



# 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 GSAAvantage.gov.

## ADVERTISING AND INTEGRATED MARKETING SOLUTIONS (AIMS)

### FSC Group 541, Part I

**Contract Number:** GS-23F-0288P

For more information on accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>.

**Contract Period:** June 15, 2004 – June 14, 2009

**Consolidated Safety Services, Inc.**

10301 Democracy Lane, Suite 300

Fairfax, Virginia 22030-2545

Tel: (703) 691-4612

Fax: (703) 691-4615

Toll Free: (800) 888-4612

<http://www.consolidatedsafety.com>

**Business Size:** Small, Woman-owned Business

Supplement No. 1

Effective August 30, 2005

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## **CUSTOMER INFORMATION**

### **1a. AWARDED SPECIAL ITEM NUMBERS (SINs)**

Please refer to Appendix A – C for Special Item Number (SIN) 541-4C Exhibit Design and Implementation Services awarded prices and descriptions.

Please refer to Appendix D – F for Special Item Number (SIN) 541-5 Integrated Marketing Services awarded prices and descriptions.

### **1b. LOWEST PRICE MODEL NUMBER**

Not applicable.

### **1c. LOWEST UNIT PRICES**

Please refer to Appendix B: Government Site Hourly Labor Rates for SIN 541-4C Exhibit Design and Implementation Services and Appendix C: Contractor Site (CSS) Hourly Labor Rates for SIN 541-4C Exhibit Design and Implementation Services.

Please refer to Appendix E: Government Site Hourly Labor Rates for SIN 541-5 Integrated Marketing Services and Appendix F: Contractor Site (CSS) Hourly Labor Rates for SIN 541-5 Integrated Marketing Services.

### **2. MAXIMUM ORDER**

\$1,000,000.00

### **3. MINIMUM ORDER**

\$100.00

### **4. GEOGRAPHIC COVERAGE**

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico. Additionally, CSS is capable of fulfilling Web-based Marketing and Conference Events and Tradeshow Planning service requirements in overseas government facilities.

### **5. POINT(S) OF PRODUCTIONS**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

### **6. DISCOUNT FROM LIST PRICES (OR STATEMENT OF NET PRICE)**

Not applicable.

### **7. QUALITY DISCOUNTS**

Not applicable.

**8. PROMPT PAYMENT TERMS**

Not applicable.

**9a-b. GOVERNMENT PURCHASE CARDS**

CSS will accept the Government Commercial Purchase Card for orders above or below the micro-purchase threshold.

**10. FOREIGN ITEMS**

Not applicable.

**11a. TIME OF DELIVERY**

To be negotiated with ordering agency per individual task orders.

**11b. EXPEDITED DELIVERY**

Items are available for expedited delivery. Items are noted with an \* in this price list.

**11c. OVERNIGHT AND 2-DAY DELIVERY**

Items are available for overnight and 2-day delivery. Contact CSS for rates for overnight and 2-day delivery.

**11d. URGENT REQUIREMENTS**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. F.O.B. POINT(S)**

F.O.B. destination.

**13a. ORDERING ADDRESS**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

Attention: Kate Monroe  
Project Manager

E-mail: [kmonroe@consolidatedsafety.com](mailto:kmonroe@consolidatedsafety.com)

Facsimile: (703) 691-4615

**13b. ORDERING PROCEDURES**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. PAYMENT ADDRESS**

**Payment via wire transfer:**

Consolidated Safety Services, Inc.  
Community Bank of Northern Virginia  
ABA Routing Number: See Invoice  
Telegraphic Abbreviation: See Invoice  
Account Number to be credited: See Invoice

**Payment via check/US mail:**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

**15. WARRANTY PROVISION**

Not applicable.

**16. EXPORT PACKING CHARGES**

To be determined on a task order basis.

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE  
(ANY THRESHOLD ABOVE THE MICRO-PURCHASE LEVEL)**

None.

**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. SERVICE AND DISTRIBUTION POINTS**

Not applicable.

**22. PARTICIPATING DEALERS**

Not applicable.

