



**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. The INTERNET address **GSA Advantage!** is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)

**Schedule Title:** **Advertising & Integrated Marketing Solutions (AIMS)**

**FSC Schedule:** **541**

**Contract Number:** **GS-23F-0178K**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)*

**Contract Period:** **3/31/00 – 3/30/20**

**Contractor name, address, and phone numbers:** **Infinity Conference Group, Inc.  
1035 Sterling Road, Suite 202  
Herndon, VA 20170  
703-925-9455 phone  
703-925-9453 fax  
icg@infinityconferences.com**

**Contractor Web site:** <http://www.infinityconferences.com>

**Contract Administration Source:** **Doreen Albertson, President**

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

## TABLE OF CONTENTS

**Contract Number: GS-23F-0178K**

**Part 1: Customer Information, including Prices and Job Title Descriptions**

**Part 2: Description of Services**

### **PART 1: CUSTOMER INFORMATION**

#### **1a. TABLE OF AWARD SPECIAL ITEM NUMBERS (SINS)**

**SIN 541-4D Trade Shows/Exhibits and Conference and Events Planning Services**

**SIN 541-1000 ODCs**

**1b. Prices shown in price list are net including IFF, all discounts deducted, and valid for all areas including worldwide.**

<b>Labor Category</b>	<b>GSA Rate per Hour</b>
<b>Conference Planning, Management Consultation, and Registration Services</b>	
<b>CONFERENCE MANAGEMENT CONSULTANT SERVICES</b>	
Director of Operations	\$132.09
Senior Project Director	\$124.18
Conference Director/Senior Project Manager	\$102.61
Project Director, Planning and Consultation Services	\$96.85
<b>CONFERENCE PLANNING SERVICES</b>	
Senior Conference Manager	\$83.43
Associate Project Director/Sr. Account Manager	\$74.32
Conference Manager	\$72.88
Conference Planner Level III	\$70.67
Conference Planner Level II	\$54.66
Conference Planner Level I	\$47.47
<b>CONFERENCE REGISTRATION AND ACCOUNTING SERVICES</b>	
Director, Conference Accounting and Registration Services	\$79.21
Manager, Registration Services	\$70.00
Registration Accounts Manager	\$58.51
Registration Coordinator II	\$59.17
Registration Coordinator I	\$56.28
Registration Assistant/Bookkeeper III	\$46.46
Registration Assistant/Bookkeeper II	\$45.31
Registration Assistant/Bookkeeper I	\$38.91
Data Entry Clerk III	\$37.16

Data Entry Clerk II	\$35.10
Data Entry Clerk I	\$33.04
<b>CONFERENCE AND EXHIBIT LOGISTICS SERVICES</b>	
Project Director, Conference and Exhibit Logistics	\$96.85
Exhibit Manager	\$72.88
Exhibit Coordinator	\$56.28
Conference Assistant III	\$46.46
Conference Assistant II	\$45.31
Conference Assistant I	\$41.23
<b>TRAVEL SUPPORT SERVICES</b>	
Travel Logistics Manager	\$59.89
Travel Logistics Coordinator III	\$53.70
Travel Logistics Coordinator II	\$50.58
Travel Logistics Coordinator I	\$48.52
<b>PUBLICATIONS, COMMUNICATIONS, AND EDITORIAL SERVICES</b>	
Senior Editor	\$97.81
Junior Editor	\$93.02
Graphic Designer	\$94.94
<b>CONFERENCE IT SERVICES</b>	
Conference System Software Developer III	\$170.36
Conference System Software Developer II	\$160.05
Conference System Software Developer I	\$154.87
ADA Graphics Compliance Specialist III	\$149.59
ADA Graphics Compliance Specialist II	\$139.05
ADA Graphics Compliance Specialist I	\$134.25
Webmaster/Desktop Publishing Specialist III	\$67.13
Webmaster/Desktop Publishing Specialist II	\$56.58
Webmaster/Desktop Publishing Specialist I	\$51.59
<b>Other Direct Costs (ODCs):</b>	
<b>ODC Item</b>	
ADMINISTRATIVE SUPPLIES	235.21
AV AND EQUIPMENT RENTAL	111,766.61
CONFERENCE SUPPLIES	30,155.61
DUPLICATION	14,754.76

