Table of Contents

Schedule Overview .................. 2
Customer Information .................. 2
About The DesignPond .................. 5
Pricing .................................. 6
Labor/Task Category
Descriptions by SIN .................. 7

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)

FSC GROUP
Professional Services

SUBCATEGORY
H08. Marketing and Public Relations

MAS SOLICITATION
47QSMD20R0001

BUSINESS SIZE
Small

DUNS NUMBER
555630164

CONTRACTOR
The DesignPond
21100 Silver Birch Lane
Germantown, MD  20876
(301) 601-9272
gsaAdvantage@designpond.com

CONTRACT NUMBER
GS-07F-446AA

CONTRACT PERIOD
July 21, 2005 to July 20, 2025
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: GSAAdvantage.gov.

Multiple Award Schedule (MAS)

<table>
<thead>
<tr>
<th>FSC GROUP</th>
<th>CONTRACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>GS-07F-446AA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBCATEGORY</th>
<th>CONTRACT PERIOD</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MAS SOLICITATION</th>
<th>CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>47QSMD20R0001</td>
<td>The DesignPond</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DUNS NUMBER</th>
<th>MORE INFORMATION</th>
<th>BUSINESS SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>555630164</td>
<td>For more information on ordering from Federal Supply Schedules click on FSS Schedules at fss.gsa.gov</td>
<td>Small</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR WEBSITE</th>
<th>BUSINESS SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.designpond.com">www.designpond.com</a></td>
<td>Small</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT ADMINISTRATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheri Beauregard</td>
</tr>
<tr>
<td>(301) 601-9272</td>
</tr>
<tr>
<td><a href="mailto:gsaAdvantage@designpond.com">gsaAdvantage@designpond.com</a></td>
</tr>
</tbody>
</table>

Customer Information

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 Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>OLM Order-Level Materials (OLM)</td>
</tr>
<tr>
<td>541810ODC</td>
<td>541810ODCRC</td>
<td>541810ODC Other Direct Costs (ODCs) for Marketing and Public Relations Services</td>
</tr>
<tr>
<td>541511</td>
<td>541511RC</td>
<td>541511 Web Based Marketing</td>
</tr>
<tr>
<td>541922</td>
<td>541922RC</td>
<td>541922 Commercial Photography Services</td>
</tr>
<tr>
<td>541430</td>
<td>541430RC</td>
<td>541430 Graphic Design Services</td>
</tr>
</tbody>
</table>
Customer Information (continued)

1b. Prices (Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.): See section “Pricing” for pricing of Labor/Task Categories for each SIN. Government net price based on unit of issue and reflects the lowest priced labor/task category for each SIN awarded.

1c. Labor/Task category descriptions (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 section “Labor/Task Category Descriptions by SIN” for details.

2. Maximum order: $1,000,000 per SIN except SIN 541922/541922RC which is $250,000.

3. Minimum order: $100


5. Point(s) of production (city, county, and state, or foreign country): Germantown, MD 20876 (Montgomery County).

6. Discount from list prices or statement of net prices: Government Net Prices (discounts already deducted).

7. Quantity discounts: 1.5% discount on orders exceeding $50,000

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions: Net 30 days.

9a. Notification that Government purchase cards are accepted at or below 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): Not Applicable.

11a. Time of delivery: To Be Determined at the Task Order level.

11b. Expedited delivery: To Be Determined at the Task Order level.

11c. Overnight and 2-day delivery: To Be Determined at the Task Order level.

11d. Urgent Requirements: To Be Determined at the Task Order level.

12. F.O.B point(s): Destination.
Customer Information (continued)

13a. Ordering address:
The DesignPond
21100 Silver Birch Lane
Germantown, MD 20876

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:
The DesignPond
21100 Silver Birch Lane
Germantown, MD 20876

15. Warranty provision: Not applicable.

16. Export packing charges: Not applicable.

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: Not applicable.

19. Terms and conditions of installation: Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.

20a. Terms and conditions for any other services: Not applicable.

21. List of services and distribution points: Not applicable.

22. List of participating dealers: Not applicable.

23. Preventative maintenance: Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

24b. Section 508 Compliance (If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services can show where full details can be found at www.Section508.gov.): The DesignPond provides services to implement Section 508-compliant HTML websites and PDFs.

