



meetings
management
group

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, uptodate pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menudriven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

Advertising and Integrated Media Services (AIMS)

FSC Group-541

FSC Class(es)/Product code(s) and/or Service Codes (as applicable)

Contract number: GS-07F-0148T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: December 08, 2007-December 07, 2011

Contractor's name: **Meetings Management Group LLC**

8201 Greensboro Drive, Suite 300

McLean, VA 22102

(703) 610-0262 (Phone)

(703) 610-9005

www.meetingsmanagmentgroup.com

Contract administration source: Hunter Clemens, Vice President
(703) 610-0262 and hclemens@meetingsmanagementgroup.com.

Business size: Small

1a. Table of awarded special item number(s)

<u>SIN</u>	<u>Title</u>
541-4D	Conference Events and Tradeshow Planning Services

1b. Identification of the lowest priced other direct cost and lowest unit price for that other direct cost under special item number 541-1000, Other Direct Costs. 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. No other direct costs were awarded under this contract.

1c. **Meetings Management Group offers the following labor hour categories:**

Special Item Number	Labor/Task Category	2008 GSA Hourly Rate	2009 GSA Hourly Rate	2010 GSA Hourly Rate	2011 GSA Hourly Rate	2012 GSA Hourly Rate
541-4D	Meetings/Operations Director	\$97.85	\$100.79	\$103.81	\$106.92	\$110.13
541-4D	Meetings Manager	\$81.22	\$ 83.65	\$ 86.17	\$ 88.75	\$ 91.41
541-4D	Meetings Coordinator	\$73.39	\$ 75.59	\$ 77.86	\$ 80.19	\$ 82.60
541-4D	Exhibition Manager	\$78.28	\$ 80.63	\$ 83.05	\$ 85.54	\$ 88.10
541-4D	Registration Manager	\$73.39	\$ 75.59	\$ 77.86	\$ 80.19	\$ 82.60
541-4D	Creative Design Manager	\$97.85	\$100.79	\$103.81	\$106.92	\$110.13
541-4D	Technology Manager	\$97.85	\$100.79	\$103.81	\$106.92	\$110.13
541-4D	Writer/Reporter	\$94.76	\$ 97.60	\$ 100.53	\$103.54	\$106.65
541-4D	Editorial Assistant	\$52.64	\$ 54.22	\$ 55.85	\$ 57.52	\$ 59.25
541-4D	Word Processor	\$38.29	\$ 39.43	\$ 40.62	\$ 41.84	\$ 43.09
541-4D	Fulfillment Clerk/Manager	\$32.54	\$ 33.52	\$ 34.52	\$ 35.56	\$ 36.63
541-4D	Data Entry Clerk/Manager	\$32.54	\$ 33.52	\$ 34.52	\$ 35.56	\$ 36.63

2. Maximum order: \$1,000,000
3. Minimum order: \$100.00
4. Geographic coverage (delivery area): Contractor will provide worldwide delivery.
5. Point(s) of production (city, county, and State or foreign country): McLean, (Fairfax) VA
6. Discount from list prices or statement of net price: Prices shown herein are net prices. See Item 1C for list of labor categories awarded under this contract.
7. Quantity discounts: None
8. Prompt payment terms: Net 30
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Government purchase cards are accepted for orders at or below the micro-purchase threshold. Yes, the Government purchase card are required to be accepted under the micro-purchase threshold.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards are accepted for orders above the micro-purchase threshold. Contact the contract administrator to verify whether or not Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin): None

- 11a. Time of delivery: As specified on each individual task order.
- 11b. Expedited Delivery: Contact contractor to verify if services are available for expedited delivery.
- 11c. Overnight and 2day delivery: Contact contractor to verify if services are available for overnight and 2-day delivery.
- 11d. Urgent Requirements: Contact the Contractor's representative to affect a faster delivery.
- 12. F.O.B. point: Destination
- 13a. Ordering address: Same as Contractor
- 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: Same as Contractor
- 15. Warranty provision: The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- 16. Export packing charges: Not applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact the contract administrator to verify whether or not there are any terms and conditions of Government purchase cards are accepted above the micro-purchase threshold.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A
- 19. Terms and conditions of installation (if applicable): Not applicable. N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable.
- 20a. Terms and conditions for any other services (if applicable): Not applicable
- 21. List of service and distribution points (if applicable): Same as contractor.
- 22. List of participating dealers (if applicable): Not applicable.
- 23. Preventive maintenance (if applicable): Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Contact contractor.
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Contact contractor
- 25. Data Universal Number System (DUNS) number: 156118478
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Meetings Management Group LLC is registered and is active in the Central Contractor Registration website.