EXHIBIT DRAYAGE	53,287.70
GRAPHIC DESIGN	22,465.57
HOTEL	
Coffee Breaks	220,035.59
Other Facility Expenses	34,015.26
MAILHOUSE	2,413.43
MESSENGER/COURIER	1,478.85
POSTAGE/SHIPPING	14,557.47
PRINTING	62,089.15
SIGNS	3253.05
Sign Language Interpretation	10,539.15
TELEPHONE	13,115.78

The ODCs are not –to-exceed amounts and these cap costs are inclusive of G&A, fee, and IFF. All ODC's are awarded with a maximum mark-up of *up to 27.19%*. plus IFF.

## 1c. Job Title Descriptions

### CONFERENCE MANAGEMENT CONSULTATION SERVICES

#### **Director of Operations**

This senior-level executive position requires a minimum of 20+ years of experience (including at least 12 years in the Federal Government arena) providing operations management across multiple departments. The Director of Operations has responsibility for supervising and overseeing all senior management personnel and the overall operations of the corporate and conference planning functions to ensure quality delivery of all corporate services. Advanced Business degree or equivalent experience required.

#### **Senior Project Director**

This senior-level executive position requires a minimum of 20+ years of experience (including at least 10 years in the Federal Government arena) working in the conference planning and management field. The Senior Project Director has responsibility for supervising and consulting with internal conference management/planning teams and staff, as well as providing expert conference planning advice to clients. The Senior Project Director is accountable for ensuring the successful implementation for all clients' events according to Federal Government rules and regulations. The role of the Senior Project Director also includes overseeing the continuous evolution of conference planning technology tools, conference/business writing, marketing, business development, and accountability for overall corporate operations. Advanced Business degree, CMP, or equivalent experience required.

#### **Conference Director/Senior Manager**

This senior management position requires a minimum of 15+ years of experience in the field of conference/and exhibit show planning and multi-project/team management (including 5+ years specifically in the Federal Government arena). The Conference Director has responsibility for supervising and consulting with senior conference planning team members and advising clients regarding overall management of a project. The Conference Director oversees and manages large conferences of 1000+ participants and is responsible for ensuring services and staffing for all events. Advanced Business degree, CMP, or equivalent experience required.

#### **Project Director, Planning and Consultation Services (Conference Planning and Exhibits)**

This position requires a minimum of 10+ years of experience in the field of conference planning and multi-

project management, including managing multiple work plans and project teams. This position has executive responsibility for all Conference activities. Education: B.A., B.S., CMP or equivalent experience is required.

## **CONFERENCE PLANNING SERVICES**

### **Senior Conference Manager**

This position requires a minimum of 8+ years of relevant conference management experience and entails responsibility for participating in client meetings as a note-taker, writing, and editing minutes; on-site management as needed; and at times managing and supervising the Conference Managers and Conference Planners/Assistants (professional) staff on large conferences. Education: B.A., B.S., CMP or equivalent experience is required.

### **Associate Project Director/Senior Account Manager**

This position requires a minimum of 7+ years of conference management experience and involves direct, administrative supervision of personnel and management of multiple accounts. This position entails complete accountability for success of projects, including budget/work plan management, quality of work, ensuring contract deliverables, knowledge of contract requirements and regulations, and maintaining excellent communication with clients.

### **Conference Manager**

This position requires a minimum of 6+ years of relevant conference management experience and entails responsibility for managing and supervising the Conference Planner (professional) staff. Education: B.A., B.S., CMP, CGMP, or equivalent experience is required.

