

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 GSA Advantage!® is: GSAAAdvantage.gov.

CONTRACT NUMBER: 47QREA20D000V

MODIFICATION NO: A815

EFFECTIVE: 05/20/2020

SCHEDULE TITLE: Multiple Award Schedule - Professional and Management Development Training

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

CONTRACT PERIOD: May 08, 2020–May 07, 2025


CONTRACTOR:

Bubo Learning Design, LLC
903 18th Street, Ste #200
Plano, TX 75074-5899

Phone number: (469) 409-2826
E-Mail: mark@bubold.com
Website: <http://www.bubold.com>

BUSINESS SIZE: Small Business, SBA certified HUBZone firm



 **Maximize Human Efficiency**
Harness the Power of Learning.

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Customer Information

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs) SIN DESCRIPTION

611430, SVCS – Professional and Management Development Training
512110, 541-48 – Web Based Marketing
541430, 541-4F – Graphic Design Services

LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: [See Price List](#)

HOURLY RATES: [See Price List](#)

2. **MAXIMUM ORDER:** \$1,000,000.00
3. **MINIMUM ORDER:** \$100.00
4. **GEOGRAPHIC COVERAGE:** Domestic 48 states, Washington, DC.
5. **POINT(S) OF PRODUCTION:** Plano, TX
6. **DISCOUNT FROM LIST PRICES:** Prices listed are GSA Net, discount deducted.
7. **QUANTITY DISCOUNT(S):** 1.0% to 1.50% based on orders from a single customer at or exceeding \$250K up to \$500K and an additional 2.0% for orders to a single customer at or exceeding \$1.0M.
8. **PROMPT PAYMENT TERMS:** **Discount 1:** 2.000 % if Payment is made within 15 days. Net 30 days.
9. Government Purchase Cards are accepted at or below the micro-purchase threshold.

Government Purchase Cards are accepted above the micro-purchase threshold
10. **FOREIGN ITEMS:** None
11. **TIME OF DELIVERY:** As agreed upon.

EXPEDITED DELIVERY: As agreed upon.

OVERNIGHT AND 2-DAY DELIVERY: As agreed upon.

URGENT REQUIRMENTS: Contact Contractor.
12. **FOB POINT:** Destination

13. ORDERING ADDRESS:

Bubo Learning Design, LLC
903 18th Street, Ste #200
Plano, TX 75074-5899

Phone number: (469) 409-2826
E-Mail: mark@bubold.com
Website: <http://www.bubold.com>

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:

Bubo Learning Design, LLC
903 18th Street, Ste #200
Plano, TX 75074-5899

Phone number: (469) 409-2826
E-Mail: mark@bubold.com
Website: <http://www.bubold.com>

15. WARRANTY PROVISION: As per company policy.

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:
Contact Contractor

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

25. Section 508 Compliance for EIT: The EIT standards can be found at www.section508.gov/

DUNS NUMBER: 080076103**NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE****CAGE CODE - 7PHX7**

Price List

Labor Category	SIN	Unit of Issue	Rate (including IFF)
Instructional Designer	611430	Hourly	\$72.54
Lead Instructional Designer	611430	Hourly	\$77.38
Web-based Training Developer	611430	Hourly	\$72.54
Training Project Manager	611430	Hourly	\$120.91
Motion Graphics Developer	512110	Hourly	\$72.54
Video Editor	512110	Hourly	\$72.54
Camera Man	512110	Hourly	\$48.36
Video Animator	512110	Hourly	\$96.73
Production Project Manager	512110	Hourly	\$120.91
Graphic Designer	541430	Hourly	\$72.54
Design Project Manager	541430	Hourly	\$120.91

Labor Categories & Descriptions

Professional and Management Development Training

Instructional Designer

Minimum Education: Bachelors**Minimum Years of Experience:** 3

Creates engaging learning activities and compelling course content that enhances retention and transfer. Works with subject matter experts and identifies the target audience's training needs. States instructional end goals and creates content that matches them. Visualizes instructional graphics, the user interface, and the finished product. Conducts instructional research and analysis on learners and context. Applies tested instructional design theories, practices, and methods. Provides exercises and activities that enhance the learning process. Creates supporting material/media (audio, video, simulations, role-plays, games, etc.). Decides on the criteria used to judge learner's performance and develop assessment instruments. Contributes to the development or revision of curriculum documents based on reviews and analysis to ensure desired outcomes. Maintains project documentation and course folders.

