



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

Federal Supply Schedule **541 (Advertising and Integrated Marketing Solutions)**
FSC Group: **R701**
NAICS: **541850**

CONTRACT NUMBER (541-4C, 541-1000): GS-07F-0429X

CONTRACT PERIOD: April 15, 2011 – April 14, 2016

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

CONTRACTOR: **Quatrefoil Associates, Inc.**
29 C Street
Laurel, MD 20707
Phone number: (301) 470-4748
Fax number: (301) 470-4749
E-Mail: louisa@quatrefoil.com
www.quatrefoil.com

CONTRACTOR'S ADMINISTRATION SOURCE: **Ms. Paula Schuman, VP**
29 C Street
Laurel, MD 20707
Phone number: (301) 470-4748
Fax number: (301) 470-4749
E-Mail: paula@quatrefoil.com

Quatrefoil Associates, Inc. is a full service exhibition design, planning, multimedia, interactives and fabrication firm. We create exhibits and experiences for history museums, science centers, zoos, aquariums, visitor centers and other interpretive sites all over the United States.

BUSINESS SIZE: Small Business, Woman Owned Business

Quatrefoil Associates, Inc. participates in GSA's Disaster Recovery and American Recovery and Reinvestment Act programs.

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
541-4C	Exhibit Design and Implementation Services
541-1000	Other Direct Costs

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

<u>SIN</u>	<u>MODEL</u>	<u>PRICE</u>
541-4C	Design Assistant	\$64.70

1c. HOURLY RATES:
Direct Labor Rates are Hourly.

2. MAXIMUM ORDER*: \$1,000,000.00 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor 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: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

5. POINT(S) OF PRODUCTION: Laurel, MD (Prince Georges County)

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

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30 Days

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are not accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: As specified on task order and as mutually agreed upon

- 11b. **EXPEDITED DELIVERY:** As specified on task order and as mutually agreed upon. Please contact contractor representative.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Overnight and 2-day delivery are available. Contact the Contractor for rates.
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Quatrefoil Associates, Inc., 29 C Street, Laurel, MD 20707
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14. **PAYMENT ADDRESS:** Same as contractor
- 15. **WARRANTY PROVISION: Standard Commercial Warranty.** Customer should contact contractor for a copy of the warranty.
- 16. **EXPORT PACKING CHARGES:** N/A
- 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 (IF APPLICABLE):** 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 (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER: 624212437**
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Quatrefoil Associates, Inc. is currently registered in CCR.

GSA Hourly Rates offered under 541-4C

POSITION	HOURLY RATE
Partner	\$179.45
Design Director	\$139.55
Project Manager	\$119.52
Senior Designer	\$106.34
Designer	\$84.69
Junior Designer	\$74.81
Design Assistant	\$64.70
Detailer	\$111.71
Senior Multimedia Designer	\$109.47
Programmer	\$99.51
Interactives Designer	\$99.63
Content Developer/Writer	\$98.75
Fabrication Manager	\$109.46
Senior Fabricator	\$84.72
Fabricator	\$79.79
Fabrication Assistant	\$64.82

Other Direct Costs – SIN 541-1000

DESCRIPTION OF SUPPORT PRODUCT (ODC)	UNIT OF ISSUE	NOT-TO-EXCEED PRICE
0.5" HPL Graphic Panel, Interior Satin Finish	Sq. Ft.	\$ 57.04
Digital Print on Adhesive Vinyl Inca/UVIStare HTO with 5mil Textured Lustex Overlam	Sq. Ft.	\$ 11.30
Digital Print / Monitor Wrap	Sq. Ft.	\$ 59.82
Digital Print on Adhesive Vinyl - Color Test	Sq. Ft.	\$ 40.93
Exhibit Case Pedestal, 24" x 24" x 36", Cypress Wood Finish Custom Stain, Wood Trim	Each	\$ 1,920.65
Acrylic 5 sided vitrine, 1/4", 22.125" x 22.125" x 27" PS30 Museum grade joints	Each	\$ 571.79
Personal Computer, Optiplex 755, Intel Celeron Processor, 2.0 GHz, 1GB RAM 80 GB HD, Keyboard, Mouse	Each	\$ 586.89

Quatrefoil Associates, Inc. adds a GSA-approved 25% markup to ODC elements.

