



General Services Administration

Federal Supply 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 GSA Advantage!® is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Multiple Award Schedule

FSC Group: Professional Services FSC Class: R499

GSA Contract Number: GS-07F-424AA

Contract Period: 26 June 2009 through 25 June 2024

SIDEM

1775 Eye Street, N.W.

Suite 1150

Washington D.C. 20006

Telephone: 202-495-2902

FAX: 202-495-2901

www.sidemgroup.com

Point of Contact: Diane Michault Email: michault@sidemgroup.com Phone: 202-297-7880

Business Size: Small, Woman Owned, 8a Certified Business

Price list current as of Modification PS-A826

Prices herein are Net (discount deducted)

Customer Information

1a. Table of Awarded Special Item Numbers (SINs)

<u>SIN</u>	<u>DESCRIPTION</u>
5418100DC	Other Direct Costs for Marketing and Public Relations Services
561920	Conference, Meeting, Event and Trade Show Planning Services
OLM	Order-Level Materials (OLMs)

1b. Lowest Priced Labor/Task Category and Price: See Line Item 6.

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

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

4. **Geographic Coverage:** 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC and U.S. Territories, U.S. Territories and to a CONUS port or consolidation point for orders received from overseas activities.

5. **Points of Production:** District of Columbia

6. **Discount from List Prices or statement of net price:** Government Net Prices Shown (discounts already deducted)

7. **Quantity Discounts:** None

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:** Not applicable

- 10a. **Time of Delivery:** Negotiated at the task level
- 10b. **Expedited Delivery:** Negotiated at the task level
- 10c. **Overnight and 2-Day Delivery:** Negotiated at the task level
- 10d. **Urgent Requirements:** Agencies can contact Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 11. **FOB Point:** Destination
- 12a. **Ordering Address:**

1775 Eye Street, N.W.
Suite 1150
Washington D.C. 20006
Telephone: 202-495-2902
FAX: 202-495-2901
- 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:** Same as Ordering Address.
- 14. **Warranty Provision:** Standard Commercial Warranty. Customer should contact contractor for a copy of the 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
- 18a. **Terms and Conditions of Repair Parts Indicating Date of Parts Price List and Any Discounts From List Prices:** N/A
- 18b. **Terms and Conditions for Any Other Services:** N/A
- 19. **List of service and distribution points:** N/A
- 20. **List of participating dealers**
- 21. **Preventative Maintenance:** N/A
- 22a. **Special Attributes such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 22b. **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/. Not applicable.**

23. DUNS Number: 780505595

24. Notification Regarding Registration in System for Award Management (SAM) Database: Registration valid until January 13, 2022.

Labor Categories, Rates, Descriptions and Qualifications

SIN	Labor Category	Minimum Education	Minimum Experience	GSA-Awarded Rate (including IFF)
541-4D	Subject Manager Expert I/Senior I	Masters	20	\$161.58
541-4D	Subject Manager Expert II/Senior II	Bachelors	17	\$145.01
541-4D	Subject Manager Expert III/Senior III	Bachelors	15	\$128.44
541-4D	Client Manager I/Senior IV	Bachelors	10	\$116.01
541-4D	Client Manager II/Senior V	Bachelors	7	\$103.58
541-4D	Conference Manager I/Mid I	Bachelors	5	\$82.86
541-4D	Conference Manager II/Mid II	High School	3	\$62.14
541-4D	Registration Manager I/Mid III	Bachelors	3	\$82.86
541-4D	Registration Manager II/Mid IV	High School	2	\$62.14
541-4D	Conference Assistant I/Junior I	High School	3	\$49.71
541-4D	Conference Assistant II/Junior II	High School	2	\$41.43
541-4D	Conference Assistant III/Junior III	High School	1	\$33.14
541-4D	Clerical	High School	0	\$24.86

SCA Matrix

SCA Eligible Labor Category/Service**	SCA Equivalent Code & Title	Applicable Wage Determination
Conference Assistant II/Junior II	01113 General Clerk III	2015-4281
Conference Assistant III/Junior III	01112 General Clerk II	2015-4281
Clerical	01111 General Clerk I	2015-4281

*The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).*

- **Subject Matter Expert I/Senior I**

Provides senior level executive guidance, recommendations and contributions on specific areas of knowledge or program content and/or specialized areas related to conference management (i.e., strategic communications, development and management of complex budgets, multifaceted management plans, etc.). Interfaces directly with client executives and conference management.

