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 for GSA Advantage! is: http://www.gsaadvantage.gov

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services

CONTRACT NUMBER:
GS-07F-441AA

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

PERIOD COVERED BY CONTRACT:
June 1, 2020 through May 31, 2025

National Conferencing, Inc.
dba Federal Conference

100 Daingerfield Rd, Ste 101
Alexandria, VA 22314
tel: 866-311-8809
fax: 886-204-1828
www.federalconference.com

Contact for Contract Administration:
Paul Trapp, Ph: 703-232-5792, Email: paul@federalconference.com

CVE Certified Service Disabled Veteran Owned Small Business (SDVOSB)
Price list current as of Modification #PA-0031 effective December 3, 2021
Business Size: Small
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541613</td>
<td></td>
<td>Marketing Consulting Services</td>
</tr>
<tr>
<td>561920</td>
<td></td>
<td>Conference, Events, and Tradeshow Planning Services</td>
</tr>
<tr>
<td>541810ODC</td>
<td></td>
<td>Other Direct Costs (ODCs) for Marketing and Public Relations Services</td>
</tr>
<tr>
<td>OLM</td>
<td></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.

*Please see attached pricelist.*

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.

*Please refer to the Awarded GSA Hourly Rates*

2. MAXIMUM ORDER:
   **All SINs: $1,000,000**

3. MINIMUM ORDER:
   **All SINs: $100**

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):
   **United States including District of Columbia, U.S. Virgin Islands, Puerto Rico and Guam.**

5. Point(s) of production (city, county, and State or foreign country).
   **Alexandria, VA**

6. Discount from list prices or statement of net price.
   **GSA Net pricing as shown in pricing tables provided.**

7. QUANTITY DISCOUNTS.
   **None**
8. PROMPT PAYMENT TERMS:
   
   **NET 30**

   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):
   
   **Not Applicable**

10a. TIME OF DELIVERY:
   
   **Specified on task order.**

10b. EXPEDITED DELIVERY:
   
   **Negotiated per delivery order.**

10c. OVERNIGHT AND 2-DAY DELIVERY:
   
   **Negotiated per delivery order.**

10d. URGENT REQUIREMENTS:
   
   **Negotiated per delivery order.**

11. F.O.B. POINT(S):
   
   **Destination**

12a. ORDERING ADDRESS:
   
   National Conferencing, Inc. dba Federal Conference
   
   100 Daingerfield Rd, Ste 101
   
   Alexandria, VA 22314

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:
   
   National Conferencing, Inc. dba Federal Conference
   
   100 Daingerfield Rd, Ste 101
   
   Alexandria, VA 22314

14. WARRANTY PROVISION:
   
   **Not applicable**

15. EXPORT PACKING CHARGES, IF APPLICABLE:
   
   **Not applicable**

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):
   
   **Not applicable**

17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):
   
   **Not applicable**
18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE
LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE).

*Not applicable*

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE)

*Not applicable*


*Not applicable*

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE).

*None*

21. PREVENTIVE MAINTENANCE (IF APPLICABLE).

*Not applicable*

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

*Not applicable*

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. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER.

*784819810*

24. Notification regarding registration in System for Award Management (SAM).

*CAGE Code 4PLL6, Registration valid in SAM*
FEDERAL CONFERENCE ADVANTAGE

National Conferencing, Inc. dba Federal Conference is a service-disabled Veteran-owned small event and conference planning firm formed in 2006 to provide cost-effective event planning and facility management options for government, corporate and association entities. We specialize in providing professional-quality event planning and management services to corporations and associations, as well as both federal and state governments. We offer a dynamic learning and networking experience that supports our client’s goals and objectives. Our turn-key solutions include conference center/facilities management, hotel site selection, online registration, event marketing and promotion, graphic design and custom printing, professional staffing, transportation management, onsite logistics (i.e., food and beverages, audiovisual services, video production), virtual event strategy and execution, executing surveys and assessments, trainers, and speaker services.

