

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

SCHEDULE MAS - Multiple Award Schedule
FEDERAL SUPPLY GROUP: Professional Services

THE GATEAM

Michael J. Giuffrida Associates, Inc.
dba

Giuffrida Associates

515 2nd Street NE, Washington, DC 20002
P. 202-547-6340 • F. 202-547-6348

Contract Number: GS-23F-0092R
Contract period: January 28, 2020 through January 27, 2025
Pricelist Version: PS-0033 dated September 23, 2020
WEB: www.theGAteam.com
Business size: Woman-Owned Small Business (WOSB)

Contact for Contract Administration:
Annette L. Summers, President asummers@thegateam.com

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>

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

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About Us

When Michael Giuffrida founded his firm, Giuffrida Associates in 1981, it was with one goal in mind: to provide superior customer service by always doing what we do best.

Today, that vision is still firmly grounded in the culture, enthusiasm and extreme pride established over 30 years ago.

The firm is now owned and operated by Annette Summers, who has been with the company since 1997 and still carries Mike's initial vision.

She and the GA team proudly carry on the successful tradition by continuously exceeding client expectations with passion and with pride.

What makes us Unique: Our Vision and Values

GA stands behind its vision to always remain a firm focused on offering personalized and exceptional service. Our goal is to offer services to our clients that are unequalled in excellence and recognized in the industry. We honor our vision through our deep commitment to our values and teamwork.

GA's values have been at the cornerstone of our success since the day GA was founded; and today, still prove true. These guiding principles are timeless and provide the framework for GA:

- 1 Communication** We believe there is no detail too big or too small, and hierarchy in communication. We value open communication, all team members and employees are encouraged to share their views.
- 2 Teamwork** We believe in the importance of diversity that teamwork brings by sharing expertise and responsibilities between us.
- 3 Accountability** We honor our commitments, and take responsibility for our actions and decisions.
- 4 Passion** We are passionate about excellence. We want to offer our very best to our clients. We want to be the best employees we can be by always seeking ways to improve and grow as employees and as a company.
- 5 Respect** We believe everyone, from our employees to our clients, deserves to be treated with respect.
- 6 Integrity** We believe in ethical and honest behavior, actions and decisions in all circumstances.
- 7 Support** We believe in supporting our employees, our clients and our community.
- 8 Education** In an industry that is constantly changing, we know there is no end to what we can learn. Our employees are encouraged to pursue a strong professional development portfolio and to stay on top of current trends and technology.

1a. Table of Awarded Special Item Numbers (SINs):

OLM, OLM/RC – Order Level Materials (OLMs)
561920, 561920/RC – Conference, Meeting, Event & Trade Show Planning Services

1b. Identification of the lowest priced model number and lowest unit price for each SIN:

See Exhibit A.

1c. Description of All Labor Categories:

See Exhibit B.

2. Maximum order:

OLM, OLM/RC – \$250,000
561920, 561920/RC – \$1,000,000

3. Minimum order:

\$100.00

4. Geographic coverage (delivery area):

Domestic Delivery Only (the 48 contiguous states, D.C., Hawaii, Alaska, and US Territories). Domestic Delivery also includes a port of consolidation point, within the aforementioned areas, for orders received from overseas activities.

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

Giuffrida Associates, Inc.
515 2nd Street NE
Washington, DC 20002

6. Discount from list prices or statement of net price.

Prices are listed as GSA Net. Discount deducted and IFF included.

7. Quantity Discounts:

None

8. Prompt payment terms:

1%-15 Days. "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

Yes, Giuffrida Associates accepts Government purchase cards at or below the micro-purchase threshold.

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

Yes, Giuffrida Associates accepts Government purchase cards at or below the micro-purchase threshold.

10. Foreign Items (list items by country of origin):

None

11a. Time of Delivery: (Contractor insert number of days.)

Giuffrida Associates will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

11b. Expedited Delivery:

See Urgent Requirements (11d) below.

11c. Overnight and 2-day delivery:

See Urgent Requirements (11d) below.

11d. Urgent Requirements:

See contract clause I-FSS-140-B. Agencies can contact the contact for contract administration to obtain faster delivery.

12. F.O.B. point(s):

Destination, Point of Exportation

13a. Ordering address(es):

Giuffrida Associates, Inc.
515 2nd Street NE
Washington, DC 20002

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(es).

Giuffrida Associates, Inc.
515 2nd Street NE
Washington, DC 20002

15. Warranty provision:

Not Applicable

16. Export packing charges, if applicable:

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 (if applicable).

Not Applicable

19. Terms and conditions of installation (if applicable):

Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

20a. Terms and conditions for any other services (if applicable).

