

# RBY EVENT PLANNING, LLC

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

### **The Professional Services Schedule (PSS)**

#### **Federal Supply Group: 00CORP**

**SIN 541-4D/541-4D RC - Conference, Events and Tradeshow Planning Services**

**SIN541-1000/541-1000 RC - Other Direct Costs**

### **RBY EVENT PLANNING, LLC**

**8025 Hillsborough Road**

**Ellicott City, MD 21043**

**Telephone: 410-461-4668**

**Fax: 702-922-2355**

**Website: <http://www.rbyeventplanning.com/>**

**Contract Administrator: Robyn Yakaitis**

**Email: [robyn@rbyeventplanning.com](mailto:robyn@rbyeventplanning.com)**

**Contract Number: GS00F180DA**

**Contract Period: June 7, 2016 through June 6, 2021**

A small, disadvantaged, woman-owned business

For more information on ordering from Federal Supply Schedules click on the FSS schedules button at [fss.gsa.gov](http://fss.gsa.gov).

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## **CUSTOMER INFORMATION:**

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

SIN(s) 541-4D / 541-4D RC - Conference, Events and Tradeshow Planning Services

SIN(s) 541-1000 / 541-1000 RC - Other Direct Costs

**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. See GSA Pricing on Page 5.**

**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. See Labor Category/Service Descriptions, beginning on Page 6.**

**2. Maximum Order:** \$1,000,000

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic

**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).

**7. Quantity discounts:** None

**8. Prompt payment terms:** Net 30 days

**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:** Yes

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10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** On a Task Order basis.
- 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: N/A
- 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):** 8025 Hillsborough Road, Ellicott City, MD 21043
- 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):** 8025 Hillsborough Road, Ellicott City, MD 21043
15. **Warranty provision:** 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):** Refer to 9a and 9b
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A

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- 21. **List of service and distribution points:** N/A
- 22. **List of participating dealers:** N/A
- 23. **Preventive maintenance:** N/A
- 24a. **Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services:** N/A
- 25. **Data Universal Numbering System (DUNS) number:** 024892738
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**27. Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

SCA Eligible Labor Category/Service**	SCA Equivalent Code & Title	Applicable Wage Determination
Administrative Assistant	01020 - Administrative Assistant	WD 05-2247 (Rev.-18)
Offeror has read and acknowledges the requirements for Service Contract Act (SCA) pursuant to clauses 52.222-41, 52.222-42, 52.222-43, and 52.222-49, and further verifies that all prices offered for labor categories/services covered by the SCA meet or exceed the SCA wage determination base rates and fringe benefits for the areas included in the geographic scope of the contract under the contract (i.e., nationwide). Offeror further acknowledges that it is required to comply with applicable SCA wage determinations and fringe benefits regardless of the price proposed and awarded on any resultant Schedule contract.		

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## ***RBY Event Planning, LLC GSA Pricelist***

### ***SIN(s) 541-4D / 541-4D RC Conference, Events and Tradeshow Planning Services***

#### ***\*Hourly Rates***

<b>Labor Category/ Service</b>	<b>GSA Price 6/16 – 6/17</b>	<b>GSA Price 6/17 – 6/18</b>	<b>GSA Price 6/18 – 6/19</b>	<b>GSA Price 6/19 – 6/20</b>	<b>GSA Price 6/20 – 6/21</b>
Account/ Financial Manager	\$83.93	\$85.61	\$87.32	\$89.07	\$90.85
Administrative Assistant*	\$33.57	\$34.24	\$34.93	\$35.63	\$36.34
Jr Meeting/ Conference Coordinator	\$59.24	\$60.43	\$61.64	\$62.87	\$64.13
Jr Meeting/ Event Facilitator (On-site)	\$69.12	\$70.50	\$71.91	\$73.35	\$74.82
Senior Meeting/ Conference Manager	\$88.87	\$90.64	\$92.46	\$94.31	\$96.19
Senior Meeting/Event Planner (On-site)	\$98.74	\$100.72	\$102.73	\$104.78	\$106.88

### ***SIN(s) 541-1000 / 541-1000 RC Other Direct Costs***

<b>Support Product/ Labor (ODCs)</b>	<b>Unit of Issue</b>	<b>GSA Price</b>
Audio/Visual Equipment	Per Day	\$201.51
Banquet Food and Beverage	Per Person	\$100.76
Conference Speaker Phone	Per Day	\$196.47
Meeting Room	Per Day	\$302.27
Meeting Room Projector Package	Per Day	\$775.82
Power Strips	Each	\$125.94
Wireless Internet	Per Day	\$377.83

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## ***Labor Category/Service Descriptions***

### **Substitutions and Equivalency Tables**

RBY Event Planning, LLC recognizes that successful performance depends on having personnel with the right skills and experience. These skills are acquired through a proper mix of education and professional experience. We have found that skills required to support today's problems and tomorrow's challenges are not always supported by the traditional formal education and work experience combination. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price.

