



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule  
00CORP - Professional Services Solicitation (PSS)/FC000CORP0000C -  
Refresh #32**

**Schedule Title:** Professional Services Schedule  
Industrial Group 00CORP

**Contract Number:** GS-07F-0641X

**Contract SIN DESCRIPTIONS:**

541-3/541-3RC Web Based Marketing Services  
541-4F/541-4FRC Commercial Art and Graphic Design  
541-4B/541-4BRC Video Film Production  
00CORP-500 Order-Level Materials (OLMs)  
00CORP-500RC Order-Level Materials (OLMs) Disaster Recovery

**CONTRACT PERIOD:**

**July 14, 2011 – July 13, 2021**

**Price List current through Modification #PS-0023 effective November 5, 2018**

**CONTRACTOR:** WORD WIZARDS, INC.  
8609 Second Avenue, #406-B  
Silver Spring, MD 20910

**CONTRACTOR'S ADMINISTRATION SOURCE:**

Ilana Gordon  
[ilana@wordwizardsinc.com](mailto:ilana@wordwizardsinc.com)  
8609 Second Avenue, #406-B  
Silver Spring, MD 20910  
v.301-986-0808 fax.301-986-0809  
Direct: 240-380-2639  
[www.wordwizardsinc.com](http://www.wordwizardsinc.com)

**BUSINESS SIZE:** Small Business

Products and ordering information in this Authorized FSS Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.GSAAdvantage.gov>.

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

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



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## Customer Information

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).  
**Contract SIN DESCRIPTIONS:**  
**541-3 Web Based Marketing Services**  
**541-4F Commercial Art and Graphic Design**  
**541-4B Video Film Production**  
**00CORP-500 Order-Level Materials (OLMs)**  
**00CORP-500RC Order-Level Materials (OLMs) Disaster Recovery**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. **Not Applicable**
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. **Please refer to GSA Price List.**
2. **MAXIMUM ORDER\*: \$1,000,000**  
  
\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.
3. **MINIMUM ORDER: \$100**
4. **GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities**
5. **POINT(S) OF PRODUCTION: Silver Spring, MD**
6. **DISCOUNT FROM LIST PRICES: Prices listed are GSA Net, Discount Deducted. GSA net pricing as shown in Proposed Pricing List.**
7. **QUANTITY DISCOUNT(S): + 2.5% greater than \$100,000 on labor per task order, excludes Blanket Purchase Agreements (BPAs).**
8. **PROMPT PAYMENT TERMS: Not Applicable**
- 9.a **Government Purchase Cards are accepted at or below the micro-purchase threshold. Yes, accepted.**



- 9.b **Government Purchase Cards are accepted above the micro-purchase threshold. Not accepted.**
10. **FOREIGN ITEMS: None**
- 11a. **TIME OF DELIVERY: To be determined at time of task order.**
- 11b. **EXPEDITED DELIVERY: Some services are available for expedited delivery and are already listed on the GSA Price List. Customers may contact the Contractor's representative to discuss any other requirements.**
- 11c. **OVERNIGHT AND 2-DAY DELIVERY: Some services that have overnight and 2-day delivery are already listed on GSA Price List. Customers may contact the Contractor's representative to discuss any other requirements.**
- 11d. **URGENT REQUIRMENTS: Some services that have less than 24 hour or holiday delivery are already listed on GSA Price List. Customers may contact the Contractor's representative to discuss any other requirements.**
12. **FOB POINT: Destination**  
**ORDERING ADDRESS:** Word Wizards, Inc.  
8609 Second Avenue, #406-B  
Silver Spring, MD 20910  
gsaorder@wordwizardsinc.com
13. **ORDERING PROCEDURES: For services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3**
14. **PAYMENT ADDRESS:** Word Wizards, Inc.  
8609 Second Avenue, #406-B  
Silver Spring, MD 20910
15. **WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.**
16. **EXPORT PACKING CHARGES: Not Applicable**
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: (any thresholds below or above the micro-purchase level) Not Applicable**
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): Not Applicable**



19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Not Applicable**
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable**
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable**
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable**
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable**
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable**
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable**
- 24b. **SECTION 508 COMPLIANCE FOR EIT: Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
25. **DUNS NUMBER: 937561330**
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Active**



## ABOUT WORD WIZARDS INC.

Focused on providing professional solutions for the media industry, Word Wizards, Inc. offers **high quality solutions with unbeatable customer service**. We are a true “on-shore” small business, and have always been family owned and operated.

