

Metro Communications Inc.



27 West Queens Way, Ste. 302, Hampton, VA 23669
Phone: 757-726-0877 Fax: 757-726-0876

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

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

Schedule Title: Professional Services Schedule
Industrial Group: 00CORP

Contract number: GS-23F-0211L
Contract period: June 26, 2001 to June 25, 2021

FSC Group: 541
Federal Supply Schedule: 541-4B / 541-4BRC – Video/Film Production
Federal Supply Schedule: 541-1000 / 541-1000RC – Other Direct Costs

For more information about placing an order with Metro Communications from Federal Supply Schedules, click on the FSS Schedules button at <fss.gsa.gov>.

Contractor POC:

Metro Communications Inc.
Attention: Piet Zaner
27 West Queens Way, Suite 302
Hampton, VA 23669
Phone: 757-726-0877 ext. 243
Fax: 757-726-0876
Email: pzaner@metro-productions.com

Contractor Administration POC:

Metro Communications Inc.
Attention: Tracy Yachem
27 West Queens Way, Suite 302
Hampton, VA 23669
Phone: 757-726-0877 ext. 242
Fax: 757-726-0876
Email: tyachem@metro-productions.com

Business Size:

Small Business

Customer Information



- 1a. **Table of award Special Item Numbers (SIN)**
541-4B / 541-4BRC: Video/Film Production Services (Labor)
541-1000 / 541-1000RC: Other Direct Costs (ODC)
- 1b. **Lowest priced model number and price for each SIN:** N/A
- 1c. **Hourly pricing:** Please see page 4 for GSA Pricing matrix.
2. **Maximum order:** \$1,000,000.00 per SIN
3. **Minimum order:** \$100.00
4. **Geographic coverage:** Domestic, 50 states, Washington, D.C., Puerto Rico, U.S. Territories, and to a CONUS port or consolidation point for orders received from overseas activities.
5. **Point(s) of production:** Hampton, Richmond, and Alexandria, Virginia.
6. **Discount from list prices or statement of net price:** Prices listed are GSA Net (net of all discounts). Discounts are a minimum of 4% off our commercial price list. Rates shown include GSA's Industrial Funding Fee (IFF).
7. **Quantity discounts:** N/A
8. **Prompt payment terms:** 1% 10 days, NET 30 Days
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. **Foreign items:** N/A
- 11a. **Time of delivery:** As specified on task order and mutually agreed upon.
- 11b. **Expedited Delivery:** As specified on task order and mutually agreed upon.
- 11c. **Overnight & 2-day delivery:** As specified on task order and mutually agreed upon.
- 11d. **Urgent Requirements:** As specified on task order and mutually agreed upon.
12. **F.O.B. point(s):** Destination
- 13a. **Ordering address:**
Metro Communications Inc.
27 West Queens Way, Suite 302
Hampton, VA 23669
Phone: 757-726-0877 / Fax: 757-726-0876
- 13b. **Ordering procedures:** Varies based on project. Contact ordering address.

Customer Information Continued



14. **Payment address:**
Metro Communications Inc.
27 West Queens Way, Suite 302
Hampton, VA 23669
Phone: 757-726-0877 / Fax: 757-726-0876
15. **Warranty provision:** Standard Commercial Warranty
16. **Export packing charges:** N/A
17. **Terms and conditions of Government purchase card:** 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 indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of service and distribution points (if applicable):**

Metro Communications Inc.
27 West Queens Way, Suite 302
Hampton, VA 23669

Metro Communications Inc.
8570 Magellan Parkway, Suite 400
Richmond, VA 23227

Metro Communications Inc.
113 South Columbus Street, Suite 100
Alexandria, VA 22314
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance (EIT):** as required
25. **Data Universal Number System (DUNS) number:** 049570666
26. Metro Communications Inc. is registered in the System for Award Management (SAM) database – formerly Central Contractor Registration (CCR).

