NCSIX

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

National Conference Services, Inc.
6811 Benjamin Franklin Drive, Suite 250
Columbia, MD 20146
(P) 443-561-2400 (F) 443-872-8658
https://www.ncsi.com/
Contract Administrator: John F Skipper, skipper@ncsi.com

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

Contract Number: 47QRAA22D0045

Period Covered by Contract: 01/03/2022 – 01/02/2027

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

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

Pricelist effective Mod #PA-0002 dated 01/04/2022.
CUSTOMER INFORMATION:

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541613</td>
<td>541613RC</td>
<td>Marketing Consulting Services</td>
</tr>
<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</td>
</tr>
</tbody>
</table>

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 page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. **Maximum Order:** For SINs 541613 and 561920 - $1,000,000  
   For SIN OLM - $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Domestic and Overseas

5. **Point of Production:** Columbia, MD

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** 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

10. **Time of Delivery:** Specified on Task Order

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination
12a. Ordering Address: 6811 Benjamin Franklin Drive, Suite 250
Columbia, MD 21046
(P) 443-561-2400 (F) 443-872-8658
events@ncsi.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on
Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Accounts Receivable
ATTN: Daniel A Deignan
PO Box 64466
Baltimore, MD 21264-4466
(P) 443-561-2356 (F) 410-872-8658
ar@ncsi.com


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: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
Not applicable

22b. Contact National Conference Services, Inc. for Section 508 compliance information. The EIT
standards can be found at: http://www.section508.gov. Not applicable

23. Unique Entity Identifier (UEI) Number: H481G6FKNYN3

24. National Conference Services, Inc. is registered in the System for Award Management (SAM)
database.
No-Cost Contract. NCSI can offer NO COST CONTRACTING services to the Government. NCSI may choose to provide all services as required by the task order at no cost to the Government. In this case, NCSI is entitled to keep all of the registration, exhibition, sponsorship and/or other fees collected as payment for performance under the task order and the Government's liability for payment of services under the task order is a fixed price of $0.00 "zero dollars."

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Pricing*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support**</td>
<td>$45.10</td>
</tr>
<tr>
<td>Event Coordinator</td>
<td>$83.23</td>
</tr>
<tr>
<td>Event Manager</td>
<td>$83.46</td>
</tr>
<tr>
<td>Executive Strategist</td>
<td>$322.30</td>
</tr>
<tr>
<td>Graphic Designer</td>
<td>$96.82</td>
</tr>
<tr>
<td>Marketing Specialist</td>
<td>$125.63</td>
</tr>
<tr>
<td>Operations Logistics Manager</td>
<td>$135.30</td>
</tr>
<tr>
<td>Project Lead</td>
<td>$122.10</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$114.65</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$138.00</td>
</tr>
<tr>
<td>Web Designer</td>
<td>$87.40</td>
</tr>
</tbody>
</table>

*The Economic Price Adjustment (EPA) clause applicable is I-FSS-969(b)(2) The annual fixed escalation rate of 3% is effective on the anniversary date of the contract. Rate includes the 0.75% IFF.

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code-Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support</td>
<td>01020 - Administrative Assistant</td>
<td>WD-2015-4266</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**). SCLS Labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.
Administrative Support

**Functional Responsibilities:** Secure and prepare logistical information for distribution to participants; order supplies and ship meeting materials; provide administrative support to office co-workers; maintain files; produce and mail correspondence; coordinate courier services; monitor office supply cabinet; assist with preparation and submission of hotel rooming lists; produce client deliverables, such as name badge, mailing labels, lists of participants, and name tents; reproduce contents and assemble meeting notebooks for onsite distribution; receive telephone, written, and email requests for technical assistance; assist with the survey of potential meeting sites; distribute logistical fact sheets to participants; conduct data entry; maintain and sort participant registration databases and conduct mail merges, using specified computer software, ensuring a minimum 99% accuracy rate of all data entered; answer and route incoming telephone calls; sort and distribute all incoming mail; assist with the set up and removal of any displays or materials; conduct quality control review of all work; operate office equipment; perform administrative duties and provide logistics support for conferences and meetings; perform all other duties as assigned.

**Minimum Experience:** 1 year

**Minimum Education:** High School

Event Coordinator

**Functional Responsibilities:** Works on a ground level to execute special events for clients, ensuring that all assets used are utilized safely, efficiently, and to clients’ standards. Provides marketing support to technical and management level personnel. Coordinates exhibits, related security and trade show layout. Develops advance materials for marketing, registration, program guides, name badges and other required materials as directed. Produces reports, press releases, display ads, presentations, and correspondence. Ensures that all activities are going smoothly, and running efficiently.

