

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE
FSC GROUP: Professional Services**



Enterprise Services & Technologies, Inc.
912 THAYER AVE STE 202
SILVER SPRING, MD 20910-5735
Telephone: 301-588-6046
FAX: 301-495-2330
Contract Admin: Joanne Barnes
URL: <http://www.ent-s-t.com/>
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Contract Number: GS-07F-399AA

Contract Period: February 1st, 2019-January 31st, 2024
Price list current as of Modification # PS-0021 effective 1/11/2021

EST is a woman-owned, small business.

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage![™], a menu-driven database system. The INTERNET address for GSA Advantage![™] is: <http://www.GSAAdvantage.gov>.

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	SIN Title	SIN Description
561920	Conference, Meeting, Event and Trade Show Planning Services	Service include organizing, promoting, and/or managing events, such as business and trade shows, conventions, conferences, and meetings (whether or not they manage and provide the staff to operate the facilities in which these events take place), 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; and mailing and other communication with attendees including pre/post meeting mailings/travel support and computer database creation.
541810ODC	Other Direct Costs for Marketing and Public Relations Services	<p>All Other Direct Costs (ODCs) proposed must be directly related and only purchased in conjunction with Marketing and Public Relations Subcategory services offered under these SINS: 512110, 541430, 541511, 541613, 541810, 541820, 541850, 541910, 541922, and 561920. ODCs shall be an integral part of the total marketing consulting services solution and shall not be the primary purpose of the work ordered. Items awarded under SIN 541810 ODC are not Order-Level Materials (OLMs). ODC's are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Possible ODCs may include: funding for payment of media spots on television/radio/social media, conference meeting space, prize payments, etc.</p> <p>Travel and per diem are not considered ODCs.</p> <p>NOTE: Any commissions received for Marketing and Public Relations Subcategory will either</p> <ul style="list-style-type: none"> (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.
OLM	Order Level Materials (OLMs)	<p>OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.</p> <p>OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.</p>

		<p>OLM SIN-Level Requirements/Ordering Instructions: OLMs are:</p> <ul style="list-style-type: none"> - Purchased under the authority of the FSS Program - Unknown until an order is placed - Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs) - Only authorized for use in direct support of another awarded SIN. - Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) - Subject to a Not To Exceed (NTE) ceiling price <p>OLMs are not:</p> <ul style="list-style-type: none"> - "Open Market Items." - Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level) <p>OLM Pricing:</p> <ul style="list-style-type: none"> - Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). - The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%. <p>NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.</p>
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1b. Lowest priced model number and price for each SIN. Attachments 1 and 2.

1c. Hourly Rates. See Attachment 1.

2. Maximum order.

SIN Category	Maximum Order
SIN 561920 Conference, Meeting, Event and Trade Show Planning Services	\$1,000,000
SIN 541810ODC Other Direct Costs for Marketing and Public Relations Services	\$1,000,000

3. Minimum order. \$100

4. Geographic coverage (delivery area). 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 (city, county, and State or foreign country). Silver Spring, Montgomery County, Maryland

6. Discount from list prices or statement of net price. Prices shown are net, all discounts are included

7. Quantity discounts. Orders \$500,000, an additional 1%

8. **Prompt payment terms.** Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. **Foreign items (list items by country of origin).** None
- 10a. **Time of delivery.** As specified on agency task order and mutually agreed.
- 10b. **Expedited Delivery.** As specified on agency task order and mutually agreed.
- 10c. **Overnight and 2-day delivery.** As specified on agency task order and mutually agreed.
- 10d. **Urgent Requirements.** As specified on agency task order and mutually agreed.
12. **F.O.B. point(s).** Destination
- 12a. **Ordering address(es).** Enterprise Services & Technologies, Inc., 1010 Wayne Avenue, Suite 420, Silver Spring, MD 20910, Telephone: 301-588-6046, FAX: 301-495-2330, E-mail: jbarnes@ent-s-t.com
- 12b. **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.
13. **Payment address(es).** Same as contractor
14. **Warranty provision.** Standard commercial warranty
15. **Export packing charges.** Not applicable
16. **Terms and conditions of rental, maintenance, and repair.** N/A
17. **Terms and conditions of installation.** N/A
18. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** N/A
- 18a. **Terms and conditions for any other services.** N/A
19. **List of service and distribution points.** N/A
20. **List of participating dealers.** N/A
21. **Preventive maintenance.** N/A
- 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 22b. **Section 508 Compliance for EIT.** N/A
23. **Data Universal Number System (DUNS) number.** 090117982
24. **Notification regarding registration in System for Award Management (SAM) database.**

