Miami Environmental & Energy Solutions, LLC

1950 Roland Clarke Place, Suite 210D
Reston, VA 20191

Phone: 571-323-5650
Fax: 571-323-2102
Web Address: http://mees.mn-e.com/

Contact for Contract Administration:
Kendra K. Bowes, Managing Director
kking@mn-e.com

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
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MEES is wholly owned by the federally recognized Miami Tribe of Oklahoma, and is a Small Business Administration certified Tribal 8(a) business, and a Small Disadvantaged Business. As a Tribal 8(a), MEES has the capability to work with federal customers in creating responsive, comprehensive, and fast solutions to mission requirements. MEES is eligible for nonprotestable sole source awards.

MEES is pleased to offer event management, including green events, marketing, media services, photography, and graphic design under the Federal Supply Schedule Contract The Multiple Award Schedule (MAS).

GSA/MAS is an easy to use task order contract that allows Federal clients optimal access to prequalified contractors. This catalog describes our services available through GSA MAS, provides the information needed for ordering services, and verifying pricing.

MEES is a full service event, conference and convention planning company. We are a team of certified and qualified professionals with nationwide meeting planning experience. MEES is confident in its ability to provide superior support for meeting planning and logistics services contracts based on our past excellent performance and familiarity working with federal meetings.

MEES provides services including training and technical assistance, event management, tribal consultations, and communications and outreach support. MEES staff brings past performance as former NAMS staff in the areas of consultation, cultural communications, facilitation, meetings and conference management, exhibit management, workshops, webcasting, webinars, meeting and training materials development, 508 compliant, reports to Congress, conference report summaries and verbatim transcripts, graphical design and support, and website design and content management. MEES has a network of part-time employees and subject matter expert consultants nationwide.

The MEES team has extensive experience in planning events of all sizes and duration from small committee meetings to a 20,000 person association conference. MEES’s staff holds certifications such as Certified Meeting Professional (CMP), Certified Virtual Meeting Planner (CVP), and Project Management Professional (PMP). MEES staff provides a full-spectrum of services to its clients from planning stages through reporting including: venue search and contract negotiation; agenda development; identification and invitation of compelling speakers and experts; fulfillment of special needs requirements; provision of technical writers; advertisement and promotion of events; development of promotional materials; innovative graphic design; arrangement of logistics, including audio visual production, food/beverage and exhibit hall management; development of conference websites with online registration; travel arrangements; toll-free help line; electronic evaluation forms and summary reports; on-site support; and review and reconciliation of invoices.

MEES is a tribally-owned, 8(a) certified, Small Disadvantaged Business with its headquarters in Reston, Virginia. MEES was founded in 2014 and became populated with staff from a sister company, Native American Management Services, Inc. (NAMS) in 2017. MEES is owned by Miami Nation Enterprises, a political economic subdivision of the federally recognized Miami Tribe of Oklahoma.
1a. Table of Awarded Special Item Numbers (SINs):
- OLM/RC - Order-Level Materials
- 541810/RC - Advertising Services
- 541810ODC/RC - Other Direct Costs for Marketing and Public Relations Services
- 541820/RC - Public Relations Services
- 541511/RC - Web Based Marketing
- 541910/RC - Marketing Research and Analysis
- 541613/RC - Marketing Consulting Services
- 512110/RC - Video/Film Production
- 541850/RC - Exhibit Design and Advertising Services
- 561920/RC - Conference, Meeting, Event, and Trade Show Planning Services
- 541922/RC - Commercial Photography Services
- 541430/RC - Graphic Design Services

1b. Identification of the lowest priced model number and lowest unit price for each SIN:
- See Exhibit A - Labor Category Rates
- See Exhibit C - Other Direct Cost

1c. Description of All Labor Categories:
- See Exhibit B - Descriptions

2. Maximum order:
- OLM/OLMRC: $250,000
- 541810/RC: $1,000,000
- 541810ODC/RC: $1,000,000
- 541820/RC: $1,000,000
- 541511/RC: $1,000,000
- 541613/RC: $1,000,000
- 512110/RC: $1,000,000
- 541850/RC: $1,000,000
- 561920/RC: $1,000,000
- 541922/RC: $250,000
- 541430/RC: $1,000,000

Contact Contractor for Orders above this amount

3. Minimum order:
$100.00

4. Geographic coverage (delivery area):
50 United States, Washington DC, USA Territories, and to a CONUS Consolidation point for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country):
Miami Environmental & Energy Solutions, LLC
1950 Roland Clarke Place, Suite 210D
Reston, VA 20191

6. Discount from list prices or statement of net price:
Prices are listed as GSA Net. Discount deducted and IFF included.

7. Quantity Discounts:
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 (list items by country of origin):
Not Applicable

10a. Time of Delivery: (Contractor insert number of days.)
To Be Determined at the Task Order level

10b. Expedited Delivery:
To Be Determined at the Task Order level

10c. Overnight and 2-day delivery:
To Be Determined at the Task Order level

10d. Urgent Requirements:
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering activity, and order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. point(s):
Destination

12a. Ordering address(es):
Miami Environmental & Energy Solutions, LLC
1950 Roland Clarke Place, Suite 210D
Reston, VA 20191
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(es).
Miami Environmental & Energy Solutions, LLC
1950 Roland Clarke Place, Suite 210D
Reston, VA 20191

14. Warranty provision:
Not Applicable

15. Export packing charges, if applicable:
Not Applicable

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 applicable).
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 EIT: Not Applicable

