



**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: GSAAdvantage.gov.

Schedule Title: Multiple Award Schedule

Industrial Group: MAS

FSC Classes:

| | |
|------|--|
| R701 | Advertising Services |
| R708 | Public Relations Services |
| D304 | Web Based Marketing |
| R422 | Market Research and Analysis |
| T006 | Video/Film Production |
| R499 | Conference, Meeting, Events and Trade Show Planning Services |
| R499 | Graphic Design Services |
| R701 | Marketing Consulting Services |
| R701 | Other Direct Costs for Marketing and Public Relations Services |

Contract Number: GS-07F-0319U

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

Contractor Name: Diversity Marketing and Communications LLC
Address: 69 Kendal Avenue
Maplewood, NJ 07040-1144

Phone Number: 973-377-0300
Fax Number: 973-377-3090
Website: www.diversitymc.com

Contact for contract administration: Susan G Cohen
Susan.Cohen@diversitymc.com
973-377-0300 x 11

Business size: Small Woman Owned Disadvantaged Business

Contract Period: April 17, 2008 – April 16, 2023
Price List current through Modifications PS-A812
Dated February 10, 2020

CUSTOMER INFORMATION PAGE

1a. Awarded Special Item Numbers (SINs):

| | |
|--------------|--|
| 541810/RC | Advertising Services |
| 541820/RC | Public Relations Services |
| 541511/RC | Web Based Marketing |
| 541910/RC | Market Research and Analysis |
| 512110/RC | Video/Film Production |
| 561920/RC | Conference, Meeting, Events and Trade Show Planning Services |
| 541430/RC | Graphic Design Services |
| 541613/RC | Marketing Consulting Services |
| 541810ODC/RC | Other Direct Costs (ODC) |
| OLM/RC | Order Level Materials |

1b. Awarded Prices:

Prices are net, all discounts deducted, and valid for all domestic areas.

1c. Labor Category Price/Unit

5 Year Offered Pricing with a 2.30% Fixed Annual Escalator for all Offered SINs in accordance with I-FSS-969 Economic Price Adjustment (EPA) and Department of Labor- Employment Cost Index (ECI) Table 4

| Labor Categories Pricing | | | | | | | | |
|--------------------------|---|--|------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Item | SIN | Awarded Labor Category | Site | Year 11 4/17/2018 4/16/2019 | Year 12 4/17/2019 4/16/2020 | Year 13 4/17/2020 4/16/2021 | Year 14 4/17/2021 4/16/2022 | Year 15 4/17/2022 4/16/2023 |
| 1 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Account Director | Both | \$202.83 | \$207.50 | \$212.27 | \$217.15 | \$222.14 |
| 2 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Senior Art Director | Both | \$146.56 | \$149.93 | \$153.38 | \$156.91 | \$160.52 |
| 3 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Graphic Designer | Both | \$146.56 | \$149.93 | \$153.38 | \$156.91 | \$160.52 |
| 4 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Media Supervisor | Both | \$122.01 | \$124.82 | \$127.69 | \$130.62 | \$133.63 |
| 5 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Writer | Both | \$122.01 | \$124.82 | \$127.69 | \$130.62 | \$133.63 |
| 6 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Outreach / Special Events Coordinator | Both | \$99.66 | \$101.95 | \$104.30 | \$106.70 | \$109.15 |
| 7 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Comptroller/Accounting Manager | Both | \$131.97 | \$135.01 | \$138.11 | \$141.29 | \$144.54 |
| 8 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Administrative Assistant (SCA) | Both | \$67.37 | \$68.92 | \$70.50 | \$72.13 | \$73.79 |
| 9 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Creative Director | Both | \$202.83 | \$207.50 | \$212.27 | \$217.15 | \$222.14 |

| | | | | | | | | |
|----|---|--------------------------|------|----------|----------|----------|----------|----------|
| 10 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Media Planner/Buyer | Both | \$171.42 | \$175.36 | \$179.40 | \$183.52 | \$187.74 |
| 11 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Digital Media Specialist | Both | \$162.31 | \$166.04 | \$169.86 | \$173.77 | \$177.77 |
| 12 | 541810/RC, 541820/RC, 541511/RC, 541910/RC 512110/RC, 561920/RC 541430/RC, 541613/RC | Account Executive | Both | \$133.34 | \$136.41 | \$139.54 | \$142.75 | \$146.04 |

