



General Services Administration

Federal Supply Service Authorized Federal Supply Schedule Price List

Online 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, at gsaadvantage.gov.

Schedule Title: Professional Services Schedule

SIN 541-2	Public Relations Services
SIN 541-4D	Conference, Events and Tradeshow Planning Services
SIN 541-1000	Other Direct Costs (ODC)

FSC Group: Industrial Group:00CORP

Contract Number: GS-07F-0312T for SINS 541-2, 541-4D, and 541-1000

Business Size: WOSB

Van Eperen
11333 Woodglen Dr
103
Rockville, MD 20852
www.vaneperen.com

Contract Administrator
Laura Van Eperen, CEO
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Contract Period
Mar 28, 2017 to Mar 27, 2022

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to 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 SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

TABLE OF CONTENTS

Customer Information.....	3
Why Select Van Eperen	6
Special Item Number (SINS) Descriptions	7
Van Eperen Capabilities.....	8
Labor/Task Category, Rates and Description	9
Other Direct Costs (ODC's)	16

CUSTOMER INFORMATION

1a. Table of Award Special Item Numbers

SINS: 541

SIN 541-2	Public Relations Services
SIN 541-4D	Conference Events and Tradeshow Planning Services
SIN 541-1000	Other Direct Costs (ODC)

1b. **Pricing of Tasks:** See page 7

1c. **Labor Category descriptions:** See page 7

2. **Maximum order:** \$1,000,000

3. **Minimum order:** \$100

4. **Geographic coverage (delivery area):** Domestic.

5. **Point(s) of production (city, county, and state, or foreign country):** Rockville, MD.

6. **Discount from list prices or statement of net prices:** Prices above are net prices and discounts are inclusive.

7. **Quantity/volume discounts:** 1% for orders of %100,000+ and 2% for orders of \$200,000+

8. **Prompt Payment terms:** 1%- 20 days NET 30

9a. **Notification whether Government purchase cards are accepted at or below the micro-purchase threshold:** Yes.

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes.

10. **Foreign items:** Not Applicable.

11a. **Time of Delivery:** To be negotiated at the task order level.

11b. **Expedited delivery:** Contact the vendor for expedited delivery.

11c. **Overnight and 2-day delivery:** Contact the vendor for rates for overnight and 2-day delivery.

11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (The Contractor in writing shall confirm telephone replies.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

13a. Ordering address: 11333 Woodglen Dr
103
Rockville, MD 20852

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's) are found in FAR 8.405-3

14. Payment address: Van Eperen
Attn: Laura Van Eperen
11333 Woodglen Dr
103
Rockville, MD 20852

15. Warranty provision: Not applicable.

16. Export packing charges: Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): Not applicable.

18. Terms and conditions of rental, maintenance, and repair: Not applicable.

19. Terms and conditions of installation: Not applicable.

20. Terms and conditions of repair parts: Not applicable.

20a. Terms and conditions for any other services: Not applicable.

21. List of services and distribution points: Not applicable.

22. List of participating dealers: Not applicable.

23. Preventative maintenance: Not applicable.

24a. Special attributes such as environmental attributes: Not applicable.

24b. Section 508: Compliance for EIT: as applicable.

25. Data Universal Number System (DUNS) number: 184791247

26. Notification regarding registration in system for award management (SAM) database: Contractor has an Active Registration in the SAM database.

WHY SELECT VAN EPEREN?

Customized Communications ... as unique as your agency.

Van Eperen (VE) understands the needs of government agencies and takes pride in developing custom communications programs and materials that achieve renowned results. As a full-service communications consulting firm located in Maryland, **Van Eperen is a 100% woman-owned and – operated small business, eligible to help meet set-aside goals.**

Founded in 2004, the firm has a robust team of professionals who develop and deliver effective internal and external communications plans and programs, conferences/meetings, and materials. Customized communications is what Van Eperen does best.

Renowned Results... to attain your goals.

Van Eperen uses best-practice research to develop and implement strategic communications plans with specific strategies and tactics to ensure goals are met. Van Eperen is highly flexible, easy to work with, and always measures the results of programs to ensure accountability.

