



NAMMS

Native American Management Services, Inc.

Advertising and Integrated Marketing Solutions | AIMS

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

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

Contract #: GS-23F-0130S
(Small Business Set-Aside)

Native American Management Services, Inc.
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Native American Woman-Owned Small Disadvantaged Business

Contract #: GS-23F-0130S (Small Business Set-Aside)

FCS GROUP: 541

SIN	Description
541-3	Web Based Marketing Services
541-4D	Conference, Events, and Tradeshow Planning Services
541-4E	Commercial Photography Services
541-4F	Commercial Art and Graphic Design Services
541-2000	Other Direct Costs

Period Covered by Contract: **June 5, 2002 - June 4, 2012**

PRICELIST CURRENT THROUGH MODIFICATION #AO08, DATED JUNE 9, 2008.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Catalog and Price List

NAMS

Native American
Woman-Owned
Small Disadvantaged Business

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Native American Management Services, Inc. (NAMS) is a certified Native American, woman owned Small Disadvantaged Business. NAMS was founded in 1992 and has always been dedicated to serving our Federal clients in the Washington, DC metro area, across the continental United States, Alaska, Hawaii, and overseas. NAMS has additional offices in North Dakota, Oklahoma, and Texas.

ABOUT NAMS

NAMS is pleased to offer event management, marketing, media services, photography, and graphic design under the Federal Supply Schedule Contract for Advertising and Integrated Marketing Schedule (AIMS).

GSA/AIMS is an easy-to-use task order contract that allows Federal clients optimal access to pre-qualified contractors. This catalog describes our services available through GSA AIMS, and provides the information needed for ordering services and verifying pricing.

Our scope includes:

- Comprehensive support for over 100 meetings and conferences annually for Federal events, of all sizes and at many locations
- Expert planning, management, impeccable implementation, record and report keeping, and compliance with federal regulations

- Technical writing and editing, including biomedical material, culturally appropriate material, and marketing material
- Graphic design and publication management
- Public relations, communications plans, and communication strategies and tactics relating to the Native American community
- Subject matter experts on communications

NAMS delivers timely and well managed services and reporting to our Federal clients. NAMS won awards for Outstanding Contractor of the Year in both 2004 and 2006 from Health & Human Services' Administration for Children & Families. Our current clients include offices in the Department of Commerce, Department of Defense, Department of Homeland Security, Department of Housing and Urban Development, the Environmental Protection Agency, and the Department of Health & Human Services.

CUSTOMER INFORMATION

1a. AWARDED SPECIAL ITEM NUMBERS (SINs):

541-3	Web Based Marketing Services
541-4D	Conference, Events, and Tradeshow Planning Services
541-4E	Commercial Photography Services
541-4F	Commercial Art and Graphic Design Services
541-2000	Other Direct Costs

See Table of Contents for Cross Reference to Item Descriptions and Awarded Prices.

1b. LOWEST PRICE MODEL NUMBER AND PRICE FOR EACH SIN:

SIN	MODEL	PRICE
N/A	Services	

1c. SERVICES OFFERED and HOURLY RATES:

See Price List (pgs. 5, 6, 7, 8-13)

2. MAXIMUM ORDER:

\$1,000,000 per SIN for all SINs under this contract.

3. MINIMUM ORDER:

\$100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

Domestic

5. POINTS OF PRODUCTION:

Same as Contractor

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:

Prices shown herein are Net discounted. See approved pricelist.

7. QUANTITY DISCOUNTS:

None

8. PROMPT PAYMENT TERMS:

0% Net 30 Days

9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:

Contractor accepts purchase cards up to the micro-purchase threshold.

9b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:

Contractor accepts purchase cards above the micro-purchase threshold.

10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):

Not Applicable

11a. TIME OF DELIVERY:

Per Statement of Work (SOW).

11b. EXPEDITED DELIVERY:

Items available for expedited delivery are noted in this price list and per SOW.

11(b) and 11(c) expedited delivery, overnight and 2-day delivery available per SOW.

