



**Brand
Experience
Solutions.**

GENERAL SERVICES ADMINISTRATION | FEDERAL SUPPLY SERVICE | AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

**Your Partner in the Multiple Award Schedule (MAS) for Professional Services -
Marketing and Public Relations**

Company Profile: MC² provides complete conference, meetings, trade show and event production and event planning for numerous commercial and government organizations throughout the United States and internationally. We design, construct, install and store exhibits from small strategic booths to comprehensive trade show experiences. Our conference management group is responsible for trade show logistics including registration, travel, facility contracting, marketing, sales and show services. Our in-house expertise and experience in this business makes us unique to the industry. MC² is able to offer its professional event planning and integrated marketing services to government clients at zero cost.

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>.

CONTRACT NUMBER: 47QRAA19D00CL

CONTRACT PERIOD - September 17, 2019 - September 16, 2024

Federal Supply Group:

PROFESSIONAL SERVICES

CONTRACTOR:

Creative Management Services dba MC²

500 INTERSTATE WEST PARKWAY
LITHIA SPRINGS, GA 30122 3231

Business Size:

Large

**Contract Administrator/
Marketing & Sales Contact:**

Maria Diane Manuel
Government Account Executive
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dmanuel@mc-2.com

**Contract Administrator /
Executive VP Conferences and Events:**

Dennis Church
678-398-2600

Email:

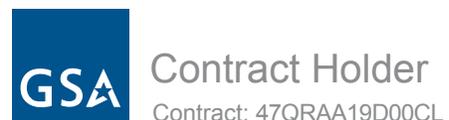
dchurch@mc-2.com

Website:

www.mc-2.com

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.

** Price List current as of Modification # PS-A812 effective March 3, 2020 **





Customer Information

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

MAS	Description
512110	Video/Film Production
541850	Exhibit Design and Implementation Services
561920	Conference, Events, and Trade Show Planning Services
541430	Commercial Art and Graphic Design Services
541613	Integrated Marketing Services
OLM	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

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. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: **\$1,000,000.00**

3. Minimum Order: **\$100.00**

4. Geographic Coverage (delivery Area): **Worldwide**

5. Point(s) of production (city, county, and state or foreign country): **Same as company address**

6. Discount from list prices or statement of net price: **Government net prices (discounts already deducted).**

7. Quantity discounts: **None**

8. Prompt payment terms: **2% 15 Days / NET 30 Days; Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: **Yes**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Will Accept**

10. Foreign items (list items by country of origin): **None**

11a. Time of Delivery (Contractor insert number of days): **Specified on the Task Order**

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." Under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: **Contact Contractor**

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: **Contact Contractor**

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: **Contact Contractor**

12. F.O.B Points(s): **Destination**

13a. Ordering Address(es): **Same as above**

Customer Information

- 13b. 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(es): [Same as company address](#)
15. Warranty Provision: [Standard commercial warranty terms and conditions.](#)
16. Export Packing Charges (if applicable): [N/A](#)
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): [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 applicable): [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).
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: [046272675](#)
26. Notification regarding registration in the System for Award Management (SAM) database: MC2 is registered in System for Award Management (SAM) as Creative Management Services, dba MC2

Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Category Pricing

Labor Category	Minimum Education	Minimum Years of Experience	yr 1	yr 2	yr 3	yr 4	yr 5
EXECUTIVE PRODUCER	Bachelors	5	\$ 157.93	\$ 161.09	\$ 164.31	\$ 167.60	\$ 170.95
PROJECT & ACCOUNT MANAGEMENT	Bachelors	4	\$ 110.08	\$ 112.28	\$ 114.53	\$ 116.82	\$ 119.15
PRODUCTION ASSISTANT	High School	2	\$ 62.22	\$ 63.46	\$ 64.73	\$ 66.03	\$ 67.35
TECHNICAL DIRECTOR	Bachelors	3	\$ 143.58	\$ 146.45	\$ 149.38	\$ 152.37	\$ 155.42
CREATIVE WRITER	Bachelors	4	\$ 119.65	\$ 122.04	\$ 124.48	\$ 126.97	\$ 129.51
AUDIO ENGINEER	Bachelors	3	\$ 81.36	\$ 82.99	\$ 84.65	\$ 86.34	\$ 88.07
VIDEO ENGINEER	Bachelors	3	\$ 81.36	\$ 82.99	\$ 84.65	\$ 86.34	\$ 88.07
DESIGN SERVICES	Associates	3	\$ 154.11	\$ 157.19	\$ 160.34	\$ 163.54	\$ 166.81
GRAPHIC DESIGN	Associates	3	\$ 119.65	\$ 122.04	\$ 124.48	\$ 126.97	\$ 129.51
DETAILING/CAD/CNC	Associates	2	\$ 119.65	\$ 122.04	\$ 124.48	\$ 126.97	\$ 129.51
SHOP FABRICATION	High School	3	\$99.55	\$ 101.54	\$ 103.57	\$ 105.64	\$ 107.76

