



THOMAS CRAVEN FILM CORPORATION

GENERAL SERVICES ADMINISTRATION Federal Acquisition Service Authorized Federal Supply Schedule Catalog / 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 and Integrated Marketing Solutions (AIMS 541) FSC Group R701

Contract Number GS-07F-0338Y

Contract Period: April 10, 2012 – April 9, 2017

For more information on ordering from Federal Supply Schedules, click on the GSA Schedules link at www.gsa.gov

Contractor

Thomas Craven Film Corporation
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Contract Administration

Thomas Craven Film Corporation
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Business size:

SMALL

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Thomas Craven Film Corporation

Company Information: History, Facilities, and Experience

For more than 59 years, since our incorporation in 1952, Craven Films has operated continuously producing films, video programs, video news releases and public service announcements. We are a full-service facility, able to handle all aspects of video and film work, from scripting to production to editorial completion and distribution. We also webcast meetings and events for our clients, and provide all types of video files for web use.

We have completed over 2,500 training, informational, educational, motivational, documentary, fund-raising, advertising and dramatic projects for a large and varied clientele. We can handle productions ranging from a simple 2-person shoot to a complex dramatic show with designers, costumers, and large casts of professional actors.

Our clients have included many federal, state and local government agencies; banks, including JP Morgan Chase; automobile companies, including Porsche Cars North America, Volkswagen and BMW; the National Geographic Society; the United Nations and its independent agencies; and the United Negro College Fund. Many of our clients have returned repeatedly to work with us, often over a period of years, on a number of projects.

We have worked in all 50 states and in more than 50 countries around the world. We are as familiar and comfortable with the production arrangements and requirements for a distant location as we are working in a studio at home. Having worked in and produced programs for use in many countries, we understand the need for cultural awareness and sensitivity in training and informational presentations.

At Craven Films we have extensive experience in translating programs to produce additional language versions as well as in handling duplication, standards conversions, and distribution services for our clients.

We work diligently to keep up with the rapidly-changing world of video production, editing, and graphics and animation; we work to obtain the latest equipment and software updates and upgrades, regularly attending seminars, informational sessions and webinars offered by manufacturers and dealers.

We offer mastering, authoring and distribution of completed programs on DVDs, Blu-Ray discs, CD-ROMs and videotape, allowing clients to take advantage of such options as combining several language versions of a program on a single disk. We can also make any tape of video or audio file for web or other on-line uses, including interactive training programs.

At Craven Films we work closely with our clients to ensure each project is handled creatively and completed on schedule, within the available budget. Our many years of video and communications experience have taught us that there is no substitute for careful and thorough planning, and we make this the foundation of our work. Large or small, each project is

individually considered and analyzed, allowing us to offer our clients creative and cost-effective options.

We maintain close working relationships with a large pool of highly-experienced and able freelance video production personnel, including our cinematographers, sound recordists, grips, gaffers, make-up artists, film and videotape editors, researchers, assistant directors, and production managers. We also have a number of production assistants available to assist as needed, in pre- or post-production services in our offices, or during location video production. Many of these freelance personnel work with us regularly, and are particularly aware of and attentive to the needs of our clients. These individuals are available in cities throughout the United States, and in several foreign countries.

We have also worked with specialized production personnel, who are also readily available as needed. These individuals include special effects technicians, teleprompter operators, underwater and aerial photographers, casting agents, trainers in specialized subjects, translators, and suppliers of special props and costumes.

Film and television programs produced by Craven Films have received recognition at the CINE, American, New York International, and many other film festivals.

Our United States Federal Employer Identification Number is **13-1674615**

Our Dun and Bradstreet (D&B) number is **01-197-1181**

Our Central Contractor Registration Trading Partner ID (TPIN) is **1997D155476**

Our CAGE code is **4D857**

Craven Films holds a **SECRET** Facility Security Clearance from the Defense Security Service.

Thomas Craven Film Corporation Experience on US Government Projects

The Thomas Craven Films Corporation has worked with and for many United States government agencies since its founding in 1952.

We have worked on several hundred programs for the **US Army**, **US Navy**, **US Marine Corps** and **US Air Force**. We have been awarded four Indefinite Quantity, Indefinite Delivery (IDIQ) Contracts by the US Navy, from the 1960s, to the 1980s, to the present.

