



GENERAL SERVICES ADMINISTRATION

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 are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Schedule No. 760-1 Books/Pamphlets

Schedule No. 760-2 Periodicals/Subscriptions Services

Schedule No. 760-3 Editorial, Publishing, and Media Services

Schedule title and FSC group, part, and section #76

FSC class(es). #76

Contract Number: GS-02F-0125V

Contract Period: June 03, 2009 - June 02, 2014

Contractor's Contact Information:

Protocol Publications, LLC

35 Beulah Road

Doylestown, PA 18901

Vicki@protocolpub.com

Office: 215-348-1818

Fax: 215-348-1812

Contractor's Internet Address/web site:

<http://www.protocolpub.com>

Business Size:

Small business and Woman Owned business

CUSTOMER INFORMATION

1a. Awarded special item numbers:

SIN 76-1 Books/Pamphlets

SIN 76-2 Periodicals/Subscriptions Services

SIN 76-3 Editorial, Publishing, and Library Media Services

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.

2. **Maximum Order:** \$1,000,000.
3. **Minimum Order:** \$100.
4. **Geographic Coverage:** 48 contiguous states including Alaska, Hawaii, Puerto Rico, Washington DC, and US territories
5. **Point of Production:** Not applicable
6. **Discount from list prices:** See price list
7. **Quantity Discounts:** Contact us for bulk quantity discounts.
8. **Prompt Payment Terms:** Net 30 Days
- 9a. **Government purchase cards are accepted at or below the micro-purchase threshold.** Yes. Contractor will allow use of the Government purchase cards at or below the micro-purchase threshold. Also participants in 
- 9b. **Government purchase cards are accepted above the micro-purchase threshold.** Yes. Contractor will allow use of the Government purchase cards above the micro-purchase threshold. Also participants in 
10. **Foreign Items:** N/A
- 11a. **Time of Delivery:**
 - SIN 760-1 - Shipment within 30 days of order, unless otherwise indicated
 - SIN 760-2 – Shipment within 30 days of order, unless otherwise indicated
 - SIN 760-3 – Per Contract specifications
- 11b. **Items available for expedited delivery are noted in this price list.**
 - SIN 760-1 – Within 7 - 10 working days after receipt of order
 - SIN 760-2 - Within 7 - 10 working days after receipt of order
 - SIN 760-3 – Per Contract specifications. Contact the Contractor for rates.
- 11c. **Overnight and 2-Day Delivery:**
 - SIN 760-1 - Items are available for overnight and 2-day delivery. Contact the Contractor for overnight and 2-day delivery rates.
 - SIN 760-2 - Items are available for overnight and 2-day delivery. Contact the Contractor for overnight and 2-day delivery rates.
 - SIN 760-3 – Per Contract specifications. Contact the Contractor for rates.
- 11d. **Urgent Requirements:**
 - All SINS - Contact the Contractor for urgent delivery availability and rates.
12. **F.O.B. to** 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC, and US territories.

13a. Ordering Address:

Protocol Publications, LLC
35 Beulah Road
Doylestown, PA 18901

13b. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreement's (BPA's), and a sample BPA can be found at the GSA Schedule homepage (www.gsa.gov/) under Purchasing Programs.

14. Payment Address:

Protocol Publications, LLC
35 Beulah Road
Doylestown, PA 18901

15. Warranty Provision: N/A

16. Export packing charges, if applicable. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

19. Terms and conditions of installation (if applicable). N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A

20a. Terms and conditions for any other services (if applicable) N/A

21. List of service and distribution points (if applicable). N/A

22. List of participating dealers (if applicable). N/A

23. Preventive maintenance (if applicable). N/A

24a. Year 2000 (Y2K) compliant. Yes

24b. Section 508 compliance information is available on EIT supplies and services. Standards may be found at [wwwSection508.gov](http://www.Section508.gov).