Lead Instructional Designer

Minimum Education: Bachelors

Minimum Years of Experience: 5

Implements the fundamentals of instructional design concepts. Leads junior instructional designers through the development process. Interviews Subject Matter Experts (SMEs), captures knowledge in a manner that is used to create learning assets. Technical skills include collaboration and communication tools (SLACK) to manage training modules. Utilizes authoring and media software (Storyline, Captivate, Vyond, Adobe, After Effects, Illustrator, Photoshop, InDesign, SCORM Cloud, etc.) to develop and publish course material and training. Presents written and oral messages that account for the type of information being delivered and the diverse backgrounds, roles, and varied responsibilities of the audience. Applies problem-solving skills, performs analysis, and seeks solutions for continuous improvement of the completed module. Reviews completion of work by an instructional designer. Edits material to eliminate learning content errors. Oversees work is focused, voice appropriate, and impactful. Ensures work meets the expectations of the client. Keeps current in training and development research: Learning Theory, Motivation Theory, methods, techniques, and new materials.

Web-based Training Developer

Minimum Education: Bachelors

Minimum Years of Experience: 3

Collaborates with instructional designers, graphic designers, Subject Matter Experts (SMEs), and other team members to bring eLearning content to life. Programs and compiles audio and visual assets to create training based on design documents and storyboards. Develops high-quality interactive eLearning modules in Adobe Captivate and Articulate Storyline ensuring performance on desktop and mobile devices. Creates quizzes, mini-games, and other meaningful interactions using Javascript to support Web-based training modules in order to increase knowledge retention. Utilizes HTML5, Javascript, CSS, & HTML in the creation of eLearning. Maintains and improves development quality through self and peer reviews. Keeps current in learning theory, motivation theory, and new materials, methods, and techniques. Ensures deliverables are on time, effective, and engaging. Assists in the development and creation of additional material including, but not limited to, case study/highlight videos, promotional material, internal initiatives, etc.

Training Project Manager

Minimum Education: Bachelors

Minimum Years of Experience: 5

Sets the vision and culture of achieving a high quality of service across all stakeholders: owners, clients, and employees. Ensure that all projects are delivered on-time, within the scope and budget. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. Develop detailed project plans to monitor and track progress and measure project performance using appropriate tools and techniques. Fosters a fun, dynamic, community-friendly, collaborative, and team-based environment. Designs, establishes, executes, and monitors product and business planning. Collaborates with various stakeholders including Product Managers, Systems Analysts, Engineers, and Developers to plan and implement designs. Reviews and updates current processes, communicates improvements to management, and ensures proper implementation and company objectives are met. Ensures compliance with relevant regulatory requirements and internal policies. Leads product education and usability experience training efforts. Creates prototypes and collaborates with engineers to build a high-quality Customs Administration Management product solution. Designs and builds a Learning Framework for learning. Understands product interaction within a business process and from an end-user experience viewpoint. Takes ownership in driving new feature development through every stage of the product life cycle and delivers incremental value. Resolves issues and contributes to Company performance by responding to changing product development/distribution needs. Works with customs brokers, regulatory agents, and attorneys to resolve related issues by clarifying questions and recommending solutions. May represent the Company at industry/field events. Manages staff to include training, development, and performance management.

Web-based Marketing

Motion Graphics Developer

Minimum Education: Bachelors

Minimum Years of Experience: 3

Applies motion graphic design in a post/vfx house or agency environment. Utilizes 2D and/or 3D motion graphic techniques in After Effects, Cinema 4D, Adobe Creative Suite, Vyond, Adobe Premiere, or Camtasia. Uses illustration and animation skills to create engaging learning assets. Shares knowledge and understanding of design and branding with project team members. Creates engaging content.

Video Editor

Minimum Education: Bachelors

Minimum Years of Experience: 5

Works in a production studio or digital agency environment. Utilizes Adobe Suite of tools (PremierePro, After Effects, Audition, Photoshop, and Illustrator) to create engaging, professional video content. Utilizes video industry standard formats and media management practices on Mac/PC platforms. Capture studio-quality photographs and video. Manage and oversee all technical aspects of video recording and editing. Regularly collaborate with marketing team. Follow the company's brand guidelines. Present to senior management. Develop an overall video brand messaging strategy.