### **Conference Planner Level III**

This position requires a minimum of 5+ years experience as a Conference Planner, and includes the ability to manage logistics for multiple, complex, and large meetings of 500+ participants, including implementation and daily management of workplans and budgets. Education: B.A., B.S., or equivalent experience is required.

### **Conference Planner Level II**

This position requires a minimum of 2+ years experience as Conference Planner Level I or equivalent experience and requires managing meetings of 100+ participants, and/or assisting as co-lead on larger conferences. Education: A.A. or equivalent experience is required.

### **Conference Planner Level I**

This position is for Conference Assistants/Registration Clerks interning as a first level conference planner and requires a minimum of one year of experience in a *conference support* position. May assist as co-coordinator on complex or large conferences and provide planning for meetings of less than 100 participants, in addition to providing assistance on all levels to other conference planners as needed. Education: A.A. or equivalent experience is required.

## **CONFERENCE REGISTRATION AND ACCOUNTING SERVICES**

### **Director, Conference Accounting and Registration Services**

This position requires 8+ years of experience in accounting and registration bookkeeping management, preferably in the service sector. At least five years of experience using Quickbooks Pro or similar accounting software is required. Education: B.A., B.S., or equivalent experience is required.

### **Manager, Registration Services**

This position requires 5+ years in the field of conference registration and database management. The Manager of Registration Services is responsible for overseeing quality implementation of the daily operations of the registration department, including: content, design, testing, implementation/posting, and management of Web registration pages; daily organization; communications; and production of conference registration materials Experience using Infinibase, Microsoft Access, Excel, FrontPage, HTML, and Word is preferred. Supervision duties included. Education: Business degree or equivalent experience.

### **Registration Accounts Manager**

This registration management position requires 4+ years of experience managing daily conference registration or similar operations, including Web site registration production, registration data entry, organizing online registrations, database organization and management, and conference logistics

communication. The position entails managing registration for multiple conferences, reconciliation of registration financial data, oversight of travel reimbursement processing, and quality production of conference materials. Supervisory duties included. Education: AA or equivalent experience required.

### **Registration Coordinator II**

This position requires 3+ years specifically working in all aspects of conference registration operations or similar database management operations, including data-entry, tracking and organizing reports, bookkeeping, managing and organizing manual and online registrations for multiple conferences, processing travel reimbursements, conference logistics communication, quality production of conference materials, and organizing on-site registration. Education: A.A. or equivalent experience required.

### **Registration Coordinator I**

This position requires 2+ years specifically working in all aspects of conference registration operations or similar database management operations, including data-entry, tracking and organizing reports, bookkeeping, managing and organizing manual and online registrations for multiple conferences, processing travel reimbursements, conference logistics communication, quality production of conference materials, and organizing on-site registration, Education: A.A. or equivalent experience required.

### **Registration Assistant/Bookkeeper III**

This position requires a minimum of 5+ years of administrative office and management experience, including one year of experience in conference registration bookkeeping and processing of travel reimbursements. Education: AA or equivalent degree required.

### **Registration Assistant/Bookkeeper II**

This position requires a minimum of 3+ years of administrative office experience, including at least 6 months of training and implementation of registration/reimbursement/bookkeeping procedures and daily activities. A.A. or equivalent degree required.

### **Registration Assistant/Bookkeeper I**

Entry-level registration data-entry and support position, with at least one year of administrative experience. Education: AA or equivalent experience required.

### **Data Entry Clerk III**

This position requires a minimum of 2+ years of data entry experience and typing speed of at least 45+ wpm. Education: H.S. degree required.

### **Data Entry Clerk II**

This position requires a minimum of 1+ years of data entry experience and typing speed of at least 45+ wpm. Education: H.S. degree required.

### **Data Entry Clerk I**

Entry-level data entry-position, which requires typing speed of at least 45+ wpm.