Education/Experience Requirements: 20+ years of experience. Advance degree required.

- **Subject Matter Expert II/Senior II**

Provides senior level executive guidance, recommendations and contributions on specific areas of knowledge or program content and/or specialized areas related to conference management (i.e., strategic communications, development and management of complex budgets, multifaceted management plans, etc.). Interfaces directly with client executives and conference management.

Education/Experience Requirements: 17+ years of experience. Undergraduate degree required. Advance degree preferred.

- **Subject Matter Expert III/Senior III**

Provides senior level executive guidance, recommendations and contributions on specific areas of knowledge or program content and/or specialized areas related to conference management (i.e., strategic communications, development and management of complex budgets, multifaceted management plans, etc.). Interfaces directly with client executives and conference management.

Education/Experience Requirements: 15+ years of experience. Undergraduate degree required. Two (2) years of professional experience or one (1) year of directly related experience may be substituted for one (1) year of education

- **Client Manager I/Senior IV**

Directs large, complex or long-term project/program activities. Provides overall coordination and supervision of staff. Develops and coordinates the execution of complex project plans. Negotiates and manages primary vendors (i.e., facilities, producers, talent, etc.). Responsible for the overall execution of the project. Main point of contact for the customer.

Education/Experience Requirements: 10+ years of experience. Undergraduate degree required. Two (2) years of professional experience or one (1) year of directly related experience may be substituted for one (1) year of education.

- **Client Manager II/Senior V**

Directs large, complex or long-term project/program activities. Provides overall coordination and supervision of staff. Develops and coordinates the execution of complex project plans. Negotiates and manages primary vendors (i.e., facilities, producers, talent, etc.). Responsible for the overall execution of the project. Main point of contact for the customer.

Education/Experience Requirements: 7+ years of experience. Undergraduate degree required. Two (2) years of professional experience or one (1) year of directly related experience may be substituted for one (1) year of education.

- **Conference Manager I/Mid I**

Provides daily management of mid-size events under the supervision of the Client Manager. Develops and executes simple project plans. Develops event specification sheets and reviews banquet event orders. Coordinates daily execution with onsite convention services staff. Generally, participates in the planning of the project/program format and content including, assisting in identifying and securing speakers, presenters and entertainment.

Education/Experience Requirements: 5+ years of experience. Undergraduate degree required. Two (2) years of professional experience or one (1) year of directly related experience may be substituted for one (1) year of education.

- **Conference Manager II/Mid II**

Provides daily management of mid-size events under the supervision of the Client Manager. Develops and executes simple project plans. Develops event specification sheets and reviews banquet event orders. Coordinates daily execution with onsite convention services staff. Generally, participates in the planning of the project/program format and content including, assisting in identifying and securing speakers, presenters and entertainment.

Education/Experience Requirements: 3+ years of experience. Undergraduate degree preferred but not required. High School Diploma or GED required.

- **Registration Manager I/Mid III**

Manages all details and logistics related to registration and participation of attendees, including speakers and VIPs for complex, medium to large events (500 to over 5,000 attendees). Develops or oversees development of event information and registration website. Oversees attendee outreach and communications. Supervises registration desk and customer service desk throughout event. Provides supervision to junior staff.

Education/Experience Requirements: 3+ years of experience. Undergraduate degree required. Two (2) years of professional experience or one (1) year of directly related experience may be substituted for one (1) year of education.

- **Registration Manager II/Mid IV**

Supports logistical efforts related to project registration and lodging requirements. Executes outreach and communication plans targeted to general attendees. Monitors hotel room blocks and rooming lists. Ensures that schedules and deliveries are met by project participants and supporting staff. Works closely with registrants. May supervise registration and customer service desk for small events (up to 200 attendees).