GSA Price List: Direct Labor



SIN 541-B Labor Categories	Unit of Issue	GSA Price (including IFF)
Animator—3D	HR	\$77.38
Art Director	HR	\$77.38
Assistant Camera	HR	\$62.87
Audio Technician	HR	\$33.85
Camera Operator	HR	\$38.69
Director	HR	\$82.22
Director of Photography	HR	\$84.15
Electrician	HR	\$43.53
Graphic Artist	HR	\$77.38
Grip	HR	\$43.53
Key Grip	HR	\$48.36
Lighting Director/Gaffer	HR	\$43.53
Line Producer	HR	\$48.36
Make-up/Stylist	HR	\$58.04
Multimedia Producer	HR	\$77.38
Producer	HR	\$77.38
Production Assistant	HR	\$29.02
Production Coordinator	HR	\$33.85
Programmer	HR	\$58.04
Project Manager	HR	\$82.22
Scriptwriter	HR	\$77.38
Senior Graphic Artist	HR	\$91.89
Senior Programmer	HR	\$77.38
Teleprompter Operator	HR	\$29.02
Video Editor	HR	\$58.04
Video Engineer	HR	\$62.87
Videographer	HR	\$67.71

GSA Price List: Other Direct Costs



SIN 541-1000 Other Direct Cost	Unit of Issue	GSA Price (including IFF)
Chroma Key Drop	Each	\$96.73

SCA Price Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code and Title	WD Number
Assistant-Camera	13073 - Photographer III	2005-2545 Rev 18
Audio Technician	13110 - Video Teleconference Technician	2005-2545 Rev 18
Camera Operator	13072 - Photographer II	2005-2545 Rev 18
Director of Photography	13075 - Photographer V	2005-2545 Rev 18
Electrician	23181 - Electronics Technician I	2005-2545 Rev 18
Grip	21050 - Material Handling Laborer	2005-2545 Rev 18
Key Grip	21030 - Material Coordinator	2005-2545 Rev 18
Lighting Director/Gaffer	23183 - Electronics Technician III	2005-2545 Rev 18
Line Producer	13012 - Exhibits Specialist II	2005-2545 Rev 18
Production Assistant	13061 - Media Specialist I	2005-2545 Rev 18
Production Coordinator	13062 - Media Specialist II	2005-2545 Rev 18
Teleprompter Operator	14150 - Peripheral Equipment Operator	2005-2545 Rev 18
Videographer	13074 - Photographer IV	2005-2545 Rev 18

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Labor Category Descriptions



Animator-3D: Creates 3D motion characters, objects, and scenes with technical software such as Maya, Flash, Softimage, Cinema 4D, and more, ensuring that all animation is realistic, aesthetically pleasing, and interesting. Must be artistic and possess strong storytelling skills. Creates original creative content, including sketches, artwork, illustrations, and storyboards. *Bachelor's degree and 4 years of experience.*

Art Director: Manages the art department and translates creative conceptual ideas into visual appearance. Aids in the development of creative content. Ensures the scenes' appearances convey the accurate messages, moods, and features to appeal to the intended audience. Must have the ability to work well with other departments, troubleshoot issues, and easily navigate tight deadlines and potentially stressful situations. *Bachelor's degree and 6 years of experience.*

Assistant-Camera: Supports the director of photography and/or videographer with camera operation and maintenance. Must be comfortable with pedestals, lenses, viewfinders, handheld cameras, dollies, and jibs. Knowledge of basic operations including framing, focusing, zooming while tracking focus, white balancing, shading, and color correcting. May be required to coordinate with the script supervisor to name, slate, and log shots. *Associate's degree and 6 years of experience.*

Audio Technician: Responsible for all auditory elements during production, including capturing on-screen and off-screen dialogue and noises, as well as ambient sound. Ensure equipment is positioned correctly and in proper working condition. Be aware of surrounding acoustics to keep recording free from rouge sounds. Adjust equipment when necessary to keep voices clear and at an appropriate volume level. *Associate's degree and 2 years of experience.*