## **CONFERENCE AND EXHIBIT LOGISTICS SERVICES:**

### **Project Director, Conference and Exhibit Logistics**

This position requires a minimum of 10+ years of experience in the field of conference/exhibit show planning and multi-project management, including managing multiple work plans and project teams. This position has executive responsibility for all Conference and Exhibit activities. Education: B.A., B.S., CME or equivalent experience is required.

### **Exhibit Manager**

This position requires a minimum of 6+ years experience in the industry and 3 years experience as a trade show manager and includes ultimate responsibility for management of assigned trade shows. Education: B.A. or equivalent experience is required.

### **Exhibit Coordinator**

This position requires a minimum of 5+ years of administrative office experience, including one year of exhibit or conference planning time. Responsible for coordinating exhibit registrations, delivery schedules, traveling to exhibits, and setting up exhibits onsite. Education: AA degree or equivalent.

### **Conference Assistant III**

This position requires a minimum of 5+ years administrative office experience, including three years of conference planning logistics support. Responsible for carrying out tasks with a minimum level of supervision assigned by Conference Manager or Exhibit Manager Education: AA or equivalent.

### **Conference Assistant II**

This position requires a minimum of 3+ years of administrative assistant experience, including two years of conference planning support. Education: AA or equivalent experience. Responsible for performing tasks as assigned by Conference Manager or Exhibit Manager. Education: A.A. or equivalent experience required.

### **Conference Assistant I**

Entry-level conference support position, with at least one year of administrative experience. Works on assigned tasks under the supervision of Conference Assistant III, or Conference Assistant II. Education: A.A. or equivalent experience required.

## **TRAVEL SUPPORT SERVICES:**

### **Travel Logistics Manager**

This position requires 6+ years of administrative experience as well as a thorough knowledge and interpretation of government travel and reimbursement policies. This position will oversee the Travel Logistics Coordinator(s); review all travel related material prior to it being posted on a registration Web site or communicated to participants; review travel vendor services and pricing; and, as necessary, prepare RFPs to solicit travel vendor proposals and make recommendations to senior management. Education: B.A., B.S., or equivalent experience required.

### **Travel Logistics Coordinator III**

This position requires 4+ years of administrative experience as well as a thorough knowledge of government travel and reimbursement policies. This position includes researching local travel options at selected sites including ground transportation and public transportation availability, developing travel information material, checking the GSA per diem site and updating internal documents, communicating with participants regarding travel options and potential challenges, and providing registration and conference management support. Education: B.A., B.S., or equivalent experience required.

### **Travel Logistics Coordinator II**

This position requires 2+ years of administrative experience. Some knowledge of government travel and reimbursement policies helpful but not required. In addition to processing travel reimbursement forms and providing information and assistance to Conference Managers/Planners and participants, this position may provide support for registration, data-entry and other conference management tasks. Education: A.A. or equivalent experience required.

### **Travel Logistics Coordinator I**

Entry level position assisting Conference Managers/Planners and participants with travel arrangements for events. This position would create reimbursement forms, review submitted forms, post reimbursement and travel information in databases and offer other meeting/conference assistance as needed. Education: A.A. or equivalent experience required.

## **PUBLICATIONS, COMMUNICATIONS, AND EDITORIAL SERVICES:**

### **Senior Editor**

This senior-level position requires 5+ years of experience as a notetaker and/or editor. This position entails managing the junior notetaker/editor, producing notes from presentations or discussions, determining requirements and editing communications produced by a variety of staff members including the junior notetaker or clients. Coordinates editing activities for all publications to include newsletters, press releases, brochures, direct mail pieces, print ads, and Web site content. This position also entails attending events and taking detailed notes of the presentations/discussions or transcribing notes from a recording of the proceedings. Responsible for producing clear, complete, typed notes. Education: B.A. or B.S.