23. Unique Entity Identifier (UEI) Number:
EQVNLSP8CLA4

24. Notification regarding registration in System for Award Management (SAM) database.
Contractor has an Active Registration in the SAM database.
## Exhibit A: Labor Category Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Location</th>
<th>Year 1 Net Rate</th>
<th>Year 2 Net Rate</th>
<th>Year 3 Net Rate</th>
<th>Year 4 Net Rate</th>
<th>Year 5 Net Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td>Both</td>
<td>$193.43</td>
<td>$198.65</td>
<td>$204.01</td>
<td>$209.52</td>
<td>$215.17</td>
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<tr>
<td>Project Director I</td>
<td>Both</td>
<td>$102.10</td>
<td>$104.86</td>
<td>$107.69</td>
<td>$110.60</td>
<td>$113.58</td>
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<tr>
<td>Conference Management</td>
<td>Director</td>
<td>$116.82</td>
<td>$119.97</td>
<td>$123.20</td>
<td>$126.53</td>
<td>$129.94</td>
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<td>Senior Project Manager</td>
<td>Both</td>
<td>$104.73</td>
<td>$107.56</td>
<td>$110.46</td>
<td>$113.44</td>
<td>$116.50</td>
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<tr>
<td>Project Manager</td>
<td>Both</td>
<td>$102.13</td>
<td>$104.89</td>
<td>$107.72</td>
<td>$110.63</td>
<td>$113.61</td>
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<tr>
<td>Project Manager I</td>
<td>Both</td>
<td>$91.41</td>
<td>$93.87</td>
<td>$96.41</td>
<td>$99.01</td>
<td>$101.68</td>
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<td>Project Coordinator</td>
<td>Both</td>
<td>$71.42</td>
<td>$73.34</td>
<td>$75.32</td>
<td>$77.36</td>
<td>$79.45</td>
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<tr>
<td>Senior Conference Coordinator</td>
<td>Both</td>
<td>$98.50</td>
<td>$101.16</td>
<td>$103.89</td>
<td>$106.69</td>
<td>$109.57</td>
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<td>Conference Coordinator</td>
<td>Both</td>
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<td>$64.56</td>
<td>$66.31</td>
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<td>$69.93</td>
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<tr>
<td>Conference Coordinator I</td>
<td>Both</td>
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<td>$50.26</td>
<td>$51.62</td>
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<td>Conference Resource Specialist</td>
<td>Both</td>
<td>$68.71</td>
<td>$70.56</td>
<td>$72.46</td>
<td>$74.42</td>
<td>$76.42</td>
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<tr>
<td>Administrative Assistant</td>
<td>Both</td>
<td>$52.03</td>
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<td>$54.87</td>
<td>$56.35</td>
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<td>Administrative Assistant I</td>
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<td>Project Assistant</td>
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<tr>
<td>Project Assistant I</td>
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<td>Graphics Designer</td>
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<td>Graphic Artist (MMS)</td>
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<td>Web Content Specialist</td>
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<td>$95.91</td>
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<td>$103.89</td>
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<tr>
<td>Web Developer</td>
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<td>$102.59</td>
<td>$105.36</td>
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<td>Senior Statistical Analyst</td>
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<td>$133.55</td>
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<td>Statistical Analyst</td>
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<td>$102.75</td>
<td>$105.52</td>
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<td>$111.29</td>
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<tr>
<td>Sr. Policy Analyst</td>
<td>Both</td>
<td>$66.71</td>
<td>$68.51</td>
<td>$70.37</td>
<td>$72.27</td>
<td>$74.23</td>
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<tr>
<td>Sr. Technical Writer/Editor</td>
<td>Both</td>
<td>$100.05</td>
<td>$102.75</td>
<td>$105.52</td>
<td>$108.37</td>
<td>$111.29</td>
</tr>
<tr>
<td>Technical Writer/Editor</td>
<td>Both</td>
<td>$86.71</td>
<td>$89.05</td>
<td>$91.46</td>
<td>$93.92</td>
<td>$96.46</td>
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<tr>
<td>Director - Video/Film</td>
<td>Both</td>
<td>$112.48</td>
<td>$115.52</td>
<td>$118.64</td>
<td>$121.84</td>
<td>$125.14</td>
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<td>Assistant Director - Video/Film</td>
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<td>$97.33</td>
<td>$99.96</td>
<td>$102.66</td>
<td>$105.43</td>
<td>$108.28</td>
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<td>Creative Director</td>
<td>Both</td>
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<td>$93.30</td>
<td>$95.82</td>
<td>$98.41</td>
<td>$101.07</td>
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<td>Producer - Video/Film</td>
<td>Both</td>
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<td>$90.10</td>
<td>$92.52</td>
<td>$95.02</td>
<td>$97.59</td>
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<tr>
<td>Video/Film Writer</td>
<td>Both</td>
<td>$87.73</td>
<td>$90.10</td>
<td>$92.52</td>
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<td>$97.59</td>
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<tr>
<td>Senior Non-Linear Editor</td>
<td>Both</td>
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<td>$90.10</td>
<td>$92.52</td>
<td>$95.02</td>
<td>$97.59</td>
</tr>
<tr>
<td>Sr. Research Analyst</td>
<td>Both</td>
<td>$100.05</td>
<td>$102.75</td>
<td>$105.52</td>
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<td>$111.29</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Location</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
</tr>
<tr>
<td>--------------------------------</td>
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<tr>
<td></td>
<td></td>
<td>Net Rate</td>
<td>Net Rate</td>
<td>Net Rate</td>
<td>Net Rate</td>
<td>Net Rate</td>
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<tr>
<td>Research Analyst</td>
<td>Both</td>
<td>$86.71</td>
<td>$89.05</td>
<td>$91.46</td>
<td>$93.92</td>
<td>$96.46</td>
</tr>
<tr>
<td>Sr. Documentation Specialist</td>
<td>Both</td>
<td>$93.39</td>
<td>$95.91</td>
<td>$98.50</td>
<td>$101.16</td>
<td>$103.89</td>
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<td>Documentation Specialist</td>
<td>Both</td>
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<td>$70.37</td>
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<td>$74.23</td>
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<tr>
<td>Imaging Specialist</td>
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<td>$89.05</td>
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<td>$93.92</td>
<td>$96.46</td>
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<tr>
<td>Voice Over Artist/Narrator</td>
<td>Both</td>
<td>$97.33</td>
<td>$99.96</td>
<td>$102.66</td>
<td>$105.43</td>
<td>$108.28</td>
</tr>
<tr>
<td>Social Media Specialist</td>
<td>Both</td>
<td>$69.09</td>
<td>$70.95</td>
<td>$72.87</td>
<td>$74.83</td>
<td>$76.86</td>
</tr>
</tbody>
</table>