Our mission is to provide **cost effective media services with the highest possible quality**.

### A Reputation of Excellence

Word Wizards, Inc. has been operating since the early 80’s and was officially incorporated under the laws of Maryland in 1989. Our headquarters is located in Silver Spring, Maryland, diligently serving both the public and the private sectors. Our clients know that we hold their needs above all else, and we always do what is right in the eyes of the customer.

We take great pride in our spotless reputation with our customers, and we always maintain our commitment to quality and excellence in every aspect of our business.

### Professional Services and Media Solutions

Word Wizards, Inc. specializes in **transcription services** and a number of audio and video **post-production services**. During our formative years, we pioneered professional transcription services utilizing SMPTE time code. Now we offer many transcription related services, including translation, closed captioning, and CloudScript, a completely original way to optimize your workflow while using and interacting with transcripts.

The Word Wizards, Inc. design team has extensive experience with **creative layout, graphic design, and web development**. We are government recognized experts in **Section 508 accessibility compliance for captioning, document remediation, and audio description**. Word Wizards also provides data entry, print production solutions, and other services related to print and digital media.

Explore our website to find out more about our services, solutions, and capabilities.

[www.wordwizardsinc.com](http://www.wordwizardsinc.com)



# WHAT WORD WIZARDS OFFERS TO THE GOVERNMENT

## A) SECTION 508 COMPLIANCE SERVICES SIN 541-3

Word Wizards, Inc. is proud to provide a variety of Section 508 compliance services. The Internet offers people with sensory disabilities an unprecedented level of access to information and media content. We offer compliance for PDF documents, videos, interactive forms, audio recordings, PowerPoint presentations, and MS Office products. Section 508 compliance services make **digital media accessible** to people with visual and auditory challenges.

We make it easy to stay in compliance with the Section 508 accessibility law. Our company provides comprehensive and cost-effective solutions to achieve compliance for all forms of digital media and publications. **“Get a Quote”** today for more information on rates and delivery time or read on for more information about working with us.

### Compliance and Accessibility

Compliance is simply a series of rules and standards required for different types of content. In reality, compliance is just a starting point. Whereas the rules of compliance should generally serve the needs of most situations, compliant does not always necessarily mean useful. We focus on user experience in our 508 services, providing full section 508 compliance, but in a way that is actually useful to the end users.

By providing clear alt-text, maintaining strict content hierarchy, creating functional tool tips, tagging properly structured tables / charts / graphs, and accurately described visual data, Word Wizards goes the extra mile. We make sure documents and videos are not only compliant, but also provide fully functional alternative comparable to the same experience given to a user without disability or physical limitation.

### Section 508 Compliance Services:

- [Section 508 Document Remediation](#)
- [Section 508 Compliant Forms](#)
- [Closed Captioning](#)
- [Audio Descriptive Services](#)

Section 508 of the [National Rehabilitation Act](#) requires that all content on U.S. Government web sites must be readily accessible to people with disabilities. This applies to web applications, web pages, and all attached media files.

### Remediation – Simple, Compliant, Affordable

Agencies and beneficiaries of federal funding must now perform comprehensive 508 compliance remediation on all **web deliverable content**. That means everything distributed online for public use by these entities must be **accessible to individuals with visual and auditory disabilities**.

Word Wizards makes the remediation process simple and straightforward. Our team of 508 accessibility compliance experts know exactly how to deliver your content in ways that are accessible to disabled individuals. The 508 remediation services we provide are **compliant, consistent, and affordable**. Located just outside of Washington D.C., we provide Section 508 remediation services to many federal agencies and publicly-funded clients.



