media projects created for broadcast TV or Web. Initiates, coordinates, supervises, and controls all aspects of a production, including budgeting and hiring key crew personnel. Sees the project through to the end, from development to completion. Have exceptional communication skills.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Director	Sees the production of the video shoots and manages all aspects of the shoot, working closely with the Camera Operator, Teleprompter Operator, Set Designer, Lighting Director, and Producer.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Production Manager	Have minimum 10 years of on the field production experience, extensive knowledge of equipment and process, and has bachelor's degree. Works closely with director, producer, and other production crew. Responsibilities include: Ensures all timely provision of necessary equipment and materials. Ensures that staff and crews are in place as required. Performs small but important administrative tasks in the office, around the set, and on location. Strong organizational skills and attention to detail. Strong ability to multitask. Excellent customer service and communication skills.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Production Assistant	Has a primary responsibility of assisting the Production Manager. Shares on all hi/her responsibilities. Have minimum 5 years of production experience and a bachelor's degree.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Script Writer	Years of experience makes a good script writer a great script writer. Has minimum of 10 years of professional experience and a bachelor's degree. Has close engagement with production manager, producer, director and subject matter experts.
541-1, 541-2, 541-3, 541-4B,	Script Writer	Has primary responsibility of working with the Senior Script Writer. Have minimum 8 years of experience and bachelor's degree.

SIN	Labor Category	Description
541-4D, 541-4E, 541-4F, 541-5		
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Director of Photography	Is the chief over the camera working of video productions and is responsible for achieving artistic and technical decisions related to the image. Have minimum of 15 years of production experience and a bachelor's degree. Works closely with the producer, production manager and other production crew.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Camera Operator	Has years of experience in camera operating. Sets up all cameras, including the angling and positioning of props, people, and cameras. Works closely with Lighting Director and Set Designer.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Lighting Director	With years of experience, the Lighting Director manages all the lighting of the sets and works closely with the Set Designer and Director.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Lighting Tech	Assists the Lighting Director and Set Designer in setting up the lights for all shoots.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Audio Tech	With years of education and experience, he edits and manages all audio aspects of videos, and web content. Works closely with Producer.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Audio Tech	Assists the Senior Audio Tech with the editing of videos and other web content. Has years of education and experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Set Designer	Has years of experience in set designing. Creates and manages the sets of all videos.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Teleprompter Operator	Operates and manages the teleprompter. Works closely with Camera Operator and Director.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Editor	Have minimum 10 years of production experience and a bachelor's degree. Have years of experience working with Adobe Premier, Final Cut Pro, Motion, Maya 3D and others. Works closely with the director, production manager, graphic designer, animator and other production crew.
541-1, 541-2,	Editor	Have minimum 5 years of production experience. Works as assistant to the

SIN	Labor Category	Description
541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5		Senior Editor. Have experience working with most of the editing softwares for PC and Mac.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Motion Graphics Artist	Have minimum 10 years of production experience and a bachelor's degree. Have years of experience working with Adobe Premier, Final Cut Pro, Motion, Maya 3D and others. Works closely with the editor, director, production manager, graphic designer, animator and other production crew.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Photographer	Have minimum 10 years of production experience and a bachelor's degree. Works closely with the production manager, lighting director, and other production crew.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Photographer	Have minimum 5 years of production experience. Works closely with the production manager, lighting director, and other production crew. Primarily assists the Senior Photographer.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Assistant Photographer	Have minimum 2 years of production experience. Works closely with the photographer, production manager, lighting director, and other production crew. Primarily assists the photographers.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Event Planner	Leads event planning from inception to successful conclusion and manages client meetings, conferences, seminars and exhibits while assigning coordinators for each task. Has over 12 years of hands on experience. Some of the responsibilities include site selection, help to create overall event budget, negotiate with all vendors, manage additional on-site activities, and much more.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Assistant Event Planner	Assists the Senior Event Planner in all functions of the event planning activities. Most of the responsibilities are very similar to the 'Senior Event Planner' but with limitations on experience and scope of event responsibilities.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Exhibitor Coordinator	The Exhibitor Coordinator has at least 8 years of experience and oversees all exhibitor needs and activities based on client direction. This person acts as a liaison between the client and the exhibitors. Some of the responsibilities are to assist in exhibitor sponsor needs, work with sponsors with setup, follow up with each for their marketing materials, coordinate with venue specific requests and review any final invoices.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Speakers Coordinator	Speaker Coordinator is to work on programs that require speaker and or VIP coordination. All events have individuals who require handholding. This position requires the "Ultimate" in individual service to all high level individuals in any program. It is the responsibility of the Speaker Coordinator to have all VIP's leave the program having enjoyed a first-class and unparalleled experience. Some of the responsibilities include speaker travel and hotel arrangements, audio visual needs, food and beverage preferences and any special requests.