**SCLS Matrix**

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Services</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Resource Specialist</td>
<td>01531 - Travel Clerk I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>01312 - Secretary II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>01311 - Secretary I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Project Assistant I</td>
<td>13011 - Exhibits Specialist I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Documentation Specialist</td>
<td>01070 - Document Preparation Clerk</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Imaging Specialist</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).
Exhibit B: Labor Category Descriptions

PROJECT DIRECTOR

Functional Responsibility: Provides oversight on complex projects and multiple agency contracts. Directs all projects and tasks assigned. Identifies staffing needs and provides staff supervision. Develops standard operating procedures and implements quality control standards and sees that they are met. Maintains oversight and ultimate responsibility for proposals and presentations. Prepares and monitors project budgets and ensures that client needs are met.

Education: MA/MS desired; BA/BS required

Experience: 8 or more years relevant experience

PROJECT DIRECTOR I

Functional Responsibility: Provides oversight on complex projects and multiple agency contracts. Directs all projects and tasks assigned. Identifies staffing needs and provides staff supervision. Develops standard operating procedures and implements quality control standards and sees that they are met. Maintains oversight and ultimate responsibility for proposals and presentations. Prepares and monitors project budgets and ensures that client needs are met.

Education: BA/BS required

Experience: 6 or more years relevant experience

CONFERENCE MANAGEMENT DIRECTOR

Functional Responsibility: Provides oversight on conference management projects. Serves as a lead on complex projects and multiple agency contracts and serves as the principle liaison between the contractors and multiple government agencies. The CMD is responsible for ensuring that all tasking associated with a Government funded program or project is completed effectively and efficiently, on time and within budget. Coordinates manpower and resources for conference projects. Assures quality control programs are in place and consistent on all projects assigned.

Education: BA/BS required

Experience: 7 or more years relevant experience

SENIOR PROJECT MANAGER

Functional Responsibility: Manages multiple projects and project managers. Serves as the overall lead or director on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Senior Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired; BA/BS required

Experience: 8 or more years relevant experience

PROJECT MANAGER

Functional Responsibility: Serves as a lead on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.
**Education**: MA/MS desired; BA/BS required

**Experience**: 3 or more years relevant experience

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**PROJECT MANAGER 1**

**Functional Responsibility**: Works on complex projects and multiple agency contracts and may serve as the liaison between the contractor and multiple government agencies. The Project Manager I is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

**Education**: MA/MS desired; BA/BS required

**Experience**: 1 or more years relevant experience

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**PROJECT COORDINATOR**

**Functional Responsibility**: Provides overall direction and supervision for project and contract. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Prepares and delivers status reports to the client and serves as the primary point of contact. Assures quality control programs are in place and consistent on all programs assigned. Prepares and maintains the project schedule and budget.

**Education**: BA/BS required

**Experience**: Minimum experience of 3 years professional work experience

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**SENIOR CONFERENCE COORDINATOR**

**Functional Responsibility**: Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with clients to assess needs. Identifies site selection and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

**Education**: BA/BS required

**Experience**: 5 or more years relevant experience

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**CONFERENCE COORDINATOR**

**Functional Responsibility**: Plans and oversees meetings of all sizes and complexities. Under direct supervision of the Project Manager, interacts directly with clients to assess needs. Identifies site selection and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

**Education**: BA/BS required

**Experience**: 2 or more years relevant experience

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**CONFERENCE COORDINATOR I**

**Functional Responsibility**: Plans and oversees meetings of all sizes and complexities. Under the direct supervision of the Project Manager, interacts directly with the clients to assess needs. Identifies site selections and criteria. Researches and recommends site selection information. Coordinates exhibits, related security and trade show layout. Develops advance information brochures, registration...
materials, name badges and final program layout. Determines time lines, work plans, budgets, and oversight of quality control on products.

**Education**: BA/BS Required  
**Experience**: Minimum experience 1 year of relevant experience

**CONFERENCE RESOURCE SPECIALIST**

**Functional Responsibility**: Processes advance registrations, issues receipts, sends confirmation letters, maintains conference databases and addresses questions from attendees. Supports on-site meeting and registration services, editorial services, travel support and computer support. Acts as liaison with clients, associates and the general public.

**Education**: High school degree required  
**Experience**: 3 or more years relevant experience

**ADMINISTRATIVE ASSISTANT**

**Functional Responsibility**: In direct support of professional positions, conducts a variety of clerical and administrative activities. Maintains office files. Provides word processing, spread sheets and graphics as desired; other duties as assigned.

**Education**: High school degree  
**Experience**: 2 or more years relevant experience

**ADMINISTRATIVE ASSISTANT I**

**Functional Responsibility**: Performs simple and routine tasks under close supervision of a Project Manager and/or other team members for activities associated with contract and Task Order work performance. Assists with various office functions, as assigned, maintains office equipment, performs data entry, copies and distributes materials. In direct support of professional positions, conducts a variety of clerical and administrative activities.

**Education**: High School Diploma (or GED) required  
**Experience**: 1 or more years relevant experience

**PROJECT ASSISTANT**

**Functional Responsibility**: Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.

**Education**: BA/BS desired, HS required  
**Experience**: 1 or more years of relevant experience

**PROJECT ASSISTANT I**

**Functional Responsibility**: Provides daily administrative and project support to the Project Supervisors. Maintains communication with the Project Supervisors regarding the status of all assigned tasks.

