



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

CONTRACT NUMBER: 47QRAA20D0014
CONTRACT PERIOD: 11/06/2019 through 11/05/2024
Effective as of Mod # PA-0005, dated 05/24/21

**Multiple Award Schedule
Federal Supply Group: Professional Services**

CONTRACTOR: Federal Business Council, Inc.
9800 Patuxent Woods Drive, Suite H
Columbia, Maryland 21046
Web: www.fbcinc.com

CONTRACT ADMINSTRATOR: Eileen Powell
Executive Director
Tel: (240) 841-2219
Fax: (301) 206-2950
eileen@fbcdb.com

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 Federal Supply Schedules go to the GSA Schedules page at GSA.gov

Contractor Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

SIN	Recovery	Description
541511	541511RC	Web Based Marketing Services
541810ODC	541810ODCRC	Other Direct Costs for Marketing and Public Relations Services
561920	561920RC	Conference, Meeting, Event and Trade Show Planning Services
OLM	OLMRC	Order-Level Materials

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN: *See Appendix A*

1c. HOURLY RATES (Services only): *See Appendix A*

2. MAXIMUM ORDER THRESHOLD: \$1,000,000

3. MINIMUM ORDER THRESHOLD: \$100.00

4. GEOGRAPHIC COVERAGE: 50 States, DC

5. POINT(S) OF PRODUCTION: *Columbia, MD*

6. DISCOUNT FROM BEST MARKET RATE: *GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.*

7. QUANTITY DISCOUNT(S): *None*

8. PROMPT PAYMENT TERMS: *Net 30*

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: *None*

10a. TIME OF DELIVERY: *As Specified on Task Order*

10b. EXPEDITED DELIVERY: *Contact Contractor if Available*

10c. OVERNIGHT AND 2-DAY DELIVERY: *N/A*

10d. URGENT REQUIRMENTS: *Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.*

11. FOB POINT: *Destination - CONUS*

12a. ORDERING ADDRESS: *Federal Business Council, Inc.
ATTN: Eileen Powell
9800 Patuxent Woods Drive, Suite H
Columbia, Maryland 21046*

12b. 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.*

13. PAYMENT ADDRESS: *Federal Business Council, Inc.
ATTN: Cindy Carroll
9800 Patuxent Woods Drive, Suite H
Columbia, Maryland 21046*

14. **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.*
15. **EXPORT PACKING CHARGES:** *None*
16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** *Not Applicable*
17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** *Not Applicable*
- 18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** *Not Applicable*
- 18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** *Not Applicable*
19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** *Not Applicable*
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** *Not Applicable*
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** *Not Applicable*
- 22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *Not Applicable*
- 22b. **SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):** *Compliant.
The EIT standards can be found at: www.Section508.gov/.*
23. **DUNS NUMBER:** *825732746*
24. **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
561920 - Conference, Meeting, Event and Trade Show 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
541511 - 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

SCLS Matrix		
SCLS Eligible Labor Category	SCLS 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).*

Other Direct Costs

541810ODC - Other Direct Costs (ODCs) <i>ODCs are established at the following Not-To-Exceed amounts</i>	
Audio Visual	\$ 166,246.85 (NTE)
Facility Rental	\$ 60,957.18 (NTE)
Food/Beverage	\$ 254,911.84 (NTE)
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	\$ 18.29/25 ct
10x10 Exhibit booth Package	\$ 112.77/ea
Exhibit Floor Carpeting	\$ 4.71/Sq. Yd.
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 – Descriptions

