



V E N T A N A

P R O D U C T I O N S

**General Services Administration**  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a ENU driven database system. The internet address for GSA Advantage is: <http://www.fss.gsa.gov>

Video/Film Production Services  
SIN 541 4B  
SIN 541-1000 (ODC's)  
Contract Number GS-23F-0074P

Period Covered by Contract: December 17, 2013 – December 16, 2018

Ventana Productions  
1819 L Street NW  
Suite 100  
Washington, DC 20036  
Phone 202-785-5112  
Fax 202-785-4676  
[www.ventanadc.com](http://www.ventanadc.com)

## COMPANY OVERVIEW

Ventana Productions is a full service video production facility with offices in Washington, DC and New York City. Our mission is to provide our clients with a high-tech, creative environment where our tools and talents bring concepts to life. As one of the fastest growing production facilities in the Mid-Atlantic region, Ventana Productions has assembled a creative and experienced staff of photographers, editors, graphic artists, and producers. The company was founded in 1994 and has continued to grow over the years as advances in technology have shaped the industry. Ventana offers services in all areas of video production including editing, shooting, producing, writing, animation and graphic design.

Ventana Productions currently has 27 full time employees. We offer six full time cameramen, two audio technicians, two full time producers, six HD Avid editing suites, a Pro Tools Audio Sweetening Suite, two graphics suites with both 2D and 3D capabilities, and an operations and client services staff ready to assist our clients' needs.

Our camera crews, producers, and post production staff are experienced in many different types of projects. We have shot productions in Egypt, Alaska, Haiti, India, Turkey, and Rwanda, not to mention all over the United States. We feel that our client list is a good representation of the range of companies that utilize our camera crews. A sample of some of our clients include: CNBC, Home & Garden Television, National Geographic, Discovery Networks, MTV, VH-1, MSNBC, CNN, The History Channel, and The Travel Channel. Ventana Productions is award winning having won Emmy's, White House Photographers Association Photographer of the Year, Telly Awards, and the International Television Associations Peer Awards. The types of projects that Ventana works on is impressive in its own right, there have been national commercials, 3D animated spots, public service announcements, documentaries, corporate marketing videos, company year end presentations, bi-lingual educational videos, business presentations, television segments, and television series. No project is too big or too small for the staff at Ventana Productions and we look forward to working with our clients to help bring their vision to life.

# INFORMATION FOR ORDERING OFFICES

1a. Authorized Special item Numbers (SINs)

SIN: 541 4B

Description: Video/Film Production Services

b. Prices shown herein are net prices. See Price List on page 11.

c. Ventana Productions is offering labor categories at day, half day, and hourly rates.

2. Maximum Order: \$1,000,000.00 per SIN per ORDER

3. Minimum Order: \$100.00

4. Geographic Coverage: Worldwide

5. Points of Production: Washington, DC; New York, NY

6. Net Price: See price list that begins below

7. Quantity Discounts: None

8a. Prompt Payment Terms: 1.5%- NET 15

b. Government credit cards are accepted for orders under the micro-purchase threshold of \$2,500.00.

c. Government credit cards are accepted for orders above the micro-purchase threshold of \$2,500.00.

9. Foreign Items: Note the foreign items and the applicable country. All items from non designated countries have been excluded.

10a. Time of delivery is as specified and agreed upon.

b. Expedited Delivery: Contact Contractor.

c. Overnight and 2-day delivery: Contact Contractor.

d. Urgent Requirements: Contact Contractor

11. F.O.B. Points: Destination.

12a. Ordering Address: Ventana Productions

1819 L Street NW, Suite 100

Washington, DC 20036

12b. Ordering Procedures: Contact Contractor to confirm location, dates, and times. For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule Homepage

<http://fss.gsa.gov/schedules>)

13. Payment Address:

Ventana Productions

1819 L Street NW, Suite 100

Washington, DC 20036

Email: [Armando@ventanadc.com](mailto:Armando@ventanadc.com)

14. Warranty Provisions: N/A

15. Export Packing Charges: N/A

16. Terms and Conditions of Government Purchase Card Acceptance: N/A

17. Terms and Conditions of Rental, Maintenance, Repair: Certificate of Insurance for General Commercial Liability listing Ventana Productions as the holder for the amount of \$1,000,000.

19. Terms and Conditions of Installation: N/A

20a. Terms and Conditions of Repair Parts: N/A

b. Terms and Conditions for Any Other Services: The contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless the injury or damage is due to the fault or negligence of the Contractor.

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventative Maintenance: N/A

24a. Year 2000 (Y2K) Compliant: Yes

b. Environmental Attributes: N/A

c. Section 508 compliance information available on Electronic and Information (EIT) supplies and services: N/A.

25. Data Universal Numbering Systems (DUNS) Number: 019627061

26. Central Contractor Registration (CCR) Notification: Yes

# LABOR CATEGORY DESCRIPTIONS

## 1. Job Title: Audio Engineer I

Minimum General Experience: 2 years relevant working experience in a broadcast, post production facility or recording environment.