25. Data Universal Number System (DUNS) number: 555630164.

26. Notification regarding registration in System for Award Management (SAM) database: Registered and active in SAM. Renewed annually.
27. Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA 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/SCA eligible labor categories. If and/or when the Contractor adds SCLS/SCA labor categories to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

About The DesignPond

The DesignPond is a Maryland-based small business and full-service design firm established in 1998. Our staff is composed of dedicated, highly skilled professionals combining over 40 years experience in the advertising and graphics arena. The DesignPond produces all forms of high-end communication design, including print design, trade show graphics, package design, photography, and web design. Design is our forte and we take pride in every project we undertake.

The DesignPond is a service-oriented company that provides its clients with creative, results-oriented solutions on time and at affordable prices. The DesignPond credits its success to great customer service, creative designs, beautiful use of color, quality of workmanship, and special attention to our clients’ needs. Located just off of Route 270 in Germantown, Maryland, the studio is in close proximity to Washington DC, Baltimore, and Northern Virginia.

CAPABILITIES

- Annual Reports
- Performance and Accountability Reports
- Agency Financial Reports
- Section 508 Accessibility
- Program Brochures
- Corporate Folders
- Trade Show Graphics
- Marketing Materials
- Conference Materials
- Logo & Identity Design
- Copyediting/writing
- Multimedia Presentations
- Slide Presentations
- Directories
- Posters
- Catalogues
- Strategic Plans
- Performance Plans
- Infographics & Illustrations
- Collateral Publications
- Newsletters
- Advertising
- Direct Mail Pieces
- Complex Photo Montage
- Magazines
- Web Design
- Photography
- Calendars
- Signage
- Certificates
- Label, Package Design
- Training Material
- and more!
## Pricing

### LABOR RATES FOR SINS 541511 AND 541511RC: WEB BASED MARKETING

<table>
<thead>
<tr>
<th>Labor/Task Category</th>
<th>Unit</th>
<th>Year 16</th>
<th>Year 17</th>
<th>Year 18</th>
<th>Year 19</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Design</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Layout/Implementation</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Updates/Maintenance</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Copy Editing</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Meetings/Communications</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
</tbody>
</table>

### LABOR RATES FOR SINS 541922 AND 541922RC: COMMERCIAL PHOTOGRAPHY SERVICES

<table>
<thead>
<tr>
<th>Labor/Task Category</th>
<th>Unit</th>
<th>Year 16</th>
<th>Year 17</th>
<th>Year 18</th>
<th>Year 19</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Photo Shoots</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Enhancements/Manipulations</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Meetings/Communications</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
</tbody>
</table>

### LABOR RATES FOR SINS 541430 AND 541430RC: GRAPHIC DESIGN SERVICES

<table>
<thead>
<tr>
<th>Labor/Task Category</th>
<th>Unit</th>
<th>Year 16</th>
<th>Year 17</th>
<th>Year 18</th>
<th>Year 19</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Design</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Layout/Production</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Alterations/Corrections</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Enhancements/Manipulations</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Copy Editing</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Meetings/Communications</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Printer Prep</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
<tr>
<td>Print Management</td>
<td>Hour</td>
<td>$121.16</td>
<td>$123.70</td>
<td>$126.30</td>
<td>$128.95</td>
<td>$131.66</td>
</tr>
</tbody>
</table>

### PRICES FOR SINS 541810ODC AND 541810ODCRC: OTHER DIRECT COSTS (ODCS) FOR MARKETING AND PUBLIC RELATIONS SERVICES

<table>
<thead>
<tr>
<th>Other Direct Cost</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color Printing (in units up to 11” x 17”)</td>
<td>Per Task</td>
<td>$1,152.00</td>
</tr>
<tr>
<td>Black &amp; White Printing (in units up to 8.5” x 11”)</td>
<td>Per Task</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>Computer Disks</td>
<td>Per Task</td>
<td>$6,300.00</td>
</tr>
<tr>
<td>Commercial Printing</td>
<td>Per Task</td>
<td>$64,361.00</td>
</tr>
</tbody>
</table>
LABOR/TASK CATEGORIES FOR SINS 541511 AND 541511RC: WEB BASED MARKETING

Below are descriptions of the task categories offered under SINS 541511 and 541511RC Web Based Marketing.

**Project Management**

Manage project to completion. This includes project planning and tracking, scheduling, staffing, and task supervision. Will be the point of contact for client. Requires several years experience in management/project leadership.