11c. OVERNIGHT AND 2-DAY DELIVERY:

Consult with Contractor

11d. URGENT REQUIREMENTS:

Consult with Contractor

12. F.O.B. POINT(S):

Destination

13a. ORDERING ADDRESS(ES):

Same as Contractor's address

13b. ORDERING PROCEDURES:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in (FAR) 8.405-3. A sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS (ES):

Same as Contractor's address

15. WARRANTY PROVISION:

N/A

16. EXPORT PACKING CHARGES:

N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):

N/A

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:

N/A

19. TERMS AND CONDITIONS OF INSTALLATION:

N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNT FROM LIST PRICES:

N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:

N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS:

N/A

22. LIST OF PARTICIPATING DEALERS:

N/A

23. PREVENTATIVE MAINTENANCE:

N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:

N/A

24b. SECTION 508 COMPLIANCE FOR EIT:

N/A

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

92-6318916

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:

Native American Management Services, Inc. is registered.

11(b) and 11(c) expedited delivery, overnight and 2-day delivery available per SOW.

AIMS LABOR CLASSIFICATION AND RATES

CLIENT SITE

MFC Labor Category	06/05/07-06/04/08	06/05/08-06/04/09	06/05/09-06/04/10	06/05/10-06/04/11	06/05/11-06/04/12
Senior Project Manager	63.07	65.27	67.56	69.92	72.37
Project Assistant	35.58	36.83	38.12	39.45	40.83
Administrative Assistant	31.34	32.44	33.57	34.75	35.96
Conference Management Director	70.36	72.82	75.37	78.01	80.74
Senior Conference Coordinator	59.33	61.40	63.55	65.78	68.08
Conference Coordinator	37.87	39.19	40.56	41.98	43.45
Conference Resource Specialist	41.38	42.83	44.33	45.88	47.48
Graphic Artist (MMS)	48.21	49.89	51.64	53.45	55.32
Project Director	116.50	120.58	124.80	129.17	133.69
Project Manager	61.84	64.00	66.24	68.56	70.96
Graphics Designer	58.49	60.54	62.66	64.85	67.12
Web Content Specialist	56.24	58.21	60.24	62.35	64.54
Web Developer	62.05	64.23	66.47	68.80	71.21
Statistical Analyst	60.26	62.37	64.56	66.82	69.15
Sr. Policy Analyst	40.18	41.58	43.04	44.54	46.10
Sr. Technical Writer/Editor	60.17	62.28	64.46	66.71	69.05
Technical Writer/Editor	52.22	54.05	55.94	57.90	59.93
Senior Statistical Analyst	72.31	74.84	77.46	80.17	82.98
Director – Video/Film	102.31	105.89	109.59	113.43	117.40
Assistant Director – Video/Film	86.06	89.08	92.19	95.42	98.76
Creative Director	80.33	83.14	86.06	89.07	92.18
Producer – Video/Film	77.58	80.29	83.10	86.01	89.02
Video/Film Writer	77.58	80.29	83.10	86.01	89.02
Senior Non-Linear Editor	77.58	80.29	83.10	86.01	89.02
Sr. Research Analyst	60.26	62.37	64.56	66.82	69.15
Research Analyst	52.22	54.05	55.94	57.90	59.93
Sr. Documentation Specialist	56.24	58.21	60.24	62.35	64.54
Documentation Specialist	40.18	41.58	43.04	44.54	46.10
Imaging Specialist	52.22	54.05	55.94	57.90	59.93
Voice Over Artist/Narrator	86.06	89.08	92.19	95.42	98.76