"The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories, Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."

| SCA Eligible Contract Labor Category | SCA Equivalent Code – Title | WD Number Dated 12/23/2019 |
|---|------------------------------------|-----------------------------------|
| Administrative Assistant | 01020 – Administrative Assistant | 2015-4211 Rev 12 |

The Diversity Team

ACCOUNT DIRECTOR

Job Description

Manages professional and administrative staff, coordinating various aspects of the project

Duties, Functions and Responsibilities

Manages staff responsible for project budget, contract negotiation; and oversight of staff and contract personnel involved in all phases of project completion

- Responsible for determining and implementing the direct needs of the client by managing and maintaining progress and successful interaction between the firm's staff and the client to ensure the quality, timeliness, and cost effectiveness of the undertaking
- Assigns tasks schedules, monitors performance
- Acts as liaison with client and contract personnel to ensure client satisfaction
- Establishes and ensures completion of quality assurance measures
- Develops and monitors budget and responds to any deviations from the approved cost/time line projections

- Responsible for full range of supervisory activities, including selection, training, evaluation and monitoring of staff and contract personnel
- Delegates job assignments to team
- Provide constructive feedback on employee performance

Knowledge, Skills and Capabilities

- Possesses required knowledge, skills, abilities and experience and is able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed
- Knowledge of current marketing techniques, tools and methods, including the execution of electronic and print information, materials and promotional events and activities
- Possesses media relations experience, excellent writing and verbal skills a knowledge o applicable standards and procedures
- Ability to manage staff and multiple accounts
- Ability to direct the timely production of project agreements and contracts and delivery of services
- Provides employees with clearly articulated job responsibilities and expectations

Qualifications

- Bachelors degree in business, communications, marketing or related field or related experience
- Minimum of 10 years experience in marketing, public affairs, public relations and/or crisis management required

SENIOR ART DIRECTOR

Job Description

Manages, oversees and directs all creative aspects of the project

Duties, Functions and Responsibilities

- Responsible for graphic and production design for marketing communications, all print materials, electronic information and advertising and online products
- Determines the needs and preferences of clients as well as the target market segment in creating their art
- Directs the creation of visual designs that address business, brand, market, and user requirements, including the design and production of screen layouts, color palettes, typography, and user interface elements
- Recommends and develops design, content, and presentation based on research and application of industry expertise

- Creates, plans, schedules and implements graphic design projects, which include developing concepts, establishing layouts, providing copy specifications, and production costs and timelines
- Coordinates and directs workflow to ensure that artwork is routed to the proper destination within specified time frames
- Ensures that the web site is cohesive and reflects a high level of aesthetics
- Manages team of graphic and production designers

Knowledge, Skills and Capabilities

- Ability to direct the adaptation of marketing objectives into the visualization, creation, design and production of ads, brochures, printed information, packaging, and web site design
- Works collaboratively with designers, and project manager
- Provides employee with clearly articulated job responsibilities and expectations
- Supports a collaborative attitude with regard to design and teamwork
- Deadline oriented and able to work effectively in an environment with high output and to adjust to changing priorities and/or project constraints

Qualifications

- Bachelor's degree in graphic design, fine arts, and communications or work experience related to graphic design
- 10 years experience in related field, such as corporate or government communications
- Solid understanding of user-centered design principles, careful attention to detail, as well as ability to grasp multiple product requirements
- Demonstrated knowledge of overall web site design, including usability, industry standards, architecture and navigation