*Minimum Education:* BA/BS degree in management or related field  
*Minimum Years of Experience:* 5 years

**Design**

Create initial design comprehensives (comps) of web page and templates based on client specifications and creative direction. Approved design will be used for layout and implementation. Requires a background in graphic design and web development, and extensive technical knowledge of and experience with design and web design applications.

*Minimum Education:* BA/BS degree in web, commercial art, graphic design, or related field  
*Minimum Years of Experience:* 5 years

**Layout/Implementation**

Implement website in approved design with client-provided content. Format text, photos, and graphics. Create tables, graphs, charts, and other design elements. Code all non-text elements to comply with Section 508 accessibility standards for federal government web projects. Requires knowledge of and experience with web design applications.

*Minimum Education:* BA/BS degree in web, commercial art, graphic design, or related field  
*Minimum Years of Experience:* 5 years

**Updates/Maintenance**

Incorporate client changes to text and graphics. Do final check for correct formatting of type, consistency of layout, and verify links. Requires technical knowledge of and experience with web applications.

*Minimum Education:* BA/BS degree in web, commercial art, graphic design, or related field  
*Minimum Years of Experience:* 5 years
QUALITY ASSURANCE

Quality control of entire project process including design, layout, alterations, and final web files. Code reviews for Section 508 accessibility compliance for federal government web projects. Requires technical knowledge of and experience in quality assurance/control and with Section 508 standards and web application used.

**Minimum Education:** BA/BS degree

**Minimum Years of Experience:** 5 years of experience applicable to quality assurance/control or related field

COPY EDITING

Edit the content document for readability and context as well as check for typos and grammar. Will follow commonly used standards or government standards when working with the government. Requires technical knowledge of and experience with copy editing.

**Minimum Education:** BA/BS degree

**Minimum Years of Experience:** 5 years of experience applicable to copy editing or related field

MEETINGS/COMMUNICATIONS

Meetings at client place of business or mutually agreed upon location, teleconferences, and email correspondences for the purpose of discussion of a current or pending project.

**Minimum Education:** BA/BS degree in web, commercial art, graphic design, or related field

**Minimum Years of Experience:** 5 years

LABOR/TASK CATEGORIES FOR SINS 541922 AND 541922RC: COMMERCIAL PHOTOGRAPHY SERVICES

Below are descriptions of the task categories offered under SINs 541922 and 541922RC Commercial Photography Services.

PROJECT MANAGEMENT

Manage project to completion. This includes project planning and tracking, scheduling, staffing and task supervision. Will be the point of contact for client. Requires several years experience in management/project leadership.

**Minimum Education:** BA/BS degree in management or related field

**Minimum Years of Experience:** 5 years
**LABOR/TASK CATEGORIES FOR SINS 541922 AND 541922RC**

### Photo Shoots

Prepare photo shoot setting (lighting, backdrops, etc...) and product/subject, shoot photos. Color correction and adjustments of digital images for high-resolution placement in final layout. Minimum charge for each photo shoot is 2 hours. Requires technical knowledge of and experience with digital cameras, art of photography, and PhotoShop.

**Minimum Education:** BA/BS degree in photography, commercial art, graphic design, or related field

**Minimum Years of Experience:** 5 years

### Enhancements/Manipulations

Enhancements/manipulations of digital images. May require replacing backgrounds, adding skies or other imagery, combining images, or other creative manipulations. Requires technical knowledge of and experience with PhotoShop.

**Minimum Education:** BA/BS degree in photography, commercial art, graphic design, or related field

**Minimum Years of Experience:** 5 years

### Meetings/Communications

Meetings at client place of business or mutually agreed upon location, teleconferences, and email correspondences for the purpose of discussion of a current or pending project.

**Minimum Education:** BA/BS degree in photography, commercial art, graphic design, or related field

**Minimum Years of Experience:** 5 years

---

**LABOR/TASK CATEGORIES FOR SINS 541430 AND 541430RC:**

**GRAPHIC DESIGN SERVICES**

Below are descriptions of the task categories offered under SINs 541430 and 541430RC: Graphic Design Services.

### Project Management

Manage project to completion. This includes project planning and tracking, scheduling, staffing and task supervision. Will be the point of contact for client. Requires several years experience in management/project leadership.

