January 23, 2017

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

General Services Administration
Multiple Award Schedule for Professional Services
Solicitation number FCO00CORP0000C
Refreshed Number 3, April 24, 2006
Industrial Group 00CORP

Contract Number GS-07F-0156T
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period December 14, 2016 through December 13, 2021

7315 Wisconsin Avenue, Suite 400
Bethesda, MD 20814
Contract Administrator point of contact Paul Rickett, paulr@hb-co.com
240-744-7026 main number
240-744-7247 fax number
www.hb-co.com

Business Size: Small, Woman Owned

About HBC

HB & Company (HBC) is a small, woman-owned business and fully accredited by the International Airlines Travel Agent Network as a Meeting and Event Planner Entity. HBC is a member of the International Air Transport Association and the Society of Government Meeting Professionals. Located in the Washington, DC metropolitan area, HBC offers instant access to a collaborative network of airlines, hotels, and meeting support vendors across the country.

Whether we are tasked with a long-term conference-planning assignment or ticketing travelers with short turnaround times, our expertise has been proven time and time again. We possess capabilities, experience, and a flexible approach to conference, travel, hotel, and administrative support that together make us a highly qualified partner.

HBC has official Mentor-Protégé Agreements with Educational Services, Inc. (ESI), an established Federal contractor with more than 20 years of experience. Our agreements through the U.S. Department of Health and Human Services and the U.S. General Services Administration create a low-risk partnership for clients wishing to procure HBC's business, as we are supported by ESI when additional assistance is needed.

About HBC

We bring enthusiasm and creative ideas to each project and are sensitive to current budget constraints. Instead of trying to apply a cookie-cutter approach to the task at hand, we listen to the client's vision and expectations for our services and then make that vision real—whether we are working on a meeting, printed material, or a combination of tasks.

Our team consists of professionals knowledgeable and experienced in Government contracting, conference and meeting management, travel logistics and hotel selection, marketing and communications. Our meeting planner is a Certified Meeting Professional and all of our key staff hold the designation of Certified Government Meeting Professional, and participate in regular training and ongoing industry events to maintain their certifications.

Travel & Logistics Services

With our background in Federal Government travel and logistics support, HBC staff members are well versed in the Federal Travel Regulation (FTR) and its requirements. In managing travel and logistics for a client, we balance FTR compliance with the best travel and logistics outcomes possible. We strive for problem-free travel timed to meet client goals at prices that fit client budgets.

For supported travelers, our team provides customer-friendly travel coordination, including everything from helping individuals complete their travel requests to preparing logistics letters for travelers and handling reimbursements.

Site Selection & Coordination Services

Our staff members attend meeting planning trade shows and hotel industry training events in order to maintain current industry knowledge in site selection and coordination. We plan every detail with the client's needs in mind, from the use of sleeping rooms to banquet and meeting space to audiovisual setup and food and beverage arrangements. We book hotel rooms at or below U.S. Government per diem rates for students, faculty, guest speakers, program leaders, and other attendees. We are known by local and national hotels for our understanding of their business.

To reduce or avoid cancellation charges, we communicate regularly with hotel staff regarding the number of rooms needed. We also speak with hotel staff concerning late check-ins and last-minute changes.

Event Planning & Management

We use the latest meeting management technology to provide our clients with fast, cost-effective, and convenient solutions. Our event staff members have the organizational, technical, and communications skills to plan and conduct any type of event, regardless of size or location.

At the start of each project, we analyze tasks, refine our work plan to ensure that each task has been assigned to a specific team member, and build in a quality control step for each task. Our event planning and management support is designed around a three-phase approach including, pre-event planning, onsite management, and post-event management.

Materials & Marketing Services

As part of our conference support, HBC develops meeting materials including invitations, agendas, name badges, participant packets, DVDs, slide shows, and evaluations and reports.

We also provide design and editing services for signs, banners, program books, meeting summaries, and more. We tap into our relationships with preferred vendors to produce event materials such as signs, meeting packet materials, name badges, and participant programs at special negotiated rates.

Clients

We understand that often a client does not have all of the answers before awarding a contract to plan an event. Our staff members have a can-do attitude and understand that flexibility is paramount when planning and running events. We strive to collaborate with our client through the duration of each contract and are committed to exceeding expectations.