Education/Experience Requirements: 2+ years of experience. Undergraduate degree preferred but not required. High School Diploma or GED required.

- **Conference Assistant I/Junior I**

Provides a wide variety of complex and routine organizational and logistical duties such as executing various activities outlined in the project plans. Identifies and researches vendors for basic project needs and onsite activities (florists, caterers, print shops, temporary labor, local attractions, basic performers, etc.). Manages these vendors, once selected by client or senior staff. Addresses issues and concerns expressed by clients and customers. May provide direction to lower assistants or clerical staff. Requires strong working knowledge of organizational procedures and practices.

Education/Experience Requirements: 3+ years of experience. Undergraduate degree may be substituted for experience. High School Diploma or GED required.

- **Conference Assistant II/Junior II**

Provides a wide variety of mid-level to routine organizational and logistical duties, such as: entering data and providing basic analysis of data; managing the receipt, distribution and reproduction of meeting materials; managing the compilation and basic formatting of meeting programs and handouts; maintaining computer-based and paper files. Requires communication skills sufficient to interact effectively with both internal and external clients and customers. Works under general direction of supervisor on most activities. Requires a working knowledge of general organizational procedures and practices.

Education/Experience Requirements: 2+ years of experience. Undergraduate degree may be substituted for experience. High School Diploma or GED required.

- **Conference Assistant III/Junior III**

Provides a wide variety of routine organizational and logistical duties, such as typing correspondence, reports and memos, maintaining computer-based and paper files. Requires communication skills sufficient to interact effectively with both internal and external clients and customers. Works under general direction of supervisor on most activities. Requires a working knowledge of general organizational procedures and practices.

Education/Experience Requirements: 1+ years of experience. Undergraduate degree may be substituted for experience. High School Diploma or GED required.

- **Clerical**

Provides a wide variety of routine organizational and administrative duties, such as: filing, organizing and completing forms, assembling registration items and handouts, reviewing signage, etc. Operates simple office equipment including copiers, printers and fax machines. Works under close direction of supervisor.

Education/Experience Requirements: Entry level position. No experience required. High School Diploma or GED required.

Other Direct Costs (ODCs)

Awarded ODC rates below are ceiling prices and include a 15% markup fee, plus IFF.

SIN #	Other Direct Costs	Unit of Issue (e.g. Hour, Task)	GSA-Awarded Rate (including mark-up and IFF)
541 1000	Materials/Décor	Per Task	\$22,362.72
541 1000	Design & Output	Per Task	\$14,638.89
541 1000	Event Office	Per Task	\$3,106.45
541 1000	Hotel	Per Task	\$127,228.82
541 1000	Facilities	Per Task	\$35,877.68
541 1000	Food	Per Task	\$155,858.89
541 1000	Multimedia-Event Production	Per Task	\$275,344.18
541 1000	Speaker/Honorarium	Per Task	\$46,347.61
541 1000	Ground Transportation	Per Task	\$26,571.08
541 1000	Shipping	Per Task	\$2,780.86
541 1000	Photographer	First Hour	\$463.48
541 1000	Photographer	Additional Hours	\$261.15
541 1000	Additional Photographers	Per Hour	\$306.71
541 1000	DVD of Photography Images	Per DVD	\$69.52
541 1000	Digital Retouching of Images	Per Hour	\$115.87
541 1000	Digital Download of Images *	Per Event	\$57.93
541 1000	Online Gallery of Images **	Per Event	\$347.61

* Digital download of all images available 1-3 business days after conclusion of event. Download of images is available for 30 days.

** Online gallery of images available 1-3 business days after conclusion of event. Online gallery is available for 6 months. Images can be directly downloaded individually from gallery.