**Education**: High School Diploma required  
**Experience**: 1 year relevant experience

**GRAPHIC DESIGNER**
**Functional Responsibility:** Provides graphic design, illustration, and digital image manipulations and multimedia presentations. Produces the highest quality documents, web pages, briefings, videos, conference materials and conceptual art. Coordinates design projects and has excellent communication and organizational skills.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

---

**GRAPHIC ARTIST (MMS)**

**Functional Responsibility:** Prepares art and graphic design/illustration projects. Conceptualizes designs and produces trade show booths and/or other types of exhibits and their accompanying materials. Designs graphic materials for project presentations.

**Education:** Associates or formal training in Graphic Design or acknowledged mastery and recognition as a professional artist.

**Experience:** 5 or more years relevant experience

---

**WEB CONTENT SPECIALIST**

**Functional Responsibility:** Prepares text materials in a web-enabled structure and format to facilitate meaningful replication of data, text, or graphics into a web page.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

---

**WEB DEVELOPER**

**Functional Responsibility:** Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 508-compliant web applications for relational database and/or data retrieval systems.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

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**SENIOR STATISTICAL ANALYST**

**Functional Responsibility:** Collects, classifies and analyzes quantified and statistical data in projects and special studies. Develops study plans, determines data needs, and statistical techniques to be applied, and prepares reports and studies.

**Education:** Master’s degree in finance or related field

**Experience:** 8 or more years relevant experience

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**STATISTICAL ANALYST**

**Functional Responsibility:** Assists with design implementation and management of studies. Will assist with the assembling and managing data sets, processing and analyzing surveys and data.

**Education:** BA/BS required

**Experience:** 4 or more years of relevant experience

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**SENIOR POLICY ANALYST**
**Customer Information**

Miami Environmental & Energy Solutions

**Functional Responsibility:** Position will include reviewing agency records, collecting and analyzing data, interviewing agency staff, researching laws, drafting policy alternatives, designing and executing program evaluations, management reviews, budget analyses and policy analyses.

**Education:** Master’s degree in business, economics, management, public administration or related fields

**Experience:** 8 or more years relevant experience

---

**SENIOR TECHNICAL WRITER/EDITOR**

**Functional Responsibility:** Provides high quality writing, editing and print management services. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires extensive experience in meeting a wide range of document and publication requirements. This includes research, analysis, writing, compilation, editing and coordination of production.

**Education:** BA/BS required

**Experience:** 3 or more years relevant experience

---

**TECHNICAL WRITER/EDITOR**

**Functional Responsibility:** Provides high quality writing, or editing. Writes a variety of technical articles, reports, brochures and/or manuals for documentation of a wide range of uses. Requires experience in meeting document and publication requirements.

**Education:** BA/BS required

**Experience:** 0 or more years experience

---

**DIRECTOR-VIDEO/FILM**

**Functional Responsibility:** Directs cast (trained or untrained actors) and production crew (cinematographers, sound recordists, graphic artists, set designers). Translates dramatic or technical scripts into storyboards. Directs live-to-air broadcast programs as well as field production of personal interviews, dramatic or documentary footage. Translates verbal ideas into visual concepts. Conducts rehearsal (including blocking and choreography of performers). Designs lighting and visual style of production. Supervises and designs all phases of post production, including musical scoring, editing, animation, and color correction. Analyzes script for dramatic focus, chronology, and dialog.

**Education:** BA required

**Experience:** 5 or more years relevant experience

---

**ASSISTANT DIRECTOR-VIDEO/FILM**

**Functional Responsibility:** Assists director in translation of the screenplay or script into final product. Creates schedules and master plan for production, choreographs complex cinematography and coordinates use of personnel and equipment on location or in-studio. Breaks down scripts into executable plan and insures continuity of scenes into edited master of program. Schedules crews and actors, makes daily financial reports. Make audio and visual script logs.

**Education:** BA required

**Experience:** 3 or more years relevant experience

---

**CREATIVE DIRECTOR**

**Functional Responsibility:** Translates client’s objectives and goals into written treatment or text, clarifying ideas and themes. Converts ideas of subject matter experts into proper visual interpretation.
Supervises writers assigned to the production or writes script if budget limits the size of the creative team. Understands and insures legal and copyright guidelines of materials used in production. Insures color and thematic continuity of titling, graphics, print and web material.

**Education**: BA required

**Experience**: 4 or more years relevant experience

---

**PRODUCER-VIDEO/FILM**

**Functional Responsibility**: Coordinates all phases of production with client, project manager and crew. Communicates all phases of production with client, project manager, facilities and crew. Formulates approval process and schedule. Analyzes demographic attributes of target audience of program. (May conduct focus group or market testing.) Estimates costs, prepares spread sheets, and designs contingency plans. Insures legal licensing requirements and copyrights of written or recorded material. Prepares legal releases of talent and key design personnel. Manages production schedule for all elements of project. Maintains thorough knowledge of industry standards, practices and innovation.

**Education**: BA required

**Experience**: 0 years required

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**VIDEO/FILM WRITER**

**Functional Responsibility**: Understands client’s objectives and goals and converts them into written scenes using dialog or actions. Has excellent command of writing skills and clear expression of ideas. Writes text for graphic designs and titles. Analyzes and understands unique demographics for program audience. Expert knowledge of journalism and print guidelines and grammatical standards in U.S.A. and U.K. Designs hyperwriting and weblinks (cyber-writing). Thorough knowledge of industry standards and practices when referencing historical or scientific material.

