



PROFESSIONAL SERVICES

COMMERCIAL PRICE LIST

Valid 1 August 2017 through 31 July 2022





WEB DEVELOPER PROJECT PLANNER

CREATIVE DIRECTOR

STRATEGIC PLANNER TECHNICAL WRITER

EVENT COORDINATOR

ADMINISTRATIVE GRAPHIC ARTIST

MARKETING DIRECTOR

MULTIMEDIA DESIGNER



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A professional video camera is the central focus, held by a hand. The camera is black and silver, with a large lens and a microphone on top. The background is blurred, showing a person with long hair holding a tablet. The overall scene suggests a professional video production or broadcast environment.

HOURLY BILLING RATES



Labor Categories	2017 Rates	2018 Rates	2019 Rates	2020 Rates	2021 Rates
Administrative- Admin Assistant	\$94.24	\$96.13	\$98.06	\$100.02	\$102.02
Administrative - Secretary I	\$59.72	\$60.90	\$62.12	\$63.38	\$64.63
Administrative - Secretary II	\$65.16	\$66.47	\$67.79	\$69.13	\$70.50
Administrative - Secretary III	\$78.43	\$79.99	\$81.58	\$83.21	\$84.89
Assistant Strategic Planner	\$128.19	\$130.74	\$133.37	\$136.02	\$138.75
Creative/Art Director	\$142.37	\$145.21	\$148.11	\$151.06	\$154.09
Deputy Project Planner	\$114.55	\$116.83	\$119.19	\$121.57	\$123.99
Director of Conference Planning	\$151.86	\$154.91	\$158.01	\$161.17	\$164.40
Director of Strategic Communications	\$141.07	\$143.90	\$146.76	\$149.71	\$152.70
Graphic Artist	\$110.66	\$112.87	\$115.14	\$117.45	\$119.82
Junior Event Planner	\$92.40	\$94.24	\$96.13	\$98.06	\$100.02
Junior Graphic Designer	\$98.36	\$100.34	\$102.35	\$104.40	\$106.49
Junior Web Developer	\$116.47	\$118.83	\$121.21	\$123.64	\$126.10
Lead Multimedia Designer	\$137.20	\$139.93	\$142.74	\$145.58	\$148.49
Logistical Coordinator	\$103.56	\$105.62	\$107.73	\$109.88	\$112.09
Marketing Specialist	\$95.77	\$97.67	\$99.64	\$101.65	\$103.67
Multimedia Designer	\$114.33	\$116.62	\$118.94	\$121.33	\$123.77
Project Manager	\$186.68	\$190.42	\$194.21	\$198.10	\$202.06
Project Planner	\$124.25	\$126.73	\$129.27	\$131.86	\$134.52
Senior Event Planner	\$123.99	\$126.49	\$129.01	\$131.62	\$134.26
Senior Graphic Designer	\$137.99	\$140.74	\$143.57	\$146.43	\$149.34
Senior Web Developer	\$147.53	\$150.49	\$153.50	\$156.58	\$159.70
Strategic Communications Planner	\$115.58	\$117.88	\$120.24	\$122.66	\$125.11
Strategic Planner	\$134.60	\$137.30	\$140.04	\$142.83	\$145.71
Technical Writer	\$139.79	\$142.58	\$145.42	\$148.33	\$151.29
Web and Graphic Designer	\$119.08	\$121.46	\$123.89	\$126.37	\$128.93
Web Designer	\$116.47	\$118.83	\$121.21	\$123.64	\$126.10
Writer/Editor	\$99.66	\$101.66	\$103.70	\$105.78	\$107.88

Rates are effective as of 1 August of each year.