Because Van Eperen's experienced staff comes from public affairs and information offices, newsrooms and the corporate world, it fully understands the nuances necessary to work with government and non-government audiences. Van Eperen has a proven track record of working effectively with government agencies to meet their missions.

VAN EPEREN'S SPECIAL ITEM NUMBER (SINS) DESCRIPTIONS

541-2 Public Relations Services: Services include providing customized traditional and social media and public relations services, preparation of media materials, including background materials, press releases, speeches and presentations, and press kits; and executing media programs such as press conferences, distribution of press materials, and scheduling broadcast and print interviews.

541-4D Conference, Events and Tradeshow Planning Services (Small Business Set-Aside): Services include the making of all necessary arrangements for conferences, meetings, seminars and tradeshow. 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.

541-1000 Other Direct Costs: Expenses other than labor hours that are necessary to complete a project.

VAN EPEREN CAPABILITIES

Van Eperen assists government agencies in navigating the complex world of communications options with customized communications, based on sound research and best practices that focus on clear, quantifiable results. The firm is easy to work with and takes great pride in demonstrating the value of its services.

Government agencies use Van Eperen as their communications counsel for many reasons, but the overall goal is always to ensure critical information is getting into the hands of important internal and external audiences. Van Eperen's services include:

Internal and External Planning and Outreach

- Strategic Communications Plans
- Social Media Plans
- Key Messaging (and training for leadership delivery)
- Speaker Support (speech writing, delivery prep and critique)
- Public Affairs Support (on- and off-site)
- Media Training
- Media Writing
- Press conferences and materials
- Strategic Partnerships (to assist with data collection, dissemination of public information)

Conferences, Meetings, Tradeshows

- Conference/meeting/tradeshow coordination and support (all logistics and staffing)
- Speaker coordination, travel, presentation development and training
- Agenda development and related handouts
- Related promotions and materials

Market Research

- Surveys
- Focus groups

Multi-Media Communications

- Video production
- Blogs, vlogs
- Social media
- Web sites
- Photography

Collateral Development

- Brochures
- E-newsletters
- E-vites
- Flyers
- Posters
- Postcards

LABOR/TASK CATEGORY GOVERNMENT HOURLY RATE

The following table presents VE's rates. Our GSA rates reflect a discount from our standard commercial rates.

Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (Excluding IFF)	Price Offered to GSA (including IFF)
Principal/CEO	\$ 237.49	\$ 239.28
Vice President	\$ 200.99	\$ 202.51
Project Director	\$ 137.50	\$ 138.54
Creative Director	\$ 178.11	\$ 179.46
Project Manager	\$ 101.75	\$ 102.52
Communication Specialist IV	\$ 158.86	\$ 160.06
Communication Specialist III	\$ 144.42	\$ 145.51
Communication Specialist II	\$ 115.35	\$ 116.22
Communications Specialist I	\$ 96.28	\$ 97.01
Sr. Web & Graphic Designer	\$ 145.23	\$ 146.33
Mid-Level Web & Graphic Designer	\$ 115.35	\$ 116.22
Jr. Web & Graphic Designer	\$ 91.46	\$ 92.16
Digital Media Strategist	\$ 151.86	\$ 153.01
Sr. Market Researcher	\$ 160.30	\$ 161.51
Mid-Level Market Researcher	\$ 134.79	\$ 135.81
Jr. Market Researcher	\$ 88.46	\$ 89.13
Videographer	\$ 112.53	\$ 113.38
Photographer	\$ 112.53	\$ 113.38
Conference/Meeting Planner II	\$ 60.15	\$ 60.60

JOB DESCRIPTIONS

Principal/CEO – Laura Van Eperen, CEO, founded VE in 2004 to provide excellent communications consulting services to clients in the public and private sectors with the primary goal of earning clients meaningful results. To this day, VE adheres to that founding principle with a strong culture of accountability – one that is unmatched in the industry.

