



GENERAL SERVICES ADMINISTRATION

Multiple Award Schedule

Authorized Multiple Award 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: GSAAdvantage.gov.

Schedule Title: Multiple Award Schedule (MAS)
FSC Group: Professional Services
Contract Number: 47QRAA19D001G
Contract Period: 11/30/2018 – 11/29/2023
Updated through Modification PS-A826 dated 11/10/2020

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

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Business Classification:
Economically Disadvantaged Women-Owned Small Business (EDWOSB)

Table of Contents

Part 1: Customer Information	3
Table of Awarded Contract Special Item Numbers (SINs).....	3
Price List.....	3
Job Title Descriptions	8
General Contract Information	15
Part 2: Description of Services	19

Your Vision. Our Expertise. Powerful Results.

Part 1: Customer Information

1a. *Table of Awarded Special Item Numbers (SINs)*

- 561920 Conference, Meeting, Event and Trade Show Planning Services
- 541810ODC Other Direct Costs for Marketing and Public Relations Services All Other Direct Costs (ODCs)
- OLM Order Level Materials (OLM)

Special Item Number (SIN) Descriptions

561920 Conference, Meeting, Event and Trade Show Planning Services

Services include organizing, promoting, and/or managing events, such as business and trade shows, conventions, conferences, and meetings (whether or not they manage and provide the staff to operate the facilities in which these events take place), project management, coordination and implementation of third party participation, collection management of third party payment for participation, liaison support with venue, audiovisual and information technology support, topic and speaker identification, site location research, reservation of facilities, on-site meeting and registration support, editorial services, automation and telecommunications support, design and editing productions; and mailing and other communication with attendees including pre/post meeting mailings/travel support and computer database creation.

541810ODC Other Direct Costs for Marketing and Public Relations Services All Other Direct Costs (ODCs)

All Other Direct Costs (ODCs) proposed must be directly related and only purchased in conjunction with Marketing and Public Relations Subcategory services offered under these SINS: 512110, 541430, 541511, 541613, 541810, 541820, 541850, 541910, 541922, and 561920. ODCs shall be an integral part of the total marketing consulting services solution and shall not be the primary purpose of the work ordered. Items awarded under SIN 541810 ODC are not Order-Level Materials (OLMs). ODC's are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Possible ODCs may include: funding for payment of media spots on television/radio/social media, conference meeting space, prize payments, etc. Travel and per diem are not considered ODCs.

OLM Order Level Materials (OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a

Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%

1b. Price List

Prices shown in price list are net including IFF, all discounts deducted, and valid for all areas including worldwide.



Labor Category	GSA Hourly Labor Rate				
	Year 1 11/30/18 – 11/29/19	Year 2 11/30/19 – 11/29/20	Year 3 11/30/20 – 11/29/21	Year 4 11/30/21 – 11/30/22	Year 5 11/30/22 – 11/30/23
Conference Management Consultant Services					
Director of Operations	\$ 132.09	\$ 135.39	\$ 138.78	\$ 142.25	\$ 145.80
Senior Project Director	\$ 124.18	\$ 127.28	\$ 130.47	\$ 133.73	\$ 137.07
Conference Director/Senior Project Manager	\$ 102.61	\$ 105.18	\$ 107.80	\$ 110.50	\$ 113.26
Project Director, Planning and Consultation	\$ 96.85	\$ 99.27	\$ 101.75	\$ 104.30	\$ 106.90
Conference Planning Services					
Senior Conference Manager	\$ 83.43	\$ 85.52	\$ 87.65	\$ 89.84	\$ 92.09
Associate Project Director/Sr. Account Manager	\$ 74.32	\$ 76.18	\$ 78.08	\$ 80.03	\$ 82.04
Conference Manager	\$ 72.88	\$ 74.70	\$ 76.57	\$ 78.48	\$ 80.45
Conference Planner Level III	\$ 70.67	\$ 72.44	\$ 74.25	\$ 76.10	\$ 78.01
Conference Planner Level II	\$ 54.66	\$ 56.03	\$ 57.43	\$ 58.86	\$ 60.33
Conference Planner Level I	\$ 47.47	\$ 48.66	\$ 49.87	\$ 51.12	\$ 52.40
Conference Registration and Accounting Services					
Director, Conference Accounting and Registration Services	\$ 79.21	\$ 81.19	\$ 83.22	\$ 85.30	\$ 87.43
Manager, Registration Services	\$ 70.00	\$ 71.75	\$ 73.54	\$ 75.38	\$ 77.27
Registration Accounts Manager	\$ 58.51	\$ 59.97	\$ 61.47	\$ 63.01	\$ 64.58
Registration Coordinator II	\$ 59.17	\$ 60.65	\$ 62.17	\$ 63.72	\$ 65.31
Registration Coordinator I	\$ 56.28	\$ 57.69	\$ 59.13	\$ 60.61	\$ 62.12

