



GENERAL DYNAMICS
Information Technology

DISAST
RECOV

**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:
<http://www.GSAAdvantage.gov>.

**Advertising & Integrated Marketing Services (AIMS)
Federal Supply Group: 541**

Contract No: GS-23F-0351N

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

**Contract Period: 9/26/2003 - 9/25/2008
Price List Effective: February 27, 2007
Current Through Modification FX47**

**GENERAL DYNAMICS INFORMATION TECHNOLOGY, INC.
3211 Jermantown Road
Fairfax, VA 22030**



Technical: 703-246-0930
Contracts: 703-246-0624
Fax: 703-246-0682

Website: www.anteon.com
Business Size: Large

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CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs):

SIN 541-1	Advertising Services	Page 8
SIN 541-2	Public Relations Services	Page 8
SIN 541-4B	Video/Film Production	Page 8
SIN 541-4C	Exhibit Design & Implementation Services	Page 8
SIN 541-5	Integrated Marketing Services	Page 8
SIN 541-1000	Other Direct Costs	Page 8

1b. Pricing:

General Dynamics Information Technology, Inc.'s (GDIT's) Labor Category rates proposed in support of all SINs and are valid for all sites.

See Appendix 1 for GDIT Labor Rates. See Appendix 3 for ODC Ceiling Rates.

1c. Hourly Rates: See Appendix 2 for Labor Category Descriptions.

2. Maximum Order: \$1,000,000 - all SINs

3. Minimum Order: \$100

4. Geographic Coverage: The geographic scope of this contract encompasses the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and overseas U.S. Government installations.

5. Points of Production: Fairfax, VA

6. Discount from List Prices or Statement of Net Price: Prices shown are net prices.

7. Quantity Discounts: None

It is GDIT's practice to review each task order for factors that may allow us to propose discounted labor rates.

8. Prompt Payment Terms: Payment terms are Net 30 calendar days.

9. a. Government Purchase Cards Below the Micro-purchase Threshold: GDIT will accept Government Purchase Cards for task orders placed that are below the micro-purchase threshold.

b. Government Purchase Cards Above the Micro-purchase Threshold: GDIT will accept Government Purchase Cards for task orders placed that are above the micro-purchase threshold.

10. Foreign Items: N/A

11. a. Time of Delivery: As negotiated in each task order.

b. Expedited Delivery: The items available for expedited delivery are noted in this price list:

For all SINs – negotiated on a task order basis.

c. Overnight and 2-day Delivery. Same as Expedited Delivery above.

d. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. Point(s): The F.O.B. Point is destination for all purchased end items ordered hereunder for the 48 contiguous states and the District of Columbia. Equipment purchased and destined to countries outside the 48 states shall be shipped F.O.B. Point of Embarkation. Charges for all insurance and shipping beyond the Point of Embarkation will be the responsibility of the Government. The Government may, at its option, elect to ship by Air Freight and the Government will pay all associated charges. Air Freight charges are on an "open market" basis only.

13. a. Ordering Address(es):

For mailed orders, the postal mailing address where paper form orders should be mailed is as follows:

General Dynamics Information Technology, Inc.
3211 Jermantown Road
Fairfax, VA 22030
Attention: Janet Skahill

Contract Administration:
Janet L. Skahill
Voice: (703) 246-0624
Fax: (703) 246-0682
Email: janet.skahill@gdit.com

Contact for Technical/Ordering Assistance or for placing orders via facsimile or email:

Skip Derick
Voice: (703) 246-0930
Fax: (703) 246-0294
Email: skip.derick@gdit.com

- 13. b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

Payment Via Wire Transfer:

General Dynamics Information Technology, Inc.
Citizens Bank of Pennsylvania
Account Number 610172-419-4
Routing Number 036076150

Payment Via Check/U.S. Mail:

General Dynamics Information Technology, Inc.
P. O. Box 360152
Pittsburgh, PA 15250-0152

15. Warranty Provision:

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty, as stated in the contract's commercial price list, will apply to this contract.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

16. Statement Concerning Availability of Export Packing:

Not available within the scope of this contract.

17. Terms and Conditions of Government Purchase Card Acceptance:

None.

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:

N/A

20a. Terms and Conditions for Any Other Services:

1. *Overtime and OCONUS Rates:* To be negotiated at the Task Order level.

2. *Non-local travel:* Non-local travel costs may be incurred as a result of specific orders issued pursuant to this Schedule. Travel will be priced as a separate line item in accordance with the Joint Travel Regulations or ordering agency regulations and shall be subject to appropriate burdens.

3. *Other Direct Costs (ODCs):* See Appendix 3 for the awarded ODCs. ODCs are awarded on a Task Order basis. The rates specified are ceiling rates. (Note: ODCs must be listed on the Schedule in order to be incorporated into a Schedule task order.)

4. *Delivery Orders with option years.* Task orders with option years may be placed against this GSA Schedule.

21. Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventive Maintenance: N/A

24. a. Environmental Attributes: N/A

24. b. Section 508 Compliance: If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at GDIT's homepage: www.anteon.com. The EIT standard can be found at: www.Section508.gov.

25. Data Universal Number System (DUNS) Number:

06-764-1597

26. Central Contractor Registration (CCR) Database:

GDIT has registered with the Central Contractor Registration (CCR) Database.

INFORMATION FOR ORDERING OFFICES

1. Type of Contractor - Large Business
2. Contractor's Taxpayer Identification Number (TIN):
54-1194322
3. CAGE Code: 07MU1
4. DUNS Number: 06-764-1597
5. **Inspection/Acceptance**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. Limitation of Liability

Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

7. Special Provisions for Task Orders

Agencies may incorporate provisions in their task orders that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.

8. Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency.

9. FAR 8.405-2 - Ordering Procedures for Services Requiring a Statement of Work

(a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists.

(b) *Statements of Work (SOWs).* All Statements of Work shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (e.g., security clearances, travel, special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see Subpart 37.6).

(c) *Request for Quotation procedures.* The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (e.g., experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see 8.402(d)).

(1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.

(2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*

(i) The ordering activity shall develop a statement of work, in accordance with 8.405-2(b).

(ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.

(iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the statement of work.

(3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of 8.405-2(c)(2), the ordering activity shall-

(i) Provide the RFQ (including the statement of work and evaluation criteria) to additional schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional schedule contractors, the ordering activity may consider, among other factors, the following:

- (A) The complexity, scope and estimated value of the requirement.
- (B) The market search results.

(ii) Seek price reductions.

(4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.

(d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see 8.404(d)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

10. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- (a) Manufacturer;
- (b) Manufacturer's Part Number; and
- (c) Product categories.

Agencies can browse *GSA Advantage!* By accessing the Internet World Wide Web utilizing a browser (ex. Netscape). The Internet address is <http://www.gsaadvantage.gov/>.

BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

CONTRACTOR TEAMING ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**GENERAL DYNAMICS INFORMATION
TECHNOLOGY, INC. (GDIT)
COMPANY OVERVIEW**

General Dynamics Network Systems and Anteon International Corp. have combined to form a new, world-class information technology services and systems integration organization - General Dynamics Information Technology.

The merging of these two companies creates a new top tier IT integrator - one that has the customer knowledge, domain expertise and proven performance to manage large-scale, mission-critical IT programs. Government agencies face expanding mission requirements with fewer resources, and need the integrated approach to business processes, information technology and operations that General Dynamics Information Technology can deliver.

General Dynamics Information Technology provides information technology, systems engineering and professional services to customers in the defense, intelligence, homeland security, federal civil and commercial sectors. With 16,000 employees worldwide, the company utilizes its deep mission understanding to deliver proven IT services and enterprise solutions in support of more than 1,000 customer communities. As a trusted systems integrator for more than 50 years, General Dynamics enables customers to achieve their expanding mission requirements, meet enterprise goals, and accomplish business objectives on-time and on-budget.

General Dynamics Information Technology has been formed from two industry-leading organizations.

[Anteon](#), a leading IT services company, provided government customers with the systems integration, strategy and program management, systems engineering, operations services, and simulation and training solutions necessary to manage the development and operations of mission-critical systems.

A world-class IT architect and systems integrator, the former [General Dynamics Network Systems](#), designed, built, integrated, and operated enterprise and wireless networks for national defense, intelligence and homeland security.

General Dynamics Information Technology is one of four companies that make up General Dynamics' Information Systems and Technology Group. Headquartered in Fairfax, Va., General Dynamics Information Technology has major offices throughout the Washington, DC metro area; Needham, MA; Norfolk and Chesapeake, VA; San Diego; Newport, RI; Oklahoma City; Sierra Vista, AZ; Italy; and the UK.

THE GDIT TEAM

GDIT has chosen three small business subcontractors to support us on this program; all specialize in AIMS-related task areas and will be called upon, as needed, to support task order requirements.

Eastpoint Communications, Inc. employs 40 full-time employees and has 25 years' experience in all facets of print and electronic marketing, advertising and communications.

OnLocation Multimedia, Inc., a small business with 15 people, focuses on specialized video/film production, on-site staging and lighting, and high-speed, high-definition video.

L.W. Milby Exhibits, Inc., a small business, employs nearly 20 experts in exhibit design, fabrication and tradeshow services.

SIN DESCRIPTIONS

SIN 541-1 ADVERTISING SERVICES

Services required under this SIN promote public awareness and public education of Federal Government programs and services and provide outdoor marketing services that will promote agencies' marketing, media, and public information efforts. Types of services include but are not limited to: pamphlets, magazines, booklets, brochures, leaflets, newsletters, newspaper advertisements, and catalogs. Other services may include constructing, repairing, and maintaining displays. Typical tasks include but are not limited to: painting and/or electronic displays, posters, billboards, banners, bulletins, tear cards, balloons, skywriting, and bumper stickers. Promotional items such as key chains and other miscellaneous business services not elsewhere classified may be required. Site locations services may include but are not limited to all manner of transit such as buses to include exterior and interior panels, train and subway stations, taxi tops, truck trailers and airport displays and kiosks.

SIN 541-2 PUBLIC RELATIONS SERVICES

Services required under this SIN include customized media and public relations services to include the development of media messages and strategies. Other services may include recommending media sources for placement of campaigns. Typical tasks under this SIN involve preparing media materials including but not limited to background materials, press releases, media alerts, speeches, presentations, and press kits. Execution of media services may include press conferences, distribution of press materials, scheduling broadcast and/or print interviews, and media buying services such as instantaneous satellite services as required.

SIN 541-4B VIDEO/FILM PRODUCTION

Services required under this SIN may include videotape and film production services in order to inform the public and Government agencies about the latest products, services, and/or issues. Typical associated videotape and film production tasks include but are not limited to: writing, directing, shooting, arranging for talent, narration, music and sound effects, duplication, distribution, video scoring and editing. The required formats in which to film or duplicate may include but are not limited to: 16mm film, 35mm film, Betacam, CD-ROM, DVD, and/or VHS. The tasks may require filming in studios, on location, live shows, and/or events.

SIN 541-4C EXHIBIT DESIGN AND IMPLEMENTATION SERVICES

Services required under this SIN may include arrangements for exhibits in various venues, conceptualizing, designing, and producing exhibits and their accompanying materials. Typical tasks under this SIN involve providing and/or making recommendations for carpet and padding installation for exhibit property, as well as preview set-up and dismantling of exhibit property. Cleaning, prepping, storing exhibit property for future use and Shipping exhibit property to and from designated site(s) may also be included under SIN 541-C. An additional component of exhibit design, which may be evaluated separately, is Media and Exhibit Illumination Services. In support of exhibit design and implementation, Media and Exhibit Illumination Services are not required to perform Exhibit Design Services and vice versa.

SIN 541-5 INTEGRATED MARKETING SERVICES

Services required under this SIN may include the creation of comprehensive solutions using strategically targeted marketing tactics that may include media plans and creative multimedia execution of campaigns. Other services may include radio, television, public services announcements, outdoor advertising, web site design and maintenance, commercial art/graphic design, photography, trade shows/exhibits and conference and events planning, direct mail, market research, press and public relations, and videotape and film production.

NOTE: *SIN 541-5 may not be used to fulfill individual requirements that are covered separately by other SINs in this Schedule. SIN 541-5 may only be used to fulfill comprehensive agency requirements that span multiple services offerings from the Schedule.*

SIN 541-1000 OTHER DIRECT COSTS

Authorized users shall procure ODCs only in support of GDIT's overall advertising and integrated marketing services effort. ODCs include Subcontractor labor, supplies, materials, equipment, transportation, etc., which support the overall effort.

APPENDIX 1

LABOR CATEGORY PRICELIST FOR FIVE-YEAR BASE PERIOD

NOTE: Rates Reflect .75% IFF as of 1/1/04

LABOR CATEGORY	Base Year 1 9/26/03 - 12/31/03	Base Year 1 1/1/04 - 9/25/04	Base Year 2 9/26/04 - 9/25/05	Base Year 3 9/26/05 - 9/25/06	Base Year 4 9/26/06 - 9/25/07	Base Year 5 9/26/07 - 9/25/08
Sr. Consultant, Level III	\$ 172.91	\$ 172.48	\$ 179.38	\$ 186.55	\$ 194.01	\$ 201.77
Sr. Consultant, Level II	\$ 146.58	\$ 146.21	\$ 152.06	\$ 158.14	\$ 164.47	\$ 171.05
Sr. Consultant, Level I	\$ 121.44	\$ 121.14	\$ 125.98	\$ 131.02	\$ 136.26	\$ 141.70
Consultant, Level III	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Consultant, Level II	\$ 83.81	\$ 83.60	\$ 86.94	\$ 90.42	\$ 94.04	\$ 97.80
Consultant, Level I	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Sr. Program Manager	\$ 172.91	\$ 172.48	\$ 179.38	\$ 186.55	\$ 194.01	\$ 201.77
Program Manager	\$ 121.44	\$ 121.14	\$ 125.98	\$ 131.02	\$ 136.26	\$ 141.70
Sr. Project Manager/Task Leader	\$ 146.58	\$ 146.21	\$ 152.06	\$ 158.14	\$ 164.47	\$ 171.05
Project Manager/Task Leader	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Production/Operations Manager	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Production/Operations Specialist	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Sr. Photojournalist	\$ 76.89	\$ 76.70	\$ 79.77	\$ 82.96	\$ 86.28	\$ 89.74
Photojournalist	\$ 59.38	\$ 59.23	\$ 61.61	\$ 64.07	\$ 66.63	\$ 69.30
Jr. Photojournalist	\$ 48.53	\$ 48.41	\$ 50.34	\$ 52.36	\$ 54.45	\$ 56.63
Sr. Still Photographer	\$ 76.89	\$ 76.70	\$ 79.77	\$ 82.96	\$ 86.28	\$ 89.74
Still Photographer	\$ 59.38	\$ 59.23	\$ 61.61	\$ 64.07	\$ 66.63	\$ 69.30
Jr. Still Photographer	\$ 48.53	\$ 48.41	\$ 50.34	\$ 52.36	\$ 54.45	\$ 56.63
Sr. Communications Products Specialist	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Communications Products Specialist	\$ 83.81	\$ 83.60	\$ 86.94	\$ 90.42	\$ 94.04	\$ 97.80
Jr. Communications Products Specialist	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Sr. Programmer	\$ 121.44	\$ 121.14	\$ 125.98	\$ 131.02	\$ 136.26	\$ 141.70
Programmer	\$ 83.81	\$ 83.60	\$ 86.94	\$ 90.42	\$ 94.04	\$ 97.80
Jr. Programmer	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Sr. Webmaster/Web Application Developer	\$ 121.44	\$ 121.14	\$ 125.98	\$ 131.02	\$ 136.26	\$ 141.70
Webmaster/Web Application Developer	\$ 94.95	\$ 94.71	\$ 98.50	\$ 102.44	\$ 106.54	\$ 110.80
Jr. Webmaster/Web Application Developer	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Sr. Data Management Specialist	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Data Management Specialist	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Jr. Data Management Specialist	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Documentation Specialist	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Sr. Copy Writer/Editor	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Copy Writer/Editor	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Jr. Copy Writer/Editor	\$ 49.82	\$ 49.70	\$ 51.68	\$ 53.75	\$ 55.90	\$ 58.13
Technical Writer	\$ 59.63	\$ 59.48	\$ 61.86	\$ 64.34	\$ 66.91	\$ 69.59
Sr. Exhibit Designer/Specialist	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Exhibit Designer/Specialist	\$ 55.77	\$ 55.63	\$ 57.86	\$ 60.17	\$ 62.57	\$ 65.08
Jr. Exhibit Designer/Specialist	\$ 48.53	\$ 48.41	\$ 50.34	\$ 52.36	\$ 54.45	\$ 56.63

LABOR CATEGORY	Base Year 1 9/26/03 - 12/31/03	Base Year 1 1/1/04 - 9/25/04	Base Year 2 9/26/04 - 9/25/05	Base Year 3 9/26/05 - 9/25/06	Base Year 4 9/26/06 - 9/25/07	Base Year 5 9/26/07 - 9/25/08
Sr. Marketing/Media Specialist	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Marketing/Media Specialist	\$ 83.81	\$ 83.60	\$ 86.94	\$ 90.42	\$ 94.04	\$ 97.80
Jr. Marketing/Media Specialist	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Sr. Public Relations Specialist	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Public Relations Specialist	\$ 83.81	\$ 83.60	\$ 86.94	\$ 90.42	\$ 94.04	\$ 97.80
Jr. Public Relations Specialist	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Sr. Audiovisual Production Specialist	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Audiovisual Production Specialist	\$ 55.77	\$ 55.63	\$ 57.86	\$ 60.17	\$ 62.57	\$ 65.08
Sr. Research/Production Specialist	\$ 107.24	\$ 106.97	\$ 111.25	\$ 115.70	\$ 120.33	\$ 125.15
Research/Production Specialist	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Jr. Research/Production Specialist	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Videographer/Editor	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Sr. Conference/Trade Show/Event Planner	\$ 83.81	\$ 83.60	\$ 86.94	\$ 90.42	\$ 94.04	\$ 97.80
Conference/Trade Show/Event Planner	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Sr. Graphic Design Specialist	\$ 73.98	\$ 73.80	\$ 76.75	\$ 79.82	\$ 83.01	\$ 86.33
Staff Graphic Design Specialist	\$ 63.67	\$ 63.51	\$ 66.05	\$ 68.70	\$ 71.44	\$ 74.29
Graphic Design Specialist	\$ 55.77	\$ 55.63	\$ 57.86	\$ 60.17	\$ 62.57	\$ 65.08
Jr. Graphic Design Specialist	\$ 48.53	\$ 48.41	\$ 50.34	\$ 52.36	\$ 54.45	\$ 56.63
Sr. Administrative Assistant	\$ 52.07	\$ 51.94	\$ 54.01	\$ 56.18	\$ 58.42	\$ 60.76
Administrative Assistant	\$ 45.43	\$ 45.32	\$ 47.13	\$ 49.02	\$ 50.98	\$ 53.02
Sr. Word Processor	\$ 48.53	\$ 48.41	\$ 50.34	\$ 52.36	\$ 54.45	\$ 56.63
Word Processor	\$ 32.31	\$ 32.23	\$ 33.52	\$ 34.85	\$ 36.25	\$ 37.70

Labor Categories are valid for all sites.

Overtime Rates and OCONUS Efforts - To be negotiated at the Task Order level.