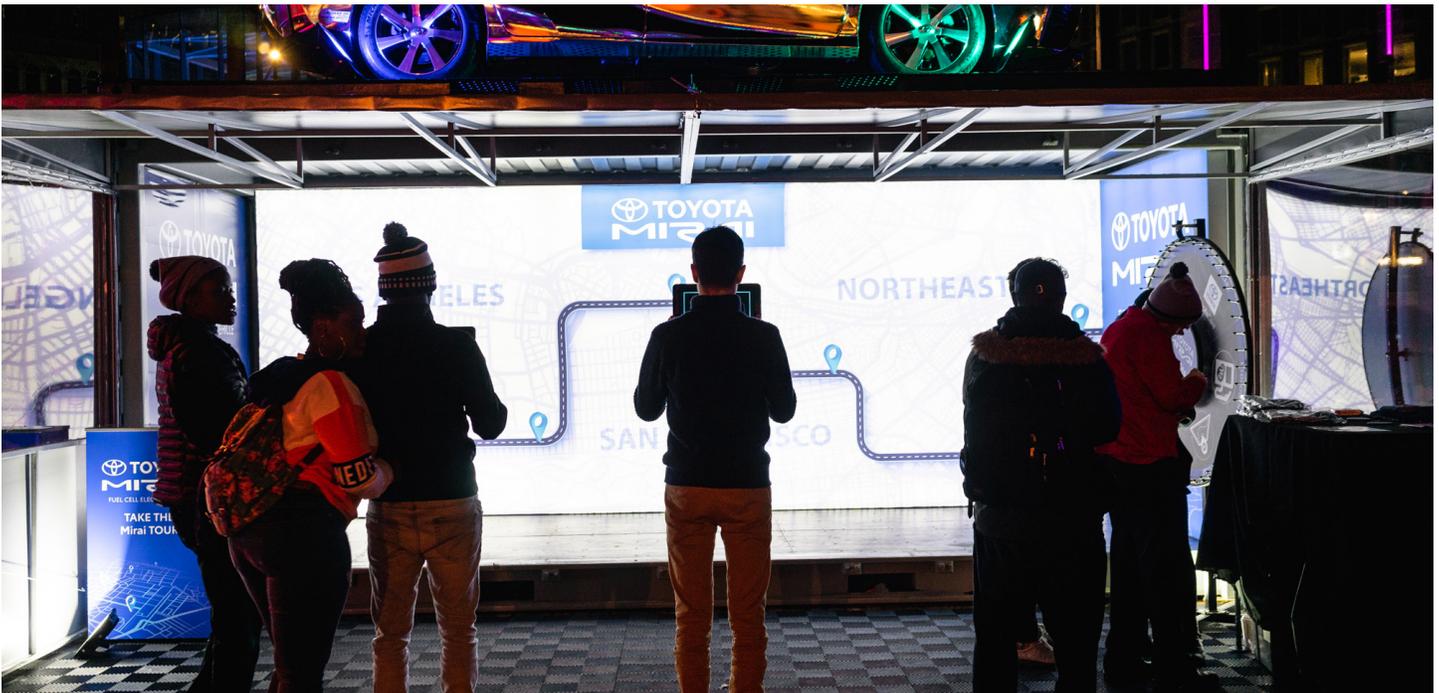


Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix:

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Creative Writer	30461 - Technical Writer I	2015-4472
Graphics Design	15080 - Graphic Artist	2015-4472
Detailing/CAD/CNC	30062 - Drafter/CAD Operator	2015-4472
Shop Fabrication	23970 - Woodcraft Worker	2015-4472

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 price list 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).