Other Direct Costs	Description
Materials/Décor	Includes the services of a decorator as well as the supply of materials necessary for the event.
Design & Output	Includes the design and output of all the items related to the event (i.e., branding and graphic package, folders, badges, handouts, programs, signage, etc.).
Event Office	Includes the equipment and resources necessary for the onsite office (i.e., copier, telephone/fax, computers and printers, etc.).
Hotel	Includes all the costs associated with or provided by the hotel or host site (i.e., function space rental, sleeping rooms, electricity, internet, rigging, drayage, etc.).
Facilities	Includes all the ancillary needs and resources required onsite (i.e., parking; EMS, fire or safety personnel; etc.).
Food	Includes all costs related to providing, presenting and serving food and beverage.
Multimedia-Event Production	Includes all resources, technology and equipment necessary to the production of the event onsite as well as the development of all production assets across all media. Also includes all resources necessary to the presentation and delivery of the program content.
Speaker/Honorarium	Includes all costs related to providing and supporting speakers and presenters (i.e., honorarium,

	technical riders, etc.).
Ground Transportation	Includes providing and arranging for various ground transportation options (i.e., buses, limousines, etc.).
Shipping	Includes shipping costs of supplies and materials for the event as well as courier and express mail services.
Photographer Services	Includes photographers, DVDs of photography images, digital retouching, digital downloads and online galleries of images.



OVERVIEW

SIDEM is:

- A full-service event planning, communication and production company designed to offer clients a comprehensive, creative and customized solution to all their event needs – including in-person events, virtual sessions and trade shows, webinars and webcasts, grant reviews, focus groups, and e-learning solutions.
- An experienced and flexible partner able to provide an extensive range of support and specialized services, ranging from administrative and program support to technical writing and editing.
- An 8(a) certified, woman-owned small business.
- On GSA Schedule 541, CLIN 4D (Conference, Events and Tradeshow Planning Services – Contract No. GS-07F-424AA).
- Rated in the top 5% of providers nationwide by Dun & Bradstreet's and has consistently earned the highest ratings across quality, performance and customer service from and on its CPARS evaluations.

SIDEM has planned and produced both in person and virtual conferences, public meetings, roundtable discussions and focus groups, team-building activities and training sessions, town-hall gatherings, brand launches, trade shows, fashion shows, board meetings, grant reviews and award ceremonies for leading corporations, the federal government, and non-profit organizations. Beyond this foundation, SIDEM has also provided broad program support services to various government agencies.

SIDEM's government clients include the U.S. Departments of Health and Human Services, Defense, Justice, Labor, Interior, Commerce, Transportation, Housing and Urban Development, Energy, and the Treasury; the Environmental Protection Agency, the Federal Trade Commission, the U.S. Agency for International Development and the Navy Post-Graduate School.

SERVICES

- **Virtual Events** – Assess various platforms and software to meet specific objectives; recommend optimal virtual solutions tailored to specific virtual event needs; construct the virtual environment to showcase the client, further the program's goals and engage the attendees in the virtual realm; provide comprehensive support for all live and pre-recorded sessions or webinars, including, but not limited to: developing speaker, exhibitor and attendee user guides, running speaker rehearsals, facilitating sessions, providing closed captioning, and providing live technical support; setup virtual trade fairs and poster sessions and assist exhibitors with designing and staffing their virtual booths; staff virtual help desk in the virtual environment. SIDEM has provided support for virtual events and activities since its inception in 2006. These virtual events include webinars, roundtables discussions, listening sessions, exhibit halls, board meetings, workshops, poster presentations, public and invitation-only meetings, and more. To achieve the goals of the various virtual events, SIDEM has utilized numerous platforms, including WebEx, GoToMeeting and GoToWebinar, Zoom, Microsoft Teams and Teams Live Events, 6Connex, Issuer Direct, Google Meet, as well as custom-built solutions. Some examples of features utilized during these virtual events include:

audio/video presentations (live and pre-recorded), attendee polling, CE credit tracking and issuance of CE certificates, surveys, gamification (activity leaderboard), moderated panel discussions, moderated Q&A, attendee networking areas, 3-D immersive conference environments, vendor booths, public and private chats, closed captioning of sessions, on-demand session content, help desk, and more.