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541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Registration Manager	Registration Manager has a primary responsibility of overseeing daily operations of the registration department, manage on-site registration areas and staff, investigate and address client/registrant concerns in a timely manner, plus manage all other aspects of an event registration process. Has at least 8 years of professional experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Registration Assistant	Registration Assistant has primary role of helping the Registration Manager with all the tasks related to an event registration process.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Technical Consultant	Technical Consultant has years of experience with handling of AV equipment and IT technical expertise. Answers any questions the client or any other event managers might have in regards to any technical difficulties.
541-3	Website Design Services	Responsibilities – Design services for web graphics, animations, multimedia flash, setting up databases, e-commerce and online shopping cart systems, forms, CGI, scripts, page links, sound, video, and more. Education/Experience – Our graphic designers have minimum 10 years of professional creative graphic design experience and all have college education in arts studios and creative arts.
541-3	On-Line media management	Responsibilities – Design services for web graphics, animations, multimedia flash, setting up databases, e-commerce and online shopping cart systems, forms, CGI, scripts, page links, sound, video, and more. Education/Experience – Our graphic designers have minimum 10 years of professional creative graphic design experience and all have college education in arts studios and creative arts.
541-3	Search Engine Marketing Services	Responsibilities – Metatags, keyword research, Image tagging, search engine analytics implementation, online submission to search engines, postings to appropriate newsgroups, researching collateral linking opportunities. Education/Experience – Our online marketing managers have minimum 10 years of professional marketing experience and all have college education in marketing and web development.
541-3	Interactive Marketing	Responsibilities –Increase online brand awareness and visibility by banner advertising, online promotions, etc. Education/Experience – Our online marketing managers have minimum 10 years of professional marketing experience and all have college education in marketing and web development.
541-4B	Pre-Production Writing & Scripting	Responsibilities – Provide script writing, planning and advising. It involves story boarding and other pre-production planning. Education/Experience – The scripts writers have minimum 8 years of professional experience in creating new material, or adapt from provided, and provide creative script and story board for productions. Most has English majors and have experience working with many clients from different industries and sectors.
541-4B	Copywriting Services	Responsibilities – To provide creative and effective copywriting advertising campaigns, brochures, post cards, posters, publications, catalogues, signage, online press releases and advertisement banners, websites, and more. The goal is to create and a message that is memorable and write copy to showcase the message. Education/Experience – Our CopyWriters have minimum 10 years of professional writing experience and all have college education.
541-4B	On-Location Video	Responsibilities – Provide on-location professional video production services.

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	Shoot (first/second hour)	Fully equipped with proper video equipment and experienced crewmen. From Standard Definition (SD) format to full High Definition (HD) format, and capable of shooting in any location in United States or abroad. Any special event, conference, seminars, training sites, and other government functions, the crew is always ready and equipped to get the job done. Education/Experience – The crew has minimum 10 years of professional production experience and most with background education in film and A/V communications.
541-4B	Post-Production Editing Services - Basic (1)	Responsibilities – Provide post-production services for non-linear editing and basic titling and mastering. Editing a short film to lengthy documentaries and training videos, our editors are ready and experienced to handle the job. Education/Experience – Our editors have minimum 8 years of professional production experience and most with background education in film and visual communications.