Meetings Management Group (MMG)

is a professional meetings and exhibition management company serving as a government contractor and subcontractor for conferences and exhibitions of all sizes. MMG is a GSA contract holder as well as certified by Small Business Administration as a Total Small Business. Planning and delivering over 300 meetings a year in locations around the world, MMG is on the list of top meeting management companies in the Washington, DC area by the *Washington Business Journal*. The company has years of experience and has managed Centers for Disease Control conferences while partnering with National Association of Chronic Disease Directors. Staff members have either a Certified Meeting Professional (CMP) credential or are working toward that achievement.

Services include the making of all necessary arrangements for conferences, seminars and trade shows. Event-marketing services may include but are not limited to the following services for a show, event and/or booth: Project Management Coordination and implementation of third party participation, Collection management of third party payment for participation. Liaison support with venue. Audiovisual and information technology support. Topic and speaker identification Site location research. Reservation of facilities. On-site meeting and registration support. Editorial services. Automation and telecommunications support. Design and editing productions. Mailing and other communication with attendees including pre-post meeting mailings/travel support and computer database creation.

Summary of MMG Services include:

a. Site Selection

Locate, negotiate and contract meeting sites.

Serve as the client's liaison to the site. Help clients develop conference objectives and analyze the event's needs.

b. Meeting Planning

Develop a project timeline and budget. Create a marketing plan to communicate the event to prospect attendees. Create a conference web site and update it continually. Handle all meeting logistics. Manage speakers' participation and needs.

c. Exhibition

Create exhibitions including marketing, sales and management. Analyze the needs of attendees and exhibitors to assure fulfillment.

d. Registration and Housing

Provide registration services including online and housing services for attendees and exhibitors. Transmit con-

firmations and event updates. Process payments; create badges, special credentials and registration packets.

e. International Meetings

Organize and deliver global events and exhibitions around the world. Our experience ranges from conferences in the Americas to Europe and Asia. Multilingual staff has experience of planning meetings internationally.

f. Special Events

Create outstanding and unforgettable events from award ceremonies to gala events. From analysis and theme to budget and logistics and plus onsite management.

Labor Categories Description

1. Commercial Job Title:

Meetings Director/Operations Director

Minimum Experience: CMP designation. Minimum 10 years experience in meeting management. Experience in database management and working knowledge of computer software (Microsoft Word, Spreadsheets, and Aztech). Previous experience in handling multiple meetings, convention services, trade show sales and management, registration services and in providing direction, review and oversight of support staff. Good telephone manner, e-mail and writing skills to enhance communications with clients, volunteers and attendees. Strong computer skills, contract negotiation and RFP evaluation necessary. Excellent interpersonal, communication and organizational skills, Attention to detail and accuracy

Functional Responsibility: Handles client meeting needs directs the operations of MMG and provides meeting planning oversight and services to clients and subordinate staff members. Serves as a trusted advisor and partner to MMG's clients.

Principal Functions:

Staff and operational oversight:

- Subordinate staff will report to the director and Vice President
- Provide oversight, recommendations and assistance in providing high quality service and expertise
- Liaison with clients
- Meeting planning and management services: including, but not limited to:
 - Site selection
 - Contract negotiations
 - All aspects of meeting planning and trade shows including an excellent understand of the registration process and the post-con reporting process
 - Multiple client conference call logistics and fulfillment
 - Work closely with various departments: IT, Finance, Data Processing, Creative Design

- Troubleshoot solutions for any meeting challenges
- Makes decisions significantly relating to service the client
- Exercises independent judgment with regard to serving the client
- Supervises: Meetings Managers, Meetings Coordinators and Contractors
- Minimum Education: Requires a Bachelor's Degree. Must have a Certified Meeting Professional (CMP) credential.

