



**“5 Star Meeting Services
at Per Diem Pricing!”**

A small, woman-owned business, Event Source Professionals, Inc. specializes in conference, event, meeting and tradeshow planning and execution. Our expertise in planning, sourcing and operations management allows our clients to focus on their objectives and on event participants while we take care of the details.

Event Source Professionals, Inc.
4109 Gateway Court,
Suite 300
Colleyville TX 76034
Phone: 817-267-6698
Website: www.espinc-usa.com

CONTRACT ADMINISTRATOR
Ms. Charlotte Davis, CMP
Phone: 817-267-6698, Ext. 106
Email: charlotte@espinc-usa.com

BUSINESS SIZE:

Small Business/Woman-Owned Business

SCHEDULE TITLE:

MULTIPLE AWARD SCHEDULE

INDUSTRIAL GROUP:

MAS

CONTRACT NUMBER:

GS-07F-0680W

CONTRACT PERIOD:

February 22, 2020 – February 21, 2025

Price list current as of Modifications # PS-A812 effective February 6, 2020 and PO-0027 effective February 22, 2020.

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: GSA Advantage.gov.

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



GENERAL SERVICES ADMINISTRATION

Authorized Federal Supply Schedule Price List

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Contract Number: GS-07F-0680W

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INTRODUCTION

Event Source Professionals, Inc. (ESP) is a **Certified Woman-Owned Small Business** and **Diversity Supplier** that provides a diverse network of customers with the ease of one contact and the support of an entire company.

We service all levels of **meeting and event planning, site selection, destination management, on-site support, security and risk management.** In business since 1988, **ESP** provides **total meeting solutions** for our customers, both nationally and internationally. We continually develop our team of professionals with an eye to the future of industry trends and do so in an environment founded on respect, honesty and integrity. Our team of



event professionals consists of certified planners who have achieved the title of CMP (Certified Meeting Professional), CMM (Certified Meeting Manager), and/or CGMP (Certified Government Meeting Professional) and participate in continuing education to maintain their certifications.



ESP provides a one-stop meeting/event planning resource equipped to accommodate the scrutinized budgets of our corporate clients, government agencies and associations while providing more cost-effective personal services than our clients expect. We guide the planning and execution of events of all sizes and budgets. Together with our dedicated, certified part-time contractors, **ESP** produces between 50 – 80 programs annually ranging in size from 15 to 15,000 participants. These events include military conferences,

medical investigator meetings, product launches, sales meetings, training meetings, pharmaceutical meetings, advisory board meetings and industry trade shows.

INTRODUCTION CONTINUED



CORE MEETING COMPETENCIES

- ✓ Trade Shows
- ✓ Conferences
- ✓ Conventions
- ✓ Product Launches
- ✓ Sales Incentive Programs
- ✓ R&D Investigator Meetings
- ✓ Corporate Team Building
- ✓ Executive Retreats
- ✓ Training Meetings
- ✓ Government Meetings

CORE SERVICE COMPETENCIES

- ✓ Meeting, Convention and Exhibit Management
- ✓ Venue/Site Selection
- ✓ Contract Negotiations
- ✓ Timeline Development
- ✓ Hybrid Meetings
- ✓ Webcasting
- ✓ Audience Response Systems
- ✓ Advanced Audio-Visual
- ✓ Meeting Management Software
- ✓ Custom Web-based Registration Software
- ✓ Food and Beverage
- ✓ Detailed Accounting and Invoice Reconciliation
- ✓ Collateral and Design Production
- ✓ Air and Ground Transportation (IATA Certified)

CUSTOMER INFORMATION

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

541810ODC Other Direct Costs for Marketing and Public Relations Services
 561920 Conference Events and Tradeshow Planning Services
 OLM Order Level Materials

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR SIN 541810 ODCs: (Government net price based on a unit of one, includes IFF)

MODEL	DESCRIPTION	UNIT OF ISSUE	PRICE OFFERED TO GSA
<i>Conference & Meeting Logistics</i>	<p>ESP offers a variety of logistical options to provide seamless domestic & international accommodations for all attendees including but not limited to training, recognition, and educational. ESP provides logistical support for groups of less than 20 to over 4,000 and uses Federal Per Diem rates when applicable. ESP can provide/manage:</p> <ul style="list-style-type: none"> ● Travel reservations ● On-line registration ● On-site transportation, FEMA-approved and ADA-compliant lodging, dedicated meeting space ● Attendee orientation and check-in ● Group food & beverage management ● Stage production, lighting/audio visual ● Rentals and décor ● Simultaneous or written interpretation ● Note-taking and facilitation ● Speakers and entertainment ● Marketing / meeting collateral, awards ● Still or video photography ● Program insurance ● Security 	<i>Program</i>	\$611,198.67

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR SIN 541180ODC:
 (Government net price based on a unit of one.)