LABOR CATEGORY QUALIFICATIONS



Administrative – Admin Assistant	High School Diploma or equivalent is required	1 Year	Provides administrative support in a variety of functions to an individual, team, department, or other group in an organization. Collects, reviews and analyzes data, and prepares reports, charts, budgets and other presentation materials. Responds to or routes routine inquiries from external or internal sources with standard correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. Has basic word processing, spreadsheet and graphics software skills.
Administrative - Secretary I	High School Diploma or equivalent is required	1 Year	Performs various clerical and secretarial duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings, and compiles basic information for routine reports or other materials. May distribute mail, handle travel accommodations and maintain office supplies. Has basic word processing, spreadsheet, and graphics software skills.
Administrative - Secretary II	High School Diploma or equivalent is required	2 Year	Performs various clerical duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings, and compiles basic information for routine reports or other materials. May distribute mail, handle travel accommodations, and maintain office supplies. Has basic skills to use the office equipment.
Administrative - Secretary III	High School Diploma or equivalent is required	3 Year	Performs various clerical duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings and compiles basic information for routine reports or other materials. Deals with more complex inquiries from other secretarial staff. May distribute mail, handle travel accommodations and maintain office supplies. Has skillful basic word processing, spreadsheet, and graphics software skills.
Assistant Strategic Planner	Bachelor's Degree in Marketing, Communications, English, Journalism or related field	4 Years	Responsible for research and development of media plans, identifying target audiences and ideal media outlets. Recommends media mix and frequency that is in line with the budget and established media objectives.
Creative/Art Director	Bachelor's Degree in Graphic Design or equivalent combination of education and experience	15 Years	Translate marketing objectives into conceptual works while adhering to specific branding and project guidelines and requirements. Leads creating, developing, implementing, tracking, and updating support material from concept through to completion, delivery, and archiving. Provide leadership to the design team in the design, coordination and development of all graphical elements of client proposals, presentations, and related marketing materials. Responsible for print bidding, cost analysis for marketing materials, project impact analysis for change orders, and cost trade-off analysis for implementation of new marketing initiatives.
Deputy Project Planner	Bachelor's Degree in a social science	2 Years	Manages the planning and implementation of all aspects of conferences. Manages the execution of all aspects of conferences and meetings of any size. Selects and negotiates conference, review, and meeting sites.
Director of Conference Planning	High School Diploma or equivalent is required	10 Years	Responsible for administration and coordination in planning and scheduling of conferences, workshops, meetings, and related functions. Assures the effectiveness of accommodations for conference guests and programs. Negotiates contracts and agreements. Coordinates all amenities and accommodations including site selection, food, transportation, and audiovisual equipment.



Director of Strategic Communications	Bachelor's Degree in Communication or related field	7 Year	Manages organization's internal/external communications activities including advertising, marketing, media relations etc. Directs and oversees communications programs that effectively describe and promote the organization and its products. May conduct market or public opinion research to assess program outcomes. Suggests promotional campaign ideas in various types of media, as well as counsels top management on effective communication strategies.
Graphic Artist	Bachelor's Degree Graphic Design or a related field	2 Years	Design layouts and art based on customer specifications. Determines the fonts, layout, medium, and other design decisions as needed. Coordinates accurate reprinting.
Junior Event Planner	High School Diploma or equivalent	1 Year	Responsible for planning and organizing a meeting or special event for an organization. Coordinates all amenities and accommodations including site selection, food, transportation, and audiovisual equipment.
Junior Graphic Designer	Bachelor's Degree Graphic Design or a related field	5 Years	Knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs.
Junior Web Developer	Bachelor's Degree in Graphic Design or Multimedia	5 Years	Responsible for developing, testing, implementing, and maintaining web-based application systems, such as user interface, ecommerce applications, site animation. Troubleshoots and solves the software issues. Researches technical problems and suggests improvements for web applications. Knowledge about commonly used web developing language (e.g., HTML, Java, PHP, JSP, ASP.Net, Python, AJAX) is necessary.
Lead Multimedia Designer	Bachelor's Degree in Graphic Design or Animation	8 Years	Designs multimedia content, produces sketches, plans, scale models, and drawings of the multimedia content that has to be developed. Involved in integrating audio, graphics, animation, and video into presentation for DVDs, CD, television programs, and websites. Creates digital images for the purpose of animation and enhancing the quality of images.
Logistical Coordinator	Bachelor's Degree	3 Years	Participates in the planning and implementation of conferences. Coordinates all aspects of conferences and meetings of any size in accordance with customer specifications, assists in selecting and negotiating conferences, review, and meeting sites, manages logistical arrangements for conferences including reimbursement forms, invoices, and reports after conference has ended.
Marketing Specialist	Bachelor's Degree in Business Administration, Communication, Marketing, Advertising, or a related field	2 Years	Responsible for designing, creating, and delivering marketing programs to support the growth and expansion of company products and services. Creates, conveys brand messages and improves brand awareness. Develops sales presentations and provides reports based on information collected such as marketing trends, competition, new products, and pricing. May coordinate involvement in conferences, exhibitions and marketing seminars.
Multimedia Designer	Bachelor's Degree in Graphic Design or Animation	5 Years	Designs multimedia content, produces sketches, plans, scale models, and drawings of the multimedia content that has to be developed. Involved in integrating audio, graphics, animation, and video into presentation for DVDs, CD, television programs, and websites. Creates digital images for the purpose of animation and enhancing the quality of images.



