



The Event Planning Group

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

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

Schedule for Multiple Award Schedule

Federal Supply Group: MAS

Contract Number: GS-07F-438AA

Contract Period: September 15, 2009 – September 14, 2024

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contractor: The Event Planning Group, LLC
8401 Colesville Rd Ste 503
Silver Spring, MD 20910

Business Size: 8 (a), Small, Woman-Owned Business

Telephone: 240-512-4219

Web Site: jennifer@jdc-events.com

E-mail: jennifer@jdc-events.com

Contract Administration: Jennifer Collins

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
561920	561920RC	Conference, Meeting, Event and Trade Show Planning Services
OLM	OLMRC	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Pricing Page 4.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Labor Category Descriptions Page 5.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): 8401 Colesville Rd Ste 503, Silver Springs MD 20910

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: None Offered

8. Prompt payment terms: 1% - 10 Net 30.

Information for Order Offices: Prompt payment terms cannot be negotiated out of the contractual agreements in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:
Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will Accept

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Specified on the Task Order

- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact The Event Planning Group, LLC for rates
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address (es):** The Event Planning Group, LLC
8401 Colesville Rd Ste 503
Silver Spring, MD 20910
- 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 (is):** The Event Planning Group, LLC
8401 Colesville Rd Ste 503
Silver Spring, MD 20910
- 15. Warranty provision:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 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 applicable):** 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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 133120332

**26. Notification regarding registration in System for Award Management (SAM) database:
Registered.**

GSA Awarded Pricing

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	GSA Rate w/ IFF
561920	Account Assistant	\$67.45
561920	Account Manager	\$93.40
561920	Project Director	\$191.43

Service Contract Labor Standards: The Service Contract Labor Standards, formerly the Service Contract Act (SCA), as it applies to the entire PSS 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 29 CRF 541.300), 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 the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions

Account Assistant

Functional Duties/Responsibilities:

- Provides support to account managers and directors on all client programs.
- Performs research related to event programs and resources.
- Assembles data and information for the drafting of timelines, work plans and budgets.
- Prepares information for client meetings and potential client pitches
- Compiles documentation for the reconciliation of projects, budgets and final reports.

Minimum Education Level: Bachelor's degree

Required/Supplemental Certifications: N/A Minimum Experience Requirements:

- Minimum of 4 years' experience organizing business-related meetings and events.
- Proficient in Microsoft Office Suite, including PowerPoint. Strong working knowledge of the Internet. Ability to manage in-house project management software.

Account Manager

Functional Duties/Responsibilities:

- Leads day-to-day management and optimization of client programs.
- Assists in strategy development.
- Participates in client meetings and potential client pitches.
- Remains abreast of industry best practices and participates on designated industry related committees.
- 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.
- Proactively finds new ways to build client's business in providing additional solutions.
- Drafts timelines, work plans and budgets.
- Develops evaluations and final reports.

Minimum Education Level: Bachelor's Degree/ Certified Meeting Professional

Required/Supplemental Certifications: N/A Minimum Experience Requirements:

- Minimum of five years proven experience successfully managing client programs from start to finish.
- Proficient in Microsoft Office Suite, including PowerPoint.
- Strong working knowledge of the Internet and online registration systems.
- Certified Meeting Professional designation a plus.

Substitution Methodology: Event Management Certificate for Bachelors

Project Director

Functional Duties/Responsibilities:

- Manages the strategic aspects of client programs, which includes enforcing contractual agreements and addressing scope of work issues.
- Provides leadership to meeting and event programs. Assigns tasks to provide account staff the opportunity to grow.
- Oversees account staff to ensure effective management and delivery of event programs.
- Reviews high level deliverables across projects (e.g. work plans, timelines, agreements)
- Ensures quality assurance procedures take place for all projects, suppliers and staff.
- Develops, implements and maintains sound business practices to better serve client programs. (e.g. institutes new technology, provides new direction in addressing issues or activities)
- Maintains and monitors budgeting aspects of client programs.
- Addresses and resolves billing issues.
- Helps create pipeline forecasts and broad-based financial picture for client programs.
- Ensures projects meet or exceed budgeted financial objectives, including revenue and margin.
- Convenes and/or participates in client, staff and new supplier meetings.
- Enforces standard policies and procedures.

Minimum Education Level: Bachelor's degree/Certified Meeting Professional

Required/Supplemental Certifications: N/A Minimum Experience Requirements:

- Minimum of 10 years' experience successfully serving in a director role managing programs and staff.
- Proficient in Microsoft office Suite

Substitution Methodology: Event Management Certificate for Bachelors