- **Technical Assistance and Management** – Develop and distribute project plans; collaborate and communicate with federal staff and stakeholders regularly to discuss progress, barriers and adjustments; prepare background materials, perform data collection and analysis including, identifying data sources, type of analysis to be performed and required information collection strategies; produce written reports, concept papers, and research findings presenting data in a variety of §508 compliant formats, including abstracts, graphs, maps etc.; remediate and customize annual reporting templates and other website content for §508 compliance; secure and manage the work of all subcontractors including contracting, fee negotiation and payment; assemble, maintain and utilize a consultant/subject matter experts databases to identify and recruit qualified individuals with relevant experience for special projects.
- **Site Selection and Liaison** – Develop and distribute site requirements; identify, analyze and evaluate suitable properties, including government-owned properties; compile comparative reports with best value/cost analysis and supporting documentation; perform site visits; negotiate contract, including function space allocation, sleeping room block, food and beverage minimums, concessions, comp ratio, attrition and performance clauses; communicate event specs, pertinent information and updates; serve as liaison and clearinghouse for all involved parties; monitor performance; manage room block; provide onsite management; perform bill review and reconciliation. On average, SIDEM negotiates and manages hotel and property contracts annually that represent over 1 Million square feet of function space and over 25,000 sleeping room nights.
- **Theme and Program Development and Management** – Propose theme and tagline concepts; create images and graphics for event/client branding; develop program in function of overall goal, required content elements, appropriate flow, and time/space available; conduct pre-event briefings and instructions; provide expert facilitation.
- **Strategic Planning** – Work with client to identify goals and priorities; review organizational mission and capacity; scenario planning (using Future Mapping or similar methodological approach; create and manage agenda, curriculums as well as models, techniques and course materials to execute the selected goals and mission; develop assessment tools and instruments (such as 360 Surveys, Leadership Practices Inventory, Myers-Briggs, etc.); outline mission-oriented business functions and process improvements; develop action plans and items to ensure achievable results; lead and moderate/facilitate team participation and coaching sessions; provide professional development support, including assessments/interventions, coaching and leadership development; deliver debrief and overview of key findings as well as proposed next steps.
- **Promotion and Outreach** – Develop and execute outreach strategies; compile and maintain databases of targeted stakeholders, decision makers, and potential attendees; create, design and output various marketing materials and tools; suggest and implement distribution vehicles and rollouts, including electronic, social media, mass mailing and telemarketing; develop press strategies, including drafting media advisories and press releases, and organizing radio actualities and satellite media tours.
- **Web-based Event Solutions** – Develop and maintain customized and user-friendly websites to provide relevant and updated event information; register and automatically confirm attendees, exhibitors and speakers; collect fees; generate customized reports; customize and manage mobile apps; organize and manage webinars (live and pre-recorded); produce podcasts; videotape and edit classes and training sessions into interactive viewing/testing LMS platforms; provide webinar/platform training to necessary parties; generate automatic testing and issuance of continuing education certificates; manage large, complex databases.
- **Registration** – Develop registration forms and fee schedules; pre-register attendees through website, fax, mail and phone; staff help desks; assemble bags, folders, badges and mementos; monitor registration trends to adjust promotion efforts and host property resources; provide onsite registration support and staff information desk; generate reports on all registration numbers and fields; compile and analyze final registration numbers. Annually, we register up to 20,000 people and 500 exhibitors and collect fees in excess of \$4 Million.