Our systematic approach and in-depth experience managing meeting space and conference centers as well as planning large and small meetings, conferences, and events uniquely positions us to provide the best possible outcome, offering a perfect blend of the necessary technical expertise and a thorough understanding of the clients’ goals and mission.

Here are a few reasons Federal Conference is your event planning expert:

- **Benefit from our highly qualified staff** who are trained, and industry certified in professional event planning and management support services. Our team includes certified/affiliated members of the Society of Government Meeting Planners (SGMP), Meeting Planner International (MPI), Certified Meeting Professional (CMP), and Association of Meeting Professionals (AMPS).

- **Benefit from our strategic partnerships** where we leverage our global relationships, industry knowledge, and management strategies to get you the best value for your budget and extensive market reach – *Experience matters!*

- **Benefit from our extensive experience** managing the logistical details for planning and executing a wide variety of events, allowing our customers to focus on what they know best, the content and vision for their event. Our experience includes: meetings, conferences, training workshops, workgroups, exhibitions, and symposia, focus groups, networking receptions, webinars, webcasts, online training courses, international teleconferences, and face-to-face meetings.

- **Benefit from our thorough understanding of the Event Planning Industry** offering a well-seasoned staff, each with an average of 10+ years’ experience working the system from both the provider and client side providing strategic advantages when planning and contracting for your external event locations and services.
  - Application of our expertise to guide our clients through the entire event process generating a successful event and a positive outcome;
  - Assembling the inherently chaotic process of event planning into an organized system;

We understand there are many companies out there, and all of them will propose that they are the best choice. You should know one thing...

*Event planning is our core competency... it is all we do... and we do it well!*

National Conferencing, Inc.  
dba Federal Conference  
Awarded GSA Pricelist  
GS-07F-441AA
Federal Conference provides a full array of conferencing services, ranging from hotel site selection, online registration, graphic design and custom printing, professional staffing, executing surveys and assessments, transportation management, speaker’s bureau, food and beverage and all other aspects of a successful, turn-key conference operation.

**Site Selection:** We are positioned as a high-volume purchaser in the meeting and event industry and boasts an expansive and experienced network of government-friendly properties. Federal Conference prioritizes the site selection efforts by seeking out the best location with regards to location and availability. Our experienced event planners are well versed in federal per diem rates and will leverage our national reach, preferred rates, and unmatched industry relationships to ensure we provide the best possible value to the government in all instances. Regardless of the size or number of meetings that a customer typically books, they enjoy the rates and concessions associated with the collective buying power of all our clientele.

**Marketing:** Federal Conference delivers marketing outreach services through innovative technologies and media exposures. Our approach evolved to support the demands of the marketplace and understands the need for consistent messaging and to take advantage of existing programs and other media to generate excitement and awareness. A comprehensive marketing plan supporting all project goals including, but not limited to the following:

- Developing event specific email notifications for pre-and post-event to inform, engage and survey attendees
- Developing and using applicable print and electronic media outlets for promotion
- Developing internet outreach opportunities through websites and social media

**Production of Conference Materials:** In support of various government contracts, we produced agendas, advertising items, training materials and curriculums for client events. Federal Conference has in-house staff for all design needs that are well versed in creative materials that speak to government and commercial audiences. Our designers will work with the client to design the promotional materials, banners, and signs needed for the conference. Our experience includes developing custom illustrations, logos, charts or graphics, photo edits, collages, slideshows, GIFs and animations that have resulted in measurable success for our clients.

**Registration:** Federal Conference has twelve years of experience building and managing secured online registration services for our government clients. Our custom registration sites can collect pertinent attendee data, incorporate interactive agendas, and present event surveys that help clients improve event performances. The registration system also has the unique capability to communicate directly with attendees in real-time via its e-mail feature, sending customized e-mail invitations, confirmations, reminders, updates, surveys, and electronic invoices ensuring attendees have direct access to the most recent event information.