APPENDIX 2

GENERAL DYNAMICS INFORMATION TECHNOLOGY, INC. LABOR CATEGORIES, EDUCATION AND YEARS OF EXPERIENCE

<u>Labor Categories</u>	<u>Education</u>	<u>Years Experience</u>	<u>Denotes * Non-Exempt</u>
Sr. Consultant, Level III	MA/MS	15	
Sr. Consultant, Level II	BA/BS	12	
Sr. Consultant, Level I	BA/BS	10	
Consultant, Level III	BA/BS	8	
Consultant, Level II	BA/BS	5	
Consultant, Level I	BA/BS	3	
Sr. Program Manager	BA/BS	10	
Program Manager	BA/BS	7	
Sr. Project Manager/Task Leader	BA/BS	8	
Project Manager/Task Leader	BA/BS	5	
Production/Operations Manager	BA/BS	5	
Production/Operations Specialist	BA/BS	3	
Sr. Photojournalist	AA/AS	5	*
Photojournalist	AA/AS	3	*
Jr. Photojournalist	AA/AS	1	*
Sr. Still Photographer	AA/AS	5	*
Still Photographer	AA/AS	3	*
Jr. Still Photographer	AA/AS	1	*
Sr. Communications Products Specialist	BA/BS	8	
Communications Products Specialist	BA/BS	5	
Jr. Communications Products Specialist	BA/BS	3	
Sr. Programmer	BA/BS	8	
Programmer	BA/BS	3	
Jr. Programmer	BA/BS	2	
Sr. Webmaster/Web Application Developer	BA/BS	8	
Webmaster/Web Application Developer	BA/BS	4	
Jr. Webmaster/Web Application Developer	BA/BS	2	
Sr. Data Management Specialist	BA/BS	8	
Data Management Specialist	BA/BS	3	
Jr. Data Management Specialist	BA/BS	1	
Documentation Specialist	AA/AS	8	
Sr. Copy Writer/Editor	BA/BS	5	
Copy Writer/Editor	BA/BS	2	
Jr. Copy Writer/Editor	AA/AS	0	
Technical Writer	AA/AS	3	*
Sr. Exhibit Designer/Specialist	BA/BS	8	
Exhibit Designer/Specialist	AA/AS	3	*
Jr. Exhibit Designer/Specialist	AA/AS	0	*
Sr. Marketing/Media Specialist	BA/BS	8	
Marketing/Media Specialist	BA/BS	5	
Jr. Marketing/Media Specialist	BA/BS	0	
Sr. Public Relations Specialist	BA/BS	8	
Public Relations Specialist	BA/BS	5	
Jr. Public Relations Specialist	BA/BS	0	
Sr. Audiovisual Production Specialist	AA/AS	8	
Audiovisual Production Specialist	AA/AS	2	*

<u>Labor Categories</u>	<u>Education</u>	<u>Years Experience</u>	<u>Denotes * Non-Exempt</u>
Sr. Research/Production Specialist	BA/BS	8	
Research/Production Specialist	BA/BS	3	
Jr. Research/Production Specialist	BA/BS	1	
Videographer/Editor	AA/AS	0	
Sr. Conference/Trade Show/Event Planner		BA/BS	5
Conference/Trade Show/Event Planner	AA/AS	3	
Sr. Graphic Design Specialist	BA/BS	8	
Staff Graphic Design Specialist	AA/AS	5	
Graphic Design Specialist	AA/AS	3	*
Jr. Graphic Design Specialist	AA/AS	0	*
Sr. Administrative Assistant	AA/AS	5	*
Administrative Assistant	AA/AS	2	*
Sr. Word Processor	HS	4	*
Word Processor	HS	0	*

Education/Experience Substitutions

The following presents the allowable substitutions based on education and experience:

Two (2) years' experience (in addition to minimum requirements and a high school diploma) may be substituted for an Associate's degree.

Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years' experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

Two (2) years' experience (in addition to minimum requirements and Master's degree) may be substituted for a Ph.D.

For categories where a Bachelor's degree is required, a Master's degree may be substituted for two (2) years' experience; or a doctoral degree may be substituted for three (3) years' experience.

GENERAL DYNAMICS INFORMATION TECHNOLOGY, INC.
LABOR CATEGORY DESCRIPTONS

Senior Consultant Level III:

Minimum/General Experience:

This position requires at least 15 years' experience. Also requires advanced knowledge of specific area of current technology, as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Performs highly specialized and technical tasks associated with the most current and cutting-edge technologies. Serves as a technical consultant to a project or a number of projects dealing with area of technical expertise. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned; generally recognized as a leader in the industry in their area of expertise; is sought out by others in their area of expertise for advice and guidance; viewed as a strategic player with incites into industry developments.

Senior Consultant Level II:

Minimum/General Experience:

This position requires at least 12 years' experience. Also requires advanced knowledge of specific area of current technology, as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Performs highly specialized and technical tasks associated with the most current and cutting-edge technologies. Serves as a technical consultant to a project or a number of projects dealing with area of technical expertise. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned; is sought out by others in their area of expertise for advice and guidance.

Senior Consultant Level I:

Minimum/General Experience:

This position requires at least 10 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs

technical assessments aimed at improving client systems; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and recommends resources required for task execution and completion; performs functional modeling based on requirements analysis; develops new systems or updates existing systems to meet client needs. Also serves as technical expert/technical advisor to clients in assigned subject areas; recommends functional changes and identifies areas for further investigation; generates recommendations to senior level client personnel; consults with clients to determine optimum design for assigned projects; develops strategies and pursues opportunities for leveraging project funding sources. Identifies emergent relevant technologies that may result in improvements to current processes. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned.

Consultant Level III:

Minimum/General Experience:

This position requires at least 8 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs technical assessments aimed at improving client systems; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and recommends resources required for task execution and completion; performs functional modeling based on requirements analysis; develops new systems or updates existing systems to meet client needs. Also serves as technical expert/technical advisor to clients in assigned subject areas; recommends functional changes, and identifies areas for further investigation; generates recommendations to senior level client personnel; consults with clients to determine optimum design for assigned projects; develops strategies and pursues opportunities for leveraging project funding sources. Identifies emergent relevant technologies that may result in improvements to current processes. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned.

Consultant Level II:

Minimum/General Experience:

This position requires at least 5 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced

knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and recommends resources required for task execution and completion; performs functional modeling based on requirements analysis. Also serves as technical advisor to clients in assigned subject areas, recommends functional changes, and identifies areas for further investigation; consults with clients to determine optimum design for assigned projects; develops new systems or updates existing systems to meet client needs and identifies emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures, presentations, and training materials; conducts functional testing of various systems. Maintains current knowledge of relevant technologies in area of expertise as assigned.

Consultant Level 1:

Minimum/General Experience:

This position requires at least 3 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion. Assists with the development of new systems or updates to existing systems to meet client needs and identifies and recommends emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures and training materials; conducts functional testing of various systems. Maintains current knowledge of relevant technologies and subject areas.

Senior Program Manager:

Minimum/General Experience:

This position requires at least 10 years' experience including 5 years of supervisory experience. Also requires the ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s); advanced knowledge of the principles, methods, and practices associated with area of technical expertise and thorough knowledge of relevant government regulations and standards.

Functional Responsibilities:

Manages and is responsible for the successful completion of all tasks in assigned program area including technical work, staff, and budget and financial activities; supervises assigned technical and administrative staff, including subordinate managers; directs daily staff and task activities to meet client objectives. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits; researches and verifies data in monthly status reports including balances, costs, funding, and cost management. Coordinates and monitors subcontractor and consultant activities and administers subcontractor deliverables and finances. Develops, reviews, and approves plans, schedules, and other technical documents. Also prepares and provides various reports and technical reviews to management as requested. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Ensures compliance with relevant corporate and government policies and standards and maintains all necessary documentation related to assigned tasks and projects.

Program Manager:

Minimum/General Experience:

This position requires at least 7 years' experience including 2 years of supervisory experience. Also requires the ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s); advanced knowledge of the principles, methods, and practices associated with area of technical expertise and thorough knowledge of relevant government regulations and standards.

Functional Responsibilities:

Manages and is responsible for the successful completion of all tasks in assigned program area including technical work, staff, and budget and financial activities. May supervise assigned technical and administrative staff, including subordinate managers; directs daily staff and task activities to meet client and corporate work objectives. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits; researches and verifies data in monthly status reports including balances, costs, funding, and cost management. Coordinates and monitors subcontractor and consultant activities and administers subcontractor deliverables and finances. Develops, reviews, and approves plans, schedules, and other technical documents. Also prepares and provides various reports and technical reviews to management as requested. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Ensures compliance with relevant corporate and government policies and standards and maintains all necessary documentation related to assigned tasks and projects.

Senior Project Manager/Task Leader:Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the principles, methods, and techniques used in project management and advanced knowledge of the principles, methods, and techniques used in area of technical expertise. Must have the ability to schedule, supervise, coordinate, and monitor the work of others and be able to manage multiple tasks within assigned projects.

Functional Responsibilities:

Manages task performance and ensures that tasks under assigned projects are completed to the satisfaction of the client; performs technical task work in area of expertise. Schedules, coordinates, directs, monitors, and reviews activities of staff to ensure quality deliverables as assigned; reviews project technical status and coordinates on decisions to achieve project goals; reviews future project requirements and develops strategies for future work. Performs contract administration duties such as preparation of monthly status report, budget development, and task projections and performs financial reviews and analysis. Interacts with clients on a regular basis to determine customer requirements, program workload, project status, etc. Interacts with vendors, subcontractors, other agencies, and other client staff on behalf of the client; ensures quality assurance of project deliverables. Provides subject matter expertise for assigned areas and maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned.

Project Manager/Task Leader:Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the principles, methods, and techniques used in project management and knowledge of the principles, methods, and techniques used in area of technical expertise. Must have the ability to schedule, supervise, coordinate, and monitor the work of others and be able to manage multiple tasks within assigned projects.

Functional Responsibilities:

Provides technical and managerial leadership to assigned tasks, including contract and subcontractor management, writing project status reports, and personnel and task management. Performs high-level technical services on assigned tasks as well as contract administration duties such as reporting, budgeting, and task projections. Schedules and directs activities of staff to ensure quality deliverables; conducts planning and provides recommendations to client on task workload; attends customer meetings and may serve as primary client liaison; interacts with vendors, other agencies, and other client staff on behalf of the client. Coordinates development of deliverables and products and ensures quality assurance of project deliverables. Leads the design and development of systems, applications, and/or

databases; performs systems analysis and makes recommendation for purchases of new equipment. Provides technical subject matter expertise in assigned functional area and trains end users in various technologies. Maintains current knowledge of relevant technologies as assigned.

Production Operations Manager:Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the principles, methods, and techniques used in operations management.

Functional Responsibilities:

Creates, implements, directs and manages daily operations and budget in accordance with established project plan and in compliance with customer requirements. Provides technical and managerial operations leadership to assigned tasks. Performs high-level technical services on assigned tasks. Conducts planning and provides recommendations to client on task workload; attends customer meetings and may serve as primary client liaison. Responsible for maintaining current status of ongoing programs, capturing all data and current project status, preparing information briefings, and developing current standard operating procedures. Leads the design and development of systems, applications, and/or databases; performs systems analysis and makes recommendation for purchases of new equipment. Provides technical subject matter expertise in assigned functional area and trains end users in various technologies. Maintains current knowledge of relevant technologies as assigned.

Production Operations Specialist:Minimum/General Experience:

This position requires at least 3 years' experience. Also requires demonstrated effective organizational skills as well as knowledge of pertinent software applications and program requirements.

Functional Responsibilities:

Assists in implementing and managing daily operations and budget in accordance with established project plan and in compliance with customer requirements. Collects and evaluates data for monitoring development and life cycle requirements of various programs and systems; creates program cost estimates to support program cost/schedule/technique audits or to generate budget submissions. Manages program staff; prepares management plans, budgets, and schedules. Uses and develops CPM and PERT evaluation techniques; uses computer programs and models to track program data. Maintains contact with customer to ensure conformance to customer requirements.

Senior Photojournalist:Minimum/General Experience:

This position requires at least 5 years' relevant experience. Must be able to work creatively with others. Must be able to write in journalistic style.

Functional Responsibilities:

Schedules, coordinates, and provides photographic services, including stills, motion pictures and videotapes to support sales, promotions and other organization-wide needs. Decides the visual and audio elements and locations, as well as lighting techniques; responsible for accompanying copy. Provides related processing, studio and darkroom services. Collaborates with outside vendors as needed; maintains files of projects; arranges for the repair and maintenance of supplies and equipment.

Photojournalist:

Minimum/General Experience:

This position requires at least 3 years' relevant experience. Must be able to work creatively with others. Must be able to write in journalistic style.

Functional Responsibilities:

Schedules, coordinates, and provides photographic services, including stills, motion pictures and videotapes to support sales, promotions and other organization-wide needs. Decides the visual and audio elements and locations, as well as lighting techniques; responsible for accompanying copy. Provides related processing, studio and darkroom services. Collaborates with outside vendors as needed; maintains files of projects; arranges for the repair and maintenance of supplies and equipment.

Junior Photojournalist:

Minimum/General Experience:

This position requires at least 1 year of relevant experience. Must be able to work creatively with others. Must be able to write in journalistic style.

Functional Responsibilities:

Provides photographic services, including stills, motion pictures and videotapes to support sales, promotions and other organization-wide needs. Provides assistance in deciding on the visual and audio elements and locations, as well as lighting techniques; responsible for accompanying copy. Provides related processing, studio and darkroom services; maintains files of projects; arranges for the repair and maintenance of supplies and equipment.

Sr. Still Photographer:

Minimum/General Experience:

This position requires at least 5 years' relevant experience.

Functional Responsibilities:

Schedules, coordinates, and provides photographic services to support sales, promotions and other organization-wide needs. Provides related processing, studio and darkroom services. Collaborates with outside vendors as needed; maintains files of projects; arranges for the repair and maintenance of supplies and equipment.

Still Photographer:

Minimum/General Experience:

This position requires at least 3 years' relevant experience.

Functional Responsibilities:

Schedules, coordinates, and provides photographic services to support sales, promotions and other organization-wide needs. Provides related processing, studio and darkroom services. Collaborates with outside vendors as needed; maintains files of projects; arranges for the repair and maintenance of supplies and equipment.

Junior Still Photographer:

Minimum/General Experience:

This position requires at least 1 year of relevant experience.

Functional Responsibilities:

Provides photographic services to support sales, promotions and other organization-wide needs. Provides related processing, studio and darkroom services. May collaborate with outside vendors as needed; maintains files of projects; may arrange for the repair and maintenance of supplies and equipment.

Senior Communications Products Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Must have ability to communicate via interpersonal contact and presentation format. Also requires advanced knowledge of current technology, principles, methods, techniques, work processes, and applicable regulations.

Functional Responsibilities:

Determines communications requirements to create a variety of communication campaigns. Analyzes user needs to determine requirements for a wide variety of projects. Performs technical assessments aimed at improving client systems; researches, identifies, and recommends resources required for task execution and completion. Serves as technical advisor to clients in assigned subject areas; generates recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel. Consults with clients and staff to determine optimum design for assigned projects. Identifies emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures, presentations, and training materials. Serves as primary client liaison and coordinates with vendors, government personnel, and technical experts; may provide supervision and work leadership to support staff and serve as technical team or task lead.

Communications Products Specialist:

Minimum/General Experience:

This position requires at least 5 years' experience. Must have ability to communicate via interpersonal contact and presentation format.

Also requires knowledge of current technology, principles, methods, techniques, work processes, and applicable regulations.

Functional Responsibilities:

Determines communications requirements to create a variety of communication campaigns. Analyzes user needs to determine requirements for a wide variety of projects. Performs technical assessments aimed at improving client systems; researches, identifies, and recommends resources required for task execution and completion. May serve as technical advisor to clients in assigned subject areas; generates recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel. Assists in consulting with clients and staff to determine optimum design for assigned projects; identifies emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures, presentations, and training materials. May serve as a client liaison and coordinates with vendors, government personnel, and technical experts; may provide supervision and work leadership to support staff.

Junior Communications Products Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Must have ability to communicate via interpersonal contact and presentation format. Also requires knowledge of current technology, principles, methods, techniques, work processes, and applicable regulations.

Functional Responsibilities:

Assists in determining communications requirements to create a variety of communication campaigns. Analyzes user needs to determine requirements for a wide variety of projects. Assists in performing technical assessments aimed at improving client systems; researches, identifies, and recommends resources required for task execution and completion; assists in generating recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel; assists in consulting with clients and staff to determine optimum design for assigned projects; identifies emergent relevant technologies that may result in improvements to current processes. May assist in writing and updating project documentation including system procedures, presentations, and training materials.

Senior Programmer:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires expert knowledge of the principles, practices, and procedures used in all phases of software and database development, programming, engineering, and analysis. Knowledge of or certification in one or more specific applications or processes may be required, depending on job assignment. Also requires knowledge of Web and RDBMS technologies.

Functional Responsibilities:

Participates in all phases of software development, including system design, analysis, architecture, and engineering; plans and directs the development of major programming projects and the installation of systems; programs, designs, analyzes, codes, implements, and tests software applications, modules, and databases in various languages, including those associated with scientific, technical, or engineering problems; performs process analyses in order to recommend improvements; performs system, network, and/or database administration, analysis, design, implementation, and testing. Analyzes and documents client needs and requirements; provides technical support including providing technical solutions and training; writes, modifies, and maintains software documentation and specifications. Performs a variety of testing for computer operating and/or network systems and data and technical analysis and information engineering. Installs, configures, and troubleshoots various hardware and software platforms. Participates in meetings and design reviews to ensure client needs are met; prepares reports on analyses, findings, and project progress. May supervise and direct the work of lower-level analysts. Performs technical research on emerging technologies to determine impacts on application execution. May serve as a technical task or team lead.

Programmer:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires thorough knowledge of the principles, practices, and procedures used in all phases of software and database development, programming, engineering, and analysis. Knowledge of or certification in one or more specific applications or processes may be required, depending on job assignment. Also requires knowledge of Web and RDBMS technologies.

Functional Responsibilities:

Programs, designs, analyzes, codes, implements, and tests software applications and modules in various languages, including business software systems and applications; provides network support including providing technical solutions and training; writes, modifies, and maintains software documentation and specifications. Performs integration testing and support of various computer operating and/or network systems; installs, configures, and troubleshoots various hardware and software platforms; analyzes and documents client needs and requirements. Develops product documentation to describe system requirements and

use; participates in meetings to ensure client needs are met; prepares reports on analyses, findings, and project progress; performs technical research on emerging technologies to determine impacts on application execution. May train other programmer/analysts.

Junior Programmer:

Minimum/General Experience:

This position requires at least 2 years' experience. Also requires knowledge of the principles, practices, and procedures used in all phases of software and database development, programming, engineering, and analysis. Knowledge of or certification in one or more specific applications or processes may be required, depending on job assignment. Also requires knowledge of Web and RDBMS technologies.

Functional Responsibilities:

Generates new code and corrects, converts, and/or modifies existing code to meet documented standards; designs new and/or redesigns and maintains existing software products. Identifies client needs and requirements based on evaluation of client documentation and interviews; performs data and technical analysis. Performs a variety of testing procedures on assigned products, analyzes test results, and corrects problems; prepares test scripts and descriptions and examines to locate necessary modifications; analyzes and modifies program specifications and documentation to support contract requirements. Provides customer support to clients and colleagues and troubleshoots problems.