## **LABOR CATEGORIES AND SERVICES SIN 541-3**

**Senior Document Remediator (PDF/MS Office/Forms)** — Creates tagged PDFs, accessible MS Office documents and fillable forms using deep technical knowledge of advanced remediation techniques. All remediators are familiar with the requirements of Section 508 with respect to making documents available to the visually impaired, per federal agency checklists for compliance with Section 508 of the Rehabilitation Act. BA/BS degree and minimum of five years of document production experience using Microsoft Office and Adobe Creative Cloud software is required.

**Copywriter & Reviewer** — Prepares written copy and edits existing copy for both print and web media based on content provided by client and creative management team. BA/BS degree and a minimum of five years of copy writing and editing experience.

<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited (3-4 days)</b>
<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited (2 days)</b>
<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited (1 day)</b>
<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited (Same day)</b>
<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited (Less than 4 hours)</b>
<b>Captioning for the Hearing Impaired <i>with</i> transcription</b>
<b>Captioning for the Hearing Impaired <i>without</i> transcription</b>
<b>Caption export SD/text</b>
<b>Caption export HD</b>
<b>Caption export broadcast</b>





## B) TIME CODE TRANSCRIPTION SIN 541-B

Word Wizards, Inc. has been providing industry leading **time code transcription** services for over 20 years. Transcripts with time code are used throughout every level of the media production industry. Time code transcripts are also utilized by media content developers, marketing companies, communications directors, consulting firms, insurance adjusters, law enforcement, and federal agencies. Our clients rely on a proven track record of accuracy, rapid turnaround, and unbeatable customer service. We only use **professionally educated typists** and never outsource to off shore typing services. Use our "**Get A Quote**" form to request your free quote today or read on for more information about our services.

### What is Time Code Transcription?

Time code is the easiest and most effective way to **synchronize text transcripts** with audio or video content. Time stamps are inserted into the transcript margins indicating exactly when the text was audible in the media. These time stamps allow media teams to easily search through the verbal content of large media projects. We can create transcripts synced to **any format of time code**, including: embedded time code, metadata time code, burned-in time code, manual starting numbers, analog SMTPE time code, and more.

**Transcripts with time code** are typically delivered in our standard template, but can be formatted to match the specific needs of your project. Time stamps are inserted every 30-45 seconds by default, with finer granularity available for projects with stricter requirements. Standard turnaround for time code transcription is 2-3 business days, with **next business day** and **same day rush** services available. If you need transcription with time code, indicate your requirements on our "**Get A Quote**" form and tell us about your project.

### Transcription Services by Word Wizards, Inc.

Word Wizards provides time code transcription services for:

- **Interviews**
- **Reality Television**
- **Documentary footage**
- **Speeches and lectures**
- **Focus groups**
- **Undercover investigations**
- **Depositions**
- **YouTube and embedded video**
- **Consumer audio / video projects**
- **Captioning**
- **Subtitle Services**



## LABOR CATEGORIES AND SERVICES SIN 541-4B

**Transcript Editor** (post-hoc correction; post-transcript ID; transcript review/revision) Edits, modifies, or corrects time code or other content within a transcript. Responsible for ensuring time code is accurate within media transcripts. Sometimes required to fix incorrect time code starting numbers, or identify speakers within transcripts after notes have been provided to assist in identification after transcript has been completed. High school degree and minimum 1 year of experience.