GRAPHIC DESIGNER

Job Description

Executes all creative elements of the project

Duties, Function and Responsibilities

- Creates the layout and design of assigned print materials, ads, supplements, web sites and links and other special projects
- Works with art director to define the visuals of a narrative, ensures a distinct and consistent focus, and prepares artwork for production
- Utilizes creative skills to design a variety of objects, products, materials, and displays for clients. Designer 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 team to produce copy layout, charts, graphs, illustrations, and other visual communication's design

- Evaluates and maintains the graphic style and color for assignments based on established standards and policies
- Develops, maintains and utilizes knowledge of industry and trend
- Provides information and recommendations on production and costs, including paper stock and printing when requested

Knowledge, Skills and Capabilities

- Ability to lead design from concept development through execution
- Understands the fundamentals of visual communication and design, including color theory, 2D/3D design, visual organization/composition, information hierarchy, aesthetics, typography and use of symbols
- Ability to produce art from ideas and use color to create impact or effect
- Identifies and analyzes visual communication problems, successfully describes problems to others, and generates alternative solutions and evaluation of outcome
- Excellent organizational skills and the ability to work in a deadline orientated environment

Qualifications

- Bachelors Degree in graphic design
- Eight years of relevant training or commensurate work experience.
- Solid working knowledge of Macintosh platform and desktop publishing software such as Quark, In-Design, Photoshop, PowerPoint, Freehand and Illustrator
- Computer drawing, illustration, layout and photo editing skills.
- Experience with information architecture, requirements documentation, project management software, and working with editorial, development and design teams
- 5+ years designing large web sites and applications

MEDIA SUPERVISOR

Job Description

Responsible for all company interactions with media outlets, develops and cultivates media contacts; serves as the bridge between the company, the client and the media

Duties, Functions and Responsibilities

- Develops and nurtures relationships between the company, client and the media
- Researches and develops story ideas and researches leads for possible placements
- Provides placement for earned and paid media
- Responsible for the overall content of a company/client media package being submitted to diverse media outlets, from the narrative to audio and

visual content, video clips, photographs, acknowledgments and background information

- Develops and cultivates media contacts, including updating media lists
- With input from the company and the client, determines the best approach for disseminating client information and directs the information to the appropriate media outlets to ensure the client receives maximum exposure.
- Handles spin to ensure the media is familiar with all aspects of a client's information, position and accomplishments
- Works in an overlap capacity with the writer(s) to find the correct approach to any topic to enhance the company and client image

Knowledge, Skills and Capabilities

- Solves problems with media content, answers questions and supplies information as needed, extemporaneously or through prior research of company and client
- Ability to work well under pressure, handles deadlines with ease, and work simultaneously on several projects.
- Ability to interact and work well with people of different cultures and socio economic backgrounds.

Qualifications

- A bachelor's degree in communications, public relations or marketing or related experience in the field.
- Five years experience in public relations, journalism or public affairs

WRITER

Job Description

Responsible for all narrative content of press releases, Web site, collateral materials and marketing initiatives

Duties, Functions and Responsibilities

- Responsible for all narrative content produced by the company for internal use and for publication and dissemination in all media; print, audio, visual and web-based
- Research, gather information, organize and edit all narrative, ensuring information is relevant, timely, concise and correct
- Provides written materials, include marketing information, company background, company and client profiles and biographies, introduction letters, case studies and content for brochures, web sites, radio/television spots, speeches, talking points, scripts and web content
- Works closely with the media specialist to shape the voice of the company and the client

Knowledge, Skills and Capabilities

- Ability to work well under pressure, handle deadlines with ease and work simultaneously on several projects
- Ability to work well with people of different cultures and socio-economic backgrounds

Qualifications

- A bachelor's degree in journalism, communications, public relations or marketing or related experience in the field
- Five years experience working as a writer for a newspaper, trade publication, magazine writer or other written media format
- Some experience in public relations or public affairs would be helpful