Senior Webmaster/Web Application Developer:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the principles, methods, and techniques used in Web development; demonstrated expertise in various Web technologies, security (firewalls/encryption products), Web servers, browsers and various third party tools for integrating Web applications with databases and legacy systems. Must have in-depth knowledge of at least one industry-leading database environment.

Functional Responsibilities:

Designs and develops well-integrated and cost-effective solutions for internal and external Webs; works closely with client project managers and technical leaders to understand customers' business objectives and systems requirements. Designs and develops Web infrastructures; designs and implements an intranet strategy for authorization of users to access controlled components; designs relational databases to perform well logically and physically for decision support. Coordinates enhancements and maintenance of Web systems and sites; reviews business requests for information access and usage; provides recommendations for server operating systems, hardware requirements and encryption standards for communications to and from secure servers. Provides technical advice and expertise to Webmasters and Web

developers in the installation, acceptance testing, and evaluation of newly released and beta software. May serve as a functional/technical team or task lead.

Webmaster/Web Application Developer:

Minimum/General Experience:

This position requires at least 4 years' experience. Also requires knowledge of the principles, methods, and techniques used in Web development plus experience using various Web technologies, security (firewalls/encryption products), Web servers, browsers and various third party tools for integrating Web applications with databases and legacy systems.

Functional Responsibilities:

Provides application development and technical support for internal and external Webs; develops Web pages; collaborates with graphic artists to develop Web page graphics that support interactive, marketing-focused content. Provides technical consultation in new systems development, new package evaluations and enhancements of existing systems; prepares functional specifications from which programs will be written, then designs, codes, tests, debugs and documents programs. Participates in the technical design, development, testing, implementation and maintenance of Web site enhancements; plans, schedules and conducts systems tests, monitors test results, and takes appropriate corrective action. May prepare technical user guides.

Junior Webmaster/Web Application Developer:

Minimum/General Experience:

This position requires at least 2 years' experience. Also requires knowledge of the principles, methods, and techniques used in Web design and understanding of web-based technologies and design-related applications.

Functional Responsibilities:

Designs and builds Web pages using a variety of graphics software applications, techniques, and tools; designs and develops user-interface features, site animation, and special-effects elements. Designs the Website to support the organization/customer's strategies and goals relative to external communications; contributes to the web design group's efforts to specify, improve, and implement the look, feel, and function of online projects; interfaces directly with customers, users, graphic artists, and Web software developers.

Senior Data Management Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires advanced technical knowledge of the principles, methods, techniques, work processes, and applicable regulations in assigned subject-matter area(s). May require advanced knowledge of relevant hardware, software, RDBMS technologies and computer equipment.

Functional Responsibilities:

Analyzes user needs to determine requirements for a wide variety of projects. Provides highly technical expertise in the use of RDBMS. Evaluates and recommends available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user requirements; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; identifies and recommends emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures and training materials; conducts functional testing of various systems.

Data Management Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires technical knowledge of the principles, methods, techniques, work processes, and applicable regulations in assigned subject-matter area(s). May require knowledge of relevant hardware, software, RDBMS technologies and computer equipment.

Functional Responsibilities:

Analyzes user needs to determine requirements for a wide variety of projects. Provides technical expertise in the use of RDBMS. Evaluates and recommends available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user requirements; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; identifies and recommends emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures and training materials. Conducts functional testing of various systems.

Junior Data Management Specialist:

Minimum/General Experience:

This position requires at least 1 year of experience. Also requires some knowledge of the principles, methods, techniques, work processes, and applicable regulations in assigned subject-matter area(s). May require knowledge of relevant hardware, software, RDBMS technologies and computer equipment.

Functional Responsibilities:

Assists in analyzing user needs to determine requirements for a wide variety of projects; provides assistance in the use of RDBMS. Helps to evaluate and recommend available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user requirements; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; assists in

identifying and recommending emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures and training materials. Assists in conducting functional testing of various systems.

Documentation Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires thorough knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing, desktop publishing, and Web applications and computer equipment as required.

Must have the ability to understand and convey technical concepts.

Functional Responsibilities:

Collects and organizes information required for preparation of manuals, training materials, installation guides, and reports at a complex level; researches and learns the assigned system.

Interviews key personnel; writes materials; performs detailed edits of contract deliverables, proposals, brochures, press releases, and other materials to ensure technical accuracy, consistency, and adherence to specified content and format. Participates in the writing, design, and development of marketing brochures, advertisements, news releases, feature articles, conference programs and proceedings, public relations announcements, newsletters, and other materials. Designs, develops, produces, maintains, and manages client web sites as assigned; rewrites technical materials and coordinates with technical personnel to ensure accuracy. Creates multi-media presentation materials, including slides. Participates in the coordination of, and attends, various conferences and meetings.

Senior Copy Writer/Editor:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing and desktop publishing applications and computer equipment as required.

Functional Responsibilities:

Develops, directs, and manages the editorial aspects of communications programs. Works closely with the client and strategic planners to define communications objectives and to ensure requirements are achieved. Creates a wide variety of written materials to promote public understanding of client programs and products; integrates risk-communications techniques to determine content, tone, and manner of communication. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets and online delivery including web-site content. Applies writing principles consistent with the product; evaluates and edits copy as required. Conducts periodic trends

analysis to determine audience feedback and evaluate effectiveness of the communications campaign. May supervise and direct the work of others.

Copy Writer/Editor:

Minimum/General Experience:

This position requires at least 2 years' experience. Also requires knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing and desktop publishing applications and computer equipment as required.

Functional Responsibilities:

Determines requirements and creates copy for communications programs. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets and online delivery including web-site content. Works closely with strategic planners to produce a variety of communications materials. Integrates technical details with creative vision to write accurate and distinctive copy; applies writing principles consistent with the product; edits copy as required. Responsible for copy development from the conceptual stage through product completion.

Junior Copy Writer/Editor:

Minimum/General Experience:

This position requires at no experience or up to 2 years' experience. Also requires knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing and desktop publishing applications and computer equipment as required.

Functional Responsibilities:

Determines requirements and creates copy for internal and external communications programs. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets and online delivery including web-site content. Works closely with strategic planners to produce a variety of communications materials. Integrates technical details with creative vision to write accurate and distinctive copy. Applies writing principles consistent with the product; edits copy as required.

Technical Writer:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing and desktop publishing applications and computer equipment as required.

Functional Responsibilities:

Writes and develops technical materials including, for example, manuals, training materials, installation guides, and reports. Reviews contract deliverables for proper grammar, punctuation, spelling, and technical comprehension; proofreads material prepared by other

technical writers or editors. Provides support to the creation of brochures, convention-style displays, illustrations, videos, multi-media presentation materials, including slides; studies blueprints, drawings, specifications and product samples to delineate technology, operating procedures and production/assembly sequences.

Senior Exhibit Designer/Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics/display/exhibit materials. Must have in-depth knowledge of graphics software programs.

Functional Responsibilities:

Creates and manage schedules and budgets for major exhibit projects. Acts as a lead for project teams for exhibits. Performs high-level computer graphic design activities to produce brochures, briefings, displays, and exhibits. Involved in all aspects of projects from conceptualization and development to final presentation; may act as a technical consultant on matters of design and composition. Uses a broad range of graphics production software and equipment; exercises creative judgment and originality by translating needs into graphics capabilities. Develops and maintains project documents including schedules, budgets, cost estimates and time-tracking systems. May direct delivery, set-up and removal of equipment for events.

Exhibit Designer/Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics/display/exhibit materials. Must have knowledge of graphics software programs.

Functional Responsibilities:

Acts as a team member for project teams for exhibits. Performs high-level computer graphic design activities to produce brochures, briefings, displays, and exhibits. Involved in most aspects of projects from conceptualization and development to final presentation. Uses a broad range of graphics production software and equipment; helps to translate needs into graphics capabilities. Supports the delivery, set-up and removal of equipment for events.

Junior Exhibit Designer/Specialist:

Minimum/General Experience:

This position requires no experience or up to 2 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics/display/exhibit materials. Must have knowledge of graphics software programs.

Functional Responsibilities:

Acts as a team member for project teams for exhibits. Performs computer graphic design activities to produce brochures, briefings, displays, and exhibits. Involved in most aspects of projects from conceptualization and development to final presentation. Uses a broad range of graphics production software and equipment; helps to translate needs into graphics capabilities. Supports the delivery, set-up and removal of equipment for events.

Senior Marketing Media Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the practices, procedures, and processes of marketing and communications and relevant computer software. Must possess strong creative writing skills.

Functional Responsibilities:

Develops and controls the content and production of materials/communications, including but not limited to, press releases, articles, brochures, and presentation materials. Plans marketing programs, events and conferences for clients. Researches media markets as necessary; recommends marketing/communications strategies and establishes publicity and promotion tactics. Directs the maintenance and improvement of client Web sites and develops new features for using Web technology. Coordinates with the appropriate subject matter expert(s) the review and development of proposed communications; acts as an advisor to clients on issues dealing with marketing/communication. May supervise and direct the work of lower level personnel.

Marketing Media Specialist:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the practices, procedures, and processes of marketing and communications and relevant computer software. Must possess strong creative writing skills.

Functional Responsibilities:

Develops the content and production of materials/communications, including but not limited to, press releases, articles, brochures, and presentation materials. Plans marketing programs, events and conferences for clients. Researches media markets as necessary; recommends marketing/communications strategies and establishes publicity and promotion tactics. Directs the maintenance and improvement of client Web sites and develops new features for using Web technology. Coordinates with the appropriate subject matter expert(s), the review and development of proposed communications; acts as an advisor to clients on issues dealing with marketing/communication.

Junior Marketing Media Specialist:

Minimum/General Experience:

This position requires no experience or up to 5 years' experience. Also requires knowledge of the practices, procedures, and processes of marketing and

communications and relevant computer software. Must possess strong creative writing skills.

Functional Responsibilities:

Assists in the development of the content and production of materials/communications, including but not limited to, press releases, articles, brochures, and presentation materials. Assists in the planning of marketing programs, events and conferences for clients. Researches media markets as necessary; assists in the recommendation of marketing/communications strategies and publicity and promotion tactics. Supports the maintenance and improvement of client Web sites and the development new features for using Web technology. Assists in coordinating with the appropriate subject matter expert(s) the review and development of proposed communications.

Senior Public Relations Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also must have excellent communication skills and be familiar with traditional media marketing as well as online/internet marketing.

Functional Responsibilities:

Responsible for planning and coordinating public relation events and activities to support the mission, objectives, and goals of the client's organization. Plans, prepares and disseminates publicity concerning the client's organization through newspapers, periodicals, and audio and visual communications media, including the Internet; supervises the development and implementation of public relations and communications plans. Accomplishes assigned duties through written communications, speeches and personal contact. Performs assignments in specialized areas of public relations activities such as press, radio, and TV relations, trade-show public relations and community relations. Also coordinates with other ongoing public relations efforts.

Public Relations Specialist:

Minimum/General Experience:

This position requires at least 5 years' experience. Also must have excellent communication skills and be familiar with traditional media marketing as well as online/internet marketing.

Functional Responsibilities:

Plans and coordinates public relation events and activities to support the mission, objectives, and goals of the client's organization; plans, prepares and disseminates publicity concerning the client's organization through newspapers, periodicals, and audio and visual communications media, including the Internet; develops and implements public relations and communications plans. Accomplishes assigned duties through written communications, speeches and personal contact. Performs assignments in specialized areas of public relations activities such as press, radio, and TV

relations, trade-show public relations and community relations. Also coordinates with other ongoing public relations.

Junior Public Relations Specialist:

Minimum/General Experience:

This position requires no experience or up to 5 years' experience. Also must have strong communication skills and be familiar with traditional media marketing as well as online/internet marketing.

Functional Responsibilities:

Supports the planning and coordination of public relation events and activities to support the mission, objectives, and goals of the client's organization; plans, prepares and disseminates publicity concerning the client's organization through newspapers, periodicals, and audio and visual communications media, including the Internet. Assists in the development and implementation of public relations and communications plans. Accomplishes assigned duties through written communications, speeches and personal contact. Performs assignments in specialized areas of public relations activities such as press, radio, and TV relations, trade-show public relations and community relations.

Senior Audiovisual Production Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Must be familiar with audiovisual equipment and a variety of production software and products.

Functional Responsibilities:

Supports audio-visual productions by working with producers and directors on the design, installation, and positioning of sets and props; evaluates material and advises speakers and presenters on media alternatives and equipment. May create multimedia productions and supervise the organization and maintenance of a tape library. Supervises the delivery of audio-visual equipment for events, as well as equipment repair and the troubleshooting of equipment problems. Advises those planning audiovisual programs on technical problems, such as acoustics, lighting and program contents; also advises in planning and layout of physical facilities for audiovisual services. May supervise and train personnel in operation and maintenance of audiovisual equipment.

Audiovisual Production Specialist:

Minimum/General Experience:

This position requires at least 2 years' experience. Must be familiar with audiovisual equipment and a variety of production software and products.

Functional Responsibilities:

Supports audio-visual productions; evaluates material and advises other personnel and speakers and

presenters on media alternatives and equipment. May assist in the creation of multimedia productions and organize and maintain a tape library. Arranges for the delivery of audio-visual equipment for events, as well as equipment repair and the troubleshooting of equipment problems. Advises those planning audiovisual programs on technical problems, such as acoustics, lighting and program contents; also advises in planning and layout of physical facilities for audiovisual services. Operates equipment including film projectors, recording equipment, etc.; may train personnel in operation and maintenance of audiovisual equipment.

Senior Research/Production Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Should have expert knowledge of market research principles and statistical testing and possess analytical thinking skills; experience with on-line sources and search tools and report writing.

Functional Responsibilities:

Analyzes user needs and performs research and functional analysis on a variety of projects at a highly technical level. Executes and delivers value-added research to determine content and placement of client product or message in print and electronic media. Researches, identifies, and formulates recommendations about resources required for task execution and completion; maintains current production status. Conducts focus groups and customer surveys; identifies and recommends emergent relevant technologies that may result in improvements to current processes; presents recommendations to clients. Maintains current knowledge of relevant technologies. May have supervisory responsibility.

Research/Production Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Should have thorough knowledge of market research principles and statistical testing and possess analytical thinking skills; experience with on-line sources and search tools and report writing.

Functional Responsibilities:

Analyzes user needs and performs research and functional analysis on a variety of projects at a highly technical level. Executes and delivers value-added research to determine content and placement of client product or message in print and electronic media. Researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; maintains current production status. Conducts focus groups and customer surveys; identifies and recommends emergent relevant technologies that may result in improvements to current processes; presents recommendations to clients. Maintains current knowledge of relevant technologies.

Junior Research/Production Specialist:

Minimum/General Experience:

This position requires at least 1 year of experience. Should have knowledge of market research principles and statistical testing and possess analytical thinking skills; experience with on-line sources and search tools and report writing.

Functional Responsibilities:

Assists in analyzing user needs and performing research and functional analysis on a variety of projects. Assists in the execution and delivery of value-added research to determine content and placement of client product or message in print and electronic media. Researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; maintains current production status. Helps to conduct focus groups and customer surveys; identifies and recommends emergent relevant technologies that may result in improvements to current processes. Maintains current knowledge of relevant technologies.

Videographer/Editor:

Minimum/General Experience:

This position requires no experience. Should have knowledge of the principles, methods, and techniques used in all phases of video production as well as knowledge of cameras, editing, and duplicating equipment as required.

Functional Responsibilities:

Sets up and operates video cameras and related audio, lighting and recording equipment used in instructional systems and incorporating interactive video disk technology; performs off-line video editing. Advises producer/director regarding shot composition and assists in post production shot selection; accomplishes off-line video narrative, editing, special effects and animation along with quality control of off-line video tape. May develop computer graphics.

Senior Conference/Trade Show/Event Planner:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires a thorough knowledge of the procedures used to coordinate and oversee conferences, the ability to oversee multiple activities at conference site, and the ability to supervise and direct the work of assigned staff.

Functional Responsibilities:

Coordinates with the client to determine specific goals and objectives in planning conferences/trade shows/events. Manages personnel assigned to the task, including providing supervision and work leadership. Prepares event budget and tracks conference spending. Markets facilitation package; locates site; plans and coordinates and speakers, materials, vendors, points of contact on-site, equipment, meals, etc. Oversees all event activities on-site, ensuring adequate staff support for each. Contacts attendees and sends all necessary

conference materials. Coordinates with other departments, including graphics, to design and prepare event materials including name badges, certificates, etc. Provides status to the client.

Conference/Trade Show/Event Planner:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires thorough knowledge of the procedures used to coordinate and oversee conferences.

Functional Responsibilities:

Coordinates with the client to determine specific goals and objectives in planning conferences/trade shows/events. Prepares event budget and tracks conference spending. Markets facilitation package; locates site; plans and coordinates and speakers, materials, vendors, points of contact on-site, equipment, meals, etc. Oversees all/some event activities on-site, ensuring adequate staff support for each. Contacts attendees and sends all necessary conference materials. Coordinates with other departments, including graphics, to design and prepare event materials including name badges, certificates, etc.

Senior Graphic Design Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires in-depth knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated software and equipment. Must have in-depth knowledge of graphics software programs.

Functional Responsibilities:

Performs high-level computer graphic design activities to produce brochures, briefings, displays, and other materials; involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation. May act as a technical consultant on matters of design, composition and methods of presenting technical data; uses a broad range of graphics production software and equipment. Exercises creative judgment and originality by translating needs into graphics capabilities; may participate in website design; provides supervision and technical training and guidance to lower-level graphics personnel. May act as a team or task lead.

Staff Graphic Design Specialist:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated software and equipment. Must have in-depth knowledge of graphics software programs.

Functional Responsibilities:

Performs a wide variety of graphics/illustration activities to produce brochures, briefings, displays, and other materials; involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation.

May act as a technical consultant on matters of design, composition and methods of presenting technical data. Uses a broad range of graphics production software and equipment. Exercises creative judgment and originality by translating needs into graphics capabilities; may participate in website design. May provide guidance to lower-level graphics personnel.

Graphic Design Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated graphics software and equipment.

Functional Responsibilities:

Participates in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials; assists in making recommendations on methods and materials; assists in the creation of overhead presentations, including graphics, charts, photos, and clip-art. Assists in the creation of displays to represent certain accomplishments to be highlighted; creates other graphic materials at client request, including scanned documents, photography, or signs; determines style, size and arrangement of type and illustrations. May assist in the design and creation of videos using computer and video equipment and cameras; may work from rough sketches, engineering drawings or other documentation; may translate needs into graphics capabilities; uses various computer graphics software programs.

Junior Graphic Design Specialist:

Minimum/General Experience:

This position requires no experience or up to 2 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated graphics software and equipment.

Functional Responsibilities:

Assists in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials; assists in the creation of overhead presentations, including graphics, charts, photos, and clip-art and displays to represent certain accomplishments to be highlighted. -Creates other graphic materials at client request, including scanned documents, photography, or signs.

May use various computer graphics software programs; may work from rough sketches, engineering drawings or other documentation; may prepare layouts for printing.

Senior Administrative Assistant:

Minimum/General Experience:

This position requires at least 5 years' experience. Demonstrated administrative and organizational skills are required, as well as knowledge of word processing, spreadsheet, and/or other pertinent software applications.