**Education**: MA Desired, BA required

**Experience**: 3 or more years relevant experience

---

**SENIOR NON-LINEAR EDITOR**

**Functional Responsibility**: Prepares draft or final form programming on non-linear editing systems such as AVID or Final Cut Pro. Creates graphics or animation using Photoshop or Adobe Aftereffects. Selects and edits music. Creates natural or ambient soundtracks as necessary. Familiar with wide ranging editing styles and techniques found in broadcast, dramatic and documentary programming. As necessary, shapes, condenses or refashions programming for different audiences.

**Education**: BA required

**Experience**: 0 or more years relevant experience

---

**SENIOR RESEARCH ANALYST**

**Functional Responsibility**: Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices. Directs or supervises projects.

**Education**: BA/BS and MA/MS or relevant certification such as Six Sigma. PhD or MBA highly desirable

**Experience**: 5 or more years relevant experience

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**RESEARCH ANALYST**
**Functional Responsibility**: Ability to capture, quantify, and analyze data. Ability to articulate business problems and their solutions and implementation. Provides management and organization for research projects and provides consultation to clients. Mastery of reporting and applicable best practices.

**Education**: BA/BS and relevant certification, MA/MS/MBA highly desirable

**Experience**: 3 or more years relevant experience

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**SENIOR DOCUMENTATION SPECIALIST**

**Functional Responsibility**: Ability to perform, plan, and organize on documentation and content management requirements. May lead teams, supervise staff, and be responsible for reporting

**Education**: BA/BS

**Experience**: 5 or more years relevant experience

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**DOCUMENTATION SPECIALIST**

**Functional Responsibility**: Ability to process and perform on documentation and content management requirements. Requires excellent organizational skills and cooperative skills.

**Education**: High school, specialized training desirable.

**Experience**: 2 or more years relevant experience

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**IMAGING SPECIALIST**

**Functional Responsibility**: Provides highly technical and specialized solutions to complex imaging issues. Performs analyses, studies, recommendations and reports on imaging related topics.

**Education**: High School, Specialized training desirable

**Experience**: 0 or more years relevant experience

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**VOICE OVER ARTIST/NARRATOR**

**Functional Responsibility**: Provide narration of commercial and independent films/media such as online workplace training courses; audio textbooks excerpts; recording for dial-in-newspaper service; recording/narration of text books and employee orientation videos.

**Education**: BA in relevant field of study

**Experience**: 2 or more years relevant experience

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**SOCIAL MEDIA SPECIALIST**

**Functional Responsibility**: Develops and maintains assigned deliverables which can include website, online community and social media designs and content, outreach and marketing materials and processes. Coordinates outreach efforts, provides expertise in the utilization of technology for communication and outreach, and trains other key personnel and consultants on technology implementation. Collaborates with staff and other contractors on the development and implementation of sustainability tools and marketing materials. Stays abreast of new technological opportunities for outreach.

**Education**: BA/BS required

**Experience**: 2 or more years relevant experience
### Exhibit C: Other Direct Costs

<table>
<thead>
<tr>
<th>Consultants</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant IV</td>
<td>182.23 hr.</td>
</tr>
<tr>
<td>Consultant III</td>
<td>170.01 hr.</td>
</tr>
<tr>
<td>Consultant II</td>
<td>145.73 hr.</td>
</tr>
<tr>
<td>Consultant I</td>
<td>91.08 hr.</td>
</tr>
<tr>
<td>Consultant</td>
<td>47.38 hr.</td>
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</table>