Labor Category	GSA Hourly Labor Rate				
	Year 1 11/30/18 – 11/29/19	Year 2 11/30/19 – 11/29/20	Year 3 11/30/20 – 11/29/21	Year 4 11/30/21 – 11/30/22	Year 5 11/30/22 – 11/30/23
Registration Assistant/Bookkeeper III	\$ 46.46	\$ 47.62	\$ 48.81	\$ 50.03	\$ 51.28
Registration Assistant/Bookkeeper II	\$ 45.31	\$ 46.44	\$ 47.60	\$ 48.79	\$ 50.01
Registration Assistant/Bookkeeper I	\$ 38.91	\$ 39.88	\$ 40.88	\$ 41.90	\$ 42.95
Data Entry Clerk III	\$ 37.16	\$ 38.09	\$ 39.04	\$ 40.02	\$ 41.02
Data Entry Clerk II	\$ 35.10	\$ 35.98	\$ 36.88	\$ 37.80	\$ 38.74
Data Entry Clerk I	\$ 33.04	\$ 33.87	\$ 34.71	\$ 35.58	\$ 36.47
Conference and Exhibit Logistics Services					
Project Director, Conference and Exhibit Logistics	\$ 96.85	\$ 99.27	\$ 101.75	\$ 104.30	\$ 106.90
Exhibit Manager	\$ 72.88	\$ 74.70	\$ 76.57	\$ 78.48	\$ 80.45
Exhibit Coordinator	\$ 56.28	\$ 57.69	\$ 59.13	\$ 60.61	\$ 62.12
Conference Assistant III	\$ 46.46	\$ 47.62	\$ 48.81	\$ 50.03	\$ 51.28
Conference Assistant II	\$ 45.31	\$ 46.44	\$ 47.60	\$ 48.79	\$ 50.01
Conference Assistant I	\$ 41.23	\$ 42.26	\$ 43.32	\$ 44.40	\$ 45.51
Travel Support Services					
Travel Logistics Manager	\$ 59.89	\$ 61.39	\$ 62.92	\$ 64.49	\$ 66.11
Travel Logistics Coordinator III	\$ 53.70	\$ 55.04	\$ 56.42	\$ 57.83	\$ 59.27
Travel Logistics Coordinator II	\$ 50.58	\$ 51.84	\$ 53.14	\$ 54.47	\$ 55.83
Travel Logistics Coordinator I	\$ 48.52	\$ 49.73	\$ 50.98	\$ 52.25	\$ 53.56