24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants. N/A

25. Data Universal Number System (DUNS) number. #112451104

26. Notification regarding registration in Central Contractor Registration (CCR) database. CAGE CODE# 3GUC7

Products and Services

I. 760-1 Books/Pamphlets - Price List and Discount Schedule:

PUBLISHER	STANDARD DISCOUNT STRUCTURE	DISCOUNT TO GSA (incl. IFF)
Addicus Books	5 - 20	4%
	21 - 24	14%
	25 - 300	19%
	301 - 500	24%
	501 - 5,000	29%
American College of Physicians	1 - 4	0%
	5 - 9	0%
	10 - 19	4%
	20 - 39	4%
	40 - 99	9%
	100 - 499	14%
	500+	Call for greater discount
American Medical Assoc	CPT Pro - All Quantities	14%
	CPT Std - All Quantities	14%
	Most titles - All Quantities	14%
	Software - All Quantities	14%
American Psychological Assn.	1 - 4	0%
	5 - 10	0%
	11 - 99	0%
	100 - 199	4%
	200 - 299	4%
	300 - 399	9%
	400 - 999	9%
	1,000+	14%
	Exclusions*	
Aspen Publishers	All Quantities	4%
Berrett-Koehler Publishers	1 - 9	9%
	10 - 249	24%
	250 - 1,999	29%

Clinical Publishing	50 - 99	4%
	100 - 249	4%
	250 - 499	9%
	500 - 749	14%
	749 - 1,000	19%
Compendium, Inc.	All Quantities	24%
DK Publishing, Inc.	25 - 99	14%
	100 - 249	19%
	250 - 499	24%
	500 - 999	29%
	1,000 +	34%
	5,000 +	Call for greater discounts
Epocrates	<u>6 Month RxPro Subscriptions</u>	
	3,000 subs.	4%
	5,000 subs	9%
	10,000 subs	14%
	<u>6 Month Essentials Subscriptions</u>	
	1,500 subs.	4%
	3,000 subs.	9%
	5,000 subs	14%
GOAL/QPC	1 - 4	4%
	5 - 24	4%
	25 - 49	9%
	50 - 249	14%
	250 - 499	16%
	500+	18%
Harper Collins	25 - 99	14%
	100 - 499	24%
	500 - 999	29%
	1,000+	34%
Houghton Mifflin	<u>Returnable - Trade pubs:</u>	
	1 - 49 All products	19%
	50+ hardcovers	21%
	Paperbacks All Quantities	21%
	<u>Non-returnable Trade pubs:</u>	
	1 - 49 All	19%
	50 - 249 All	21%
	250+ hardcovers	25%

Houghton Mifflin Cont...	Paperbacks All Quantities	29%
Children's paperbacks, audio, board books, movie & TV tie-in products, lift-the-flap books & workbooks.	▼ <u>Merchandise Titles - Ret. & Non-ret.</u>	
	1 - 49	19%
	50+	29%
	<u>Calendar Terms:</u>	
	1 - 49	19%
	50+	29%
	<u>Audio Terms:</u>	
	10 - 99	29%
	100+	34%
Informa	50 - 99	4%
	100 - 299	9%
	250 - 499	14%
	500+	24%
Ingenix	Ingenix All Quantities	9%
	AMA CPTs All Quantities	4%
International Medical Mktg	2,000 below	9%
	2,000 - 5,000	19%
	6,000 - 10,000	29%
	10,000+	49%
Kensington Books	0 - 9	0%
	10 - 99	19%
	100 - 249	24%
	250 - 999	29%
	1,000 - 7,499	34%
	7,500 - 9,999	36%
	10,000 +	39%
Lexi-Comp	1 - 99	4%
	100 - 249	9%
	250 - 499	11%
	500 - 749	14%
	750 - 999	19%
Manson Publishing	100 - 249	4%
	250 - 499	4%
	500 - 749	9%
	750 - 999	9%
	1,000 +	14%
McGraw-Hill Professional – Med.	All Quantities	9%