AIMS LABOR CLASSIFICATION AND RATES

NAMS SITE

MFC Labor Category	06/05/07-06/04/08	06/05/08-06/04/09	06/05/09-06/04/10	06/05/10-06/04/11	06/05/11-06/04/12
Senior Project Manager	92.60	95.84	99.19	102.67	106.26
Project Assistant	52.24	54.07	55.96	57.92	59.95
Administrative Assistant	46.01	47.62	49.29	51.01	52.80
Conference Management Director	103.30	106.92	110.66	114.53	118.54
Senior Conference Coordinator	87.11	90.15	93.31	96.57	99.96
Conference Coordinator	55.59	57.54	59.55	61.64	63.80
Conference Resource Specialist	60.76	62.88	65.08	67.36	69.72
Graphic Artist (MMS)	70.78	73.25	75.82	78.47	81.22
Project Director	171.05	177.03	183.23	189.64	196.28
Project Manager	90.31	93.47	96.74	100.12	103.63
Graphics Designer	85.87	88.88	91.99	95.21	98.54
Web Content Specialist	82.58	85.47	88.46	91.56	94.76
Web Developer	88.33	91.42	94.62	97.93	101.36
Statistical Analyst	88.47	91.57	94.77	98.09	101.52
Sr. Policy Analyst	58.99	61.05	63.19	65.40	67.69
Sr. Technical Writer/Editor	88.47	91.57	94.77	98.09	101.52
Technical Writer/Editor	76.68	79.36	82.14	85.01	87.99
Senior Statistical Analyst	106.17	109.89	113.73	117.71	121.83
Director – Video/Film	99.46	102.95	106.55	110.28	114.14
Assistant Director – Video/Film	86.06	89.08	92.19	95.42	98.76
Creative Director	80.33	83.14	86.06	89.07	92.18
Producer – Video/Film	77.58	80.29	83.10	86.01	89.02
Video/Film Writer	77.58	80.29	83.10	86.01	89.02
Senior Non-Linear Editor	77.58	80.29	83.10	86.01	89.02
Sr. Research Analyst	88.47	91.57	94.77	98.09	101.52
Research Analyst	76.68	79.36	82.14	85.01	87.99
Sr. Documentation Specialist	82.58	85.47	88.46	91.56	94.76
Documentation Specialist	58.99	61.05	63.19	65.40	67.69
Imaging Specialist	76.68	79.36	82.14	85.01	87.99
Voice Over Artist/Narrator	86.06	89.08	92.19	95.42	98.76

OTHER DIRECT COSTS-ODCS

Audio Visual Equipment and Presentation Supplies (ODCs)	Price w/IFF
TWO-WAY RADIO	45.34 ea.
10.5"x14" MW Screen Surface	191.44 ea.
Six Channel Mixing Console	50.38 ea.
Dynamic Microphone	40.30 ea.
LCD Projector	705.29 ea.
Microphone Desk Stand	40.30 ea.
Microphone Floor Stand	40.30 ea.
Standard Overhead Projector	95.72 ea.
VHS Player/Recorder	85.64 ea.
Pad w/ Markers	40.30 ea.
Audio Technican	50.38 hr.
10"x10" MW Screen Surface	191.44 ea.
Eight Channel Mixing Console	100.76 ea.
8"-12" Zoom Lens	35.26 ea.
Powered Speaker	95.72 ea.
Standard 35mm Projector	95.72 ea.
Wireless 35mm Remote	35.26 ea.
Wireless UHF Lavalier Transmitter	181.36 ea.
8.5"x11", 24 page booklet, saddle stitched, prints 4x4 color process with bleeds on 80# silk text	9.29 ea.
11 "x11.875" Color Copy Cover (65# White Paper)	1.18 ea.
8"x16" Black and White Programs (65# White Paper)	1.39 ea.
11 "x17" Table Tents (65# White Paper)	2.74 ea.
8.5"x11" Site Maps (Bonds 20# White Paper)	0.50 ea.
Laminated Badges with Imprinted Name	1.31 ea.
Badge Setup Charge	25.19 ea.
Badges/Blank	0.36 ea.
30" Nickle Ball Chain	0.33 ea.
2'x6' Double Laminated Banner	302.27 ea.
Cotton Canvas Bag with 22" handles and one color imprint. Snap closure and front pocket. 18"x14"x7" gusset.	6.84 ea.
Photographic Reproduction on Canvas Bag	2.22 ea.

