US 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!, a menu-driven database system. The website is: https://www.gsaadvantage.gov.

SCHEDULE TITLE: Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services

GSA Contract: GS-07F-0150Y
for the contract period December 2, 2021 through December 5, 2026
Modification: PS-0025 dated December 02, 2021

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

CONTRACTOR: BioCentric, Inc.
700 Collings Ave
Collingswood, NJ 08107-1726

CONTRACTOR’S ADMINISTRATION SOURCE: Sherine O. Aly
President & CEO
BioCentric, Inc.
700 Collings Ave
Collingswood, NJ 08107-1726
Phone: 856.854.3500
Fax: 856.854.3600
email: saly@biocentricinc.com
Web address is: www.biocentricinc.com

BUSINESS SIZE: Small Women Owned Business
1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

**GSA Contract: GS-07F-0150Y**

- 541430, 541430RC Graphic Design Services
- 541511, 541511RC Web Based Marketing
- 541810ODC, 541810ODCRC Other Direct Costs for Marketing and Public Relations Services
- 541910, 541910RC Marketing Research and Analysis
- 561920, 561920RC Conference, Meeting, Event and Trade Show Planning Services
- OLM, OLMRC Order-Level Materials

1b. LOWEST PRICED SERVICE AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Category</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>(all)</td>
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</table>

1c. HOUPLY RATES: See Attachment I – FSS Pricelist

2. MAXIMUM ORDER*: $1,000,000

   *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you will have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned Contactor for a better price. The Contactor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: CONUS, Alaska, Hawaii, Puerto Rico, D.C. and all US Territories

5. POINT(S) OF PRODUCTION: Collingswood, NJ

6. DISCOUNT FROM LIST PRICES: Prices listed are GSA Net, Discount Deducted.

   For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule, and the price to be loaded into GSA Advantage), the Contractor should deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA price). The current IFF rate is 0.75%.

7. QUANTITY DISCOUNT(S): 1%+ $250,000.00 labor only

8. PROMPT PAYMENT TERMS: Net 30 Days, Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. FOREIGN ITEMS: None

10a. TIME OF DELIVERY: To be determined at time of task order.

10b. EXPEDITED DELIVERY: Services are available for expedited delivery; however, this must be discussed at the time of order placement and depends on the size and nature of order.
10c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

10d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. FOB POINT: Destination

12a. ORDERING ADDRESS: BioCentric, Inc.
700 Collings Ave
Collingswood, NJ 08107-1726

12b. ORDERING PROCEDURES: For supplies and services, and the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in the Federal Acquisition Regulation (FAR) 8.405-3.

13. PAYMENT ADDRESS: BioCentric, Inc.
700 Collings Ave
Collingswood, NJ 08107-1726

14. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

15. EXPORT PACKING CHARGES: 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 AVAILABLE): 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 (eg, recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND. THE EIT STANDARDS CAN BE FOUND AT WWW.SECTION508.GOV: Not Applicable

23 Unique Entity Identifier (UEI) Number: 104241471

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM AWARD MANAGEMENT (SAM) DATABASE: REGISTERED
## Awarded Labor Categories’ Prices, including 0.75% IFF

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### OTHER DIRECT COSTS

**SINs 541810ODC, 541810ODCRC**

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<th>SIN(s)</th>
<th>SUPPORT PRODUCT /LABOR (ODCs)</th>
<th>UNIT OF ISSUE (eg, hour task, sq ft)</th>
<th>PRICE OFFERED TO GSA (including IFF)</th>
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<td>Meeting Room</td>
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**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/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 SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
General Manager

Experience:
23 years

Functional Responsibility:
Responsible for all aspects of the organization's operation. Plans, directs and coordinates various aspects of the operation and ensures that operations run smoothly and according to company policy. Responsibilities also include implementing company policies, inspiring innovation, dealing with Human Resources, Administrative Services, Policies and Procedures, and directly involved in the profitability of the organization. As the head executive, he ensures that the work culture and working environment in the organization is conducive to promote a positive work environment.

Education:
BPharm

Director of Operations

Experience:
25 years

Functional Responsibility:
Directs and oversees an organization’s operational policies, objectives, and initiatives. Responsible for evaluating current and proposed systems and procedures and determining and implementing changes as necessary. Familiar with a variety of the field’s concepts, practices, and procedures. Has extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Individual has a wide degree of creativity and latitude.

Education:
B.S.
Senior Digital & Technology Director

Experience:
10 years

Functional Responsibility:
Responsible for designing and developing technology strategy and solutions in alignment with BioCentric business goals, advising clients and internal staff concerning market research and functionality and assessment strategies for learning solutions programs, and supervising system infrastructure to ensure functionality and efficiency.

