



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 is available through GSA Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is:
<http://www.GSAAdvantage.gov>.

Schedule Title – Multiple Award Schedule

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

Collaborative Communications Group, Inc.

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Contract Number: 47QRAA20D0040

Period Covered by Contract: December 31, 2019 through December 30, 2024

Woman-Owned Small Economically Disadvantaged Company

CUSTOMER INFORMATION

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

SIN	Recovery	SIN Description
541430	541430 RC	Graphic Design Services
541511	541511 RC	Web Based Marketing
541613	541613 RC	Marketing Consulting Services
541820	541820 RC	Public Relations Services
561920	561920 RC	Conference, Meeting, Event and Trade Show Planning Services
OLM	OLM RC	Order Level Materials (OLMs)

- 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). See Attachment.

7. Quantity discounts:

Tier	Threshold Amount	Additional Discount
1	\$100,000.00	1.0%
2	\$250,000.00	2.0%
3	\$500,000.00	3.0%

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

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 effect a faster delivery: Contact Contractor

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

13a. Ordering Address(es): Same as Contractor

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: Contractor’s standard commercial warranty.

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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 132293163
26. Notification regarding registration in System for Award Management (SAM) database: Registered

27. Final Pricing:

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

Labor Category	Price Year 1	Price Year 2	Price Year 3	Price Year 4	Price Year 5
Partner	\$ 264.17	\$270.25	\$276.46	\$282.82	\$289.33
Senior Vice President	\$ 243.85	\$249.46	\$255.20	\$261.07	\$267.07
Vice President	\$ 151.46	\$154.94	\$158.51	\$162.15	\$165.88
Events Director	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Media / Social Media Director	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Digital / Interactive Director	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Creative Director	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Senior Designer	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Print Production Director	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Media / Social Media Associate	\$ 76.21	\$77.96	\$79.76	\$81.59	\$83.47
Digital / Interactive Associate	\$ 76.21	\$77.96	\$79.76	\$81.59	\$83.47
Events Associate	\$ 76.21	\$77.96	\$79.76	\$81.59	\$83.47
Account Supervisor	\$ 76.21	\$77.96	\$79.76	\$81.59	\$83.47
Account Executive	\$ 127.01	\$129.93	\$132.92	\$135.98	\$139.10
Account Manager	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Director	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Project Manager	\$ 76.21	\$77.96	\$79.76	\$81.59	\$83.47
Senior Copywriter	\$ 152.41	\$155.92	\$159.50	\$163.17	\$166.92
Copywriter	\$ 96.52	\$98.74	\$101.01	\$103.33	\$105.71
Copyeditor	\$ 76.21	\$77.96	\$79.76	\$81.59	\$83.47

PARTNER

Minimum Education Requirements - Masters, 10 years of experience

Partners accept ultimate responsibility for the work of multiple account teams and set objectives and performance standards for the largest accounts in the firm. Partners advise company officers on complex communications strategies and issues, including crisis and litigation challenges, and are expected to bring to bear the resources of the entire firm, as necessary, to serve clients.

SENIOR VICE PRESIDENT

Minimum Education Requirements - Masters, 10 years of experience

Senior Vice Presidents analyze client information and develop and evaluate top-line strategy to meet objectives. S/he demonstrates in-depth knowledge across the firm's areas of expertise. The Senior Vice President manages both the client service and budget aspects of the account portfolios and assumes responsibility for bottom-line results. Senior Vice Presidents develop and implement high-level strategic communications; manage, motivate and lead staff; and build and manage project teams.

VICE PRESIDENT

Minimum Education Requirements - Masters, 8 years of experience

Serves in a leadership role as account leader and organizes and manages various aspects of accounts. Vice Presidents provide high-level strategic communications and a high-level ability to think creatively and plan strategically. The Vice President will have daily constant with senior client advisors, and will understand how to integrate all facets of communications plans, including media, advertising and internet-based communications. Vice Presents demonstrate a strong understanding across the firm's areas of expertise and possess in-depth industry expertise and a good knowledge of more than one industry sector.

EVENTS DIRECTOR

Minimum Education Requirements - Masters, 6 years of experience

The Events Director directs the intake and management of all events projects, including briefings, client meetings, client events and conferences. The Events Director, with the support of project teams, is responsible for assessing each project's scope, project planning meetings, developing and managing budgets and timelines and ensuring that all vendors, subcontractors and team members coordinate work in a way that meets client expectations. The Events Director supervises day-to-day execution of all of the firm's meetings and events.

MEDIA / SOCIAL MEDIA DIRECTOR

Minimum Education Requirements - Masters, 6 years of experience

Plans and administers media and social media campaigns and activities. Establishes media and social media goals, objectives, and strategies within client budgets and aligned to overall client communications strategies. Confers with media and social media representatives at specific outlets to pitch the placement of content and to negotiate content and timing of placement. Adjusts positioning strategies when placement is denied. Studies content of various outlets to understand the outlet's point of view, audience demographics. Is aware of current social and media conversation and understands how to position client content within it. Ensures that staff stay informed of trends, innovations, and changes that affect media and social media planning.

DIGITAL / INTERACTIVE DIRECTOR

Minimum Education Requirements - Masters, 6 years of experience

Plans and executes a wide variety of digital and interactive efforts. Establishes digital and interactive goals, objectives, and strategies within client needs, budgets and overall communications strategies. Works with technologists to coordinate desired outcomes with technological development. Adjusts plans to fit changing context and client needs. Ensures that digital project staff are working on time and on budget and are coordinating all efforts to client needs.