**23. PREVENTIVE MAINTENANCE**

Not applicable.

**24a. ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS)**

Not applicable.

**24b. SECTION 508 COMPLIANCE INFORMATION**

If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at [www.section508.gov/](http://www.section508.gov/). To be addressed on a task order basis.

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER**

60-486-3704

**26. REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE**

Consolidated Safety Services, Inc. is registered in the Central Contractor Registration (CCR) database.

## **TERMS AND CONDITIONS APPLICABLE TO SIN 541-4C AND SIN 541-5**

1. The clause at FAR 52.212-4, Contract Terms and Conditions-Commercial Items (Feb. 2002), applies to orders under this schedule.

### **2. REQUIREMENTS EXCEEDING THE MAXIMUM ORDER THRESHOLD**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall –

- a. Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!"™ on-line shopping service;
- b. Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- c. After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative [see FAR 8.404(a)]. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

For orders exceeding the maximum order threshold, Consolidated Safety Services, Inc. may:

- a. Offer a new lower price for this requirement;
- b. Offer the lowest price available under the contract; or
- c. Decline the order (orders must be returned in accordance with FAR 52.216-19).

A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

### **3. ORDERS**

- a. Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by the individuals or activities designated. Such orders may be issued during the contract term from date of award through contract expiration date.
- b. All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order and this contract, the contract shall control.
- c. If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally or by facsimile, or by electronic commerce methods only if authorized in the contract.

#### **4. TRAVEL**

Travel that may be required to meet an agency's need shall be negotiated individually by the ordering agency on an as-needed basis. Cost for transportation, lodging, meals, and incidental expenses incurred by the contractor's personnel on official company business are allowable, but are subject to the limitations contained in the Federal Travel Regulation. The Industrial Funding Fee does not apply to travel and per diem charges.

#### **5. PERFORMANCE INCENTIVES**

When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed-price orders or Blanket Purchase Agreements (BPAs), for fixed price tasks.

The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or BPAs.

To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

The above procedures do not apply to Time and Material or Labor Hour orders.

#### **6. SERVICE CONTRACT ACT**

The Service Contract Act is applicable to this schedule. The following clauses are included:

- |           |   |
|-----------|---|
| 52.222-41 | Service Contract Act  |
| 52.222-42 | Statement of Equivalent Rates for Hires   |
| 52.222-43 | Fair Labor Standards Act and Service Contract Act – Price Adjustment/Multiple Year and Option Contracts |

#### **7. SOFTWARE AND TECHNICAL DATA**

FAR clause 52.227-14, Rights in Data-General (June 1987) governs software and technical data under this contract.

#### **8. LIMITATION OF LIABILITY**

Except as otherwise provided by an express warranty, Consolidated Safety Services, Inc. will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

## **AUTHORIZED SPECIAL ITEMS NUMBER DESCRIPTIONS**

### **SIN 541-4C EXHIBIT DESIGN AND IMPLEMENTATION SERVICES**

As specified in the Task Order, the Contractor may arrange for exhibits in various venues, and conceptualize, design, and produce exhibits and their accompanying materials.

Exhibit design and implementation services may include:

- Providing and/or making recommendations for carpet and padding installation for exhibit property.
- Preview, set-up, and dismantling of exhibit property prior to a show or event.
- Site set-up and dismantling of the exhibit property.
- Cleaning, prepping, and storing exhibit property for future use.
- Shipping exhibit property to and from designated site(s).

### **SIN 541-5 INTEGRATED MARKETING SERVICES**

This SIN will be used to offer a complete solution that integrates various services found under the other SINs. Services required under this SIN may include the creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. These comprehensive solutions include services available separately under: 541-1 Advertising, 541-2 Public Relations, 541-3 Web-based Marketing, and 541-4 Specialized Marketing.

NOTE: SIN 541-5 may not be used to fulfill individual requirements that are covered separately by other SINs in this Schedule. SIN 541-5 may only be used to fulfill comprehensive agency requirements that span multiple service offerings from the Schedule.