Camera Man

Minimum Education: Bachelors

Minimum Years of Experience: 3

Owns and operates cameras for shooting assignments. Operates video camera to capture moments or pictures. Ensures proper lighting is achieved. Travels to different locations depending on assignments. Directs participants, takes posed and candid shots. Provides edited versions of shots and tapes. Assists with camera work for documentaries or independent film. Films television programs, commercials, and music videos from a studio or a set in a fixed location. Handles the clapboard, load film magazines, and fill out camera report sheets. Moves cameras and other equipment around as needed. Takes promotional pictures. Uses software to manipulate, resize, and crop pictures as needed. Exposes high contrast film for predetermined exposure time. Threads the camera and sets the focus. Adjusts lens and secures different lens sizes depending on the shot. Selects and install screens and filters on camera to produce desired effects.

Video Animator

Minimum Education: Bachelors

Minimum Years of Experience: 3

Collaborates with the client and production team members to understand needs, review scripts, design storyboards, and create and edit animations. Uses software and other techniques to produce animations. Listens to feedback and alters animations to better suit client needs. Ensures that the final product aligns with the needs of the client and is delivered on time without exceeding the budget. Presents the final animated piece to clients for their approval. Uses creativity and artistic techniques to tell a story or to provide information in visual form. Researches industry trends and developments while learning new applications.

Production Project Manager

Minimum Education: Bachelors

Minimum Years of Experience: 5

Is responsible for overall contract performance from inception to completion. Fulfills the role of Project Manager for a defined project. Is the intermediary between Bubo Learning and the Government Contracting Officer (CO), the project Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Manages the execution and production of high-quality learning materials - reviewing content for accuracy, compliance, and visual appeal in support of brand objectives. Demonstrates strong project management skills in support of learning plans and initiatives. Serves as liaison between teams and agency/client. Ensures projects are completed on time and within budget. Monitors budget spend for teams. Collects upfront requests for special needs or accessibility. Shares key learnings with the team. Acts as a consultant and advocate for the production team. Looks for ways to improve and streamline processes. Provides strategic insight to the team in the development of material. Conducts expert planning, provides direction during meetings, and schedules projects accordingly. Trains new team members on their roles, the processes, and the procedures. Manages personnel, development, and performance of associates. Ensures a thorough understanding of compliance guidelines for all materials.

Graphic Design Services

Graphic Designer

Minimum Education: Bachelors

Minimum Years of Experience: 3

Works simultaneously on projects based on current client workload. Creates visual aspects of learning materials, websites, and other media, including infographics, and job aids. Puts together disparate elements of a design created by another professional, such as the icons, photographs, and other components necessary for a website design. Consults with clients' teams to create cohesive designs that reflect our clients' cultures and goals. Responsible for all creative elements needed to execute communication strategy, as well as pieces needed to support the instructional design teams including brand guidelines. Produces clean and modern design from ideation to completion. Lends a critical eye to the UI/UX team for small projects and critique. Proposes and designs cutting-edge ways to share our brand story and engage learners. Participates in campaign strategy.

Design Project Manager

Minimum Education: Bachelors

Minimum Years of Experience: 5

Defines the scope of a project. Fulfills the role of Project Manager for a defined program. Is the intermediary between Bubo Learning and the Government Contracting Officer (CO), the program Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Ensures material, construction, and logistic requirements meet customer specifications and project demands. Serves as the preferred contact with clients and the technical resource that helps meet needs and ensures their projects are successful. Establishes client delivery requirements and confirms with operations that those requirements shall be met. Updates schedules as necessary, keeping production, sales, and customer informed of any challenges or changes. Manages graphics installation and logistics for projects, through completion. Coordinates project meetings when needed. Uses price list tools and programs to develop basic price estimates, which are reviewed before the presentation. Creates production work orders in an MIS system for print manufacturing. Works with the art staff to ensure proofs and designs meet the customers' expectations. Helps create quote requests and quote letters to the client. Maintains ongoing communications with production personnel to provide technical advice and to resolve problems. Attends regular production meetings. Works in a team environment.