Federal Conference capabilities include providing 24/7 access 365 days a year for event attendees and participants, with a call center staff available to answer basic registration attendee questions and providing on-site support at the venue. We can provide our client with real-time data reports on the event registration status and/or custom on-demand reports meeting all our clients’ needs.
Management of Vendor Exhibit Area: Through a proven practice of exploring the client exhibit strategy and event objectives, our team can provide informed recommendations and package enhancements that can increase the event presentation performance. Federal Conference’s exhibit and sponsorship sales and operations management capabilities include: Exhibit sales/pre-show planning; Show floor design, development and layout; Booth pricing consultation; Sponsorship package development and consultation; Contract policies and document creation; Dedicated call center to free up your staff to focus on strategic aspects of event and Post-event reports.

On-Site Support / Event Staffing: Our on-site support team provides direct impact and leadership of conferences and meetings management and are responsible for all facets of successful meeting’s management. Federal Conference’s Event Managers goes into “delivery mode” driven by a series of systems and processes, checklists, and experience. We serve as an extension of the client’s staff, a troubleshooter, timekeeper, venue liaison, and the all-around human conduit for event success. The onsite team communicates effectively to cope with last minute changes, respond to participant, exhibitor and vendor questions, comments, and concerns. Staying flexible is the challenge for on-site staff, and we found that broadcasting changes quickly among the staff, stakeholders and vendors minimizes the risk of performance issues. In addition to logistics and process management, we need timely and accurate communication with all involved—client, hotel POCs, the operations team, vendors, suppliers, and meeting attendees.

Food & Beverage Management: Federal Conference recognizes that event organization actively shapes a participant's perception of training and delivery. The top two risks associated with food and beverage are poor quality and high costs. Our team works diligently to ensure that our customers receive the highest quality food and beverage while remaining within established per diem rates. Federal Conference has successfully fed thousands of military attendees and their families over the past twelve years.

Virtual Technology: The pivot from in-person to virtual and hybrid events involves a holistic approach to handle the redesign effectively. This process involves an in-depth look at the event goals, objectives, and the attendees' behavior. Our Event Strategist will accompany your team on this journey as an advocate and advisor sharing best practices, recommendations, and case studies to guide you along the way. We will build the road map and milestone list using these elements coupled with time frame, budget, and other stakeholder priorities. Federal Conference offers multiple options for a technology platform that best meets the Client's meeting needs. Our virtual expertise includes Zoom meetings, Webinars, Cvent Attendee Hub a fully integrated event Platform, Pathable virtual event platform, and iCohere virtual experience.

Audio-Visual, Video, Photography: Our strategic relationship with presentation service providers means simplified access to nation-wide locations, fluid communication from event to event and advanced equipment and trained operational staff executing your events. Additionally, we offer affordable customized show solutions that will fulfill your audio-visual requirements. Our company is committed to you as a seamless part of your team and meeting your budget guidelines and producing a meaningful event. Federal Conference’s experienced Audiovisual Technicians and Managers will work closely with our teaming partners and venues to plan and organize the audiovisual technical requirements identified for each workshop.

Beyond audiovisual support, we provide a full-service video production company, seeing a project through from creative approach to final delivery. Our team has the capability, experience, and equipment required to write, shoot, and edit any videos when required by the client. Federal Conference provides photography services as an ancillary support item to various client events. When required, we hire freelance photographers to document the events and provide photos used in their marketing press coverage.
**Video Production:** Production Services is also essential to virtual events because what is happening is essentially a TV production. If an in-person session goes over its time, attendees typically hang around or start heading toward the next session. If that happens at a virtual event, you risk losing the attendee entirely. In a virtual setting, static camera angles, lingering too long on one presenter, and boring transitions risk putting your attendees to sleep. Part director, part cinematographer, this skill set is essential to making your content come alive and keeping your audience engaged.