Prior to launching the practice, Van Eperen served as senior account and operations managers at communications agencies in Washington, D.C. and Milwaukee, WI, and as a broadcast journalist in Florida and Colorado. As a former journalist, Van Eperen reported, anchored and managed news operations with her reports appearing on CBS and NBC affiliates and the national networks. Because of Van Eperen's unique understanding of newsroom operations, she has added credibility for assessing public positioning. In addition, Van Eperen brings expertise in coalition-building and strategic partnering to maximize and leverage resources. The Principal/CEO has more than 20 years of experience in the position.

Bachelors: 20 years' experience

Duties include:

- Advises senior personnel in strategic direction with desired outcomes.
- Provides high-level input on strategic advertising services, web-based marketing programs, market research, photography and graphic design services and integrated marketing and branding programs.
- Interfaces with clients.

Vice President

Bachelors: 15 years' experience

Duties include:

- Develop plans, messaging, and determines resources needed to carry out program.
- Develops strategies and manages public affairs and marketing communications campaigns.
- Ensures desired outcomes are implemented and deadlines are met.
- Monitors budgets and schedules to ensure activities are implemented on time and on budget.
- Provides high-level input on strategic advertising services, web-based marketing programs, market research, photography and graphic design services and integrated marketing and branding programs.
- Interfaces with clients.

Project Director

Bachelors: 15 years' experience

Duties include:

- Directs and oversees one or more projects that effectively strives to achieve the organization's outreach goals.
- Conducts baseline research to assess program outcomes.
- Leverages strategic plans to develop coalitions between organizations and maximize resources.
- Oversees the development of project plans to include the most effective channels to reach target audiences.
- Oversees project financial lifecycle, including estimates, status reporting, revenue forecasts, invoicing, etc.
- Oversees project documentation such as estimates, project plans, proposals, statements of work, status reports (internal and external), change requests, functional specifications, etc.
- Familiar with the latest in the communications and government contracting field's concepts, practices, and procedures.

Creative Director

Bachelors: 10 years' experience

Duties include:

- Leads a creative team and directs the development of all phases of creative work to ensure strategies and ideas are implemented and marketing results are achieved.
- Implements creative strategies, concept development of ideas and campaigns to achieve marketing objectives.
- Manages budgets, teams, projects and timelines.
- Effectively communicates creative vision that will achieve goals.
- Guides team in the latest use of industry design software.
- Applies demonstrated knowledge of new technology and trends to projects.
- Interface with clients.

Project Manager

Bachelors: 10 years' experience

Duties include:

- Develops and implements plans to achieve the organization's goals.
- Collaborates with the project team to identify strategies and solutions that will best meet the customer's needs within established constraints.
- Supports strategic plans to develop coalitions between organizations and maximize resources.
- Works with account team as well all members of assigned project team to estimate costs and timing for tasks such as project strategy, functional design, visual design, technology requirements, etc., utilizing established estimating process and tools.
- Actively participates in all project activities, collaborating on the content and presentation of key customer deliverables as required to ensure relevancy, strategy, quality and timelines.
- Creates and maintains project documentation such as estimates, project plans, proposals, statements of work, status reports (internal and external), change requests, functional specifications, etc.
- Sets the standards for high-quality project work.
- Accountable for flawless execution in own work and that of direct reports.
- Identifies and recommends opportunities to improve work processes.

Sr. Web and Graphic Designer

Bachelors: 8 years' experience

Duties include:

- Develops and directs strategic design solutions for user interface and user experience of all online and printed graphics projects.
- Meets with clients to discuss graphic and web design projects and strategies.
- Demonstrates expertise in HTML, CMS, JavaScript, multimedia and other tools to execute web design.
- Designs websites, logos, images, and other creative marketing collateral.
- Creates effective wireframes, site architecture and navigation.
- Ensures search engine optimization when appropriate.
- Provides website and graphic design maintenance services.