CREATIVE DIRECTOR

Minimum Education Requirements - Masters, 6 years of experience

Oversees the conception and development of all verbal and visual elements of all print content (including reports, briefs, one-pagers, etc.) as well as all marketing materials (including television, print, radio, and web-based advertising). Works with members of project teams to ensure content is appropriate and accurate and oversees members of the design, digital/interactive, and marketing/communications teams to ensure consistency of products. Manages creative staff and ensures timely and on-budget delivery of all products.

SENIOR DESIGNER

Minimum Education Requirements - Bachelors, 6 years of experience

Oversees the artistic development of marketing and promotional materials including print, radio or television advertisements; collateral, and internal and external corporate publications. Supervises illustrators, photographer and production artists on projects.

PRINT PRODUCTION DIRECTOR

Minimum Education Requirements - Masters, 6 years of experience

Oversees all facets of printing reports, collateral, and other products and ensures all packaging production and shipping is delivered on time and on budget. Negotiates with vendors, creates estimates, and develops budgets for all projects. Extensive knowledge of pre-press, retouching, and all print materials and processes. Recommends best materials and processes for projects.

MEDIA / SOCIAL MEDIA ASSOCIATE

Minimum Education Requirements - Bachelors, 3 years of experience

Provides a variety of media and social media support and coordination to various project teams. Demonstrates solid ability to create and pitch media and social media content. Works closely with senior team members to successfully plan and execute media and social media campaigns to meet client expectations. Prepares monthly analytics reports that demonstrate metrics on placements and views/readers. Prepares key documents for client meetings and reports.

DIGITAL / INTERACTIVE ASSOCIATE

Minimum Education Requirements - Bachelors, 3 years of experience

Provides a variety of digital and interactive support and coordination to various project teams. Demonstrates solid ability to create and coordinate the development of a variety of digital products (including web sites, data visualizations, simulations, apps, etc.) Works closely with senior team members to successfully plan and execute digital/interactive products in ways that meet client expectations. Coordinates with vendors and subcontractors to ensure on-time delivery. Prepares monthly reports on analytics and progress on product development to successfully execute strategic plans and meet client expectations.

EVENTS ASSOCIATE

Minimum Education Requirements - Bachelors, 3 years of experience

Provide general administrative support, including photocopying, development of name badges and registration materials. Oversees shipping. Tracks expenses. Manages interactions with vendors, suppliers, logistics teams, hotel or meeting space representatives. Provides on-site support to registration, food and beverage, participant support, client support and team support.

ACCOUNT SUPERVISOR

Minimum Education Requirements - Bachelors, 4 years of experience

Oversees planning and execution of targeted projects on client programs to meet business objectives and grow existing business. S/he meets with client representatives to ensure established strategies are successfully being executed. Provides a broad range of communications and account services to clients. S/he may produce high-quality advanced-level materials, including strategic documents, press releases, reports and correspondence while also possessing a strong understanding across the firm's areas of expertise.

ACCOUNT EXECUTIVE

Minimum Education Requirements - Bachelors, 2 years of experience

Provides a variety of communications and organizational support and coordination to project teams and senior managers. Assistant Account Executives provide client service by application of basic skills in one of the company's major functional areas. Works closely with senior managers to become familiar with clients and their industry. Helps to successfully execute strategic plans to meet client objectives.

ACCOUNT MANAGER

Minimum Education Requirements - Bachelors, 5 years of experience

Provides a variety of communications support and coordination to various project teams. Demonstrates solid thinking regarding research options and sources of information. Account Executives are able to synthesize information and provide analysis of news and trends to clients. Works closely with senior team member to successfully execute strategic plans and meet client expectations. Account Managers prepare key documents for clients and organize events, including press conferences and client meetings.

DIRECTOR

Minimum Education Requirements - Bachelors, 8 years of experience

The Project Management Director directs the intake and management of all projects across interactive, design and advertising. The PMD, with the support of the Project Managers, is responsible for assessing each project's scope, project planning meetings, developing the budgets and timelines and ensuring a flow of work. The Project Management Director will be responsible for identifying creative opportunities as project requests are made to the Delivery Team. The Project Management Director supervises the day-to-day management of all client projects.

PROJECT MANAGER

Minimum Education Requirements - Bachelors, 4 years of experience

Project Managers are assigned to each project and he/she is responsible for developing and executing the budget and timeline. The Project Manager oversees efficient workflow through the concept stage and works in conjunction with the Project Management Director to transfer work into production. Duties include monitoring project workflow, monitoring budgets and conducting status meetings.

SENIOR COPYWRITER

Minimum Education Requirements - Bachelors, 5 years of experience

Responsible for all verbal elements of marketing communications including advertising text, script writing, creative platform and PowerPoint presentations. Possesses strong experience in all media (print, collateral, direct mail, Web, broadcast & video) and a good understanding of production aspects (costs, time frames & available resources).

COPYWRITER

Minimum Education Requirements - Bachelors, 3 years of experience

Under limited supervision, responsible for various writing assignments including the development, writing and editing of print, radio or television advertisements; collateral; web sites; and internal and external corporate publications.

COPYEDITOR

Minimum Education Requirements - Bachelors, 2 years of experience

Fixes grammatical, punctuation and spelling errors. Ensures that all names facts, data, dates and statistics are accurate. Often will ensure that formatting is accurate and appropriate before files are prepared for print.