2. Commercial Job Title: Meetings Manager

Minimum/General Experience: Minimum 4 years experience in meeting management. Previous experience in handling multiple meetings, convention services, trade show sales and management, registration services. Experience in database management and working knowledge of computer software (Microsoft Word, Spreadsheets, and Aztech)

Functional Responsibility: Handles client meeting needs. Serve as a trusted advisor and partner to MMG's clients. Good telephone manner, e-mail and writing skills to enhance communications with clients, volunteers and attendees. Strong computer skills, contract negotiation and RFP evaluation necessary.

Principal Functions:

- Meeting planning and management services: including, but not limited to:
 - Site selection
 - Contract negotiations
 - All aspects of meeting planning and trade shows including an excellent understand of the registration process and the post-con reporting process
 - Multiple client conference call logistics and fulfillment
 - Work closely with various departments: IT, Finance, Data Processing, Creative Design
 - Troubleshoot solutions for any meeting challenges
 - Makes decisions significantly relating to service the client.
 - Exercises independent judgment with regard to serving the client.

Qualifications & Skills

- Excellent interpersonal, communication and organizational skills
- Attention to detail and accuracy
- Supervises: Meetings Coordinators

Minimum Education: Requires a Bachelor's Degree.

Meetings Managers are working on the requirements for the Certified Meeting Professional (CMP) credential or have achieved this goal.

3. Commercial Job Title: Meetings Coordinator

Minimum/General Experience: Experience in database management and working knowledge of computer software (Microsoft Word, Access, Spreadsheets, Aztech, FrontPage) Entry-level position with a preference of some meeting skills

Functional Responsibility: Provides meeting management for specific activities. Has the ability to multi-task, follow-up on assignments and complete assignments according to agreed upon timelines. Serves as a good teammate in working with MMG staff and clients. Must have good telephone manner and e-mail writing skills to communicate with speakers, sponsors, exhibitors, and meeting attendees. Must have strong computer skills, particularly with spreadsheets, registration database and web site updates. Fulfills all meeting and exhibition administrative duties related to the support of MMG clients including, but not limited to:

- Maintenance of all exhibit spreadsheets, following up on collecting descriptions, providing kits and being available for phone and e-mail questions.
- Maintenance of all sponsor spreadsheets, following up on collecting information and logos and being available for phone and e-mail questions.
- Maintenance of all speaker spreadsheets, following up on collecting hand-out information and a/v needs, arranging air travel, transfers and hotel accommodations and being available for phone and e-mail questions.
- Assist with onsite management of meetings and trade shows in Washington, DC and other cities primarily in the US.
- Perform site selection tasks in locating appropriate meeting sites
- Fulfill all registration responsibilities including financial balancing
- Serve as the administrator of Timeslips, the electronic timesheet program used by all MMG staff
- Makes decisions significantly relating to service the client
- Exercises independent judgment with regard to serving the client
- Other duties as assigned

Qualifications & Skills

- Excellent interpersonal, communication and organizational skills

- Attention to detail and accuracy

Minimum Education: Requires a Bachelor's Degree

4. Commercial Job Title: Exhibits Manager

Minimum Experience: 4+ years of exhibit experience, that provides a thorough knowledge of the exhibition industry, and understanding of the RFP process. Prefer a Certified Exhibition Manager, or a candidate who is working toward this achievement.

Functional Responsibility: Creates the budget for exhibit sales and expenses. Creates a timeline to incorporate all steps in the exhibit sales and management process. Develops strong relationships with customers and exhibit business partners. Solicits bids for booth set up, exhibit materials and shipping, security as well as convention center. Negotiates contracts. If exhibit will be held in a hotel, manager will work with the meetings manager to secure sufficient and appropriate exhibit space. Manages exhibitions in a proactive, energetic manner to meet the expectations of the exhibitor and the attendees, plus attains a profit or better.

Reports to Meetings Director and Vice President.

Minimum Education: Bachelor's degree.

5. Commercial Job Title: Registration Manager

Minimum/General Experience: Experience in database management and working knowledge of computer software (Microsoft Word, Access, Spreadsheets, Aztech, FrontPage). Knowledge of meeting registration processes and revenue collection.

Position requires 2 years of experience.

Functional Responsibility: Provides meeting registration services for MMG clients. Has the ability to multi-task, follow-up on assignments and complete assignments according to agreed upon timelines. Serves as a good teammate in working with MMG staff and clients. Must have good telephone manner and e-mail writing skills to communicate with attendees. Must have strong computer skills, particularly with spreadsheets, registration database and web site updates plus basic understanding of registration accounting.