- **Project Management** – Our team will assign a dedicated Project Manager to assist with preplanning your event, setting up a cloud-based system for file sharing and storage, scheduling and keeping track of meetings and deadlines, tailoring your run of show, and producing your event.

- **Video Editing** – Editing of pre-recorded content that consists of trimming or combining, overlays, audio-mixing, color corrections, or any other desired aesthetics. Editing depends on hours recording. For every hour of recording it’s about an hour of editing, 30 to 65 hours of editing.

- **Tech Checks and Rehearsals** – We can assist with scheduling a rehearsal with all your presenters and speakers prior to your event in either a 1-on-1 or multi-participant format with the goal of checking their technology and giving them the reassurance and confidence for their day of presentation.

**Web-Cast Support:** Federal Conference delivered webinars/webcasts from all over the United States, Europe, Africa, and Asia. The industry-leading webcasting platform differentiates the offerings by providing true 508 compliant live webcasting. All the required 508 media elements are available within a single web browser window.

**Travel Management:** Our global experience includes conducting successful events for clients serving government personnel, private corporations, and associations, spanning across European countries, North and South Africa, Southeast Asia, Canada, the United States and U.S. Territories. Federal Conference facilitated and executed travel management services for domestic and international travelers compliant with the Joint Travel Regulations (JTR), Federal Travel Regulations (FTR) and associated regulatory guidelines. Planned and coordinated travel arrangements for authorized travelers. Federal Conference establishes a travel help desk to assist with frequent communications with travelers.

**Surveys, Assessments, and Insightful Tools Services:** Our survey and assessment approach typically involve collecting insights qualitatively to meet the client requirements. Federal Conference’s experience with these tools includes supporting pre-hiring assessment of Military Recruiting Professionals, Sales Training Surveys for training seminars, and assessing Executive Aptitude associated with leadership seminars and symposiums. We feature two major versions:

- **Professional Sales, Training & Management Assessment (PSTMA)** (used for identifying potential sales professionals, training sales professionals & management tool for sales professionals) – Also focuses on personnel behaviors and motivators used in developing training materials.
- **Executive Assessment** (used for identifying, on-boarding and coaching executives).

**No Cost Contract** – Federal Conference offers clients the ability to implement No Cost Services for their event management. Under these terms we would plan all the event logistics and market the event to registrants, exhibitors and sponsors. For our services, we retain all the registration, exhibition, sponsorship, and/or other fees collected as payment for performance under the contract. Our team will establish the Fee Plan to generate the revenue stream that covers all the contract costs.
Special Guests and Trainers: Federal Conference has vast experience in managing our in-house Speakers' Bureau, comprised of the finest speakers and trainers in North America. Our trainers are thought-provoking, action-oriented and have earned national recognition in the fields of business, government and society. Choose a Federal Conference speaker or trainer that's right for you or have us manage an outside speaker of your choice.

The process is really very simple... You select and invite your trainers; Federal Conference will take it from there. We send out and collect the agreements, audiovisual requests, travel and accommodation requests, presentation templates, presentation guidelines, expense reimbursement protocols. We collect and track biographies and photos. We make sure each speaker is confirmed in writing and continues to be updated about your event. Once all documents are returned to Federal Conference, we will reconfirm the trainer and list their sessions, times, locations, equipment and travel and housing details. Federal Conference will make sure the trainers are provided everything they may need to get to the event and obtain the appropriate accommodations once they arrive. We can contact each trainer to coordinate their travel and accommodation preferences while following the guidelines set forth by the government.
LABOR CATEGORY DESCRIPTIONS

Labor Categories (SIN 561920)

Senior Project Director
Duties: Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel. Determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.