MODEL	DESCRIPTION	UNIT OF ISSUE	PRICE OFFERED TO GSA
<i>Meeting Space</i>	From securing meeting space that is appropriate for a group within a domestic or international hotel, conference center or convention center to finding unique meeting space for a day or evening function, ESP has proven international experience.	<i>Program</i>	\$45,000.00
<i>Catering</i>	From water breaks to full banquet service, ESP researches appropriate catering options; develops menus and manages the catering service to supplement meetings and events. Programs include the use of china, flatware, glassware, tables, chairs, linens and staff and can accommodate small groups of less than 25 to large groups of more than 4,000.	<i>Program</i>	\$171,225.30
<i>Stage Production / Lighting and Audio Visual</i>	ESP provides full Stage Production design and lighting and audio-visual packages designed to enhance any meeting or event. From full stage design to Audience Response Systems, ESP has provided lighting and audio-visual services for meetings and events of all sizes.	<i>Program</i>	\$89,285.99
<i>Transportation - Ground</i>	Based on a review of the flight manifest, ESP provides staffing at the airport(s), local transportation hubs and hotel/ meeting facility(ies) to monitor arrivals/ departures, coordinate the connection between drivers and passengers, and answer questions. ESP provides ground transportation nationally using a variety of vehicle types as appropriate to the group size and manifest. Sedans, SUVs, Vans, mini-coaches, motor coaches and trolleys are among the vehicle types used to move a group between the airport/transportation hubs to the meeting or event.	<i>Program</i>	\$48,555.00

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR SIN 541180DC:
 (Government net price based on a unit of one)

MODEL	DESCRIPTION	UNIT OF ISSUE	PRICE OFFERED TO GSA
<i>Rentals</i>	ESP coordinates the rental of any logistical equipment required by the program. This includes but is not limited to tradeshow décor (pipe & drape, carpet, tables), tents, port-a-potties, power generators, outdoor lighting, staging, outdoor seating / bleachers, tables, chairs, misters / coolers, crowd control guard rails, etc.	<i>Program</i>	\$79,605.00
<i>Online Registration</i>	ESP has designed and utilized online registration for groups as small as 50. Basic online systems have been developed incorporating features that capture basic registration information such as arrival / departure information; need for air and ground transportation; and accommodations and food & beverage requirements. ESP also produces online registration programs that allow attendees to pay for attendance or hotel fees; select sessions they would like to attend; receive updated program information and confirmation; and relate to others who may be driving to the event to facilitate car-pooling.	<i>Program</i>	\$5,000.00
<i>Décor (includes floral and foliage)</i>	ESP provides décor appropriate to enhance any meeting or event. From colorful floral buffet centerpieces to minimal balloon accents to interactive entertainment that doubles as décor, ESP has provided décor services for meetings and events of less than 15 participants to groups of more than 4,000.	<i>Program</i>	\$42,000.00

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR SIN 541180ODC:
 (Government net price based on a unit of one.)

MODEL	DESCRIPTION	UNIT OF ISSUE	PRICE OFFERED TO GSA
<i>Entertainment / Speakers</i>	<p>ESP provides limitless entertainment options appropriate to enhance any meeting or event. ESP offers:</p> <ul style="list-style-type: none"> • Keynote and motivational speakers • Program emcees • Celebrity performers/keynotes • Individual musicians such as harpists and saxophonists to large multi-piece bands • Interactive entertainment such as carnival games and improvisational comedy troupes • Living statues and buffets • Artists • Look-alikes • Cirque-type performers and dancers 	<i>Program</i>	\$79,244.33
<i>Simultaneous Interpretation</i>	<p>ESP can provide Federally certified and State-licensed Simultaneous Interpreters for a variety of languages (including sign language) to assist with Meetings and Tours. All interpreters will prepare industry-specific glossaries for their use; but industry-specific interpreters such as State licensed Judicial Interpreter – Mediator or Medical interpreters are available.</p>	<i>Program</i>	\$26,801.98
<i>Written Translation</i>	<p>ESP can provide Federally certified and State-licensed Interpreters for a variety of languages to assist with translating meeting presentations, notes or transcripts. Services are provided on a per-word basis and rush charges may apply based on when the material is received/due.</p>	<i>Program</i>	\$2,854.69