McGraw-Hill Professional - Prof.	All Quantities	29%
Merriam-Webster, Inc.	50 - 99	19%
	100 - 499	24%
	500 - 999	29%
	1,000 +	Call for greater discounts
Oxford University Press	1 - 500	14%
	501 - 1,000	24%
	1,001 +	Call for greater discounts
Pearson Professional and Careers	All Quantities	4%
Penguin	Trade Titles:	
	25 - 99	21%
	100 - 249	24%
	250 - 499	26%
	500 - 999	29%
	1,000 - 2,499	34%
	Mass Market:	
	25 - 249	14%
	250 - 499	19%
	500 - 999	24%
	1,000 - 2,499	29%
	2,500+ Both Categories	Call for greater discounts
Perseus Books Group	25 + assorted	34%
	Professional - All Quantities	9%
Avalon Travel, Basic, Civitas,	Short titles - All Quantities	4%
Caroll & Graf, Da Capo, Marlowe & Co,	Calendars - All Quantities	34%
Nation Books, Public Affairs, Running	Agency titles - All Quantities	4%
Press, Seal Press, Thunder Mouth	Library Edition - All Quantities	9%
Press, Vanguard Pres, Westview	Limited Edition - All Quantities	14%
PERSEUS DISTRIBUTION CLIENTS:	Perseus Dist. Client Exceptions:	
<i>see list</i>	BBC AUDIOBOOKS	
	10 - 99 assorted	34%
	100 - 249 assorted	36%
	250 + assorted	39%
	GMAC	
	25+ assorted	24%

<i>PUBLISHERS GROUP WEST: see list</i>	<u>Publishers Group West Exceptions:</u>	
	25 - 499 assorted	26%
	500 + assorted	29%
Professional Communications (PCI)	1 - 10	0%
	11 - 50	0%
	51 - 100	4%
	101 - 500	4%
	501 - 1,000	4%
Random House	1 - 99	4%
	100 - 249	19%
	250 - 499	22%
	500 - 999	27%
	1,000 +	34%
	5,000 +	Call for greater discounts
Scholastic	All	24%
Scientific Publishing	1 - 25	0%
	26 - 99	4%
	100 - 499	9%
	500 - 999	14%
	1,000 +	19%
Simon & Schuster	10 - 99	14%
	100 - 999	24%
	1,000 - 2,499	29%
	2,500 +	Call for greater discounts
Springer Publishing Company, LLC	1 - 9	4%
	10-25	4%
	26 - 49	9%
	50 - 99	9%
	100 - 499	14%
	500 - 999	19%
	1,000 +	24%
Springer/Humana Press	1 -49	9%
	50 - 149	14%
	150 - 299	19%
	300 - 499	24%
	500 +	Call for discount

Unbound Medicine Inc	All	9%
Wiley-Blackwell-John Wiley	1 - 200	9%
	201 - 300	14%
	301 - 500	19%
Workman Publishing Company	25 - 499	24%
	500- 999	29%
	1,000 +	34%
Notes:		
1). All pricing is subject to change without notice with increases of 0% to 20%		
2). Publishing partners who establish discounts based on the specific title:		
Elsevier	Bulk Quantities - Title by Title Basis	
GPI Anatomicals	Discounts on title by title basis	
Greenbranch Publishing, LLC	Discounts on title by title basis	

II. 760-2 Periodicals/Subscriptions Services - Price List and Discount Schedule:

PUBLISHER	STANDARD DISCOUNT STRUCTURE	DISCOUNT TO GSA (including IFF)
American Medical Assoc	Up to 10 users	14%
	Above 10 users, AMA takes over project.	AMA
Berrett-Koehler Publishers	1 - 9 users	14%
	10 - 249 users	34%
	250 - 1,999 users	39%
DK Publishing, Inc.	25 - 99 users	24%
	100 - 249 user	29%
	250 - 499 users	34%
	500 - 999 users	39%
	1,000 + users	44%
	5,000 + users	Call for greater discounts