Camera Operator: Operates video equipment during a shoot, as well as performs maintenance on the cameras. Works under the producer and director to accomplish the visual goal of the production. Possesses knowledge of up-to-date production principles and practices. Makes technical decisions throughout the production, and works with the director of photography to best capture the footage. *Associate's degree and 2 years of experience.*

Director: Works with the producer to manage all aspects of the production, both in studio and on set. Gives direction and creative guidance to crew and talent as needed. Controls timing and adjustments during production. Collaborates with the client and producer to apply a creative approach to the script. Ensures all audio and visual materials are properly gathered and of the upmost quality. *Bachelor's degree and 8 years of experience.*

Director of Photography: Accountable for camera operations and photography for the production. Manages the entire camera and lighting crew. May run the camera during a shoot. Responsible for the appearance of each scene. Works with grips and electricians to set up the technical aspects of the shoot. Determines the best lighting, angles, camera type, framing, lens effects, media, etc. *Associate's degree and 10 years of experience.*

Electrician: Responsible for all electrical aspects of the production including, but not limited to, wiring, power management, and special effects electricity. Ensures that safety is a top priority. Coordinates with the lighting director/gaffer and/or grip. *Associate's degree and 2 years of experience.*

Graphic Artist: Assembles and creates 2D and 3D images, text, and original graphic designs to contribute to the overall look and message of the production. Assists the senior graphic artist with tasks as assigned. Experienced with Photoshop, Illustrator, Cinema4D, Painter, GLSL JavaScript, etc. Extensive knowledge of platform constraints, understanding of software tools, and graphic production process are required. *Bachelor's degree and 2 years of experience.*

Grip: Provides support to key grip, videographers, the lighting director/gaffer, and/or audio technicians. Monitors equipment and safety on set. May be responsible for rigging, set construction, and various production tasks as assigned. *High school diploma and 2 years of experience.*

Key Grip: Manages other grips and all aspects of rigging on set, including monitoring dolly, crane, and other camera movement. Controls the organization and upkeep of equipment. May work closely with the lighting director/gaffer to cut lights in order to produce shadow effects. Ensures the set is safe and in order. *Associate's degree and 4 years of experience.*

Lighting Director/Gaffer: Chief electrician who controls all aspects of lighting on set. Follows the director of photography's requirements to direct lighting set-up, shadows, and placement to ensure proper lighting appearance. Maintains and manages lighting equipment. Able to carry out specialized electrical work like generator operation. Frequently works with key grip to complete on-set tasks. *Associate's degree and 3 years of experience.*

Line Producer: Sustains the vision of the director and/or producer by acting as a key manager for the day-to-day operations of the production. Resolves any minor issues that may occur during the shoot. May manage the budget and allocation of resources during a shoot to keep expenses in check. Supports production operations to ensure the shoot is completed in a timely manner. *Associate's degree and 4 years of experience.*

Make-up/Stylist: Responsible for styling on-camera subjects, including applying make-up, dressing hair, and selecting wardrobe and accessories (jewelry, eyewear, etc). Maintains an actor's appropriate appearance/ensures continuity between shots. *Bachelor's degree and 5 years of experience.*

Labor Category Descriptions



Multimedia Producer: Creates, integrates, and manages multimedia and software aspects of a production, including graphics, still photography, video, and animation. Brings cross-platform ideas to life for productions. May work with scriptwriter. Advanced understanding of a variety of software and platforms is required. *Bachelor's degree and 5 years of experience.*

Producer: Oversees all phases of the project, from the initial planning stage through final delivery, working closely with directors and crew on location and in studio(s). Serves as the manager of entire cast and crew, and has final say on all creative elements. Selects scripts, hires key staff members and talent. Responsible for the financial aspect of the project including funding, selecting a budget, keeping the shoot within said budget, and ensuring payment for expenses. *Bachelor's degree and 8 years of experience.*