<table>
<thead>
<tr>
<th>Support Labor</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert (SME)</td>
<td>263.22 hr.</td>
</tr>
<tr>
<td>Keynote Speaker/Master of Ceremonies</td>
<td>10,528.97 ea.</td>
</tr>
<tr>
<td>Professional Reporter/per page</td>
<td>5.83 page.</td>
</tr>
<tr>
<td>Interpreting Service for the Deaf</td>
<td>2,721.74 ea.</td>
</tr>
<tr>
<td>Photo Services</td>
<td>2,737.53 ea.</td>
</tr>
<tr>
<td>Cultural/Ceremonial Performance</td>
<td>526.45 ea.</td>
</tr>
<tr>
<td>Program Speaker</td>
<td>5,264.48 Day</td>
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<tr>
<td>Honoraria Fee</td>
<td>1,684.63</td>
</tr>
<tr>
<td>Create 508 Compliance Document (PDF &amp; Word)</td>
<td>26.32 page.</td>
</tr>
<tr>
<td>Review, Edit, Create Word &amp; PDF files 508 Compliant</td>
<td>19.80 page.</td>
</tr>
<tr>
<td>Review, Edit and Make PowerPoint &amp; PDF files 508 Compliant</td>
<td>10.53 ea.</td>
</tr>
<tr>
<td>Transcriber per day Appearance Fee</td>
<td>263.22 Day</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Materials/Supplies</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5&quot;x11&quot;-24 Page Booklet, Saddle Stitched, Prints 4x4 Color Process with Bleeds on 80# Silk Text</td>
<td>9.71 ea.</td>
</tr>
<tr>
<td>Inside Page Ad</td>
<td>20,063.62 ea.</td>
</tr>
<tr>
<td>Design and Production of Conference Souvenir Book</td>
<td>23,479.60 ea.</td>
</tr>
<tr>
<td>Conference Brochures</td>
<td>6.45 ea.</td>
</tr>
<tr>
<td>Conference Program</td>
<td>8.49 ea.</td>
</tr>
<tr>
<td>8&quot;x16&quot; Black &amp; White Programs (65# White Paper)</td>
<td>1.45 ea.</td>
</tr>
<tr>
<td>Certificate</td>
<td>1.99 ea.</td>
</tr>
<tr>
<td>Training Certificate</td>
<td>1.32 ea.</td>
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<tr>
<td>Calendar</td>
<td>3.98 ea.</td>
</tr>
<tr>
<td>11&quot;x11.875&quot; Color Copy Cover (65# White Paper)</td>
<td>1.23 ea.</td>
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<tr>
<td>Color Copies</td>
<td>6.64 ea.</td>
</tr>
<tr>
<td>Set of white copies, 3 Hole Drilled</td>
<td>19.32 ea.</td>
</tr>
<tr>
<td>Set of blue copies, 3 Hole Drilled</td>
<td>2.52 ea.</td>
</tr>
<tr>
<td>In-house Copies</td>
<td>.06 ea.</td>
</tr>
<tr>
<td>Flyers Printing</td>
<td>3.69 ea.</td>
</tr>
<tr>
<td>Printing/Two Pocket Folders</td>
<td>2.43 ea.</td>
</tr>
<tr>
<td>Printing on 9&quot;x11&quot; EPA Cover + 5/8&quot; Spines</td>
<td>5.80 ea.</td>
</tr>
<tr>
<td>Printing on HNB Poster 3'x4' Laminated</td>
<td>319.50 ea.</td>
</tr>
<tr>
<td>Printing on 2/Color Poster 22&quot;x28&quot;</td>
<td>124.37 ea.</td>
</tr>
<tr>
<td>1 Sided Color Printing on 3HD Paper</td>
<td>0.73 ea.</td>
</tr>
<tr>
<td>Color Printing on 65# Parchment Cover, 8.5 x 11</td>
<td>3.95 ea.</td>
</tr>
<tr>
<td>Poster Printing 24&quot; x 36&quot;</td>
<td>9.48 sq. ft.</td>
</tr>
<tr>
<td>Bindery-Foam Core Mounting Only (No Lamination) (Poster/Large Format Prints)</td>
<td>26.32 sq. ft.</td>
</tr>
<tr>
<td>Brochure Printing-Full Color, 2 sided on #32 Bond Trifold 8.5 x 11</td>
<td>1.26 ea.</td>
</tr>
<tr>
<td>Materials/Supplies Continued</td>
<td>Price</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>B&amp;W Tabs Printing on 90# Index, 9 x 11, 3 Hole Drilled</td>
<td>0.68 ea.</td>
</tr>
<tr>
<td>Paper, 8”x11”, 3 Hole Punch, Per Case of 10 Reams</td>
<td>54.74 case</td>
</tr>
<tr>
<td>11”x17” Table Tents (65# White Paper)</td>
<td>2.86 ea.</td>
</tr>
<tr>
<td>8.5”x11” Site Maps (Bonds 20# White Paper)</td>
<td>.52 ea.</td>
</tr>
<tr>
<td>Binder, 1.5” Black Clear View</td>
<td>5.26 ea.</td>
</tr>
<tr>
<td>Binder, Flex View, 3 Ring, 1”</td>
<td>9.28 ea.</td>
</tr>
<tr>
<td>Binder, Flex View, 3 Ring, 5/8”</td>
<td>7.95 ea.</td>
</tr>
<tr>
<td>Tabs</td>
<td>1.98 ea.</td>
</tr>
<tr>
<td>Divider, 1-8, TOC, 6 Sets, Multi</td>
<td>16.57 ea.</td>
</tr>
<tr>
<td>Post Card, Two-Sided</td>
<td>1.74 ea.</td>
</tr>
<tr>
<td>Mailchimp Blast Email Credits/89.50 Per 5000 Credits</td>
<td>89.50 per 5000</td>
</tr>
<tr>
<td>Survey Monkey Online Survey Yearly Plan</td>
<td>209.53 per year</td>
</tr>
<tr>
<td>Survey Monkey Advanced Online Survey Yearly Plan</td>
<td>315.87 per year</td>
</tr>
<tr>
<td>Constant Contact Registration and Blast Email Monthly Plan</td>
<td>68.44 per month</td>
</tr>
<tr>
<td>Laminated Badges with Imprinted Names</td>
<td>1.37 ea.</td>
</tr>
<tr>
<td>Badge Set-up Charge</td>
<td>26.32 ea.</td>
</tr>
<tr>
<td>Badges/Blank</td>
<td>.38 ea.</td>
</tr>
<tr>
<td>30” Nickel Ball Chain</td>
<td>.34 ea.</td>
</tr>
<tr>
<td>CD Duplication</td>
<td>16.58 ea.</td>
</tr>
<tr>
<td>2’x6’ Double Laminated Banner</td>
<td>315.87 ea.</td>
</tr>
<tr>
<td>Banners</td>
<td>248.56 ea.</td>
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<tr>
<td>22”x28” Inkjet Theme Smart Signs w/Legal Smart Lens</td>
<td>100.03 ea.</td>
</tr>
<tr>
<td>22”x28” Inkjet Theme Smart Signs w/Legal Smart Lens/2</td>
<td>126.35 ea.</td>
</tr>
<tr>
<td>18”x18” Inkjet Theme Signs</td>
<td>52.64 ea.</td>
</tr>
<tr>
<td>'8-Way Directional Arrows</td>
<td>10.53 ea.</td>
</tr>
<tr>
<td>4”x24” Information Message Board Theme Sign</td>
<td>52.64 ea.</td>
</tr>
<tr>
<td>36”x89” Print on 10mil Reverse Print Lexan w/10mil White Backer</td>
<td>480.65 ea.</td>
</tr>
<tr>
<td>26”x89” Print on 10 mil Reverse Print Lexan w/10mil White Backer</td>
<td>353.98 ea.</td>
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<tr>
<td>Sets of Prints on 10mil Reverse Print Lexan w/10mil White Backer</td>
<td>815.99 ea.</td>
</tr>
<tr>
<td>Cotton Canvas Bag with 22” Handles and One Color Imprint, Snap Closure, 18”x14”x7” gusset</td>
<td>7.15 ea.</td>
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<tr>
<td>Photographic Reproduction on Canvas Bag</td>
<td>2.32 ea.</td>
</tr>
<tr>
<td>6” Curved Tabletop Display</td>
<td>626.47 ea.</td>
</tr>
<tr>
<td>Portable Displays, Floor/tabletop display</td>
<td>1,402.46 ea.</td>
</tr>
<tr>
<td>MagnaPop Portable Display, 8 ft.</td>
<td>1,521.44 ea.</td>
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<tr>
<td>14” Dia. Plastic Graphics Shipping Case</td>
<td>163.20 ea.</td>
</tr>
<tr>
<td>All Purpose Ivory Box Cutter</td>
<td>1.06 ea.</td>
</tr>
<tr>
<td>Maxwell Microcassette tape, 60-minute, Pack of 9</td>
<td>24.35 ea.</td>
</tr>
<tr>
<td>USA Made Mug-11 oz.</td>
<td>5.80 ea.</td>
</tr>
<tr>
<td>Set-Charge</td>
<td>49.75 ea.</td>
</tr>
<tr>
<td>USA Made Purple with Gray Trim Tote Bag</td>
<td>11.61 ea.</td>
</tr>
<tr>
<td>USB 1 GB Silver/Red Imprint</td>
<td>7.46 ea.</td>
</tr>
<tr>
<td>NIH SIDS Flip Chart</td>
<td>142.14 ea.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Postage/Delivery</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courier</td>
<td>306.32 ea.</td>
</tr>
<tr>
<td>FedEx Shipping</td>
<td>641.74 ea.</td>
</tr>
<tr>
<td>Freight (Economy Air)</td>
<td>1.36 lb.</td>
</tr>
</tbody>
</table>
### Facilities

