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 for GSA Advantage! is www.gsaadvantage.gov.

PROFESSIONAL SERVICES LARGE CATEGORY
FSC Group: Professional Services

FSC CLASS: R708

Contract Number: 47QRAA21D001C

For more information on ordering from Federal Supply Schedules go to the GSA Schedule page at GSA.gov

Price list current as of Modification # A815 dated December 31, 2020

Period Covered by Contract:

12/30/2020 to 12/29/2025

COLABOURS COMMUNICATIONS, INC.
800 Corporate Drive, Suite 301
Stafford VA 22554
Phone: 703-665-4767
Fax: 800-886-0713

Small Business
SBA Certified Small Disadvantaged Business
SBA Certified HUBZone Firm
1a. Table of Award Special Item Numbers:

SIN 541820 Marketing and Public Relations Services/Products – Page 7-8
SIN 541810ODC Marketing and Public Relations Services Other Direct Costs – Page 9
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.

See pricing pages 7-8.

1c. Hourly rates and labor category descriptions.

See Service Pricing pages 5-6.

2. Maximum Order:

The total dollar value of any order placed under this contract will be $1,000,000.

3. Minimum Order:

$100.00

4. Geographic Coverage (Delivery Area):

Domestic only

5. Point of Production:

McLean, Virginia

6. Discounts:

Prices listed are GSA net, discount deducted

7. Quantity Discounts:

None.

8. Prompt Payment Discount:

Net 30 days. 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 and Delivery:

Colabours will adhere to the delivery schedule as specified by the agencies purchase order

10b. Expedited Delivery:

Available. Speak with our representative.

10c. Overnight and 2-Day Delivery:

Available. Speak with our representative.

10d. Urgent Requirements:

Available. Speak with our representative for faster delivery or rush requirements.
11. **FOB Points:**
Destination.

12a. **Ordering Address:**
Colabours Communications, Inc.
Attn: GSA Ordering/Receivables
800 Corporate Drive
Suite 301
Stafford, VA 22554
Phone: (703) 665-4767
Fax: (800) 886-0713
Website: www.colabours.com

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:**
Colabours Communications, Inc.
Attn: GSA Ordering/Receivables
800 Corporate Drive
Suite 301
Stafford, VA 22554
Phone: (703) 665-4767
Fax: (800) 886-0713
Website: www.colabours.com

14. **Warranty Provision: Standard Commercial Warranty**
The contractor warrants and implies that the items delivered hereunder are merchantable and fit for particular purpose described in this contract.

15. **Export Packing Charges:**
Not Applicable.

16. **Terms and Conditions of Rental, Maintenance, and Repair:**
Not Applicable.

17. **Terms and Conditions of Installation:**
Not Applicable.

18a. **Terms and Conditions of Repair Parts:**
Not Applicable.

18b. **Terms and Conditions for any other Services:**
Contact Contractor
Colabours Communications, Inc.
Attn: GSA Ordering/Receivables
800 Corporate Drive, Suite 301
Stafford, VA 22554
Phone: (703) 665-4767
19. **List of Service/Distribution Points:**
Not Applicable.

20. **List of Participating Dealers:**
Not Applicable.

21. **Preventative Maintenance:**
Not Applicable.

22a. **Environmental Attributes:**
Not Applicable.

22b. **Section 508 Compliance Information:**
Not Applicable.

23. **Data Universal Number System (DUNS) Number:**
93-853-2256

24. **Notification Regarding Registration in System for Award Management (SAM) Database:**
Colabours Communications is currently registered in the SAM database.
COLABOURS Labor Category Descriptions

Project Manager
General Experience: Bachelor's degree and a minimum of six years of industry related experience.
Responsibilities: Responsible for overall coordination and completion of project, including schedules, deadlines, assignments and monitoring and summarizing progress. Ensures customer objectives are met, provides oversight of work, assigns company assets, manages the team, interfaces with customers, makes personnel assignments and performs other duties related to the success of the project. Reports to the President.

Art Director
General Experience: Bachelor's degree and at least five years of experience in all media; familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals; performs a variety of tasks. A wide degree of creativity and latitude is expected.
Responsibilities: Supervises creative design within business groups and directs and develops final visual image that communicates the organization's marketing objectives to the consumer; reports to the Project Manager and or President.

Graphic Designer
General Experience: Bachelor's degree or its equivalent and at least two years of industry related experience. Familiarity with industry software, standard concepts, practices, and procedures for all media. Relies on limited experience and judgment to plan and accomplish goals.
Responsibilities: Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as broadcast, websites and social media. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Must remain abreast of technological advances in the field and be able to identify areas of use in the organization. Reports to Creative Director.

Layout/Production
General Experience: Bachelor's degree and a minimum two years graphic design experience with a proven portfolio of work.
Responsibilities: Creates the design and layout of collateral that includes, but is not limited to, print ads, brochures, signage, one-sheets and Web designs created to communicate with existing and potential clients. Develops print, online, and billboard advertising. Designs collateral that includes sales sheets, brochures, presentations, proposals, white papers, and newsletters. Oversees design projects from concept to completion. Reports to Project Manager.

Senior Copywriter
General Experience: Bachelor’s degree and four years of experience in writing scripts and documents for all media forms; experienced in managing multiple projects simultaneously.

Responsibilities: Responsible for writing, proofing and editing or oversight of writers, editors, and proofreaders for all copy written for all media forms based on strategic and tactical understanding of client objectives; reports to the Art Director.