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR SIN 5411800DC:
 (Government net price based on a unit of one)

MODEL	DESCRIPTION	UNIT OF ISSUE	PRICE OFFERED TO GSA
<i>Translation Equipment</i>	From portable systems that include a Digital Interpretation Transmitter with Microphone and Digital Receivers w/ Headphones to full translation sound-proof booth systems, ESP can provide the translation equipment to service the needs of stationary groups or groups on the move.	<i>Program</i>	\$2,219.65
<i>Marketing Communication</i>	ESP can design and produce a wide variety of customized Marketing Communication vehicles including but not limited to: <ul style="list-style-type: none"> • Save the Date announcements • Invitations • Programs • Comment cards • Folders and post-program evaluations 	<i>Program</i>	\$4,497.50
<i>Meeting Collateral & Awards</i>	ESP can design and produce a wide variety of customized collateral and recognition vehicles including but not limited to: <ul style="list-style-type: none"> • Customized notepads and pens • Tote Bags • Flash drives and CDs • Signage and banners • Award plaques, gifts and certificates 	<i>Program</i>	\$25,655.25
<i>Photographer / Videographer</i>	ESP can coordinate and direct the process of capturing still photography or video for archival purposes or to create an end-of-program reprise.	<i>Program</i>	\$17,457.78

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR SIN 541180ODC:
 (Government net price based on a unit of one)

MODEL	DESCRIPTION	UNIT OF ISSUE	PRICE OFFERED TO GSA
<i>Magnetic Name Badges</i>	Top-loading nametag holder forms a catch-all pocket, perfect for holding small items. Our no-wrinkle badges are made from heavyweight vinyl. Pin/clip combo fastener.	<i>Each</i>	\$6.65
<i>Tent Cards</i>	8 1/2 in. x 2 3/4 in. laser name tents printed on two sides for easy seat recognition.	<i>Each</i>	\$1.00
<i>Program Binders</i>	3 in. D-ring white binder with customized slip sheet cover and spine, 18 white tabs, and up to 200 printed pages on 24 lb. bright white paper. Includes assembly.	<i>Each</i>	\$65.00

1c. Labor Rates for SIN 561920

(Labor rates are hourly maximum rates negotiated by GSA and include IFF)

LABOR CATEGORIES**Prices shown are net (discount deducted from commercial rates. Includes .75% IFF fee)**

SERVICE PROPOSED (e.g. Job Title/Task)	UNIT OF ISSUE	Year 11 2/22/20 - 2/21/21	Year 12 2/22/21 - 2/21/22	Year 13 2/22/22 - 2/21/23	Year 14 2/22/23 - 2/21/24	Year 15 2/22/24 - 2/21/25
Senior Meeting Manager	Hour	\$ 159.48	\$ 163.47	\$ 167.56	\$ 171.75	\$ 176.04
Meeting Coordinator 1	Hour	\$ 106.33	\$ 108.99	\$ 111.72	\$ 114.51	\$ 117.37
Meeting Coordinator 2	Hour	\$ 63.79	\$ 65.39	\$ 67.02	\$ 68.70	\$ 70.42
Project Manager	Hour	\$ 99.81	\$ 102.30	\$ 104.86	\$ 107.48	\$ 110.17
Project Coordinator	Hour	\$ 78.80	\$ 80.77	\$ 82.79	\$ 84.86	\$ 86.98
Graphics Artist	Hour	\$ 79.74	\$ 81.74	\$ 83.78	\$ 85.87	\$ 88.02
Web Designer	Hour	\$ 106.33	\$ 108.99	\$ 111.72	\$ 114.51	\$ 117.37
Assistant Web Designer	Hour	\$ 79.74	\$ 81.74	\$ 83.78	\$ 85.87	\$ 88.02
Audio Visual Production Specialist	Hour	\$ 63.04	\$ 64.61	\$ 66.23	\$ 67.88	\$ 69.58
Registration Manager	Hour	\$ 63.79	\$ 65.39	\$ 67.02	\$ 68.70	\$ 70.42
Registration Coordinator	Hour	\$ 42.54	\$ 43.60	\$ 44.69	\$ 45.81	\$ 46.96
Travel Coordinator	Hour	\$ 63.79	\$ 65.39	\$ 67.02	\$ 68.70	\$ 70.42
Travel Director	Hour	\$ 53.16	\$ 54.49	\$ 55.85	\$ 57.25	\$ 58.68
Facilitator	Hour	\$ 132.93	\$ 136.25	\$ 139.65	\$ 143.15	\$ 146.72
Medical Writer / Editor	Hour	\$ 106.33	\$ 108.99	\$ 111.72	\$ 114.51	\$ 117.37
Transcriber	Hour	\$ 53.16	\$ 54.49	\$ 55.85	\$ 57.25	\$ 58.68
Accounting Coordinator	Hour	\$ 42.54	\$ 41.50	\$ 44.69	\$ 45.81	\$ 46.96

