



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: www.GSAAdvantage.gov.

SCHEDULE TITLE: PROFESSIONAL SERVICES SCHEDULE (PSS)

(FORMERLY AIMS)

FSC GROUP: R708

SIN 541-4D, Conference Events and Tradeshow Planning Services

SIN 541-1000, Other Direct Costs

SINs 541-4DRC and 541-1000RC: Disaster and Recovery

CONTRACT NUMBER: GS-07F-463AA

(FORMERLY GS-23F-0047K)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at www.fss.gsa.gov

CONTRACT PERIOD: November 26, 1999 – November 25, 2019

CONTRACTOR:

Capital Meeting Planning, Inc.
6521 Arlington Boulevard, Suite 505

Falls Church, VA 22042

Phone: 703-536-4993

Facsimile: 1-866-531-8605

Website: www.cmpinc.net

CONTRACT ADMINISTRATOR:

Mr. Matthew Burdetsky

Phone: 703-536-4993

Email: matt@cmpinc.net

Business Size: Woman-Owned, Small Business (WOSB)

Cage Code: 3B7CO

CUSTOMER INFORMATION:

- 1a. SIN 541-4D: Conference Events and Tradeshow Planning Services**
SIN 541-1000: Other Direct Costs (ODCs)
SINs 541-4DRC and 541-1000RC: Disaster and Recovery

1b. Labor Category Rates

SIN	Labor Category	Hourly Rate					
		11/26/13 – 11/25/14	11/26/14 – 11/25/15	11/26/15 – 11/25/16	11/26/16 – 11/25/17	11/26/17 – 11/25/18	11/26/18 – 11/25/19
541-4D	Executive Manager	\$99.21	\$102.19	\$105.25	\$108.41	\$111.66	\$115.01
541-4D	Program Manager	\$72.23	\$74.40	\$76.63	\$78.93	\$81.30	\$83.74
541-4D	Senior Conference / Trade Show Planner	\$61.80	\$63.65	\$65.56	\$67.53	\$69.56	\$71.64
541-4D	Conference/ Trade Show Planner	\$56.75	\$58.46	\$60.21	\$62.02	\$63.88	\$65.79
541-4D	Junior Conference/ Trade Show Planner	\$46.44	\$47.84	\$49.27	\$50.75	\$52.27	\$53.84
541-4D	Senior Conference Manager	\$86.50	\$89.09	\$91.77	\$94.52	\$97.36	\$100.28
541-4D	Conference Manager	\$77.39	\$79.72	\$82.11	\$84.57	\$87.11	\$89.72
541-4D	Junior Conference Manager	\$63.74	\$65.65	\$67.62	\$69.65	\$71.74	\$73.89
541-4D	Technical Writer/ Editor	\$51.60	\$53.15	\$54.75	\$56.39	\$58.08	\$59.82
541-4D	Computer/ Database Technician	\$56.75	\$58.46	\$60.21	\$62.02	\$63.88	\$65.79
541-4D	Conference/ Trade Show Assistant	\$41.27	\$42.51	\$43.79	\$45.10	\$46.45	\$47.85
541-4D	Graphics Designer	\$61.90	\$63.76	\$65.67	\$67.64	\$69.67	\$71.76
541-4D	Conference/ Trade Show Registrar	\$36.12	\$37.21	\$38.32	\$39.47	\$40.66	\$41.88
541-4D	Administrative Assistant	\$30.96	\$31.89	\$32.85	\$33.83	\$34.85	\$35.89

1c. Labor Category Descriptions

Commercial Job Title:	EXECUTIVE MANAGER
Minimum/General Experience:	Widely recognized as an expert in the conference and trade show industry as a result of experience, certification, authoring, or holding either appointed or elected position of one or more influential organizations in the hospitality industry.
Functional Responsibility:	Provide expert guidance and direction.
Minimum Education:	Master's degree or widely recognized as an expert in the conference and trade show industry.

Commercial Job Title:	PROGRAM MANAGER
Minimum/General Experience:	Combination of ten years of conference and trade show management experience, including three years recent experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed.
Functional Responsibility:	Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the client. Serves as the primary point of contact for the client. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.
Minimum Education:	Bachelor's degree in business administration, a related field, or in the project's functional area.

Commercial Job Title:	SENIOR CONFERENCE/TRADE SHOW PLANNER
Minimum/General Experience:	Six years direct experience in administration of conferences and trade shows. Competent to work at a high level for all phases required to implement a conference and/or trade show.
Functional Responsibility:	Assists with long range planning for conferences and trade shows. Analyzes site selection criteria. Researches and recommends site selection information. Coordinates trade shows with respect to overall management, security, and facility layout. Proficient in operating computers and audio-visual equipment. Develops advance information brochures and meeting data including registration materials, programs, schedules and agenda data.
Minimum Education:	Bachelor's degree in business administration or a related field. Eight years direct experience may be substituted for a college degree.