OUTREACH/SPECIAL EVENTS COORDINATOR

Job Description

Identifies and oversees all outreach activities to targeted markets and coordinates activities and events geared to reaching these markets

Duties, Functions and Responsibilities

- Maintains efficient flow of brand and promotion work between client, agency and targeted markets
- Identifies, contacts and recruits community partners
- Targets specific markets and proposes events, activities and best means to reach those markets
- Serves as liaison to internal and external partners as well as to various clients
- Creates and archives past promotional campaigns
- Coordinates and manages "planning" meetings with producers, partners and team members
- Create databases to better track success and ensure campaign analysis
- Works with art director, writers and media specialist to craft message and best means of reaching targeted audience.

Knowledge, Skills and Capabilities

- Ability to communicate effectively with all audiences
- Strong knowledge of the demographics of the targeted audience and sensitivity to its needs, fears, reservations, suspicions and concerns.
- Excellent written and verbal communications, including verbal knowledge of a language other than English
- Knowledge of advertising, design and media processes

Qualifications

- Bachelor's degree in communications, marketing, or related experience
- 4 years experience in program and events management
- Two years experience in community outreach to specific audiences management or related field

COMPTROLLER/ACCOUNTING MANAGER

Job Description

Handles all matters related to billing and accounts receivable

Duties, Functions and Responsibilities

- Defines bookkeeping policies and procedures
- Responsible for seeing that all transactions are properly recorded in various ledgers, sub-ledgers, journals, etc.
- Proper maintenance of general ledger
- Maintains records of financial transactions, including accounts receivable and accounts payable; verifies, allocates and posts transactions
- Provides a full "control" file at the end of every accounting period to project and/or operations manager
- Oversees the disbursements for payroll and expenses
- Does bank reconciliations

Knowledge, Skills and Capabilities

- Arithmetic accuracy with speed and efficiency
- Ability to follow oral and written instructions
- Ability to work independently
- Ability to pay bills, send invoices and conduct other tasks in an efficient and timely manner
- Knowledge of bookkeeping policies and practices, maintenance and reconciliation of outstanding loan (debt) type records, and Microsoft Office Applications

Qualifications

- Bachelor's
- Previous bookkeeping experience of at least 5 years

ADMINISTRATIVE ASSISTANT

Job Description

Serves as professional support to firm's top management

Duties, Functions and Responsibilities

- Provides administrative and professional assistance to the Project and Operations managers and Special Events/Outreach coordinator.
- Assists executive staff in maintaining close contact with client and implementation of marketing plan and other marketing initiatives to support client objectives.
- Provides presentation support.
- Maintains data base for community outreach and community partners
- Assists with media relations
- Oversees operation of clerical and bookkeeping staff.

Knowledge, Skills and Capabilities

- Knowledge of marketing, communications and media.
- Excellent organizational and communications skills
- Demonstrates flexibility; can redefine role as needed and can adapt to change
- Computer and Internet savvy
- Ability to work with the team in meeting deadlines
- Ability to adapt easily to shifts in priorities

Qualifications

- High School diploma
- Four years experience in marketing or consumer oriented firm

CREATIVE DIRECTOR

Job Description

Heads development of strategic integrated communications product and Services strategy

Duties, Functions and Responsibilities

Manages staff responsible for message creation, creative arts, media planning and buying and campaign effectiveness evaluation

- Responsible for communications with customer and creation of advertising Campaign that is focused on a strong message
- Integrates creative specialists and technologies to best highlight creative message
- Works closely with the media planner/buyer to determine which form of print, Audio, visual and digital media is the best combination to advertise the message
- Conducts ongoing evaluations of the selected media and overall effectiveness of the campaign
- Responsible for full range of supervisory responsibilities in the personnel and financial management areas
- Establishes and ensures completion of quality assurance measures

Knowledge, Skills and Capabilities

- Possesses required knowledge, skills, abilities and experience and is able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed
- Knowledge of current advertising techniques, tools and methods
- Possesses media relations experience and has ability to manage staff and multiple accounts

Qualifications

- Bachelors degree in business, communications, advertising or related field or related experience

- Minimum of 10 years experience in advertising, communications and public relations

MEDIA PLANNER/BUYER

Job Description

Leads media focused communications support team structured to ensure client key messages are promoted effectively in print and electronic media.