Project Manager	Bachelor's Degree; PMP Certification Preferred	5 Year	Manages and oversees all aspects of a project to ensure it is completed on time and within budget. Has overall responsibility for managing scope, cost, schedule, internal staffing and outside vendors, and contractual deliverables. Prepares reports for upper management regarding status of project.
Project Planner	Bachelor's Degree	3 Years	Develops and directs the strategic planning of multiple projects. Oversees coordination of tasks, personnel and resources required to successfully complete projects.
Senior Event Planner	High School Diploma or equivalent	5 Years	Responsible for planning and organizing a meeting or special event for an organization. Coordinates all amenities and accommodations including site selection, food, transportation, and audiovisual equipment.
Senior Graphic Designer	Bachelor's Degree Graphic Design or a related field	8 Years	Knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs
Senior Web Developer	Bachelor's Degree in Graphic Design or Multimedia	8 Years	Responsible for developing, testing, implementing, and maintaining web-based application systems, such as user interface, ecommerce applications, site animation. Troubleshoots and solves the software issues. Researches technical problems and suggests improvements for web applications. Knowledge about commonly used web developing language (e.g., HTML, Java, PHP, JSP, ASP.Net, Python, and AJAX) is necessary.
Strategic Communications Planner	Bachelor's Degree in Communications Marketing, English, Journalism or related field	6 Years	Manages organization's internal/external communications activities including advertising, marketing, media relations etc. Creates, implements and oversees communications programs that effectively describe and promote the organization and its products. May aid in the preparation of presentations and/or speeches geared toward employees and consumers.
Strategic Planner	Bachelor's Degree in Marketing, Communications, English, Journalism or related field	5 Years	Responsible for research and development of media plans, identifying target audiences and ideal media outlets. Recommends media mix and frequency that is in line with the budget and established media objectives.
Technical Writer	Bachelor's Degree in English or other related technical discipline	5 Years	Assists in the development of documents including business cases, white papers/ studies, functional requirements documents, and assessment documentation. Under general supervision, edits and rewrites on-line and hard copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content, provides quality control checking for documents received from photocopying and word processing; assembles Master copies.
Web and Graphic Designer	Bachelor's Degree Graphic Design or a related field	2 Years	Determines and creates the layout, font color, font type, pictures, and other visual and verbal aspects of a website. Creates sketches and samples of potential layouts for the website before developing the finished product.
Web Designer	Bachelor's Degree in Computer Science	2 Years	Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Provides ongoing design and maintenance of the website. Utilizes ASP pages, HTML code, and graphics software.
Writer/Editor	Bachelor's Degree	2 Years	Writes, prepares, and/or reviews articles to be used in company publications. Coordinates the preparation of company publications and articles with various departments. Confirms artwork and verifies facts. Ensures all work follows editorial policies and standards.



CONTACT
INFORMATION



CONTACT

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