## APPENDIX A: LABOR CATEGORY DESCRIPTIONS FOR SIN 541-4C EXHIBIT DESIGN AND IMPLEMENTATION SERVICES

CSS provides a variety of levels of expertise, experience, and services such as computer programmers, network system analyst, project managers, and related support services. The following chart provides a description of all of the labor categories offered by CSS. An increase in the level of experience required and complexity of work performed is associated with an increase in labor category level.

In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents. An Associate's degree is considered to require two years of higher education, a Bachelor's degree requires four years of higher education, a Master's degree requires six years of higher education, and a Ph.D. requires eight years of higher education.

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| <b>1. Meeting Coordinator</b>  |  |
| <b>Education:</b> Bachelor's degree or equivalent.   | <b>Experience:</b> Minimum two (2) years of related experience including training or professional membership in conference management. |
| <b>Meeting Coordinator Functional Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Works with clients on concept, design, and planning of meeting requirements.</li> <li>• Oversees all meeting related activities including logistics, background materials, mailings, staffing, on-site manager at conference site.</li> <li>• Serves as on-site manager at conference site.</li> <li>• Responsible for all technical and fiscal aspects.</li> <li>• Negotiates all contracts with vendors.</li> <li>• Approves distribution of vendor and participant-related funds.</li> </ul> |  |

**2. Project Manager**

**Education:** A Bachelor's degree; though advanced degree preferred.

**Experience:** Minimum four (4) years of relevant experience including a minimum of two (2) years supervisory experience, and management of small, multi-task projects.

**Project Manager Functional Responsibilities**

- Overall responsibility for project management and project performance.
- Acts as the focal point for communication between the contractor staff and the client.
- Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities; coordinates any training requirements; and maintains an updated working knowledge of the activities of each project staff member.
- Conducts evaluations of existing staff, recruiting new staff and handling all related personnel actions.
- Coordinates any training requirements.
- Designs and enforces quality control programs.
- Determines program objectives and requirements, performance indicators and quality control activities.
- Develops monthly technical and financial reports.
- Develops Work Plans, Management Plans, and Cost Estimates.
- Establishes and alters (as necessary) project management structure to direct effective contract support activities.
- Has authority and responsibility to identify and commit resources required to support the effort.
- May serve as Senior Technical Specialist or Subject Matter Expert.
- Monitors and approves subcontractor activities and expenditures.
- Monitors expenditures, reviews and approves all costs associated with project activities.
- Organizes, directs, and coordinates the planning and production of all contract support activities.
- Oversees the project staff and closely monitors the progress of the services performed.
- Performs day-to-day management of overall contract support operations.
- Resolves problems in a timely manner.

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| <b>3. Science Analyst</b>  |  |
| <b>Education:</b> High School graduate or equivalent.  | <b>Experience:</b> Minimum two (2) years of relevant experience.               |
| <b>Science Analyst Functional Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Collects and organizes scientific information and data.</li> <li>• Assists in preparation of report and presentation materials including slides, charts, spreadsheets, tables, and graphs.</li> <li>• Performs activities including surveys, sampling, and other field collection.</li> </ul>   |  |
| <b>4. Technical Writer</b>   |  |
| <b>Education:</b> Bachelor's degree or equivalent.   | <b>Experience:</b> Minimum two (2) years of experience in writing and editing. |
| <b>Technical Writer Functional Responsibilities</b>  |  |
| <ul style="list-style-type: none"> <li>• Writes or edits technical materials such as equipment manuals, web pages, appendices, and operating and maintenance instructions.</li> <li>• Participates in preparation of illustrations, photographs, diagrams, and charts, and assists in layout of work.</li> <li>• Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.</li> <li>• Performs literature reviews and reviews published materials.</li> <li>• Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material.</li> <li>• Gathers, analyzes, and composes technical information.</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Submits all documents for review and approval to more senior Technical Writer/Editor or Project Manager.</li> </ul> |  |