Not Applicable

21. List of service and distribution points (if applicable).

Not Applicable

22. List of participating dealers (if applicable).

Not Applicable

23. Preventive maintenance (if applicable).

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 for EIT:

The EIT standards can be found at:

www.Section508.gov/.

25. Data Universal Number System (DUNS) number.

051862522

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

Contractor has an Active Registration in the SAM database.

Exhibit A: Labor Category Rates

Labor Category	January 2020 - 2021	January 2021 - 2022	January 2022 - 2023	January 2023 - 2024	January 2024 - 2025
Principal	\$166.40	\$171.39	\$176.53	\$181.83	\$187.28
Web Developer	\$133.21	\$137.21	\$141.32	\$145.56	\$149.93
Associate Principal	\$111.01	\$114.34	\$117.77	\$121.30	\$124.94
Officer	\$77.73	\$80.06	\$82.46	\$84.94	\$87.49
Director	\$60.61	\$62.43	\$64.30	\$66.23	\$68.22
Senior Events/Conference Coordinator	\$57.75	\$59.48	\$61.27	\$63.11	\$65.00
Conference Coordinator	\$56.98	\$58.69	\$60.45	\$62.26	\$64.13
Event/Conference Assistant I	\$41.63	\$42.88	\$44.17	\$45.49	\$46.85
Event/Conference Assistant II	\$36.62	\$37.72	\$38.85	\$40.02	\$41.22
Controller	\$49.93	\$51.43	\$52.97	\$54.56	\$56.20

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA) are applicable to this contract and the entire GS-23F-0092R. 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 an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

Exhibit B: Labor Category Descriptions**PRINCIPAL**

Duties/Responsibilities: An individual who is a stockholder and works full time at Giuffrida Associates. A minimum of eight years' experience as the leader of a Giuffrida Associates Team, providing event and conference planning services to clients, is required as is a bachelor's degree. Additional requirements include: an in-depth knowledge of procurement and accounting standards as well as procedures; thorough familiarity with site selection and negotiations, catering, audiovisual, decorator, exhibit management, and computer and web site processes and procedures, options to maximize customer satisfaction; and superior oral and written communications skills.

Experience: Eight (8) years' experience as the leader of a Giuffrida Associates Team, providing event and conference planning services to clients

Education: Bachelor's degree

WEB DEVELOPER

Duties/Responsibilities: A minimum of ten years' experience designing, developing, and managing websites is required. An expertise in developing significant ecommerce systems with a specialization in designing automated features that decrease administrative time spent on registration and financial management. This individual has the ability to create specialized web programming options to cater to all event needs. A Bachelor's degree or work equivalent in addition to at least five years' experience of managing and designing websites with an event management specialization.

Experience: Ten (10) years' experience designing, developing, and managing websites

Education: Bachelor's degree

ASSOCIATE PRINCIPAL

Duties/Responsibilities: A minimum of seven years' experience in event, meeting, conference, and/or exhibit planning in a senior management capacity. This individual has an in-depth knowledge on all aspects of event planning, staff management and time management. In addition to knowledge of procurement and accounting standards and procedures; total familiarity with international as well as domestic event and conference planning practices and procedures; a working knowledge of the best uses for electronic media in delivering client services plus web site design and management; a Bachelor's Degree or work experience equivalent; extensive customer relations experience; and superior oral and written communications skills. Membership in the Professional Convention Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other professional organizations dedicated to maintaining and enhancing meeting and exhibit planning and electronic services skills.

Experience: Seven (7) years' experience in event, meeting, conference, and/or exhibit planning in a senior management capacity

Education: Bachelor's degree

OFFICER

Duties/Responsibilities: A minimum of six years' experience in event, meeting, conference, and/or exhibit planning in a senior management capacity. Additional requirements are: an in-depth knowledge of procurement and accounting standards as well as procedures; total familiarity with international as well as domestic event and conference planning practices and procedures; a working knowledge of the best uses for electronic media in delivering client services plus web site design and management; a Bachelor's Degree or work experience equivalent; extensive customer relations experience; and superior oral and

written communications skills. Membership in the Professional Conference Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other professional organizations dedicated to maintaining and enhancing meeting and exhibit planning skills as well as electronic services skills.

Experience: Six (6) years' experience in event, meeting, conference, and/or exhibit planning in a senior management capacity.

Education: Bachelor's degree

DIRECTOR

Duties/Responsibilities: A minimum of four years' experience in event, meeting, conference, and/or exhibit planning in a senior management capacity. A thorough knowledge of layout and design, experience negotiating and overseeing contracts with decorators and audiovisual suppliers, printers, awards companies and other event and conference services providers. Minimum educational requirement is a bachelor's degree or work equivalent plus at least four years work experience. Working knowledge of Quark plus word-processing, data processing, graphics, presentation, and spreadsheet software and Internet tools, excellent oral and written communication skills are also required. Membership in the Professional Conference Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other professional organizations dedicated to maintaining and enhancing meeting and exhibit planning skills as well as electronic services skills.