**Minimum Education:** BA/BS degree in management or related field

**Minimum Years of Experience:** 5 years
LABOR/TASK CATEGORIES FOR SINS 541430 AND 541430RC (continued)

Design
Create initial design comprehensives (comps) of product covers and layout based on client specifications and creative direction. Approved design will be used for layout/production. Requires a background in commercial art and graphic design, and extensive technical knowledge of and experience with design applications.

**Minimum Education:** BA/BS degree in commercial art, graphic design, or related field  
**Minimum Years of Experience:** 5 years

Layout/Production
Layout entire publication in approved design with client-provided content. Format text, photos, and graphics. Create tables, graphs, charts, and other design elements. Requires knowledge of and experience with design applications.

**Minimum Education:** BA/BS degree in commercial art, graphic design, or related field  
**Minimum Years of Experience:** 5 years

Alterations/Corrections
Incorporate client changes to text and graphics. Do final check for correct pagination, formatting of type, consistency of layout, and verify table of contents. Requires technical knowledge of and experience with design applications.

**Minimum Education:** BA/BS degree in commercial art, graphic design, or related field  
**Minimum Years of Experience:** 5 years

Enhancements/Manipulations
Enhancements/manipulations of digital images. May require replacing backgrounds, adding skies or other imagery, combining images, or other creative manipulations. Requires technical knowledge of and experience with PhotoShop.

**Minimum Education:** BA/BS degree in photography, commercial art, graphic design, or related field  
**Minimum Years of Experience:** 5 years

Quality Assurance
Quality control of entire project process including design, layout, alterations, and final printer files. Requires technical knowledge of and experience in quality assurance/control and with layout programs used.

**Minimum Education:** BA/BS degree  
**Minimum Years of Experience:** 5 years of experience applicable to quality assurance/control or related field
LABOR/TASK CATEGORIES FOR SINS 541430 AND 541430RC (continued)

**Copy Editing**
Edit the content document for readability and context as well as check for typos and grammar. Will follow commonly used standards or government standards when working with the government. Requires technical knowledge of and experience with copy editing.

*Minimum Education:* BA/BS degree  
*Minimum Years of Experience:* 5 years of experience applicable to copy editing or related field

**Meetings/Communications**
Meetings at client place of business or mutually agreed upon location, teleconferences, and email correspondences for the purpose of discussion of a current or pending project.

*Minimum Education:* BA/BS degree in commercial art, graphic design, or related field  
*Minimum Years of Experience:* 5 years

**Printer Prep**
Prepare files for offset printing upon receiving final approval product is ready for printing. Check files to ensure proper bleeds, crops, all imports are high-res, and all needed files are gathered on disk. Print a full set of color page proofs for printer. Complete required printer forms with print specifications, additional instructions, and contact information for any follow-up questions. Requires technical knowledge of layout programs and print process.

*Minimum Education:* BA/BS degree in commercial art, graphic design, or related field  
*Minimum Years of Experience:* 5 years

**Print Management**
Checking digital proofs, bluelines, and match prints for correctness. Attending press checks to ensure quality control of final printed product. Communications with printer to ensure finished job matches print specifications. Requires technical knowledge of print process, color builds, and layout applications.

*Minimum Education:* BA/BS degree in commercial art, graphic design, or related field  
*Minimum Years of Experience:* 5 years

**Substitution Methodology (applies to all labor/task categories):** 9 years of experience may be substituted for minimum education (bachelor’s degree) and minimum years of experience (5 years) requirements.
OTHER DIRECT COSTS (ODCS) FOR MARKETING AND PUBLIC RELATIONS SERVICES FOR SINS 541810ODC AND 541810ODCRC

Below are descriptions of the ODCs offered under SINs 541810ODC and 541810ODCRC.

Color Printing
This includes printing in units up to 11” x 17”.

Black and White Printing
This includes printing in units up to 8.5” x 11”.

Computer Disks
This includes all forms of storage media where data are recorded by various electronic, magnetic, optical, or mechanical means.

Commercial Printing
This includes all forms of commercial printing (inkjet, digital, offset, etc...).

ORDER-LEVEL MATERIALS (OLM) FOR SINS OLM AND OLMRC

Below are descriptions of the OLMs offered under SINs OLM and OLMRC.

Order-Level Materials (OLM) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

The Maximum Order Threshold for the OLM SINs is $100,000.