



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-0289P

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 16, 2009

Consolidated Safety Services, Inc.

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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) 541-3 Web-based Marketing Services awarded prices and descriptions.

Please refer to Appendix D – F for Special Item Number (SIN) 541-4D Conference Events and Tradeshow Planning 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 541-3 Web-based Marketing Services and Appendix C: Contractor Site (CSS) Hourly Labor Rates for SIN 541-3 Web-based Marketing Services.

Please refer to Appendix E: Government Site Hourly Labor Rates for SIN 541-4D Conference Events and Tradeshow Planning Services and Appendix F: Contractor Site (CSS) Hourly Labor Rates for SIN 541-4D Conference Events and Tradeshow Planning 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

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).

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/. 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 541-3 AND SIN 541-4D

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 541-3 WEB-BASED MARKETING SERVICES (SMALL BUSINESS SET-ASIDE)

As specified in the Task Order, the Contractor may work with agencies on the development of web-based marketing strategies to provide the maximum use of their Internet capabilities. Typical tasks may involve the consultation, development, and implementation of website design and maintenance, search engine development, e-mail marketing and web casting, video conferencing via the web, on-line media management, and other activities involving electronic marketing services.

SIN 541-4D CONFERENCE EVENTS AND TRADESHOW PLANNING SERVICES (SMALL BUSINESS SET-ASIDE)

As specified in the Task Order, the Contractor may provide services that include making all necessary arrangements for conferences, events, seminars, and tradeshow. Event-marketing services and pre-conference planning are also included.

Event marketing services may include:

- Project management
- Coordination and implementation of third party participation
- Collection management of third party payment for participation
- Liaison support with venue
- Audiovisual and information technology support
- Topic and speaker identification
- Site location research
- Reservation of facilities
- On-site meeting and registration support
- Editorial services
- Automation and telecommunication support
- Design and editing productions
- Mailing and other communication with attendees including pre/post meeting mailings, travel support and computer database creation.

APPENDIX A: LABOR CATEGORY DESCRIPTIONS FOR SIN 541-3 WEB-BASED 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 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.

1. Expert Case Researcher	
Education: A Ph.D., MD, CIH or other professional degree, or significant credentials.	Experience: Minimum fifteen (15) years of experience required.
Expert Case Researcher Functional Responsibilities	
<ul style="list-style-type: none"> • Conducts research and analysis on literature, data, and other technical information and develops synthesis with respect to legal issues. • Develops recommendations and provides opinion on technical issues. • Translates technical information and develops briefings, reports and presentations for technical, legal, and lay audiences. • Assists in the development of case planning, evidentiary submissions, and strategies based on sound science. 	

2. Expert Reporter Testimony

Education: A Ph.D., MD, CIH or other professional degree, or significant credentials.

Experience: Minimum fifteen (15) years of experience required.

Expert Reporter Testimony Functional Responsibilities

- Conducts research and analysis on literature, data, and other technical information and develops synthesis with respect to legal issues.
- Develops recommendations and provides opinion on technical issues.
- Translates technical information and develops briefings, reports and presentations for technical, legal, and lay audiences.
- Assists in the development of case planning, evidentiary submissions, and strategies based on sound science.
- Serves as an expert witness providing court testimony to support or oppose evidence.

3. Programmer	
Education: Bachelor's degree or equivalent.	Experience: Minimum six (6) years of experience required of which two (2) years should include supervisory experience.
Programmer Functional Responsibilities	
<ul style="list-style-type: none"> • Coordinates and monitors all activities concerning database and/or software design, development, implementation, and day-to-day operation. • Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems. • Designs development process and documentation requirements. • Designs, develops, and modifies database systems, and software. • Maintains systems and responds to users to coordinate, troubleshoot, and update user-mediated changes. • May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages. • Provides programming support in developing applications. • Revises existing programs to improve existing functionality. • Supervises lower level staff. • For some tasks, these responsibilities may be applied to internet/web-based systems. • Maintains database back-up and recovery procedures for the processing environments. • Prepares reports and database documentation. 	

4. 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.

5. Science Analyst	
Education: High School graduate or equivalent.	Experience: Minimum two (2) years of relevant experience.
Science Analyst Functional Responsibilities	
<ul style="list-style-type: none"> • Collects and organizes scientific information and data. • Assists in preparation of report and presentation materials including slides, charts, spreadsheets, tables, and graphs. • Performs activities including surveys, sampling, and other field collection. 	
6. Scientist II	
Education: Bachelor's degree or equivalent.	Experience: Recent college graduate and requires no relevant experience.
Scientist II Functional Responsibilities	
<ul style="list-style-type: none"> • Uses basic technical and scientific knowledge and skills to perform a variety of tasks providing experience and exposure to many scientific operations and methods for data organization, preparation, and interpretation. • Work activities range from the completion of small tasks to involvement in large projects. • All work will be performed under supervision of a project manager. 	
7. Scientist III	
Education: Bachelor's degree or equivalent.	Experience: Minimum one (1) year of relevant experience.
Scientist III Functional Responsibilities	
<ul style="list-style-type: none"> • Uses technical scientific knowledge and skills to perform a variety of tasks providing experience and exposure to many scientific operations and methods for data organization, preparation, and interpretation. • Works independently on small projects and individual assignments. • Assists in all project phases including design, implementation, and quality control. • Supervises project activities and junior staff and reports to higher level Scientists or Project Manager. 	