For more than 25 years Craven Films was the leading film and video producer for the (then) **United States Information Agency (USIA)**, working on programs ranging from the *Visiting Heads of State* series to *Vision USA*, a look at life in the United States, shown in more than 100 foreign countries.,

We have worked extensively with the **US Peace Corps**, for which we have produced six major films, videos and public service announcements since 1979; we have produced public service television announcements for the **President's Council on Physical Fitness and Sports**; we have produced programs and public service announcements for the **Department of Energy**; we have produced training and informational programs for the **US Postal Service**; we have worked with the **9th US Circuit Court of Appeals** to produce a program on the terrorist attacks of September 11, 2001; we have worked with the (then) **Immigration and Naturalization Service** to produce employee training programs; and we have worked with the **Environmental Protection Agency** to produce an informational program about the agency's clean air facility at Research Triangle Park, North Carolina.

We have also worked as a sub-contractor on projects for several US government agencies, and in recent years have fulfilled many tape and disc duplication orders for government agencies.

Thomas Craven Film Corporation Client References

1. Mr. Tom Webster, Project Officer, **Navy Medicine Support Command, Visual Information Directorate**, 8901 Wisconsin Avenue, Bethesda MD 20889, 301-295-3262, thomas.webster2@med.navy.mil
2. Mr. Boaz Paldi, TV Producer, **United Nations Development Programme**, One UN Plaza, New York, NY 10017, (212) 906-6801, boaz.paldi@undp.org
3. Ms. Pam Fields, Producer, **U. S. Army Training Support Center**, Ft. Eustis VA 23604, (757) 878-4611, extension 4010, pamela.l.fields6.civ@mail.mil
4. Mr. Ross A. Sacco, Director of Business Development, **Union Labor Works**, 1332 Danchetz Court, Rahway, NJ 07065, (646) 319-5787, ross@unionlaborworks.com
5. Mr. Marty Schupak, President, **Youth Sports Club**, 9 Florence Court, Valley Cottage, NY 10989, (845) 268-2058, greenrewind@gmail.com
6. Mr. Christian Delsol, Media Officer, Information and External Relations Division, **United Nations Population Fund**, 220 East 42nd Street, New York, NY 10017, (212) 297-5032, delsol@unfpa.org
7. Mr. Rogel Nuguid, Chief of Staff, **Special Unit for South-South Cooperation, UNDP**, 304 East 45th Street, Room FF-1216, New York, NY 10017, (212) 906-6944, rogel.nuguid@undp.org
8. Ms. Marisol Sanjines, Senior Outreach and Advocacy Advisor, Education for All Global Monitoring Report Team, **UNESCO**, 7, place de Fontenoy 75352 Paris 07 SP France, (+33) (0)145681046 office, m.sanjines@unesco.org
9. Mr. David Schwartz, President, **Duplication Specialists Inc.**, 843 Merrick Road, Baldwin, NY 11510, 516 867-7300, dschwartz@dupespec.com
10. Jeffrey S. Beck, Technology Consultant, **Sentry Centers**, 45 West 45th Street, Suite 702 New York, NY 10036, 646 200 6367, jbeck@sentrycenters.com

Customer Information:

- 1a. Table of awarded special item numbers (SIN):
541 4B Video / Film Production Services
541-1000 Other Direct Costs
- 1b. Identification of the lowest priced model number and lowest unit price:
Please see schedule starting on page 9
- 1c. Hourly personnel rates: applicable to some schedule items only.
Please see schedule starting on page 9
2. Maximum order*: **\$1,000,000 per SIN**

*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 (delivery area). **Worldwide, including 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: **Our company offices are in New York City. We are able to provide the scheduled personnel and services in all parts of the United States of America and throughout the world.**
6. Discount from list prices or statement of net price: **Prices shown in this schedule are GSA NET. The government discount has already been deducted.**
7. Quantity discounts: **Some quantity discounts may be offered; please inquire when placing order.**
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: **Not applicable**
- 11a. Time of delivery: **As specified on each task order, and as mutually agreed-upon**
- 11b. Expedited Delivery:
Most items in this price schedule are available for expedited delivery. The exact delivery time for any ordered services / supply will be negotiated with the ordering agency for inclusion in the agency's task / purchase order.
- 11c. Overnight and 2-day delivery:
Some items in this price schedule are available for overnight and 2-day delivery. Please inquire regarding specific services and supplies, and for rates for overnight and 2-day delivery.
- 11d. Urgent Requirements:
Work on most services / supplies in this schedule can begin immediately. Please contact us by telephone regarding any urgent requirements. Please call 516 313-8825 at any time, 24/7, for immediate assistance with urgent projects.
12. F.O.B. point(s): **Destination**
- 13a. Ordering address: **Thomas Craven Film Corporation
Attn: Michael Craven
5 West 19th Street – 3rd Floor
New York, NY 10011-4216**
- Telephone: 212 463-7190
Fax: 212 627-4761
e-mail: info@cravenfilms.com
Mobile: 516 313-8825**
- 13b. 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: **Same as ordering address (per item 13a). Bank transfer information will be provided upon request.**
15. Warranty provision: **Standard commercial warranty**
16. Export packing charges: **Not applicable**
17. Terms and conditions of Government purchase card acceptance:

