



**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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

**SCHEDULE TITLE:** 00CORP – Professional Service Schedule

**FSC GROUP:** R708, R701, and R499

**CONTRACT NUMBER:** 47QRAA18D00GV

**CONTRACT PERIOD:** September 27, 2018 through September 26, 2023

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov)

**CONTRACTOR:**

E LITTLE COMMUNICATIONS GROUP  
100 S 4th Street, Suite 550  
St. Louis, MO 63102 1897  
Phone number: (314) 797-5037

**CONTRACTOR'S ADMINISTRATION SOURCE:**

Johnny Little, President  
[jlittle@elittlecom.com](mailto:jlittle@elittlecom.com)

**BUSINESS SIZE:** Small Business



eLittle Communications Group, founded in 2007, is a certified 8(a) minority owned small business specializing in public relations and marketing services.

**Certifications:**

Department of Transportation-  
DBE Saint Louis City- MBE  
U.S Small Business Administration 8(a)

**Core Efficiencies:**

Public Affairs Speeches and Presentations  
Website Development & Graphic Design, Content Management  
Advertising, Planning, Promoting & Management Media Relations/  
Public Relations Editorial Services  
Strategic Communications

**Differentiators:**

Offers Full-service Marketing In-House Manages Comprehensive Marketing Program Experienced, Respected Marketing Professional Strategic Approach to All Aspects of the Campaign Strategically promotes, Protects, and Enhances Clients' Image

**Clients:**

Big Brothers Big Sisters of Eastern Missouri  
Fathers Support Group  
City of Ferguson  
City of Dellwood  
Normandy School District  
Jennings School District  
Ferguson Florissant School District  
Senator Joe Keaveny  
Mangrove Redevelopment  
Medi Plex Home Healthcare Agency

**NAICS:**

541613	541820 (primary)
541810	541830
541840	541850
541860	541870
541890	541910

DUNS: 01713140  
Cage:7Q7T8

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

SIN	Recovery	SIN Description
541-1	541-1RC	Advertising Service
541-2	541-2RC	Public Relations Services
541-4F	541-4FRC	Commercial Art and Graphic Design Services

NOTE: Any commissions received for media placement, conference planning, etc. will either  
(a) Be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

- 1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A
- 2. **MAXIMUM ORDER:** \$1,000,000
- 3. **MINIMUM ORDER:** \$100
- 4. **GEOGRAPHIC COVERAGE:** Domestic delivery that includes 50 states, Washington D.C., and all U.S. Territories.
- 5. **POINT(S) OF PRODUCTION:** USA
- 6. **DISCOUNT FROM LIST PRICES:** See **Appendix** for GSA net prices including .75% Industrial Funding Fee.
- 7. **VOLUME DISCOUNT(S):** None
- 8. **PROMPT PAYMENT TERMS:**  
2.5% 15 days; Net 30
- 9a. **Government Purchase Cards must be 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:** 30 days ARO
- 11b. **EXPEDITED DELIVERY:** N/A
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery.
- 12. **FOB POINT:** Destination

13. **ORDERING ADDRESS:**  
E LITTLE COMMUNICATIONS GROUP  
100 S 4th Street, Suite 550  
St. Louis, MO 63102 1897
14. **PAYMENT ADDRESS:**  
E LITTLE COMMUNICATIONS GROUP  
100 S 4th Street, Suite 550  
St. Louis, MO 63102 1897
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
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
- 20a. **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
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 017313140
26. **Contractor has an active registration in the SAM database**