**Minimum Experience:** 1 year

**Minimum Education:** Bachelors Degree

Event Manager

**Functional Responsibilities:** Logistic planning (event and facility point-of-contact, catering functions, meeting requirements and layouts, etc.), oversee the design/publishing/printing of event agenda/program guide, develop and produce audio advertising, oversee registration preparation, advertising/promotional campaigns, handling phone inquiries, meetings/telephone correspondence with sponsors/clients, progress updates, oversee printing of promotional campaign materials, post-event follow-up, event set-up, on-site event management. An event manager may review invoices, assist to coordinate website developments and updates, handle logistical planning (catering, directions, on-site visits, etc.), and prepare registration materials and premiums under supervision of senior event manager or project manager.
Minimum Experience: 1 year
Minimum Education: Bachelors Degree

**Executive Strategist**

**Functional Responsibilities:** Conducts monthly meetings with the project team and ensure quality control for all deliverables. Ensures the completion of contractual and programmatic requirements. Provides strategic input and counsel to the client. Empowers program managers, leverages corporate resources, and takes action to ensure successful task performance and project advancement.

Minimum Experience: 15 years
Minimum Education: Bachelors Degree

**Graphic Designer**

**Functional Responsibilities:** A Graphic Designer is a highly skilled individual and is responsible for designing printed materials to include graphics, logos, advertisements, brochures, marketing and promotional material, etc. The graphic designer works closely with the project manager in order to produce information that promotes the intended message or image.

Minimum Experience: 3 years
Minimum Education: Bachelors Degree

**Marketing Specialist**

**Functional Responsibilities:** Responsible for coordinating department wide development and implementation of a comprehensive marketing plan and marketing budget. Coordinates the department or program, advertising with all appropriate media for all daily activities and special events. Create and implement a comprehensive marketing campaign for departments and programs. Conduct market research in the form of surveys, focus groups, and market meetings for the development of marketing strategies, new service programs and customer service evaluation. Coordinates the design, layout, printing, and distribution of season program brochures.

Minimum Experience: 3 years
Minimum Education: Bachelors Degree

**Operations Logistics Manager**

**Functional Responsibilities:** Assists with the logistical aspects of meetings, conferences, and special events. Also assists with videoconferences, focus group meetings, field tests, and webcasts.
- Contribute to the marketing efforts –direct mail, radio, press, e-mail and other channels to effectively communicate message.
- Contribute to the preparation of invitations
- Contribute to the maintenance of participant or applicant database
- Field questions about registration and meeting agenda
- Research travel arrangements for meeting planners
• Track registration fees and payments
• Send and collect reimbursement forms of meeting participants
• Check honoraria and keeps list of payments
• Contribute to the preparation, reproduction, and distribution of conference materials
• Research information about possible room setup, audiovisual equipment, and other on-site meeting needs
• Assist meeting planners on-site work including telephone, fax, transportation and related requests from participants
• Assist meeting planners in arrangements for video conferences, Web casts, focus groups, and field tests
• Good oral and telephone skills

Minimum Experience: 2 years
Minimum Education: Bachelors Degree

**Project Lead**

**Functional Responsibilities:** Develops overall project goals and project team structure for significant tasks. Assists with the development of marketing plan to communicate message. Leads interdisciplinary teams with responsibility for project performance. Ensures all tasks under assigned contracts are completed on schedule. Provides administrative and technical direction to personnel.

Minimum Experience: 2 years
Minimum Education: Bachelors Degree

**Project Manager**

**Functional Responsibilities:** A Project Manager has 3-7 years of experience in the event management industry, with increasing levels of responsibility. A project manager prepares a performance timeline outlining requirements and assuring compliance, assigns personnel, and develops logistical plans. A project manager negotiates subcontracts, compile post-performance information, and prepare budget-impact analysis.

Minimum Experience: 3 years
Minimum Education: Bachelors Degree

**Senior Project Manager**

**Functional Responsibilities:** Manages multiple projects and project managers and develops the strategic marketing plan. Serves as overall lead or director on complex projects and multiple agencies. The Senior Project Manager is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively, efficiently, and on time. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Minimum Experience: 3 years
Minimum Education: Bachelors Degree
Web Designer

Functional Responsibilities: Design, development, testing, deployment, and maintenance of web or web applications.

Minimum Experience: 3 years
Minimum Education: Bachelors Degree

Degree/Experience Equivalency*

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>Associate degree +2 years relevant experience, or 4 years relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelor's +2 years relevant experience, or Associate’s + 4 years relevant experience</td>
</tr>
</tbody>
</table>

*Successful completion of higher education that has not yet resulted in a degree may be counted as 1-for-1 years of experience for each