541-4B	Post-Production Editing Services - Creative (2)	Responsibilities – Provide post-production services for non-linear editing, titling, animation, visual graphics and audio mastering. Editing a short film to lengthy documentaries and training videos, our editors are ready and experienced to handle the job. Education/Experience – Our editors have minimum 15 years of professional production experience and most with background education in film and visual communications.
541-4F	Graphic Design Services – Basic (1)	Responsibilities – To provide graphic design services for business cards, brochures, post cards, posters, trade shows, bus signage, catalogues, signage and more. This includes mostly typeset, layout setup and basic graphic design services. Education/Experience – Our graphic designers have minimum 10 years of professional creative graphic design experience and all have college education in arts studios and creative arts.
541-4F	Graphic Design Services – Creative (2)	Responsibilities – To provide creative and effective designs for logo and brand creation, brand management, product branding, advertising campaigns, business cards, brochures, post cards, posters, publications, trade shows, bus signage, catalogues, signage, online press releases and advertisement banners, basic website portals, and more. The goal is to create unified graphic design concept that is memorable and that always supports client's message. Education/Experience – Our graphic designers have minimum 10 years of professional creative graphic design experience and all have college education in arts studios and creative arts.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Principal	Company executive with bachelor's degree and 25+ years of experience in upper management. Handles and directs overall company performance, provides overarching strategic vision for the company and clients, and develops new business. The Principal guarantees 100% client satisfaction and implements every measure to insure the success of client projects. Bachelors Degree and 25 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Creative Director	Company's top creative agent with years of educational and professional experience. Executes creative input on company graphics, illustrations, videos and all other creative services plus assists in direction of all production scheduling. Interfaces with users to determine scope of project and best medium. Interfaces with agency and technical staff to ensure that quality products are delivered on time and within budget. Experience in planning, researching, and designing dynamic graphics, print materials, web sites, videos and other client creative projects. Excellent customer service. Highly proficient computer skills in design and business applications. Exceptional backend application of design principles. Experienced in original graphic design and/or illustration, as well as using stock photos and clip art. Experience with basic

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		creative products such as Adobe InDesign, Photoshop, Adobe Dreavweaver, Motion, Final Cut Pro, Adobe Premier, QuarkXpress, MS Publisher and other media tools. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Project Manager	Extremely experienced professional responsible for developing and executing strategic plans from start to finish. Our project manager is the bridging gap between our production team and client. So he has great knowledge of this industry and is capable of understanding and discussing the problems with either party. He has the ability to adapt to the various internal procedures, and to form close links with client representatives to assure the key issues of cost, time, quality and above all, client satisfaction. He has exceptional professionalism, control, and confidence, and the ability to communicate effectively at all levels of the organization. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Administrative Assistant	Assists all top senior management with administrative duties. Plus handles and channels client/vendor interactions to include phone calls, documentation, filing and other administrative duties. High School and 0 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Public Relations Director	Develops and manages public relations programs for clients including developing strategy, researching media targets, creating media pitches, and interacting with media. May supervise work of PR Specialist. Has a BA/BS and 12 years of experience. Bachelors Degree and 12 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Public Relations Specialist	Assists in the development and execution of public relations programs for clients. Has a BA/BS and 3 years of experience. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Strategic Director	Leads development of integrated strategic communications conceptualizing and planning for public and/or private sector markets. Works closely with other projects director and creative team. Provides subject matter expertise. Has a BA/BS and 20 years of experience. Bachelors Degree and 20 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Research Director	With years of education and experience, he leads and oversees the prospect and research function, supervises the research staff, and works closely with client to help them achieve their goals. He develops and oversees budgets, policies, and procedures for the research department. His organizational and leadership skills are excellent, with the ability to leverage existing relationships and maintain client loyalty. He is proficient in conceptualizing and developing proactive Methodologies and possesses strong analytical skills. H is able to appropriately communicate sensitive information and to judge how and with whom this information should be shared. He has strong listening, communication, and collaboration skills. Bachelors Degree and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Research Assistant	Assists and works closely with the Research Director. Performs duties associated with coordinating and implementing research and analysis projects. Controls and manages the flow of information between the various components of a marketing project to provide all the required components within the time frame needed. Has knowledge of the principles of research design and has strong organizational and analytical skills and an attentiveness to detail. Has the ability to maintain confidentiality. Strong listening, communication, and collaboration skills. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Production Manager	Work with Creative Director to develop and maintain branded communication tools. Gathers and monitors project specifications and production schedules. Is extremely organized and detail oriented with a strong ability to multi-task. Have excellent customer service and communications skills. High School and 5 years minimum experience.