Government purchase cards are accepted at or below the micro-purchase threshold. Government purchase cards are also accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair: **Not applicable**
19. Terms and conditions of installation: **Not applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **Not applicable**
- 20a. Terms and conditions for any other services: **Not applicable**
21. List of service and distribution points: **Not applicable**
22. List of participating dealers: **Not applicable**
23. Preventive maintenance: **Not applicable**
- 24a. Special attributes such as environmental attributes: **Not applicable**
- 24b. Section 508 compliance:
The Thomas Craven Film Corporation is committed to the requirements of section 508 of the Rehabilitation Act of 1973 if and where applicable to the supplies and services offered in this schedule.
25. DUNS: (Data Universal Number System) number: **01-197-1181**
26. Central Contractor Registration (CCR) registration:
The Thomas Craven Film Corporation is registered in the CCR database. Our registration number is: 1997D155476

**GSA SCHEDULE RATES
SCHEDULE 541-4B**

ITEM NUMBER	SERVICE / SUPPLY	UNIT	MINIMUM QUANTITY	GOVERNMENT RATE	NOTES
<i>SCRIPT WRITING AND STORYBOARDS:</i>					
1	Scriptwriting - Research	day	1	288.15	
2	Scriptwriting – 5 minute script	script	1	1551.55	
3	Scriptwriting - 10 minute script	script	1	1861.86	
4	Scriptwriting - 20 minute script	script	1	2305.16	
5	Scriptwriting - 30 minute script	script	1	2792.79	
6	Scriptwriting - 60 minute script	script	1	4167.02	
7	Script revisions / rewrites	hour	2	50.54	
8	Black and white storyboard panels	each	6	77.13	
9	Color storyboard panels	each	6	110.83	
<i>MEDIA TRAINING</i>					
10	Media Training, with video assist	Hour	5	177.32	
<i>CASTING, TALENT AND NARRATORS:</i>					
11	Casting Session	hour	4	119.69	
12	On-camera narrator	hour	8	164.02	
13	Actor (day player)	hour	8	101.96	
14	Extra (non-speaking actor)	hour	8	28.37	
<i>VIDEO PRODUCTION:</i>					
15	DV / DVCAM camera package	day	1	443.30	
16	DVCPRO50 camera package	day	1	620.62	
17	HDV camera package	day	1	531.96	
18	XDCAM camera package	day	1	842.27	
19	DVCPROHD camera package	day	1	753.61	
20	DVCAM 40 minute videotape	each	1	13.30	
21	DV 60 minute videotape	each	1	7.09	
22	DVCPRO 60 minute videotape	each	1	15.96	
23	HDV 60 minute videotape	each	1	8.87	
24	XDCAM 2gb recording disc	each	1	24.82	
25	Portable quartz lighting kit	day	1	265.98	
26	Director / Field Producer	hour	8	70.93	
27	Assistant Director	hour	8	57.63	
28	Production Manager	hour	8	48.76	
29	Cameraperson	hour	8	66.50	
30	Sound Recordist	hour	8	53.20	
31	Lighting Technician	hour	8	53.20	
32	Grip	hour	8	48.76	
33	Make-up Artist	hour	8	53.20	
34	Production Assistant	hour	8	35.46	
35	Still Photographer	hour	8	57.63	
36	Teleprompter and operator	hour	6	110.83	
37	Production Van	day	1	150.72	