Duties, Functions and Responsibilities

- Develops strategy to build long term relationship with media outlets and capitalizes on paid and unpaid opportunities to highlight client work
- Develops and directs approach to targeting media outlets and producing hard hitting pieces and arriving at the right mix of media at the right time
- Assists in evaluating the effectiveness of each type of media in communicating client campaign message
- Performs additional duties as required by the Creative Director

Knowledge, Skills and Capabilities

- Possesses required knowledge, skills, abilities and experience and is able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed
- Knowledge of current media types and techniques and execution of media plans
- Ability to direct and coordinate the timely application of different media

Qualifications

- Bachelors degree in business, advertising, communications or related fields or related experience
- Minimum of 8 years experience in advertising and media planning/buying

DIGITAL MEDIA SPECIALIST

Job Description

Responsible for planning, execution, and analysis of paid advertising campaigns for online and social media platforms and content development.

Duties, Functions and Responsibilities

- Responsible for ongoing execution of paid and organic search engine marketing campaigns and search engine optimization
- Develop strategies to increase traffic and engagement for client-owned digital assets, including but not limited to websites, blogs, and social media platforms
- Develop, execute, and place content on third-party social media platforms, websites, blogs, and other online outlets
- Develop and direct programs to purchase and place media on digital

- outlets on behalf of clients
- Evaluate effectiveness of campaigns using proprietary and commercially-available analytic and reporting tools
- Optimize budgets for paid media campaigns using bid management systems

Knowledge, Skills and Capabilities

- Possesses required knowledge, skills, abilities and experience and is able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed
- Strong knowledge and experience with websites, email marketing, and social media as well as email marketing, online communities, and blogging
- Ability to direct and coordinate timely application of different digital strategies and technologies
- Ability to conduct research, communicate with representatives of digital outlets, issue insertion orders, and ensure appropriate tracking and verification
- Strong analytical skills to assess trends and recommend tactics to enhance results

Qualifications

- Minimum of 7 years of related experience
- Bachelor's degree in marketing/communications, business, or computer science, or related fields

ACCOUNT EXECUTIVE

Job Description

Coordinate development and execution of tasks for individual client accounts. Assist Account Director with adherence to timelines, budgets, quality standards, and compliance requirements.

Duties, Functions and Responsibilities

- Maintain frequent and direct contact with client(s)
- Manage work of internal staff and outside vendors to ensure services and campaigns meet objectives and quality standards
- Coordinate development and delivery of services to ensure deliverables are on time and on budget
- Maintain strong working knowledge of client products and services, target audiences, and communications objectives
- Monitor timelines and budgets
- Review and approve creative and production materials
- Assist in development of strategic marketing plans and assist with execution
- Performs additional duties as required by the Account Director

Knowledge, Skills and Capabilities

- Possesses required knowledge, skills, abilities and experience and is able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

- Knowledge of current marketing techniques, tools and methods, and creative requirements for paid, earned, social, and owned media
- Excellent communications and time management skills
- Ability to manage staff and multiple accounts
- Excellent organizational skills and ability to work in deadline-oriented environment