Minimum Education: Bachelors
Minimum Years of Experience: 7

Program Manager
Duties: Responsible for the planning and execution of all activities related to a contract task order. Interfaces with the Government’s Contracting Officer’s Representative (COR), Assistant COR, and Functional Representative(s). Ensures that all personnel assigned to a task meet Government qualification standards and receive necessary training. Reviews subcontractor deliverables and invoices and approves for payment. Approves invoices being submitted to the Government and ensures they are accurate and include all proper substantiating documentation. Responsible for contract compliance and quality control, reviews contract execution to identify problems and ensure that the Government is provided timely notification of funding or execution related issues.

Minimum Education: Bachelors
Minimum Years of Experience: 7

Deputy Program Manager
Duties: Collaborate with the Program Manager on the development of Federal Conference’s strategic goals and objectives as well as the overall management of the contracted program. Manages daily operations and performs a variety of activities in support of each assigned project. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and team activities. Aids program Event Managers and liaison with other internal department managers. Monitor business processes for efficiency (update process standards in accordance with agree upon changes); create, implement and oversee an approved weekly training plan in support of contracted program.

Minimum Education: Bachelors
Minimum Years of Experience: 5

Senior Event Manager
Duties: Coordinates all event management activities including: in-service training of program planning committee members, projection and management of event budgets, assuring the appropriate use of resources including supplies, equipment, and staff. Responsible for the event management portion of the conference budget and for monitoring the budgetary and financial activities of the event. Collaborates with the Program Manager to assure that event management funds committed to the projects are within the scope of his/her responsibility and are managed appropriately. Ensures that funds are allocated appropriately to support the
program and logistical needs related to the event are met in a cost-effective manner. In collaboration with the Government project manager, ensures that all contracts for events they manage are well designed and comply with all Government policies and regulations. Prepares or coordinates administrative and fiscal reports related to the meetings or conferences they plan and ensure their accuracy. Responsible for ensuring that accurate event planning data regarding all assigned projects are tracked and accounted.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 10

**Event Manager**  
**Duties:** Lead small to medium sized events independent of direct supervision. Responsible for all program planning logistics which includes site selection, logistical support, audio visual support, and oversight and management of the delivery of services. Writes statements of work when contractor support is required and de-conflicts scheduling. Ensures the operational integrity of the event planning process; and that all administrative requirements are met. Ensures that all funds expended in support of travel and meetings are deployed within the boundaries established by the customer and meet Government JTR policy. Tracks project progress on an ongoing basis and prepares or aids in producing after action reports.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5

**Account Manager**  
**Duties:** Oversees the execution of single or multiple projects. Responsible for staffing, project planning, production, quality, project financials, and staff direction and oversight, and providing deliverables under the contracts. Organizes, directs, and coordinates the planning and production of all task activities. Manages the client interface at the technical level. Leads team composed of technical and management professionals involved in providing a full range of integrated event planning and marketing solutions.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5

**Conference Coordinator**  
**Duties:** Provides expert support to the Senior Event Manager by assisting with the logistical elements of conferences, meetings and special events, administering studies and conducting data analysis. Support the Exhibit/Sponsor sales team, prepare sales action plans and identify specific targets within the assigned account base. Capture information as required in a database and prepare event revenue reports. Prepare sales products for events and manage communications with Exhibitors and Sponsors.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5

**Event Planner**  
**Duties:** Provides basic logistic and planning support related to special event management such as site selection, on-site logistical support and event registration. Works with the project manager to design develop and implement events and meetings at the local, national and regional levels. Ensures all administrative requirements related to event management are met to ensure effective and efficient delivery of event management services to the client for
whom they are planning an event. Advises on the selection of audiovisual equipment to support events, training sessions, and meetings. Sets up, operates, and uninstalls equipment; meets with presenters and facilitators to decide how and when media will be used and assists with operation of automation during presentations.

