General Services Administration

Federal Supply Service
Authorized Federal Supply Schedule Price List

Online 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. www.GSAAdvantage.gov

Schedule Title: Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: GS-23F-0095R
Price list current as of Modification # PS-0025 Effective 05/04/2021
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

Contractor Name: SnapIT Solutions LLC
Address: 7780 W. 119th Street, Overland Park, KS 66213
Phone Number: 913-220-2032
Website: snapit.solutions
bridget@snapit.solutions

Contact for Contract Administration
Bridget Walmsley, Senior Vice President

Business size: 8A, Woman-Owned Small Business
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PRICING

Prices shown below are net, all discounts deducted.

**DIRECT LABOR** (Hourly rates include all indirect costs and fees, including .75% IFF) SIN

**541511 - WEB BASED MARKETING SERVICES**

**512110 – VIDEO/FILM PRODUCTION**

**541850 – EXHIBIT DESIGN AND IMPLEMENTATION SERVICES**

**561920 – CONFERENCE, EVENT AND TRADE SHOW PLANNING**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director</td>
<td>$130.98</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$105.79</td>
</tr>
<tr>
<td>Event Coordinator</td>
<td>$75.57</td>
</tr>
<tr>
<td>Data Coordinator/Web Master</td>
<td>$80.60</td>
</tr>
<tr>
<td>Logistics Coordinator</td>
<td>$52.39</td>
</tr>
<tr>
<td>Registration Coordinator</td>
<td>$52.39</td>
</tr>
</tbody>
</table>
**SIN 541810ODC - OTHER DIRECT COSTS** (Includes GSA .75% IFF. Does not include 3% handling fee).

<table>
<thead>
<tr>
<th>Item</th>
<th>Rates (Includes IFF fee of .75%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Direct Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Event Notebooks</td>
<td>$28.22/each</td>
</tr>
<tr>
<td>Event Folders</td>
<td>$196.13/box</td>
</tr>
<tr>
<td>Name Badges</td>
<td>$5.80/each</td>
</tr>
<tr>
<td>Lanyards</td>
<td>$3.23/each</td>
</tr>
<tr>
<td>Ribbons</td>
<td>$.75/each</td>
</tr>
<tr>
<td>Padfolios</td>
<td>$181.60/each</td>
</tr>
<tr>
<td>Pens</td>
<td>$21.26/each</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>$865,209.86/task</td>
</tr>
<tr>
<td>Meeting Space</td>
<td>$242,424.38/task</td>
</tr>
<tr>
<td>Catering/Food &amp; Beverage</td>
<td>$137.51/per person per meal</td>
</tr>
<tr>
<td>Shuttle Transportation</td>
<td>$79,846.21/task</td>
</tr>
<tr>
<td>Electrical</td>
<td>$299.92/per outlet</td>
</tr>
<tr>
<td>Internet - Wired</td>
<td>$10,995.31/each</td>
</tr>
<tr>
<td>Internet - Wireless</td>
<td>$311.34/per user</td>
</tr>
<tr>
<td>Rigging</td>
<td>$64,866.65/per hall</td>
</tr>
<tr>
<td>Exhibit Hall Décor</td>
<td>$87,421.83/task</td>
</tr>
<tr>
<td>On-Site Registration Solution</td>
<td>$51,141.96/task</td>
</tr>
<tr>
<td>Security</td>
<td>$6,839.50/task</td>
</tr>
<tr>
<td>Language Translation</td>
<td>$.47 per word</td>
</tr>
<tr>
<td>Transcription Services</td>
<td>$4.67/minute</td>
</tr>
<tr>
<td>Photographer</td>
<td>$3,683.09/task</td>
</tr>
<tr>
<td>Video Production</td>
<td>$16,033.75/task</td>
</tr>
<tr>
<td>Mobile App</td>
<td>$11,934.51/task</td>
</tr>
<tr>
<td>Simultaneous Interpretation</td>
<td>$21,689.67/task</td>
</tr>
<tr>
<td>Temp Staff</td>
<td>$25.94/per reg hour</td>
</tr>
</tbody>
</table>

**SIN OLM – ORDER LEVEL MATERIALS**

Prices for OLMs are not established in the Schedule contract or BPA.