Labor

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

Other Direct Costs

Audiovisual (AV) Services and Equipment

- 1) Registration Area: Up to three (3) power strips and extension packages per strip
- 2) Office:
 - ✓ One Laser Printer (B&W)
 - ✓ One Laptop
 - ✓ Electrical drop for printer and laptops
 - ✓ Wireless Internet via router from hard line
- 3) Plenary Session:
 - ✓ Up to two Up to two (2) appropriately sized projectors for the room with screens and dress kits
 - ✓ One Pipe and drape package with lighting
 - ✓ One Stage lighting system
 - ✓ One Full range sound system
 - ✓ One Podium microphone
 - ✓ Up to two (2) Push-to-talk microphones on stage table
 - ✓ One Lavalier microphone
 - ✓ Up to two (2) Wireless handheld microphones on stands for audience Q&A
 - ✓ One Confidence monitor
 - ✓ One Laser pointer
 - ✓ One Slide advancer
 - ✓ One Laptop in the back of room for running presentations
 - ✓ Power drops for light, video and audio
 - ✓ I-mag system for General Session with no recording needed
 - ✓ Wired Internet needed in plenary room
 - ✓ All labor to set/strike and man AV
- 4) Up to nine (9) Breakout Rooms shall have AV with the following equipment:
 - ✓ Appropriately sized projectors for each room with screens and dress kits.
 - One crescent round room with board sets around the periphery shall require up to two (2) projectors with up to two (2) screens
 - Up to two (2) rooms which seat 120 attendees each shall require up to two (2) projectors with up to two (2) screens per room
 - The remaining six (6) rooms shall require one projector with screen per room
 - ✓ One Full range sound system
 - ✓ One Podium microphone
 - ✓ One Wireless microphone for table
 - ✓ One Wireless handheld microphone on stand for audience Q&A
 - ✓ One Slide advancer
 - ✓ One Laptop in the front of the concurrent breakout rooms for running presentations
 - ✓ Power drops for video and audio
 - ✓ Wired Internet for up to (3) rooms to be determined as the agenda is confirmed, closer to event date
 - ✓ All labor to set/strike and man AV
- 5) AV in Board Room (one day only)
 - ✓ One appropriately sized projector for the room with screen and dress kit
 - ✓ One full range sound system

Facility Rental/Meeting Space

- 1) One Plenary session room to accommodate 650 attendees in crescent rounds with 8 seats per table
 - ✓ Stage with One podium and skirted 8' panel table with (4) chairs set and ready by noon on day before event.
- 2) One Staff Office in boardroom-style seating for 20 with tables lining the wall.
- 3) One Area for AV crate and meeting supply box storage set and ready by 8:00AM
- 4) One Foyer Area for registration & exhibiting
 - ✓ Registration to open at noon day before event.
 - ✓ Room for up to (20) skirted 8' exhibiting tables
 - ✓ Exhibitor set up Day before event.
- 5) Up to nine (9) Breakout Rooms in classroom set and One in a crescent round set max. with up to two (2) 8' table groups set around the periphery of the room.
 - ✓ All set and ready by 7:00AM day before event.
 - One room set as per above (Atrium A)
 - Up to two (2) rooms to seat 120 attendees per room
 - Up to three (3) rooms to seat 80 attendees per room
 - Up to two (2) rooms to seat 50 attendees per room
 - One room to seat 25 attendees
 - ✓ One podium and skirted 8' panel table with (4) chairs
 - ✓ Pad on Easel with markers for each room.

Food & Beverage/Catering

Beverage Service

Not to Exceed \$15 Per Person

Up to two (2) All Day Beverage Service and up to two (2) PM Coffee Breaks with Snacks for all attendees.

OR

Coffee Service

Food Service

Not to Exceed \$40 Per Person

Up to three (3) Deluxe Continental Breakfasts for all attendees

OR

Up to two (2) Buffet Lunches for all attendees

AND

One (1) Opening Reception for 300 attendees

Hanover Convention Tote with Custom Graphics

Get a grip on a new target audience when you change your promotional package lineup to include the Hanover Convention Tote! This polyester tote bag is held closed with a Velcro closure. Your clients can carry it around by the adjustable shoulder strap to show off your brand. It also features a pen or stylus loop and front slash pocket.

Retractable Banner Stand with Custom Graphics

The Mosquito 800 is an affordable, versatile banner stand that will come in handy for your business. This essential stand features a single-sided graphic, which measures 31.5"W x 78.5"H and prominently displays your brand logo or artwork. It comes with a 32"W silver base with back end caps, a three-piece bungee pole, snap-top graphic rail, swivel feet for extra stability and a carry bag. Quick and easy to assemble, it is bound to make an eye-catching impression at the next tradeshow or convention.

Economy Retractable Banner Stands with Graphics

Send a clear message about your business to customers when they see this X-Tend spring back banner stand! It measures 27.56" x 70.87" x 24", features a basic carry bag, and #2 grommets in corners. The graphic measures 27.5" W x 70.88" H. When you use our UV printed method to colorfully decorate this with your artwork, you certainly begin to garner much more attention!

Full Color Double Sided Custom Printed 12' Ter Drop Flags

Custom flag, 100% polyester fabric for long durability and wear, true two sided. The unique shape is ideal for broader images and is a natural attention getter. Multiple flags create an eye-catching display. Constructed from two pieces with an inner lining to allow correct viewing on both sides. Can be machine washed and dried. Includes modular pole set (pole, ground stake and carrying bag). Solid surface stand sold separately.

32"x72" Custom Printed Tripod Banner Display Kit

This banner display is a true classic, featuring a lightweight frame that's easy to set up. Flexible fiberglass arms keep the banner taut. Your artwork will be printed on Titan 10 oz. scrim vinyl. Banner features brass #2 grommets (can be customized with nickel or clear plastic grommets by request). One-year warranty. Drawstring pouch included.