OTHER DIRECT COSTS-ODCS

ODC Item/Support Labor	GSA w/IFF
Podium Light Kit 2-Pack incl. 6% sales tax	133.98 ea.
Printer rental per day incl. 6% sales tax	133.98 ea.
High Volume Copier per day rental incl. 6% sales tax	562.73 ea.
Flipchart Easel/per day incl. 6% sales tax	58.95 ea.
VGA 50' Cable/per day incl. 6% sales tax	37.52 ea.
8' Tripod Screen per day incl. 6% sales tax	58.95 ea.
Maxell Microcassette tape, 60-minute, Pack of 9	23.29 pack
All Purpose Ivory Box Cutter	1.02 ea.
Keynote Speaker/Master of Ceremonies	10,075.57 ea.
General Session Room/Rental	6,177.33 day
Breakout Room/rental	3,425.69 day
Staff Office Computer with extension cords	1,179.67 ea.
Re-Key room/per door	25.19 ea.
Flowers per Table incl. 5.75 % sales tax	63.93 ea.
Ballroom rental for Event	21,158.69 ea.
Event Charges per person	65.49 ea.
Event Service charge per person	21.33 ea.
Coat Check per person Tax incl. 5.75%	1.60 ea.
Courier	293.13 ea.
Open Coffee Break/Breakfast per person incl 20% gratuity and 10% tax	56.32 ea.
Dinner per person incl 20% gratuity and 10% tax	55.01 ea.
Reception per person incl 20% gratuity and 10% tax	48.73 ea.
Room Rental/per day	321.41 ea.
Room Shortfall incl. 14.5% sales tax	172.58 ea.
Open Lunch/per person incl 20% gratuity and 10% tax	51.08 ea.
Blk. Pipe and Drape per ft.	12.09 sf.
Banners	237.86 ea.

OTHER DIRECT COSTS-ODCS

ODC Item/Support Labor	GSA w/IFF
Certificates of Training	1.26 ea.
22"x28" Inkjet Theme Sign	70.53 ea.
22"x28" Inkjet Theme Smart signs w/Legal SmartLens/ea	95.72 ea.
22"x28" Inkjet Theme SmartSigns w/2 Legal SmartLens/ea	120.91 ea.
8-Way Directional Arrows	10.08 ea.
18"x18" Inkjet Theme Signs	50.38 ea.
4"x24" Information Message Board Theme Sign	50.38 ea.
Binders, 1.5" black clear view	5.04 ea.
Tabs	1.89 ea.
Color copies	6.35 ea.
Sets of white copies, 3 hole drilled	18.49 ea.
Sets of blue copies, 3 hole drilled	2.42 ea.
Professional Reporter/per page	5.58 page.
Design and Production of Conference Souvenir Book	22,468.51 ea.
Interpreting Service for the Deaf	2,604.53 ea.
Printing/Two-Pocket Folders/ea	2.33 ea.
6' x 10' Exhibit Booth rental	95.72 ea.
4'x8' Posterboard rental	2,921.91 ea.
36"x89" Print on 10mil Reverse Print lexan w/10mil White Backer	459.95 ea.
26"x89" Print on 10mil Reverse Print lexan w/10mil White Backer	338.74 ea.
Sets of Prints on 10mil Reverse Print Lexan w/10mil White Backer	780.86 ea.
FedEx Shipping	614.11 ea.
6' Curved Tabletop Display	599.50 ea.
14" Dia. Plastic Graphics Shipping Case	156.17 ea.
Inside Page Ad	19,199.64 ea.
50" Plasma Display	2,455.92 ea.
Portable Displays, Floor/tabletop display	1,342.07 ea.
MagnaPop Portable Display, 8ft	1,455.92 ea.
Podium W/Mic	186.40 ea.
Table Top Mic	120.91 ea.
Laptop Computer	277.08 ea.