**Minimum Education:** Associates

**Minimum Years of Experience:** 3

**Event Planner II**

**Duties:** Logistic planning (event and facility point-of-contact, catering functions, meeting requirements and layouts, etc.), oversee the design/publishing/printing of event agenda/program guide, develop and produce audio advertising, oversee registration preparation, advertising/promotional campaigns, handling phone inquiries, meetings/telephone correspondence with sponsors/clients, progress updates, oversee printing of promotional campaign materials, post-event follow-up, event set-up, on-site event management. An event manager may review invoices, assist to coordinate website developments and updates, handle logistical planning (catering, directions, on-site visits, etc.), and prepare registration materials and premiums under supervision of senior event manager or project manager

**Minimum Education:** Associates

**Minimum Years of Experience:** 3

**Event Coordinator – Associate Event Planner**

**Duties:** Effectively works with clients to maintain a high level of customer satisfaction, to include accuracy and review of information through frequent status updates. Coordinate services for approximately 10-15 events per month, including training facilities, catering, special needs requirements, childcare, transportation and curriculum in a timely fashion. Reviews estimates, contract, and Banquet Event Orders for accuracy and meets program standards.

**Minimum Education:** High School

**Minimum Years of Experience:** 1

**Event Support Staff**

**Duties:** Support staff typically provides administrative, clerical or logistical services under close supervision. Such duties include processing registrations and follow-up, data entry, handling phone inquiries, vehicle driver, event management, on-site event management, assembling of promotions and on-site distributions

**Minimum Education:** High School

**Minimum Years of Experience:** 1

**Data Base Manager**

**Duties:** Acts as support personnel for meeting activities. Duties may include such activities as: management of database, processing of registrations, and contact with participants regarding conference details and any related issues. Preparing name badges, tents, certificates, etc. for speakers, presenters and participants; duplicating and distributing event materials; implementing meeting evaluation procedures; and aiding in the completion of documentation of participant attendance. Preparation of financial documentation for all conference related revenues and expenses. Acts as support personnel for meeting activities.
Provides travel coordination to meeting attendees. Makes travel arrangements, issues itinerary, processes travel requests and reimbursements.

**Minimum Education:** Associates  
**Minimum Years of Experience:** 3

**Conference Manager**  
**Duties:** Responsible for the overall strategic planning to immediately address communication effectiveness with all Event POCs. Ensures that all training plans are successfully implemented and sets up internal processes to ensure successful events. Administering daily events management meetings with all vendors affecting meetings. Ensuring the urgent and long-term change communication processes are in place. Ensures daily effectiveness of service staff with onsite involvement and interaction with groups in-house. Manages the billing, invoicing, and reporting process monthly to ensure proper and timely communication; and maintains ongoing communication with Event POCs to constantly address process improvement.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5

**Conference Reservations / Executive Assistant**  
**Duties:** Manages the daily workflow for operations support staff and event service vendors. Responsible for the reservations process for events and maintains the Conference Management System. Addresses daily guest contact issues and presents resolutions. Working with senior staff on large event space options as needed. Manages change communication with all departments and clients.

**Minimum Education:** High School  
**Minimum Years of Experience:** 1

**Operations Support Specialist**  
**Duties:** Responsible for setting up all meeting rooms; addressing client needs; maintaining the "no-show process"; resolving issues and/or communicating them to a supervisor. Communicates change requests to all vendors involved. Maintains daily opening and closing checklists are completed with any variances.

**Minimum Education:** High School  
**Minimum Years of Experience:** 1

**Registration Manager**  
**Duties:** Liaison between internal and external clients to coordinate and manage all aspects of the registration process for multiple conferences, events and/or tradeshows. Works within the event team to plan, organize and implement the event registration layout, equipment, internet and various tech needs. Completes all required projects and reports in a timely fashion on a daily, weekly or monthly basis per the direction of the client. Train all Registration staff on the various registration system platforms. Oversees team duties in website builds, online registration payment processing, call center support, fulfillment and other registration support duties. Conduct registration payment audits for supported events.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 8
Registration Specialist

**Duties:** Build websites, online registration, call center support, fulfillment and other registration support duties. Follows organization and department procedures to complete tasks in a timely manner; Familiar with standard concepts, practices, and procedures within the hospitality event planning or government contracting. Relies on experience and judgment to plan and accomplish goals.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 3

IT Help Desk

**Duties:** Provide technical assistance to calls by answering questions, finding solutions to technical issues, addressing concerns or complaints and providing important IT support. Guide callers through troubleshooting, navigating the event website or using the technology platform or virtual services. Review client event accounts, providing updates and maintenance to the sites and observe system functioning to verify correct operations and detect errors. Provide Virtual Customer Service to event Call Center operations for support to the registrants for access to the platform and answer general event questions.

