



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 are available through GSA Advantage!, a menu-driven database system. The INTERNET address of GSA Advantage! is: <http://www.GSAAdvantage.gov>

Advertising and Integrated Marketing Solutions
(AIMS)

FSC GROUP 541

Contract Number GS-07F-0005V – SINs 541-4D and 541-4F (Small business set-aside)
GS-07F-0006V – SIN 541-4C

For more information on ordering from Federal Supply Schedules, click on FSS Schedules at
<http://www.fss.gsa.gov>

Contract Period: October 1, 2008 – September 30, 2013

Lewis - Williams Conference & Logistics Management, LLC
Contact Contract Administrator: Ms. Alma Williams, President/ CEO
Phone: (301) 539-2800 **Fax:** (301) 593-5800 **Email:** lewis@lclmlc.com
Website: <http://www.lclmlc.com>

Business Size: Small Disadvantage/Minority/Woman Owned

Duns Number: 05 - 0208615

• Lewis-Williams Conference & Logistics Management, LLC • <http://www.lclmlc.com> •
Contract Number GS-07F-0005V – SINs 541-4D and 541-4F (Small business set-aside) GS-07F-0006V – SIN 541-4C

Customer Information

1a. Table of Award Special Item Numbers:

SIN 541 4 C Exhibit Design and Implementation Services
 SIN 541 4 D Conference, Events and Tradeshow Planning Services
 SIN 541 4 F Commercial Art and Graphic Design Services

1b. Pricing Table:

LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
 (Government net price based on unit of issue)

541-C	Graphic Designer	\$51.11
**541-D	Graphic Designer	\$51.11
**541-F	Graphic Designer	\$51.11

1c. See below for Labor Descriptions see pages 5-6

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$500.00

4. Geographic Coverage: Worldwide

5. Point of Production: Silver Spring, Montgomery County, MD

6. Statement of Net prices: Net Price – Discount deducted

<u>SIN</u>	<u>Labor Category</u>	<u>Hourly rate</u>
541-C	Graphic Designer	\$51.11
541-C	Meeting Assistant	\$41.40
541-C	Project Director	\$161.93
541-C	Project Manager	\$103.49
541-C	Senior Meeting Planner	\$54.67
541-C	Writer/Editor	\$76.72
**541-D	Graphic Designer	\$51.11
**541-D	Meeting Assistant	\$41.40
**541-D	Project Director	\$161.93
**541-D	Project Manager	\$103.49
**541-D	Senior Meeting Planner	\$54.67
**541-D	Writer/Editor	\$76.72
**541-F	Graphic Designer	\$51.11
**541-F	Meeting Assistant	\$41.40
**541-F	Project Director	\$161.93
**541-F	Project Manager	\$103.49
**541-F	Senior Meeting Planner	\$54.67
**541-F	Writer/Editor	\$76.72

7. Quantity and Discounts: 2% on orders of \$55,000+

8. Prompt Payment Terms: Net 30

9. Government Purchase Cards: Government Purchase Cards are accepted for orders at or below the micro-purchase threshold.

10. Foreign Items:	Not applicable
11a. Time of Delivery:	As per task order.
11b. Expedited Delivery:	As per task order.
11c. Overnight and 2 Day Delivery:	As per task order.
11d. Urgent Requirements:	Agencies can contact the contact for contract administration to obtain faster delivery.
12. F.O.B. Point(s):	Destination
13a. Ordering Address:	Lewis - Williams Conference & Logistics Management, LLC 1299 Lambertson Drive, Suite 205 Silver Spring, Maryland 20902
13b. Ordering Procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS schedule homepage (www.fss.gsa.gov/schedules).
14. Payment Address:	Lewis - Williams Conference & Logistics Management, LLC 1299 Lambertson Drive, Suite 205 Silver Spring, Maryland 20902
15. Warranty Provision:	Standard Commercial Warranty
16. Export Packaging Charge:	Not applicable
17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):	No
18. Terms and Conditions for Rental Maintenance and Repair:	Not applicable
19. Terms and Conditions for Installation:	Not applicable
20. Terms and Conditions for Repair Parts:	Not applicable
20a. Terms and Conditions for any other service:	Not applicable
21. List of Service Distribution Points:	Not applicable
22. List of Participating Dealers:	Not applicable
23. Preventive Maintenance:	Not applicable
24a. Special attributes such as environmental attributes:	Not applicable
24b. Section 508 Compliance:	The contractor is fully committed to provide services that adhere to the requirements of Section 508 of the Rehabilitation Act of 1973. Please contact the contractor directly at (301) 539-2800 for specific information regarding Section 508 compliance. The EIT standards can be found at www.Section508.gov
25. Data Universal Number System (DUNS) Number:	05 - 0208615
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:	Registered.