**Appendix A – GSA Net Pricing** (includes .75% Industrial Funding Fee)

<b>Labor Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Public Strategist	\$174.56	\$178.57	\$182.68	\$186.88	\$191.18
Deputy Project Manager/Strategist	\$134.66	\$137.76	\$140.93	\$144.17	\$147.48
Creative Director	\$109.72	\$112.25	\$114.83	\$117.47	\$120.17
Account Manager	\$109.72	\$112.25	\$114.83	\$117.47	\$120.17
Event planning	\$64.84	\$66.33	\$67.85	\$69.41	\$71.01
Script writing	\$94.76	\$96.94	\$99.17	\$101.45	\$103.78
Copywriting Level I	\$94.76	\$96.94	\$99.17	\$101.45	\$103.78
Copywriting Level II	\$109.72	\$112.25	\$114.83	\$117.47	\$120.17
Video Production	\$174.56	\$178.57	\$182.68	\$186.88	\$191.18
Public Meetings	\$84.79	\$86.74	\$88.73	\$90.77	\$92.86
Public Relations	\$84.79	\$86.74	\$88.73	\$90.77	\$92.86
Graphics Artist	\$74.81	\$76.53	\$78.29	\$80.09	\$81.93
Administrative	\$74.81	\$76.53	\$78.29	\$80.09	\$81.93
Web Developer	\$84.79	\$86.74	\$88.73	\$90.77	\$92.86
<b>Labor Category</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>
Public Strategist	\$195.58	\$200.08	\$204.68	\$209.39	\$214.20
Deputy Project Manager/Strategist	\$150.87	\$154.34	\$157.89	\$161.53	\$165.24
Creative Director	\$122.93	\$125.76	\$128.66	\$131.61	\$134.64
Account Manager	\$122.93	\$125.76	\$128.66	\$131.61	\$134.64
Event planning	\$72.64	\$74.31	\$76.02	\$77.77	\$79.56
Script writing	\$106.17	\$108.61	\$111.11	\$113.67	\$116.28
Copywriting Level I	\$106.17	\$108.61	\$111.11	\$113.67	\$116.28
Copywriting Level II	\$122.93	\$125.76	\$128.66	\$131.61	\$134.64
Video Production	\$195.58	\$200.08	\$204.68	\$209.39	\$214.20
Public Meetings	\$95.00	\$97.18	\$99.42	\$101.70	\$104.04
Public Relations	\$95.00	\$97.18	\$99.42	\$101.70	\$104.04
Graphics Artist	\$83.82	\$85.75	\$87.72	\$89.74	\$91.80
Administrative	\$83.82	\$85.75	\$87.72	\$89.74	\$91.80
Web Developer	\$95.00	\$97.18	\$99.42	\$101.70	\$104.04
<b>Labor Category</b>	<b>Year 11</b>	<b>Year 12</b>	<b>Year 13</b>	<b>Year 14</b>	<b>Year 15</b>
Public Strategist	\$219.13	\$224.17	\$229.32	\$234.60	\$239.99
Deputy Project Manager/Strategist	\$169.04	\$172.93	\$176.91	\$180.98	\$185.14

Creative Director	\$137.74	\$140.91	\$144.15	\$147.46	\$150.85
Account Manager	\$137.74	\$140.91	\$144.15	\$147.46	\$150.85
Event planning	\$81.39	\$83.26	\$85.18	\$87.14	\$89.14
Script writing	\$118.96	\$121.69	\$124.49	\$127.35	\$130.28
Copywriting Level I	\$118.96	\$121.69	\$124.49	\$127.35	\$130.28
Copywriting Level II	\$137.74	\$140.91	\$144.15	\$147.46	\$150.85
Video Production	\$219.13	\$224.17	\$229.32	\$234.60	\$239.99
Public Meetings	\$106.43	\$108.88	\$111.39	\$113.95	\$116.57
Public Relations	\$106.43	\$108.88	\$111.39	\$113.95	\$116.57
Graphics Artist	\$93.91	\$96.07	\$98.28	\$100.54	\$102.85
Administrative	\$93.91	\$96.07	\$98.28	\$100.54	\$102.85
Web Developer	\$106.43	\$108.88	\$111.39	\$113.95	\$116.57
<b>Labor Category</b>	<b>Year 16</b>	<b>Year 17</b>	<b>Year 18</b>	<b>Year 19</b>	<b>Year 20</b>
Public Strategist	\$245.51	\$251.16	\$256.94	\$262.85	\$268.89
Deputy Project Manager/Strategist	\$189.40	\$193.75	\$198.21	\$202.77	\$207.43
Creative Director	\$154.32	\$157.87	\$161.50	\$165.22	\$169.02
Account Manager	\$154.32	\$157.87	\$161.50	\$165.22	\$169.02
Event planning	\$91.19	\$93.29	\$95.43	\$97.63	\$99.87
Script writing	\$133.28	\$136.34	\$139.48	\$142.69	\$145.97
Copywriting Level I	\$133.28	\$136.34	\$139.48	\$142.69	\$145.97
Copywriting Level II	\$154.32	\$157.87	\$161.50	\$165.22	\$169.02
Video Production	\$245.51	\$251.16	\$256.94	\$262.85	\$268.89
Public Meetings	\$119.25	\$121.99	\$124.80	\$127.67	\$130.61
Public Relations	\$119.25	\$121.99	\$124.80	\$127.67	\$130.61
Graphics Artist	\$105.22	\$107.64	\$110.12	\$112.65	\$115.24
Administrative	\$105.22	\$107.64	\$110.12	\$112.65	\$115.24
Web Developer	\$119.25	\$121.99	\$124.80	\$127.67	\$130.61