Labor Category	GSA Hourly Labor Rate				
	Year 1 11/30/18 – 11/29/19	Year 2 11/30/19 – 11/29/20	Year 3 11/30/20 – 11/29/21	Year 4 11/30/21 – 11/30/22	Year 5 11/30/22 – 11/30/23
Publications, Communications, and Editorial Services					
Senior Editor	\$ 97.81	\$ 100.26	\$ 102.76	\$ 105.33	\$ 107.96
Junior Editor	\$ 93.02	\$ 95.35	\$ 97.73	\$ 100.17	\$ 102.68
Graphic Designer	\$ 94.94	\$ 97.31	\$ 99.75	\$ 102.24	\$ 104.80
Conference IT Services					
Conference System Software Developer III	\$ 170.36	\$ 174.62	\$ 178.98	\$ 183.46	\$ 188.05
Conference System Software Developer II	\$ 160.05	\$ 164.05	\$ 168.15	\$ 172.36	\$ 176.67
Conference System Software Developer I	\$ 154.87	\$ 158.74	\$ 162.71	\$ 166.78	\$ 170.95
ADA Graphics Compliance Specialist III	\$ 149.59	\$ 153.33	\$ 157.16	\$ 161.09	\$ 165.12
ADA Graphics Compliance Specialist II	\$ 139.05	\$ 142.53	\$ 146.09	\$ 149.74	\$ 153.49
ADA Graphics Compliance Specialist I	\$ 134.25	\$ 137.61	\$ 141.05	\$ 144.57	\$ 148.19
Webmaster/Desktop Publishing Specialist III	\$ 67.13	\$ 68.81	\$ 70.53	\$ 72.29	\$ 74.10
Webmaster/Desktop Publishing Specialist II	\$ 56.58	\$ 57.99	\$ 59.44	\$ 60.93	\$ 62.45
Webmaster/Desktop Publishing Specialist I	\$ 51.59	\$ 52.88	\$ 54.20	\$ 55.56	\$ 56.95
Other Direct Costs (ODCs)					
ODC Item	CEILING GS PRICE OFFERED TO GSA (incl IFF)				
Administrative Supplies	\$235.21				
AV and Equipment Rental	\$111,766.61				

Other Direct Costs (ODCs)	
Conference Supplies	\$30,155.61
Duplication	\$14,754.76
Exhibit Drayage	\$53,287.70
Graphic Design	\$22,465.57
Coffee Breaks	\$220,035.59
Other Facility Expenses	\$34,015.26
Mailhouse	\$2,413.43
Messenger/Courier	\$1,478.85
Postage/Shipping	\$14,557.47
Printing	\$62,089.15
Signs	\$3,253.05
Sign Language Interpretation	\$10,539.15
Telephone	\$13,115.78

Service Contract Labor Standards (SCLS) The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Data Entry Clerk III	01051 - Data Entry Operator I	15-4281, Rev 9, 1/10/2018
Data Entry Clerk II	01052 - Data Entry Operator II	15-4281, Rev 9, 1/10/2018
Data Entry Clerk I	01052 - Data Entry Operator II	15-4281, Rev 9, 1/10/2018

1c. Job Title Descriptions

CONFERENCE MANAGEMENT CONSULTATION SERVICES

Director of Operations

This senior-level executive position requires a minimum of 20+ years of experience (including at least 12 years in the Federal Government arena) providing operations management across multiple departments. The Director of Operations has responsibility for supervising and overseeing all senior management personnel and the overall operations of the corporate and conference planning functions to ensure quality delivery of all corporate services. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Senior Project Director

This senior-level executive position requires a minimum of 20+ years of experience (including at least 10 years in the Federal Government arena) working in the conference planning and management field. The Senior Project Director has responsibility for supervising and consulting with internal conference management/planning teams and staff, as well as providing expert conference planning advice to clients. The Senior Project Director is accountable for ensuring the successful implementation for all clients' events according to Federal Government rules and regulations. The role of the Senior Project Director also includes overseeing the continuous evolution of conference planning technology tools, conference/business writing, marketing, business development, and accountability for overall corporate operations. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Conference Director/Senior Manager

This senior management position requires a minimum of 15+ years of experience in the field of conference/and exhibit show planning and multi-project/team management (including 5+ years specifically in the Federal Government arena). The Conference Director has responsibility for supervising and consulting with senior conference planning team members and advising clients regarding overall management of a project. The Conference Director oversees and manages large conferences of 1000+ participants and is responsible for ensuring services and staffing for all events. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Project Director, Planning and Consultation Services (Conference Planning and Exhibits)

This position requires a minimum of 10+ years of experience in the field of conference planning and multi-project management, including managing multiple work plans and project teams. This position has executive responsibility for all Conference activities. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