Labor Descriptions

GRAPHIC DESIGNER

Minimum/General Experience: This individual has at least 2 years of experience using computer graphic systems and familiarity with web site design. Experience with production processes is necessary. Proficiency with Microsoft, PowerPoint, Adobe Photoshop, Adobe Illustrator, and QuarkXPress on both Macintosh and PC platforms.

Position Duties and Responsibilities: Performs a variety of support services for conferences and logistical activities. Designs and generates documents and materials (e.g. posters, product cover designs, mailing labels). Designs art illustration as required for publications, audiovisual presentations, books, and manuals. Provides page layout and design to support project activity. Assists with website design, function, and maintenance.

Minimum Education/Training: A Bachelor's degree in graphic design is required and a minimum of 2 years experience. Associate's degree in graphic design and equivalent work experience, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted.

Required Certifications/Clearances: Associate's degree. No clearances required.

SENIOR MEETING PLANNER

Minimum/General Experience: This individual has at least 3 years of experience in most aspects of planning and coordinating conferences and meetings with at least 1 year of experience planning and managing conferences involving more than 100 attendees. Knowledge of Federal travel and reimbursement regulations required.

Position Duties and Responsibilities: Participates in planning and implementation of most aspects of conference and logistical activities. Provides onsite conference support. Conducts site surveys, recommends site, and handles hotel logistics. Processes participant reimbursement forms in accordance with Federal travel regulations. Coordinates all aspects of conferences and meetings of any size.

Minimum Education/Training: An Associate's degree in a social science is required. Equivalent work experience may be substituted for a degree.

Required Certifications/Clearances: An Associate's degree in a social science is required. No clearances required.

Meeting Assistant

Minimum/General Experience: The individual must have 2-3 years of office experience and be proficient with Access, Excel, Word, and WordPerfect software. Strong attention to detail, accurate data entry, and ability to organize and prioritize work assignments are required. Must have good interpersonal skills and the ability to work as a member of a team.

Position Duties and 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 Education/Training: High school diploma preferred, but not required.

Required Certifications/Clearances: High school diploma preferred, but not required. No clearances required.

PROJECT DIRECTOR

Minimum/General Experience: This individual has at least 10 years of experience in directing, supervising and governing corporate projects and is familiar with a variety of the field's concepts, practices, and procedures. Knowledge of Federal travel and reimbursement regulations required.

Position Duties and Responsibilities: Oversees the work of project managers and their project teams. Reviews proposals to determine costs, timeline, funding, staffing requirements, and goals. Anticipates requirements for and requisitions manpower resources, materials, tools, and equipment needed to complete projects. Control and review deliverables developed and produced by his/her support team to ensure quality and compliance with contract requirements. Specialize in crisis prevention. Protect the secrets of clients, in the course of business.

Minimum Education/Training: A Bachelor's degree is required and a minimum of 10 years experience in a technical or management discipline. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree. CMP (Certified Meeting Professional) certification preferred. No clearances required.

Required Certifications/Clearances: Bachelor's degree. Certified Meeting Professional certification preferred. No clearances required.

PROJECT MANAGER

Minimum/General Experience: This individual has at least 5 years of experience managing tasks or projects; 3 years of experience as a Senior Meeting Planner. Experience must include managing budgets. Leads interdisciplinary teams with responsibility for project performance. Knowledge of Federal travel and reimbursement regulations required.

Position Duties and Responsibilities: Develops overall project goals and project team structure for significant tasks. 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 Education/Training: A Bachelor's degree is required and a minimum of 5 years of experience of which 3 years were as a Senior Meeting Planner or as a manager of projects and activities. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree. CMP (Certified Meeting Professional) certification preferred.

Required Certifications/Clearances: Bachelor's degree. Certified Meeting Professional certification preferred. No clearances required.

WRITER/EDITOR

Minimum/General Experience: This individual has a minimum of 3 years of demonstrated experience in editorial mechanics such as grammar, punctuation, proofreading, and syntax, including technical documents. Strong writing skills and an ability to organize points through creative drafts.

Position Duties and Responsibilities: Manages writing/editing projects, facilitates copy review, and performs detailed proofreading. Revises text and recommends changes to ensure conformance with established standards. Writes a variety of technical articles, reports, instructional materials, briefs, brochures, and/or manuals for professional and lay audiences. Communicates effectively in writing and orally as appropriate for the needs of the audience.

Minimum Education/Training: A Bachelor's degree in English, communications or a related field is required.

Required Certifications/Clearances: Bachelor's degree in English, communications, or a related field. No clearances required