Mid-Level Web and Graphic Designer

Bachelors: 5 years' experience

Duties include:

- Implements strategic design solutions for user interface and user experience of all online and printed graphics projects.
- Demonstrates expertise in HTML, CMS, JavaScript, multimedia and other tools to execute web design.
- Designs websites, logos, images, and other creative marketing collateral.
- Creates effective wireframes, site architecture and navigation.
- Ensures search engine optimization when appropriate.
- Provides website and graphic design maintenance services.
- Conducts website testing and evaluation procedures.
- Implements web-based advertising including Google AdWords and Facebook ads.
- Conducts social media outreach, monitoring and reporting.

Jr. Web and Graphic Designer

Bachelors: 3 years' experience

Duties include:

- Aids in the design of websites and graphic design projects.
- Produces web and print graphics.
- Provides website and graphic design maintenance services.
- Conducts website testing and evaluation procedures.
- Implements web-based advertising including Google AdWords and Facebook ads.
- Conducts social media outreach, monitoring and reporting.

Digital Media Strategist

Bachelors: 5 years' experience

Duties include:

- Develops and implements strategies for web-based advertising and integrated marketing program.
- Oversees online projects including advertising, Google Ad Words, Facebook advertising, social media, online banner ads, multimedia presentations.
- Manages online video production services.
- Demonstrates in-depth knowledge of social media, email marketing, and Google analytics tools.
- Conducts analysis of programs and products reports.
- Implements search engine optimization strategies when appropriate.
- Creates multimedia designs using digital video, stills, illustrations, and graphic design software.

Communication Specialist I

Bachelors: 2 years' experience

Duties include:

- Assists with research and analysis of market trends in the planning of targeted campaign objectives, strategies and tactics.
- Drafts, edits and distributes press releases, media advisories, newsletters, fact sheets, email communications and other marketing materials.
- Provides day-to-day content development for and management of social media channels (Twitter, Tumblr, Facebook, LinkedIn, YouTube, etc.).

Communication Specialist II

Bachelors: 4 years' experience

Duties include:

- Researches, writes and edits press releases, fact sheets and other marketing materials.
- Analyzes media markets for new concepts, ideas, and outlets for public relations and advertising opportunities.
- Supports day-to-day communication with clients.
- Coordinates opportunities for journalists and other related media professionals across print, Web, multimedia and video.

Communication Specialist III

Bachelors: 6 years' experience

Duties include:

- Manages day-to-day communication with clients at all levels.
- Develops and enhances customized strategies, plans and concepts for creative and integrated marketing campaigns.
- Oversees the planning, implementation and evaluation of each project.
- Supports the production of multimedia materials and the development of public relation activities.
- Maintains positive relations with local, national, and trade media, including print, electronic, and social media.
- Supports presentations and client meetings.
- Supports the planning, selection and placement of broadcast or printed material.

Communication Specialist IV

Bachelors: 8 years' experience

Duties include:

- Meets with clients to discuss project goals and develops schedules for long and short-term campaign planning.
- Determines market trends and conditions and establishes measurable marketing objectives.
- Develops communications strategies, plans and marketing materials.
- Creates branding initiatives and targeted messaging.
- Manages client communications, task completion, team coordination, quality assurance and cost control.
- Oversees website design and management.
- Supervises and guides staff to complete client projects on time and on budget.
- Sets and implements operating policies and procedures.
- Supports the planning, selection and placement of broadcast and printed advertising and earned media coverage.

Sr. Market Researcher

Bachelors: 8 years' experience

Duties include:

- Develops high-level customized research strategies.
- Interfaces with clients.
- Ensures market research programs remain on time and on budget.
- Determines market trends and conditions.
- Conducts focus groups and interviews, prepares and distributes surveys, and manages call centers.
- Reviews and prepares final research report with detailed findings.
- Identifies target populations and opportunities.
- Establishes measurable advertising, marketing and public relations objectives.
- Evaluates the success of marketing and advertising programs.

Mid-Level Market Researcher

Bachelors: 6 years' experience

Duties include:

- Supports the development of custom research strategies.
- Support client interface.
- Researches market trends and conditions.
- Conducts focus groups and interviews, prepares and distributes surveys, and oversees call centers.
- Identifies target populations and opportunities.
- Establishes measurable advertising, marketing and public relations objectives.
- Evaluates the success of marketing and advertising programs.
- Prepares final research report with detailed findings.