CONFERENCE PLANNING SERVICES

Senior Conference Manager

This position requires a minimum of 8+ years of relevant conference management experience and entails responsibility for participating in client meetings as a note-taker, writing, and editing minutes; on-site management as needed; and at times managing and supervising the Conference Managers and Conference Planners/Assistants (professional) staff on large conferences. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Associate Project Director/Senior Account Manager

This position requires a minimum of 7+ years of conference management experience and involves direct, administrative supervision of personnel and management of multiple accounts. This position entails complete accountability for success of projects, including budget/work plan management, quality of work, ensuring contract deliverables, knowledge of contract requirements and regulations, and maintaining excellent communication with clients. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Conference Manager

This position requires a minimum of 6+ years of relevant conference management experience and entails responsibility for managing and supervising the Conference Planner (professional) staff. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Conference Planner Level III

This position requires a minimum of 5+ years of experience as a Conference Planner, and includes the ability to manage logistics for multiple, complex, and large meetings of 500+ participants, including implementation and daily management of workplans and budgets. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Conference Planner Level II

This position requires a minimum of 2+ years of experience as Conference Planner Level I and requires managing meetings of 100+ participants, and/or assisting as co-lead on larger conferences. Education: Associate's degree. A CMP, CDMP, or CGMP certification, or two years administrative experience may be substituted for an associate's degree.

Conference Planner Level I

This position is for Conference Assistants/Registration Clerks interning as a first level conference planner and requires a minimum of one year of experience in a *conference support* position. May assist as co- coordinator on complex or large conferences and provide planning for meetings of less than 100 participants, in addition to providing assistance on all levels to other conference planners as needed. Education: Associate's degree. A CMP, CDMP, or CGMP certification, or two years administrative experience may be substituted for an associate's degree.

CONFERENCE REGISTRATION AND ACCOUNTING SERVICES

Director, Conference Accounting and Registration Services

This position requires 8+ years of experience in accounting and registration bookkeeping management, preferably in the service sector. At least five years of experience using QuickBooks Pro or similar accounting software is required. Education: Bachelor's degree. Four years accounting/bookkeeping experience may be substituted for a bachelor's degree.

Manager, Registration Services

This position requires 5+ years in the field of conference registration and database management. The Manager of Registration Services is responsible for overseeing quality implementation of the daily operations of the registration department, including: content, design, testing, implementation/posting, and management of Web registration pages; daily organization; communications; and production of conference registration materials Experience using Infinibase, Microsoft Access, Excel, FrontPage, HTML, and Word is preferred. Supervision duties included. Education: Bachelor's degree. Four years registration, database or website experience may be substituted for a bachelor's degree.

Registration Accounts Manager

This registration management position requires 4+ years of experience managing daily conference registration or similar operations, including Web site registration production, registration data entry, organizing online registrations, database organization and management, and conference logistics communication. The position entails managing registration for multiple conferences, reconciliation of registration financial data, oversight of travel reimbursement processing, and quality production of conference materials. Supervisory duties included. Education: Associate's degree. Two years registration, database or website experience may be substituted for an associate's degree.

Registration Coordinator II

This position requires 3+ years specifically working in all aspects of conference registration operations or similar database management operations, including data-entry, tracking and organizing reports, bookkeeping, managing and organizing manual and online registrations for multiple conferences, processing travel reimbursements, conference logistics communication, quality production of conference materials, and organizing on-site registration. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Registration Coordinator I

This position requires 2+ years specifically working in all aspects of conference registration operations or similar database management operations, including data-entry, tracking and organizing reports, bookkeeping, managing and organizing manual and online registrations for multiple conferences, processing travel reimbursements, conference logistics communication, quality production of conference materials, and organizing on-site registration. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Registration Assistant/Bookkeeper III

This position requires a minimum of 5+ years of administrative office and management experience, including one year of experience in conference registration bookkeeping and processing of travel reimbursements. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Registration Assistant/Bookkeeper II

This position requires a minimum of 3+ years of administrative office experience, including at least 6 months of training and implementation of registration/reimbursement/bookkeeping procedures and daily activities. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Registration Assistant/Bookkeeper I

Entry-level registration data-entry and support position, with at least one year of administrative experience. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Data Entry Clerk III

This position requires a minimum of 2+ years of data entry experience and typing speed of at least 45+ wpm. Education: H.S. degree required.