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| <b>5. Senior Technical Writer</b>  |  |
| <b>Education:</b> Master's degree or equivalent.   | <b>Experience:</b> Minimum four (4) years of experience in writing, may require published work in peer-reviewed and/or lay publications. |
| <b>Senior Technical Writer Functional Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Writes or edits technical materials such as equipment manuals, web pages, appendices, and operating and maintenance instructions.</li> <li>• Participates in preparation of illustrations, photographs, diagrams, and charts, and assists in layout of work.</li> <li>• Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.</li> <li>• Performs literature reviews and reviews published materials.</li> <li>• Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material.</li> <li>• Gathers, analyzes, and composes technical information.</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Submits all documents for review and approval to more senior Technical Writer/Editor or Project Manager.</li> </ul> |  |

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| <b>6. Technical Writer and Editor</b>   |   |
| <b>Education:</b> Master's Degree or equivalent work experience.  | <b>Experience:</b> Minimum ten (10) years of experience in writing and editing. |
| <b>Technical Writer and Editor Functional Responsibilities</b>  |   |
| <ul style="list-style-type: none"> <li>• Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents.</li> <li>• Directs staff performing literature searches, graphic design, formatting and other document development support.</li> <li>• Oversees preparation of illustrations, photographs, diagrams, and charts.</li> <li>• Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics.</li> <li>• Organizes material and completes writing assignments according to publication standards regarding order, clarity conciseness, style, and terminology.</li> <li>• Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.</li> <li>• Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedures, and production sequence and detail.</li> <li>• Edits, standardizes, or makes changes to material prepared by other writers or client personnel.</li> <li>• Performs final edits of technical documents.</li> <li>• Performs quality control of documents produced by lower level Technical Writers.</li> </ul> |   |

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| <b>7. Junior Technician</b>  |   |
| <b>Education:</b> Bachelor's degree or equivalent.   | <b>Experience:</b> Recent college graduate and requires no relevant experience. |
| <b>Junior Technician Functional Responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>• Assists in performing literature searches, literature review, data mining, and compilation, and information gathering.</li> <li>• Conducts research tasks assigned by more senior members of the consulting staff.</li> <li>• Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments.</li> <li>• Gathers, analyzes, and composes technical information.</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Performs activities including surveys, sampling, and other field collection.</li> <li>• Works under the supervision of Senior Technician or Project Manager.</li> </ul>    |   |
| <b>8. Senior Technician</b>  |   |
| <b>Education:</b> Bachelor's degree or equivalent.   | <b>Experience:</b> Minimum two (2) years of relevant experience.                |
| <b>Senior Technician Functional Responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>• Expertise and experience in performing literature searches, literature review, data mining, and compilation, and information gathering.</li> <li>• Conducts research tasks assigned by more senior members of the consulting staff.</li> <li>• Provides technical review, technical writing, and generates summaries, reports and presentations of technology assessments.</li> <li>• Gathers, analyzes, and composes technical information.</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Organizes, oversees, and performs activities including surveys, sampling, and other field collection.</li> <li>• Supervises lower level staff.</li> </ul> |   |

## APPENDIX B: GOVERNMENT SITE HOURLY LABOR RATES FOR SIN 541-4C EXHIBIT DESIGN AND IMPLEMENTATION SERVICES

| Labor Category                 | Year 1<br>06/15/04-<br>06/14/05 | Year 2<br>06/15/05-<br>06/14/06 | Year 3<br>06/15/06-<br>06/14/07 | Year 4<br>06/15/07-<br>06/14/08 | Year 5<br>06/15/08-<br>06/14/09 |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 1. Meeting Coordinator         | \$60.27                         | \$62.08                         | \$63.94                         | \$65.86                         | \$67.84                         |
| 2. Project Manager             | \$88.04                         | \$90.68                         | \$93.40                         | \$96.20                         | \$99.09                         |
| 3. Science Analyst             | \$25.36                         | \$26.12                         | \$26.90                         | \$27.71                         | \$28.54                         |
| 4. Technical Writer            | \$60.27                         | \$62.08                         | \$63.94                         | \$65.86                         | \$67.84                         |
| 5. Senior Technical Writer     | \$81.58                         | \$84.03                         | \$86.55                         | \$89.15                         | \$91.82                         |
| 6. Technical Writer and Editor | \$86.17                         | \$88.76                         | \$91.42                         | \$94.16                         | \$96.98                         |
| 7. Junior Technician           | \$40.94                         | \$42.17                         | \$43.44                         | \$44.74                         | \$46.08                         |
| 8. Senior Technician           | \$50.57                         | \$52.09                         | \$53.65                         | \$55.26                         | \$56.92                         |