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration Fee</td>
<td>1,051.84 ea.</td>
</tr>
<tr>
<td>General Session Room/Rental</td>
<td>6,455.31 day</td>
</tr>
<tr>
<td>Breakout Room/Rental</td>
<td>3,579.85 day</td>
</tr>
<tr>
<td>Ballroom Rental for Event</td>
<td>22,110.83 ea.</td>
</tr>
<tr>
<td>Meeting Room Rental</td>
<td>1,052.90 day</td>
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<tr>
<td>Room Rental</td>
<td>335.87 day</td>
</tr>
<tr>
<td>Room Shortfall incl. 14.5% sales tax</td>
<td>180.35 ea.</td>
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<tr>
<td>Re-Key Room/per Door</td>
<td>26.32 ea.</td>
</tr>
<tr>
<td>Event Charge per Person</td>
<td>68.44 ea.</td>
</tr>
<tr>
<td>Event Service Charge per Person</td>
<td>22.29 ea.</td>
</tr>
<tr>
<td>Labor Charge for Twenty-Five or Less incl. 10% Tax</td>
<td>86.86 hr.</td>
</tr>
<tr>
<td>8’x8’ Booth Rental</td>
<td>1,316.12 day</td>
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<tr>
<td>10’x10’ Booth Rental-Inline</td>
<td>3,685.14 day</td>
</tr>
<tr>
<td>10’x10’ Booth Rental-Corner</td>
<td>4,106.30 day</td>
</tr>
<tr>
<td>20’x20’ Booth Rental</td>
<td>16,425.19 day</td>
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<tr>
<td>20’x30’ Booth Rental</td>
<td>23,795.47 day</td>
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<tr>
<td>20’x40’ Booth Rental</td>
<td>30,955.16 day</td>
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<tr>
<td>Booth Furniture Package</td>
<td>297.26 day</td>
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<tr>
<td>Booth Carpet</td>
<td>8.78 sq. ft.</td>
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<tr>
<td>4’x8’ Posterboard Rental</td>
<td>3,053.40 ea.</td>
</tr>
<tr>
<td>Blk. Pipe and Drape per ft.</td>
<td>12.63 ft.</td>
</tr>
<tr>
<td>Continental Breakfast/per Person incl. 21% Gratuity and 10% Sales Tax</td>
<td>34.49 ea.</td>
</tr>
</tbody>
</table>

### Facilities Continued

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Coffee Break/Breakfast per Person incl. 20% Gratuity and 10% Sales Tax</td>
<td>58.85 ea.</td>
</tr>
<tr>
<td>Freshly Brewed Regular Coffee/per Gallon incl. 21% Gratuity and 10% Sales Tax</td>
<td>82.76 ea.</td>
</tr>
<tr>
<td>Freshly Brewed Decaffeinated Coffee/per Gallon incl. 21% Gratuity and 10% Sales Tax</td>
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</tr>
<tr>
<td>Open Lunch/per Person incl. 20% Gratuity and 10% Tax</td>
<td>53.38 ea.</td>
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<tr>
<td>Deli Buffet Lunch incl. 21% Gratuity and 10% Tax</td>
<td>55.17 ea.</td>
</tr>
<tr>
<td>Sandwich Wrap Lunch Buffet incl. 21% Gratuity and 10% Sales Tax</td>
<td>55.17 ea.</td>
</tr>
<tr>
<td>Sandwich Lunch Buffet incl. 21% Gratuity and 10% Sales Tax</td>
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</tr>
<tr>
<td>Afternoon Break (Snacks) per Person incl. 21% Gratuity and 10% Tax</td>
<td>30.35 ea.</td>
</tr>
<tr>
<td>Regular and Diet Soft Drinks incl. 21% Gratuity and 10% Tax</td>
<td>6.21 ea.</td>
</tr>
<tr>
<td>Dinner per Person incl. 20% Gratuity and 10% Tax</td>
<td>57.49 ea.</td>
</tr>
<tr>
<td>Dinner Carving Station incl. 10 Tax</td>
<td>387.99 ea.</td>
</tr>
<tr>
<td>Fresh Garden Vegetable Crudite/per Person incl. 10% Tax</td>
<td>11.01 ea.</td>
</tr>
<tr>
<td>Reception per Person incl. 20% Gratuity and 10% Tax</td>
<td>50.92 ea.</td>
</tr>
<tr>
<td>Bartender incl. 10% Tax</td>
<td>144.77 hr.</td>
</tr>
<tr>
<td>Cashier incl. 10% Tax</td>
<td>115.82 hr.</td>
</tr>
<tr>
<td>Uniformed Chef Attendant for Carving Station include 10% Tax</td>
<td>144.77 hr.</td>
</tr>
<tr>
<td>Coat Check per person incl. 5.75% Tax</td>
<td>1.68 ea.</td>
</tr>
<tr>
<td>Flowers per Table incl. 5.75% Tax</td>
<td>66.81 ea.</td>
</tr>
</tbody>
</table>