ITEM NUMBER	SERVICE / SUPPLY	UNIT	MINIMUM QUANTITY	GOVERNMENT RATE	NOTES
VIDEO POST-PRODUCTION SERVICES:					
38	Producer (post-production)	hour	4	57.63	
39	Director (post-production)	hour	4	57.63	
40	Video editor	hour	4	57.63	
41	Voice-over narrator, 1 st hour	hour	1	576.29	
42	Voice-over narrator, additional hour	hour	1	243.82	
43	Foreign language narrator, 1 st hour	hour	1	602.89	
44	Foreign language narrator, additional hour	hour	1	248.25	
45	Narration studio	hour	1	177.32	
46	Video editing - high def/standard def	hour	2	124.12	
47	Editing of DVD segments	hour	2	88.66	
48	DVD authoring	hour	4	88.66	
49	Making video files for web use	hour	1	88.66	
50	Transfer from video cards to hard drive	each	1	66.50	
51	Upload video files to FTP / web sites	hour	1	44.33	
52	Web site creation / maintenance	hour	4	88.66	
53	Music selections for video / web use	each	1	115.26	
54	Graphic designer	hour	1	88.66	
55	3-dimensional video animation	hour	1	199.49	
56	2-dimensional video animation/graphics	hour	1	115.26	
57	Translations – Language Group “A”. This language group includes the following languages: French, Spanish, Portuguese, Italian, and German	word	\$300	0.34	
58	Translations – Language Group “B”. This language group includes all other languages.	word	\$500	0.51	
59	Subtitling of videos	hour	2	88.66	
60	Closed captioning of videos	hour	2	88.66	
61	Film-to-tape transfer, full color correction	hour	2	443.30	
62	Film-to-tape transfer, overall color correction	hour	2	265.98	
VIDEO STANDARDS CONVERSION:					
63	Video standards conversion – Standard Definition video formats (DV, DVCAM, DVCPR0, Betacam SP)				SEE NOTE A
63A	10 minute standards conversion	each	1	128.56	
63B	20 minute standards conversion	each	1	146.29	
63C	30 minute standards conversion	each	1	221.65	
63D	60 minute standards conversion	each	1	274.85	
64	Video standards conversion – High Definition video formats (DVCPR0HD, HDCAM, HDV videotape or HD files)				SEE NOTE B
64A	10 minute standards conversion	each	1	164.02	
64B	20 minute standards conversion	each	1	217.22	
64C	30 minute standards conversion	each	1	372.37	
64D	60 minute standards conversion	each	1	438.87	

ITEM NUMBER	SERVICE / SUPPLY	UNIT	MINIMUM QUANTITY	GOVERNMENT RATE	NOTES
VIDEO PRODUCTION SERVICES (OTHER DIRECT COSTS)					
65	2-person videotaping crew (camera and sound) for one day (up to 10 hours), editing of up to 2 hours of video, making files for web use and authoring of DVD	day	1	1773.20	

**GSA SCHEDULE RATES
SCHEDULE 541-1000**

DVD, BLU-RAY AND CD-ROM DUPLICATION AND REPLICATION

ITEM NUMBER	SERVICE / SUPPLY	UNIT	MINIMUM QUANTITY	GOVERNMENT RATE	NOTES
66	DVD Duplication / Replication, including labels and clamshell of slimline jewel cases:				SEE NOTE C
66A	1 DVD copy	each	N/A	6.21	
66B	2 - 19 DVD copies	each	N/A	4.43	
66C	20 - 99 DVD copies	each	N/A	3.32	
66D	100 - 199 DVD copies	each	N/A	3.06	
66E	200 - 299 DVD copies	each	N/A	2.66	
66F	300 - 499 DVD copies	each	N/A	2.48	
66G	500 - 999 DVD copies	each	N/A	2.39	
66H	1000 - 2000 DVD copies	each	N/A	2.22	
67	Blu-Ray Disc copies				
67A	1 Blu-Ray copy	each	N/A	20.39	
67B	2 - 5 Blu-Ray copies	each	N/A	19.51	
67C	6 - 19 Blu-Ray copies	each	N/A	18.62	
67D	20- 99 Blu-Ray copies	each	N/A	15.96	
68	CD-ROM Duplication / Replication, including labels and clamshell of slimline jewel cases:				
68A	1 CD-ROM copy		N/A	3.55	
68B	2 - 19 CD-ROM copies	each	N/A	2.88	
68C	20 - 99 CD-ROM copies	each	N/A	2.62	
68D	100 - 199 CD-ROM copies	each	N/A	2.44	
68E	200 - 499 CD-ROM copies	each	N/A	2.35	
68F	500 - 999 CD-ROM copies	each	N/A	2.26	
68G	1000 - 2000 CD-ROM copies	each	N/A	1.99	

NOTES ON THE PRICE SCHEDULES:

NOTE A: Video Standards Conversions, Standard Definition. Tape stock - Digital Betacam, Betacam SP, DVCPRO, DVCAM or mini DV - is included in the listed prices.

NOTE B: Video Standards Conversions, High Definition. Tape stock – HDCAM, DVCPRO or HDV - is included in the listed prices.

NOTE C: Prices for DVD and CD-ROM duplication include: full-color printing on disc or on a label (this can include a photo or logo, AND slimline jewel case or clamshell case and disc insertion in case. Options include other types of packaging (Amaray cases, regular jewel cases, multi-disc cases, paper disc sleeves) printing of insert cards and booklets, and shrink-wrapping. Please inquire about these options; we will be pleased to provide a detailed quotation to meet any needs.