Commercial Job Title:	CONFERENCE/TRADE SHOW PLANNER
Minimum/General Experience:	Four years direct experience in administration of conferences and trade shows. Competent to work at a high level for all phases required to implement a conference and/or trade show.
Functional Responsibility:	Assists with planning and implementation for conferences and trade shows, including the registration process. Coordinates pre-trade show activities with exhibitors, and assists with on-site details relating to exhibitor set-up and dismantling, security, and exhibit hall special events. Assists with on-site conference management, including: registration, monitoring catering and audio/visual specifications, speaker coordination, and vendor coordination.
Minimum Education:	Bachelor's degree in business administration or a related field. Six years direct experience may be substituted for a college degree.

Commercial Job Title:	JUNIOR CONFERENCE/TRADE SHOW PLANNER
Minimum/General Experience:	Two years direct experience in administration of conferences and trade shows.
Functional Responsibility:	Provides on-site meeting support and registration services. Provides on-site meeting support to include: checking-in attendees, distributing materials, issuing payment receipts, and generating name badges. Assists with trade show booth installation and dismantling. Provides shipping of all necessary property. Responsible for all booth maintenance, equipment, and accessories.
Minimum Education:	Bachelor's degree or High school diploma and equivalent technical training.

Commercial Job Title:	SENIOR CONFERENCE MANAGER
Minimum/General Experience:	Six years direct experience managing and supporting conferences, meetings and customer events. Proficient in all aspects of the conference planning, budgeting and implementation process.
Functional Responsibility:	Oversees strategy and planning of meetings and special events for an organization. Involved in location, food, transportation, and presentation arrangements. Has sales-type personality; able to make connections on the phone and via email. Strong attention to detail, well organized and strengths in project management and copy editing. Coordinates all amenities and accommodations at the event. Monitors and controls event budgets and negotiates all necessary contracts. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Communicates and collaborates with other staff members.
Minimum Education:	Bachelor's degree. Eight years direct experience may be substituted for a college degree.

Commercial Job Title:	CONFERENCE MANAGER
Minimum/General Experience:	Four years direct experience managing and supporting conferences, meetings and customer events. Proficient in all aspects of the conference planning, budgeting and implementation process.
Functional Responsibility:	Oversees strategy and planning of meetings and special events for an organization. Involved in location, food, transportation, and presentation arrangements. Has sales-type personality; able to make connections on the phone and via email. Strong attention to detail, well organized and strengths in project management and copy editing. Coordinates all amenities and accommodations at the event. Monitors and controls event budgets and negotiates all necessary contracts. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Communicates and collaborates with other staff members.
Minimum Education:	Bachelor's degree. Six years direct experience may be substituted for a college degree.

Commercial Job Title:	JUNIOR CONFERENCE MANAGER
Minimum/General Experience:	Two years direct experience managing and supporting conferences, meetings and customer events. Proficient in all aspects of the conference planning, budgeting and implementation process.
Functional Responsibility:	Oversees strategy and planning of meetings and special events for an organization. Involved in location, food, transportation, and presentation arrangements. Has sales-type personality; able to make connections on the phone and via email. Strong attention to detail, well organized and strengths in project management and copy editing. Coordinates all amenities and accommodations at the event. Monitors and controls event budgets and negotiates all necessary contracts. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Communicates and collaborates with other staff members.
Minimum Education:	Bachelor's degree. Six years direct experience may be substituted for a college degree.

Commercial Job Title:	TECHICAL WRITER/EDITOR
Minimum/General Experience:	Four years of experience in writing and editing promotional documentation. Experience with and thorough knowledge of either Government Printing Office (GPO) or commercial documentation standards, as appropriate to the assignment.
Functional Responsibility:	Working under general direction, prepares and/or maintains systems, programming, and operations documentation, procedures, and methods (e.g., user and reference manuals). Maintains an up-to-date internal documentation library. Provides or coordinates special documentation services as required. May act as project leader for large documentation jobs.
Minimum Education:	Bachelor's degree. Six years direct experience may be substituted for a college degree.

Commercial Job Title:	COMPUTER/DATABASE TECHNICIAN
Minimum/General Experience:	Four years of technical experience in administration, analysis, and programming of computerized databases. Competent to work in most phases of database management.
Functional Responsibility:	Designs, implements, and maintains moderately complex databases. Maintains database dictionaries and integrates system through database design. Operates data entry devices in recording a variety of data, verify data entered, and perform related clerical duties.
Minimum Education:	Bachelor's degree in computer science or a related field. Five years direct experience can be substituted for a college degree.

Commercial Job Title:	CONFERENCE/TRADE SHOW ASSISTANT
Minimum/General Experience:	Two years direct experience in administration of conferences and trade shows.
Functional Responsibility:	Provides pre-meeting support and registration services. Provides on-site meeting support to include: checking-in attendees, distributing materials, issuing payment receipts, and generating name badges.
Minimum Education:	Bachelor's degree. Four years direct experience may be substituted for a college degree.

