



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

**CONTRACT NUMBER: 47QRAA20D0014
CONTRACT PERIOD: 11/06/2019 through 11/05/2024**

Federal Supply Schedule 00Corp – The Professional Services Schedule

CONTRACTOR: Federal Business Council, Inc.
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CONTRACT ADMINISTRATOR: Timothy Garner
CFO
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BUSINESS SIZE: Small Business

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.

For more information on ordering from this Federal Supply Schedule contract, please visit: www.gsa.gov/schedules

15. **WARRANTY PROVISION:** : *Federal Business Council warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.*
16. **EXPORT PACKING CHARGES:** *None*
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** *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 AVAILABLE):** *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. **PREVENTIVE 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. **SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):** *Compliant.
The EIT standards can be found at: www.Section508.gov/.*
25. **DUNS NUMBER:** *825732746*
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** *Contractor has an active registration in the System for Award Management (SAM) database.*

Appendix A – Price List

Labor

Labor Category	11/6/19 - 11/5/20	11/6/20 - 11/5/21	11/6/21 - 11/5/22	11/6/22 - 11/5/23	11/6/23 - 11/5/24
541 4D - Conference, Events and Tradeshow Planning Services					
Project Manager	\$ 119.64	\$ 122.63	\$ 125.70	\$ 128.84	\$ 132.06
Event Manager	\$ 69.86	\$ 71.61	\$ 73.40	\$ 75.24	\$ 77.12
Logistics/Management**	\$ 26.36	\$ 27.02	\$ 27.70	\$ 28.39	\$ 29.10
Administrative**	\$ 20.28	\$ 20.79	\$ 21.31	\$ 21.84	\$ 22.39
Customer Service**	\$ 26.42	\$ 27.08	\$ 27.76	\$ 28.45	\$ 29.16
Graphic Designer**	\$ 75.35	\$ 77.23	\$ 79.16	\$ 81.14	\$ 83.17
541 3 - Web Based Marketing Services					
Marketing Manager	\$ 64.48	\$ 66.10	\$ 67.75	\$ 69.44	\$ 71.18
Web Developer	\$ 86.15	\$ 88.30	\$ 90.51	\$ 92.77	\$ 95.09
Web Database Admin	\$ 105.37	\$ 108.01	\$ 110.71	\$ 113.47	\$ 116.31
Web Designer	\$ 86.23	\$ 88.39	\$ 90.60	\$ 92.87	\$ 95.19
IT Project Manger	\$ 119.64	\$ 122.63	\$ 125.70	\$ 128.84	\$ 132.06

SCA Matrix		
SCA Eligible Labor Category	SCA Equivalent code title	Wage determination no.
Logistics/Management	01270 - Production Control Clerk	2015-4265
Administrative	01113 - General Clerk III	2015-4265
Customer Service	01041 - Customer Service Representative I	2015-4265
Graphic Designer	15080 - Graphic Artist	2015-4265

*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).*

Products

541 1000 - Other Direct Costs (ODCs)	
<i>ODCs are established at the following Not-To-Exceed amounts</i>	
Audio Visual	\$ 166,246.85/event
Facility Rental	\$ 60,957.18/event
Food/Beverage	\$ 254,911.84/event
Hanover Convention Tote with Custom Graphics	\$ 3.80/ea
Retractable Banner Stand with custom graphics	\$ 149.62/ea
Economy Retractable Banner Stands with Graphics	\$ 94.21/ea
Full Color Double Sided Custom Printed 12' Ter Drop Flags	\$ 259.35/ea
32"x72" Custom Printed Tripod Banner Display Kit	\$ 227.20/ea
1/2" Dye Sublimated Lanyard w/ standard bulldog clip	\$ 2.49/ea
3/4" Dye Sublimated Lanyard	\$ 3.32/ea
24x30 Full color mounted poster	\$ 133.66/ea
Plastic Badge Holders	\$ 0.92/ea
Stock Paper Name badge with conference branding	\$ 1.10/ea
Economy Lanyard	\$ 0.83/ea
Custom Printed Badge Ribbons	\$ 1.50/ea
Custom Printed Table Tents	\$ 0.55/ea
Custom Printed Color flyers/forms	\$ 0.20/ea
EZ Stick Footprints Floor Carpet Temporary Decals	\$ 18.29/ea
10x10 Exhibit booth Package	\$ 112.77/ea
Exhibit Floor Carpeting	\$ 4.71/ea
Fire Marshall Approval	\$ 166.25/ea
11'H x 20' W Entrance Unit w/graphics	\$ 1,080.60/ea
Skirted Registration Counters	\$ 258.46/ea
Pre/Post-Event Cleaning Service	\$ 41.01/hr
Security Services	\$ 23.55/hr