Functional Responsibilities:

Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and/or finances for members of assigned functional unit. Performs professional level tasks requiring independent judgment, initiative and tact; determines method of collection and analysis for assigned projects. May provide work leadership to secretarial and clerical employees; may coordinate the administrative support work within the group. Prepares various reports and makes recommendations for actions.

Administrative Assistant:

Minimum/General Experience:

This position requires at least 2 years' experience. Demonstrated administrative and organizational skills are required, as well as knowledge of word processing, spreadsheet, and/or other pertinent software applications.

Functional Responsibilities:

Serves as point of contact regarding administrative issues related to personnel, purchasing, and operations. Coordinates and schedules travel and training; assists with the preparation of monthly status reports of task accomplishments, financial data, and staffing reports; processes purchasing requisitions and invoices and interacts with vendors when necessary; creates and updates documents and spreadsheets. May coordinate office support activities. Performs general clerical duties including faxing, copying, filing.

Senior Word Processor:

Minimum/General Experience:

This position requires at least 4 years' experience. Also requires comprehensive knowledge of various word processing and other pertinent software applications, effective communication skills, and knowledge of and ability to use relevant office equipment.

Functional Responsibilities:

Uses various word-processing applications to create, update, and maintain documents, proposals, and reports as assigned. May plan, distribute, and check the work of others; may train lower level operators. Edits copy for syntax and grammar; prepares complex and detailed documents. May convert documentation from one word-processing format to another as requested; enters revisions or corrections into program and initiates high-speed play-out of programmed material. Performs other administrative duties as requested, including filing, copying, etc.

Word Processor:

Minimum/General Experience:

This position requires no experience. Requires knowledge of various word processing and other pertinent software applications, and knowledge of and ability to use relevant office equipment.

Functional Responsibilities:

Using various word-processing applications, types routine narrative and/or statistical text from rough copy to conform to established standards of style; may convert documentation from one word-processing format to another as requested; may enter corrections, updates, or revisions of copy on tape, card, disc, or other storage material. Performs other administrative duties as requested, including filing, copying, etc.

**EASTPOINT COMMUNICATIONS, INC.
LABOR CATEGORY DESCRIPTIONS**

Animation/Graphic Design:

Minimum/General Experience:

Must have at least two years' experience graphic design and two years experience in animation.

Functional Responsibilities:

Creates graphics materials following standard, pre-set layouts. Individual produces animation and graphics for multiple delivery methods, including CD-ROM, web, video, and print. Possesses knowledge of graphics and typography standards and usage, Experienced in fast-paced web and print environments. Possesses skills in Lightwave and Maya, and has experience with Adobe Illustrator, Adobe PhotoShop, and HTML. Experienced with image manipulation and scanning.

Basic Layout/Design:

Minimum/General Experience:

At least 2 years experience in graphic design

Functional Responsibilities:

Takes creative and/or concepts and converts them to an electronic layout. Also includes mock-ups and other basic design skills. Possesses knowledge of print production. Experienced with software packages and pre-press production.

Creative Design/Illustration 1:

Minimum/General Experience:

At least 5 years experience in graphic design and formalized training in illustration. Expertise in leading graphic design and illustration programs essential.

Functional Responsibilities:

Designs graphics materials. Individual acts as lead designer for multiple delivery methods, including CD-ROM, web, video and print materials, which may include newsletters, brochures, advertisements, and marketing collateral. Works with others in department and account management in developing templates, graphics standards, style guides, and procedures to support in-house or external production teams. Supervises print production. Experienced with software packages and pre-press production. Meets with clients as required.

Creative Design/Illustration 2:

Minimum/General Experience:

At least 3 years experience in graphic design and training in illustration.

Functional Responsibilities:

Designs custom graphics materials and illustrations for multiple delivery methods, including CD-ROM, web, and print materials. Assists supervisor in developing

templates, graphics standards, style guides, and procedures to support in-house production team and outside vendors. Possesses knowledge of print production. Experienced with software packages and pre-press production.

Creative/Copy 1:

Minimum/General Experience:

Must have at least five years' experience in concept and copy creation for corporate and government communications programs involving advertising and collateral materials. Must demonstrate the ability to work independently and provide leadership and direction to other copywriters on staff.

Functional Responsibilities:

Determines requirements and creates copy for internal and external communications. Can work in high pressure, high demand environment. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, CD-ROM, and online delivery including web-site content. Works closely with strategic consultants to produce a variety of communications materials. Integrates research and strategic direction with creative vision to write accurate and distinctive copy. Applies writing principles consistent with the product. Edits copy as required. Responsible for copy development from the conceptual stage through product completion.

Creative/Copy 2:

Minimum/General Experience:

Must have at least three years' experience in concept and copy creation for corporate and government communications programs involving advertising and collateral materials. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities:

Determines requirements in conjunction with account consultant and creates copy for internal and external communications. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, CD-ROM and online delivery including web-site content. Integrates research and strategic direction with creative vision to write accurate and distinctive copy. Applies writing principles consistent with the product. Edits copy as required. Responsible for copy development from concept through completion.

Grip:Minimum/General Experience:

Must have at least one year experience in on location video production and knowledge of equipment required to fulfill production. Must be self-motivated and work on minimal direction.

Functional Responsibilities:

Coordinates, sets up and works as directed on an on-location and video shoot. Individual has knowledge of video equipment and lighting and production techniques and can assist the producer/director in the carry through of the project. Posses a keen knowledge of video and audio wiring and understanding of the electrical requirements involved for the shoot. Works closely with crew to ensure quality product.

Media Buyer 1 (Planning and Strategy):Minimum/General Experience:

As least 7 years experience in the planning, research and placement of video, print, and internet advertisements and understanding of the requirements for each delivery medium. Possesses exceptional research skills and can make recommendations on the best media for a given project.

Functional Responsibilities:

Develops, directs, and manages planning, strategy and research of media. Conducts internal and external analysis to identify target audience and strategic product placement, as well as determines best delivery medium for objectives. Contributes to annual marketing plan and provides necessary justification for delivery methods recommended. Researches market, including market positioning, product overview, and financial analysis. Develops competitive analysis in support of strategic plan.

Media Buyer 2:Minimum/General Experience:

As least 3 years experience in the planning, research and placement of video, print, and internet advertisements and understanding of the requirements for each delivery medium. Possesses research skills and with minimal direction, can make recommendations on the best media for a given project.

Functional Responsibilities:

Conducts and develops market analysis in support of strategic marketing plan. Conducts internal and external analysis to identify target audience and strategic product placement, as well as determines best delivery medium for objectives. Contributes to annual marketing plan and provides necessary justification for delivery methods recommended. Researches market, including market positioning, product overview, and financial analysis. Develops competitive analysis in support of strategic plan.

Producer/Director 1:Minimum/General Experience:

Must have at least 10 years experience in the planning and execution of communications of audio and video communications including short form and long form formats for television, web, video and DVD. Coordinates and directs the execution of acquisition and post production. Has experience on newer media, including web, CD-ROM and DVD development

Functional Responsibilities:

Identifies, researches, plans and executes the production of audiovisual projects for television, DVD, video and web. Also directs the efforts in the development of web, CD-ROM and DVD. Negotiates the securing of production crew and directs the implementation of audio video, web, CD or DVD project. Has a keen knowledge of the production process and guides, where necessary the camera operators, grips, graphic artists and editor in the production process. Logs, selects and orders the necessary elements for the projects and works closely with other team members to ensure objectives are met. Has understanding of the various programs used in the execution of projects described above and guides the team in the execution of the various elements needed.

Producer/Director 2:Minimum/General Experience:

Must have at least 5 years experience in the planning and execution of communications of audio and video communications including short form and long form formats for television, web, video and DVD. Must work with minimal direction on the coordination and execution of acquisition and post production.

Functional Responsibilities:

Identifies, researches, plans and executes the production of audio visual projects for television, DVD, video and web. Negotiates the securing of production crew and directs the implementation of audio video project. Has a keen knowledge of the production process and guides, where necessary the camera operators, grips, graphic artists and editor in the production process. Logs, selects and orders the necessary elements for the projects and works closely with other team members to ensure objectives are met.

Programmer 1:Minimum/General Experience:

Must have at least 6 years experience in the implementation of web/multimedia projects. Experienced in HTML, Java, Flash, as well as popular web programs such as Dreamweaver and FrontPage also required. Individual works with and directs other on the coordination, direction and execution of above projects.

Functional Responsibilities:

Works with copywriter on the creation of web content, and also adapts existing content to a web/multimedia-

friendly format, creating and maintaining logical structure of the content, running web server and other related software, and performing system administration. Converts new and diverse information into a web language such as HTML. Processes images for size, resolution, and format. Researches, evaluates for content, creates, and develops multimedia presentations from inception to distribution.

Programmer 2:

Minimum/General Experience:

Must have at least 3 years experience in the implementation of web/multimedia projects. Experienced in HTML, Java, Flash, as well as popular web programs such as Dreamweaver and FrontPage also required. Individual works with others, including Programmer 2 on the coordination, direction and execution of above projects.

Functional Responsibilities:

Works with copywriter on the creation of web/multimedia content, and also adapts existing content to a web/multimedia-friendly format, creating and maintaining logical structure of the content, running web server and other related software, and performing system administration. Converts new and diverse information into a web language such as HTML. Processes images for size, resolution, and format. Researches, evaluates for content, creates, and develops multimedia presentations from inception to distribution.

**L. W. MILBY EXHIBITS, INC.
LABOR CATEGORY DESCRIPTIONS**

Exhibit Designer:

Minimum/General Experience:
Ten years experience in this field

Functional Responsibilities:

Create, plan and produce physical displays for museums, trade shows, corporate lobbies and visitor centers.

Exhibit Engineering:

Minimum/General Experience:
A minimum of 8 years experience in exhibit design and display techniques related to museum and tradeshow exhibits. Drawing exhibit plans to scale including preparation of three-dimensional drawings; conceptualizing project ideas.

Functional Responsibilities:

Proposes and develops exhibit concepts and designs in consultation with tradeshow coordinators, museum directors, curators and staff etc. prepares sketches or models, and provides drafts with design specifications; estimates costs of exhibit projects based on materials and finishes; coordinates and assists in construction of exhibit components.

Site Manager:

Minimum/General Experience:
One - two years of manufacturing and/or production experience. Some college is desirable.

Functional Responsibilities:

Coordinates activities of coworkers involved in manufacturing, production, or assembly work. May assist workers with difficult situations, communicate with other management personnel and train new members of team.

Exhibit Fabricator/Installer I:

Minimum/General Experience:
At least 3 years of experience in this field.

Functional Responsibilities:

Assist in the development and installation of exhibits. Fabricate new exhibits and exhibit elements as designed.

Exhibit Fabricator/Installer II:

Minimum/General Experience:
At least 5 years of experience in this field.

Functional Responsibilities:

Assist in the development and installation of exhibits. Fabricate new exhibits and exhibit elements as designed.

Exhibit Fabricator/Installer III:

Minimum/General Experience:
At least 8 years of experience in this field.

Functional Responsibilities:

Assist in the development and installation of exhibits. Fabricate new exhibits and exhibit elements as designed.

Graphics Designer/Illustrator I:

Minimum/General Experience:
Four-year degree or equivalent in Fine Arts or Graphic Design, minimum 1 year of experience with Adobe PhotoShop, Adobe Illustrator, QuarkXpress in a graphics design environment

Functional Responsibilities:

Performs moderately complex graphics design and consultation work for printed material. This includes design, lay out, and illustration using state-of-the-art computer hardware and software methods and procedures. These include, but are not necessarily limited to, Adobe PhotoShop, Adobe Illustrator, and Quark Express. Position works under moderate supervision and has moderate latitude for using personal initiative and independent judgment.

Graphics Designer/Illustrator II:

Minimum/General Experience:
Four-year degree or equivalent in Fine Arts or Graphic Design, minimum 3 years' experience with Adobe PhotoShop, Adobe Illustrator, QuarkXpress in a graphics design environment.

Functional Responsibilities:

Performs moderately complex graphics design and consultation work for printed material. This includes design, lay out, and illustration using state-of-the-art computer hardware and software methods and procedures. These include, but are not necessarily limited to, Adobe PhotoShop, Adobe Illustrator, and Quark Express. Position works under moderate supervision and has moderate latitude for using personal initiative and independent judgment.

Graphics Designer/Illustrator III:

Minimum/General Experience:
Four-year degree or equivalent in Fine Arts or Graphic Design, minimum 5 years' experience with Adobe PhotoShop, Adobe Illustrator, QuarkXpress in a graphics design environment.

Functional Responsibilities:

Performs moderately complex graphics design and consultation work for printed material. This includes

design, lay out, and illustration using state-of-the-art computer hardware and software methods and procedures. These include, but are not necessarily limited to, Adobe PhotoShop, Adobe Illustrator, and Quark Express. Position works under moderate supervision and has moderate latitude for using personal initiative and independent judgment.

Creative Writer I:

Minimum/General Experience:

Associates Degree with at least 2 years' experience in this field.

Functional Responsibilities:

Express, interpret and edit ideas and facts in written form.

Creative Writer II:

Minimum/General Experience:

Associates Degree with at least 5 years' experience in this field.

Functional Responsibilities:

Express, interpret and edit ideas and facts in written form.

Creative Writer III:

Minimum/General Experience:

Bachelors Degree with at least 8 years experience in this field.

Functional Responsibilities:

Express, interpret and edit ideas and facts in written form.

Writer/Technical Editor I:

Minimum/General Experience:

BA/BS from accredited college or university or equivalent with at least 1 year related experience.

Functional Responsibilities:

Prepares, compiles, and maintains technical documentation of moderate complexity.

Writer/Technical Editor II:

Minimum/General Experience:

BA/BS from accredited college or university or equivalent with at least 3 years' related experience.

Functional Responsibilities:

Prepares, compiles, and maintains technical documentation of moderate complexity.

Writer/Technical Editor III:

Minimum/General Experience:

BA/BS from accredited college or university or equivalent with at least 5 years' related experience.

Functional Responsibilities:

Prepares, compiles, and maintains complex technical documentation

Jr Communications Specialist/Admin I:

Minimum/General Experience:

HS diploma and 1 - 2- years of sales/service experience.

Functional Responsibilities:

Responsible for processing orders, corresponding with customers, and ensuring fulfillment.

Jr Communications Specialist/Admin II:

Minimum/General Experience:

Requires some college and 1-2 years of public relations experience.

Functional Responsibilities:

Conducts programs designed to create and maintain a favorable image for employer. Prepares and distributes fact sheets, press releases, etc. to media and potential clients.

Jr Communications Specialist/Admin III:

Minimum/General Experience:

Requires some college and 1-2 years of public relations experience.

Functional Responsibilities:

Conducts programs designed to create and maintain a favorable image for employer. Prepares and distributes fact sheets, press releases, etc. to media and potential clients.

**ON LOCATION MULTIMEDIA, INC.
LABOR CATEGORY DESCRIPTIONS**

Database Programmer 1:

Minimum/General Experience:

Must have three years experience in database programming. Must have knowledge and experience working with various software.

Functional Responsibilities:

Responsibilities are analysis, design, programming, debugging, and modification of relational database applications for commercial or private end user applications. Requires experience in database development with software capabilities in C++, VB, Java, Perl, ASP, CGI, JavaScript, ActionScript, Lingo, HTML/DHTML, XML. Responsibilities also include developing SQL, Oracle, and MySol database.

Database Programmer 2:

Minimum/General Experience:

Must have three years' experience in database programming. Must have knowledge and experience working with various hardware/software applications.

Functional Responsibilities:

Responsibilities include general system administration, hardware/software maintenance, security auditing, troubleshooting, web maintenance installing and maintaining file servers with experience in Windows NT, MacOS platforms, Novell, Microsoft Exchange, Microsoft Internet Information server and various forms of UNIX.

Web Developer 1:

Minimum/General Experience:

Must have at least three years' creating and developing graphics for the web. Experience with various software. Ability to work independently or with clients.

Functional Responsibilities:

Develops creates and produces graphic design background. Must be experienced working with HTML, ASP, DHTML, CSS, VBScript, Java, SQL, C ++, Perl and JavaScript. Works directly with clients in designing layouts.

Web Developer 2:

Minimum/General Experience:

Must have at least two years' creating and developing graphics for the web. Experience with various software. Ability to work independently or with clients.

Functional Responsibilities:

Assists companies and organizations in migrating to the web with the objective of leveraging the knowledge captured in their legacy applications, while exploiting the performance potential of latest technologies. Experience

and expertise to enable client-server applications, desktop applications or even larger legacy applications to take advantage of the web.

Web Developer 3:

Minimum/General Experience:

Must have at least two years' creating and developing graphics for the web. Experience with various software. Ability to work independently or with clients.

Functional Responsibilities:

Responsibilities are to identify and document any needs that the current system does not address. The web developer takes the existing system through an exhaustive evaluation and grading process in several areas. The areas include need fit analysis, architecture, performance, usability, documentation, data model evaluation, object model evaluation and maintainability. Provides a report recommending everything that can be done to improve the effectiveness of the application as it pertains to the client's needs.

Web Developer 4:

Minimum/General Experience:

Must have at least one year creating and developing graphics for the web. Experience with various software. Ability to work independently or with clients.

Functional Responsibilities:

Performs administrative tasks and assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, takes minutes, prepares meeting notes. Provides administrative support to staff to include research and analytical support.

Graphic Developer 1:

Minimum/General Experience:

Must have at least five years' animation and 3D modeling. Ability to communicate with clients. Experience working with various toolsets.

Functional Responsibilities:

Develops directs and manages all aspects of 2D and 3D modeling, 3D animation, Flash animations, storyboarding and all animated development. Design of graphical user interface and prototype mockups. Responsibility to oversee all production requirements using toolsets PageMaker, Corel Draw, Lightwave 3D, PhotoShop 5.0, After Effects, Flash 5.0, Adobe Illustrator and plug-in toolsets. Meets clients as required.

Graphic Developer 2:

Minimum/General Experience:

Must have at least three years' animation and 3D modeling. Experience working with various toolsets.

Functional Responsibilities:

Develops graphic materials for multiple delivery methods, including Video, CD-ROM, Web and DVD. Possesses knowledge of graphics standards and usage. Skills in PageMaker, Corel Draw, Photoshop 5.0, After Effects, Flash 5.0 and Adobe Illustrator.

Graphic Developer 3:

Minimum/General Experience:

Must have at least two years' animation and 3D modeling. Experience working with various toolsets.

Functional Responsibilities:

Creates and develops storyboards with experience in 2D and 3D modeling. Other duties include image scanning, digital image capture and file conversions for all graphic formats. Assists supervisor in developing template, graphic standards, style and procedures to support in-house production team.

Graphic Developer 4:

Minimum/General Experience:

Must have at least two years' animation and 3D modeling. Experience working with various toolsets.

Functional Responsibilities:

Designs graphic materials meets and confers with all developers regarding specific needs of production and status of specific activities. Experienced with software packages and supports in-house graphic development team.

Producer 1:

Minimum/General Experience:

Must have a least five years' working with various visual mediums. Must be creative and have the ability to work small and large scale projects.

Functional Responsibilities:

Works with client on script and content development. Implements, directs and manages daily operations of the project. Establish project plan in accordance with budget and client requirements. Responsible for ongoing programs, project status, and developing standard operating procedures. Responsible for action plan based on an understanding of projects goals and objectives. Producer responsibilities include developing, writing and editing scripts in support of client objectives. Manages video, multimedia and other visual forms, as directed by client.