## APPENDIX C: CONTRACTOR SITE (CSS) HOURLY LABOR RATES FOR SIN 541-4C EXHIBIT DESIGN AND IMPLEMENTATION SERVICES

| Labor Category                 | Year 1<br>06/15/04-<br>06/14/05 | Year 2<br>06/15/05-<br>06/14/06 | Year 3<br>06/15/06-<br>06/14/07 | Year 4<br>06/15/07-<br>06/14/08 | Year 5<br>06/15/08-<br>06/14/09 |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 1. Meeting Coordinator         | \$66.08                         | \$68.06                         | \$70.10                         | \$72.20                         | \$74.37                         |
| 2. Project Manager             | \$96.52                         | \$99.42                         | \$102.40                        | \$105.47                        | \$108.63                        |
| 3. Science Analyst             | \$27.80                         | \$28.63                         | \$29.49                         | \$30.37                         | \$31.28                         |
| 4. Technical Writer            | \$66.08                         | \$68.06                         | \$70.10                         | \$72.20                         | \$74.37                         |
| 5. Senior Technical Writer     | \$89.44                         | \$92.12                         | \$94.88                         | \$97.73                         | \$100.66                        |
| 6. Technical Writer and Editor | \$94.47                         | \$97.30                         | \$100.22                        | \$103.23                        | \$106.33                        |
| 7. Junior Technician           | \$44.88                         | \$46.23                         | \$47.62                         | \$49.05                         | \$50.52                         |
| 8. Senior Technician           | \$55.44                         | \$57.10                         | \$58.81                         | \$60.57                         | \$62.39                         |

## APPENDIX D: LABOR CATEGORY DESCRIPTIONS FOR SIN 541-5 INTEGRATED MARKETING SERVICES

CSS provides a variety of levels of expertise, experience, and services such as computer programmers, network system analyst, project managers, and related support services. The following chart provides a description of all labor categories offered by CSS. An increase in the level of experience required and complexity of work performed is associated with an increase in labor category level.

In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents. An Associate's degree is considered to require two years of higher education, a Bachelor's degree requires four years of higher education, a Master's degree requires six years of higher education, and a Ph.D. requires eight years of higher education.

| <b>1. Meeting Coordinator</b>  |  |
|--|--|
| <b>Education:</b> Bachelor's degree or equivalent.   | <b>Experience:</b> Minimum two (2) years of related experience including training or professional membership in conference management. |
| <b>Meeting Coordinator Functional Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Works with clients on concept, design, and planning of meeting requirements.</li> <li>• Oversees all meeting related activities including logistics, background materials, mailings, staffing, on-site manager at conference site.</li> <li>• Serves as on-site manager at conference site.</li> <li>• Responsible for all technical and fiscal aspects.</li> <li>• Negotiates all contracts with vendors.</li> <li>• Approves distribution of vendor and participant-related funds.</li> </ul> |  |

**2. Project Manager**

**Education:** A Bachelor's degree though advanced degree preferred.

**Experience:** Minimum four (4) years of relevant experience including a minimum of two (2) years supervisory experience, and management of small, multi-task projects.