Our team has provided various types of meeting and event planning support to numerous clients across the Federal government, including the Centers for Disease Control and Prevention, Federal Trade Commission, Indian Health Service, National Institutes of Health, and U.S. Department of Education, and the Corporation for National and Community Services among others.

1. (a-c) **Customer Information**

Item	Description	Page
Ordering Information	General information regarding terms and conditions for HB & Company, Inc.'s federal contract award.	3
Conference, Events and Tradeshow Planning Services SIN 541 4D/RC	Develop and manage all aspects of meetings, conferences and events, specializing in Federal Government requirements and state-of-the-are meeting planning services. A full-service company offering convenience, cost-effectiveness, and rapid solutions for customers.	5
Hourly Labor Rates	Labor/Task Categories for all listed SIN's for five years	5
Other Direct Costs (ODC) Items, SIN-1000/RC	Conference, Meeting and Event related expense items (non-labor).	7

2. Maximum order. $1 million.

3. Minimum order. $100.

4. Geographic coverage (delivery area). Domestic.

5. Point(s) of production, Washington Metropolitan Area (Maryland, Virginia and DC)

6. Discount from list prices or statement of net price. Prices are net. All discounts are already deducted.

7. Quantity discounts. None.

8. Prompt payment terms. Net 30 days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Government Purchase Cards are accepted on all orders.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government Purchase Cards are accepted on all orders.

10. Foreign items. None.

11a. Time of delivery. HBC will adhere to the delivery schedule as specified on the agency's purchase order or statement of work.

11b. Expedited Delivery. Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-day delivery. The Contractor can provide overnight and 2-day delivery. Customer should contact the Contractor for rates for overnight and 2-day delivery.

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 affect a faster delivery.

12. F.O.B. point(s). Destination.

13a. Ordering address.

HB & Company, Inc.
7315 Wisconsin Avenue, Suite 400
Bethesda, MD 20814
Telephone: 240-744-7026
Fax: 240-744-7247
Email: paulr@hb-co.com

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.

HB & Company, Inc.
7315 Wisconsin Avenue, Suite 400
Bethesda, MD 20814

15. Warranty provision. The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.

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

17. Terms and conditions of Government purchase card acceptance any thresholds above the micro-purchase level.

18. Terms and conditions of rental, maintenance, and repair. 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. N/A

20a. Terms and conditions for any other services. N/A

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. N/A

24b. 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/.

25. Data Universal Number System (DUNS) number. 969556831

26. Notification regarding registration in Central Contractor Registration (CCR) database. Contractor is registered in the Central Contractor Registration Database.

Pricing and Other Related Information

Special Item Number 541-4D/RC Conference, Events and Tradeshow Planning Services

HB & Company (HBC) specializes in full-service event planning, management, and travel for Federal Government clients —from small and medium-sized focus groups, training sessions, and workshops to national and international conferences serving thousands of participants. Our success is enhanced by HBC's commitment to the use of new technologies in the field of meeting management. The nature of event planning is rapidly changing as new audio, video, broadcasting, and Internet capabilities are developed. We stay abreast of these innovations so that we can offer our clients unparalleled efficiency and cost savings.

We know that many firms can plan a meeting—what makes an event noteworthy is who you work with. Meeting our clients' goals, while working within the realities of the Government climate, is our top priority.

We carefully consider each event's mission, working closely with our clients to determine the best format and use of space to achieve the goals of a specific event. Our budget development process offers the client every appropriate amenity while controlling costs. A service-driven management philosophy ensures that our staff uses a positive and diplomatic approach to the countless front-line and behind-the-scenes tasks that keep events running smoothly. Other services offered as part of HBC's tailored conference management package include:

- Effective print and Web-based meeting materials
- Traditional and innovative outreach methods for event promotion
- Reliable exhibit support, including installation and breakdown
- Close-out activities that reconcile all budget concerns
- Prompt processing of reimbursement claims
- Careful analysis of evaluation and statistical data
- Valuable debriefings that contribute to lessons learned