Transcription <b>without</b> time code Standard 48-72 hour delivery
Transcription <b>with</b> time code Standard 48-72 hour delivery
Transcription <b>without</b> time code Expedited 24-48 hour delivery
Transcription <b>with</b> time code Expedited 24-48 hour delivery
Transcription <b>without</b> time code Expedited 12-24 hour delivery
Transcription <b>with</b> time code Expedited 12-24 hour delivery
Transcription <b>without</b> time code Expedited holiday/weekend delivery
Transcription <b>with</b> time code Expedited holiday/weekend delivery
Transcription <b>without</b> time code Expedited 0-12 hour delivery
Transcription <b>with</b> time code Expedited 0-12 hour delivery
Transcription-add speaker id
Transcription-with poor audio (light)
Transcription-with poor audio (medium)
Transcription-with poor audio (heavy)
Transcription-with technical/medical/ legal
Transcription-with heavy accents
Transcription-with on screen text
Transcription-with audible/analog time code
DVD conversion
Proxy conversion
Small file fee (less than 5 minutes)
Audio RX
Cassette digitization



## C) DESIGN SIN 541-4F

From **conceptual development through completion**, Word Wizards offers visually dynamic design services for print and digital publications. We begin by considering the client's **intended message**, and use their vision to create eye-catching and effective media. Our mission is to enable our clients to deliver the best possible visual communications. Please continue for more about how Word Wizards can help **take your design goals to the next level**. Use our "[Get A Quote](#)" form for rates and questions about our services.

### Graphic Design Services

Professional [graphic design services](#) for print and digital media. Clients rely on our graphic services when they need to communicate their messages with **absolute visual excellence**.

### Website Design Services

**Comprehensive solutions for [website development](#)** on the front and back end. Specializing in professional websites for e-commerce and business purposes, we design websites from the bottom up to fit our client's exact needs and specifications.

### Document Solutions

Professional document preparation, development, conversion, and distribution. [Document services](#) is our original specialty, providing cost effective solutions for clients needing **exceptional print and digital publications**.

### Interactive Forms

[Interactive forms](#) for data collection and e-commerce. We provide design solutions for standalone forms, or fully integrated interactive database solutions. We enable clients to **capture information** they need, and look professional while doing it. We can also **convert old forms from any legacy format** into today's technology, allowing you to maintain brand continuity while taking advantage of the most advanced tools of the day.



## **LABOR CATEGORIES AND SERVICES SIN 541-4F**

**Junior Graphic Designer** — Supports Senior Graphic Designer to prepare original print and digital media from client input. Supports efforts to design and create graphics that accompany text, finds and edits photographs and other digital images, and manipulates the text and images to display information in an attractive and readable format. Helps Senior Graphic Designer with page layouts, development of presentations and advertising campaigns, and color separation of pictures and graphic material. BA/BS degree and a minimum of two years of graphic design experience.

**Senior Graphic Designer** — Senior Graphic Designers are the main point of contact with clients for all aspects of production of deliverables. Manages design projects for original print and digital media from client input. Manages efforts to design and create original graphics that accompany text, finds and edits photographs and other digital images, and manipulates the text and images to display information in an attractive and readable format. Prepares and supervises production of page layouts, development of presentations and advertising campaigns, and color separation of pictures and graphic material. BA/BS in Fine Arts and Digital Media Production and minimum of five years of graphic design experience.

**Fillable Forms Designer** – Designs interactive static and dynamic fillable forms for the capture of data. Requires understanding of forms and form fields. Provides any programming required for advanced form functionality (i.e. calculations, data population, responsive design elements, etc.). Also generates assistive text to help a user fill out forms correctly. Creates forms that capture data using MS Word, PDF, LiveCycle, HTML or other technology. BA/BS degree and minimum 1 year of experience.

**MS Word Document Creator** – Creates documents using MS Word text editing platform. Assists clients to create publications in MS Word with all necessary functionality. Responsible for content clarity and accuracy, also requires proofreading of all content. MS Word format must match deliverable requested by client. Must be able to utilize all advanced features of MS Word platform to increase document functionality (i.e. stylesheets, table of contents generation, macros, etc.). BA/BS degree and minimum of 2 years of experience.