541-1, 541-2,	Senior Media	Have minimum 8 years of experience and bachelor's degree. He customizes

SIN	Labor Category	Description
541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Relations Consultant	marketing principles and practices to respond to the needs of the organization and reviews marketing strategies, programs, and goals for focused integration into overall marketing plan. He also formulates and implements marketing policy and procedures and develops long- and short-range marketing operation plans. He also develops promotional strategies for advertising, outreach, and event marketing; promotions: radio, television, and video production; and written publications. Strong leadership and management skills. Key functional responsibilities include: Marketing Strategy, Branding and Communication, Product Management, and Market and Competitor Analysis. Excellent organizational and project management skills, as well as the ability to manage multiple tasks. Bachelors Degree and 8 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Multimedia Specialist	Have minimum 5 years of professional experience and a bachelor's degree. Main job responsibility is to assist the Senior Media Relations Consultant with all tasks related assigned. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Marketing Director	With minimum 12 years of professional experience and Bachelors degree, handles all marketing efforts and serve as advisor to client projects. Bachelors Degree and 12 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Account Manager	Handles client specific projects and is the official go to person on any issue in regards to the project and client/vendor relations. Has minimum of 10 years managerial experience and Bachelors degree. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Graphic Designer	Has minimum 12 years of experience and B.S. college degree in graphic design field. Establishes conceptual and stylistic direction for Internet initiatives, and brainstorms/mocks-up design ideas, presents ideas to clients. Meets with clients and adjusts designs to fit their needs or taste. Projects budgets and schedules, and utilizes computer software to execute designs. Works with printers, programmers, developers, and other technicians to complete final product. Experience in multimedia preferred. Skilled in utilizing audiovisual technologies, animation, digital photography, and other multimedia techniques. Must have solid understanding of color, typography, line, composition, and design. Possesses strong interpersonal and customer-service skills, with the ability to communicate visually, orally, and in writing. Bachelors Degree and 12 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Graphic Designer	Has minimum 5 years of experience and B.S. college degree in graphic design. Performs all tasks assigned in regards to graphic design and assists the Senior Graphic Designer. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Copywriter	Works with team members and agency clients to create persuasive messages for all media types. Creates and edits messaging and copy that reflects the client's marketing strategy and objectives. Is able to write across all mediums. Able to write clear, persuasive, original copy for print, Web, collateral, advertisements, speeches/scripts, bios, letters, talking points, and other sales and promotional material. Able to meet tight deadlines and manage time constraints. Has experience in writing documents and scripts for media-based projects, such as multi-media productions, video and/or film productions, live events, interactive training, speech writing, and Web site productions. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Copywriter	Assists the Senior Copywriter in developing and creating persuasive messages for all media. Is able to write clearly and persuasively across all mediums. Has some experience previously. High School and 5 years minimum experience.
