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!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

Schedule Title: Multiple Award Schedule
FSC Group: Professional Services – Marketing and Public Relations
PSC Group: R499
Contract Number: 47QRAA21D0037
Contract Period: March 4, 2021 to March 3, 2026

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Contractor: EWGROUP, L.L.C.
629 Fifth Ave Ste 300
Pelham, NY 10803
Phone number: 914-637-3643
Fax number: 914-636-5585
http://ewgrp.net

Contractor’s Administration Source: Richard Mauch
e-mail: rmauch@ewgrp.net
phone: 914-637-3643

Business Size: Small Business
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>561920</td>
<td>561920RC</td>
<td>Conference, Meeting, Event and Trade Show Planning Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY & SERVICE RATES:

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>561920</td>
<td>Senior Project Director</td>
<td>$179.00</td>
<td>HR</td>
</tr>
<tr>
<td>561920</td>
<td>Project Director</td>
<td>$159.00</td>
<td>HR</td>
</tr>
<tr>
<td>561920</td>
<td>Senior Project Manager</td>
<td>$124.04</td>
<td>HR</td>
</tr>
<tr>
<td>561920</td>
<td>Project Manager</td>
<td>$105.72</td>
<td>HR</td>
</tr>
<tr>
<td>561920</td>
<td>Project Coordinator</td>
<td>$70.49</td>
<td>HR</td>
</tr>
<tr>
<td>561920</td>
<td>Project Administrator</td>
<td>$56.83</td>
<td>HR</td>
</tr>
</tbody>
</table>

EWGROUP, LLC confirms the Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories 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).

2. MAXIMUM ORDER: $1,000,000

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Washington D.C.

5. POINT(S) OF PRODUCTION: 629 Fifth Ave Ste 300
Pelham, NY 10803

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.
7. QUANTITY DISCOUNT(S):
   - 2% for each task order valued at $25,000.00 - $50,000.00
   - 3% for each task order valued at $51,000.00 - $75,000.00
   - 4% for each task order exceeding a valued of $75,000.00

8. PROMPT PAYMENT TERMS: 1%, 10 days 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: N/A

10a. TIME OF DELIVERY: Determined at Task Order Level

10b. EXPEDITED DELIVERY: Contact contractor

10c. OVERNIGHT AND 2-DAY DELIVERY: Contact contractor

10d. URGENT REQUIREMENTS: 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

12a. ORDERING ADDRESS: 629 Fifth Ave Ste 300
    Pelham, NY 10803

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: 629 Fifth Ave Ste 300
    Pelham, NY 10803

14. WARRANTY PROVISION: N/A

15. EXPORT PACKING CHARGES: N/A

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

21. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. Section 508 Compliance for EIT: N/A

23. DUNS NUMBER: 015177756

24. Contractor has an active registration in the SAM database.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Project Director</td>
<td>Performs senior level management of multiple projects including planning, directing, organizing &amp; coordinating all team project activities. Responsible for deepening client relationships, addressing sophisticated/strategic business and research challenges and managing/mentoring one or more Project Directors. Supervising the work of Project Directors and contributing to their professional development. Conceptualization, creation and/or refinement of an event or campaign’s Infrastructure including fundraising, marketing &amp; timeline. Create, negotiate and approve client contracts. Responsible for research and recruitment of new business partnerships. Strategic planning for EW’s present &amp; future positioning in the marketplace. Participate in staff meetings and appropriate client conference calls. Travel to client meetings, site visits and events around the country.</td>
<td>Bachelors</td>
<td>20</td>
</tr>
<tr>
<td>Project Director</td>
<td>Daily management of all personnel (staff, interns, sub-contractors, volunteers) as it relates to them working on job scope and receive timely updates. Oversee EW staff who serve as Project Managers and liaisons with clients. Oversee the creation of all written content for EW and their clients including but not limited to websites, brochures, email blasts, press releases, scripts and letters. Creating schedules and following up with workers to ensure that each phase of a project proceeds as planned and on schedule. Oversee all event operations such as research, negotiation, permissions, contracts, insurance, site visits. Review all site plans including crowd flow and event components. Manage written content for EW clients including but not limited to websites, brochures, email blasts, press releases, scripts and letters. Participate in staff meetings and appropriate client conference calls. Travel to client meetings, site visits and events around the country.</td>
<td>Bachelors</td>
<td>10</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>Responsible for all invoice billing and expense payments. Manage Compensation paperwork for part time and contractual personnel. Manage Inventory and ordering of all Supplies for clients. Work closely with EW personnel and clients to manage purchasing and packing of client event supplies. Manage all office vendors. Develop individual project plans complete with budgetary information and resource needs. Refine project budget as needed to ensure timeliness and fiscal responsibility.</td>
<td>Bachelors</td>
<td>5</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>Coordinate with vendors and suppliers as needed. Help prepare client contracts. Participate in staff meetings and appropriate client conference calls. Travel to client meetings, site visits and events around the country.</td>
<td>Bachelors 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work under Project Director and Senior Project Manager to manage “day to day” client project tasks from permits/paperwork to venue and vendor management to event set up and implementation. Manage all event operations such as research, negotiation, permissions, contracts, insurance, site visits. Manage EW and client equipment needs. Event Set Up including management and training of EW personnel as well as supervision of vendors. Truck packing and transportation of all supplies and equipment including client office and off site pickups. Finalizing permits/paperwork requirements, signage, site maps, routes and layouts. Requesting documents/forms needed for “day of”. Participate in staff meetings and appropriate client conference calls. Travel to client meetings, site visits and events around the country.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>Manage EW and client equipment needs. Manage volunteer/staffing process for all EW events including needs, job scope, resources, recruitment, assignments, pre-event training &amp; “Day of Event” Training and Management. Update and disburse written content for EW clients including but not limited to websites, brochures, email blasts, press releases, scripts and letters. Manage client social media outreach and platforms. Making appropriate Recruitment and Cultivation calls. Participate in staff meetings and appropriate client conference calls. Travel to client meetings, site visits and events around the country. Work under Project Manager and Senior Project Manager to manage “day to day” client project tasks from volunteer management to supply management to sponsor recruitment/follow up to customer service to event set up and implementation.</td>
<td>Bachelors 2</td>
<td></td>
</tr>
<tr>
<td>Project Administrator</td>
<td>Support all EW staff with their daily administrative responsibilities and administrative tasks for client projects. Supply packing for all clients including supply ordering when needed. Assist in all aspects of client events from set up to implementation to breakdown. Participate in staff meetings and appropriate client conference calls. Prepare signage for Events. Organize and pack all paperwork needed Day of Event. Responsible for two way radio assignment and distribution day of Event. Work with all volunteers Day of Event regarding assignments and training.</td>
<td>Bachelors 0</td>
<td></td>
</tr>
</tbody>
</table>