Producer 2:

Minimum/General Experience:

Must have a least three years' working with various visual mediums. Must be creative and have the ability to work small and large-scale projects.

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Functional Responsibilities:

Assist Producer 1 in implementing and managing daily operations and budget in accordance with established project plan. Provides Producer 1 with informational

briefings and weekly status reports. Ensures compliance with operational standards. Works directly with all production departments for quality control and meeting production deadlines. Possess excellent oral and written communication abilities and has a keen understanding of the principals of communication.

Production Assistant:

Minimum/General Experience:

Must have a least two years' working with various visual mediums. Must be creative and have the ability to work small and large-scale projects.

Functional Responsibilities:

Works with Producer 1 and Producer 2 on script content and research. Develops communication tools, conducts research and monitors resources to ensure appropriate options are available. Liaison between technical experts and all Producers.

Videographer 1:

Minimum/General Experience:

Must have at least five years' experience shooting marketing projects, training projects and commercials. Must have experience in shooting High Definition format and film.

Functional Responsibilities:

Shoots video footage using High Definition Camera package, Betacam SP Camera package and Mini DV Camera package. Sets up interviews both in studio and on location. Responsible for control over lighting, sound quality in the production of B-roll and interview assignments. Performs operator-level maintenance on High Definition, Betacam SP and Mini DV recorders. Uses creativity, varied looks, lighting schemes to create a professional product. Works closely with producers and directors to maximize finished product quality.

Videographer 2:

Minimum/General Experience:

Must have at least five years' experience shooting marketing projects, training projects and commercials.

Functional Responsibilities:

Shoots video footage using Betacam SP Camera package and Mini DV Camera package. Sets up interviews both in studio and on location. Responsible for control over lighting, sound quality for both B-roll and interview assignments. Performs operator-level maintenance on Betacam SP and Mini DV recorders. Works closely with producers and directors to maximize finished product quality.

Videographer 3:

Minimum/General Experience:

Must have at least five years' experience shooting marketing projects, training projects and commercials.

Functional Responsibilities:

Shoots video footage using Betacam SP Camera package and Mini DV Camera package. Sets up interviews both in studio and on location. Performs operator-level maintenance on Betacam SP and Mini DV recorders. Works closely with producers and directors to maximize finished product quality.

Make Up Stylist 1:

Minimum/General Experience:

Must have at least three years' experience working in mediums of video, film or theatre.

Functional Responsibilities:

Ultimately responsible for the look of the talent. Makes sure that the make up blends in and doesn't give the appearance that the talent is wearing make up. Responsible for the detail work on the talents eyeliner, lipstick, and eye shadow. Provides make up as needed during the shoot.

Make Up Stylist 2:

Minimum/General Experience:

Must have at least two years' experience working in mediums of video, film or theatre.

Functional Responsibilities:

Responsible for screening all talent. Matching make up colors to talent skin tones. Obtaining make up supplies needed for the project. Applying foundation to the talent in order to allow Make Up Stylist 1 to do detailed work. Also assist the Make Up Stylist 1 as directed.

Director 1:

Minimum/General Experience:

Minimum of five years directing programs using the mediums of video and film. Experience in corporate communications and broadcast. Must have great organizational and communication skills.

Functional Responsibilities:

Responsible for translating the program into images and sounds. Includes directing the activities of the cast and crew during pre-production, production, and post-production. Responsible for creative decisions in tandem with videographers and producers.

Director 2:

Minimum/General Experience:

Minimum of five years directing programs using the mediums of video and film. Experience in corporate communications and broadcast. Must have great organizational and communication skills.

Functional Responsibilities:

Duties involve working closely with the project manager to organize an optimum shooting schedule. Responsible to Director 1 for efficient execution of the schedule during B-roll and interview videography. Assist Director 1 with extras, crowd scenes, and special effects. Responsible

for production paperwork, including overtime authorization, release forms, and call sheets.

Gaffer 1:

Minimum/General Experience:

Minimum of three years' experience in video and film production. Must be able to take direction and work independently.

Functional Responsibilities:

Duty is that of chief electrician and is responsible to the Lighting Director for the safe and efficient execution of the lighting designed by the Lighting Director.

Gaffer 2:

Minimum/General Experience:

Minimum of two years' experience in video and film production. Must be able to take direction and work independently.

Functional Responsibilities:

Assist Gaffer 1 in supervising the operation of the lighting and electrical equipment. Responsible to Gaffer 1 for rigging and operation of lighting equipment.

Gaffer 3:

Minimum/General Experience:

Minimum of two years' experience in video and film production. Must be able to take direction and work independently.

Functional Responsibilities:

Assist Gaffer 1 in supervising the operation of the lighting and electrical equipment. Responsible to Gaffer 1 for rigging and operation of lighting equipment.

Grip 1:

Minimum/General Experience:

Minimum of two years' experience in video and film production. Must be able to take direction and work independently.

Functional Responsibilities:

Responsible to Videographer 1 for supervising all grips. Duties also include operation and maintenance of all dolly and crane equipment.

Grip 2:

Minimum/General Experience:

Minimum of two years' experience in video and film production. Must be able to take direction and work independently.

Functional Responsibilities:

Assist Gaffers during lighting procedures and maneuvering the camera during videography. Tasks include building platforms, rigging, laying dolly track, loading and unloading gear, moving gear for new set-ups and scene changes and providing charged batteries, tapes and any other equipment called for on the set.

Grip 3:Minimum/General Experience:

Minimum of two years' experience in video and film production. Must be able to take direction and work independently.

Functional Responsibilities:

Assist Gaffers during lighting procedures and maneuvering the camera during videography. Tasks include building platforms, rigging, laying dolly track, loading and unloading gear, moving gear for new set-ups and scene changes and providing charged batteries, tapes and any other equipment called for on the set.

Lighting Director:Minimum/General Experience:

Must have at least five years' experience in video, film or theatre. Must be able to work closely with Directors on the project. Must adhere to all standard safety guidelines.

Functional Responsibilities:

Create light design in tandem with Director and Producer. Works to achieve an optimum operational lighting design to meet set criteria. Help to install lighting rig in accordance with design plan within time scales allowed. De-rig lighting at end of production. Check for obvious repair on lanterns and cables. Follow safety instructions at all times and be aware of electrical hazards.

Designer:Minimum/General Experience:

Must have at least three years' experience working with tradeshows, exhibits and events. Must be creative and communicate well with clients.

Functional Responsibilities:

Designer meets with the client to find out their specific needs and applications. The Designer surveys the site to find out the feasibility of placement for short term or permanent installations of fixtures. Designer then incorporates all needs into a workable lighting plot it fit the client's needs and budget for the specific venue.

Site Manager:Minimum/General Experience:

Must have at least three years' experience working tradeshows, exhibits and events. Must be able to manage people and meet client deadlines.

Functional Responsibilities:

Site Manager handles tradeshows, exhibits, conference and event planning services. Responsibility is to oversee all aspects of the project at the site, including delivery, installation, operation and removal. On-site contact person for the client and other contractors.

Installer 1:

Minimum/General Experience: None

Functional Responsibilities:

Installer is directly responsible to the Site Manager. Installer performs all necessary duties with regard to delivery, set-up, rigging operation and removal of equipment for tradeshows, exhibits and events.

Installer 2:

Minimum/General Experience: None

Functional Responsibilities:

Installer is directly responsible to the Site Manager. Installer performs all necessary duties with regard to delivery, set-up, rigging operation and removal of equipment for tradeshows, exhibits and events.

Installer 3:

Minimum/General Experience: None

Functional Responsibilities:

Installer is directly responsible to the Site Manager. Installer performs all necessary duties with regard to delivery, set-up, rigging operation and removal of equipment for tradeshows, exhibits and events.

Installer 4 :

Minimum/General Experience: None

Functional Responsibilities:

Installer is directly responsible to the Site Manager. Installer performs all necessary duties with regard to delivery, set-up, rigging operation and removal of equipment for tradeshows, exhibits and events.

Script/Content Development:Minimum/General Experience:

Must have at least five years script development. Must be creative and have the ability to work on small and large scale projects. Take clients ideas and budget and shape it into script form. Excellent oral and written communications and has a keen understanding of video production.

Script/Content Research:Minimum / General Experience:

Must have at least five years script content research. Must be creative and work closely with clients. Identify data, assess importance and relevance, develop research reports, advise clients on research findings and effectively manage research projects. Excellent oral and written communications skills a must.

Set Construction Labor:Minimum / General Experience:

Must have 5 years set construction experience. Work closely with client and producer on construction of sets. Ability to design sets and complete them on-time and on-budget. Basic knowledge of construction and key construction hand/power tools. This is a hands-on construction labor position. Work well with team.

Other Services:Editing Package

On Location offers editing capabilities and features two non-linear editing suites with Avid Media Composer 1000, Windows NT and a High Definition Video edit suite. On Location offers editing capabilities for multi-formats.

Duplication

On Location provides multi-format tape duplication via computer controlled Sony Integrated Duplication System. On Location also provides CD-ROM and DVD mastering and replication.

**APPENDIX 3
AWARDED OTHER DIRECT COSTS (ODCs) – SIN 541-1000**

SIN 541-1000 AWARDED ODCs				
ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Conference Charter Bus Service	\$94.44	\$94.20	Per Hour (5-hour minimum)	Purchase of transportation services via 57-passenger motor coach in the Miami and Fort Lauderdale, FL areas. An additional charge of 20% will be added for driver gratuity. Maximum driving or duty time for a single driver is 550 miles, 10 hours driving or 12 hours on duty.
Aerial Banner Advertising	\$2.78	\$2.77	SQ FT	Purchase of air sign costs by M-Pac Outdoor Media Concepts. Some events or areas may have restricted air space or require special permission permits. Those that require special permission permits will increase flight costs. Other aerial advertising companies are available throughout the United States. Call for a quote on their services.
Aerial Banner Advertising	\$388.89	\$387.91	HR (Flight Time)	Purchase of flight costs by M-Pac Outdoor Media Concepts. Some events or areas may have restricted air space or require special permission permits. Those that require special permission permits will increase flight costs. Other aerial advertising companies are available throughout the United States. Call for a quote on their services.
Display Booth Specialty Floor Covering, Interlocking Softcarpet	\$4.39	\$4.38	SQ FT	Purchase of interlocking carpet squares
DVD Player Purchase	\$444.31	\$443.19	EA	Purchase of a Panasonic DMR-E30S Progressive Scan DVD Recorder.
DVD Player, Portable Purchase	\$933.26	\$930.91	EA	Purchase of a Panasonic DVD-LA95 Portable DVD Player.
Film, 35mm color, 24 exposure, 400 ASA	\$13.20	\$13.17	PK (5 rolls)	Purchase of a five-pack of Kodak 35mm color film with 24 exposures and an ASA setting of 400.
TV/DVD/VCR Combo	\$744.43	\$742.56	EA	Purchase of 27" Sharp TV/VCR/DVD combo
Display Booth Space Rental, Large Venue	\$54.44	\$54.30	SQ FT	Booth space rental fees at a large venue, i.e. convention center or large conference center.
Conference Mailing List	\$4.71	\$4.70	Per Person Attending	Development and maintenance of a conference mailing list.
Conference Administrative Supplies	\$14.93	\$14.89	Per Person Attending	Purchase of essential conference related administrative supplies such as paper, badge materials, folders, notebooks, laser printer supplies, other miscellaneous office supplies.
Conference Audiovisual Service	\$33.06	\$32.98	Per Person Attending	Rental of conference related audiovisual equipment such as overhead projectors, video projectors, TV monitors, sound systems, and PC computer systems.
Conference Catering	\$387.47	\$386.49	Per Person Attending	Purchase of catering services for three-day conference including continental breakfast each day, mid-morning and mid-afternoon break each day and two luncheons.
Conference Facility Fees	\$225.44	\$224.87	Per Person Attending	Rental of all conference meeting rooms and facilities.
Conference Momentos	\$10.11	\$10.08	Per Person Attending	Purchase of conference momento for each attendee such as an imprinted notebook, tee shirt, or nylon briefcase.
Conference Printing	\$32.54	\$32.46	Per Person Attending	Purchase of printing for conference announcements, flyers, agenda and program.
Conference Security	\$11.12	\$11.09	Per Person Attending	Purchase of security services for the conference and expo areas during non-conference hours. Twenty-four hour security service will incur additional charges.
Conference Services Package	\$943.84	\$941.46	Per Person Attending	Purchase of services for a three-day long conference that includes audiovisual services, administrative supplies, continental breakfast each day, catering for morning and afternoon breaks each day, facility rental, two luncheons, mailing list, momentos, expo decorator service, printing, and security.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Expo Decorator Services	\$13.11	\$13.08	Per Person Attending	Purchase of decorator and exhibit services for exhibit hall.
Meeting/Workshop Services Package	\$185.26	\$184.79	Per Person	Purchase of services for a three-day long meeting/workshop and includes audiovisual services, administrative supplies, catering for morning and afternoon breaks each day, printing, facility utilities.
Incoming Toll Free Telephone Line	\$44.39	\$44.28	Monthly - plus per Min.	Purchase of monthly toll free number
Incoming Toll Free Telephone Line	\$0.091	\$0.09	Add'l Per Min	Purchase of monthly toll free number
Display Booth DVD Player Rental	\$433.33	\$432.24	EA	Delivery and set-up of event services vendor supplied DVD player.
Display Booth Computer Rental, CPU	\$910.00	\$907.71	EA	Delivery and set-up of event services vendor supplied Pentium 1.3 Ghz PC with Windows 98/2000 operating system and Office 2000 program software.
Display Booth Computer Rental, Monitor	\$866.67	\$864.49	EA	Delivery and set-up of event services vendor supplied 20" color monitor.
Display Booth Computer Rental, Printer	\$556.11	\$554.71	EA	Delivery and set-up of event services vendor supplied black and white laser printer.
Display Booth Flat Screen Rental, 20"	\$1,191.11	\$1,188.11	EA	Delivery and set-up of event services vendor supplied 20" flat screen LCD color monitor.
Display Booth Plasma Screen Rental, 42"	\$2,383.33	\$2,377.33	EA	Delivery and set-up of event services vendor supplied 42" diagonal plasma screen with tabletop stand. Orders for other type stand will incur additional charges.
Display Booth Sound System	\$837.78	\$835.67	EA	Delivery and setup of two large speakers and one mixer/amp by the event sponsor's services contractor.
Event Site Copy Service 1-250 Copies	\$0.283	\$0.28	EA	Paper and black and white copying
Event Site Copy Service 251-499 Copies	\$0.222	\$0.22	EA	Paper and black and white copying
Event Site Copy Service Over 500 Copies	\$0.172	\$0.17	EA	Paper and black and white copying
Recognition Plaque	\$77.73	\$77.53	EA	Purchase of a 9"x12" plaque of Rosewood Finish with engraving plate and 12 lines of engraving.
Blank Digital Video Tape, 300 Minute Length	\$14.43	\$14.39	EA	Purchase of digital video tape
Digital Clip Art	\$33.32	\$33.24	Images (100,000)	Purchase of CD containing professional clip art
Video Cassette Recorder	\$444.43	\$443.31	EA	Purchase of Samsung SV5000W four-head video cassette recorder/player
Printing, Full Color 24"x36" Poster Printed on one side of 100 lb paper	\$2.70	\$2.69	EA	Prepress, color separation, proof, printing and shipping
Printing, Full Color 32-page brochure, printed on 80 Lb paper, folded to 8.5"x11", saddle stitched.	\$5.46	\$5.45	EA	Prepress, color separation, proof, printing and shipping
Printing, Full Color 8.5"x11" flyer Printed on one side of 80 lb paper	\$1.26	\$1.26	EA	Prepress, color separation, proof, printing and shipping
Printing, Full Color 8.5"x11" Printed on both sides of 80 lb paper and folded to 5.5"x8.5"	\$1.36	\$1.36	EA	Prepress, color separation, proof, printing and shipping
Printing, Full Color 9"x12" Pocket Folder	\$2.57	\$2.56	EA	Prepress, color separation, proof, printing and shipping
Printing, Full Color 9"x20" Printed on both sides of 80 lb paper and folded to 5"x9"	\$1.57	\$1.57	EA	Prepress, color separation, proof, printing and shipping