Labor Categories and Hourly Rates

Labor Category	Unit/Issue	12/14/16-12/13/17	12/14/17-12/13/18	12/14/18-12/13/19	12/14/19-12/13/20	12/14/20-12/31/21
Project Director	Hour	$110.55	$112.87	$115.24	$117.66	$120.13

Conference Manager	Hour	$65.13	$66.50	$67.89	$69.32	$70.78
Conference/Events Specialist	Hour	$62.02	$63.32	$64.65	$66.01	$67.40
Logistics Coordinator	Hour	$54.62	$55.77	$56.94	$58.13	$59.35
Buyer Specialist	Hour	$67.61	$69.03	$70.48	$71.96	$73.47
Registration Clerk	Hour	$39.80	$40.64	$41.49	$42.36	$43.25

Prices are inclusive of the Industrial Funding Fee of .75%. These are maximum prices that can be charged. Lower prices may be quoted.

Description of Job Categories:

Labor Category	Description	Qualifications
Project Director	Provide overarching direction and management for Federal contracts. Serve as day-to-day manager of projects. Responsible for all aspects of performance and the timely submission and quality of all deliverables. Manage all team members and consultants. Serve as primary liaison for client.	Minimum 10 years of experience in a technically related function, and 5 years of which must have been in a managerial position. A Bachelor's Degree is required.
Conference Manager	Provide management of conference and event projects including the planning and management of all phases of complex conferences and meetings for Government agencies.	Minimum of 5 years of conference management experience to include excellent conference planning and management skills, as well as experience in planning large complex conferences. A Bachelor's Degree is required. In addition, a CMP certification preferred.
Conference/Events Specialist	Support the planning and management of all phases of complex and/or large-scale conferences and meetings for Government agencies.	Minimum 4 years of conference management experience. Bachelor's Degree required.
Logistics Coordinator	Provides a variety of logistical support for meetings, conferences and events. Performs logistical task for speakers and facilitators and that AV requirements are met. Produces print materials such as agendas, rosters and participant lists. Coordinates travel, lodging and per diem for consultants, speakers and guests. Provided on-site support during and post conference/event.	Minimum 2 years of conference/event experience. Associates Degree or higher required.

Buyer Specialist	Negotiates hotel contracts with selected sites including lodging, meeting space requirements, A/V requirements, rates and food and beverage requirements if needed.	Minimum 5 years of applicable experience. Bachelor Degree is required.
Registration Clerk**	Function as front-line customer service representative, managing telephones, faxes, and e-mails. Perform and/or verify data entry. Order supplies and services. Set up and maintain electronic and paper files. Photocopy records, reports, and copies of vendor and participant invoices.	Minimum 2 years of work experience, with thorough knowledge of commonly used office software products. High School or GED diploma required.

27. Service Contract Act (SCA)

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Registration Clerk	01280 - Receptionist	2005-2103
Buyer Specialist	01410 - Supply Technician	2005-2103
Logistics Coordinator	01113 - General Clerk III	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Special Item Number 541-1000RC Conference, Events and Tradeshow Planning Services - Other Direct Costs (ODC's)

HB & Company (HBC) specializes in full-service event planning, management, and travel for Federal Government clients —from small and medium-sized focus groups, training sessions, and workshops to national and international conferences serving thousands of participants. Our success is enhanced by HBC's commitment to the use of new technologies in the field of meeting management. The nature of event planning is rapidly changing as new audio, video, broadcasting, and Internet capabilities are developed. We stay abreast of these innovations so that we can offer our clients unparalleled efficiency and cost savings.

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The following non-labor costs are related to meetings, conferences and events. Agency requirements may specify the type, quantity of each ODC item, which could result in a lower/higher price for these items. Task order may not exceed the awarded unit items as specified in the chart below without a modification to the contract. The awarded ODC items are listed in the following chart:

Other Direct Cost

Item	Unit	Cost
Meeting Room Rental	Per Day	$165.38
Audio Visual Equipment Rental	Per Day	$1,552.58
Internet Connection	Per Day	$603.75
Telephone/Conference Call	Per Minute	$.01
Black & White Copy Costs	Per Copy	$.06
Postage	Per Ounce	$.39
Shipping-FedEx	Per Shipment-up to 1 lb.	$5.90