Qualifications

- Minimum of 5 years of related experience
- Bachelor's degree in marketing/communications, business, or computer science, or related fields

| SIN | Support Product /Labor (ODC's) | Unit of Issue | Site | Ceiling Price / Rate Awarded (Including IFF) |
|--------------|--|----------------------|-------------|---|
| 541810ODC/RC | Paid Advertising | Per Task | Both | \$11,050.61 |
| 541810ODC/RC | PSA Distribution | Per Month | Both | \$2,260.87 |
| 541810ODC/RC | Outreach | Per Task | Both | \$161,187.11 |
| 541810ODC/RC | Video Production | Per Task | Both | \$ 19,971.79 |
| 541810ODC/RC | Location-based Photography and Videography | Per Day | Both | \$3,364.23 |
| 541810ODC/RC | Video Editing | Per Task | Both | \$640.81 |
| 541810ODC/RC | Collateral Design and Production | Per Task | Both | \$870.43 |
| 541810ODC/RC | Retouching | Per Task | Both | \$427.20 |
| 541810ODC/RC | Stock Photography | Per Photo | Both | \$32.04 |
| 541810ODC/RC | Collateral Printing | Per Task | Both | \$1,051.99 |
| 541810ODC/RC | Annual Report Writing, Design and Printing | Per Task | Both | \$2,073.96 |

Paid Advertising

Purchase of ad space in mediums such as newspapers, radio, cable and broadcast television stations, websites and other digital outlets, social media platforms, search engines, mobile phones, billboards and other outdoor spaces, transit hubs, inside or outside of vehicles such as trains and buses, and movie theaters. Includes development of paid media plans.

PSA Distribution

Services provided include preparation of video and audio files for distribution as public service announcements to broadcast and cable television stations, radio stations, online and other outlets. Tasks include distribution list management, duplication, packaging, mailing, uploading for digital access, tracking and monitoring.

Outreach

Strategies and tactics used to build public awareness at grassroots levels about specific messages, resources, events, or other objectives. Outreach modalities include door-to-door canvassing, events, workshops, presentations, meetings, tabling and leafleting and may involve partnerships with local stakeholders.

Video Production

Creating combinations and reductions of parts of a video in both the live production and post-production period.

Location-based Photography and Videography

Video and/or audio recordings that take place outside of a studio that may include the site where a particular activity is taking place or other specific location.

Video Editing

The process of editing segments of video production footage, special effects and sound recording during the post-production period.

Collateral Design and Production

The creative design and production of printed materials including post cards, direct mailers, flyers, inserts, fact sheets and other formats used for marketing or promotion purposes.

Retouching

Slight additions and/or alterations made to improve the appearance of an existing photo.

Stock Photography

Licensed photographs and/or graphics used to fulfill the needs of creative assignments in place of using a professional photographer. Stock photos are both purchased and delivered online.

Collateral Printing

The printing of post cards, direct mailers, flyers, inserts, fact sheets and other formats used for marketing or promotion purposes.

Annual Report Writing, Design and Printing

The writing, design and layout of a full color 17 x 11 inch, folded into 8.5 x 11 inch (four panel) annual report with three rounds of revisions/adjustments and necessary preparation of the file for printing.

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

3. Minimum order: \$100.00

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

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

Maplewood, NJ 07040-1144

6. Discount from list prices or statement of net price: Net prices – discount deducted.

7. Quantity discounts: 1% +\$100,000. Does not apply to ODCs under SIN 541810ODC

8. Prompt payment terms: 2% 10. Will not apply to ODCs under SIN 541810ODC. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9a. Notification that 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. No

10. Foreign items: Not applicable

11a. Time of delivery: As shown on specific task orders

11b. Expedited delivery: Contact the contractor for expedited delivery.

11c. Overnight and 2-day delivery: Contact the contractor for Overnight and 2 day delivery.

11d. Urgent requirements: Contact the contractor for urgent requirements.

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

13a. Ordering address(es): 69 Kendal Avenue, Maplewood, NJ 07040-1144

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: 69 Kendal Avenue, Maplewood, NJ 07040-1144

15. Warranty provision: Standard Commercial Warranty

16. Export packing charges: Not applicable

- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** N/A
- 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 service 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. 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/.
- 25. Data Universal Number System (DUNS) number:** 784036068
- 26. Notification regarding registration in SAM database:** Current Active Registration