

**General Services Administration
Federal Supply Service
Authorized Federal Supply 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!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is:
<http://www.gsaadvantage.gov>

Multiple Award Schedule (99)

FSC Group: Professional Services

Contract Number: 47QRAA20D000A

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

Contract Period: 10/11/2019 – 10/10/2024



DAVIS MANAGEMENT GROUP

Davis Management Group, Inc.

2940 Landover Street

Alexandria VA, 22305

Contract Administrator: Erika Davis

Telephone: (703) 922-0038

<http://www.thedavismanagementgroup.com>

CONTRACT ADMINISTRATOR

Business Size/Status: Small Economically Disadvantaged 8(a) Woman-Owned Business

Prices shown herein are NET (discount deducted).

Pricelist current through PA-0002 dated September 14, 2020.



Contract Holder



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GENERAL CONTRACT INFORMATION

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

Please refer to GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions

- 541810; 541810RC: Advertising Services
- 541511; 541511RC: Web Based Marketing Services
- 541850; 541850RC: Exhibit Design and Implementation Services
- 561920; 561920RC: Conference, Events and Tradeshow Planning Services
- 541430; 541430RC: Commercial Art and Graphic Design Services
- OLM: Order Level Materials

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #9

1c. Labor Category Descriptions: Please refer to page #7

2. Maximum Order:

541810:	\$1,000,000
541511:	\$1,000,000
541850:	\$1,000,000
541920:	\$1,000,000
541430:	\$1,000,000
OLM:	\$250,000

The maximum order threshold represents the point where, given the dollar value of the potential order, the Schedule Contractor may decline the order. Schedule contractors are encouraged, but not obligated, to accept orders exceeding this limit.

3. Minimum Order: \$100

4. Geographic Coverage: Domestic & Overseas

5. Point (s) of Production: 2940 Landover St
Alexandria, VA 22305-1901

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Additional 1% discount off single task orders over \$250,000; Additional 2% off single task orders over \$500,000.

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

9a. Government Purchase Card **is** accepted at or below the micro – purchase threshold.

9b. Government Purchase Card **is not** accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated

11b. Expedited Delivery: To Be Negotiated

11c. Overnight and 2-Day Delivery: Not Applicable

11d. Urgent Requirement: Contact Contractor

12. F.O.B. Point(s): Destination

- 13a. Ordering Address: Davis Management Group, Inc.
Attn: Erika Davis /GSA Orders
2940 Landover Street
Alexandria VA, 22305
- 13b. 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.
14. Payment Address: Davis Management Group, Inc.
Attn: Erika Davis /Accounts Receivable
2940 Landover Street
Alexandria VA, 22305
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & 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): Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices (if applicable): Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 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/ Not Applicable
25. Data Universal Number System (DUNS) Number: 828688718
26. Davis Management Group, Inc. *is* registered in the System for Award Management (SAM).

CONTRACT OVERVIEW

GSA awarded Davis Management Group, Inc. a GSA Federal Supply Schedule contract for Multiple Award Schedule, large category Professional Services (MAS) Contract No. 47QRAA20D000A. The current contract period is 10/11/2019 - 10/10/2024. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

MARKETING AND TECHNICAL POINT OF CONTACT

Erika Davis
Davis Management Group, Inc.
2940 Landover Street, Alexandria, VA 22305
Telephone: (703) 922-0038
Fax Number:
Email: erika@thedavismanagementgroup.com

BRIEF COMPANY OVERVIEW

Service

There is no substitute for creative, decisive personal service, whether in the event management industry, HR, marketing or administrative support. Often, we attend events in person, arriving early, attending to details, challenges and unforeseen needs as a matter of routine. We usually remain onsite, even staying after the event as needed.

No matter what we are tasked with, nothing is allowed to impede success, mainly due to our insistence on personal involvement. That's our promise to our clients, and, we believe, why they reward us with their trust, year after year.

Professionalism

DMG meets the highest professional and ethical standards. We are open, honest and communicate regularly with our clients. We promote a culture of service and professionalism with every employee and strategic partner. Clients can expect accurate, timely reporting, record keeping and responsiveness.

Fairness

We expect our employees to share our values, professional ethics – and success. We invest in highly competitive compensation to attract and retain the talent it requires to deliver for our clients.

Trust

DMG values healthy, long-term partnerships with our clients and vendors. We believe that focusing on our clients' goals, providing superior service and adhering to the highest professional standards helps us to achieve mutual respect, and maintain trusted relationships that last.

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Professional Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Davis Management Group, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide PSS services, follow these simple steps:

Orders under the Micro-Purchase Threshold
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold
<ul style="list-style-type: none"> Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

<p>Developing a Statement of Work (SOW)</p> <p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> Work to be performed, Location of work, Period of performance; Deliverable schedule, and Special standards and any special requirements, where applicable. 	<p>Preparing a Request for Quote (RFQ)</p> <ul style="list-style-type: none"> Include the SOW and evaluation criteria; Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order; If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection. May be posted on GSA’s electronic RFQ system, e-Buy
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For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and see guidelines in the Multiple Award Schedule (MAS) Desk Reference Guide.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Project Director I
Minimum/General Experience: 10 years experience
Responsibility: Supervises all personnel. Responsible for being the project leader and coordinating with clients. Oversees project concept, design, and evaluation for multiple large projects. Manages project staff, subcontractors, project schedules, resources and budgets. Prepares project plans including schedules with multiple milestones and deliverables. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects.
Minimum Education: Bachelors Degree.