541-1, 541-2,	Senior Web	Have at least 10 years of professional experience and a bachelor's degree. Have

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541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Developer	many skills with HTML/XHTML, CSS, JavaScript, server/Client side architecture, programming/coding/scripting in many of the server-side frameworks. Works closely with the Creative Director, graphic designer and copywriter to deliver top level web development tasks. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Web Developer	Proficient in many web development softwares and assists the Senior Web Developer with projects. Have minimum 5 years of professional experience and a bachelor's degree. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Programmer	The Senior Programmer works with the web developers and graphic designer to incorporate all the technical coding and programming tasks for a client's project. Has minimum 10 years of professional experience and a Bachelor's degree. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Programmer	Primarily assists the Senior Programmer and has minimum of 4 years of professional experience. Bachelors Degree and 4 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Internet Marketing Specialist	Specializes in marketing and promotion of products or services over the Internet. Have minimum 8 years of professional experience and a bachelor's degree. Some of the specialties include search engine optimization, banner ad creation and implementation, blogs, rich media ads, cross-platform ads and email marketing. Works closely with the web developer, graphic designer, copywriter, marketing director and other stake holders. Bachelors Degree and 8 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior App Developer	Minimum of 5 years of professional experience and bachelor's degree. High end capability in developing application software for mobile devices. Has extensive knowledge of hardware specifications, configurations and computability. Works closely with project manager, graphic designer, web developer and programmer. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	App Developer	Has primary responsibility of assisting the Senior App Developer. Have minimum of 2 years of professional experience and bachelor's degree. Bachelors Degree and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Producer	Has years of education and experience. He oversees the creative direction and conceptual design of video projects to ensure success. Sets the situation for the production of media projects created for broadcast TV or Web. Initiates, coordinates, supervises, and controls all aspects of a production, including budgeting and hiring key crew personnel. Sees the project through to the end, from development to completion. Have exceptional communication skills. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Director	Sees the production of the video shoots and manages all aspects of the shoot, working closely with the Camera Operator, Teleprompter Operator, Set Designer, Lighting Director, and Producer. High School and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Production Manager	Have minimum 10 years of on the field production experience, extensive knowledge of equipment and process, and has bachelor's degree. Works closely with director, producer, and other production crew. Responsibilities include: Ensures all timely provision of necessary equipment and materials. Ensures that staff and crews are in place as required. Performs small but important administrative tasks in the office, around the set, and on location. Strong organizational skills and attention to detail. Strong ability to multitask. Excellent customer service and communication skills. Bachelors Degree and 10 years minimum experience.
541-1, 541-2,	Production	Has a primary responsibility of assisting the Production Manager. Shares on all

SIN	Labor Category	Description
541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Assistant	hi/her responsibilities. Have minimum 5 years of production experience and a bachelor's degree. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Script Writer	Years of experience makes a good script writer a great script writer. Has minimum of 10 years of professional experience and a bachelor's degree. Has close engagement with production manager, producer, director and subject matter experts. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Script Writer	Has primary responsibility of working with the Senior Script Writer. Have minimum 8 years of experience and bachelor's degree. Bachelors Degree and 8 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Director of Photography	Is the chief over the camera working of video productions and is responsible for achieving artistic and technical decisions related to the image. Have minimum of 15 years of production experience and a bachelor's degree. Works closely with the producer, production manager and other production crew. Bachelors Degree and 15 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Camera Operator	Has years of experience in camera operating. Sets up all cameras, including the angling and positioning of props, people, and cameras. Works closely with Lighting Director and Set Designer. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Lighting Director	With years of experience, the Lighting Director manages all the lighting of the sets and works closely with the Set Designer and Director. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Lighting Tech	Assists the Lighting Director and Set Designer in setting up the lights for all shoots. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Audio Tech	With years of education and experience, he edits and manages all audio aspects of videos, and web content. Works closely with Producer. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Audio Tech	Assists the Senior Audio Tech with the editing of videos and other web content. Has years of education and experience. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Set Designer	Has years of experience in set designing. Creates and manages the sets of all videos. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Teleprompter Operator	Operates and manages the teleprompter. Works closely with Camera Operator and Director. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Editor	Have minimum 10 years of production experience and a bachelor's degree. Have years of experience working with Adobe Premier, Final Cut Pro, Motion, Maya 3D and others. Works closely with the director, production manager, graphic designer, animator and other production crew. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Editor	Have minimum 5 years of production experience. Works as assistant to the Senior Editor. Have experience working with most of the editing softwares for PC and Mac. High School and 5 years minimum experience.