- **Attendee Management** – Invite and confirm attendees; offer dedicated personalized support to facilitate participation; organize travel, transportation and accommodations; provide regular updates, program notes and reminders; distribute individualized itineraries and briefing information; provide onsite support. Utilize bar-coding and scanner technology to expedite onsite check-in, track attendance and issue attendance and CPE certificates.
- **Sponsorship** – Identify potential donors; outline sponsorship opportunities and benefits; develop sponsorship packages and correspondence; follow up with personalized pitching and support before, during and after the event.
- **Speaker and VIP Support** – Identify, invite and confirm speakers, VIPs and subject-matter experts through client suggestions, speakers bureaus and independent research; facilitate participation; organize travel, transportation and accommodations; issue reimbursement of expenses and payments of honorarium; manage all AV needs, including branded presentation templates and guidelines as well as all equipment needs; develop briefing memos; facilitate inter-panel communication; provide talking points, transitional remarks and scripting; conduct onsite rehearsals and briefings; assist with presentation graphics, format and content; distribute thank you letters and photographs.
- **Travel and Transportation** – Make travel arrangements within FTR & JTR; organize ground transportation; generate and maintain travel manifests; review and issue expense reimbursement (IATA certified).
- **Vendor Management** – Identify, compete and contract with required vendors, including hotels, decorators, producers, subject matter experts, designers, caterers, security guards, performers, etc.; outline requirements, monitor performance and review/process invoices.
- **Trade Shows and Exhibitions** – Develop exhibitor kits to include participation guidelines, exhibitor contract and event information, order forms for products, services, lead retrieval, shipping and drayage; create floor plans and allocate booth spaces; supply booth packages; provide onsite help desk. SIDEM's tradeshow generally range from 50 to 150 exhibitors.
- **Writing and Editing** – Generate all required correspondence, including letters, scheduling proposals, press releases and briefing documents; develop text for all event-related products, including website, promotional materials and program brochures; script writing; technical writing; proofread and edit presentations, studies and other publications; ensure 508 compliance with all printed and digital assets.
- **Meeting Notes and Transcriptions** – Generate a range of event reporting assets, including meeting notes and minutes, technical writing and editing, and verbatim transcriptions.
- **Graphic Design, Brand Identity and Printing** – Create graphics and/or integrate the client's brand identity to link all event materials and visual elements; output all materials as required.
- **Production and Audio-Visual Support** – Provide basic AV and presentation support, as well as state-of-the-art production services, including: custom stage design and built; thematic props and décor creation; extensive sound and lighting support; animated graphics; video production; creative and technical direction; stage management; and content re-purposing.
- **Special Events, Offsite Venues and Team-building Activities** – Identify local sites and points of interest and propose and manage excursions and field trips; organize team-building activities, including group competitions and challenges, as well as lifestyle and leadership coaching; etc.
- **Onsite Support and Facility Management** – Load in and set up; track receipt of materials; assemble conference bags/folders; conduct pre-con meeting with host site, vendors and client; provide onsite registration and information; supervise function set ups; perform room checks; monitor security and vendor services; communicate and oversee execution continuously; anticipate issues; handle last-minute changes and requests; troubleshoot; pack up and load out.
- **Risk Management** – Utilize proper cybersecurity procedures and resources; conduct cybersecurity risk assessments and vulnerability scans; notify all participants of any special guidelines/laws particular to event location (especially for events in government facilities or international events); communicate with venues regarding security/emergency procedures and brief event team; coordinating with state and local law enforcement as well as government protection services for VIP protection; monitoring and ensuring compliance with security protocols. With

regards to COVID-19 and other health emergencies: monitor all state and federal guidelines and recommendations; develop proper safety protocols and communicate information and updates clearly ahead of meeting; ensure proper cleaning procedures and hygiene resources are in place and enforced at the site; conduct attendee and personnel health screening; develop comprehensive contingency plans in case of positive case emergence, including transport or quarantine options, making sure spaces are properly disinfected according to public health protocols; anticipate evacuation scenario; identify alternate function space; and establish a robust real-time alert system with attendees and personnel.

- **Ancillary Services** – Evaluations; translation; sign language interpreters; video and audio recording and sales; photographers; etc.
- **Budget Development and Management** – Develop comprehensive and detailed budget; monitor actualization and adjustment of costs; review and reconcile all final accounts.
- **Wrap up** – Pack up and load out; tally evaluations; send out thank you letters; compile final report, including comprehensive registration data, catering and sleeping room actualization; review/approve all bills and provide final budget reconciliation/invoicing.