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Purchase, Semi Trailer	\$302,222.22	\$301,461.35	EA	Purchase of a 50' long smooth side Champion semi trailer with 30kw, 3-phase generator, triple-single deep-drop air ride suspension, hydraulic tilt screw rear door, shop area with computer workstation, stainless steel workbench, Lista toolboxes, ultralight lighting and air conditioning. The interior features include a lounge with European laminate cabinets, polished granite floors, a leather sectional, TV/VCR, stereo, microwave, sink and more. The exterior is white, has quartz lights, a 52'x14' awning, sliding glass side doors, and a rear side access door.
Display Shipping Service, Air Freight Next Day Delivery	\$1.11	\$1.11	LB	Pickup, air transportation and delivery. Pickup or delivery addresses greater than 10 miles outside a major city may incur additional charges. Sample price is for a 955 lb container 54"Hx48"Lx36"W shipping from Ohio to California.
Display Shipping Service, Air Freight Second Day Delivery	\$0.67	\$0.67	LB	Pickup, air transportation and delivery. Pickup or delivery addresses greater than 10 miles outside a major city may incur additional charges. Sample price is for a 955 lb container 54"Hx48"Lx36"W shipping from Ohio to California.
Display Shipping Service, Air Freight Three to Five Day Delivery	\$0.465	\$0.46	LB	Pickup, air transportation and delivery. Pickup or delivery addresses greater than 10 miles outside a major city may incur additional charges. Sample price is for a 955 lb container 54"Hx48"Lx36"W shipping from Ohio to California.
Internet, DSL	\$166.62	\$166.20	Monthly	Purchase of monthly DSL connectivity via InterNAP, 15 email addresses, basic web hosting for 100MB
Internet, T-1 Connection	\$472.22	\$471.03	Monthly	Purchase of monthly fully managed T-1 service; point-to-point connection, up to 32 IP addresses; 15 mailboxes; basic web hosting of 100 MB
Display Booth Security Service	\$23.33	\$23.27	HR	After-hours security personnel.
Display Booth Telephone Service	\$276.67	\$275.97	Per Line with local service	Telephone line and local telephone service provided by the event sponsor's services contractor. Additional extensions can be provided for \$50 each. Long distance charges are applied upon show closing.
Green Plant 6'	\$77.78	\$77.58	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Green Plant 3'	\$44.44	\$44.33	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Green Plant 4'	\$55.56	\$55.42	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Green Plant 5'	\$66.67	\$66.50	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Green Plant 7'	\$94.44	\$94.20	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Large Fern or Ivy (10" pot)	\$38.89	\$38.79	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Large Floral Arrangement	\$94.44	\$94.20	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Medium Floral Arrangement	\$72.22	\$72.04	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Small Fern or Ivy (6" pot)	\$27.78	\$27.71	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Small Floral Arrangement	\$50.00	\$49.87	EA	Plant delivery and pickup, container, moss and maintenance by the event sponsor's services contractor.
Internet Service, Dial-up	\$22.17	\$22.11	Monthly	Purchase of monthly dial up internet service with up to three mailboxes
Matte Board, 28"x44"	\$4.21	\$4.20	EA	Matte Board
Poster Board, 28"x44"	\$3.99	\$3.98	EA	Poster Board
Novelty Give-Away Item - Aluminum Tag Key Chain	\$1.01	\$1.01	EA + Print Setup	Purchased of die stamped and color filled key tag in silver or gold finish with imprint.
Novelty Give-Away Item - Aluminum Tag Key Chain	\$38.89	\$38.79	Print Setup	Purchased of die stamped and color filled key tag in silver or gold finish with imprint.
Novelty Give-Away Item - Ball Point Pen	\$1.43	\$1.43	EA + Print Setup	Purchase of BIC metal widebody grip pen with imprint.
Novelty Give-Away Item - Ball Point Pen	\$27.78	\$27.71	Print Setup	Purchase of BIC metal widebody grip pen with imprint.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Novelty Give-away Item - Calculator/Portfolio	\$6.66	\$6.64	EA + Print Setup	Purchase of 6.25"x4.5" black vinyl portfolio with a single color imprint and a dual powered calculator.
Novelty Give-away Item - Calculator/Portfolio	\$38.89	\$38.79	Print Setup	Purchase of 6.25"x4.5" black vinyl portfolio with a single color imprint and a dual powered calculator.
Novelty Give-Away Item - Custom Lapel Pin	\$2.66	\$2.65	EA + Print Setup	Purchase of custom soft enamel lapel pin with imprint recessed areas filled with epoxy paint.
Novelty Give-Away Item - Custom Lapel Pin	\$66.67	\$66.50	Print Setup	Purchase of custom soft enamel lapel pin with imprint recessed areas filled with epoxy paint.
Novelty Give-Away Item - Mouse Pad	\$2.77	\$2.76	EA + Print Setup	Purchase of rubberized mouse pad with imprint.
Novelty Give-Away Item - Mouse Pad	\$38.89	\$38.79	Print Setup	Purchase of rubberized mouse pad with imprint.
Novelty Give-Away Item - Nylon Deluxe Briefcase	\$16.62	\$16.58	EA + Print Setup	Purchase of deluxe denier nylon expandable zippered briefcase with imprint.
Novelty Give-Away Item - Nylon Deluxe Briefcase	\$38.89	\$38.79	Print Setup	Purchase of deluxe denier nylon expandable zippered briefcase with imprint.
Novelty Give-Away Item - Nylon Tote Bag	\$5.51	\$5.50	EA + Print Setup	Purchase of denier nylon tote bag with single color imprint.
Novelty Give-Away Item - Nylon Tote Bag	\$38.89	\$38.79	Print Setup	Purchase of denier nylon tote bag with single color imprint.
Novelty Give-away Item - Steel Tumbler	\$7.77	\$7.75	EA + Print Setup	Purchase of translucent steel 16 oz. tumbler with single color imprint.
Novelty Give-away Item - Steel Tumbler	\$38.89	\$38.79	Print Setup	Purchase of translucent steel 16 oz. tumbler with single color imprint.
Display Purchase, Downing Folding Panel Display, 10'	\$4,091.11	\$4,080.81	EA	Purchase of panels, flex curves, header kit, rolling cases
Display Purchase, Downing Mod-wall Modular Laminated Display, 20'x30'	\$88,888.89	\$88,665.11	EA	Purchase of modular display kit containing laminated panels, circular center tower, circular banners, perimeter towers, reception stand, and transparent and opaque graphics
Display Purchase, Downing Mod-wall Modular Laminated Display, 20'x40'	\$161,111.11	\$160,705.50	EA	Purchase of modular display kit containing laminated panels, truss, rock looking walls, transparent and opaque graphics, curved printed banners, special laminates, reception stands and counters.
Display Purchase, Downing Mod-wall Modular Laminated Display, 50'x40'	\$222,222.22	\$221,662.76	EA	Purchase of modular display kit containing laminated panels, center towers, four curved towers, two curved floor stands, four curved banners, two portable pop-up displays, four computer stands, curved truss, slatwall, shelving, and transparent and opaque graphics.
Display Purchase, Downing, Mod-Wall Modular Laminated Display 10'x30'	\$44,444.44	\$44,332.55	EA	Purchase of modular display kit containing laminated display panels, truss, shelves, reception stand, and opaque and transparent graphics
Display Purchase, Downing, Mod-Wall Modular Laminated Display, 10'x10'	\$13,333.33	\$13,299.76	EA	Purchase of laminated wall panels with opaque graphics
Display Purchase, Downing, Mod-Wall Modular Laminated Display, 10'x20'	\$35,682.22	\$35,592.39	EA	Purchase of modular display kit containing laminated display panels, two workstations, reception stand, and opaque graphics
Display Purchase, Downing, Mod-Wall Modular Laminated Display, 20'x20'	\$94,444.44	\$94,206.67	EA	Purchase of modular display kit containing laminated panels, conference room, triangle corner tower, demo kiosks, opaque and transparent graphics.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Purchase, Graphic Opaque Ink Jet Hang On Graphics	\$544.44	\$543.07	EA	Purchase 42x96 opaque inkjet prints
Velcro Fastener, 1" W, Hook Side	\$1.29	\$1.29	YD	Purchase of hook/Velcro
Velcro Fastener, 1" W, Loop Side	\$1.29	\$1.29	YD	Purchase of loop Velcro
FedEx Express Freight	\$4.22	\$4.21	LB	FedEx next business day delivery. Freight pickup and delivery charges are extra based on weight, pickup and delivery locations and type of packaging.
FedEx Overnight Box	\$99.73	\$99.48	Next Business Day	FedEx next business day delivery of 20 lb box. Pickup and delivery charges are extra based on weight, pickup and delivery locations and type of packaging.
FedEx Priority Overnight Envelope	\$25.18	\$25.12	Next Business Day	FedEx next business day delivery. Pickup and delivery charges are extra based on weight, pickup and delivery locations and type of packaging.
FedExGround Shipping, Four Day Box	\$70.20	\$70.02	Four-day Delivery	FedEx 4-day delivery of 100 lb box. Pickup and delivery charges are extra based on weight, pickup and delivery locations and type of packaging.
Display Booth Forklift Service Up to 10,000 lbs	\$72.22	\$72.04	PER HR	Forklift with Driver
Display Booth Forklift Service Up to 10,000 lbs With Rigging Crew	\$235.56	\$234.97	Straight time PER HR	Forklift with Driver and two riggers
Display Booth Forklift Service Up to 10,000 lbs With Rigging Crew	\$281.11	\$280.40	Overtime PER HR	Forklift with Driver and two riggers
Display Booth Forklift Service Up to 8,000 lbs	\$44.44	\$44.33	PER HR	Forklift with Driver
Display Booth Forklift Service Up to 8,000 lbs With Rigging Crew	\$207.78	\$207.26	Straight time PER HR	Forklift with Driver and two riggers
Display Booth Forklift Service Up to 8,000 lbs With Rigging Crew	\$311.67	\$310.89	Overtime PER HR	Forklift with Driver and two riggers
Display Booth Sign Printed by Digital Inkjet 40"x60"	\$336.67	\$335.82	EA	Purchase of sign printed on inkjet printers. Smaller sizes are available with cost based on size.
Display Booth Sign with Vinyl Letters, 40"x60"	\$265.56	\$264.89	EA	Purchase of vinyl letters sign on white showcard. Ten words maximum. Smaller sizes are available with cost based on size.
Display Booth Sissor Lift Service	\$305.56	\$304.79	Straight time PER HR	Sissorlift with crew. Straight time is 8:00 a.m.-4:00 p.m. Monday-Friday except holidays.
Display Booth Sissor Lift Service	\$361.11	\$360.20	Overtime PER HR	Sissorlift with crew. Straight time is 8:00 a.m.-4:00 p.m. Monday-Friday except holidays.
Event Site Booth Photography	\$116.67	\$116.38	EA	Purchase of 8"x10" color photo print
Armless Side Chair	\$48.06	\$47.94	EA	Delivery and setup by the event sponsor's services contractor.
Chrome Bag Stand	\$87.51	\$87.29	EA	Delivery and setup by the event sponsor's services contractor.
Chrome Clothes Tree	\$30.00	\$29.92	EA	Delivery and setup by the event sponsor's services contractor.
Chrome Stanchion	\$62.51	\$62.35	EA	Delivery and setup by the event sponsor's services contractor.
Display Booth Carpet Rental Service	\$7.89	\$7.87	SQ FT	Custom cut installed carpet, selected from the event services contractor's available styles and colors, with padding and visqueen.
Display Booth Cleaning Service	\$0.293	\$0.29	SQ FT Per Day	Daily vacuuming by event services contractor.
Display Booth Material Handling Services	\$76.39	\$76.20	CWT (per 100 lbs)	Receipt and movement of display crates, skids and containers arriving at the event site from the transporting vehicle to the display booth during move-in; storage of empty crates; and the movement of the packed display shipping containers from the display booth to the transporting vehicle during move-out. Service is provided by the event sponsor's services contractor. Additional charges will be incurred for requiring movement of items after 4:00 p.m. Monday-Friday and all day Saturday, Sunday and holidays. Additional charges may also be incurred for movement of items not in crates, skids or hard containers and for items that require special equipment or services for movement.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Booth Union Labor (set-up and teardown)	\$58.89	\$58.74	HR-Reg Hrs	Labor provided by the event sponsor's services contractor for the set-up and dismantling of the display. Straight time is 8:00 a.m.-4:00 p.m. Monday-Friday. Overtime will be charged for labor required before 8:00 a.m. and after 4:00 p.m. Monday-Friday and all day Saturday, Sunday and holidays.
Display Booth Union Labor (set-up and teardown)	\$117.78	\$117.48	HR-After Hrs	Labor provided by the event sponsor's services contractor for the set-up and dismantling of the display. Straight time is 8:00 a.m.-4:00 p.m. Monday-Friday. Overtime will be charged for labor required before 8:00 a.m. and after 4:00 p.m. Monday-Friday and all day Saturday, Sunday and holidays.
Display Booth Waste Basket	\$15.56	\$15.52	EA	Delivery and setup by the event sponsor's services contractor.
Easel, tripod	\$37.95	\$37.85	EA	Delivery and setup by the event sponsor's services contractor.
Folding Chair	\$27.78	\$27.71	EA	Delivery and setup by the event sponsor's services contractor.
Garment Rack	\$65.84	\$65.67	EA	Delivery and setup by the event sponsor's services contractor.
Literature Rack	\$86.11	\$85.89	EA	Delivery and setup by the event sponsor's services contractor.
Modular Display Rental 10'x10'	\$2,383.33	\$2,377.33	EA	Delivery and installation as an in-line display in a 10'x10' booth space: display panels in white hardwall or Velcro receptive fabric; one 1-meter white header sign (with company name printed in black, blue or red); three counters with locking cabinets; one 10'x10' standard carpet (choice of 9 colors); two 150 watt halogen lights; and two shelves. Price does NOT include booth space rental fee; electrical service; cleaning service; floral service or graphics. Those services and other display rental items may be obtained for additional charges.
Modular Display Rental 10'x20'	\$6,055.56	\$6,040.31	EA	Delivery and installation as an in-line display in a 10'x20' booth space: display panels in white hardwall or Velcro receptive fabric; two 1-meter and one 10' white header signs (with company name printed in black, blue or red); two counters with locking cabinets; one 10'x20' standard carpet (choice of 9 colors); six 150 watt halogen lights; and four shelves. Price does NOT include booth space rental fee; electrical service; cleaning service; floral service or graphics. Those services and other display rental items may be obtained for additional charges.
Modular Display Rental 10'x30'	\$8,016.67	\$7,996.49	EA	Delivery and installation as an in-line display in a 10'x30' booth space: display panels in white hardwall or Velcro receptive fabric; two 2-meter and one 10' white header sign (with company name printed in black, blue or red); three counters with locking cabinets; one 10'x30' standard carpet (choice of 9 colors); seven 150 watt halogen lights; and seven shelves. Price does NOT include booth space rental fee; electrical service; cleaning service; floral service or graphics. Those services and other display rental items may be obtained for additional charges.
Modular Display Rental 20'x20'	\$8,944.44	\$8,921.92	EA	Delivery and installation as an island display in a 20'x20' booth space: four 10' white header signs (with company name printed in black, blue or red); eight 21" white corner headers; four 46" white corner headers; one 20'x20' standard carpet (choice of nine colors); and four corner counters with locking cabinets. Price does NOT include booth space rental fee; electrical service; cleaning service; floral service or graphics. Those services and other display rental items may be obtained for additional charges.
Modular Display Rental, 8' Tabletop	\$1,327.78	\$1,324.44	EA	Delivery and installation as a tabletop display on an 8' skirted table: display panels in white hardwall or Velcro receptive fabric; one white header sign (with company name printed in black, blue or red); one 10'x10' standard carpet (choice of 9 colors); one 8' skirted table; two armless side chairs; and one wastebasket. Price does NOT include booth space rental fee; electrical service; cleaning service; floral service or graphics. Those services and other display rental items may be obtained for additional charges.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Padded Arm Chair	\$63.33	\$63.17	EA	Delivery and setup by the event sponsor's services contractor.
Padded Side Chair	\$53.06	\$52.93	EA	Delivery and setup by the event sponsor's services contractor.
Pedestal Table - 30" Dia. 18"H	\$65.84	\$65.67	EA	Delivery and setup by the event sponsor's services contractor.
Pedestal Table - 30" Dia. 30"H	\$100.28	\$100.03	EA	Delivery and setup by the event sponsor's services contractor.
Pedestal Table - 30" Dia. 40"H	\$111.11	\$110.83	EA	Delivery and setup by the event sponsor's services contractor.
Refrigerator - Dorm Size	\$347.22	\$346.35	EA	Delivery, setup and rental from the event sponsor's services contractor.
Stool - Padded with Back	\$75.11	\$74.92	EA	Delivery and setup by the event sponsor's services contractor.
Swivel Desk Chair	\$75.28	\$75.09	EA	Delivery and setup by the event sponsor's services contractor.
Table 4'L, 30"H - Not Skirted	\$41.89	\$41.78	EA	Delivery and setup by the event sponsor's services contractor.
Table, 4'L 30"H - Skirted on 3 Sides	\$101.84	\$101.58	EA	Delivery and setup by the event sponsor's services contractor.
Table, 4'L 40"H - Not Skirted	\$77.67	\$77.47	EA	Delivery and setup by the event sponsor's services contractor.
Table, 6'L 30"H - Not Skirted	\$53.06	\$52.93	EA	Delivery and setup by the event sponsor's services contractor.
Table, 6'L 30"H - Skirted on 3 Sides	\$122.44	\$122.13	EA	Delivery and setup by the event sponsor's services contractor.
Table, 6'L 40"H - Not Skirted	\$88.89	\$88.67	EA	Delivery and setup by the event sponsor's services contractor.
Table, 8' 40"H - Not Skirted	\$100.84	\$100.59	EA	Delivery and setup by the event sponsor's services contractor.
Table, 8' 40"H - Skirted on 3 Sides	\$182.73	\$182.27	EA	Delivery and setup by the event sponsor's services contractor.
Table, 8'L 30"H - Skirted on 3 Sides	\$146.95	\$146.58	EA	Delivery and setup by the event sponsor's services contractor.
Table, 8'L 30"H - Not Skirted	\$65.00	\$64.84	EA	Delivery and setup by the event sponsor's services contractor.
Table, 4'L 40"H - Skirted on 3 Sides	\$137.62	\$137.27	EA	Delivery and setup by the event sponsor's services contractor.
Table, 6'L 40"H - Skirted on 3 Sides	\$158.17	\$157.77	EA	Delivery and setup by the event sponsor's services contractor.
If 4th Side of Table (30" high) Skirted, add (all sizes)	\$59.62	\$59.47	EA	Delivery and setup by the event sponsor's services contractor.
If 4th Side of Table (40" high) Skirted, add (all sizes)	\$63.33	\$63.17	EA	Delivery and setup by the event sponsor's services contractor.
Velour Rope 8' for use w/Stanchions	\$53.89	\$53.75	EA	Delivery and setup by the event sponsor's services contractor.
Display Booth Cable TV Service	\$250.00	\$249.37	EA	Cable installation and service by event sponsor's specified contractor. Sample price taken from Atlanta, GA market. Prices may vary by location.
Display Booth Cable TV Service Internal Broadcast Channels	\$416.67	\$415.62	EA	Cable installation and service by event sponsor's specified contractor. Sample price taken from Atlanta, GA market. Prices may vary by location.
Display Booth Compressed Air Service	\$214.44	\$213.90	Per Unit Connected	.5" air line with service run to the booth for one unit. Service is provided by the event sponsor's services contractor.
Display Booth Electrical Service 110 Volt, 20 Amp	\$130.00	\$129.67	EA Outlet	Electrical service and connection installed at the rear of in-line booths and at the best available location for all other type booths. Service is provided by the event sponsor's services contractor. Multiple outlets requiring specific placement may cause additional charges for electrician labor. Price is based on service ordered and paid for prior to the first event display set-up day. Electrical orders placed during display move in/set-up may incur additional charges.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Booth Electrical Service 208 Volt, 50 Amp, 1 Phase	\$455.56	\$454.41	EA Outlet	Electrical service and connection installed at the rear of in-line booths and at the best available location for all other type booths. Service is provided by the event sponsor's services contractor. Multiple outlets requiring specific placement may cause additional charges for electrician labor. Price is based on service ordered and paid for prior to the first event display set-up day. Electrical orders placed during display move in/set-up may incur additional charges.
Display Booth Electrical Service 208 Volt, 50 Amp, 3 Phase	\$684.44	\$682.72	EA Outlet	Electrical service and connection installed at the rear of in-line booths and at the best available location for all other type booths. Service is provided by the event sponsor's services contractor. Multiple outlets requiring specific placement may cause additional charges for electrician labor. Price is based on service ordered and paid for prior to the first event display set-up day. Electrical orders placed during display move in/set-up may incur additional charges.
Display Booth Electrical Service 480 Volt, 50 Amp, 3 Phase	\$1,715.56	\$1,711.24	EA Outlet	Electrical service and connection installed at the rear of in-line booths and at the best available location for all other type booths. Service is provided by the event sponsor's services contractor. Multiple outlets requiring specific placement may cause additional charges for electrician labor. Price is based on service ordered and paid for prior to the first event display set-up day. Electrical orders placed during display move in/set-up may incur additional charges.
Commercial Color Print from Digital File	\$12.17	\$12.14	EA 8x10	Purchase of color print from customer provided digital file.
Commercial Color Print from Digital File	\$22.17	\$22.11	EA 11X14	Purchase of color print from customer provided digital file.
Commercial Color Print from Digital File	\$33.28	\$33.20	EA 16X20	Purchase of color print from customer provided digital file.
Commercial Color Print from Digital File	\$55.51	\$55.37	EA 20X24	Purchase of color print from customer provided digital file.
Commercial Color Print from Digital File	\$66.62	\$66.45	EA 20X30	Purchase of color print from customer provided digital file.
Commercial Color Print from Digital File	\$131.06	\$130.73	EA 30X40	Purchase of color print from customer provided digital file.
Commercial Color Print from Digital File	\$253.28	\$252.64	EA 40X60	Purchase of color print from customer provided digital file.
Commercial Color Print from Film	\$18.84	\$18.79	EA 8x10	Purchase of color print from negative up to 6x9 cm in size. Prints are cropped to customer specifications and optimized to give the best overall color, density and contrast.
Commercial Color Print from Film	\$27.73	\$27.66	EA 11X14	Purchase of color print from negative up to 6x9 cm in size. Prints are cropped to customer specifications and optimized to give the best overall color, density and contrast.
Commercial Color Print from Film	\$49.95	\$49.82	EA 16X20	Purchase of color print from negative up to 6x9 cm in size. Prints are cropped to customer specifications and optimized to give the best overall color, density and contrast.
Commercial Color Print from Film	\$66.62	\$66.45	EA 20X24	Purchase of color print from negative up to 6x9 cm in size. Prints are cropped to customer specifications and optimized to give the best overall color, density and contrast.
Commercial Color Print from Film	\$77.73	\$77.53	EA 20X30	Purchase of color print from negative up to 6x9 cm in size. Prints are cropped to customer specifications and optimized to give the best overall color, density and contrast.
Commercial Color Print from Film	\$144.39	\$144.03	EA 30X40	Purchase of color print from negative up to 6x9 cm in size. Prints are cropped to customer specifications and optimized to give the best overall color, density and contrast.
Commercial Color Print from Film	\$266.62	\$265.95	EA 40X60	Purchase of color print from negative up to 6x9 cm in size. Prints are cropped to customer specifications and optimized to give the best overall color, density and contrast.
Film Processing, 35mm with 3.5"x5" Color Prints	\$16.12	\$16.08	Roll (24 Exposure)	Purchase of film processing and printing for 35mm 24 exposure color film with one 3.5"x5" print per exposure
Film Processing, 35mm with 4"x6" Color Prints	\$17.45	\$17.41	Roll (24 Exposure)	Purchase of film processing and printing for 35mm 24 exposure color film with one 4"x6" print per exposure
Film Processing, 35mm with 5"x7.5" Color Prints	\$30.79	\$30.71	Roll (24 Exposure)	Purchase of film processing and printing for 35mm 24 exposure color film with one 5"x7.5" print per exposure
Film Processing, 35mm	\$6.62	\$6.60	Roll (24 Exposure)	Purchase of film processing for 35mm 24 exposure color film
Portable Video Projection System	\$6,110.00	\$6,094.62	EA	Purchase of Proxima DP8000 Video Projector