1c. LABOR CATEGORY DESCRIPTIONS:

Level	Responsibilities	Qualifications
Senior Meeting Manager	Responsible for planning, managing and executing all phases of complex and or large- scale conferences, meetings and tradeshows. As the primary contact for the client, this person(s) prepares and maintains the project schedule and budget; assists with theme development; manages staffing, budget prioritization, and post-event reporting; prepares and delivers status reports to the client; oversees all work and takes corrective action as necessary to ensure project success. This person is responsible for site selection, including the evaluation of each site based on the criteria of security, facility layout and the availability / expertise of ancillary vendors (i.e. decorators, audio visual, electrical, etc.) and following up with exhibitors post-event.	Minimum 10 years of conference management or related experience. Bachelor's Degree and hospitality industry certification are required (such as CMP - Certified Meeting Professional or CMM- Certified Meeting Manager).
Meeting Coordinator 1	Assists the Senior Meeting Manager with pre-planning, support and follow-up and on-site program management. Arrange for travel and accommodations of speakers. Produce and send correspondence. Oversee production of meeting materials. Oversee plenary and breakout room setup. This person could be titled Trade Show Coordinator in which they are the primary contact for exhibitors and is responsible for the preparation and distribution of the pre-event exhibitor packet; assigning exhibit space; compiling exhibitor needs; and managing the exhibit hall during the event.	Minimum of 5 years of applicable experience and hospitality industry certification. Bachelor's Degree is required. Hospitality certification is preferred.

1c. LABOR CATEGORY DESCRIPTIONS (CONTINUED):

Level	Responsibilities	Qualifications
Meeting Coordinator 2	Assists the Meeting Manager with pre-planning, support and follow-up. Arrange for travel and accommodations of speakers. Conducts telemarketing campaigns and products meeting materials. Assist with the creation of the program timeline.	H.S./GED plus three (3) years of experience working in event/conference services and providing on-site support is required as is a working knowledge of word-processing, data processing and spreadsheet software and excellent oral and written communications skills.
Project Manager	Manages Multiple Client Projects Manages the strategic aspects of client programs, which includes enforcing contractual agreements and addressing scope of work issues. Leads day-to-day management and optimization of client programs. Participates in client meetings and potential client pitches. Manages all aspects of meeting and event management activities. Maintains vast knowledge of client's business, challenges and industry trends. Monitors company/client budgets and billing process for accuracy and timeliness. Drafts timelines, work plans and budgets. Ensures quality assurance procedures take place for all projects, suppliers and staff. Ensures projects meet or exceed budgeted financial objectives, including revenue and margin.	Minimum of 10-years of experience successfully managing programs and staff. Proficient in Microsoft Office Suite. Bachelor's Degree is required. Industry Certification is required (such as CMP - Certified Meeting Professional, CGMP-Certified Government Meeting Professional or CMM-Certified Meeting Manager).
Project Coordinator	Manages single projects; supports Meeting Managers and coordinators; Expertise in Conference and Trade Show Industry, including planning and production of all Multimedia Aspects of General Sessions, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow; manages reservation of Facilities and Liaison Support with Venues, and provides expert technical knowledge, logistics and project management skills.	High School diploma coupled with a Minimum of 6 years Professional Industry Experience; Advanced Communications and Logistical Skills.

1c. LABOR CATEGORY DESCRIPTIONS (CONTINUED):

Level	Responsibilities	Qualifications
Graphic Artist	Highly educated in the field of graphics design. Responsible for assisting Meeting Manager / Production Director with the design and production of logos, meeting collateral, website artwork and signage to meet program needs. Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs.	H.S. /GED plus Minimum 5 years of applicable experience.
Web Designer	Highly educated in the field of website design. Responsible for assisting clients with determining site needs and functionality (including online registration capability) and designing a program to meet those needs. Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners.	H.S./GED plus Minimum 5 years of applicable experience.
Assistant Web Designer	Responsible to manage website once constructed. Duties include review of online registration process and scheduled production of registration status reports; and updating pages as needed.	H.S./GED plus Minimum of 2 years of applicable experience.