Awarded Rates: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%

			Year 11	Year 12	Year 13	Year 14	Year 15
SIN	Labor Category	Site	GSA PRICE				
561920	Project Director	Customer	\$171.07	\$175.35	\$179.73	\$184.23	\$188.83
561920	Sr. Associate	Customer	\$105.38	\$108.01	\$110.71	\$113.48	\$116.32
561920	Project Manager	Customer	\$108.58	\$111.30	\$114.08	\$116.93	\$119.85
561920	Conference Manager	Customer	\$105.38	\$108.01	\$110.71	\$113.48	\$116.32
561920	Conference Asst III	Customer	\$60.21	\$61.72	\$63.26	\$64.84	\$66.46
561920	Conference Asst II	Customer	\$46.69	\$47.86	\$49.05	\$50.28	\$51.54
561920	Conference Asst I	Customer	\$25.60	\$26.24	\$26.90	\$27.57	\$28.26
561920	Conference Support	Customer	\$78.26	\$80.22	\$82.22	\$84.28	\$86.39
561920	Web Site/Database Developer	Customer	\$75.28	\$77.16	\$79.09	\$81.07	\$83.09

Year 11: February 1, 2019 to January 31, 2020

Year 12: February 1, 2020 to January 31, 2021

Year 13: February 1, 2021 to January 31, 2022

Year 14: February 1, 2022 to January 31, 2023

Year 15: February 1, 2023 to January 31, 2024

Attachment 2: Labor Category Descriptions

Title	Functional Responsibilities	Minimum Education/Training
Project Director	Has corporate responsibility for oversight of individuals or teams assigned to the planning and management of conferences, meetings, and events, including client liaison, schedule development, vendor liaison and management, facility liaison, and development and implementation of automated systems support.	Bachelor's degree with at least 15 years of relevant experience in conference and meeting management and related activities.
Sr. Associate	Functions as lead or task manager of individual or major task(s) of government contracts. Directs the research, analysis, requirements determination, quality control, and human resource, financial, and program management in support of projects. Coordinates the work activity and conducts training of assigned technical staff. Translates advanced concepts into practical and effective solutions using structured techniques. Supervises and oversees the planning, direction and coordination of work activity and training of technical staff.	Bachelor's degree with at least 10 years relevant experience, or Associate degree with 12 years relevant experience in computer science, information systems, library, archival, education, information and knowledge management, business administration, finance, accounting, or a related field may be substituted.
Project Manager	Reporting to senior management, functions as lead or task manager of individual or major task(s) of government contracts. May direct multiple tasks simultaneously. Directs the research, analysis, requirements determination, quality control, and human resource, financial, and program management in support of projects involving conference and meeting management. Coordinates the work activity and conducts training of assigned technical staff. Supervises and oversees the planning, direction and coordination of work activity and training of technical staff.	Bachelor's degree with at least 5 years relevant experience, or Associate degree with 10 years relevant experience in computer science, information systems, library, archival, education, information and knowledge management, business administration, finance, accounting, or a related field may be substituted.
Conference Manager	Manages all aspects of conference, meeting, and event activities, including human resources, finance, and management. Manages and oversees assigned personnel. Identifies and negotiates with vendors and facilities. Performs liaison with clients, including planning, feedback, and reporting.	Bachelor's degree with five years of relevant experience or high school degree with ten years of experience may be substituted.

Attachment 2: Labor Category Descriptions - continued

Title	Functional Responsibilities	Minimum Education/Training
Conference Support	Oversees or provides support to the task lead in areas such as conference registration services, liaison with vendors, and recordkeeping. Maintains databases for events. Organizes and maintains online and offline registration information and forms. Provides support or has responsibility for purchasing materials for the event, including registration support, signs, bags, and other items. May supervise on-site staff at registration desk. May provide liaison with client or attendees at site to resolve problems or meet new requirements.	High school diploma and 10 years of experience with purchasing, database maintenance, and conference and event management.
Web Site/Database Developer	Participates in the planning, design and creation and maintenance of Web sites. Participates in the programming, design, graphics, layout, content editing and Web sites, using the Web site tools, e.g., the programming tools identified above. Implements Web site concepts specified by the client and/or senior Web site staff, e.g., content, information objectives, animation, and video. Participates in the maintenance and modification of Web sites to meet changing requirements and evolving technology.	Associate Degree or high school degree with at least six years relevant experience as graphics artist, graphics production, Web site design and layout, desktop publishing, or relevant experience in graphics or a related field.
Conference Assistant III	Provides a variety of types of support including preparation of correspondence, filing, and data entry. May oversee routine tasks.	High school diploma and four years of experience.
Conference Assistant II	Provides a variety of types of support including preparation of correspondence, filing, and data entry.	High school diploma and two years of experience.
Conference Assistant I	Provides a variety of types of support including preparation of correspondence, filing, and data entry.	High school diploma