OTHER DIRECT COSTS-ODCS

ODC Item/Support Labor	GSA w/IFF
VCR	85.64 ea.
Executive Laser Pointer	50.38 ea.
Internet per room	654.91 ea.
FAX/MODEM W/Direct Dial day/line plus cost of calls	186.40 ea.
VF85 Sony DSC-1024HD Scan Converter/per day	352.64 ea.
Multi Outlet Power Strip w surge protection	50.38 ea.
115V,20A, AC, Single Phase, 2000 Watts	125.94 ea.
Motorola P1225 UHF 16 CH Radio	50.38 ea.
Pre-test AV Equipment/daily	453.40 day.
BC45 Wireless Computer Mouse	65.49 ea.
Photo Services	2,619.65 ea.
Cultural/Ceremonial Performance	503.78 ea.
Freight (Economy Air)	1.30 lb..
Continental Breakfast/per person incl 21% gratuity and 10% tax	33.00 ea.
Afternoon Break (Snacks)/per person incl 21% gratuity and 10% tax	29.04 ea.
Freshly Brewed Regular Coffee/per gallon incl 21% gratuity and 10% tax	79.19 gal.
Freshly Brewed Decaffeinated Coffee/per gallon incl 21% gratuity and 10% tax	79.19 gal.
Regular and Diet Soft Drinks incl 21% gratuity and 10% tax	5.94 ea.
Fiji and Pelligrino incl 21% gratuity and 10% tax	6.60 ea.
Deli Buffet Lunch incl 21% gratuity and 10% tax	52.80 ea.
Sandwich Wrap Lunch Buffet incl 21% gratuity and 10% tax	52.80 ea.
Sandwich Lunch Buffet incl 21% gratuity and 10% tax	52.80 ea.
Dinner/Carving Station incl 10% tax	371.28 ea.
Imported & Domestic Cheese Display/ per person incl 10% tax	12.75 ea.
Fresh Garden Vegetable Crudite/per person incl 10% tax	10.53 ea.
Spinach and Feta Phyllo Triangle/per piece incl 10% tax	4.71 ea.
Coconut Fried Shrimp/per piece incl 10% tax	5.54 ea.
Chicken Satay with Spicy Peanut Sauce/per piece incl 10% tax	4.99 ea.
Bartender incl 10% tax	138.54 hr.
Cashier incl 10% tax	110.83 hr.
Labor Charge for TwentyFive or Less incl 10% tax	83.12 hr.
Uniformed Chef Attendant for Carving Station incl 10% tax	138.54 hr.

LABOR DESCRIPTIONS

SENIOR PROJECT MANAGER

Functional Responsibility: Manages multiple projects and projects managers. Serves as overall lead or director on complex projects and multiple agencies. The Senior Project Manager is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively, efficiently, and on time. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired, BA/BS required.

Experience: 3 or more years relevant experience.

PROJECT ASSISTANT

Functional Responsibility: Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.

Education: BA/BS desired, HS required.

Experience: 1 or more years relevant experience.

ADMINISTRATIVE ASSISTANT

Functional Responsibilities: In direct support of professional positions, conducts a variety of clerical and administrative activities. Maintains office files. Provides word processing, spreadsheets and graphics as desired; other duties as assigned.

Education: HS required.

Experience: 2 or more years relevant experience.

CONFERENCE MANAGEMENT DIRECTOR

Functional Responsibilities: Provides oversight on conference management projects. Serves as a lead on complex projects and multiple agency contracts and serves as the principle liaison between the contractors and multiple government agencies. The CMD is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively and efficiently, on time and within budget. Coordinates manpower and resources for conference projects. Assures quality control programs are in place and consistent on all projects assigned.

Education: BA/BS required.

Experience: 7 or more years relevant experience.

SENIOR CONFERENCE COORDINATOR

Functional Responsibility: Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with the clients to assess needs. Identifies site selections and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

Education: BA/BS required.

Experience: 3 or more years relevant experience.

CONFERENCE COORDINATOR

Functional Responsibility: Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with the clients to assess needs. Identifies site selections and criteria. Researches and recommends site selection information.

Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

Education: BA/BS required.

Experience: 2 or more years relevant experience.

CONFERENCE RESOURCE SPECIALIST

Functional Responsibility: Processes advanced registrations, issues receipts, sends confirmation letters, maintains conference databases and addresses questions from the attendees. Supports on-site meeting and registration services, editorial services, travel support and computer support. Acts as liaison with clients, associates and the general public.

Education: HS required.

Experience: 3 or more years relevant experience.