Labor Category Descriptions

Labor Category	Description
Partner	<p>Provides oversight and executive management of all aspects of museum master planning, exhibit design and design/build projects. Responsible for setting design direction and vision, guiding project progress, ensuring quality, defining standards, managing clients, problem solving, and identifying staffing needs. Leader and moderator of industry and project workshops.</p> <p>Education, experience and qualifications: Bachelor's degree. Minimum of 15 years experience in all aspects of museum master planning, exhibit design, build, and installation. Minimum of 10 years experience leading an exhibit design/build firm.</p>
Design Director	<p>Leader of multi-discipline exhibit design teams. Delivers complex museum master planning, design and design/build projects at the highest quality standards on time and on budget. Sets design direction, guides and mentors design staff. Ensures that quality standards are maintained during all phases of a project.</p> <p>Education, experience and qualifications: Bachelor's degree. Minimum of 10 years of museum exhibit design experience with a track record of delivering high-quality design solutions. Proficient in all industry standard design tools.</p>
Project Manager	<p>Delivers museum exhibit design and exhibit design/build projects on time and within budget. Coordinates internal teams, clients, vendors and third parties to ensure project cohesion, progress and quality. Creates cost projections during planning and design phases with demonstrable accuracy. Controls project budget and schedule. Ensures that quality standards are maintained during all phases of a project. Compiles and delivers project closeout documentation and operation manuals.</p> <p>Education, experience and qualifications: Bachelor's degree. Minimum of 10 years of project management experience with a minimum of 5 years within the museum industry. Proficient in standard industry project management tools.</p>
Senior Designer	<p>Leads the design aspects of master planning, design and design/build projects. Delivers complex projects at the highest quality standards on time and on budget. Implements design direction for projects, coordinates efforts with staff. Oversees exhibit prototype creation, visitor test sessions, and incorporates prototype results into design. Coordinates efforts with lighting design, technology design, interactive development and fabrication shop. Ensures that quality standards are maintained during all phases of a project.</p> <p>Education, experience and qualifications: Bachelor's degree. Minimum of 10 years of museum exhibit design experience with a track record of delivering award winning design solutions. Proficient in all industry standard design tools.</p>
Designer	<p>Implements design tasks set by Senior Designer. Ensures that design adheres to project requirements. Researches design approaches and materials. Creates and updates CAD drawings and project databases.</p> <p>Education, experience and qualifications: Bachelor's degree. Minimum of 4 years of museum exhibit design experience. Proficient in all industry standard design tools.</p>
Junior Designer	<p>Implements design direction and tasks set by senior staff. Ensures that design adheres to project requirements. Researches material options. Updates project drawings and databases. Assembles and prepares deliverables and documentation.</p>