Production Assistant: Responsible for all miscellaneous tasks during production. Assists producer, director, all other crew members, and clients. Manages craft services and meals and runs necessary errands. May provide support post-production by backing up raw media and/or other tasks as assigned if necessary. *High school diploma and 1 year of experience.*

Production Coordinator: Manages the variable elements of the production and production expenses, including timeline, personnel scheduling, equipment availability, travel, and sometimes craft services. Communicates with clients, crew, talent, and outside resources to ensure scheduling issues do not arise. Creates call sheets and maintains an effective production schedule. *Associate's degree and 2 years of experience.*

Programmer: Manages the hardware and software for all electronic elements of the production, including live events and streaming. Possesses experience with software development and implementation. Collaborates with senior programmer to meet deadlines. *Bachelor's degree and 2 years of experience.*

Project Manager: Manages all planning aspects of production and budgeting with the client, from project initiation through final delivery. Works with client and crew to ensure the proper execution of the project. Meets strict deadlines and works well under pressure. *Bachelor's degree and 10 years of experience.*

Scriptwriter: Works either independently or with a client to brainstorm, research, and define the message and goals of the production before writing the script for the video. Maintains a consistent tone, style, and pace throughout the script, keeping the intended audience in mind throughout the writing process. *Bachelor's degree and 5 years of experience.*

Senior Graphic Artist: Assembles and creates 2D and 3D images, text, and original graphic designs to contribute to the overall look and message of the production. Contributes creative ideas to the conceptual phase of production. Experienced with Photoshop, Illustrator, Cinema4D, Painter, GLSL JavaScript, etc. Extensive knowledge of platform constraints, understanding of software tools, and graphic production process are required. Manages team of graphic artists. Works well under pressure and possesses the ability to meet last-minute deadlines. *Bachelor's degree and 8 years of experience.*

Senior Programmer: Manages the hardware and software for all electronic elements of the production, including live events and streaming. Possesses experience with software development and implementation. Leads team of programmers and delegates assigned tasks. Ensures deadlines are met. *Bachelor's degree and 5 years of experience.*

Teleprompter Operator: Sets up teleprompter and computer. Inserts script into teleprompter and operates the speed and movement of the script for the on-camera subject. Implements last-minute copy changes to script. Familiar with various teleprompting software. *High school diploma and 1 year of experience.*

Video Editor: Imports video footage from the production. Creates a cohesive video based on the script and direction from the producer. Incorporates graphic art and animations, makes client revisions, color corrects the footage, and implements other post-production effects as necessary. Outputs the final cut to several formats. Manages a backup media system. *Bachelor's degree and 5 years of experience.*

Video Engineer: Provides technical support to a video production, including maintenance and operations of all equipment. During a live video performance, ensures everything is running smoothly and makes any necessary changes to equipment for proper viewing. *Bachelor's degree and 3 years of experience.*

Videographer: Operates high-definition camera system during production. Responsible for camera movements, media storage, and proper appearance of the scene on camera. Possesses knowledge of up-to-date production principles and practices. Makes technical decisions throughout the production, and works with the director of photography or director/producer to best capture the footage. *Associate's degree and 4 years of experience.*

Metro Productions



Founded in 1981 in Williamsburg, Virginia, our firm is one of the leading media production companies in the Mid-Atlantic region. We have been producing videos for government and state agencies for many years. We create compelling video content that effectively reaches our viewers. Using the right mix of visuals and audio, we tell your story in an engaging, entertaining, and impactful way, strengthening the relationship between your business and audience. We are fully aware of all 508 Compliance regulations and are prepared to complete all final deliverables that meet those requirements.



Alexandria, VA



Hampton, VA



Richmond, VA



We've worked with a variety of clientele that includes Fortune 500 companies, hospitals, travel and tourism agencies, all branches of the United States military, and non-profit organizations.