Experience: Four (4) years' experience in event, meeting, conference, and/or exhibit planning in a senior management capacity.

Education: Bachelor's degree

SENIOR EVENTS/CONFERENCE COORDINATOR

Duties/Responsibilities: An individual who serves as the principal organizational and logistics manager under the leadership of a Principal, Officer or Director. Minimum requirements include: Bachelor's degree or work equivalent, three years working experience with at least two years in a position with responsibility for event and/or conference management; working knowledge of Quark plus word-processing, data processing, graphics, presentation, and spreadsheet software; at least two years' experience supervising employees in meeting planning and management; and excellent oral and written communications skills. Membership in the Professional Conference Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other professional organizations dedicated to maintaining and enhancing meeting and exhibit planning skills as well as electronic services skills.

Experience: Three (3) years working experience with at least two years in a position with responsibility for event and/or conference management.

Education: Bachelor's degree

CONFERENCE COORDINATOR

Duties/Responsibilities: An individual who serves as the organizational and logistics manager under the leadership of a Principal, Officer, Director or Senior Events/Conference Coordinator. Minimum requirements include: Bachelor's degree or work equivalent, two years working experience with at least two years in a position with responsibility for event and/or conference management; working knowledge of Quark plus word-processing, data processing, graphics, presentation, and spreadsheet software; at least two years' experience supervising employees in meeting planning and management; and excellent oral and written communications skills. Membership in the Professional Conference Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other

professional organizations dedicated to maintaining and enhancing meeting and exhibit planning skills as well as electronic services skills.

Experience: Two (2) years working experience with at least two years in a position with responsibility for event and/or conference management

Education: Bachelor's degree

EVENT/CONFERENCE ASSISTANT I

Duties/Responsibilities: An individual who provides registration, marketing media development, and such other services that a Principal, Officer, Director, or Senior Events/Conference Coordinator determines essential to meeting the needs of a client. A Bachelor's degree or work equivalent with at minimum two years' experience in event/conference services is required as is a working knowledge of word-processing, data processing and spreadsheet software and excellent oral and written communications skills.

Membership in the Professional Conference Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other professional organizations dedicated to maintaining and enhancing meeting and exhibit planning skills as well as electronic services skills.

Experience: Two (2) years' experience in event/conference services is required as is a working knowledge of word-processing, data processing and spreadsheet software

Education: Bachelor's degree

EVENT/CONFERENCE ASSISTANT II

Duties/Responsibilities: An individual who provides registration, marketing media development, and such other services that a Principal, Officer, Director or Senior Events/Conference Coordinator determines essential to meeting the needs of a client. A Bachelor's degree at minimum is required as is a working knowledge of word-processing, data processing and spreadsheet software and excellent oral and written communications skills. Membership in the Professional Conference Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other professional organizations dedicated to maintaining and enhancing meeting and exhibit planning skills as electronic services skills is desirable. Membership in the Professional Conference Management Association, Association of Meeting Professionals, the Society of Government Meeting Planners or other professional organizations dedicated to maintaining and enhancing meeting and exhibit planning skills as well as electronic services skills.

Experience: One (1) year experience in event/conference services is required as is a working knowledge of word-processing, data processing and spreadsheet software

Education: Bachelor's degree

CONTROLLER

Duties/Responsibilities: An individual who has at least six years' experience developing, managing, and operating the financial accounting systems of non-profit, government and private enterprise companies and organizations. A Bachelor's degree or work equivalent and at least one course in the use of QuickBooks Pro and other computer accounting systems is essential as is a working knowledge of word-processing, data processing and spreadsheet software.

Experience: Six (6) years' experience developing, managing, and operating the financial accounting systems of non-profit, government and private enterprise companies and organizations.

Education: Bachelor's degree

EXPERIENCE & DEGREE SUBSTITUTION EQUIVALENCIES FOR ALL LABOR CATEGORIES

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Degree	Substituted Experience
Associates	Can be substituted for a High School Diploma and 2 additional years' relevant experience
Bachelors	Can be substituted for an Associates Degree and 2 additional years' relevant experience; or a High School Diploma and 4 additional years' relevant experience
Masters	Can be substituted for a Bachelors Degree and 2 additional years' relevant experience; or an Associates Degree and 4 additional years' relevant experience; or a High School Diploma and 6 additional years' relevant experience
PhD	Can be substituted for a Masters Degree and 2 additional years' relevant experience; or a Bachelors Degree and 4 additional years' relevant experience; or a High School Diploma and 8 additional years' relevant experience