Junior Copywriter

General Experience: Bachelor’s degree and two years of related experience writing scripts and documents for all media forms; experienced in managing multiple projects simultaneously.

Responsibilities: Responsible for writing, proofing and editing copy for all media forms to meet client objectives; reports to the Senior Copywriter and/or Art Director.

Editor

General Experience: Bachelor’s degree and two years of industry related experience editing scripts and documents for all media forms; manages multiple projects simultaneously.

Responsibilities: Edits, proofreads, fact-checks, and coordinates production of a variety of corporate and marketing communications materials. Ensures that communications are accurate, clear, and complete; correct in terms of spelling, grammar, punctuation, and editorial style; and that they maintain a consistent tone and voice. Reports to the Producer and/or Creative Director.

Consulting

General Experience: Bachelor’s degree and a minimum of six years of industry related experience.

Responsibilities: Responsible for overall coordination and completion of project, including schedules, deadlines, assignments and monitoring and summarizing progress. Ensures customer objectives are met, provides oversight of work, assigns company assets, manages the team, interfaces with customers, makes personnel assignments and performs other duties related to the success of the project. Reports to the Project Manager.

Administrative Assistant

General Experience: High School diploma and two years of clerical support with experience using a variety of computer software applications, including Microsoft Office, Excel and web-based products; must be able to manage multiple projects simultaneously.

Responsibilities: Responsible for scheduling appointments, gives information to callers, takes dictation, composes memos, transcribes, researches, creates presentations, and otherwise providing all forms of administrative support using telephone and a variety of software applications, including Microsoft Office, and other support duties as assigned.
### COLABOURS Authorized GSA Hourly Rates under SIN 541820

<table>
<thead>
<tr>
<th>#</th>
<th>SIN</th>
<th>Labor Category Title</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>541820</td>
<td>Project Manager</td>
<td>$123.50</td>
</tr>
<tr>
<td>2</td>
<td>541820</td>
<td>Art Director</td>
<td>$114.35</td>
</tr>
<tr>
<td>3</td>
<td>541820</td>
<td>Graphic Designer</td>
<td>$114.35</td>
</tr>
<tr>
<td>4</td>
<td>541820</td>
<td>Layout/Production</td>
<td>$93.39</td>
</tr>
<tr>
<td>5</td>
<td>541820</td>
<td>Senior Copy Writer</td>
<td>$123.50</td>
</tr>
<tr>
<td>6</td>
<td>541820</td>
<td>Junior Copy Writer</td>
<td>$96.06</td>
</tr>
<tr>
<td>7</td>
<td>541820</td>
<td>Editor</td>
<td>$93.58</td>
</tr>
<tr>
<td>8</td>
<td>541820</td>
<td>Consulting</td>
<td>$123.50</td>
</tr>
<tr>
<td>9</td>
<td>541820</td>
<td>Administrative Assistant*</td>
<td>$29.55</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

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).
## COLABOURS Authorized GSA Product Pricing under SIN 541820

<table>
<thead>
<tr>
<th>SIN</th>
<th>MANU</th>
<th>MFR PART #</th>
<th>PRODUCT DESCRIPTION</th>
<th>GSA Price</th>
<th>COO</th>
</tr>
</thead>
<tbody>
<tr>
<td>541820</td>
<td>Colabours Communications</td>
<td>OCC Item-0001</td>
<td>COA 12&quot;X16&quot; SILVER FRAME</td>
<td>$88.35</td>
<td>US</td>
</tr>
<tr>
<td>541820</td>
<td>Colabours Communications</td>
<td>OCC Item-005</td>
<td>EXEC 20&quot;x24&quot; CHERRY FRAME DBL MAT</td>
<td>$147.45</td>
<td>US</td>
</tr>
<tr>
<td>541820</td>
<td>Colabours Communications</td>
<td>OCC Item-007</td>
<td>FED FRAMED 11&quot;X14&quot; SILVER FRAME</td>
<td>$81.36</td>
<td>US</td>
</tr>
<tr>
<td>541820</td>
<td>Colabours Communications</td>
<td>OCC Item-009</td>
<td>EF 12&quot;X16&quot; DBL MAT, SILVER FRAME</td>
<td>$120.94</td>
<td>US</td>
</tr>
<tr>
<td>541820</td>
<td>Colabours Communications</td>
<td>OCC Item-011</td>
<td>GRNBLT 12&quot;X16&quot;, SNGL MAT, SILVER FRAME</td>
<td>$83.27</td>
<td>US</td>
</tr>
<tr>
<td>541820</td>
<td>Colabours Communications</td>
<td>OCC Item-012</td>
<td>WHNC 11&quot;X13&quot; CHERRY WOOD, DBL MAT</td>
<td>$124.43</td>
<td>US</td>
</tr>
</tbody>
</table>

### Other Direct Costs

<table>
<thead>
<tr>
<th>SIN</th>
<th>ODC Desc</th>
<th>Ceiling Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541810ODC</td>
<td>Prints 16x23</td>
<td>$26.20</td>
</tr>
<tr>
<td>541810ODC</td>
<td>Shipping: 100,000 brochures; 10,000 kit covers; and 82 banners. FedEx 72 locations for 2-day shipping</td>
<td>$25.19</td>
</tr>
<tr>
<td>541810ODC</td>
<td>Special Printing, color, inkjet, certificates, special formats (not bulk copies)</td>
<td>$22.17</td>
</tr>
</tbody>
</table>