Data Entry Clerk II

This position requires a minimum of 1+ years of data entry experience and typing speed of at least 45+ wpm. Education: H.S. degree required.

Data Entry Clerk I

Entry-level data entry-position, which requires typing speed of at least 45+ wpm. Education: H.S. degree required.

CONFERENCE AND EXHIBIT LOGISTICS SERVICES

Project Director, Conference and Exhibit Logistics

This position requires a minimum of 10+ years of experience in the field of conference/exhibit show planning and multi-project management, including managing multiple work plans and project teams. This position has executive responsibility for all Conference and Exhibit activities. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification may be substituted for a bachelor's degree.

Exhibit Manager

This position requires a minimum of 6+ years of experience in the industry and 3 years of experience as a trade show manager and includes ultimate responsibility for management of assigned trade shows. Education: Bachelor's degree. A CMP, CDMP, or CGMP may be substituted for a bachelor's degree.

Exhibit Coordinator

This position requires a minimum of 5+ years of administrative office experience, including one year of exhibit or conference planning time. Responsible for coordinating exhibit registrations,

delivery schedules, traveling to exhibits, and setting up exhibits onsite. Education: Associate's degree. Two years exhibit/tradeshows support experience may be substituted for an associate's degree.

Conference Assistant III

This position requires a minimum of 5+ years administrative office experience, including three years of conference planning logistics support. Responsible for carrying out tasks with a minimum level of supervision assigned by Conference Manager or Exhibit Manager. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Conference Assistant II

This position requires a minimum of 3+ years of administrative assistant experience, including two years of conference planning support. Responsible for performing tasks as assigned by Conference Manager or Exhibit Manager. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Conference Assistant I

Entry-level conference support position, with at least one year of administrative experience. Works on assigned tasks under the supervision of Conference Assistant III, or Conference Assistant II. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

TRAVEL SUPPORT SERVICES

Travel Logistics Manager

This position requires 6+ years of administrative experience as well as a thorough knowledge and interpretation of government travel and reimbursement policies. This position will oversee the Travel Logistics Coordinator(s); review all travel related material prior to it being posted on a registration Web site or communicated to participants; review travel vendor services and pricing; and, as necessary, prepare RFPs to solicit travel vendor proposals and make recommendations to senior management. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification, or four years logistics support experience may be substituted for a bachelor's degree.

Travel Logistics Coordinator III

This position requires 4+ years of administrative experience as well as a thorough knowledge of government travel and reimbursement policies. This position includes researching local travel options at selected sites including ground transportation and public transportation availability, developing travel information material, checking the GSA per diem site and updating internal documents, communicating with participants regarding travel options and potential challenges, and providing registration and conference management support. Education: Bachelor's degree. A CMP, CDMP, or CGMP certification, or four years logistics support experience may be substituted for a bachelor's degree.

Travel Logistics Coordinator II

This position requires 2+ years of administrative experience. Some knowledge of government travel and reimbursement policies helpful but not required. In addition to processing travel reimbursement forms and providing information and assistance to Conference Managers/Planners and participants, this position may provide support for registration, data-entry and other conference management tasks. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

Travel Logistics Coordinator I

Entry level position assisting Conference Managers/Planners and participants with travel arrangements for events. This position would create reimbursement forms, review submitted forms, post reimbursement and travel information in databases and offer other meeting/conference assistance as needed. Education: Associate's degree. Two years administrative support experience may be substituted for an associate's degree.

PUBLICATIONS, COMMUNICATIONS, AND EDITORIAL SERVICES

Senior Editor

This senior-level position requires 5+ years of experience as a notetaker and/or editor. This position entails managing the junior notetaker/editor, producing notes from presentations or discussions, determining requirements and editing communications produced by a variety of staff members including the junior notetaker or clients. Coordinates editing activities for all publications to include newsletters, press releases, brochures, direct mail pieces, print ads, and Web site content. This position also entails attending events and taking detailed notes of the presentations/discussions or transcribing notes from a recording of the proceedings. Responsible for producing clear, complete, typed notes. Education: B.A. or B.S.