Project Director II
Minimum/General Experience: 8 years experience
Responsibility: Oversees project concept, design, and evaluation for multiple large projects. Manages project staff, subcontractors, project schedules, resources and budgets. Prepares project plans including schedules with multiple milestones and deliverables. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects..
Minimum Education: Bachelors Degree.

Event Planner I
Minimum/General Experience: 6 years of experience
Responsibility: Manages the event, meeting, conference, seminar or trade show. Performs a wide range of conference, trade show and event activities including management of logistics, travel, meeting room set-ups, food and beverage, audiovisual equipment, meeting collateral layout and printing. Negotiates contracts for hotel and all third-party vendors.
Minimum Education: Bachelors Degree. Certified Meeting Planner (CMP) preferred but not required.

Communications Manager I
Minimum/General Experience: 8 years of experience in communication services management. Experience in writing, editing and outreach activities.
Responsibility: Manager of all event communications. Responsible for managing all staff of communications specialists, including providing overall leadership for a team of graphic designers, writers, and editors; Also responsible for writing and editing, including performing developmental and substantive editing of materials for national publication, social media platforms, reports, and editing and writing sensitive material.
Minimum Education: Bachelors Degree.

Communications Manager II
Minimum/General Experience: 6 years of experience
Responsibility: Responsible for all staff of communications specialists, including providing oversight for a team of graphic designers, writers, and editors; Also, responsible for writing and editing, including performing developmental and substantive editing of materials for national publication, social media platforms, reports, and editing and writing sensitive material.
Minimum Education: Bachelors Degree.

Writer
Minimum/General Experience: 5 years experience
Responsibility: Researches, writes, and edits materials for reports, manuals, and proposals. Performs final quality assurance on all materials.
Minimum Education: Bachelors Degree.

Graphic Designer I
Minimum/General Experience: 6 years experience
Responsibility: Prepares computer graphic images for all types of materials. Coordinates graphic production scheduling and support from outside vendors. Supervises other Graphic Designers when working on large projects.
Minimum Education: Bachelors Degree.

Web Developer
Minimum/General Experience: 6 years experience
Responsibility: Performs routine web development assignments to support meetings and conferences. Works with other staff members to ensure Section 508 compliance.
Minimum Education: Bachelors Degree

Administrative Assistant
Minimum/General Experience: 1 year of experience
Responsibility: Assists in the planning of meetings, conferences. Handles all registrations for conferences and meetings.
Minimum Education: Bachelors Degree.

**All positions require a security clearance*

LABOR CATEGORY SUBSTITUTIONS CHART

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Project Director I	Bachelors	10				12	14
Project Director II	Bachelors	8				10	12
Event Planner I	Bachelors	6				8	10
Communications Manager I	Bachelors	8				10	12
Communications Manager II	Bachelors	6				8	10
Writer	Bachelors	5				7	9
Graphic Designer I	Bachelors	6				8	10
Web Developer	Bachelors	6				8	10
Administrative Assistant	Bachelors	1				3	5

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) 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 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 eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

HOURLY RATES FOR SERVICES
SIN(s): 541430; 541511; 541810; 541850; 561920

Labor Category	Minimum Education	Minimum Years of Experience	GSA Price (10/11/19-10/10/20)	GSA Price (10/11/20 – 10/10/21)	GSA Price (10/11/21-10/10/22)	GSA Price (10/11/22 – 10/10/23)	GSA Price (10/11/23 – 10/10/24)
Project Director I	Bachelors	10	\$ 126.26	\$129.04	\$131.88	\$134.78	\$137.74
Project Director II	Bachelors	8	\$ 95.28	\$97.38	\$99.52	\$101.71	\$103.95
Event Planner I	Bachelors	6	\$ 93.80	\$95.86	\$97.97	\$100.13	\$102.33
Communications Manager I	Bachelors	8	\$ 98.83	\$101.00	\$103.23	\$105.50	\$107.82
Communications Manager II	Bachelors	6	\$ 88.87	\$90.83	\$92.82	\$94.87	\$96.95
Writer	Bachelors	5	\$ 72.38	\$73.97	\$75.60	\$77.26	\$78.96
Graphic Designer I	Bachelors	6	\$ 107.32	\$109.68	\$112.09	\$114.56	\$117.08
Web Developer	Bachelors	6	\$ 139.35	\$142.42	\$145.55	\$148.75	\$152.02
Administrative Assistant	Bachelors	1	\$ 34.66	\$35.42	\$36.20	\$37.00	\$37.81

**All rates are apply to both the contractor or government site and require a security clearance*