	<p>Education, experience and qualifications: Minimum of 2 years of museum exhibit design experience. Working knowledge of industry standard design tools.</p>
Design Assistant	<p>Performs design tasks under the direction of senior staff. Researches and purchases media and image assets. Produces and ships printed deliverables. Updates project databases. Supports day-to-day design operations.</p> <p>Education, experience and qualifications: Minimum of 1 year of museum exhibit design support experience. Working knowledge in industry standard tools.</p>
Detailer	<p>Creates exhibit drawings such as Design Control Drawings, Shop Drawings and As-Builts. Develops mechanical solutions. Facilitates that code requirements are met. Ensures that quality standards are maintained during all phases of a project.</p> <p>Education, experience and qualifications: Bachelor's degree. Minimum of 8 years of museum exhibit design experience. Proficient in all industry standard design tools.</p>
Senior Multimedia Designer	<p>Leads the design and production of computer interactive and video programming. Delivers complex projects to highest quality standards on time and on budget. Sets design direction and mentors staff. Creates storyboards and media treatments that adhere to content goals. Oversees exhibit prototype creation, visitor test sessions, client reports and prototype results feedback into design. Oversees hardware and software coordination. Ensures that quality standards are maintained during all phases of a project. Ensures that Intellectual Property Rights are maintained.</p> <p>Education, experience and qualifications: Bachelor's degree. Minimum of 10 years of museum exhibit computer interactive, video design and production experience with a track record of delivering innovative design solutions. Proficient in all industry standard design tools.</p>
Programmer	<p>Designs and produces computer-based interactive exhibits and video programming. Creates storyboards and media treatments that adhere to content goals. Supports exhibit prototype creation and visitor testing sessions, and uses client reports and prototype results feedback to inform design. Develops hardware and software design specifications. Ensures that programs adhere to project requirements. Creates and updates the project databases. Researches media asset options.</p> <p>Education, experience and qualifications: Minimum of 5 years of museum exhibit computer interactive and video programming experience. Proficient in all industry standard design tools.</p>
Interactives Designer	<p>Develops and coordinates exhibit content and visitor experiences. Coordinates content within the overall design. Determines content delivery mode at each exhibit and area based on content and experience goals. Develops exhibit text. Ensures that content quality is maintained through all phases of a design/build project.</p> <p>Education, experience and qualifications: Minimum of 8 years of museum exhibit interactives development experience. Working knowledge of industry standard design tools.</p>
Content Developer/Writer	<p>Research in subject matter and develops content. Writes exhibit script and all copy text for graphic/text panels and interactives.</p> <p>Education, experience and qualifications: Minimum of 8 years of museum content development experience. Working knowledge of industry standard design tools.</p>
Fabrication Manager	<p>Leads a multi-discipline exhibit fabrication and installation team. Produces complex build projects at the highest quality standards on time and on budget. Defines fabrication methods and equipment, guides and mentors staff. Supports exhibit designers with unique, value-added solutions that ensure quality. Researches and tests materials and techniques. Assists in the creation of build budgets and value engineering. Oversees exhibit prototype creation.</p>

	<p>Education, experience and qualifications: Minimum of 10 years experience in managing exhibit fabrication and installation. Proficiency in the use of all fabrication equipment and techniques.</p>
Senior Fabricator	<p>Produces and installs museum exhibits at the highest quality standards on time and on budget. Defines fabrication methods and equipment, guides and mentors staff. Researches and tests materials and techniques. Creates exhibit prototypes.</p> <p>Education, experience and qualifications: Minimum of 8 years experience in the creation of museum exhibits. Proficiency in the use of all fabrication equipment and techniques.</p>
Fabricator	<p>Produces and installs museum exhibits at the highest quality standards on time and on budget. Creates exhibit prototype components.</p> <p>Education, experience and qualifications: Minimum of 2 years experience in the creation of museum exhibits. Proficiency in the use of fabrication equipment and techniques.</p>
Fabrication Assistant	<p>Assists in production and installation of exhibit components.</p> <p>Education, experience and qualifications: Minimum of one year of experience in the creation of museum exhibits. Proficiency in the use of fabrication equipment and techniques.</p>

About Quatrefoil

Capabilities

Quatrefoil has an extensive background in all areas of exhibition planning, development, design, engineering and execution. We offer a complete range of in-house services to help you define and realize your vision.

The Quatrefoil team keeps abreast of the latest advances in design and technology, and develops ways to continually improve fabrication methods and techniques. Our exhibits have a reputation for superior durability and outstanding engineering.

Our studio and our 7,000 square-foot fabrication shop are located in Laurel, Maryland, just outside Washington, DC.

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GSA Contract GS-07F-0429X
AIMS 541-4C, 541-1000
Sales: louisa@quatrefoil.com



Design

Museum and Exhibition Planning
Exhibit Design
Graphic Design
Motion Graphics
Interactive Development and Design
Scale Model Making
Detailing / CAD Drafting
3-D Computer Modeling
Illustration
Lighting Design
Content Development
Information and Image Research
Script Writing and Editing

Specialty Fabrication

Cabinet Shop
Machine Shop
Prototyping and Testing
Custom Artifact Mounts
Crating and Installation

State-of-the-Art Electronics

Electro-mechanical Interface Design
Custom Printed Circuit Board Design
Full Testing Capabilities
Embedded Computer Systems
Prototyping Parts Inventory

A/V and Multimedia

Audio and Video Production
Navigation and Interface Design
Custom Software
Integration with Hardware

Project Management

In-house Team
Coordination of Subcontractors
Budget and Schedule Management
Quality Control

To see how these capabilities come together to create dynamic, engaging exhibitions please visit www.quatrefoil.com.