**Project Manager Functional Responsibilities**

- Overall responsibility for project management and project performance.
- Acts as the focal point for communication between the contractor staff and the client.
- Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities; coordinates any training requirements; and maintains an updated working knowledge of the activities of each project staff member.
- Conducts evaluations of existing staff, recruiting new staff and handling all related personnel actions.
- Coordinates any training requirements.
- Designs and enforces quality control programs.
- Determines program objectives and requirements, performance indicators and quality control activities.
- Develops monthly technical and financial reports.
- Develops Work Plans, Management Plans, and Cost Estimates.
- Establishes and alters (as necessary) project management structure to direct effective contract support activities.
- Has authority and responsibility to identify and commit resources required to support effort.
- May serve as Senior Technical Specialist or Subject Matter Expert
- Monitors and approves subcontractor activities and expenditures.
- Monitors expenditures, reviews and approves all costs associated with project activities.
- Organizes, directs, and coordinates the planning and production of all contract support activities.
- Oversees the project staff and closely monitors the progress of the services performed
- Performs day-to-day management of overall contract support operations.
- Resolves problems in a timely manner.

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| <b>3. Technical Writer</b>  |  |
| <b>Education:</b> Bachelor's degree or equivalent.  | <b>Experience:</b> Minimum two (2) years of experience in writing and editing. |
| <b>Technical Writer Functional Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Writes or edits technical materials such as equipment manuals, web pages, appendices, and operating and maintenance instructions.</li> <li>• Participates in preparation of illustrations, photographs, diagrams, and charts, and assists in layout of work.</li> <li>• Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.</li> <li>• Performs literature reviews and reviews published materials.</li> <li>• Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material.</li> <li>• Gathers, analyzes, and composes technical information</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Submits all documents for review and approval to more senior Technical Writer/Editor or Project Manager.</li> </ul> |  |

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| <b>4. Senior Technical Writer</b>   |  |
| <b>Education:</b> Master's degree or equivalent.  | <b>Experience:</b> Minimum four (4) years of experience in writing, may require published work in peer-reviewed and/or lay publications. |
| <b>Senior Technical Writer Functional Responsibilities</b>  |  |
| <ul style="list-style-type: none"> <li>• Writes or edits technical materials such as equipment manuals, web pages, appendices, and operating and maintenance instructions.</li> <li>• Participates in preparation of illustrations, photographs, diagrams, and charts, and assists in layout of work.</li> <li>• Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.</li> <li>• Performs literature reviews and reviews published materials.</li> <li>• Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material.</li> <li>• Gathers, analyzes, and composes technical information</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Submits all documents for review and approval to more senior Technical Writer/Editor or Project Manager.</li> </ul> |  |

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| <b>5. Technical Writer and Editor</b>  |  |
| <b>Education:</b> Master's degree or equivalent.   | <b>Experience:</b> Minimum ten (10) years of professional writing and editing. |
| <b>Technical Writer and Editor Functional Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents.</li> <li>• Directs staff performing literature searches, graphic design, formatting and other document development support.</li> <li>• Oversees preparation of illustrations, photographs, diagrams, and charts.</li> <li>• Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics.</li> <li>• Organizes material and completes writing assignments according to publication standards regarding order, clarity, conciseness, style, and terminology.</li> <li>• Performs literature reviews; reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.</li> <li>• Studies drawings, specifications, mock-ups, and product samples to integrate and delineate technology, operating procedures, and production sequence and detail.</li> <li>• Edits, standardizes, or makes changes to material prepared by other writers or client personnel.</li> <li>• Performs final edits of technical documents.</li> <li>• Quality control of documents produced by lower level Technical Writers.</li> </ul> |  |

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| <b>6. Junior Technician</b>  |   |
| <b>Education:</b> Bachelor's degree or equivalent.   | <b>Experience:</b> Recent college graduate and requires no relevant experience. |
| <b>Junior Technician Functional Responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>• Assists in performing literature searches, literature review, data mining and compilation, and information gathering.</li> <li>• Conducts research tasks assigned by more senior members of the consulting staff.</li> <li>• Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments.</li> <li>• Gathers, analyzes, and composes technical information.</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Performs activities including surveys, sampling, and other field collection.</li> <li>• Works under the supervision of Senior Technician or Project Manager.</li> </ul>     |   |
| <b>7. Senior Technician</b>  |   |
| <b>Education:</b> Bachelor's degree or equivalent.   | <b>Experience:</b> Minimum two (2) years of relevant experience.                |
| <b>Senior Technician Functional Responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>• Expertise and experience in performing literature searches, literature review, data mining, and compilation, and information gathering.</li> <li>• Conducts research tasks assigned by more senior members of the consulting staff.</li> <li>• Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments.</li> <li>• Gathers, analyzes, and composes technical information.</li> <li>• Conducts research and ensures the use of proper technical terminology.</li> <li>• Translates technical information into clear, readable documents to be used by technical and non-technical personnel.</li> <li>• Organizes, oversees, and performs activities including surveys, sampling, and other field collection.</li> <li>• Supervises lower level staff.</li> </ul> |   |