Jr. Market Researcher

Bachelors: 3 years' experience

Duties include:

- Researches market trends and conditions.
- Conducts focus groups and individual interviews and prepares and distributes surveys.
- Identifies target populations and opportunities.
- Establishes measurable advertising, marketing and public relations objectives.
- Collects and analyzes findings.

Videographer

Bachelors: 5 years' experience

Duties include:

- Develops video strategies and concepts.
- Produces scripts and coordinates post production.
- Identifies and coordinates shoot locations including studio and on location, live shows, and events.
- Shoots digital high-res photography.
- Enhances digital video with specialized computer software.
- Produces high quality digital files.

Photographer

Bachelors: 5 years' experience

Duties include:

- Develops photography strategies and concepts.
- Identifies and coordinates shoot locations including studio and on location, live shows, and events.
- Shoots still high-res photography.
- Enhances still images with specialized computer software.
- Produces high quality digital files.

Conference Planner II

Bachelors: 4 years' experience

Duties include:

- Consults with customers in the pre, during and post planning and execution of their conference, training and/or meetings.
- Meets and greets on-site contacts daily.
- Effectively plans and communicates to all departments the expressed needs of the customer. This will include all food and beverage, audiovisual, room set up requirements and any other conference needs that are required.
- Acts as a liaison between the conference center and customers.
- Assists in facilitating weekly review meeting such as customers' itinerary and to anticipate any possible challenges.
- Works with the service staff to see that message handling with administrative support is efficiently handled and placed in the computer based system immediately.
- Works closely with all facets to ensure total customer satisfaction.
- Develops action plans to complete projects that improve services and customer satisfaction.

OTHER DIRECT COSTS (SIN 541-1000)

Our labor rates do not include supplies, materials or other direct costs associated with the services provided. These non-labor costs are listed below.

Agency orders may alter the type, quality and timing of each component and thus result in a lower or higher price for specific requirements. Based on the specific task identified at the Task Order level, Van Eperen will propose other direct costs that accurately reflect the actual work required. If a specific task order requires other direct costs that exceed the amounts shown below, or require items not included in the following list, a modification to this contract will be required. (With appropriate documentation, GS Schedule contracts may be modified at any time to add a new ODC as appropriate to respond to a task order. Other Direct Costs not approved on schedule may not be included as part of a GSA Schedule order.)

Van Eperen will charge project-specific travel and per diem in accordance with the Federal Travel Regulation.

SUPPORT PRODUCT/ LABOR (ODCs)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	CEILING PRICE/RATE OFFERED TO GSA (excluding IFF)	CEILING PRICE/RATE OFFERED TO GSA (including IFF)
Focus Group Incentive	Each	\$ 99.25	\$ 100.00
Clipping Service	Per Task	\$ 0.50	\$ 0.50
News Release	Per News Release	\$ 223.31	\$ 225.00
PSA Packaging	Per PSA	\$ 9.93	\$ 10.00
Broadcast Video Program Development and Outreach	Per minute average of production	\$ 2,481.25	\$ 2,500.00
B-Roll	Half day shoot	\$ 1,985.00	\$ 2,000.00
B-Roll Production	Per Hour of editing	\$ 148.88	\$ 150.00
Phone – Conference Calls	Per Minute	\$ 9.93	\$ 10.00
Phone call – long distance	Per Minute	\$ 0.50	\$ 0.50
Radio Media Tour	Per Task	\$ 9,925.00	\$ 10,000.00
Satellite Media Tour	Each	\$ 29,775.00	\$ 30,000.00
Newsletter 4-page 4 color	Each	\$ 0.92	\$ 0.93
Newsletter 8-page 4 color	Each	\$ 1.72	\$ 1.73
1 VHS Duplication (1 - 180 min)	Minute	\$ 23.95	\$ 24.13
DVD Duplication (1 min - 6 hours)	Minute	\$ 39.95	\$ 40.25
Editing cuts	Hourly	\$ 115.00	\$ 115.86
Black and White copies	Each	\$ 0.21	\$ 0.21
Color Copies	Each	\$ 1.65	\$ 1.66
6-foot table top display	Each	\$ 693.97	\$ 699.21
4 panel display	Each	\$ 499.97	\$ 503.75
Letter Head on White 1,000 ct.	Each	\$ 140.00	\$ 141.05
White envelopes 1,000 ct.	Each	\$ 165.00	\$ 166.25