Attachment 3: Other Direct Costs

SIN	SUPPORT PRODUCT/ LABOR (ODCs)	UNIT OF ISSUE	GSA Price
Conference/Meetings Supplies			
541810ODC	Computer – Laptop	Item/Per Day	\$ 122.17
541810ODC	Computer – Desktop	Item/Per Day	\$ 195.47
541810ODC	Color Laser Printer	Item/Per Day	\$ 195.47
541810ODC	B/W Laser Printer	Item/Per Day	\$ 146.60
541810ODC	Conference Speakerphone	Item/Per Day	\$ 146.60
541810ODC	Broadband Internet Access	Per Day	\$ 500.39
541810ODC	Flipchart Package – Standard	Per Item	\$ 53.75
541810ODC	Laser Pointer	Per Item	\$ 43.98
541810ODC	Markers, Assorted Colors	Per Item	\$ 4.30
541810ODC	Masking Tape	Per Item	\$ 4.30
541810ODC	Speaker Timer (Digital)	Item/Per Day	\$ 24.43
PACKAGES			
541810ODC	Mic, Wireless Lav, Mixer	Item/Per Day	\$ 357.70
MICROPHONES & MIXERS			
541810ODC	VIP Podium Mic	Item/Per Day	\$ 106.53
541810ODC	Wired Table/Standing Mic	Item/Per Day	\$ 78.19
541810ODC	Delegate (push-to-talk) Mic	Item/Per Day	\$ 85.03
541810ODC	Delegate Mic Power Unit	Item/Per Day	\$ 214.04
541810ODC	Wireless Lav./ Handheld Mic	Item/Per Day	\$ 122.17
541810ODC	4–Channel Audio Mixer	Item/Per Day	\$ 43.98
541810ODC	8–Channel Audio Mixer	Item/Per Day	\$ 73.30
541810ODC	14–Channel Audio Mixer	Item/Per Day	\$ 161.26
541810ODC	24–Channel Audio Mixer	Item/Per Day	\$ 390.93
SOUND REINFORCEMENT			
541810ODC	2 Powered Speakers	Item/Per Day	\$ 429.05
541810ODC	4 Powered Speakers	Item/Per Day	\$ 635.26
541810ODC	Stage Monitor Speaker	Item/Per Day	\$ 97.73
CALL EQUIPMENT			
541810ODC	Mult Box (press feed)	Item/Per Day	\$ 214.04
Reporting/Transcription			
541810ODC	Reporting/Audio	Hour (3-Hour Min)	\$ 129.98
541810ODC	Transcription	Page	\$ 4.15

SIN	SUPPORT PRODUCT/ LABOR (ODCs)	UNIT OF ISSUE	GSA Price
Computer Assisted Realtime Trans.			
541810ODC	CART Services	Hour (8-Hour Min)	\$ 207.19
Photocopying			
541810ODC	B/W Laser Printer	Page	\$ 146.60
541810ODC	Color Laser Printer	Page	\$ 195.47
Graphics Support			
541810ODC	Print design, production	Hour	\$ 112.39
541810ODC	Web/interactive design/programming	Hour	\$ 147.58
Editorial Support			
541810ODC	Event Photography	Day/250 pictures	\$ 1,954.66
Meeting Room Rental			
541810ODC	Small (up to 35 guests)	Day	\$ 2,247.86
541810ODC	Mid-sized (up to 150 guests)	Day	\$ 9,577.83
541810ODC	Large (up to 250 guests)	Day	\$ 13,536.02
541810ODC	Extra large (251+ guests):	Day	\$ 33,815.62
541810ODC	Signs - Set Up Fee	Each	\$ 39.09
541810ODC	Meeting Kit (Badgeholder, Attache, Pen, Pad)	Per person	\$ 10.75
541810ODC	Shipping Charges	Per 50 pounds/Large UPS Box/2nd day air	\$ 253.13
Lodging – Sleeping Room			
541810ODC	Lodging – Sleeping Room	Room/ Night	\$ 266.81
Expert Consultant			
541810ODC	Expert Consultant	Hour	\$ 86.58
Food and Beverages			
541810ODC	Continental Breakfast	Per Person	\$ 72.67
541810ODC	Plated Breakfast	Per Person	\$ 42.40
541810ODC	Buffet Breakfast	Per Person	\$ 83.27
541810ODC	Coffee Breaks	Per Person	\$ 36.35
541810ODC	Brunch	Per Person	\$ 160.49
541810ODC	Plated Lunch	Per Person	\$ 136.27
541810ODC	Buffet Lunch	Per Person	\$ 99.92
541810ODC	Hors D'oeuvres	Each	\$ 10.59
541810ODC	Receptions Items (1 Hour)	Per Person	\$ 45.43
541810ODC	Plated Dinner	Per Person	\$ 234.69
541810ODC	Buffet Dinner	Per Person	\$ 280.10
541810ODC	Hosted Bars	Each	\$ 18.17
541810ODC	Cash Bar	Each	\$ 21.20

SIN	SUPPORT PRODUCT/ LABOR (ODCs)	UNIT OF ISSUE	GSA Price
541810ODC	Soft Drinks, Mineral Water	Each	\$ 7.57
Photocopying			
541810ODC	Color Laser Printer	Page	\$ 0.30
541810ODC	B/W Laser Printer	Page	\$ 0.06