No Cost Contracting: MC2 can offer NO COST CONTRACTING services to the government. MC2 may choose to provide all services as required by the task order at no cost to the Government. In this case, MC2 is entitled to keep all of the registration, exhibition, sponsorship and/or other fees collected as payment for performance under the task order and the Government’s liability for payment of services under the task order is a fixed price of \$0.00 “zero dollars”



**Imagine Your Brand
Come to Life.**



LABOR CATEGORY DESCRIPTIONS



WE CREATE IT. WE PRODUCE IT. WE BUILD IT.

EXECUTIVE PRODUCER

Functional Responsibilities:

Serves as Chief project manager and key production team lead while working effectively with clients and other team members. Providing overall production and post-production phases of projects to ensure direction for the design and development of the events and the associated collateral projects are flawlessly executed. Team player who possesses the ability to work well under pressure.

Education/Experience Requirements:

- Bachelor's Degree with a minimum of 5 years related experience in production management
- Must have strong creative direction, project management skills including budgeting, project time line management, and client relations.
- Knowledge of software logistics and basic technical knowledge.
- Must have thorough understanding and knowledge of production elements and technology. Ability to produce a variety of media, including live, interactive, video, print, environments, etc.

PROJECT & ACCOUNT MANAGEMENT

Functional Responsibilities:

The Project/Account Manager works closely with the Account Executive and production teams. Acts as a liaison between the Account Executive and the client when needed. Coordinates all correspondence and compiles the paperwork to ensure proper production of the project.

Education/Experience Requirements:

- Bachelor's Degree in Marketing or related 4 year college degree with a minimum 4 years related experience required.
- Must possess excellent organizational and time management skills.
- Strong understanding of Information Architecture
- Experience using Microsoft Office (Word, Excel, PowerPoint), Microsoft Project, and Microsoft Outlook
- Excellent oral and written communication and human relation skills
- Knowledge of exhibit operations and procedures.

TECHNICAL DIRECTOR

Functional Responsibilities:

Technical Director provides supervision and direction at trade shows, meetings and special events. Oversees management and all technical aspects of each project. Works closely with sales and production to provide logistical support to account teams and vendors to manage projects.

Education/Experience Requirements:

- Bachelor's Degree with a minimum of 3 years related experience in technical production management.
- Must have knowledgeable understanding of all production aspects of the meetings industry.
- Must have knowledge and understanding of all aspects of production including lights, sound and video production.
- Ability to read blueprints and do mathematical computations.
- Excellent interpersonal, organization and time management skills
- Capable of managing multiple details and adjusting priorities as needed.



LABOR CATEGORY DESCRIPTIONS

CREATIVE WRITER

Functional Responsibilities:

Creative Writers work closely with customers and project teams to create conceptual themes, presentations and overall solutions for corporate meetings, trade show decors and custom exhibits. Creative Writers provide written project documents outlining overall concepts and plans related to multiple customer requirements.

Education/Experience Requirements:

- Bachelor's Degree in Journalism or related 4 year college degree.
- A minimum of 4 years creative writing experience.
- Working knowledge of all production aspects of the trade shows industry.
- Ability to accurately, effectively and punctually communicate concepts.
- Must possess excellent organizational, time management, and interpersonal skills.



PRODUCTION ASSISTANT

Functional Responsibilities:

Production assistants are assigned to projects in order to assist project leaders with all tasks related to projects. Work involves functions such as client contact, budgeting, quoting, scheduling, requisitioning materials, managing work orders, providing show services, job costing, and invoice preparation. The primary goal of the Production Assistant is to completely satisfy the commitments to the assigned project teams as directed by the projects lead.

Education/Experience Requirements:

- High School Diploma with a minimum of 2 years practical production experience in Exposition, Event, Exhibit, E-media, Environment industries, Video and/or Film Production.
- Must have a knowledgeable understanding of all interrelated aspects of the meeting/trade show industry.
- Detailed oriented with good organizational and time management skills while multi-tasking on multiple tasks.
- Working knowledge with MS Word, MS Excel, MS Outlook, and Web searches.