### **Junior Editor**

This position requires 2+years of experience as a notetaker and/or editor. This position entails attending events and taking detailed notes of the presentations/discussions or transcribing notes from a recording of the proceedings. Responsible for producing clear, complete, typed notes. Additionally, based on guidance

from Project Director and/or Senior Editor this position supports editing assignments, for external communications to include newsletters, press releases, brochures, direct mail pieces, print ads, and Web site content. Education: B.A. or B.S.

### **Graphic Designer**

This position requires 5+ years of experience as a professional and/or independent graphic designer. Responsibilities include creating logos and branding; brochures; newsletters; direct mail; event marketing; and Web site graphic themes using the latest graphic design software. Must demonstrate skills juggling multiple projects and meeting short-turnaround deadlines; and offering solutions that are smart, clear, readable, and with a focus on visual strategy. Education: A.A. or equivalent experience.

## **CONFERENCE IT SERVICES:**

### **Conference Systems Software Developer III**

This position requires 15+ years of progressive technical experience in information technology, including five years of IT experience specifically in the event management software development field. Entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing and maintaining technical direction for the design, development, programming, testing, documentation, training and implementation of IT solutions. Must be able to solve highly complex issues, conduct advanced research and recommend innovations. This position may also involve supervising lower level CSS Developer positions. Education: B.A. or B.S.

### **Conference Systems Software Developer II**

This position requires 14+ years of progressive technical experience in information technology, including four years of IT experience specifically in the event management software development field. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing and maintaining technical direction for the design, development, programming, testing, documentation, training and implementation of IT solutions. This position may also involve supervising lower level CSS Developer positions. Education: B.A. or B.S.

### **Conference Systems Software Developer I**

This position requires 12+ years of progressive technical experience in information technology, including three years of IT experience specifically in the event management software development field. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing, implementing, and enforcing IT standards. Must be able to solve highly complex issues, conduct research, and recommend innovations. This position may also involve supervising lower level IT staff. Education: B.A. or B.S.

### **ADA Graphics Compliance Specialist III**

This position requires 10+ years of progressive technical experience in information technology. This job category entails designing, modifying, and developing 508C ADA-compliant IT solutions. Responsibilities include establishing, implementing, and enforcing ADA-compliant IT standards. Must be able to test and solve highly complex online 508C-compliance issues, conduct advanced research, and recommend innovations. This position may also involve supervising lower level ADA-GCS employees. Education: B.A. or B.S.

### **ADA Graphics Compliance Specialist II**

This position requires 8+ years of progressive technical experience in information technology. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing, implementing, and enforcing ADA-compliant IT standards. Must be able to test and solve highly complex online 508C-compliance issues, conduct advanced research, and recommend innovations. Education: B.A. or B.S.

### **ADA Graphics Compliance Specialist I**

This position requires 6+ years of progressive technical experience in information technology. This position entails demonstrated ability to concurrently manage numerous complex IT tasks. Responsibilities include establishing, implementing, and enforcing ADA-compliant IT standards. Must be able to test and solve highly complex online 508C-compliance issues and conduct advanced research. Education: B.A. or B.S.

### **Webmaster/Desktop Publishing Specialist III**

This senior-level position requires 5+ years of experience in a computer-operations related environment. The position is responsible for the supervision of the Webmaster I and/or II and all their related responsibilities. Additionally, this position is responsible for developing web page infrastructure and application related to pages with more advanced graphics and features, documenting web best practices, writing maintainable HTML/ASP code with comment tags, implementing search engine optimization strategies, and interacting with the company's Internet service provider to ensure successful operation of the company's computer systems. Training and knowledge in HTML, 508C compliance coding (cascading style sheets), FrontPage and Dreamweaver required. Education: B.A., B.S. or equivalent.