Thank you notes, 500 ct.	Each	\$ 124.99	\$ 125.94
Thank you envelopes, 500 ct.	Each	\$ 194.99	\$ 196.46
Courier Service	Each	\$ 52.25	\$ 52.64
Media Training Studio Half day	Each	\$ 899.94	\$ 906.75
Media Training Studio Full day	Each	\$ 1,499.91	\$ 1,511.25
Conference facility rental, breakfast and lunch	Each	\$ 77.66	\$ 78.24
LCD Projector	Per projector, per day	\$ 906.00	\$ 912.85
Attendee Refreshments	Per person, per day	\$ 40.00	\$ 40.30
Meals, dinner	Per person, per day	\$ 87.01	\$ 87.66
Meeting Facility Rental	Full day	\$ 9,000.00	\$ 9,068.01
Meeting Handouts and Registration Materials	Per person, per day	\$ 30.00	\$ 30.23
Photography - One camera	Each	\$ 299.99	\$ 302.25
Videography - Two cameras	Each	\$ 399.98	\$ 403.00
Videography - Edits	Each	\$ 349.99	\$ 352.63
Videography - Basic Package	Each	\$ 999.95	\$ 1,007.50
Videography - Full Package	Each	\$ 2,999.83	\$ 3,022.50
FedEx Shipping (Ground and Home Delivery -Zone 8)	Per package	\$ 99.36	\$ 100.11
FedEx Shipping (Ground and Home Delivery -To Alaska)	Per package	\$ 357.00	\$ 359.70
FedEx Shipping (Ground and Home Delivery - Intra-Alaska)	Per package	\$ 76.50	\$ 77.07
FedEx Shipping (Ground and Home Delivery -From Alaska)	Per package	\$ 157.54	\$ 158.73
FedEx Shipping (Ground and Home Delivery -To Hawaii)	Per package	\$ 357.00	\$ 359.70
FedEx Shipping (Ground and Home Delivery Intra-Oahu)	Per package	\$ 66.14	\$ 66.64
Courier Service	Each	\$ 119.99	\$ 120.90
Newswire	Per release	\$ 8,189.55	\$ 8,251.43
Exhibits	Each	\$ 9,801.46	\$ 9,875.52
Signs - Banners	Each	\$ 219.98	\$ 221.64
Signs - Plastic	Each	\$ 72.00	\$ 72.54
Signs – Window Decals	Per sq ft	\$ 10.00	\$ 10.08
Table Skirt 6 ft	Each	\$ 193.68	\$ 195.15
Giveaway Items	Each	\$ 6.94	\$ 6.99
Carpet Rental (9x10)	Each	\$ 176.09	\$ 177.42
Trash Can Rental	Each	\$ 42.20	\$ 42.52
Table 6 ft	Each	\$ 79.45	\$ 80.05
Draped Table Rental	Each	\$ 176.09	\$ 177.42
Side Chairs/each	Each	\$ 81.40	\$ 82.01
Electricity 500-watt (5 Amps) Outlet 120v	Each	\$ 140.04	\$ 141.10