Epocrates	<u>6 Month RxPro Subscriptions</u>	
	3,000 subs.	9%
	5,000 subs	14%
	10,000 subs	19%
	<u>6 Month Essentials Subscriptions</u>	
	1,500 subs.	9%
	3,000 subs.	14%
	5,000 subs	19%
GOAL/QPC	1 - 4 - users	9%
	5 - 24 - users	9%
	25 - 49 - users	14%
	50 - 249 - users	19%
	250 - 499 - users	20%
	500+ users	21%
Harper Collins	25 - 99 users	44%
	100 - 499 users	49%
	500+ users	Call for greater discounts
Ingenix	Established on a title by title basis	
	CPT products	4%
	Ingenix products	19%
	Subscription/Updatable products	19%
Lexi-Comp	50 users	3%
	100 users	7%
	250 users	8%
	500 users	13%
	750 users	16%
	1,000 users	19%
Manson Publishing	100 - 249 users	19%
	250 - 499 users	24%
	500 - 749 users	29%
	750 - 999 users	34%
	1,000 + users	39%
Springer Publishing Co., LLC	1 - 9 users	9%
	10-25 users	9%
	26 - 49 users	14%
	50 - 99 users	14%
	100 - 499 users	19%
	500 - 999 users	24%
	1,000 + users	29%

Notes:	
1). All pricing is subject to change w/out notice with increases of 0% to 20%	
2). Publishing partners who establish site licenses on a title basis only:	
Addicus Books	Established on a title by title basis.
American College of Physicians	Established on a title by title basis.
American Psychological Assn.	Established on a title by title basis.
Aspen Publishers	Established on a title by title basis.
Clinical Publishing	Established on a title by title basis.
Elsevier	Established on a title by title basis.
Greenbranch Publishing, LLC	Established on a title by title basis.
Informa	Established on a title by title basis
Kensington Books	Established on a title by title basis
Oxford University Press	Established on a title by title basis
Pearson Prof. & Careers	Established on a title by title basis
Penguin	Established on a title by title basis
Perseus Books Group	Established on a title by title basis
Professional Communications	Established on a title by title basis
Random House	Established on a title by title basis
Scholastic	Established on a title by title basis
Simon & Schuster	Established on a title by title basis
Springer/Humana Press	Established on a title by title basis
Unbound Medicine Inc	Established on a title by title basis
Wiley-Blackwell-John Wiley	Established on a title by title basis
Workman Publishing Co.	Established on a title by title basis

III. 760-3 Editorial, Publishing, and Library Media Services - Price List and Discount Schedule:

Editorial & Publishing Fee Schedule 760-3:

Service	Fee (includes IFF)
Editing:	
• Copyediting (Basic to Heavy)	\$34.25 - \$63 per hour
• Substantive Editing	\$50.50 - \$82 per hour
• Developmental Editing	\$65.50 - \$100.75 per hour
Proofreading:	\$19.15 - \$95 per hour
	\$4.55 by the page

Indexing:	\$19.15 - \$65.50 per hour
	\$3.30 - \$9.60 by the page
	\$.90 - \$1.65 by entry
Layout – Desktop Publishing:	
• Newsletters:	\$50.50 - \$88.20 per printed page
• Books:	\$56.70 - \$106.05 per printed page
Project Management:	\$11.35 - \$25.20 per printed page
	\$50.50 - \$88.20 per hour
Research	\$31.50 - \$63 per hour
Translation	\$.30 - \$.70 per word
Writing	\$65.50 - \$126 per hour

Price Range Rationalization for All Types:

Basic (low range) – Content is basic (less complex), i.e., non-technical language, common reading material. Editor assigned at this level has experience equal to content. Includes any or all of the attached as described.