Fulfills all registration duties related to the support of MMG clients including, but not limited to:

- Maintenance of web-based and manual registration templates
- Able to respond to phone and email inquiries about registration
- Assist with onsite registration management at meetings

and trade shows in Washington, DC and other cities primarily in the US.

- Prepare frequent registration reports to indicate the progress of the registration process
- Fulfill all registration responsibilities including financial balancing
- Makes decisions significantly relating to service the client
- Exercises independent judgment with regard to serving the client
- Other duties as assigned.

Qualifications & Skills

- Excellent interpersonal, communication and organizational skills.
- Attention to detail and accuracy as well as basic financial understanding

Minimum Education: Requires a Bachelor's Degree.

6. Commercial Job Title: Technology Manager

Minimum/General Experience: Experience with technology hardware and software used in producing and delivering successful meetings. (Dell equipment, Microsoft Word, Access, Spreadsheets, Aztech, FrontPage, ClearVantage, online registration). Position requires minimum of 5 years of experience.

Functional Responsibility: Provides support of all automated meeting services to include registration, web-based capabilities, and database management. Has the ability to multi-task, follow-up on assignments and complete assignments according to agreed upon timelines. Serves as a good teammate in working with MMG staff and clients. Must have good communication skills and e-mail writing skills to communicate with staff. Must have continuing education to continue to keep abreast of the latest in meetings' technology solutions and efficiencies.

Fulfills all technology duties related to the support of MMG clients including, but not limited to:

- Maintenance of web sites or web links to other sites.
- Able to respond to staff inquiries about aspects of technology applications
- Prepare customized registration template for online and manual registration
- Prepare template for frequent reports to clients about the progress of the planning
- Prepare frequent registration reports to indicate the progress of the registration process

- Fulfill all registration responsibilities including financial balancing
- Makes decisions significantly relating to service the client
- Exercises independent judgment with regard to serving the client
- Other duties as assigned.

Qualifications & Skills

- Excellent technology skills both software and hardware.
- Interpersonal, communication and organizational skills.
- Attention to detail and accuracy as well as well-rounded knowledge of technology solutions.

Minimum Education: Requires a Bachelor's Degree plus additional technology training

7. Commercial Job Title: Creative Design Manager

Minimum/General Experience: Experience with graphic design and technology applications to web sites. Variety of experience in graphic design software as well as Microsoft Word, FrontPage, ClearVantage.) Position requires minimum of 5 years of experience.

Functional Responsibility: Provides support of all marketing material for meetings. Web site, brochures as well as onsite meeting manual. Must be observant of the style and print culture of each client and offer creative solutions, which resonate with the individual clients. Serves as a good teammate in working with MMG staff and clients. Must have good communication skills to learn from clients their expectations of the graphic designs.

Fulfills all creative design duties related to the support of MMG clients including, but not limited to:

- Design meeting brochures.
- Design meetings' web sites
- Design the meeting's meeting manual for distribution at the meeting or an electronic version of this document.
- Prepare the registration form to be used to register for each meeting
- Makes decisions significantly relating to service the client
- Exercises independent judgment with regard to serving the client
- Other duties as assigned.

Qualifications & Skills

- Excellent creative design skills and graphic design applications.
- Interpersonal, communication and organizational skills.

- Attention to detail and accuracy as well as creativity.

Minimum Education: Requires a Bachelor's Degree plus additional creative design training and web site technology applications training.

8. Commercial Job Title: Writer/Reporter

Minimum/General Experience: Experience in writing and editing material including experience in researching and writing publications. Position requires minimum of 5 years of experience. This experience must include researching, writing, and editing articles, papers, reports, flyers, and other material of various lengths (from five to 300-plus pages) for a professional level publication.

Functional Responsibility: Provides support of all marketing material for meetings. Web site, brochures as well as onsite meeting manual. Must be observant of the style and print culture of each client and offer creative solutions, which resonate with the individual clients. Serves as a good teammate in working with MMG staff and clients. Must have good communication skills to learn from clients their expectations.