We have three production facilities located in Old Town Alexandria, Hampton, and Richmond, Virginia. Our facilities feature a complete production studio and sound stage, seven editing suites, a digital audio suite, 2D and 3D animation suites, and motion control graphics stations. Our editing suites are based on the Avid non-linear editing platform, but we also work with Adobe Premier and Final Cut Pro while utilizing all High Definition and Standard Definition source materials. Final deliverables are available in various formats, including Blu-ray, DVD and digital media.



The key to our company's success has always been our creative and dedicated staff, which includes producers, cinematographers, graphic artists, project managers, editors, and more. Unlike other production firms, our 25 talented employees are full time and have worked together for years to provide the highest quality multimedia experience for thousands of clients. Their combined talents have created many award-winning products and programs. We love what we do, and the quality and ingenuity of our work reflects that.

Pre-Production



Metro provides complete creative design, scripting, and planning for corporate and government training, marketing, and communication products. We conduct research, cast talent, scout for locations, storyboard scenes, organize shooting schedules, and prepare for your production.

Scriptwriting

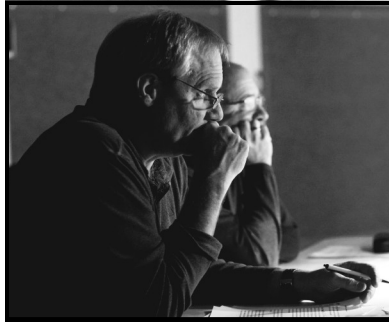
We always apply our creative expertise to best adapt each custom message for the screen.

Casting

We will provide all the services needed to hire the right professional talent. We work with several talent/modeling agencies around the country.

Planning & Budgeting

Upon contract award, a project manager will initiate a kick-off meeting so we can receive the necessary information to properly plan your production.



Location Surveys

Our team is dedicated to scouting various locations to find the perfect setting for your project.

Storyboarding

We create storyboards composed of 2D images that will illustrate the script by showing a timeline and a basic idea of what will be seen on screen.

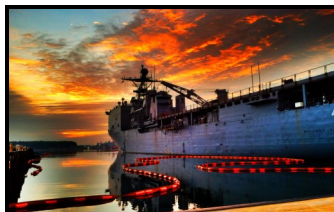


Creative Development

We collaborate with you to develop the most effective and engaging approach to deliver a powerful message.

Location Production

Our experienced production crews have shot on location in cities and countries across the globe. Our team holds security clearances and delivers superior film and video products using an array of production equipment. We use gear that takes quality to the next level, from the 4K high speed camera with Zeiss prime lenses to the curved dolly track and Steadicam rig. We know how much difference it can make having the right tools for the job.



Studio Production



Our Richmond facility houses a large indoor production studio equipped with a 40' by 40' sound stage, two-wall hard cyclorama, lighting grid, spacious make-up and wardrobe area, green room, and more. We offer both full and half-day rentals, which include the use of our green room, wardrobe, kitchen, and conference room. Whether you need assistance with set construction and lighting, or you're simply looking to rent the space for your own production, we can provide both the cast and crew to fit your needs.

Address:

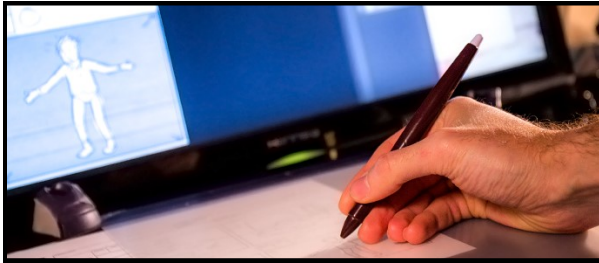
Metro Productions
8570 Magellan Parkway, Suite 400
Richmond, Virginia, 23227



Graphics



From show titles and 3D visualizations to character animation and live-action special effects, motion graphics add a unique imagery that can't be captured through the lens of a camera. Graphics present an idea, process, or key message in a captivating, engaging way. Metro's graphic suites boast world-class equipment and software, and our artists primarily use Cinema 4D and After Effects to bring projects to life.