Functional Responsibility: Sets up sound systems, cables and monitor levels on mixers for studio, field or special events.

Minimum Education: High School or GED

## 2. Job Title: Audio Engineer II

Minimum General Experience: 4 years experience in a broadcast facility or a post production environment. Able to operate studio consoles and record audio

Functional Responsibility: Supervises audio technicians. Works closely with broadcast engineers. Sets up sound systems, cables, and monitor levels on mixers for studio, field, or special events.

Minimum Education: High School or GED

## 3. Job Title: Director of Photography with Gear

Minimum General Experience: 8 years experience in the field and the studio as camera operator and director with gear

Functional Responsibility: Full responsibility for the overall look, composition, lighting, and production of shooting; studies scripts to determine artistic interpretation, plans and arranges for shoots; plans, directs, and coordinates filming or taping, instructs camera operators on the position and angle of shots, coordinates lighting and sound; may select, and cast for roles, conduct screen tests and auditions; directs the shoot in the field and/or studio and; acts as liaison with the Producer, actors, and the technical staff. Works closely with the lighting designer and supervising or executive producer and has control over the setup of shots, oversees the film or video scope and direction; full responsibility for the overall look, composition, lighting, and production of shooting; works with the cinematographer to determine power and equipment requirements for each location

Minimum Education: BA, Communication/Film or equivalent or additional years of relevant experience acceptable

## 4. Job Title: Director of Photography without Gear

Minimum General Experience: 8 years experience in the field and the studio as camera operator and director without gear

Functional Responsibility: Full responsibility for the overall look,

composition, lighting, and production of shooting; studies scripts to determine artistic interpretation, plans and arranges for shoots; plans, directs, and coordinates filming or taping, instructs camera operators on the position and angle of shots, coordinates lighting and sound; may select, and cast for roles, conduct screen tests and auditions; directs the shoot in the field and/or studio and acts as a liaison with the Producer, actors, and the technical staff. Works closely with the lighting designer and supervising or executive producer and has control over the setup of shots, oversees the film or video scope and direction; full responsibility for the overall look, composition, lighting, and production of shooting; works with the cinematographer to determine power and equipment requirements for each location

Minimum Education: BA, Communication/Film or equivalent or additional years of relevant experience acceptable.

#### 5. Job Title: Editor I

Minimum General Experience: 1 year experience in an edit room or as an assistant editor in film or video; Working knowledge of technical video editing equipment operation

Functional Responsibility: Responsible for organizing the sound and film elements in preparation for the edit. Assists the edit team in organizing, modifying, and completing finished program material for client approval.

Minimum Education: BA degree in Media/Communications or equivalent or additional years of relevant experience acceptable.

#### 6. Job Title: Senior Editor

Minimum General Experience: 5 years experience in editing film or video; working knowledge of technical video editing equipment operations.

Functional Responsibility: Provides a full range of services as an editor, overseer of graphics and work with linear and non-linear edit systems.

Capable of acting in a supervisory capacity; Organizes modifies, and completes finished program material for client approval by editing the visual elements of the film or video into a rough cut, a fine cut and sound and final editing into deliverable forms along with work orders for client billing. Operates and maintains editing equipment and software systems and duplicates edited material. Works with color correction, online session and mix if necessary submits shot sheet and gets music cut sheet.

Minimum Education: BA degree in Media/Communications or equivalent or additional years of relevant experience acceptable.

#### 7. Job Title: Producer

Minimum General Experience: 2 years as a producer in broadcast film, cable or multimedia industry; has experience in the studio and the field with video, film, webcasts and/or live production events. Working knowledge of audio and video engineering, camera operation, lighting

and editing. Functional Responsibility: Manages, instructs, and organizes various aspects of a production; has financial responsibility for managing the full budget for a video, film, CD-ROM, DVD in long or short format. May be responsible for hiring and managing entire cast and crew for a production and all aspects of the program.

Minimum Education: BA degree in Media/Communications or equivalent or additional years of relevant experience acceptable.

8. Job Title: Field Audio Operator with Gear

Minimum General Experience: 5 years of experience as a field audio operator, with own gear providing audio support to EFP or ENG camera crew; capable of “milking” any situation, interior or exterior, mixing on a variety of equipment and provide recording capabilities.

Functional Responsibility: Makes sure audio live feeds are transmitted clearly by verifying receipt to site. Ensures proper audio equipment for production and effective audio for shoot.

Minimum Education: High School or GED

9. Job Title: Field Audio Operator without Gear

Minimum General Experience: 5 years of experience as a field audio operator, without own gear providing audio support to EFP or ENG camera crew; capable of “milking” any situation, interior or exterior, mixing on a variety of equipment and provide recording capabilities.

Functional Responsibility: Makes sure verifying receipt to site, Ensures proper audio equipment for production and effective audio for shoot transmits audio live feeds clearly.

Minimum Education: High School or GED

10. Job Title: Gaffer

Minimum General Experience: 1 year of relevant working experience with handling and setting up lighting, audiovisual, and/or video production support equipment

Functional Responsibility: Responsible for setting up, striking the set and lighting the set. Works with electrical and lighting equipment; in a studio may operate light board.