GRAPHIC DESIGNER

Functional Responsibility: Provides graphic design, illustration, and digital image manipulations and multimedia presentations. Produces the highest quality documents, web page briefings, videos, conference materials and conceptual art. Coordinates design projects and has excellent communication and organizational skills.

Education: BA/BS required.

Experience: 3 or more years relevant experience.

GRAPHIC ARTIST

Functional Responsibility: Prepares art and graphic design/illustration projects. Conceptualizes designs and produces trade show booths and or other types of exhibits and their accompanying materials. Designs graphic material for project presentation.

Education: Associates of formal training in graphic design or acknowledge mastery and recognition as a professional artist.

Experience: 5 or more years relevant experience.

PROJECT DIRECTOR

Functional Responsibility: Provides oversight on complex projects and multiple agency contracts. Directs all projects and tasks assigned. Identifies staffing needs and provides staff supervision. Develops standard operating procedures and implements quality control standards and sees that they are met. Maintains oversight and ultimate responsibility for proposals and presentations. Prepares and monitors project budgets and ensures that client needs are met.

Education: MA/MS desired, BA/BS required.

Experience: 8 or more years relevant experience.

PROJECT MANAGER

Functional Responsibility: Serves as a lead on complex projects and multiple agency contracts and serves as principle liaison between the contractor and multiple government agencies. The Project Manager is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively, efficiently, and on time. Coordinates man power and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired, BA/BS required.

Experience: 8 or more years relevant experience.

WEB CONTENT SPECIALIST

Functional Responsibilities: Prepares text materials in a web-enabled structure and format to facilitate meaningful replication of data, text, or graphics in to a web page.

Education: BA/BS required.

Experience: 3 or more years relevant experience.

WEB DEVELOPER

Functional Responsibilities: Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 50-compliant web applications for relational database and/or data retrieval systems.

Education: BA/BS required.

Experience: 3 or more years relevant experience.

SENIOR STATISTICAL ANALYST

Functional Responsibilities: Collects, classifies and analyzes quantified and statistical data in projects and special studies. Develop study plans, determines data needs, and statistical techniques to be applied, and prepares reports and studies.

Education: Master's Degree in Finance or related field.

Experience: 8 or more years relevant experience.

SENIOR POLICY ANALYST

Functional Responsibilities: Position will include reviewing agency records, collecting and analyzing data, interviewing agency staff, researching laws, drafting policy alternatives, designing and executing program evaluations, management reviews, budget analyses and policy analyses.

Education: Master's Degree in Finance or related field.

Experience: 8 or more years relevant experience.

SENIOR TECHNICAL WRITER/EDITOR

Functional Responsibilities: Provides high quality writing, editing and print management services. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires extensive experience in meeting a wide range of document and publication requirements. This includes research, analysis, writing, compilation, editing and coordination of production.

Education: BA/BS required

Experience: 3 or more years relevant experience.

TECHNICAL WRITER/EDITOR

Functional Responsibilities: Provides high quality writing, editing and print management services. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires extensive experience in meeting a wide range of document and publication requirements.

Education: BA/BS required

Experience: 0-2 years of relevant experience.

STATISTICAL ANALYST

Functional Responsibilities: Assists with the design implementation and management of studies. Will assist with the assembling and managing data sets, processing and analyzing surveys and data.

Education: BA/BS required

Experience: 4 or more years relevant experience.

DIRECTOR-VIDEO/FILM

Functional Responsibilities: Directs cast (trained or untrained actors) and production crew (cinematographers, sound recordists, graphic artists, set designers). Translates dramatic or technical scripts into storyboards. Directs live-to-air broadcast programs as well as field production of personal interviews, dramatic or documentary footage. Translates verbal ideas into visual concepts. Conducts rehearsal (including blocking and choreography of performers). Designs lighting and visual style of production. Supervises and designs all phases of post production, including musical scoring, editing, animation, and color correction. Analyzes script for dramatic focus, chronology, and dialog.

Education: BA required

Experience: 5 or more years relevant experience.