- OLMs are identified and acquired at the order level, and the ordering activity contracting officer is responsible for making the determination that prices for all OLMs are fair and reasonable.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
<th>Qualifications</th>
</tr>
</thead>
</table>
| Project Director       | Utilizes extensive executive level professional experience to provide high level direction and management. Provides financial expertise, including budgeting, forecasting and rate setting. Provides contract administration and technical guidance.                                                                                                                                   | 1. Minimum of 10 years of experience.  
2. Bachelor’s Degree.  
3. CMM or CMP – can be substituted with 15 years of experience.                                                                                                                                                                                                                      |
| Project Manager        | Utilizes extensive industry experience to provide direction and management for assigned large conferences and events. Serves as day-to-day manager of assigned event. Responsible for all aspects of performance and the timely submission and quality of all deliverables. Manages all team members and consultants. Serves as primary point of contact for client. | 1. Minimum of 8 years of experience.  
2. Bachelor’s Degree.  
3. CMM or CMP – can be substituted with 12 years of experience.                                                                                                                                                                                                                      |
| Event Coordinator      | Utilizes industry experience to provide direction and management for assigned conferences & meetings. Serves as day-to-day manager of assigned project. Responsible for all the timely submission and quality of all deliverables. Coordinates with assigned support staff. Serves as primary point of contact for client. | 1. Minimum of 5 years of experience.  
2. Bachelor’s Degree.  
3. CMM or CMP – can be substituted with 8 years of experience.                                                                                                                                                                                                                      |
| Data Coordinator/Web Master | Responsible for the development & maintenance of project websites and registration sites. Provides project website updates and enhancements.                                                                                                                                                                                                                                                      | 1. Minimum of 2 years of experience in Web design and development.  
| Logistics Coordinator  | Assists Event Coordinator(s) and Project Manager(s) with pre-planning logistics including but not limited to travel arrangements, graphic design & layout, meeting materials production/acquisition, develops event correspondence & orders supplies. Provides conference support services for assigned projects at the direction of project Event Coordinator or Project Manager. | 1. Must have some experience with one or more of the following: marketing, graphics, event logistics management or administrative experience.  
### CUSTOMER INFORMATION

1a. Table of Awarded SIN(s)

- **SIN 541511**: WEB BASE MARKETING SERVICES – pages 3&8
- **SIN 512110**: VIDEO/FILM PRODUCTION – pages 3&8
- **SIN 541850**: EXHIBIT DESIGN AND IMPLEMENTATION SERVICES - pages 3&8
- **SIN 561920**: CONFERENCE, EVENTS AND TRADE SHOW PLANNING–pages 3&8
- **SIN 541810ODC**: OTHER DIRECT COSTS – page 4
- **SIN OLM**: ORDER LEVEL MATERIALS – page 4

1b. Language Translation - .47 per word

1c. Page 8

2. Maximum order: $1,000,000.

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic and overseas delivery

5. Point(s) of production (city, county, and state or foreign country): Overland Park, Johnson County, KS

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

7. Quantity discounts: None

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

9. Foreign items: Not applicable.
10a. **Time of delivery:** Will be negotiated at the task order level.

10b. **Expedited delivery:** Items available for expedited delivery are noted in this price list.

10c. **Overnight and 2-day delivery:** Contact SnapIT Solutions LLC for faster delivery.

10d. **Urgent requirements:** See contract clause I-FSS-140-B. Agencies can contact SnapIT Solutions LLC to obtain faster delivery.

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

12a. **Ordering address:** SnapIT Solutions LLC 7780 W 119th Street, Overland Park, KS 66213

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), can be found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment address:** SnapIT Solutions LLC 7780 W 119th Street, Overland Park, KS 66213

14. **Warranty provision:** Not applicable

15. **Export packing charges:** Not applicable

16. **Terms and conditions of rental, maintenance, and repair:** Not applicable

17. **Terms and conditions of installation:** Not applicable

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

18a. **Terms and conditions for any other services** Not applicable.

19. **List of Service and distribution points:** Not applicable.

20. **List of participating dealers:** Not applicable

21. **Preventative maintenance:** Not applicable

22a. **Special attributes such as environmental attributes:** SnapIT Solutions LLC, formerly, A.S.K. Associates, Inc. has over forty (40) years providing services to the Federal Government without a default.

22b. **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/](http://www.Section508.gov/). Contact SnapIT Solutions LLC for Section 508 compliance information. [www.snapit.solutions](http://www.snapit.solutions)

23. **Unique Entity Identifier:** 092830187

24. **Notification regarding registration in System for Award Management (SAM) database:** Registered: Yes, SnapIT Solutions LLC is registered in the System for Award Management (SAM) database.