Commercial Job Title:	GRAPHICS DESIGNER
Minimum/General Experience:	Five years of computer graphics experience.
Functional Responsibility:	Designs and produces conference invitational brochures, advertisements, logos, and materials for distribution to attendees. Develops themes and designs for trade show booths and other types of exhibits and their accompanying materials.
Minimum Education:	Bachelor's degree in art with a concentration in computer graphics, or a related field, or equivalent technical training.

Commercial Job Title:	CONFERENCE/TRADE SHOW REGISTRAR
Minimum/General Experience:	Two years experience in the conference and/or trade industry. Proficient in the utilization of meeting management and word processing software. Basic knowledge of database management.
Functional Responsibility:	Processes advance registrations, issues receipts, maintains conference databases, and provides reports to clients as required. Supports on-site conference and trade show registration services.
Minimum Education:	High school diploma.

Commercial Job Title:	ADMINISTRATIVE ASSISTANT
Minimum/General Experience:	Two years of experience in general office practices. Proficiency with word processing, spreadsheets, database, and other office software.
Functional Responsibility:	Conducts a variety of clerical and other administrative tasks. Prepares correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Provides word processing support as needed for records or data management, and non-technical documentation.
Minimum Education:	High school diploma.

Other Direct Costs (ODCs) – SIN: 541-1000		
*see note below, item 27, for markup		
**see note below, item 28, regarding travel		
ODC Item	Unit of Issue	Cost
Advertising	Task	\$2,635.00
Audio Visual Equipment	Task	\$90,720.37
Catering	Task	\$103,778.84
Computer Rental	Task	\$8,797.50
Exhibitor Services	Task	\$19,217.62
Graphic Design	Task	\$5,550.00
Hardware	Task	\$29,868.26
Honorarium	Each	\$1,500.00
Hotel Accommodations Group	Task	\$23,372.28
Internet Connectivity	Task	\$15,000.00
Interpretation & Translation	Task	\$4,700.00
Meeting Room Rental	Task	\$31,098.35
Parking	Each	\$106.96
Printing	Task	\$16,847.04
Report Writing	Task	\$14,857.14
Shipping/Courier	Task	\$2,077.54
Shuttle Service	Task	\$1,814.24
Sign Language/CART	Task	\$4,795.00
Supplies	Task	\$3,174.00
Telephone – Long Distance	Each	\$345.00
Transcription Services	Task	\$3,910.00
Webcasting	Task	\$11,212.50
Web Site Development & Hosting	Task	\$4,945.00

2. **Maximum order:** \$1,000,000.00
3. **Minimum order:** \$100.00

4. **Geographic coverage** (delivery area): Continental United States, Alaska, Hawaii and Washington, DC.
5. **Point(s) of production:** 6521 Arlington Boulevard, Suite 505, Falls Church, VA 22042
6. **Discount from List Prices:** Government buyers are entitled to a minimum 15% discount from our Commercial Price List. All labor rates include the GSA Industrial Funding Fee (IFF).
7. **Quantity discounts:** Not Applicable
8. **Prompt payment terms:** Net 30
- 9a. **Government purchase cards:** Accepted at or Below the Micro-Purchase Threshold: **Yes**
- 9b. **Government purchase cards:** Accepted above the Micro-Purchase Threshold: **Yes**
10. **Foreign items** (list items by country of origin): Not Applicable
- 11a. **Time of delivery:** To be negotiated at the task order level.
- 11b. **Expedited Delivery:** To be negotiated between the Contractor and the Ordering Activity.
- 11c. **Overnight and 2-day delivery:** Overnight and 2-day delivery are available. Also, the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
- 11d. **Urgent Requirements:** For “Urgent Requirements” agencies can also contact the Contractor’s representative for a faster delivery.
12. **F.O.B. point(s):** Destination
- 13a. **Ordering address:** **Capital Meeting Planning, Inc.**
6521 Arlington Boulevard, Suite 505
Falls Church, VA 22042
Phone: 703-536-4993
Facsimile: 1-866-531-8605
Email: matt@cmpinc.net
- 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:** **Capital Meeting Planning.**
6521 Arlington Boulevard, Suite 505
Falls Church, VA 22042
Phone: 703-536-4993
Facsimile: 1-866-531-8605
Email: matt@cmpinc.net

15. **Warranty provision:** Standard Commercial
16. **Export packing charges:** Not Applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Not Applicable
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 service and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventive 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 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
25. **Data Universal Number System (DUNS) number:** 07 261 5805
26. **SAM Registration:** Capital Meeting Planning, Inc. is registered in the System for Award Management (SAM) database (<https://www.sam.gov>).
27. ***Markup:** Capital Meeting Planning, Inc. charges a markup on all non-labor related expenses that is equal to or better than what is charged to our commercial customers. Our current markup on ODC's to commercial clients is 22%. Our current markup to federal government clients is 12.5%.
28. ****Travel:** Travel services and reimbursement of associated expenses (i.e. air fare, hotel, taxi, etc.) under this schedule contract are not considered Other Direct Costs (ODCs). Any travel related expenses are to be handled at the Task Order level in accordance with Federal Travel Regulations (FTR).

- 29.** The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.