## APPENDIX E: GOVERNMENT SITE HOURLY LABOR RATES FOR SIN 541-5 INTEGRATED MARKETING SERVICES

| Labor Category                 | Year 1<br>06/15/04-<br>06/14/05 | Year 2<br>06/15/05-<br>06/14/06 | Year 3<br>06/15/06-<br>06/14/07 | Year 4<br>06/15/07-<br>06/14/08 | Year 5<br>06/15/08-<br>06/14/09 |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 1. Meeting Coordinator         | \$60.27                         | \$62.08                         | \$63.94                         | \$65.86                         | \$67.84                         |
| 2. Project Manager             | \$88.04                         | \$90.68                         | \$93.40                         | \$96.20                         | \$99.09                         |
| 3. Technical Writer            | \$60.27                         | \$62.08                         | \$63.94                         | \$65.86                         | \$67.84                         |
| 4. Senior Technical Writer     | \$81.58                         | \$84.03                         | \$86.55                         | \$89.15                         | \$91.82                         |
| 5. Technical Writer and Editor | \$86.17                         | \$88.76                         | \$91.42                         | \$94.16                         | \$96.98                         |
| 6. Junior Technician           | \$40.94                         | \$42.17                         | \$43.44                         | \$44.74                         | \$46.08                         |
| 7. Senior Technician           | \$50.57                         | \$52.09                         | \$53.65                         | \$55.26                         | \$56.92                         |

## APPENDIX F: CONTRACTOR SITE (CSS) HOURLY LABOR RATES FOR SIN 541-5 INTEGRATED MARKETING SERVICES

| Labor Category                 | Year 1<br>06/15/04-<br>06/14/05 | Year 2<br>06/15/05-<br>06/14/06 | Year 3<br>06/15/06-<br>06/14/07 | Year 4<br>06/15/07-<br>06/14/08 | Year 5<br>06/15/08-<br>06/14/09 |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 1. Meeting Coordinator         | \$66.08                         | \$68.06                         | \$70.10                         | \$72.20                         | \$74.37                         |
| 2. Project Manager             | \$96.52                         | \$99.42                         | \$102.40                        | \$105.47                        | \$108.63                        |
| 3. Technical Writer            | \$66.08                         | \$68.06                         | \$70.10                         | \$72.20                         | \$74.37                         |
| 4. Senior Technical Writer     | \$89.44                         | \$92.12                         | \$94.88                         | \$97.73                         | \$100.66                        |
| 5. Technical Writer and Editor | \$94.47                         | \$97.30                         | \$100.22                        | \$103.23                        | \$106.33                        |
| 6. Junior Technician           | \$44.88                         | \$46.23                         | \$47.62                         | \$49.05                         | \$50.52                         |
| 7. Senior Technician           | \$55.44                         | \$57.10                         | \$58.81                         | \$60.57                         | \$62.39                         |

## APPENDIX G: SUMMARY OF AUTHORIZED OTHER DIRECT COSTS (ODCS)

The following Other Direct Costs (ODCs) have been authorized for use under this schedule. ODCs will be priced for each assignment, as applicable, not-to-exceed the contract ceiling price for the item(s).

See our Web site at <http://www.consolidatedsafety.com> for more information or a PDF version of this document.