#### **Educational Equivalence:**

<b>Associate's Degree</b>	HS Diploma + 4 years relevant experience
<b>Bachelor's Degree</b>	Associate's degree + 4 years relevant experience
<b>Master's Degree</b>	Bachelor's degree + 4 years relevant experience

#### **\*SCA Eligible Labor Category**

##### **Account/Financial Manager**

**Functional Responsibility:** Provides leadership to account staff, and oversees all financial aspects of the projects. Works closely with meeting coordinator throughout event planning and implementation, scheduling and budgeting. Negotiates site contracts for meetings, and manages all logistics involved with conferences, briefings, receptions, events, webinars, trade show exhibits. Verifies and reconciles host hotel/venue and other vendor invoices. Interfaces with client and management to assure jobs are being performed satisfactorily; requisitions material required for job in a timely, cost-efficient manner; schedules and maintains adequate timelines for jobs; and owns the project executions process, which includes identifying deliverables, specifications and business rules, timelines, resource allocation, budgets, process documentation, and invoicing.

**Minimum Education:** Bachelor's degree

**Minimum/General Experience:** Eight years of direct experience in administration of conferences and trade shows. Competent to work at a high level for all phases required to implement a conference and/or trade show.

##### **\*Administrative Assistant**

**Functional Responsibility:** Possesses excellent organizational, communication, and interpersonal skills. Assists in assembly of conference and meeting materials. Needs to be detail oriented and analytical. Must be proficient with Microsoft Office package. Performs a variety of clerical duties with emphasis on providing secretarial support to one or more individuals.

**Minimum Education:** HS Diploma

**Minimum/General Experience:** Four years of relevant experience.

##### **Jr Meeting/ Conference Coordinator**

**Functional Responsibility:** Assists with planning and implementation for conferences and trade shows. Coordinates pre-trade show activities with exhibitors, and assists with details relating to exhibitor set-up and dismantling, security, and exhibit hall special events. Assists with conference management, monitoring catering and audio/visual specifications, speaker coordination, and vendor coordination.

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**Minimum Education:** Associate's degree

**Minimum/General Experience:** Four years of direct experience in administration of conferences and trade shows. Competent to work at a high level for all phases required to implement a conference and/or trade show.

## **Jr Meeting/ Event Facilitator (On-site)**

**Functional Responsibility:** Provide on-site support and conference management, including: registration, monitoring catering and audio/visual specifications, speaker and vendor coordination to ensure the designing and running of successful meetings.

**Minimum Education:** Associate's degree

**Minimum/General Experience:** Four years of direct experience in administration of conferences and trade shows. Competent to work at a high level for all phases required to implement a conference and/or trade show.

## **Senior Meeting/ Conference Manager**

**Functional Responsibility:** Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Arranges the details and logistics of meetings and conferences. Contacts hotels and other facilities to obtain meeting rooms and accommodations. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations.

**Minimum Education:** Bachelor's Degree

**Minimum/General Experience:** Eight years of direct experience in administration of conferences and trade shows. Competent to work at a high level for all phases required to implement a conference and/or trade show.

## **Senior Meeting/Event Planner (On-site)**

**Functional Responsibility:** Provide on-site support and conference management, monitoring catering and audio/visual specifications, speaker and vendor coordination to ensure the designing and running of successful meetings. Conducts client interviews, preplans, develops agendas, and facilitates meetings. Manages all tasks associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Negotiates contracts with hotels and facilities. Ensures that the facilities meet the specifications and obtains necessary supplies and refreshments. Attends conferences to resolve onsite problems in person. Tracks expenditures to ensure meeting/conference is done within budget. Reviews billing information from meeting locations, travel vouchers from speakers/consultants, and supervises the development of a meeting report, if required. Assists in the development of written materials and presentations.

**Minimum Education:** Bachelor's Degree

**Minimum/General Experience:** Eight years of direct experience in administration of conferences and trade shows. Competent to work at a high level for all phases required to implement a conference and/or trade show.