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Professional Services 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 applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

## Labor Category Descriptions

eLittle Communications Group offers the following Labor Category Descriptions to support the effort contemplated herein.

### **Public Strategist**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 10+years

**Functional Responsibilities:** Directs strategist plans and programs for agency contracts; develops methods, strategies and techniques for public relations, marketing and advertising. Oversees contracts and coordinates multiple projects and work teams. Extensive knowledge of the government services business sector, best practices. Works directly with agency customers.

### **Deputy Project Manager/Strategist**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 10+years

**Functional Responsibilities:** Provides direct support to principal strategist/project supervisor, Coordinates strategic meetings of all senior task leaders; ensures integration with customer policies and regulatory requirements. Manages quality check prior to product delivery.

### **Creative Director**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5+years

**Functional Responsibilities:** Directs all artwork on a particular team/client; performs or assigns actual art mechanical, type and layouts.

### **Account Manager**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5+years

**Functional Responsibilities:** Creates and executes projects work plans; manages operations budgets to a project. Administrates all aspects of the project scope, including managing staff and subcontractors to meet deadlines. Reviews deliverables and invoicing prior to submission to the client.

### **Event planning**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5 +years

**Functional Responsibilities:** Creates and executes project work plans; works directly with client to identify location of event, create run on show, orders hand-outs, giveaways. Secure invoicing and payment of everyone involved in the project.

### **Script writing**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5 + years

**Functional Responsibilities:** Develops campaign concepts, writes compelling stories under the direction on Public Relations Supervisor.

### **Copywriting Level I**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 3+years

**Functional Responsibilities:** Writes scripts, editing and working directly with the client under the supervision of Copywriting Level II.

### **Copywriting Level II**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 10+ years

**Functional Responsibilities:** Responsible for conceptualizing and writing compelling copy and web content for branded awareness campaigns and related communications projects. Member of management team.

### **Video Production**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5+years

**Functional Responsibilities:** Responsible for coordination video shoot and content which includes video, editing and lighting. This includes identifying location of shoot and working directly with the client for production.

### **Public Meetings**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5 + years

**Functional Responsibilities:** Develops public involvement plans for studies, projects and programs, with particular focus on support our client's events. Manages and facilitates public meetings and hearing processes. Ensures accessibility to information, meeting locations, and materials. Maintains logbooks, documenting public engagement to ensure adherence to adopted involvement plans. May work directly with agency customers.

### **Public Relations**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 10 + years

**Functional Responsibilities:** Leads Public Relations projects and campaigns for client, in coordination with creative and account services.

### **Graphics Artist**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5+years

**Functional Responsibilities:** Executes design layouts and concepts for print and online projects at the direction of the art director

### **Administrative**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5 + Years



**Functional Responsibilities:** Coordinates and supervises all administrative task and day-to-day operations, including technology information management. Coordinates production of large projects involving word processing input, editing, copying and binding.

**Web Developer**

**Minimum Education:** Bachelor's Degree

**Minimum Years of Experience:** 5 + years

**Functional Responsibilities:** Responsible for developing and maintaining website