### SPECIAL ITEM NUMBER 541-1000

| Other Direct Costs   | NTE PRICE   | UNIT/ISSUE |
|--|-------------|------------|
| 1. Courier   | \$ 60.35    | Round Trip |
| 2. Telephone   | \$ 0.10     | Minute     |
| 3. Meeting Room Rental   | \$ 2,480.47 | Day        |
| 4. Computer Data Display Package (Stand and LCD)                         | \$ 705.25   | Day        |
| 5. Overhead Projection Package (Projection Stand and Overhead Projector) | \$ 141.05   | Day        |
| 6. Flipchart Package (Stand, Paper, and Markers)                         | \$ 40.00    | Day        |
| 7. Wireless Lavalier Microphone (Speaker Microphone)                     | \$ 176.31   | Day        |
| 8. Tabletop Microphone   | \$ 40.30    | Day        |
| 9. Wireless Microphone   | \$ 176.31   | Day        |
| 10. Professional Audio Cassette Recorder                                 | \$ 65.49    | Day        |
| 11. Audio Cassette Tape  | \$ 4.03     | Tape       |
| 12. 16-Channel Stereo Mixer  | \$ 176.31   | Day        |
| 13. 24-Channel Audio Mixer   | \$ 277.06   | Day        |
| 14. Speakerphone with 2 Speakers Attached                                | \$ 251.88   | Day        |
| 15. Digital Audio Conferencer  | \$ 251.88   | Day        |
| 16. Executive Laser Pointer  | \$ 40.30    | Day        |

|   |             |             |
|---|-------------|-------------|
| 17. Professional Audio-Visual Technician for Operation of Equipment | \$ 60.45    | Hour        |
| 18. Power Strips and/or Extensions Cords                            | \$ 15.11    | Each/Day    |
| 19. Cork Boards   | \$ 35.26    | Day         |
| 20. Telephone with Phone Lines (Outside Access)                     | \$ 176.31   | Line/Day    |
| 21. Conference Call Service   | \$ 0.24     | Minute/Line |
| 22. Transcription Service   | \$ 2,699.60 | Per Day     |
| 23. Copies/Reproductions<br>(Black and White – 8½ x 11)             | \$ 0.08     | Page        |
| 24. Copies/Reproductions<br>(Color – 8½ x 11)                       | \$ 1.00     | Page        |
| 25. Copies/Reproductions<br>(Color Transparencies – 8½ x 11)        | \$ 2.06     | Page        |
| 26. Meals (includes breaks, breakfast, lunch or reception)          | \$ 11.90    | Person      |

## **GSA SCHEDULE CONTRACTS**

GSA has facilitated the acquisition of commercial services by establishing GSA Schedule Contracts. Under the Federal Supply Schedule program, GSA enters into government-wide contracts with commercial firms to provide products and services at pre-approved prices and for a given period of time. This streamlined procurement approach significantly reduces the time required to obtain services because GSA has reviewed firm capabilities, negotiated rates, and pre-qualified firms to provide services.

The advantages of the Schedules program include:

- Reduction in time required to obtain services (usually a few weeks).
- Commerce Business Daily synopsis is not required.
- Competition requirements have been met (FAR 6.1023(d)(3)).
- Rates have been determined to be fair and reasonable.
- Can be used by all federal agencies and the District of Columbia.
- Agencies can order directly from the contracted firm – no transfer of funds to GSA.
- No maximum order limitations.
- BPAs can be used to customize your solution.

### **CSS AVAILABLE GSA SCHEDULE CONTRACTS**

Information on the available CSS GSA Schedule Contracts can be found at: <http://www.consolidatedsafety.com>. CSS GSA Schedules Contracts include:

#### **Advertising and Integrated Marketing Solutions (AIMS) Schedule**

Contract No. GS-23F-0288P and Contract No. GS-23F-0289P

#### **Environmental Services (ESS) Schedule**

Contract No. GS-10F-0126L

#### **Information Technology (IT) Schedule**

Contract No. GS-35F-0623K

#### **Management, Organizational and Business Improvement Services (MOBIS)**

Contract No. GS-10F-0042R