Appendix B – Labor Category Descriptions

Project Manager

Functional Responsibility: Oversees project management from concept through execution ensuring that all contractual requirements are fulfilled. Develops budgets and manages event finances. Runs planning meetings, assigns tasks and is responsible for tracking progress and keeping Government sponsors informed. Provides leadership in site selection, venue contract negotiation, room block negotiations, catering selections, audio visual needs as well as event layout and flow. Supervises on-site logistics and attendee experience. Coordinates customer service function. Oversees on-site registration function and the collection of registration fees via check or credit card processing in a secure manner.

Minimum Education: BA/BS Degree

Minimum Experience: Minimum of 7 years of successful event project management experience

Event Manager

Functional Responsibility: Assists in site selection, venue contract negotiation, room block management, catering selections, audio visual needs as well as event layout and flow. Participates in planning meetings and takes note of any action items that need follow up. Manages on-site logistics and attendee experience. Manages customer service function. Manages group registrations, on-site registration functions and collection of registration fees via check or credit card processing in a secure manner.

Minimum Education: BA/BS Degree

Minimum Experience: Minimum of 3 years of successful event management experience

Logistics Management

Functional Responsibility: Responsible for processing registrations, coordinating shipping of materials to and from events, answering general customer support and service questions as well as providing event set-up and on-site customer service.

Minimum Education: AA Degree

Minimum Experience: Minimum of 1 year of logistics experience

Administrative

Functional Responsibility: Responsible for the collection of payment of fees, processing invoices, routing questions to appropriate staff member, data entry, reporting on performance metrics and other general support as needed.

Minimum Education: AA Degree

Minimum Experience: Minimum of 1 year of administrative experience

Customer Service

Functional Responsibility: Responsible for attendee help desk and providing assistance with on-line registration/payment issues, processing manual registrations and government training forms, generating receipts, reviewing registration data for accuracy and completeness, database updates, and responding to customer inquiries (via phone, email or fax) regarding an event.

Minimum Education: HS Diploma or equivalent

Minimum Experience: Minimum of 1 year of customer service experience

Graphic Designer

Functional Responsibility: Responsible for the look and feel of printed or electronic artwork through the use of images and graphic design elements to provide a uniform look and feel for the project. Responsible for creating graphics and other media based on customer specifications. Responsible for creating sketches, drawings, conceptual design and layouts as well as furnishing custom or stock artwork (including electronic artwork).

Minimum Education: AA Degree

Minimum Experience: Minimum of 2 years of graphic design experience

Marketing Manager

Functional Responsibility: Responsible for developing a marketing strategy to reach industry, government and the private sector. Develops and edits text copy. Ensures marketing functions stay on schedule. Participates in planning meetings. Conducts market research and tracks lead generation to identify individuals or organizations who may have interest in participating in events or projects. Stimulates demand using E-mail marketing, interactive marketing, web-based advertising (including social media outlets), placing media and print advertising.

Minimum Education: BA/BS Degree

Minimum Experience: Minimum of 3 years marketing experience

Web Developer

Functional Responsibility: Responsible for programming functionality based upon design concept and usage requirements. Must know current programming languages including use of the .net platform, ecommerce integration including VeriSign, PayPal and other on-line payment methods, must understand database integration of web programming, responsible for overall website security and SSL certificates.