541-1, 541-2,	Motion Graphics	Have minimum 10 years of production experience and a bachelor's degree.

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541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Artist	Have years of experience working with Adobe Premier, Final Cut Pro, Motion, Maya 3D and others. Works closely with the editor, director, production manager, graphic designer, animator and other production crew. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Photographer	Have minimum 10 years of production experience and a bachelor's degree. Works closely with the production manager, lighting director, and other production crew. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Photographer	Have minimum 5 years of production experience. Works closely with the production manager, lighting director, and other production crew. Primarily assists the Senior Photographer. High School and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Assistant Photographer	Have minimum 2 years of production experience. Works closely with the photographer, production manager, lighting director, and other production crew. Primarily assists the photographers. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Senior Event Planner	Leads event planning from inception to successful conclusion and manages client meetings, conferences, seminars and exhibits while assigning coordinators for each task. Has over 12 years of hands on experience. Some of the responsibilities include site selection, help to create overall event budget, negotiate with all vendors, manage additional on-site activities, and much more. High School and 12 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Assistant Event Planner	Assists the Senior Event Planner in all functions of the event planning activities. Most of the responsibilities are very similar to the 'Senior Event Planner' but with limitations on experience and scope of event responsibilities. High School and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Exhibitor Coordinator	The Exhibitor Coordinator has at least 8 years of experience and oversees all exhibitor needs and activities based on client direction. This person acts as a liaison between the client and the exhibitors. Some of the responsibilities are to assist in exhibitor sponsor needs, work with sponsors with setup, follow up with each for their marketing materials, coordinate with venue specific requests and review any final invoices. High School and 8 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Speakers Coordinator	Speaker Coordinator is to work on programs that require speaker and or VIP coordination. All events have individuals who require handholding. This position requires the "Ultimate" in individual service to all high level individuals in any program. It is the responsibility of the Speaker Coordinator to have all VIP's leave the program having enjoyed a first-class and unparalleled experience. Some of the responsibilities include speaker travel and hotel arrangements, audio visual needs, food and beverage preferences and any special requests. High School and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Registration Manager	Registration Manager has a primary responsibility of overseeing daily operations of the registration department, manage on-site registration areas and staff, investigate and address client/registrant concerns in a timely manner, plus manage all other aspects of an event registration process. Has at least 8 years of professional experience. High School and 8 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Registration Assistant	Registration Assistant has primary role of helping the Registration Manager with all the tasks related to an event registration process. High School and 0 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Technical Consultant	Technical Consultant has years of experience with handling of AV equipment and IT technical expertise. Answers any questions the client or any other event managers might have in regards to any technical difficulties. High School and 5 years minimum experience.
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541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Art Director	Formulates design concepts and directs and coordinates set design, construction, and erection activities to produce sets for motion picture and television productions. Bachelors Degree and 7 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Gaffer	The Gaffer is the lighting designer. The Gaffer has experience lighting all environments, interior or exteriors. The Gaffer works closely with the camera operator or director of photography to create the mood and style of the production. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Grip	The Grip is familiar with all lighting and other grip equipment. He is responsible for setting stands, flags, dolly track, silks and making sure that all equipment is safely secured. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Steadicam Operator	The Steadicam Operator is a specialized camera operator experienced with the Steadicam rig, a device used to keep the camera stable while the cameraperson moves. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Crane/Jib Operator	Specialized camera operator experienced with using a crane, or Jib, to achieve high, sweeping camera moves. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Master Control Operator	Responsible for managing and operating a video switcher station during multi-camera switched events that may or may not be live. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Casting Director	Manages all aspects of assembling cast for production including casting calls, auditions, and liaison between actors and production personnel. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Makeup Artist	Make-up artists provide makeup and touch up to persons appearing in front of the camera, prior to and throughout the production day. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Hair/Wardrobe Stylist	In general stylist provide hair styling and wardrobe, beyond makeup, to persons appearing in front of the camera. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Food Stylist	Crew member responsible for making food that will appear on camera look appetizing and appealing. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Props Master	Crew member responsible for buying, building or otherwise acquiring props required for production and managing care and placement of those props during production. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Craft Services	Crew member responsible for providing food and beverage services, on set, to the cast and crew. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Music Composition	Responsible of the writing and creation of original music to be used for production. Bachelors Degree and 5 years minimum experience.