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Purchase, Nimlok, Easy ST Panels for 10' In-line Curved Display - Fabric	\$6,577.78	\$6,561.22	EA	Purchase of straight display panels, curved display panels, counter with door, lights, shipping cases. For graphics add 20%.
Display Purchase, Nimlok, Easy ST Panels for 10' In-line Curved Display - Laminate	\$7,956.67	\$7,936.64	EA	Purchase of straight display panels, curved display panels, counter with door, lights, shipping cases. For graphics add 20%.
Display Purchase, Nimlok, Easy ST Panels for 10' In-line Straight Display - Fabric	\$4,761.11	\$4,749.12	EA	Purchase of straight display panels, curved display panels, counter with door, lights, shipping cases. For graphics add 20%.
Display Purchase, Nimlok, Easy ST Panels for 10' In-line Straight Display - Laminate	\$6,277.78	\$6,261.98	EA	Purchase of straight display panels, curved display panels, counter with door, lights, shipping cases. For graphics add 20%.
Display Purchase, Nimlok, Easy ST Panels for 10' to 20' Inline Curved Display - Fabric	\$12,516.67	\$12,485.16	EA	Purchase of straight display panels, curved display panels, 2 counters with door, lights, shipping cases. For graphics add 20%.
Display Purchase, Nimlok, Easy ST Panels for 10' to 20' Inline Curved Display - Laminate	\$15,666.67	\$15,627.23	EA	Purchase of straight display panels, curved display panels, 2 counters with door, lights, shipping cases. For graphics add 20%.
Display Purchase, Nimlok, NimLink Modular Display System for 10' to 20' Inline or 20'x20' Island Display - Fabric	\$39,016.67	\$38,918.44	EA	Purchase of display kit to build a 20'x20' island, 10'x20' in-line or a 10'x10' in line display. Lights and shipping case included. For graphics add 20%.
Display Purchase, Nimlok, NimLink Modular Display System for 10' to 20' Inline or 20'x20' Island Display - Laminate	\$45,550.00	\$45,435.32	EA	Purchase of display kit to build a 20'x20' island, 10'x20' in-line or a 10'x10' in line display. Lights and shipping case included. For graphics add 20%.
Display Purchase, RollUp Banner System 1	\$916.67	\$914.36	EA	Rollup banner with one graphic (one sided)
Display Purchase, RollUp Banner System 2	\$1,138.89	\$1,136.02	EA	Rollup banner with two graphics (double sided)
Display Rental, Nimlok, NimLink Modular Display System for 10'x20' Inline Display	\$6,322.22	\$6,306.30	EA	Rental of display kit to build a 10'x20' in-line. Lights and shipping case included. For graphics add 20%. Shipping extra.
Display Rental, Nimlok, NimLink Modular Display System for 30'x30' Island Display	\$16,444.44	\$16,403.04	EA	Rental of display kit to build a 20'x30' in-line. Lights and shipping case included. For graphics add 20%. Shipping extra.
Copying, Black and White on Color Paper	\$0.121	\$0.12	EA Letter EA Legal	Purchase of copies, one-sided, color 60 lb paper. Sample price is from the Dayton, OH market. Prices may vary by location.
Copying, Black and White on Color Paper	\$0.222	\$0.22	EA 11x17	Purchase of copies, one-sided, color 60 lb paper. Sample price is from the Dayton, OH market. Prices may vary by location.
Copying, Black and White on White Paper	\$0.091	\$0.09	EA Letter EA Legal	Purchase of copies, one-sided, white 20-lb bond paper. Sample price is from the Dayton, OH market. Prices may vary by location.
Copying, Black and White on White Paper	\$0.182	\$0.18	EA 11x17	Purchase of copies, one-sided, white 20-lb bond paper. Sample price is from the Dayton, OH market. Prices may vary by location.
Copying, Color on White Paper	\$1.43	\$1.43	EA Letter EA Legal	Purchase of one-sided color copies. Sample price is from the Dayton, OH market. Prices may vary by location.
Copying, Color on White Paper	\$2.87	\$2.86	EA 11x17	Purchase of one-sided color copies. Sample price is from the Dayton, OH market. Prices may vary by location.
Copying, Blueprint	\$0.263	\$0.26	Linear Inch	Purchase of blueprint copies. Sample prices taken from Dayton, OH market. Prices may vary by location.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Purchase Truss System 20'x20'	\$38.89	\$38.79	SF	Purchase of 20' x 20' x 12'h stock truss system, stock color includes shipping containers.
Display Purchase Truss System 30'x30'	\$38.89	\$38.79	SF	Purchase of 30' x 30' x 12'h stock truss system, stock color includes shipping containers.
Display Purchase Truss System 40'x40'	\$38.89	\$38.79	SF	Purchase of 40' x 40' x 12'h stock truss system, stock color includes shipping containers.
Display Purchase, Custom Permanent 10' wide	\$1,333.33	\$1,329.97	Per Linear Foot	Purchase of all materials, components, and labor to fabricate a 10' wide custom designed permanent type display. Installation will be quoted separately based on location.
Display Purchase, Custom Permanent 20' wide	\$1,333.33	\$1,329.97	Per Square Foot	Purchase of all materials, components, and labor to fabricate a 20' wide custom designed permanent type display. Installation will be quoted separately based on location.
Display Purchase, Custom Permanent 30' wide	\$1,333.33	\$1,329.97	Per Square Foot	Purchase of all materials, components, and labor to fabricate a 30' wide custom designed permanent type display. Installation will be quoted separately based on location.
Display Purchase, Custom Permanent 40' wide	\$1,333.33	\$1,329.97	Per Square Foot	Purchase of all materials, components, and labor to fabricate a 40' wide custom designed permanent type display. Installation will be quoted separately based on location.
Display Purchase, Velcro Receptive Display Panel, Framed, 4'x8'	\$361.11	\$360.20	EA	Purchase of all materials, components, and labor to fabricate a 4'x8' Velcro receptive framed wall display panel. Installation will be quoted separately based on location.
Display Purchase, Velcro Receptive Wall Display Panel, Framed, 3'x4'	\$311.11	\$310.33	EA	Purchase of all materials, components, and labor to fabricate a 3'x4' Velcro receptive framed wall display panel. Installation will be quoted separately based on location.
Display Purchase, Velcro Receptive Wall Display Panel, Framed, 4'x6'	\$333.33	\$332.49	EA	Purchase of all materials, components, and labor to fabricate a 4'x6' Velcro receptive framed wall display panel. Installation will be quoted separately based on location.
Display Purchase, Velcro Receptive Wall Display Panel, Unframed, 3'x4'	\$200.00	\$199.50	EA	Purchase of all materials, components, and labor to fabricate a 3'x4' Velcro receptive wall display panel. Installation will be quoted separately based on location.
Display Purchase, Velcro Receptive Wall Display Panel, Unframed, 4'x6'	\$222.22	\$221.66	EA	Purchase of all materials, components, and labor to fabricate a 4'x6' Velcro receptive wall display panel. Installation will be quoted separately based on location.
Display Purchase, Velcro Receptive Wall Display Panel, Unframed, 4'x8'	\$238.89	\$238.29	EA	Purchase of all materials, components, and labor to fabricate a 4'x8' Velcro receptive wall display panel. Installation will be quoted separately based on location.
Display Purchase, 10' Pop-up Curved Wall	\$3,155.56	\$3,147.62	EA	Purchase of a 10' wide x 8' high curved wall portable pop-up display with velcro receptive fabric, two lights and one shipping container. No graphics are included.
Display Purchase, 10' Pop-up Flat Wall	\$3,011.11	\$3,003.53	EA	Purchase of a 10' wide x 8' flat wall portable pop-up display with velcro receptive fabric, two lights and one shipping container. No graphics are included.
Display Purchase, Custom Trade Show 10'x10'	\$1,477.78	\$1,474.06	Per Linear Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 10'x10' booth.
Display Purchase, Custom Trade Show 10'x20'	\$1,477.78	\$1,474.06	Per Linear Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 10'x20' booth.
Display Purchase, Custom Trade Show 10'x30'	\$1,477.78	\$1,474.06	Per Linear Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 10'x30' booth.
Display Purchase, Custom Trade Show 20'x20'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 20'x20' booth.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Purchase, Custom Trade Show 20'x30'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 20'x30' booth.
Display Purchase, Custom Trade Show 30'x30'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 30'x30' booth.
Display Purchase, Custom Trade Show 30'x40'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 30'x40' booth.
Display Purchase, Custom Trade Show 40'x40'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 40'x40' booth.
Display Purchase, Custom Trade Show 50'x50'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components and labor to fabricate a custom designed display to fit inside a 50'x50' booth.
Display Purchase, Custom Trade Show 60'x60'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 60'x60' booth.
Display Purchase, Custom Trade Show 80'x80'	\$138.89	\$138.54	Per Square Foot	Purchase of all materials, components, and labor to fabricate a custom designed display to fit inside a 80'x80' booth.
Display Purchase, Modular 10'x10'	\$1,477.78	\$1,474.06	Per Linear Foot	Purchase of a modular display kit with components configurable to into a 10'x10' display booth. Component display panels consist of velcro receptive fabric covered panels or standard grade laminate covered panels, three lights and shipping containers. No specialty laminates, carpet or graphics are included.
Display Purchase, Modular 10'x20'	\$1,477.78	\$1,474.06	Per Linear Foot	Purchase of a modular display kit with components configurable to at least two different floor plans of a 10'x20' display booth. Component display panels consist of velcro receptive fabric covered panels or laminate covered panels, three lights and shipping containers. No specialty laminates, carpet or graphics are included.
Display Purchase, Modular 10'x30'	\$1,477.78	\$1,474.06	Per Linear Foot	Purchase of a modular display kit with components configurable to at least two different floor plans of a 10'x30' display booth. Component display panels consist of velcro receptive fabric covered panels or laminate covered panels, three lights and shipping containers. No specialty laminates, carpet or graphics are included.
Display Purchase, Modular 20'x20'	\$105.56	\$105.29	Per Square Foot	Purchase of a modular display kit with components configurable to at least two different floor plans of a 20'x20' display booth. Component display panels consist of velcro receptive fabric covered panels or laminate covered panels, three lights and shipping containers. No specialty laminates, carpet or graphics are included.
Display Purchase, Modular 20'x30'	\$105.56	\$105.29	Per Square Foot	Purchase of a modular display kit with components configurable to at least two different floor plans of a 20'x30' display booth. Component display panels consist of velcro receptive fabric covered panels or laminate covered panels, three lights and shipping containers. No specialty laminates, carpet or graphics are included.
Display Purchase, Modular 30'x30'	\$105.56	\$105.29	Per Square Foot	Purchase of a modular display kit with components configurable to at least two different floor plans of a 30'x30' display booth. Component display panels consist of velcro receptive fabric covered panels or laminate covered panels, three lights and shipping containers. No carpet or graphics are included.
Display Purchase, Modular 30'x40'	\$105.56	\$105.29	Per Square Foot	Purchase of a modular display kit with components configurable to at least two different floor plans of a 30'x40' display booth. Component display panels consist of velcro receptive fabric covered panels or laminate covered panels, three lights and shipping containers. No specialty laminates, carpet or graphics are included.
Display Purchase, Modular 40'x40'	\$105.56	\$105.29	Per Square Foot	Purchase of a modular display kit with components configurable to at least two different floor plans of a 40'x40' display booth. Component display panels consist of velcro receptive fabric covered panels or laminate covered panels, three lights and shipping containers. No specialty laminates, carpet or graphics are included.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Fome-Cor Mounting Board .125"	\$17.44	\$17.40	SHT	Purchase of 4'x8' sheet
Fome-Cor Mounting Board .187"	\$17.44	\$17.40	SHT	Purchase of 4'x8' sheet
Fome-Cor Mounting Board .375"	\$29.76	\$29.69	SHT	Purchase of 4'x8' sheet
PVC (Sintra), 4'x8' sheet, 6mm thick	\$85.33	\$85.12	EA Sheet - White	Purchase of 4'x8' sheet
PVC (Sintra), 4'x8' sheet, 6mm thick	\$99.56	\$99.31	EA Sheet - Black	Purchase of 4'x8' sheet
PVC (Sintra), 4'x8' sheet, 6mm thick	\$105.78	\$105.51	EA Sheet - Gray	Purchase of 4'x8' sheet
PVC (Sintra), 4'x8' sheet, 6mm thick	\$131.56	\$131.23	EA Sheet - Other Colors	Purchase of 4'x8' sheet
Billboard Rental	\$4,444.44	\$4,433.25	6 months New York 14'x48'	Purchase of 14'x48' billboard print and six-month rental of billboard space in New York state. Rates vary by location and length of service.
Aerial Photography Services	\$438.89	\$437.79	HR Flight Time	Purchase of helicopter flight services. It does not include the cost photography services which will be charged by the hour from the appropriate labor category.
Display Booth Space With Basic Event Services 10'x10'	\$7,343.89	\$7,325.40	Booth	Booth space rental fee, installed carpet, with padding and visqueen; daily carpet vacuuming; two 110 volt, 20 amp electrical outlets; and 1,000 lbs material handling service (drayage).
Display Booth Space With Basic Event Services 10'x20'	\$14,687.78	\$14,650.80	Booth	Booth space rental fee; installed carpet with padding and visqueen; daily carpet vacuuming; four 110 volt, 20 amp electrical outlets; 2,000 lbs of material handling services (drayage).
Display Booth Space With Basic Event Services 10'x30'	\$22,031.67	\$21,976.20	Booth	Booth space rental fee, installed carpet, with padding and visqueen; daily carpet vacuuming; six 110 volt, 20 amp electrical outlets; and 3,000 lbs material handling service (drayage).
Display Booth Space With Basic Event Services 20'x20'	\$29,375.56	\$29,301.60	Booth	Booth space rental fee, installed carpet with padding and visqueen; daily carpet vacuuming, eight 110 volt, 20 amp electrical outlets, and 4,000 lbs material handling service (drayage).
Display Booth Space With Basic Event Services 20'x30'	\$44,063.33	\$43,952.40	Booth	Booth space rental fee, installed carpet with padding and visqueen; daily carpet vacuuming; twelve 110 volt, 20 amp electrical outlets, and 6,000 lbs material handling service (drayage).
Display Booth Space With Basic Event Services 30'x30'	\$66,095.00	\$65,928.60	Booth	Booth space rental fee, installed carpet, with padding and visqueen; daily carpet vacuuming, eighteen 110 volt, 20 amp electrical outlets and 9,000 lbs material handling service (drayage).
Display Booth Space With Basic Event Services 40'x40'	\$117,502.22	\$117,206.40	Booth	Booth space rental fee, installed carpet with padding and visqueen; daily carpet vacuuming, thirty-two 110 volt, 20 amp electrical outlets and 16,000 lbs material handling service (drayage).
Display Purchase Overhead Banner with Oxford Nylon Material Stretched over Aluminum Frame	\$4,894.44	\$4,882.12	EA	Purchase of a circular banner sign (17' Dia x 48" high) with White Spandex Oxford Nylon stretched and zipped over an aluminum tubing frame; custom cable harness for hanging; and graphics printed from customer supplied file.
Cellular Telephone	\$222.21	\$221.65	EA	Purchase of a Motorola i90C digital cellular telephone from Nextel.
Cellular Telephone Service	\$77.77	\$77.57	Monthly	Purchase of monthly cellular service from Nextel with 600 minutes of airtime, free long distance and unlimited Direct Connect minutes. Sample price taken from Dayton, OH market. Prices may vary by location.
CD Jewel Case	\$16.66	\$16.62	PK (10)	Purchase of 10-pack CD jewel cases.
CD Mailer	\$3.88	\$3.87	PK (2)	Purchase of 2-pack of CD mailer
CD Sleeve	\$7.52	\$7.50	PK (25)	Purchase of 25-pack of CD sleeves
CD, Blank RW	\$46.46	\$46.34	Spindle (25)	Purchase of blank readable and writeable CDs