Minimum Education: High School or GED

11. Job Title: Makeup

Minimum General Experience: 1 year experience as a makeup artist for still photography, television or film; experienced with makeup applications to all types/color of skin and hair; Familiar with a wide variety of makeup products and allergen reactions.

Functional Responsibility: Prepares performers skin for the application and removal of makeup; Provide own makeup kit and/or equipment for special effects and even prosthetics is required.

Minimum Education: High School or GED, plus training or degree in cosmetology.

12. Job Title: Producer I

Minimum General Experience: 5 years as an associate producer or production assistant; Must have an understanding of all elements of production and some writing skills

Functional Responsibility: Higher level of management responsibility for producing segments for a show, roll ins for live taping in a studio; obtain releases, transportation for crews, book travel for crews, provides for other field crew needs; In addition, provides logistical and editorial support, research on shooting location, or historical information

Minimum Education: BA, TV/Film or equivalent field or additional years of relevant experience acceptable

# Labor Category & Labor Rates

## GSA CURRENT PRICES

### PRODUCTION

FIELD PRODUCER

\$554.00 DAY

PRODUCTION ASSISTANT

\$181.35 DAY

STANDARD DEFINITION TWO-MAN CREW

\$1,360.00 DAY (10 HOURS)

\$1,026.00 HALF DAY (5 HOURS)

STANDARD DEFINITION ONE-MAN CREW

\$1,050.00 DAY (8 HOURS)

\$830.68 HALF DAY (4 HOURS)

HI-DEFINITION TWO-MAN CREW

\$2,062.00 DAY (10 HOURS)

\$1,578.00 HALF DAY (5 HOURS)

MAKEUP ARTIST

\$554.00 DAY (8 HOURS)

\$430.00 HALF DAY (4 HOURS)

FIELD TELEPROMPTER W/ OPERATOR

\$526.42 DAY (8 HOURS)

\$358.92 HALF DAY (4 HOURS)

DIRECTOR OF PHOTOGRAPHY

\$717.84 DAY (10 HOURS)

\$526.41 HALF DAY (5 HOURS)

FIELD AUDIO

\$543.04 DAY (10 HOURS)

\$443.30 HALF DAY (5 HOURS)

FIELD LIGHTING GAFFER

\$670.00 DAY (10 HOURS)

STILL PHOTOGRAPHER

\$1,007.50 DAY

STUDIO TECHNICAL DIRECTOR

\$717.84 DAY (8 HOURS)

STUDIO CAMERAMAN

\$382.85 DAY (8 HOURS)

\$334.99 HALF DAY (4 HOURS)

STUDIO AUDIO PERSON

\$526.41 DAY (8 HOURS)

\$430.70 HALF DAY (4 HOURS)

PRODUCTION MANAGEMENT

\$112.50 HOUR

DIRECTOR

\$93.75 HOUR

SCRIPTWRITER

\$87.50 HOUR

SENIOR PRODUCER

\$725.40 DAY (10 HOURS)

**POST PRODUCTION**

AVID EDITING

\$176.81 HOUR

AVID LOADING OUTSIDE OF EDIT SESSION

\$65.50 HOUR

GRAPHICS DESIGNER W/ COMPUTER

\$181.35 HOUR

VIDEO/AUDIO COMPRESSIONS WITHOUT EDITOR

\$90.92 HOUR

SENIOR EDITOR 8 HR DAY

\$622.13 DAY (8 HOURS)

GRAPHICS DESIGNER WITHOUT COMPUTER

\$592.41 DAY (8 HOURS)

AUDIO VOICEOVER RECORD

\$136.00 HOUR

AUDIO SWEETENING & SOUND DESIGN

\$181.35 HOUR

CLOSED AND OPEN CAPTIONING

\$478.56 PER

## **TAPE STOCK**

BETA TAPE 30 MIN

\$25.20 PER

TAPE STOCK DIGIBETA 0-12 MIN

\$38.53 PER

DIGIBETA 40 MIN EACH

\$64.22 PER

DIGIBETA 64-94 MIN EACH

\$115.61 PER

MINI DV 60 MIN EACH

\$17.12 PER

DVC PRO AJP - 66 MIN EACH

\$25.69 PER

DVC PRO AJP - 126L MIN

\$42.81 PER

HD CAM 6 MIN

\$29.97 PER

HD CAM 40 MIN

\$55.66 PER

HD CAM 64HD

\$85.63 PER

DVD

\$8.56 PER

## **DUPLICATION SERVICES**

DVD DUPLICATION FROM TAPE

0-10 MIN MASTERING FROM STANDARD DEF TAPE

\$17.12 PER

10-30 MIN MASTERING FROM STANDARD DEF TAPE

\$29.97 PER

30-60 MIN MASTERING FROM STANDARD DEF TAPE

\$42.81 PER

DVD TO DVD DUPLICATION

0-10 COPIES

\$12.84 PER

11-20 COPIES

\$10.27 PER

21-30 COPIES

\$8.56 PER