



**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule**

Schedule Title: Multiple Award Schedule
FSC Group: Professional Services

Contract Number: GS-07F-0641X

CONTRACT PERIOD:

July 14, 2011 – July 13, 2026

Price List current through Mod PS-A837 effective Oct. 18, 2021

CONTRACTOR: WORD WIZARDS, INC.
8609 2nd Avenue 406-B
Silver Spring, MD 20910

CONTRACTOR'S ADMINISTRATION SOURCE:

Ilana Gordon: ilana@wordwizardsinc.com
8609 2nd Avenue 406-B, Silver Spring, MD 20910
v.301-986-0808 fax.301-986-0809
Direct: 240-380-2639
www.wordwizardsinc.com

BUSINESS SIZE: Small Business

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: "GSA Advantage.gov."

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.



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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:
541511 – Custom Computer Programming Services
512110 – Video/Film Production
541430 - Graphic Design
OLM – Other
- 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 contractor 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**
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.**
8. **PROMPT PAYMENT TERMS: 1.5% Net 20 Days; Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**
9. **FOREIGN ITEMS: None**
- 10a. **TIME OF DELIVERY: To be determined at time of task order.**



- 10b. **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.
- 10c. **OVERNIGHT AND 2-DAY DELIVERY:** Some services that have over night and 2-day delivery are already listed on GSA Price List. Customers may contact the Contractor's representative to discuss any other requirements.
- 10d. **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.
11. **FOB POINT: Destination**
12. **ORDERING PROCEDURES:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 12a. **ORDERING ADDRESS:**
Word Wizards, Inc.
8609 Second Avenue, #406-B
Silver Spring, MD 20910
gsaorder@wordwizardsinc.com
13. **PAYMENT ADDRESS:** Word Wizards, Inc.
8609 Second Avenue, #406-B
Silver Spring, MD 20910
14. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
15. **EXPORT PACKING CHARGES:** Not Applicable
16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** Not Applicable
17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not Applicable



18. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable**
- 18a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable**
19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable**
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable**
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable**
- 21a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable**
- 21b. **SECTION 508 COMPLIANCE FOR EIT: Not Applicable**
22. **DUNS NUMBER: 937561330**
23. **NOTIFICATION REGARDING REGISTRATION in System for Award Management (SAM) database: Active**

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



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. 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.

B. 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 Cloud Script, 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



LABOR CATEGORIES AND SERVICES

- 541511 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.
- 541511 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.

Service Offerings

Section 508 Compliance Services

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.

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



512110 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.

Service Offerings

Time Code Transcription

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



Transcription without time code Standard 48-72 hour delivery
Transcription with time code Standard 48-72 hour delivery
Transcription without time code Expedited 24-48 hour delivery
Transcription with time code Expedited 24-48 hour delivery
Transcription without time code Expedited 12-24 hour delivery
Transcription with time code Expedited 12-24 hour delivery
Transcription without time code Expedited holiday/weekend delivery
Transcription with time code Expedited holiday/weekend delivery
Transcription without time code Expedited 0-12 hour delivery
Transcription with 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



- 541430 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.
- 541430 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.
- 541430 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.
- 541430 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.

Service Offerings



Design by Word Wizards

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.

Scanning/optical character recognition B/W
Scanning/optical character recognition (color)



GSA OFFERINGS AND PRICE LIST

ALL PRICES OFFERED TO GSA INCLUDE THE CURRENT 0.75% IFF January 2021

SIN#	Offering Description	Unit of Issue (e.g. Minutes, Hour, Task)	GSA Price
541511	Senior Document Remediator (PDF/MS Office/Forms) Standard (5-7 days)	Hour	\$ 102.23
541511	Senior Document Remediator (PDF/MS Office/Forms) Expedited (3-4 days)	Hour	\$ 127.79
541511	Senior Document Remediator (PDF/MS Office/Forms) Expedited (2 Days)	Hour	\$ 153.35
541511	Senior Document Remediator (PDF/MS Office/Forms) Expedited (1 Day)	Hour	\$ 178.90
541511	Senior Document Remediator (PDF/MS Office/Forms) Expedited (Same day)	Hour	\$ 204.46
541511	Senior Document Remediator (PDF/MS Office/Forms) Expedited (Less than 4 hours)	Hour	\$ 230.02
541511	Copywriter & Reviewer	Hour	\$ 92.94
541511	Captioning for the Hearing Impaired with transcription	Minute	\$ 7.66
541511	Captioning for the Hearing Impaired without transcription	Minute	\$ 5.74
541511	Caption export SD/text	File	\$ 46.47
541511	Caption export HD	File	\$ 92.94
541511	Caption export broadcast	File	\$ 232.34
512110	Transcript Editor (post-hoc correction; post-transcript ID; transcript review/revision)	Hour	\$ 60.41
512110	Transcription without time code Standard 48-72 hour delivery	Minute	\$ 2.78
512110	Transcription with time code Standard 48-72 hour delivery	Minute	\$ 3.11
512110	Transcription without time code Expedited 24-48 hour delivery	Minute	\$ 4.17
512110	Transcription with time code Expedited 24-48 hour delivery	Minute	\$ 4.67
512110	Transcription without time code Expedited 12-24 hour delivery	Minute	\$ 5.56



SIN#	Offering Description	Unit of Issue (e.g. Minutes, Hour, Task)	GSA Price
512110	Transcription with time code Expedited 12-24 hour delivery	Minute	\$ 6.23
512110	Transcription without time code Expedited holiday/weekend delivery	Minute	\$ 6.25
512110	Transcription with time code Expedited holiday/weekend delivery	Minute	\$ 7.00
512110	Transcription without time code Expedited 0-12 hour delivery	Minute	\$ 6.25
512110	Transcription with time code Expedited 0-12 hour delivery	Minute	\$ 7.00
512110	Transcription-add speaker id	Minute	\$ 0.49
512110	Transcription-with poor audio (light)	Minute	\$ 0.49
512110	Transcription-with poor audio (medium)	Minute	\$ 0.98
512110	Transcription-with poor audio (heavy)	Minute	\$ 1.71
512110	Transcription-with technical/medical/ legal	Minute	\$ 0.49
512110	Transcription-with heavy accents	Minute	\$ 0.49
512110	Transcription-with on screen text	Minute	\$ 0.49
512110	Transcription-with audible/analog time code	Minute	\$ 1.47
512110	DVD conversion	DVD	\$ 9.59
512110	Proxy conversion	File	\$ 2.88
512110	Small file fee (less than 5 minutes)	File	\$ 1.92
512110	Audio RX	File	\$ 95.87
512110	Cassette digitization	Minute	\$ 1.22
541430	Junior Graphic Designer	Hour	\$ 68.01
541430	Senior Graphic Designer	Hour	\$ 102.24
541430	Fillable Forms Designer	Hour	\$ 102.24
541430	MS Word Document Creator	Hour	\$ 102.24
541430	Scanning/optical character recognition B/W	Page	\$ 1.81
541430	Scanning/optical character recognition (color)	Page	\$ 7.25