Fulfills all writing and editing duties related to the support of MMG clients including, but not limited to:

- Researching subjects
- Writing Articles
- Editing Materials
- Makes decisions significantly relating to service the client
- Exercises independent judgment with regard to serving the client
- Other duties as assigned.

Qualifications & Skills

- Excellent writing and editing skills
- Interpersonal, communication and organizational skills.
- Attention to detail and accuracy as well as creativity.

Minimum Education: Requires a Bachelor's Degree

9. Commercial Job Title: Editorial Assistant

Minimum/General Experience: Experience in proofreading and editing material. Position requires minimum of 2 years of experience. This individual must be skilled in grammar, punctuation, spelling, copy editing and proofreading and have some experience in preparing copy and artwork for print. The individual must have some experience with microcomputers, computer terminals, and/or word processors. Attention to detail is an important element in this posi-

tion. A working knowledge of the *GPO Style Manual* is desired.

Functional Responsibility: Provides support of editing and proofreading written material for meetings, Web site, brochures as well as onsite meeting manual. Must be observant of the style and print culture of each client. Serves as a good teammate in working with MMG staff and clients. Must have good communication skills to learn from clients their expectations.

Fulfills all editing duties related to the support of MMG clients including, but not limited to:

- Proofreading
- Preparing Copy and artwork for print
- Editing Materials
- Other duties as assigned.

Qualifications & Skills

- Excellent grammar, punctuation, spelling and proofreading skills
- Interpersonal, communication and organizational skills. Attention to detail and accuracy as well as creativity.

Minimum Education: Requires a Bachelor's Degree

10. Commercial Job Title: Word Processor

Minimum/General Experience: Experience in word processing. Position requires minimum of 2 years of experience. This individual must be skilled in entering text, formatting documents (including long technical reports), and manipulating material in a word processed documents to accommodate editorial and other content changes during the development of documents. Attention to detail and familiarity with formatting documents with various style codes, such as track changes, tables, and comments, are important elements in this position.

Functional Responsibility: Provides support of typing and entering written material for meetings, Web site, brochures as well as onsite meeting manual. Must be observant of the style and print culture of each client. Serves as a good teammate in working with MMG staff and clients. Must have good communication skills to learn from clients their expectations.

Fulfills all word processing duties related to the support of MMG clients including, but not limited to:

- Typing documents
- Entering text
- Other duties as assigned.

Qualifications & Skills

- Excellent typing skills
- Proficiency in MicroSoft Word
- Interpersonal, communication and organizational skills.
- Attention to detail and accuracy.

Minimum Education: High School

11. Commercial Job Title: Fulfillment Clerk/Manager

Minimum/General Experience: Experience in fulfillment and mailing list management. Position requires minimum of 2 years of experience. This individual must be skilled in managing a mailing/distribution database; in manipulating information in a mailing/distribution database to provide customized mailing lists for special publications; and in the processes of surveying addressees and clearing and updating the database to avoid duplication and to ensure the timeliness and accuracy of the mailing list.

Functional Responsibility: Provides support of managing mailing lists and fulfillment of requests for materials. Must be organized and provide excellent customer service skills. Serves as a good teammate in working with MMG staff and clients.

Manages mailing list databases and materials request fulfillment duties related to the support of MMG clients including, but not limited to:

- Managing mailing/distribution lists
- Fulfilling materials requests
- Other duties as assigned.

Qualifications & Skills

- Knowledge of database management
- Interpersonal, communication and organizational skills.
- Attention to detail and accuracy.

Minimum Education: High School

12. Commercial Job Title: Data Entry Clerk/Manager

Minimum/General Experience: Experience in entering and working with data. Position requires minimum of 3 years of experience. This individual must be skilled in entering and working with a variety of data (including numbers, letters, and text) into an electronic database. Experience should demonstrate a very high level of accuracy and speed in all types of electronic data entry. Attention to detail is an important element in this position.

Functional Responsibility: Provides support of entering data into a system. Must be organized and provide excellent customer service skills. Serves as a good teammate in working with MMG staff and clients.

Manages entering data related to the support of MMG clients including, but not limited to:

- Entering and Updating data information in files and records in systems
 - Other duties as assigned.

Qualifications & Skills

- Knowledge of data entry
- Proficiency in MicroSoft Excel
- Knowledge of accounting systems a plus
- Attention to detail and accuracy.

Minimum Education: High School