Minimum Education: BA/BS Degree preferred. BA/BS Degree may be substituted with an AA degree and one of the following applicable certifications in web programming:

- Microsoft Technical Associate (MTA)
- Microsoft Certified Solutions Associate (MCSA)
- Microsoft Certified Solutions Expert (MCSE)

Minimum Experience: Minimum of 5 years of web developer experience

Web Database Administrator

Functional Responsibility: Responsible for developing the data structure of the website, connection to data repositories, design of data structure for support of web site programming, responsible for consistency and accuracy of data recorded to web database, and responsible for web data security. Specific training in database systems used for the project is required.

Minimum Education: BA/BS degree preferred. BA/BS Degree may be substituted with an AA degree and one of the following applicable certifications in Data Base Administration:

- Microsoft Certified Solutions Expert (MCSE)
- Microsoft Certified Solutions Developer (MCSD)

Minimum Experience: Minimum of 5 years of web database experience

Web Designer

Functional Responsibility: Responsible for understanding the customer's vision for the event and delivering a 'look and feel' consistent with the customer's vision. Performs professional level graphic design in the most current design specifications to integrate with the programming on the website. Responsible for delivering easy-to-load graphical elements.

Minimum Education: BA/BS degree preferred. BA/BS Degree may be substituted for an extensive portfolio and an AA degree with one of the following applicable certifications:

- Microsoft Certified Solutions Associate (MCSA)
- Microsoft Certified Solutions Expert (MCSE)
- Microsoft Certified Solutions Developer (MCSD)

Minimum Experience: Minimum of 3 years of web designing experience

IT Project Manager

Functional Responsibility: Manages the overall website experience, website content, registration functionality, look and feel, user interface, as well as data collection and website security to FISMA certification standards. Manages on-line registration, database maintenance, report generation, graphic design, marketing, email communication, and attendee customer service.

Minimum Education: BA/BS degree

Minimum Experience: Minimum of 7 years of IT project management

Appendix C – Terms and Conditions

No cost contracting procedures are hereby incorporated into this contract. Federal Business Council, Inc. may choose to provide all services as required by a task order at no cost to the Government. Federal Business Council, Inc. is entitled to all of the registration, exhibition, sponsorship, and/or other fees collected as payment for performance under a task order if the performance of the task order defined in the task order and the Government's liability for payment of services under this task is zero. For the Industrial Funding Fee (IFF) calculation and Sales Reporting as required by Clause 552.238-80 Industrial Funding Fee and Sales Reporting (May 2019), the value of the task order is determined by the amount of the registration, exhibition, sponsorship, and/or other fees collected under the task order. Federal Business Council, Inc. is required to provide an accounting of expenses and revenue, if requested, by the government agency issuing the task order.

Under a no cost contracting arrangement, the contractor's profit, if any, shall be derived from the revenue stream created through fees collected, if any. Additionally, should there be any commissions received by the contractor for conference events or trade show planning, etc., the contractor shall be entitled to retain any said commissions.

IMPORTANT CONSIDERATIONS:

1. NO COST CONTRACTING is **NOT** a stand-alone service. No Cost Contracting may only be offered on awarded MAS contracts with priced Labor and Other Direct Costs (ODCs).
2. Ordering Agency should request the contractor's cancellation policy as part of the bid/proposal and use it as an evaluation criterion.
3. Recommend setting minimum attendance and maximum attendance numbers.
4. Describe minimum needs of the conference rooms (i.e. meals, capacity, audio/visual, etc.).
5. Past performance is a required evaluation criterion.
6. Agencies may play a role in determining fees charged by contractors acting under authority of a No Cost Contract. Agencies should not "lose sight of [their] objectives for a particular event", and should ensure that in minimizing costs, they do not act to "compromise the effectiveness of [a] conference, or "undermine the achievement of agency goals."
7. The agency should request a breakdown of the pricing in accordance with the statement of work.
8. No Cost Contracting can be combined with priced tasks