SHOP FABRICATION

Functional Responsibilities:

Shop Fabricators will build and assemble various projects to ensure the appropriate plans are executed and built as designed. This position involves functions such as painting, carpentry, metal work, assembly and set-up, overseeing scheduling, materials, and final load out plans.

Education/Experience Requirements:

- High School Diploma with a minimum of 3 years fabrication experience within the trade show industry.
- Must have extensive trade show exhibit fabrication and graphics background.
- Must have ability to read detailed drawings and communicate the requirements to direct the work flow to ensure completion of final product.
- Possess excellent organizational, time management and production skills.



LABOR CATEGORY DESCRIPTIONS



**WE ALL HAVE A STORY TO TELL.
WE IMMERS THE AUDIENCE IN YOUR STORY.**

VIDEO ENGINEER

Functional Responsibilities:

Video Engineer provides technical expertise, supervision and direction for the production of custom video/film projects. Works closely with sales and production to provide technical support for development of creative solutions that involve video elements.

Education/Experience Requirements:

- Bachelor's Degree with a minimum of 3 years relevant practical experience.
- Must have understanding of all production aspects of video film production.
- Must have knowledge and ability to operate all video film related equipment.
- Excellent interpersonal, organization and time management skills.
- Capable of managing multiple details and adjusting priorities as needed.
- Must be able to travel and work the hours necessary to accommodate business needs.

AUDIO ENGINEER

Functional Responsibilities: Audio Engineer provides on-site supervision and direction at trade shows, special events and meetings production. Works closely with lighting and video teams to provide logistical support for meetings and event production projects.

Education/Experience Requirements:

- Bachelor's degree with a minimum 3 years practical experience.
- Must have understanding of all production aspects related to Audio production.
- Ability to read floor plans and do mathematical computations.
- Excellent interpersonal, organization and time management skills.
- Capable of managing multiple details and adjusting priorities as needed.
- Thorough knowledge of digital audio, conventional audio workstations and ENG shoots.
- Knowledgeable in the mechanics and aesthetics of audio mixing.
- Must be able to travel and work the hours necessary to accommodate business needs.



LABOR CATEGORY DESCRIPTIONS



DESIGN SERVICES

Functional Responsibilities:

Designers work closely with Clients and Sales to create visual themes, conceptual illustrations and large format design photography presentations for corporate meetings, trade show decors and custom exhibits. Designers also support and assist CAD operators to develop floor plans, elevations and construction drawings.

Education/Experience Requirements:

- Associate Degree with a minimum of 3 years creative design experience.
- A working knowledge of design, printing, computers, CAD operations and fabrication.
- Knowledgeable understanding of all production aspects of the trade shows industry.
- Ability to accurately, effectively and punctually communicate design concepts.
- Must possess excellent organizational, time management and interpersonal skills.
- Background experience in construction, graphic production and fabrication.

GRAPHIC DESIGN

Functional Responsibilities:

Plan and manage the production of all layouts, and produce graphics for signage programs, custom props, and fabrication projects within trade shows, corporate meetings and special events. Leads teams of artists as they create graphics elements for video, new media presentations, print materials, meetings or events. Establish and maintain production and quality assurance standards.

Education/Experience Requirements:

- Associate Degree with 3 years experience in creative design: Trade show, exhibit industry or comparable industry.
- Understandings of the steps necessary to produce four color processing for printing.
- Expert knowledge of Adobe Creative Cloud Software Suite
- Knowledgeable understanding of all production aspects of the graphic department.
- Excellent organizational and time management skills.

DETAILING/CAD/CNC

Functional Responsibilities:

Produces plans and elevations for all aspects of trade show and exhibit programs. Tasks include set-up drawings, electrical plans, construction drawings and space planning.

Education/Experience Requirements:

- Associates Drafting Degree and/or minimum 2 years related experience in a manufacturing and project engineering settings preferred.
- Proficient in 2D and 3D modeling CAD design programs and strong knowledge of AutoCAD 2010-2014.
- Familiar with all aspects of drafting standards and practices.
- Produces layout plans for display fabrication, general dimensioning, carpet, electrical, hanging signs and graphic positioning for booth installation.
- Plot drawings to HP plotter.
- Produces line drawings for CNC router.
- Sketch and field measure existing displays.
- Working knowledge Microsoft Office.
- Working knowledge of established orthographic drafting standards and scaling practices.