541-1, 541-2,	Media Buy	Responsible for media dissemination planning strategies, developing media

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541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Specialist	campaigns and buying media placements on all earned and paid media platforms. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	508 Compliance Specialist	Responsible for consulting, managing, and implementing a 508 compliance plan for a particular audio or video production. Understands the requirements and creates solutions accordingly. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Storyboard Artist	Creates illustrative or photo-based storyboards for a production with the goal of conveying what a completed production may look like. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Voiceover Artist	Talent that is used to record audio only for a production, typically as a narration. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Consultant/SME	Analyzes client information and develops and evaluates top-line outreach strategies to meet objectives. Demonstrates in-depth knowledge and manages the client service aspects of the account portfolio and assumes responsibility for bottom-line results. Develops and implements high-level strategic communications; manages, motivates, and leads staff; and builds and manages project teams. Ensures the contract team performs work on schedule and budget. Responsibilities include managing large client portfolios, establishing a strong track record of developing account and support staff and delivering products on schedule and within budget, and exercising good judgment on personnel issues in line with company policy. Bachelors Degree and 12 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Consultant/SME (Mid)	Analyzes client information and develops, evaluates, and implements top-line outreach strategies to meet objectives. Demonstrates in-depth knowledge and manages the client service aspects of the account portfolio and assumes responsibility for bottom-line results. Develops and implements high-level strategic communications; manages, motivates, and leads staff; and builds and manages project teams. Ensures the contract team performs work on schedule and budget. Responsibilities include managing large client portfolios, establishing a strong track record of developing account and support staff and delivering products on schedule and within budget, and exercising good judgment on personnel issues in line with company policy. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Jr. Consultant/SME	Demonstrates knowledge and manages the client service aspects of the account portfolio and assumes responsibility for bottom-line results. Develops and implements high-level strategic communications; performs as member of a project team. Ensures delivery of assigned tasks on schedule and budget. Responsibilities include managing client portfolios, establishing a track record of developing account and support staff and delivering products on schedule and within budget, and exercising good judgment on personnel issues in line with company policy. Bachelors Degree and 1 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Analyst	Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of

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		performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Project Manager. Directs the activities of junior staff as necessary. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Evaluation Specialist	Works with the Government to design and implement evaluation and effectiveness systems, measuring program impact and activities and is skilled in content analysis, quantitative tracking, and qualitative assessment. Uses tools such as surveys, focus groups, structured interviews, and secondary research. Oversees performance report generation and communication and integration of findings into current strategies. Meets with Government regularly to discuss progress, propose initiatives, and establish priorities. Develops and coordinates strategic integration of evaluation processes into program activities. Oversees performance report design and generation and communication and integration of findings into current strategies. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Evaluation Specialist	Supports evaluation tasks and applies expertise in quantitative analysis to support the design and implementation of evaluation processes. Uses analytical reports to help refine and redefine program strategies. Meets with Government frequently to relay progress, propose creative solutions to work challenges, and establish priorities. Supports evaluation efforts through extensive information gathering, report generation, and data analysis. Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Media Planner/Buyer	Works with client and account teams to develop strategies and objectives for media buys and determines the effective mix of advertising types for each specific campaign and target audience. Creates and implements a plan to meet media objectives within an established budget and timeframe. Negotiates with media sales representatives to buy and place advertising for a company or clients where it will have the greatest impact, calculates rates and budgets, and ensures that ads appear as specified. Has strong analytical, negotiation and organizational skills. Tracks, analyzes and interprets results of advertising expenditures. Has strong research and analytical skills. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Media Buyer	Works with clients and other experts to select, negotiate and purchase advertising space, broadcast airtime or direct mail lists to maximize cost-efficiency and/or obtain significant cost-savings for clients. Works with or provides media research, considers and assesses media buying options, develops budgets, negotiates media purchase contracts, generates print / broadcast / new media insertion orders, tracks placement, reviews media billing in fulfillment of such orders, negotiates any adjustments or make-goods as necessary, recommends payment of media billing and reports on media advertising progress or fulfillment as needed. Bachelors Degree and 2 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Social Media Specialist	Is responsible for supporting the design, development, and maintenance of social/new/multi-media and activities for an assigned project. Provides a variety of communications and organizational support, coordination, and configuration management to various project teams and senior managers. Has demonstrated broad ranging and diverse skills across the media spectrum. Performs a variety of tasks related to designing, developing, troubleshooting, debugging, and implementing social/new/multi-media. Bachelors Degree and 7 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Social Media Specialist	Is responsible for overseeing the design, development, and maintenance of social media and activities for an assigned project. Provides a variety of strategic communications and organizational support, coordination, and configuration management to various project teams and senior managers. Has demonstrated

SIN	Labor Category	Description
		a broad range and diverse skills across the media spectrum. Performs a variety of tasks related to designing, developing, troubleshooting, debugging, and implementing social media. Must be skilled in conducting outreach through various social media channels such as video and written blogs, chat, Twitter and Facebook. Bachelors Degree and 3 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Associate	Provides a variety of communications and organizational support, coordination, and configuration management to various project teams and senior managers. Helps to successfully execute strategic plans and meet client objectives, which include preparing key documents for clients and organizing events, and client meetings. Is fluent in Microsoft Office Suite and related applications (i.e. SharePoint 2007). Bachelors Degree and 5 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Sr. Interactive Media Developer	Provides programming and multimedia support for training projects, including authoring content in various authoring languages. Bachelors Degree and 10 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Interactive Media Developer (mid)	Provides programming and multimedia support for training projects, including authoring content in various authoring languages. Bachelors Degree and 4 years minimum experience.
541-1, 541-2, 541-3, 541-4B, 541-4D, 541-4E, 541-4F, 541-5	Jr. Interactive Media Developer	Provides programming and multimedia support for training projects, including authoring content in various authoring languages. High School and 1 years minimum experience.

OTHER DIRECT COSTS (ODCs)

SERVICE/PROPOSED	SIN (s)	UNIT	GSA PRICE (including IFF)
Acting Talent (Non-Union)	541-1000	Day	$1,196.98
HD Camera Package - I	541-1000	Day	$1,296.73
HD Camera Package - II	541-1000	Day	$1,795.47
HD Camera Package - III	541-1000	Day	$2,294.21
4K Camera Package - I	541-1000	Day	$2,194.46
4K Camera Package - II	541-1000	Day	$3,092.19
4K Camera Package - III	541-1000	Day	$3,989.92
Studio Rental	541-1000	Day	$1,496.22
Steadicam Kit	541-1000	Day	$897.73
Jib/Crane Rental	541-1000	Day	$648.36
Field Lighting Package	541-1000	Day	$548.61
Field Audio Package	541-1000	Day	$374.06
Media Storage (1TB)	541-1000	Each	$124.69
Stock Photography	541-1000	Each	$29.92
Stock Video (HD)	541-1000	Each	$174.56
Stock Music	541-1000	Each	$74.81
HD Editing	541-1000	Hour	$94.76
Audio Editing	541-1000	Hour	$74.81
Photo Editing	541-1000	Hour	$69.82
Motion Graphics Editing	541-1000	Hour	$124.69
3D Animation Editing	541-1000	Hour	$174.56
Transcription Services	541-1000	Finished Minute	$7.98
Captioning/Subtitles	541-1000	Finished Hour	$598.49
Webcast Package - I	541-1000	First Hour	$1,196.98
Webcast Package - I - ADD'LL HOUR	541-1000	Additional Hours	$398.99
Webcast Package - II	541-1000	First Hour	$5,486.15
Webcast Package - II - ADD'LL HOUR	541-1000	Additional Hours	$698.24