Junior Editor

This position requires 2+years of experience as a notetaker and/or editor. This position entails attending events and taking detailed notes of the presentations/discussions or transcribing notes from a recording of the proceedings. Responsible for producing clear, complete, typed notes. Additionally, based on guidance from Project Director and/or Senior Editor this position supports editing assignments, for external communications to include newsletters, press releases, brochures, direct mail pieces, print ads, and Web site content. Education: B.A. or B.S.

Graphic Designer

This position requires 5+years of experience as a professional and/or independent graphic designer. Responsibilities include creating logos and branding; brochures; newsletters; direct mail; event marketing; and Web site graphic themes using the latest graphic design software. Must demonstrate skills juggling multiple projects and meeting short-turnaround deadlines; and offering solutions that are smart, clear, readable, and with a focus on visual strategy. Education: Associate's degree. Two years graphic design experience may be substituted for an associate's degree.

CONFERENCE IT SERVICES

Conference Systems Software Developer III

This position requires 15+ years of progressive technical experience in information technology, including five years of IT experience specifically in the event management software development field. Entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing and maintaining technical direction for the design, development, programming, testing, documentation, training and implementation of IT solutions. Must be able to solve highly complex issues, conduct advanced research and recommend innovations. This position may also involve supervising lower-level CSS Developer positions. Education: B.A. or B.S.

Conference Systems Software Developer II

This position requires 14+ years of progressive technical experience in information technology, including four years of IT experience specifically in the event management software development field. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing and maintaining technical direction for the design, development, programming, testing, documentation, training and implementation of IT solutions. This position may also involve supervising lower-level CSS Developer positions. Education: B.A. or B.S.

Conference Systems Software Developer I

This position requires 12+ years of progressive technical experience in information technology, including three years of IT experience specifically in the event management software development field. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing, implementing, and enforcing IT standards. Must be able to solve highly complex issues, conduct research, and recommend innovations. This position may also involve supervising lower-level IT staff. Education: B.A. or B.S.

ADA Graphics Compliance Specialist III

This position requires 10+ years of progressive technical experience in information technology. This job category entails designing, modifying, and developing 508C ADA-compliant IT solutions. Responsibilities include establishing, implementing, and enforcing ADA-compliant IT standards. Must be able to test and solve highly complex online 508C-compliance issues, conduct advanced research, and recommend innovations. This position may also involve supervising lower-level ADA-GCS employees. Education: B.A. or B.S.

ADA Graphics Compliance Specialist II

This position requires 8+ years of progressive technical experience in information technology. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing, implementing, and enforcing ADA-compliant IT standards. Must be able to test and solve highly complex online 508C-compliance issues, conduct advanced research, and recommend innovations. Education: B.A. or B.S.

ADA Graphics Compliance Specialist I

This position requires 6+ years of progressive technical experience in information technology. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing, implementing, and enforcing ADA-compliant IT standards. Must be able to test and solve highly complex online 508C-compliance issues and conduct advanced research. Education: B.A. or B.S.

Webmaster/Desktop Publishing Specialist III

This senior-level position requires 5+ years of experience in a computer-operations related environment. The position is responsible for the supervision of the Webmaster I and/or II and all their related responsibilities. Additionally, this position is responsible for developing web page infrastructure and application related to pages with more advanced graphics and features, documenting web best practices, writing maintainable HTML/ASP code with comment tags, implementing search engine optimization strategies, and interacting with the company's Internet service provider to ensure successful operation of the company's computer systems. Training and knowledge in HTML, 508C compliance coding (cascading style sheets), FrontPage and Dreamweaver required. Education: Bachelor's degree. Four years web development/HTML experience may be substituted for a bachelor's degree.