<b>Scanning/optical character recognition B/W</b>
<b>Scanning/optical character recognition (color)</b>



# GSA OFFERINGS AND PRICE LIST

NOVEMBER 2018

ALL PRICES OFFERED TO GSA INCLUDE THE CURRENT 0.75% IFF

SIN	Offering Description	Unit of Issue (e.g. Minutes, Hour, Task)	GSA Price
541-3	<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Standard</b> (5-7 days)	Hour	\$ 102.23
541-3	<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited</b> (3-4 days)	Hour	\$ 127.79
541-3	<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited</b> (2 Days)	Hour	\$ 153.35
541-3	<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited</b> (1 Day)	Hour	\$ 178.90
541-3	<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited</b> (Same day)	Hour	\$ 204.46
541-3	<b>Senior Document Remediator (PDF/MS Office/Forms)</b> <b>Expedited</b> (Less than 4 hours)	Hour	\$ 230.02
541-3	<b>Copywriter &amp; Reviewer</b>	Hour	\$ 92.94
541-3	Captioning for the Hearing Impaired <b>with</b> transcription	Minute	\$ 7.66
541-3	Captioning for the Hearing Impaired <b>without</b> transcription	Minute	\$ 5.74
541-3	Caption export SD/text	File	\$ 46.47
541-3	Caption export HD	File	\$ 92.94
541-3	Caption export broadcast	File	\$ 232.34
541-4B	<b>Transcript Editor (post-hoc correction; post-transcript ID; transcript review/revision)</b>	Hour	\$ 60.41
541-4B	Transcription <b>without</b> time code <b>Standard</b> 48-72 hour delivery	Minute	\$ 2.78
541-4B	Transcription <b>with</b> time code <b>Standard</b> 48-72 hour delivery	Minute	\$ 3.11
541-4B	Transcription <b>without</b> time code <b>Expedited</b> 24-48 hour delivery	Minute	\$ 4.17
541-4B	Transcription <b>with</b> time code <b>Expedited</b> 24-48 hour delivery	Minute	\$ 4.67
541-4B	Transcription <b>without</b> time code <b>Expedited</b> 12-24 hour delivery	Minute	\$ 5.56



SIN	Offering Description	Unit of Issue (e.g. Minutes, Hour, Task)	GSA Price
541-4B	Transcription <b>with</b> time code <b>Expedited</b> 12-24 hour delivery	Minute	\$ 6.23
541-4B	Transcription <b>without</b> time code <b>Expedited</b> holiday/weekend delivery	Minute	\$ 6.25
541-4B	Transcription <b>with</b> time code <b>Expedited</b> holiday/weekend delivery	Minute	\$ 7.00
541-4B	Transcription <b>without</b> time code <b>Expedited</b> 0-12 hour delivery	Minute	\$ 6.25
541-4B	Transcription <b>with</b> time code <b>Expedited</b> 0-12 hour delivery	Minute	\$ 7.00
541-4B	Transcription-add speaker id	Minute	\$ 0.49
541-4B	Transcription-with poor audio (light)	Minute	\$ 0.49
541-4B	Transcription-with poor audio (medium)	Minute	\$ 0.98
541-4B	Transcription-with poor audio (heavy)	Minute	\$ 1.71
541-4B	Transcription-with technical/medical/ legal	Minute	\$ 0.49
541-4B	Transcription-with heavy accents	Minute	\$ 0.49
541-4B	Transcription-with on screen text	Minute	\$ 0.49
541-4B	Transcription-with audible/analog time code	Minute	\$ 1.47
541-4B	DVD conversion	DVD	\$ 9.59
541-4B	Proxy conversion	File	\$ 2.88
541-4B	Small file fee (less than 5 minutes)	File	\$ 1.92
541-4B	Audio RX	File	\$ 95.87
541-4B	Cassette digitization	Minute	\$ 1.22
541-4F	<b>Junior Graphic Designer</b>	Hour	\$ 68.01
541-4F	<b>Senior Graphic Designer</b>	Hour	\$ 102.24
541-4F	<b>Fillable Forms Designer</b>	Hour	\$ 102.24
541-4F	<b>MS Word Document Creator</b>	Hour	\$ 102.24
541-4F	Scanning/optical character recognition B/W	Page	\$ 1.81
541-4F	Scanning/optical character recognition (color)	Page	\$ 7.25