Education:
B.S.

Senior Account Director

Experience:
5+ years' experience in Account Services at a medical communications agency

Functional Responsibility:
Managing assigned Account Director(s), including training and development, day-to-day guidance, performance assessments, and advice on client service challenges, strategy, and tactical planning and implementation. Contribute to strategic and business planning for the company. Managing multiple client accounts, identifying new business opportunities within existing accounts, interacting with client brand teams, and managing the work of the internal team.

Education:
B.S.

Account Manager

Experience:
17 years

Functional Responsibility:
Manages the client relationship across several account teams. Has a strong understanding of each brand, actively participates in strategic development and market research, leads creative development and ensures all creative is in line with the project goals, provides leadership to account staff, and oversees all financial aspects of the projects. Interfaces with client and management to ensure that jobs are being performed satisfactorily; requisitions material required for job in a timely 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.

Education:
B.S.
Senior Scientific Services Director

Experience:
10 years

Functional Responsibility:
Responsible for leading Scientific Services division, including managing staff, allocating resources, and ensuring content delivered meets or exceeds project, account, and client strategic objectives; and for serving with Account Director as lead on assigned accounts.

Education:
Advanced degree in Biomedical Sciences (PharmD, PhD, MD)

Medical Director

Experience:
15 years

Functional Responsibility:
Manages and develops a team of Medical Personnel, ensuring the highest quality of scientific products delivered. Ensures scientific integrity, technical accuracy, and delivery of the highest-quality editorial projects. Optimizes productivity, profitability, and recoverability. Contributes to the design, implementation, and maintenance of publication planning and editorial management methodologies.

Provides peer review and develops this skill in subordinates. Attends client meetings to develop project opportunities with clients. Interacts with clients to ensure their needs are understood and expectations are being met/exceeded.

Education:
PharmD

Senior Medical Writer

Experience:
5 years

Functional Responsibility:
Individual is responsible for overseeing all medical writing projects, including but not limited to clinical protocols, investigator’s brochures, clinical study reports, subject consent forms, integrated safety and efficacy summaries, clinical sections of regulatory submission, such as NDAs or INDs, presentation materials, and publications. Key functions include the following: prepares and maintains timelines for medical writing projects. Collaborates with Clinical Development, Regulatory Affairs, and other departments as needed to align timing and resources. Assigns projects to medical writers and manages workflow of writing assignments. Meets regularly with staff to review projects. Ensures effective communication and transfers of appropriate information among team members and between teams/groups/departments.

Education:
PharmD
Medical Writer

Experience:
10 years

Functional Responsibility:
Responsible for developing and maintaining knowledge of assigned scientific field(s), including understanding important clinical issues and industry trends. Directly involved in the planning, coordinating the development, editing, and reviewing all clinical content assigned. This entails working closely with internal and external stakeholders, including various educational partners, to develop appropriate, high-quality content. Develops, maintains, and leverages existing relationships with recognized leaders and other knowledgeable experts within the medical/healthcare communities.

Education:
PhD

Director of Project Management

Experience:
10 years

Functional Responsibility:
Responsible for leading and managing Project Management Team, including Project Managers and Project Coordinators, and for providing project management services as a member of account teams.

Education:
B.S.

Senior Project Manager

Experience:
22 years

Functional Responsibility:
Manages the strategic aspects of large engagements and mitigates any risk. Oversees senior managers and manages working on client engagements with practice. Reviews high-level deliverables across practice. Ensures engagement reviews and quality assurance procedures take place for all practice engagements. Reviews status reports of Project Managers and Senior Managers and addresses issues when required. Enforces standard policies and procedures.

Education:
B.S.
Project Manager

Experience:
8 years

Functional Responsibility:
Manages the day-to-day operational and tactical aspects of multiple or large-scale projects. Anticipates clients’ needs and proposes alternative business solutions. Oversees managers working on client engagements within practice. Reviews high-level deliverables across projects. Implements engagement review and quality assurance procedures in accordance with proper methodology to ensure profitable and successful executions of consulting engagements and customer satisfaction. Serves as a key participant in team and client meetings.

Education:
B.S.

Project Coordinator

Experience:
5 years

Functional Responsibility:
Develops and maintains a detailed project schedule, which includes administrative tasks and all sites involved in the project. Coordinates meetings, including travel arrangements and expense reports. Maintains Project Managers’ calendars. Prepares meeting minutes, presentations, and documents. Files all project documents—both hard and soft copies. Responsible for tracking project changes and produces updated schedules as agreed upon with the project management team. Compiles summary documents, eg, product development plan, management summary, and target product profile. Responsible for gathering input from the business analysts and project managers to develop and maintain the detailed project schedule.