Webmaster/Desktop Publishing Specialist II

This position requires 3+ years of experience in a computer-operations related environment. The position may be responsible for oversight of the Webmaster I and all related responsibilities for the company's and client's Web sites. Additionally, this position is responsible for performing daily site maintenance on company Web sites, setting company standards for design, assures quality and filing integrity of web pages, and performing navigation and browser compatibility. Training and knowledge in HTML, 508C compliance coding (cascading style sheets), FrontPage and Dreamweaver required. Education: Bachelor's degree. Four years web development/HTML experience may be substituted for a bachelor's degree.

Webmaster/Desktop Publishing Specialist I

This position requires 1+ year of experience in a computer-operations related environment. This position includes responsibility for the ongoing development and maintenance of the company's Web sites and client sites, including graphics, animation and functionality Training and knowledge in HTML, 508C compliance coding (cascading style sheets), FrontPage and Dreamweaver required. Education: Associate's degree. Two years web development/HTML experience may be substituted for a bachelor's degree.

General Contract Information

- 2. Maximum order:** \$1,000,000.
- 3. Minimum order:** \$100.00
- 4. Geographic coverage (delivery area):** Worldwide

- 5. Points of production:** City: Herndon
County: Fairfax
State: Virginia
Country: USA
- 6. Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted).
- 7. Quantity Discounts:** None.
- 8. Prompt Payment Terms:** 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:** Not applicable.
- 10a. Time of Delivery:** Will adhere to delivery as specified by the agency's task order.
- 10b. Expedited Delivery:** Items available for expedited delivery are noted in this price list.
- 10c. Overnight and 2-day delivery:** Yes. Contact Infinity Conference Group for rates.
- 10d. Urgent Requirements:** See contract clause I-FSS-140-B. Agencies can contact the Infinity Conference Group, Inc. contact for contract administration to obtain faster delivery.
- 11. F.O.B. Points:** Destination
- 12a. Ordering Address:** 1035 Sterling Road, Suite 202
Herndon, VA 20170
- 12b. Ordering Procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment Address:** 1035 Sterling Road, Suite 202
Herndon, VA 20170
- 14. WARRANTY PROVISION:** Not applicable.
- 15. Export packing charges:** Not applicable.
- 16. Terms and conditions of rental, maintenance and repair:** Not applicable.
- 17. Terms and conditions of installation:** Not applicable.
- 18a. Terms and conditions or repair parts, etc.:** Not applicable.
- 18b. Terms and conditions for any other services:** Not applicable.
- 19. List of service and distribution points:** Not applicable.
- 20. List of participating dealers:** Not applicable.
- 21. Preventive Maintenance:** Not applicable.

22a. Special attributes such as environmental attributes: Not applicable.

22b. Section 508 compliance information: Not Applicable. The EIT standards can be found at: www.Section508.gov/.

23. Data Universal Numbering System (DUNS) Number: 789995933

24. Notification regarding registration in SAM database: Registered and active in SAM.

Part 2: Description of Services

Infinity Conference Group, Inc. (ICG), a woman-owned small business incorporated in 1991, provides professional and superior quality conference planning and event management services for clients who seek to improve the world in which we live. Located in the Washington, DC area, Infinity Conference Group has planned hundreds of events nationwide, ranging in size from 20-2000 participants each. We have extensive experience supporting and managing events for government, private sector, and international clients. Our professional guidance and support save time and resources, allowing our clients to concentrate on their priorities while we focus on the details of conference logistics. We offer the following services:

- Web-based Database and Online Registration
- Conference Management/Consultation
- Site Selection and Contract Negotiation
- Onsite Logistics and Support
- Budget Consultation, Development and Management
- Design, Coordination and Production of all Marketing, Program and Conference Materials
- Exhibit Management
- Negotiation and Coordination of Vendors Arrangements, including Graphic Design, Transportation and Transcription
- Mailings and Mailing List Maintenance
- Conference Administrative Support
- VIP/Speaker Arrangements
- Travel Logistics and Reimbursement Support
- Conference Website Coordination
- Management of Abstract Submissions, Review, and Programming Process
- Proceedings and Publication Support
- Planning and Coordination of Special Events
- Pre/Post Conference Hotel Liaison
- Post-conference Wrap-up