**Minimum Education:** Associates

**Minimum Years of Experience:** 2

Venue Sourcing Manager

**Duties:** Liaison between internal and external clients to coordinate and manage all aspects of the sourcing process for multiple conferences, events and/or tradeshows. Responsible for all aspects of site selection for an organization. Securing contracts, negotiating best possible rates, and creating reasonable preliminary budgets. Train all sourcing staff on the Hotel RFP system platforms, and methods for manual sourcing and negotiation strategies. Oversee internal team and external independent contractors, ensure familiarity with standard concepts, practices, and procedures relating to event planning and site selection. Relies on experience and judgment to plan and accomplish goals.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 8

Site Selection Specialist

**Duties:** Responsible for all aspects of site selection for an organization. Responsible for securing contracts, negotiating best possible rates, and creating reasonable preliminary budgets. Familiar with standard concepts, practices, and procedures relating to event planning and site selection. Relies on experience and judgment to plan and accomplish goals. Performs a variety of task under general supervision. Reports to a supervisor or manager.

**Minimum Education:** High School

**Minimum Years of Experience:** 4

Compliance Manager – Support Services Manager

**Duties:** Conduct periodic internal reviews or subcontractor audits to ensure that compliance procedures are followed. Investigate compliance issues and assess operational risks and develop risk management strategies. Disseminate written policies and procedures related to compliance activities. File appropriate compliance reports with regulatory agencies. Maintain
documentation of compliance activities, such as complaints received or investigation outcomes.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5

**Quality Assurance (QA) Oversight**

**Duties:**
Responsibilities include contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; identifying and resolving problems; completing audits; determining system improvements; implementing change. Maintains and improves service quality by completing company, system, compliance, and surveillance audits; investigating customer complaints; collaborating with other members of management to update existing work models and training methods. Prepares quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, corrective actions, and re-validations.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 7

**Management Analyst**

**Duties:**
Assists in the development of functional programs and materials, develops tracking and evaluation of ongoing operations. Reviews forms and reports, and confers with management and users about format, distribution, and purpose, and to identify problems and improvements. Collects, maintains, and processes data and assists in the preparation of reports and summaries for use by managers. Provides direct support to technical and operational activities and assists in the conduct of conferences and working meetings. Identifies sources of relevant information and data and evaluates data and information to monitor status of ongoing operations. Assists in the development and implementation of technical and operational documents and plans.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 3

**Administrative Professional**

**Duties:** Manages clerical/administrative personnel activities in support of operational or technical tasks. Coordinates and directs office services, such as records and budget preparation, personnel, and housekeeping, to aid operational and technical personnel. Prepares and reviews operational reports and schedules to ensure accuracy and efficiency. Conducts classes to teach procedures to staff members. Assists in daily operations and the planning and conduct of special events and activities.

**Minimum Education:** Bachelors  
**Minimum Years of Experience:** 5

**Curriculum Specialist**

**Duties:** Develop curriculum logistics plan; working with Event planners identify and order
conference/meeting curriculum orders. Develop shipping schedule to ensure timely delivery of conference/meeting materials. Process, file, and record vendor invoices and payments.

**Minimum Education:** Associates  
**Minimum Years of Experience:** 3

**Procurement Analyst**

**Duties:** Responsible for procurement of materials supporting events, conferences, meetings, and symposiums. Database management tasks include analyzing, placing, and maintaining orders throughout the purchasing process. Processing order requests that follow direct specifications of both internal and external stakeholders. Other duties to include supporting other departments with daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer. Follows organization and department procedures to complete tasks in a timely and accurate manner. Relies on experience and judgment to plan and accomplish goals.