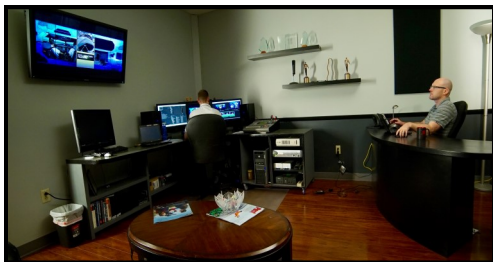
Audio Design

Metro offers creative sound design in the form of stereo and 5.1 surround mixing and mastering that follows current US and EU specifications for web, radio, and broadcast programming. Professional audio sweetening and mastering is achieved by utilizing Pro Tools HDX, which, combined with cutting edge music and innovative sound design, elevates concepts to reality. We also provide original licensed work by an international network of musicians, compose customized tracks, and handle licensing and contractual/legal matters for music usage as required.



Editing

The producer, editor, graphic artist, and audio engineer collaborate to cut and arrange raw video into a polished product. You may come into our office to participate, or track progress remotely over the web. Metro's editing suites are equipped with top-of-the-line hardware and software. Adobe Premiere and Avid Media Composer are our most frequently used tools.



Mastering/Authoring



For final delivery, we offer digital delivery for web and mobile devices as well as compile Blu-rays and DVDs complete with interactive menus and support for multi-language text captions.

Deliverables

Metro Productions routinely delivers hundreds of final products to our customers in a variety of formats. We have dedicated the time and resources into ensuring the proper equipment and software programs are used to handle these requirements. We have the in-house staff to create and output various products. No order is too big. No problem is insurmountable.

Awards & Festivals

► TELLY AWARDS:

- 2016 Silver Award, "Northrop Grumman, Full Spectrum Cyber"
- 2016 Silver Award, "Afton, CVT Transmissions: the Importance of the Right Fluid"
- 2016 Silver Award, "Carpenter Company, TruCool"
- 2016 Bronze Award, "SAIC, IT Managed Services"
- 2016 Bronze Award, "Northrop Grumman, CyberPatriot 2015"
- 2016 Bronze Award, "L-3, Shareholders Video"
- 2016 Bronze Award, "Lansing, Simonton Windows"
- 2016 Bronze Award, "Thales, xPlor"
- 2015 Silver Award, "Regents of UCLA, Operation Mend"
- 2015 Bronze Award, "HCA Health Systems, Seasons of Living"
- 2015 Bronze Award, "Carpenter Company, Old Mattress Syndrome"
- 2015 Bronze Award, "Northrop Grumman, Cyber Security"
- 2015 Bronze Award, "Afton Chemical, ATF Video"
- 2015 Bronze Award, "L3, 2014 Shareholders Video"
- 2015 Bronze Award, "Poolhouse, Meet Art Halvorson"
- 2014 Bronze Award, "Markel Corporate Video"
- 2014 Bronze Award, "USAID: Gift's Last 10 Years"
- 2014 Bronze Award, "US Marshals: Who We Are"
- 2014 Bronze Award, "Carpenter: ErgoSmart"

► NEW YORK FESTIVALS:

- Northrop Grumman: "Who Are These Guys?" (2010 Bronze WorldMedal)

► EMPIXX AWARDS:

- UCLA Health System: "Operation Mend" (2011 Platinum EMPIXX)
- J. Fitzgerald: "Volvo International Music Video" (2011 Platinum EMPIXX)
- Office of the Attorney General of Virginia: "The Big Lie" (2011 Platinum EMPIXX)
- Northrop Grumman: "2010 Music Video" (2011 Platinum EMPIXX)
- Tridium: "Intelligent Buildings" (2011 Platinum EMPIXX)
- U.S. Army: "OAA- The Heartbeat of the Army" (2011 Gold EMPIXX)
- DRS Technologies: "That's Go To" (2011 Gold EMPIXX)
- Northrop Grumman: "Uncertain Times" (2010 Gold EMPIXX)