### A/V Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual Technician Operator, per Day</td>
<td>926.55 ea.</td>
</tr>
<tr>
<td>Audio Technician</td>
<td>52.65 hr.</td>
</tr>
<tr>
<td>Equipment Description</td>
<td>Price</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Network Technician-Configuration/Removal, per Day</td>
<td>289.55 ea.</td>
</tr>
<tr>
<td>Pre-test AV Equipment/Daily</td>
<td>473.80 ea.</td>
</tr>
<tr>
<td>Data Support Package-tripod, per Day</td>
<td>210.58 ea.</td>
</tr>
<tr>
<td>Sound Package/Audio Speaker &amp; Stand, per day</td>
<td>315.87 ea.</td>
</tr>
<tr>
<td>Audio Mixer, 6 Microphone-4 Stereo, per day</td>
<td>184.26 ea.</td>
</tr>
<tr>
<td>Staff Office Computer with Extension Cords</td>
<td>1,232.75 ea.</td>
</tr>
<tr>
<td>BC45 Wireless Computer Mouse</td>
<td>68.44 ea.</td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>289.55 ea.</td>
</tr>
<tr>
<td>Standard Overhead Projector</td>
<td>100.03 ea.</td>
</tr>
<tr>
<td>Standard 35mm Projector</td>
<td>100.03 ea.</td>
</tr>
<tr>
<td>LCD Projector</td>
<td>737.03 ea.</td>
</tr>
<tr>
<td>VGA 50' Cable/per Day incl. 6% Sales Tax</td>
<td>39.21 ea.</td>
</tr>
<tr>
<td>Wireless 35mm Remote</td>
<td>36.85 ea.</td>
</tr>
<tr>
<td>Printer Rental per Day incl. 6% Sales Tax</td>
<td>140.02 ea.</td>
</tr>
<tr>
<td>HP Printer 4250 Laserjet Printer B/W, per Day</td>
<td>184.26 ea.</td>
</tr>
<tr>
<td>Color Printer</td>
<td>368.51 ea.</td>
</tr>
<tr>
<td>High Volume Copier per day Rental incl. 6% Sales Tax</td>
<td>588.05 ea.</td>
</tr>
<tr>
<td>Fax/Modem w/Direct Dial per Day/Line Plus Cost of Calls</td>
<td>194.79 ea.</td>
</tr>
<tr>
<td>VF85 Sony DSC 1024HD Scan Converter/per Day</td>
<td>368.51 ea.</td>
</tr>
<tr>
<td>Hard Disc CD Recorder, per Day</td>
<td>84.23 ea.</td>
</tr>
<tr>
<td>Internet per Room</td>
<td>684.38 ea.</td>
</tr>
<tr>
<td>50&quot; Plasma Display</td>
<td>2,566.44 ea.</td>
</tr>
<tr>
<td>VCR</td>
<td>89.50 ea.</td>
</tr>
<tr>
<td>VHS Player/Recorder</td>
<td>89.49 ea.</td>
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<tr>
<td>Pad/Markers</td>
<td>42.11 ea.</td>
</tr>
<tr>
<td>Wireless UHF Lavalier Transmitter</td>
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<tr>
<td>Dynamic Microphone</td>
<td>42.11 ea.</td>
</tr>
<tr>
<td>Table Top Mic</td>
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<tr>
<td>Microphone Desk Stand</td>
<td>42.11 ea.</td>
</tr>
<tr>
<td>Microphone Floor Stand</td>
<td>42.11 ea.</td>
</tr>
<tr>
<td>Podium w/Mic</td>
<td>194.79 ea.</td>
</tr>
<tr>
<td>Podium Light Kit 2-Pack incl. 6% Sales Tax</td>
<td>140.02 ea.</td>
</tr>
<tr>
<td>Six Channel Mixing Console</td>
<td>52.65 ea.</td>
</tr>
<tr>
<td>Eight Channel Mixing Console</td>
<td>105.29 ea.</td>
</tr>
<tr>
<td>Powered Speaker</td>
<td>100.03 ea.</td>
</tr>
<tr>
<td>10.5&quot;x14&quot; MW Screen Surface</td>
<td>200.05 ea.</td>
</tr>
<tr>
<td>10&quot;x10&quot; MW Screen Surface</td>
<td>200.05 ea.</td>
</tr>
<tr>
<td>8’ Tripod Screen per Day incl. 6% Sales Tax</td>
<td>61.60 ea.</td>
</tr>
<tr>
<td>Flipchart Easel/per Day incl. 6% Sales Tax</td>
<td>61.60 ea.</td>
</tr>
<tr>
<td>Executive Laser Pointer</td>
<td>52.64 ea.</td>
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<tr>
<td>8”x12” Zoom Lens</td>
<td>36.85 ea.</td>
</tr>
<tr>
<td>Two Way Radio</td>
<td>47.38 ea.</td>
</tr>
<tr>
<td>Motorola P1225 UHF 16 Channel radio</td>
<td>52.64 ea.</td>
</tr>
<tr>
<td>Multi Outlet Power Strip w/Surge Protection</td>
<td>52.64 ea.</td>
</tr>
</tbody>
</table>