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Overhead Projector	\$777.77	\$775.81	EA	Purchase of 3M 9700 Overhead Projector
Video Mailer	\$10.55	\$10.52	PK (5)	Purchase of 5-pack of video mailers
1200W Par HMI	\$194.44	\$193.95	Day	1200W Par HMI
12K Light	\$555.56	\$554.16	Day	12K Light
400J Light	\$138.89	\$138.54	Day	400J Light
6KP Light	\$666.67	\$664.99	Day	6KP Light
Arri 150W kit (3 Units)	\$100.00	\$99.75	Day	Arri 150W kit (3 Units)
AVI/QT Video Compression	\$22.22	\$22.16	Min	AVI/QT Video Compression
Beta SP Camera Package	\$1,000.00	\$997.48	Day	Beta SP Camera Package
Betacam SP Tapestock 30 minute	\$38.89	\$38.79	EA	Betacam SP Tapestock 30 minute
Betacam SP Tapestock 60 minute	\$50.00	\$49.87	EA	Betacam SP Tapestock 60 minute
Betacam SP Tapestock 90 minute	\$61.11	\$60.96	EA	Betacam SP Tapestock 90 minute
Dolly	\$388.89	\$387.91	Day	Dolly
Dolly Track	\$22.22	\$22.16	Ft	Dolly Track
DVC Pro Tapestock 12 minute	\$22.22	\$22.16	EA	DVC Pro Tapestock 12 minute
DVS Pro Tapestock 24 minute	\$27.78	\$27.71	EA	DVS Pro Tapestock 24 minute
DVC Pro Tapestock 33 minute	\$33.33	\$33.25	EA	DVC Pro Tapestock 33 minute
DVC Pro Tapestock 46 minute	\$38.89	\$38.79	EA	DVC Pro Tapestock 46 minute
DVC Pro Tapestock 66 minute	\$44.44	\$44.33	EA	DVC Pro Tapestock 66 minute
Edit Suite 1	\$277.78	\$277.08	HR	On Location offers editing capabilities and features two non-linear editing suites with Avid Media Composer 1000, Windows NT and a High Definition Video edit suite. On Location offers editing capabilities for multi-functions.
Edit Suite 2	\$555.56	\$554.16	HR	On Location offers editing capabilities and features two non-linear editing suites with Avid Media Composer 1000, Windows NT and a High Definition Video edit suite. On Location offers editing capabilities for multi-functions.
HD Tapestock 23 minute	\$61.11	\$60.96	EA	HD Tapestock 23 minute
HD Tapestock 32 minute	\$83.33	\$83.12	EA	HD Tapestock 32 minute
HD Tapestock 46 minute	\$100.00	\$99.75	EA	HD Tapestock 46 minute
High Definition Camera Package	\$2,333.33	\$2,327.46	Day	High Definition Camera Package
Jib Arm	\$277.78	\$277.08	Day	Jib Arm
Kinos 4 foot/4 bank lights	\$166.67	\$166.25	EA	Kinos 4 foot/4 bank lights
Lighting Package 1	\$416.67	\$415.62	Day	Lighting Package 1
Lighting Package 2	\$222.22	\$221.66	Day	Lighting Package 2
Lighting Package 3	\$194.44	\$193.95	Day	Lighting Package 3
Make Up Kit	\$305.56	\$304.79	Day	Make Up Kit
Mini DV Camera Package	\$555.56	\$554.16	Day	Mini DV Camera Package
MPEG 1 Video Compression	\$22.22	\$22.16	Min	MPEG 1 Video Compression
MPEG 2 Video Compression	\$22.22	\$22.16	Min	MPEG 2 Video Compression
Music Library	\$111.11	\$110.83	Cut	Music Library
Non-linear Video Digitizing	\$111.11	\$110.83	HR	Non-linear Video Digitizing
Teleprompter w/ Operator	\$500.00	\$498.74	Day	Teleprompter w/ Operator
Video Duplication VHS 5	\$8.89	\$8.87	5-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 15	\$9.44	\$9.42	15-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 20	\$9.73	\$9.71	20-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 30	\$10.00	\$9.97	30-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 45	\$10.56	\$10.53	45-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 60	\$11.11	\$11.08	60-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 75	\$11.67	\$11.64	75-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 90	\$12.22	\$12.19	90-minute Cassette	Video cassette and duplication - price assumes 1-25 copies
Video Duplication VHS 120	\$13.33	\$13.30	120-minute Cassette	Video cassette and duplication - price assumes 1-25 copies

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Display Light Box	\$250.00	\$249.37	EA	Purchase of 16"x22" slim light box with built-in cathode lamps.
Aerial Display Team Services	\$11,666.67	\$11,637.30	Two-day Air Show Performance 12-minute ea	Purchase of aerial performances by Pepsi Aerial Entertainers. The SkyDancer performance package includes: one-aircraft with pilot for one or two day airshow performances; limited skywriting; free press show; five vip flights; press flights and interviews; autograph session with the pilot after each flight; free lithographs of the pilot and SkyDancer aircraft; 50 free posters; free trading cards and free press kits. Extra costs, based on flight location, include arrangement of a press day; industry standard hotel accommodations (two separate rooms) for up to four days; courtesy car; hangar space; aviation fuel; and smoke oil. Call for quote on complete show costs. Different private aerial demonstration teams are available throughout the United States and overseas. Their prices will vary based on the type and number of aircraft requested, the type of demonstration requested and the location, duration and specific dates of the event.
Sky Writing	\$5,888.89	\$5,874.06	3 Consecutive Day Flights of 25 Letters each	Aerial writing by Pepsi Aerial Entertainers. The SkyMagic package includes: one-aircraft with pilot for three consecutive flight days, one flight a day, 25 letters per flight; free press show; five vip flights; press flights and interviews; autograph sessions with the pilot; free lithographs of the pilot and SkyMagic aircraft; free trading cards and free press kits. Extra costs, based on flight location, include arrangement of a press day; industry standard hotel accommodations (two separate rooms) for up to four days; courtesy car; hangar space; aviation fuel; and smoke oil. Call for quote on complete show costs. Different private aerial demonstration teams are available throughout the United States and overseas. Their prices will vary based on the type and number of aircraft requested, the type of demonstration requested and the location, duration and specific dates of the event. Call for quote.
Digital Photo CD	\$527.78	\$526.45	EA	Purchase of CD containing professional stock photos
Plasma Screen Purchase, with speakers, Flat-wall Mount Plate, Cobra Stand and Shipping Case	\$9,687.74	\$9,663.35	EA	Purchase of 42" NEC 42MP4 Plasma Screen with Cobra Floor Stand, Flat Wall Mount, Speakers and Padded Shipping Case.
Display Booth Lead Retrieval Service	\$294.44	\$293.70	Unit	Digital scanner and storage unit provided by the event sponsor's services contractor for the duration of the event.
Laptop Computer Rental	\$638.89	\$637.28	EA	Three-day rental of a Dell CS540 Pentium IV notebook computer with 1.8 GHz speed, 256MB RAM, 30GB hard drive, and CD
Cargo Van Rental	\$38.89	\$38.79	Daily + Per Mile + Fuel	Daily - Rental of a Ryder van with 10' of cargo space. Sample price is from the Dayton, OH market. Prices may vary by location.
Cargo Van Rental	\$0.131	\$0.13	Daily + Per Mile + Fuel	Plus Per Mile Price - Rental of a Ryder van with 10' of cargo space. Sample price is from the Dayton, OH market. Prices may vary by location.
Truck Rental, 15'	\$50.00	\$49.87	Daily + Per Mile + Fuel	Rental of a Ryder truck with 15' of cargo space. Sample price is from the Dayton, OH market. Prices may vary by location.
Truck Rental, 15'	\$0.131	\$0.13	Daily + Per Mile + Fuel	Rental of a Ryder truck with 15' of cargo space. Sample price is from the Dayton, OH market. Prices may vary by location.
Truck Rental, 24'	\$72.22	\$72.04	Daily + Per Mile + Fuel	Rental of a Ryder straight truck with 24' of cargo space. Sample price is from the Dayton, OH market. Prices may vary by location.
Truck Rental, 24'	\$0.131	\$0.13	Daily + Per Mile + Fuel	Rental of a Ryder straight truck with 24' of cargo space. Sample price is from the Dayton, OH market. Prices may vary by location.
Pager with Service	\$31.06	\$30.98	Monthly Service	Purchase of a Motorola PF1500 alphanumeric pager with monthly nationwide paging service from Skytel.
Pager with Service	\$22.22	\$22.16	Activation	Purchase of a Motorola PF1500 alphanumeric pager with monthly nationwide paging service from Skytel.
Pager with Service	\$55.51	\$55.37	Pager	Purchase of a Motorola PF1500 alphanumeric pager with monthly nationwide paging service from Skytel.
Display Booth Computer Network Service - Additional IP Address	\$138.89	\$138.54	EA	Additional IP addresses to the for the standard line service above. Service is provided by the event sponsor's services contractor.
Display Booth Computer Network Service - Shared Ethernet	\$1,444.44	\$1,440.80	1 IP Address	Standard line services (10-Base-T) with shared Ethernet service (single IP address). Service is provided by the event sponsor's services contractor.
Display Booth T-1 Internet Service (includes 61 IP Addresses)	\$9,333.33	\$9,309.83	N/A	T-1 connection and service (61 IP addresses) provided by the event sponsor's services contractor.
Display Booth Space Rental, Small Venue	\$27.78	\$27.71	SQ FT	Booth space rental fees at a small venue, i.e. hotel or small conference center.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Tour Bus Rental (Deluxe Motor Coach)	\$1,333.33	\$1,329.97	Daily	Rental of 55-passenger deluxe motor coach service from The Bus Bank charter bus service with unlimited daily mileage. The price includes a motor coach with air conditioning, lavatory, and TV/VCR, audio cassette/CD.
Audio Production	\$88.89	\$88.67	HR	Includes audio editor with 2 plus years experience, audio equipment, audio calibration, and recording. Individual creates audio on computer-based editing equipment for projects including, but not limited to, short- and long-form public service announcements; documentaries; and historical, scientific, and cultural presentations.
Avid DS Edit - Video Editing	\$277.78	\$277.08	HR	Price includes an editor, video deck and hardware for editing. Audio, graphics, video selects and tapes will be assembled according to the wishes of the producer and script. The DS system allows for many high-end compositing effects and includes many other high-end features not found in many of the leading editing programs today.
Beta or VHS Dubs	\$111.11	\$110.83	HR	Includes equipment and one operator.
Dub Stock: Beta	\$1.11	\$1.11	per Min Tape - min 10 Mins.	Price is per minute - 10 minute minimum
Dub Stock: VHS	\$5.56	\$5.55	120 Min Tape	Price for 120 Minutes or less.
Logging Time	\$83.33	\$83.12	HR	Includes operator and software to create off a shot list and scene selection via special software from acquisition tape. A spreadsheet is created for input into an Avid system for digitization.
Video Prep	\$111.11	\$110.83	HR	Video prep includes digitization, color correction, audio check and dubbing of master tape once project is edited.
Video Shoot - Field Shoot	\$166.67	\$166.25	HR	Price includes a videographer, lights, audio recording equipment and camera gear for on-site acquisition. Deliverable does not include tape costs.
Video Shoot - Studio Shoot	\$222.22	\$221.66	HR	Price includes a videographer, studio space, lights, audio recording equipment and camera gear. Deliverable does not include tape costs.
Duratrans	\$26.67	\$26.60	EA 8x10	Purchase of graphics print for backlighting
Duratrans	\$39.89	\$39.79	EA 11X14	Purchase of graphics print for backlighting
Duratrans	\$68.11	\$67.94	EA 16X20	Purchase of graphics print for backlighting
Duratrans	\$97.78	\$97.53	EA 20X24	Purchase of graphics print for backlighting
Duratrans	\$126.67	\$126.35	EA 24X30	Purchase of graphics print for backlighting
Duratrans	\$211.11	\$210.58	EA 30X40	Purchase of graphics print for backlighting
Laminating, 15 mil Permaflex	\$8.33	\$8.31	SQ FT	Purchase of lamination services
Mounting	\$13.62	\$13.59	SQ FT	Purchase of mounting services on Foam Board or Gator Foam. Prices vary.
Printing, Large Format Color, Adhesive Matte Vinyl/Outdoor	\$22.22	\$22.16	SQ FT	Printing
Printing, Large Format Color, SemiGloss Photobase Paper	\$10.84	\$10.81	SQ FT	Printing
Cable TV Services	\$45.51	\$45.40	Monthly Standard Cable	Purchase of monthly service for 75 channels. Installation may require additional one-time charges. Sample price in from the Dayton, OH market. Prices may vary by location.
Literature Stand	\$332.22	\$331.38	EA	Purchase of a double-wide "Display 6" collapsible literature rack with carrying bag.
Direct Mail Marketing Service Four-page Brochure	\$22,060.85	\$22,005.31	5000 Copies	Printing and mailing. Sample price is for 5,000 full color 8.5"x11" four-page brochure printed on both sides of 24 lb paper and mailed first-class in a 9x12 flat envelope. Sample prices taken from Dayton, OH market. Prices may vary by location.
Direct Mail Marketing Service Postcard	\$2,576.67	\$2,570.18	5000 Copies	Printing and mailing. Sample price is for 5,000 full color 4.25"x6" postcards printed on one side and mailed first-class. Sample prices taken from Dayton, OH market. Prices may vary by location.
Direct Mail Marketing Service Self-mailer Flyer	\$9,487.24	\$9,463.36	5000 Copies	Printing and mailing. Sample price is for 5,000 full color 8.5"x11" flyers printed on both side of 24 lb paper and folded as a self mailer. Sample prices taken from Dayton, OH market. Prices may vary by location.

ITEM OR SERVICE	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04	UNIT	INCLUDES
Direct Mail Marketing Service Two-sided Flyer	\$10,956.58	\$10,929.00	5000 Copies	Printing, folding, and mailing. Sample price is for 5,000 full color 8.5"x11" sheets of 24 lb paper printed on both sides and mailed first-class in a #10 envelope. Sample prices taken from Dayton, OH market. Prices may vary by location.
USPS Express Mail	\$19.84	\$19.79	1 -2 LB	Purchase of Next Day delivery mail service. Other rates are available up to 70 lbs
USPS Express Mail	\$23.39	\$23.33	3 LB	Purchase of Next Day delivery mail service. Other rates are available up to 70 lbs
USPS Express Mail	\$26.89	\$26.82	4 LB	Purchase of Next Day delivery mail service. Other rates are available up to 70 lbs
USPS Express Mail	\$30.33	\$30.25	5 LB	Purchase of Next Day delivery mail service. Other rates are available up to 70 lbs
USPS First-Class Mail	\$3.47	\$3.46	13 OZ	Purchase of first-class postage based on weight. Price is for the max weight of 13 oz. Prices for 1-12 oz will be lower.
USPS Parcel Post	\$11.11	\$11.08	5 lb	Purchase of parcel post based on 5 lb package. Other rates are available based on weight and distance.
USPS Priority Mail	\$4.28	\$4.27	Flat Rate Env	Purchase of 1 to 3 day delivery mail service. Other rates are available up to 70 lbs and are based on weight and distance.
Full-color Vinyl Printed Wrap Graphic for Exterior of Semi Trailer	\$10,666.67	\$10,639.82	Semi-Trailer	Printing, materials and labor to provide graphic vinyl wrap for semi trailer
Logo Projector Purchase	\$2,216.67	\$2,211.09	EA	Purchase of a LogoVision P6 Turbo logo projector.
Purchase Display Shipping Case 50"x38"x21"	\$694.44	\$692.69	EA	Purchase of a durable, impact resistant gray molded container manufactured for Nimlok modular display components. The container can be used to ship other type modular display panels and components.
Purchase Display Shipping Case 50"x50"x21"	\$805.56	\$803.53	EA	Purchase of a durable, impact resistant gray molded container manufactured for Nimlok modular display components. The container can be used to ship other type modular display panels and components.
Purchase Display Shipping Case 59"x33"x57"	\$883.33	\$881.11	EA	Purchase of a durable, impact resistant gray molded container manufactured for Nimlok modular display components. The container can be used to ship other type modular display panels and components.
Purchase Display Shipping Crate 60"x48"x56"	\$1,611.11	\$1,607.05	EA	Purchase of a durable, impact resistant gray molded container manufactured for Nimlok modular display components. The container can be used to ship other type modular display panels and components.
Display Shipping Service, Common Carrier	\$0.92	\$0.92	LB	Pickup and delivery of 14 display containers weighing a total of 6,800 lbs shipping by "Standard Ground" (4 day delivery) from Dayton, OH to Colorado Springs, CO.

Category	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04
Animation/Graphic Design	\$ 83.33	\$83.12
Basic Layout/Design	\$ 62.50	\$62.34
Creative Design/Illustration 1	\$ 91.67	\$91.44
Creative Design/Illustration 2	\$ 75.00	\$74.81
Creative/Copy 1	\$ 104.17	\$103.91
Creative/Copy 2	\$ 75.00	\$74.81
Grip	\$ 29.17	\$29.10
Media Buying 1 (Planning and Strategy)	\$ 125.00	\$124.69
Media Buying 2	\$ 83.33	\$83.12
Producer/Director 1	\$ 125.00	\$124.69
Producer/Director 2	\$ 104.17	\$103.91
Programmer 1	\$ 125.00	\$124.69
Programmer 2	\$ 91.67	\$91.44

Category	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04
Exhibit Designer	\$ 80.28	\$80.08
Exhibit Engineering	\$ 80.28	\$80.08
Site manager	\$ 80.28	\$80.08
Exhibit Fabricator/Installer 1	\$ 75.56	\$75.37
Exhibit Fabricator/Installer 2	\$ 56.67	\$56.53
Exhibit Fabricator/Installer 3	\$ 47.22	\$47.10
Graphic Designer/Illustrator I	\$ 75.56	\$75.37
Graphic Designer/Illustrator II	\$ 94.44	\$94.20
Graphic Designer/Illustrator III	\$ 113.33	\$113.04
Creative Writer I	\$ 75.56	\$75.37
Creative Writer II	\$ 94.44	\$94.20
Creative Writer III	\$ 113.33	\$113.04
Writer/Technical Editor I	\$ 75.56	\$75.37
Writer/Technical Editor II	\$ 94.44	\$94.20
Writer/Technical Editor III	\$ 113.33	\$113.04
Jr. Communication Specialist/Admin I	\$ 33.06	\$32.98
Jr. Communication Specialist/Admin II	\$ 42.51	\$42.40
Jr. Communication Specialist/Admin III	\$ 51.95	\$51.82

Category	GSA Price with 1% IFF 9/26/03 - 12/31/03	GSA Price with .75% IFF Effective 1/1/04
Database Programmer 1	\$ 165.28	\$164.86
Database Programmer 2	\$ 141.67	\$141.31
Designer	\$ 118.06	\$117.76
Director 1	\$ 1,416.67	\$1,413.10
Director 2	\$ 944.44	\$942.06
Gaffer 1	\$ 566.67	\$565.24
Gaffer 2	\$ 495.84	\$494.59
Gaffer 3	\$ 425.00	\$423.93
Graphic Developer 1	\$ 188.89	\$188.41
Graphic Developer 2	\$ 141.67	\$141.31
Graphic Developer 3	\$ 85.00	\$84.79
Graphic Developer 4	\$ 47.22	\$47.10
Grip 1	\$ 519.44	\$518.13
Grip 2	\$ 472.22	\$471.03
Grip 3	\$ 425.00	\$423.93
Installer 1	\$ 85.00	\$84.79
Installer 2	\$ 75.56	\$75.37
Installer 3	\$ 70.84	\$70.66
Installer 4	\$ 66.11	\$65.94
Lighting Director	\$ 85.00	\$84.79
Make Up Stylist 1	\$ 566.67	\$565.24
Make Up Stylist 2	\$ 472.22	\$471.03
Producer 1	\$ 85.00	\$84.79
Producer 2	\$ 70.84	\$70.66
Production Assistant	\$ 70.84	\$70.66
Script/Content Development	\$ 85.00	\$84.79
Script/Content Research	\$ 70.84	\$70.66
Set Construction Labor	\$ 51.95	\$51.82
Site Manager	\$ 85.00	\$84.79
Videographer 1	\$ 708.33	\$706.55
Videographer 2	\$ 472.22	\$471.03
Videographer 3	\$ 377.78	\$376.83
Web Developer 1	\$ 165.28	\$164.86
Web Developer 2	\$ 141.67	\$141.31
Web Developer 3	\$ 118.06	\$117.76
Web Developer 4	\$ 89.73	\$89.50

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-23F-0351N, Blanket Purchase Agreements, General Dynamics Information Technology agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

***SPECIAL BPA DISCOUNT/PRICE**

(2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

Appendix 5

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

Appendix 6

USA Commitment to Promote Small Business Participation Procurement Programs

Preamble

GDIT provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

Commitment

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Bill Flannery, voice: 703-246-0291, fax: 703-246-0682, bill.flannery@gdit.com.