**Minimum Education:** High School  
**Minimum Years of Experience:** 3
Labor Categories (SIN 541613)

**Graphic Designer**

**Duties:** Responsible for designing printed materials to include graphics, logos, advertisements, brochures, marketing and promotional material, etc. The graphic designer works closely with the project manager to produce information that promotes the intended message or image.

**Minimum Education:** Associates

**Minimum Years of Experience:** 3

**Marketing/Public Relations Specialist**

**Duties:** Serves as functional experts in their fields and coordinates activities of marketing/public relations specialists. Researches market conditions in local, regional, or national areas, or gathers information. Provides data analysis and recommendations. Develop Marketing Plan including marketing strategy and tactics, sales techniques and control systems, and social media strategies. Directs the activities of other marketing/public relations specialists.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 5

**Social Media Strategist**

Creates comprehensive social media strategy as part of overall communications strategy for clients and organizations. Uses social media marketing techniques to increase visibility, membership, and traffic across brands and implements and manages social media programs. Experiments with new and alternative ways to leverage social media activities. Monitors trends in social media tools, trends, and applications and appropriately applies that knowledge to increase use of social media for clients. Strategizes with and educates client management teams and others on incorporating relevant social media techniques into the corporate culture and into all of the organization's communicating and marketing products and services. Measures the impact of social media on overall marketing efforts.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 5

**Web Developer**

**Duties:** Design, create, and modify websites. Analyze user needs to implement Web site content, graphics, performance, and capacity. Integrate Web sites with other computer applications such a mobile application. Convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content. Works with and coordinates the efforts of programmers, database experts, graphic artists, and functional experts to achieve website objectives. Conducts testing to ensure that web sites meet all Government regulations and restrictions and that the web sites operate on all relevant platforms and with all common browsers. Develops and implements necessary Internet security measures to protect the site’s integrity and data.

**Minimum Education:** Bachelors

**Minimum Years of Experience:** 5
Description of Services for SIN 541810 ODC: Other Direct Costs

Speakers Bureau
Federal Conference has vast experience in managing our in-house Speakers' Bureau, comprised of the finest speakers and trainers in North America. Our trainers are thought-provoking, action-oriented and have earned national recognition in the fields of business, government and society. Choose a Federal Conference trainer that’s right for you or have us manage an outside trainer of your choice. Subject Matter Expert (SME) / Professional Trainer Level is dependent upon the individual expertise and commercial rates for training engagements.

SME / Professional Trainer, Level I
SME / Professional Trainer, Level II
SME / Professional Trainer, Level III
SME / Professional Trainer, Level IV

Our labor rates do not include supplies, materials or other direct costs associated with the services provided. These non-labor costs are provided as Other Direct Cost quoted for each task order as required. Federal Conference can offer No Cost Contracting services to the government. We may choose to supply all services as required by the task order at no cost to the government. In this scenario, Federal Conference is entitled to keep all the registration, exhibition, sponsorship, and/or other fees collected as payment for performance under the task order and the government’s liability for payment of services under the task order is a fixed price of $0.00 “zero dollars”.

Agency orders may alter the type, quality and timing of each component and thus result in a lower or higher price for specific requirements. Based on the specific task identified at the Task Order level, Federal Conference will propose ODCs that reflect the actual work required. ODCs are invoiced at a ceiling rate of cost plus 12.76% mark-up plus the IFF fee.
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<thead>
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</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA) is applicable to this contract and it includes SCLS applicable labor categories. 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 CFR 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.

<table>
<thead>
<tr>
<th>ODC</th>
<th>GSA Total Price Including IFF</th>
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<tbody>
<tr>
<td>SME/Professional Trainer Level I</td>
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