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 is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: GS-07F-438AA
Contract Period: September 15, 2009 – September 14, 2024

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

Contractor: The Event Planning Group, LLC
8401 Colesville Road, Suite 503
Silver Spring, MD 20910

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

Telephone: 240-512-4220
Web Site: http://www.jdc-events.com
E-mail: jennifer@jdc-events.com
Contract Administration: Jennifer Collins

Pricelist Current through Modification #PS-0023 Effective 02/10/2022.
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>561920</td>
<td>561920RC</td>
<td>Conference, Meeting, Event and Trade Show Planning Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

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 5.

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 6.

2. Maximum Order: For SINs 541611 and 561920 - $1,000,000.00  
For SIN OLM - $250,000.00

3. Minimum Order: $100.00


5. Point(s) of production (city, county, and state or foreign country): 8401 Colesville Road, Suite 503, Silver Spring, MD 20910


7. Quantity discounts: None

8. Prompt payment terms: 1% - 10 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 (Contractor insert number of days): Specified on the Task Order

10b. 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
10c. 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.

10d. 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.

11. **F.O.B Points(s):** Destination

12a. **Ordering Address(es):** The Event Planning Group, LLC
     8401 Colesville Road, Suite 503
     Silver Spring, MD 20910

12b. **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.

13. **Payment address (is):** The Event Planning Group, LLC
     8401 Colesville Road, Suite 503
     Silver Spring, MD 20910

14. **Warranty provision:** Contractor’s standard commercial warranty.

15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

18b. **Terms and conditions for any other services (if applicable):** N/A

19. **List of service and distribution points (if applicable):** N/A

20. **List of participating dealers (if applicable):** N/A

21. **Preventive maintenance (if applicable):** N/A

22a. **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/.
N/A

23. Unique Entity Identifier (UEI) number: 133120332

24. 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%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Rate w/ IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>561920</td>
<td>Account Assistant</td>
<td>$67.45</td>
</tr>
<tr>
<td>561920</td>
<td>Account Manager</td>
<td>$93.40</td>
</tr>
<tr>
<td>541611</td>
<td>Logistics Specialist</td>
<td>$63.02</td>
</tr>
<tr>
<td>561920</td>
<td>Project Director</td>
<td>$191.43</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager</td>
<td>$100.24</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Advisor</td>
<td>$177.76</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) are 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 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 for SIN 541611

**Logistics Specialist**

**Functional Duties/Responsibilities:**
- Provides support to project managers and senior advisors on all client programs.
- Performs research related to event programs and resources, including graphic design, materials production, travel and lodging, database and registration management.
- Assembles data, develops logistical forms, coordinates mass mailings, exhibitor information, shipments, drafts timelines, work plans and budgets.
- Prepares information for client meetings and client pitches. Provides onsite support at client programs.
- Conducts outreach to verify vendor invoices and secure other logistical support and services.
- Compiles documentation for the reconciliation of projects, budgets and final reports.
- Experienced working among teams and delivering meeting and event services. Strong customer service, oral, written and communications skills.

**Minimum Education Level:** Bachelors degree

**Minimum Experience Requirements:**
- Minimum of 5 years’ experience.

**Project 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:** Bachelors degree

**Minimum Experience Requirements:**
- Minimum of 6 years’ experience.
Senior Advisor

Functional Duties/Responsibilities:
- Monitors client programs, which includes enforcing contractual agreements and addressing scope of work issues. Assists team in interpreting and understanding client’s needs.
- 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) and monitors quality of processes and results.
- Ensures quality assurance procedures are executed 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.
- Promotes customer satisfaction and proactive in anticipating and addressing client needs.

Minimum Education Level: Bachelors degree

Minimum Experience Requirements:
- Minimum of 11 years’ experience.

Experience & Degree Substitution Equivalencies
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
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<tbody>
<tr>
<td>Associate’s</td>
<td>High School/GED + 2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience or High School/GED + 4 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s + 2 years relevant experience or Associate’s degree + 4 years relevant experience or High School/GED + 6 years of relevant experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s + 2 years relevant experience or Bachelor’s + 4 years or Associate’s + 6 years relevant experience or High School/GED + 8 years relevant experience</td>
</tr>
</tbody>
</table>
Labor Category Descriptions for SIN 561920

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.
• Proficient in Microsoft Office Suite, including PowerPoint. Strong working knowledge of the Internet.
• Ability to manage in-house project management software.

Minimum Education Level: Bachelors degree

Minimum Experience Requirements:
• Minimum of 4 years’ experience organizing business-related meetings and events.

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.
• Proficient in Microsoft Office Suite, including PowerPoint.
• Strong working knowledge of the Internet and online registration systems.
• Certified Meeting Professional designation a plus.

Minimum Education Level: Bachelors Degree

Minimum Experience Requirements:
• Minimum of 5 years proven experience successfully managing client programs from start to finish.

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.
• Proficient in Microsoft office Suite

Minimum Education Level: Bachelors degree

Minimum Experience Requirements:
• Minimum of 10 years’ experience successfully serving in a director role managing programs and staff.

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<td>Doctorate</td>
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