CDs (CD-RW) 50-Pack	Spindle	\$ 49.99	\$ 50.36
DVDs (DVD-R) 50-Pack	Spindle	\$ 127.49	\$ 128.45
CD Jewel Cases 50-Pack	50 Pack	\$ 22.99	\$ 23.16
Fax Rental	Monthly	\$ 16.63	\$ 16.75
Printing BW	Per Copy	\$ 0.14	\$ 0.14
Printing Full Color	Per Copy	\$ 0.59	\$ 0.59
Copying BW	Per Copy	\$ 0.03	\$ 0.03
Copying Color	Per Copy	\$ 0.15	\$ 0.15
Flip Chart Easel	Each	\$ 199.98	\$ 201.49
Flip Chart Pad	Each	\$ 69.99	\$ 70.51
Markers	8 pack	\$ 4.99	\$ 5.03
Pencils	One dozen per pack	\$ 21.79	\$ 21.95
Folders	250 pack	\$ 479.97	\$ 483.59
Notepads	12 pack	\$ 81.38	\$ 81.99
Sticky Notes	12 pack	\$ 40.19	\$ 40.49
Paper Clips	1000 pack	\$ 21.79	\$ 21.95
Binders	Each	\$ 29.99	\$ 30.21
Stapler	Each	\$ 41.99	\$ 42.30
Electric Stacking Stapler	Each	\$ 2,554.65	\$ 2,573.95
Scissors	Each	\$ 79.99	\$ 80.59
Tape	10 pack	\$ 22.99	\$ 23.16
Lanyards	25 pack	\$ 72.99	\$ 73.54
Name Badges	500 pack	\$ 106.89	\$ 107.70
Hotel Room Rate	Each	\$ 229.99	\$ 231.73
Conference Meeting Space Package	Full day per person	\$ 114.00	\$ 114.86
Conference Meeting Space Package	Half day per person	\$ 94.00	\$ 94.71
Continental Breakfast	Per person	\$ 49.00	\$ 49.37
Breakfast Buffet	Per person	\$ 65.00	\$ 65.49
Plated Breakfast	Per person	\$ 70.00	\$ 70.53
Lunch Buffet	Per person	\$ 91.99	\$ 92.69
Plated Lunch	Per person	\$ 89.00	\$ 89.67
Dinner Buffet (Per Person)	Per person	\$ 130.00	\$ 130.98
Dinner Plated (Per Person)	Per person	\$ 128.99	\$ 129.97
Beverage Service	Per person all day	\$ 49.00	\$ 49.37
Coffee Breaks	Per person	\$ 40.00	\$ 40.30
Phone Line	Each	\$ 99.99	\$ 100.75
Telephone Interface	Each	\$ 224.99	\$ 226.69
Conference Speakerphone	Each	\$ 149.99	\$ 151.13
Hi-speed Internet Line (Per Connection)	Each	\$ 75.00	\$ 75.56

Podium microphone	Each	\$ 75.00	\$ 75.56
Floor & Table Microphone	Each	\$ 75.00	\$ 75.56
UHF Wireless Microphone (hand or lavalier)	Each	\$ 149.99	\$ 151.13
24 Channel Mixer	Each	\$ 249.99	\$ 251.88
Digital Audio Recorder	Each	\$ 224.99	\$ 226.69
8' Tripod Screen	Each	\$ 75.00	\$ 75.56
10' Cradle Screen	Each	\$ 149.99	\$ 151.13
Fast Fold (10.5'x14') Screen	Each	\$ 299.99	\$ 302.25
Email, Additional Domain	Monthly	\$ 5.00	\$ 5.04
Web Hosting Fee	Monthly	\$ 39.95	\$ 40.25
Large Rental TV w/ cables & strips	Per Day	\$ 337.45	\$ 340.00

Support Item	Unit of Issue (e.g. Hour, Task, Sq Ft)	Price Offered to GSA (Excluding IFF)	Price Offered to GSA (including IFF)
Graphic Design	Per Hour	\$ 173.69	\$ 175.00
Graphic Production	Per Hour	\$ 99.25	\$ 100.00
Web Developer	Per Hour	\$ 129.03	\$ 130.00
Keynote Speaker	Per speaker	\$ 14,999.16	\$ 15,112.50
Honorarium	Per day	\$ 11,910.00	\$ 12,000.00
Photography – Half day	Each	\$ 499.97	\$ 503.75
Photography – Full day	Each	\$ 999.94	\$ 1,007.50
Photography – Hourly	Each	\$ 150.00	\$ 151.13
Photographer	Hourly	\$ 100.00	\$ 100.76

Updated 3.28.17