Education:
B.S.
**Senior Meeting Planner**

**Experience:**
9 years

**Functional Responsibility:**
Designs and executes all aspects of external and internal meetings and conferences, including public meetings that support the company’s business strategies and objectives. Engages with contractors and vendors in the execution of meetings and conferences. Interact with multiple external and internal stakeholders to ensure business objectives are met. Plans and implements external and internal meetings and conferences. Manages all logistical details of events including site evaluation and selection, facility contract negotiation, audio-visual planning and execution, food and beverage planning, agenda planning, on-site administration and registration tools. Handles all meeting and conference administration activities including budget management, project plan, development and management, invoice payments and billing reconciliation.

**Education:**
B.S.

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**Meeting Planner**

**Experience:**
7 years

**Functional Responsibility:**
Manages assigned projects in meeting/event planning for a variety of meetings, conferences, and workshops. Tracks budgets to ensure revenue and expenses are kept within established boundaries and reconciles event bills. Ensures all logistical details—including room setup, audio visual, transportation, housing, and food and beverage for meetings—are planned effectively. Participates in contract negotiations and evaluations with a variety of vendors for meetings. Participates in the strategic planning process for all meetings and events to ensure continual improvement and quality customer services. Monitors timelines for multiple events. Assists in developing relationships with association members and workshop instructors.

**Education:**
B.S.
Copy Editor

Experience:
13 years

Functional Responsibility:
Works with IT-based publishing systems and databases, as well as via the internet, CD-ROMs, or paper manuscripts. Checks that authors have provided all the required materials and paperwork. Resolves queries directly with the author, eg, style and test inconsistencies. Corrects spelling mistakes and grammatical errors. Codes manuscripts for design features, such as hierarchy of headings, to instruct the production team. Produces or works with a style checklist to ensure consistency in hyphenation, capitalization, formatting of references, etc. Discusses and resolves any potentially libelous sections with the editor and author.

Education:
B.S.

Graphic Designer

Experience:
5 years

Functional Responsibility:
Utilizes creative skills to design a variety of objects, products, materials, and displays for clients. Designers may create packaging and promotional displays for new products, distinctive logos for a product or business, or the visual design for a client’s literature. Collaborates with members of the project teams to produce copy layout, charts, graphs, illustrations and other visual communications designs. Evaluates and maintains the graphic style and color for assignment based on established standards and policies. Provides information and recommendations on productions and costs.

Understands the fundamentals of visual organization/composition, information hierarchy, aesthetics, typography and the use of symbols.

Education:
B.S.

Web Designer

Experience:
10 years

Functional Responsibility:
Design and implement web-based user interfaces to enterprise energy management systems. Converts marketing requirements into actionable items that can be implemented in a user interface. Designs and develops user interface prototypes. Works with Marketing to develop and administer user experience research and provide analyses and recommendations from participants’ hands-on testing. Works with other groups in Engineering and Operations to develop and deploy web-based user interfaces as a productive component of server-based applications.

Education:
B.S.
Animator/3D Modeler

Experience:
10 years

Functional Responsibility:
Experience in understanding the importance of the storytelling element to convincingly create believable characters. Manages all aspects of the project that involve the pacing, timing, and character development; and creates characters that can show a wide range of emotions. Duties include designing characters, backgrounds, sets, and environments. Also, creates models and storyboards, works on movements, and works to match soundtracks and script requirements. Uses computer software tools and works with a management team to meet with clients to flesh out characters or pitch ideas.

Education:
B.S.

Video Producer

Experience:
10 years

Functional Responsibility:
A multifaceted position that includes shooting, editing, coordinating, managing, and producing live and prerecorded video content for distribution. Has extensive experience in creative shooting and editing. Major responsibility is on-location production of high-end video packages within tight deadlines. Works with internal clients to develop and produce live and archived videos.

Education:
B.S.

Editorial Assistant

Experience:
3 years

Functional Responsibility:
Individual provides editorial, administrative, and required materials, in print and electronic formats, to ensure timely and efficient production and support for client projects. Assists editors in pre-publication fact checking and proofreading. Solicits information, compiles, and drafts editorial copy for assigned projects. Prepares electronic document files and handles other final preparations that involve the projects. Researches and writes occasional articles as requested by the medical writer. Individual works independently with only general guidance on a variety of special projects concurrently.

Education:
B.S.