ASSISTANT DIRECTOR-VIDEO/FILM

Functional Responsibilities: Assists director in translation of the screenplay or script into final product. Creates schedules and master plan for production, choreographs complex cinematography and coordinates use of personnel and equipment on location or in-studio. Breaks down scripts into executable plan and insures continuity of scenes into edited master of program. Schedules crews and actors, makes daily financial reports. Make audio and visual script logs.

Education: BA required

Experience: 3 or more years relevant experience.

CREATIVE DIRECTOR

Functional Responsibilities: Translates client's objectives and goals into written treatment or text, clarifying ideas and themes. Converts ideas of subject matter experts into proper visual interpretation. Supervises writers assigned to the production or writes script if budget limits the size of the creative team. Understands and insures legal and copyright guidelines of materials used in production. Insures color and thematic continuity of 'titing, graphics, print and web material.

Education: BA required

Experience: 4 or more years relevant experience.

PRODUCER - VIDEO/FILM

Functional Responsibilities: Coordinates all phases of production with client, project manager and crew. Communicates all phases of production with client, project manager, facilities and crew. Formulates approval process and schedule. Analyzes demographic attributes of target audience of program. (May conduct focus group or market testing.) Estimates costs, prepares spread sheets, and designs contingency plans. Insures legal licensing requirements and copyrights of written or recorded material. Prepares legal releases of talent and key design personnel. Manages production schedule for all elements of project. Maintains thorough knowledge of industry standards, practices and innovation..

Education: BA required

Experience: 0 or more years relevant experience.

VIDEO/FILM WRITER

Functional Responsibilities: Understands client’s objectives and goals and converts them into written scenes using dialog or actions. Has excellent command of writing skills and clear expression of ideas. Writes text for graphic designs and titles. Analyzes and understands unique demographics for program audience. Expert knowledge of journalism and print guidelines and grammatical standards in U.S.A. and U.K. Designs hyper writing and weblinks (cyber-writing). Thorough knowledge of industry standards and practices when referencing historical or scientific material..

Education: MA Desired, BA required
Experience: 3 or more years relevant experience.

SENIOR NON-LINEAR EDITOR

Functional Responsibilities: Prepares draft or final form programming on non-linear editing systems such as AVID or Final Cut Pro. Creates graphics or animation using Photoshop or Adobe Aftereffects. Selects and edits music. Creates natural or ambient soundtracks as necessary. Familiar with wide ranging editing styles and techniques found in broadcast, dramatic and documentary programming. As necessary, shapes, condenses or refashions programming for different audiences..

Education: BA required
Experience: 0 or more years relevant experience.

SENIOR RESEARCH ANALYST

Functional Responsibilities: Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices. Directs or supervises projects.

Education: BA/BS and MA/MS or relevant certification such as Six Sigma. PhD or MBA highly desirable;
Experience: 5 or more years relevant experience.

RESEARCH ANALYST

Functional Responsibilities: Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices. Directs or supervises projects.

Education: BA/BS and MA/MS or relevant certification such as Six Sigma. PhD or MBA highly desirable;
Experience: 3 or more years relevant experience.

SENIOR DOCUMENTATION SPECIALIST

Functional Responsibilities: Ability to perform, plan, and organize on documentation and content management requirements. May lead teams, supervise staff, and be responsible for reporting.

Education: HS plus specialized training desirable;

Experience: 5 or more years relevant experience.

DOCUMENTATION SPECIALIST

Functional Responsibilities: Ability to process and perform on documentation and content management requirements. Requires excellent organizational skills and cooperative experience.

Education: HS plus specialized training desirable;

Experience: 2 or more years relevant experience.

IMAGING SPECIALIST

Functional Responsibilities: Provides highly technical and specialized solutions to complex imaging issues. Performs analyses, studies, recommendations and reports on imaging related topics.

Education: Specialized training desirable;

Experience: 0 or more years relevant experience.

VOICE-OVER ARTIST/NARRATOR

Functional Responsibilities: Provide narration of commercial and independent films/media such as on-line workplace training courses; audio textbooks excerpts; recording for dial-in newspaper service; recording/narration of text books and employee orientation videos.

Education: BA in relevant field of study;

Experience: 2 or more years relevant experience.

AIMS CONTACTS

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