1c. LABOR CATEGORY DESCRIPTIONS (CONTINUED):

Level	Responsibilities	Qualifications
Audio-Visual Production Specialist	Audio visual production specialists are responsible for the installation, operation and maintenance of sound and video equipment in recording sets. They often set up equipment before an event and take it down afterwards. These events may include meetings, broadcast productions, or performances. They need to be able to work with recording equipment, projectors, sound systems, video monitors, projection screens and lighting.	Minimum of 2 years of applicable experience. Associate's degree in recording and video production, broadcast and electronic communication arts, or multimedia production.
Registration Manager	Oversee all aspects of program registration from online registration and housing report production to managing registration activities on-site. Duties may include database management, processing registrations; contact with attendees regarding conference details and any related issues; preparation of name badges, table tents, program completion certificates, implementing program evaluations; and the preparation of financial reports for registration income/activity.	H.S./GED plus Minimum of 2 years of applicable experience.
Registration Coordinator	Responsibilities include the processing of all registrations as they arrive via email or through the online registration process; sending acknowledgements of receipt of registration and pre-event packets; compilation of weekly registration reports; and assists with on-site registrations.	H.S./GED plus Minimum of 2 years of applicable experience.
Travel Coordinator	Responsibilities include communicating with participants and staff via phone and email; determining the travelers' needs at the best rates possible; making all travel arrangements; working with the Meeting Coordinator; confirming the travel arrangements with travelers; preparing and sending travel schedules to travelers.	H.S./GED plus Minimum of 2 years of applicable experience

1c. LABOR CATEGORY DESCRIPTIONS (CONTINUED):

Level	Responsibilities	Qualifications
Travel Director	Responsibilities include traveling to program site and supervising on-site logistics. Logistics could include but are not limited to managing the ground transportation process, overseeing group food functions, assisting with stage production, assisting with on-site registration, distributing meeting collateral and monitoring the meeting space. They are to report any issues to the Meeting Manager for resolution.	Minimum of 5 years of related experience preferably in the hospitality industry. Bachelor's degree is required.
Facilitator	Highly educated objective person(s) responsible for assisting clients with program content; then managing each session to maintain attendees' focus on the program's objective, timelines and constraints. This person(s) will create and distribute post-program notes for future action.	Minimum 10 years of professional speaking or related experience. Bachelor's Degree and industry certification are required.
Medical Writer/ Editor	Responsible for assisting clients by attending meetings with a medical emphasis with the purpose of capturing the discussion/presentation for future reference. This person(s) will create and distribute post-program notes for future action.	H.S./GED plus Minimum 3 years of applicable or related experience.
Transcriber	Responsible for assisting clients by transcribing meeting discussions / presentations for future reference. This person(s) will create and distribute post-program notes for future action.	H.S./GED plus Minimum 3 years of applicable or related experience.
Accounting Coordinator	Responsible for periodic review of program budget and expenses; assist with final audit of program income and expenses as well as preparation of invoices.	H.S./GED plus Minimum of 5 years of applicable experience.

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

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 afore-mentioned contactor 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: COLLEYVILLE, TX and SEATTLE, WA

6. DISCOUNT FROM LIST PRICES: From the accepted rate card. For calculation of the GSA Schedule price (price paid by customers ordering from the GSA Schedule, and the price to be loaded in to GSA Advantage), the contractor should deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA price). Current IFF rate is 0.75%.

7. QUANTITY DISCOUNT(S): + 2% additional volume discount for orders over \$250,000.

8. PROMPT PAYMENT TERMS: + 1% additional discount if paid within 10 days and Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None.

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

11b. EXPEDITED DELIVERY: As specified on agency task order and mutually agreed.

11c. OVERNIGHT AND 2-DAY DELIVERY: As specified on agency task order and mutually agreed.

- 11d. **URGENT REQUIRMENTS:** As specified on agency task order and mutually agreed.
12. **FOB POINT:** Destination.
- 13a. **ORDERING ADDRESS:**

Event Source Professionals, Inc.
4109 Gateway Court, Suite 300
Colleyville, TX 76034
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **PAYMENT ADDRESS:** Same as contractor.
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) Contact Contractor.
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
21. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
22. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
23. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
24. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 25a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES** (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 25b. **Section 508 Compliance for EIT:** AS NEEDED

26. **DUNS NUMBER:** 782110993
27. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM for AWARD MANAGEMENT (SAM) DATABASE:** REGISTERED

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number.