Heavy (mid to upper range) – Content is more complex and is highly technical and/or uses legalistic terms, i.e., legal/technical/medical titles. Editor assigned at this level has extensive training and experience to match the complexity of the content. Includes any or all of the attached as described.

Editorial & Publishing Service Descriptions:

Copyediting (Basic to Heavy): Improve formatting, style and accuracy of written content by ensuring that it is:

- Clear – the written work has clarity and makes sense to the reader
- Correct – search for and correct errors in spelling, grammar, punctuation, syntax and word usage in written content.
- Concise – the written work is brief or compressed, to the point and succinct.
- Comprehensible – the written work makes sense on behalf of the prospective audience.
- Consistent – confirm or establish a consistent style and format that is documented through the creation of a style guide for the document.
- Managed – examine errors, omissions, etc. with the writer for correction.
- Authorized – indicate items needing permission to publish copyrighted material.
- Organized – arrange written work for the next stage of the publication process.
- Referenced – confirm consistency of all references, art, charts, figures, tables, etc. match their mentions within the text.
- Verified – Fact checking for the correctness of the content.

Substantive Editing: Improve the functionality of the manuscript in any combination of the following ways:

- Coherency – resolve issues of clearness of expression, thought, etc.
- Presentation – revise as necessary to improve the structure of the content the target audience in mind.
- Flow – rewrite text or portions thereof to improve flow and readability of information.
- Consultation – discuss with peers and experts about content that causes concern.
- Create – a new draft of the document that incorporates input from consultations.

Developmental Editing: Any or all of the following:

- Client Consultation – initial meeting with the client/author to discuss the concept, outline or draft of the document.
- Suggest – formats to communicate the message through a market analysis, competition, comments of expert reviewers and others.
- Write, Rewrite and Research – about topics that fit the concept, format and flow of information.

Proofreading: Compares the most recent manuscript with the preceding one indicating deviations in text for correction. Proofreading may also include one or more of the following:

- Checking for problems in:
 - page makeup
 - layout
 - color separation
 - typesetting specifications
- Correcting spelling errors, typos, numerical errors, word usage, reference errors, missing copy, etc.
- Reading content to review for logical flow to the intended audience.
- Verifying
- links in online publications

Indexing: Creating an organized map of contents, usually alphabetical, to the full text which will generally include the following:

- Reading through the text, identifying indexable concepts.
- Create index headings in alphabetical order including, but not limited to, cross-references, grouping of like concepts and pertinent phrases.

Layout - Desktop Publishing: Performing publishing functions using personal computers. Includes the following:

- Page layout and design
- Composition
- Embedding formatting codes
- Illustration
- Typography
- Indexing
- Documentation
- Graphics application
- Color Separation
- Preparing text for online publication

Project Management: Any or all of the following:

- Planning, organizing and managing resources utilized in the process of creating a publication from start to finish.
- Lead the selection process of choosing outside contractors to handle a variety of publishing functions along with the supervision of those contractors.
- Communication liaison between all key personnel involved in the publication.
- Analysis and monitoring of production costs

Research: Investigate, gather, and confirm content data and information used in the development of a publication.

Translation: Interpretation of a source text in one language to a revised text in another language while preserving the overall context of the original text as much as possible.

Writing: Composition of an original document from information gathered through notes, research, interviews, experience, or general guidelines. Two types of specialized writing offered are:

Technical Writing: Formal writing in the fields of computer hardware and software, science, finance, engineering, etc. that may include any of the following:

- Consulting with professionals in the technical fields to gather information from existing resources and experts.
- Decipher and organize the information so that it is clear and easy to understand by the consumer.
- Designing documentation for online presentation.

Medical Writing: Creating standards-compliant documentation describing research results, product use and medical information through the following:

- Consulting with scientists, doctors, researchers and industry experts to clarify scientific data.
- Ensure that all documentation is in compliance with regulatory or journal guidelines which typically encompass content, format and structure.

For Further Information, Requests for Quotes, and Ordering, please contact:

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