### **Webmaster/Desktop Publishing Specialist II**

This position requires 3+ years of experience in a computer-operations related environment. The position may be responsible for oversight of the Webmaster I and all related responsibilities for the company's and client's Web sites. Additionally, this position is responsible for performing daily site maintenance on company Web sites, setting company standards for design, assures quality and filing integrity of web pages, and performing navigation and browser compatibility. Training and knowledge in HTML, 508C compliance coding (cascading style sheets), FrontPage and Dreamweaver required. Education: B.A., B.S. or equivalent.

### **Webmaster/Desktop Publishing Specialist I**

This position requires 1+ year of experience in a computer-operations related environment. This position includes responsibility for the ongoing development and maintenance of the company's Web sites and client sites, including graphics, animation and functionality Training and knowledge in HTML, 508C compliance coding (cascading style sheets), FrontPage and Dreamweaver required. Education: A.A., B.S. or equivalent

2. **Maximum order:** \$1,000,000. Requirements exceeding the Maximum Order will be processed in accordance with Clause I-FSS-125.
3. **Minimum order:** \$100.00
4. **Geographic coverage (delivery area):** Worldwide
5. **Points of production:**
  - City: Herndon
  - County: Fairfax
  - State: Virginia
  - Country: USA
6. **Discount from list prices or statement of net price:** Not applicable.
7. **Quantity Discounts:** Not applicable.
8. **Prompt Payment Terms:** Not applicable.
- 9a. **Notification that Government purchase cards are accepted below the micro-purchase threshold:** Yes.
- 9b. **Notification that Government purchase cards are accepted above the micro-purchase threshold:** No.
10. **Foreign Items:** Not applicable.
- 11a. **Time of Delivery:** Will adhere to delivery as specified by the agency's task order.
- 11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list.
- 11c. **Overnight and 2-day delivery:** Yes. Contact Infinity Conference Group for rates.
- 11d. **Urgent Requirements:** See contract clause I-FSS-14-B. Agencies can contact the

Infinity Conference Group, Inc. contact for contract administration to obtain faster delivery.

12. **F.O.B. Points:** Destination
- 13a. **Ordering Address:** 1035 Sterling Road, Suite 202  
Herndon, VA 20170
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
14. **Payment Address:** 1035 Sterling Road, Suite 202  
Herndon, VA 20170
15. **WARRANTY PROVISION:** Not applicable.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance:** 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 or repair parts, etc.:** 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:** Not applicable.
- 24b. **Section 508 compliance information:** Available on Electronic and Information Technology (EIT) supplies and services and full details can be found at [www.Section508.gov](http://www.Section508.gov)
25. **Data Universal Numbering System (DUNS) Number:** 78-999-5933
26. **Notification regarding registration in SAM database:** Registered.

## **PART 2: SERVICES**

The mission of Infinity Conference Group, Inc. (ICG), a woman-owned small business incorporated in 1991, is to provide professional and superior quality conference planning and event management services for clients who seek to improve the world in which we live.

Located in the Washington, DC area, Infinity Conference Group has planned hundreds of events nationwide, ranging in size from 20-2000 participants each. We have extensive experience supporting and managing events for government, private sector, and international clients. Our professional guidance and support save time and resources, allowing our clients to concentrate on their priorities while we focus on the details of

conference logistics.

We offer the following services:

- Web-based Database and Online Registration
- Conference Management/Consultation
- Site Selection and Contract Negotiation
- Onsite Logistics and Support
- Budget Consultation, Development and Management
- Design, Coordination and Production of all Marketing, Program and Conference Materials
- Exhibit Management
- Negotiation and Coordination of Vendors Arrangements, including Graphic Design, Transportation and Transcription
- Mailings and Mailing List Maintenance
- Conference Administrative Support
- VIP/Speaker Arrangements
- Travel Logistics and Reimbursement Support
- Conference Website Coordination
- Management of Abstract Submissions, Review, and Programming Process
- Proceedings and CD-ROM Publication
- Planning and Coordination of Special Events
- Pre/Post Conference Hotel Liaison
- Post-conference Wrap-up