1/2" Dye Sublimated Lanyard w/Standard Bulldog Clip

Here is a terrific way to "hook in" with potential clients; feature this marketing tool during upcoming promotional events. Choose this 1/2" polyester dye sublimated lanyard with plastic clamshell and O-ring as a handy giveaway during tradeshow, conferences and fundraisers. Add your company's logo to this item for an excellent way to promote your business. Enhance your company's campaign by ordering this handy lanyard today!

3/4" Dye Sublimated Lanyard

It will only take a "split" second to decide on this fantastic marketing tool! This 3/4" dye sublimated lanyard with metal crimp and metal split ring makes an excellent addition to promotional events. Tradeshow, conferences and seminars are all terrific choices. Add your company's logo for a great opportunity to promote your business. Additionally, this lanyard is a fine choice to enhance employee attire. Make sure to order yours today!

24x30 Full color mounted poster

Customized 24x30 Full color mounted poster

Horizontal Vinyl Badge Holder with Bulldog Clip

Who goes there? This convenient 4 1/4" x 3 1/2" horizontal vinyl badge holder with bulldog clip attachment will efficiently secure credentials, badges, and identification materials at any conference, concert, trade show, or company event. This blank badge holder is made to fit a 4" x 2 5/8" badge. Use this horizontal vinyl badge holder to keep badges safe from wear and lend a professional appearance and uniformity to the proceedings at any occasion or venue. 8 mil gauge weight.

Stock Paper Name Badge with Conference Branding

These credit card sized laminated card stock cards are printed in vivid full color. Add bulldog clip or lanyard for an additional cost. Adding personalization is also available for an additional cost. These are great for clubs, organizations, fundraisers, identification and much more. 100% Made in the USA.

Economy Lanyard

These economical non-breakaway lanyards are made from a soft polyester material and feature a split ring end fitting (also available with a bulldog clip or swivel hook end fitting). Available in your choice of twelve popular material colors. Blank stock, no imprinting. These lanyards are also available with a breakaway.

Custom Printed Badge Ribbons

Custom Printed Badge Ribbon

Custom Printed Table Tents

Advertise drink specials, new items or special events with this 4" x 4" tabletop ad tent display. Printed on 12-point coated card stock, this marketing device is perfect for promoting new services or house specials at restaurants, food courts, and other public venues. Tabletop tents provide ample opportunity for promoting virtually any business!

Custom Printed Color Flyers/Forms

Getting down to business will be easy with this useful item! These USA-made large run full color business forms are full color on the top part, while succeeding parts are in black ink. The margins are 3/8" around the entire form, which is carbonless and edge glued at the top or side of the form. Keep these forms on trade show tables to market to potential clients. Perfect for corporate offices. Get more face time by being prepared. Order yours today!

EZ Stick Footprints Floor Carpet Temporary Decals

EZ STIK™ Footprints - Floor Carpet. These Graphics are Ideal for promoting your brand and directing foot traffic in a creative style. Printed and cut to life-size footprint shapes (approximately 11" in length) and sold as a pair (left and right). Peel and stick format provides quick application for anyone and they are easily removed after use. Available in five standard styles: Sneaker, Toes, Plain, Boot, and Loafer. Indoor - Short-term use for carpet floors (can also be used on indoor hard surface flooring). Can even be used outdoors for limited short-term use. Removable adhesive.

10x10 Exhibit Booth Package

Each 10'x10' Exhibit Booth Package consists of : Floor Marking, 8' high Back Drape and 3' high Side Rails, 7"x44" ID Sign, 6' Draped Table, 2-Side Chairs and 1-Wastebasket

Exhibit Floor Carpeting

10' wide Aisle carpeting that includes installation, Necessary Maintenance, and Removal

Fire Marshall Approved Floor Plan

Customized Floor Plan development provided in AutoCAD & EXPOCAD (dwg. and dxf.) formats with Fire Marshall Approval

11'H x 20' W Entrance Unit w/graphics

Customized Entrance Unit with customized Messaging

Skirted Registration Counters

Registration Area that includes counter stations, identification signs, background drape, worktables, chairs, and wastebaskets

Pre/Post-Event Cleaning Service

Necessary labor and equipment to clean during setup, for bulk trash removal and during move out. Facilities require the event area be returned to its original condition upon conclusion of event

Security Services

Necessary security labor to provide loss prevention services, asset protection, crowd control, as well as evacuation instruction in case of emergency per venue requirements.

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