8. Senior Scientist IV	
Education: Bachelor's degree or equivalent.	Experience: Minimum three (3) years of relevant experience including a minimum of one (1) year supervisory experience, and management of small, multi-task projects.
Scientist IV Functional Responsibilities	
<ul style="list-style-type: none"> • Uses advanced technical scientific knowledge and skills to perform a variety of tasks providing experience and exposure to many scientific operations and methods for data organization, preparation, and interpretation. • Participates in all project phases including design, implementation, and quality control. • Supervises project activities and junior staff and reports to Project Manager. • Works directly with the client. 	
9. Statistician	
Education: Bachelor's degree or equivalent.	Experience: Minimum two (2) years of relevant experience.
Statistician Functional Responsibilities	
<ul style="list-style-type: none"> • Assists in developing models, goals, and statistical analysis plans. • Conducts data analysis and prepares data summaries and interpretations. • Designs and tests statistical models and statistical analysis plans. • Performs data validation, tests for bias, evaluates data and makes judgments for addressing missing or outlying data. • Works directly with client to identify models, goals, and expected management outcomes. 	

10. Technical Writer

Education: Bachelor's degree or equivalent.

Experience: Minimum two (2) years of experience in writing and editing.

Technical Writer Functional Responsibilities

- Writes or edits technical materials such as equipment manuals, web pages, appendices, and operating and maintenance instructions.
- Participates in preparation of illustrations, photographs, diagrams, and charts, and assists in layout of work.
- Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.
- Performs literature reviews and reviews published materials.
- Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Gathers, analyzes, and composes technical information.
- Conducts research and ensures the use of proper technical terminology.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Submits all documents for review and approval to more senior Technical Writer/Editor or Project Manager.

11. Technical Writer and Editor**Education:** Master's Degree or equivalent work experience.**Experience:** Minimum ten (10) years of experience in writing and editing.**Technical Writer and Editor Functional Responsibilities**

- Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents.
- Directs staff performing literature searches, graphic design, formatting and other document development support.
- Oversees preparation of illustrations, photographs, diagrams, and charts.
- Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics.
- Organizes material and completes writing assignments according to publication standards regarding order, clarity conciseness, style, and terminology.
- Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedures, and production sequence and detail.
- Edits, standardizes, or makes changes to material prepared by other writers or client personnel.
- Performs final edits of technical documents.
- Performs quality control of documents produced by lower level Technical Writers.

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

14. Web Developer

Education: Education or training specific to web development.

Experience: Minimum two (2) years of relevant experience.

Web Developer Functional Responsibilities

- Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media, such as computer games, movies, and videos, for use in training aids and other products or creations.
- Designs architecture to include the software, hardware, and communications to support total requirements, as well as provide for present and future cross-functional requirements and interfaces.
- Designs web pages, coordinating site construction with programmers, technical writers, subject matter experts and others.
- Develops format, styles and coding for web pages and integrates databases with websites.
- Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API).
- Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems.
- Has working knowledge of a variety of commonly used web development software.
- Works with clients on concept, design, and draft review of all web needs including content, databases, security, and graphics.

APPENDIX B: GOVERNMENT SITE HOURLY LABOR RATES FOR SIN 541-3 WEB-BASED MARKETING SERVICES

Labor Category	Year 1 06/15/04- 06/14/05	Year 2 06/15/05- 06/14/06	Year 3 06/15/06- 06/14/07	Year 4 06/15/07- 06/14/08	Year 5 06/15/08- 06/14/09
1. Expert Case Researcher	\$183.79	\$189.30	\$194.98	\$200.83	\$206.85
2. Expert Reporter Testimony	\$229.74	\$236.63	\$243.73	\$251.04	\$258.57
3. Programmer	\$93.42	\$96.22	\$99.11	\$102.08	\$105.14
4. Project Manager	\$88.04	\$90.68	\$93.40	\$96.20	\$99.09
5. Science Analyst	\$25.36	\$26.12	\$26.90	\$27.71	\$28.54
6. Scientist II	\$38.03	\$39.17	\$40.35	\$41.56	\$42.81
7. Scientist III	\$46.72	\$52.75	\$49.56	\$51.05	\$52.58
8. Senior Scientist IV	\$53.24	\$54.84	\$56.49	\$58.18	\$59.93
9. Statistician	\$51.21	\$52.75	\$54.33	\$55.96	\$57.64
10. Technical Writer	\$60.27	\$62.08	\$63.94	\$65.86	\$67.84
11. Technical Writer and Editor	\$86.17	\$88.76	\$91.42	\$94.16	\$96.98
12. Junior Technician	\$40.94	\$42.17	\$43.44	\$44.74	\$46.08
13. Senior Technician	\$49.65	\$51.14	\$52.67	\$54.25	\$55.88
14. Web Developer	\$45.96	\$47.34	\$48.76	\$50.22	\$51.73

APPENDIX C: CONTRACTOR SITE (CSS) HOURLY LABOR RATES FOR SIN 541-3 WEB-BASED MARKETING SERVICES

Labor Category	Year 1 06/15/04- 06/14/05	Year 2 06/15/05- 06/14/06	Year 3 06/15/06- 06/14/07	Year 4 06/15/07- 06/14/08	Year 5 06/15/08- 06/14/09
1. Expert Case Researcher	\$201.50	\$207.55	\$213.78	\$220.19	\$226.80
2. Expert Reporter Testimony	\$251.88	\$259.44	\$267.22	\$275.24	\$283.50
3. Programmer	\$102.42	\$105.49	\$108.65	\$111.91	\$115.27
4. Project Manager	\$96.52	\$99.42	\$102.40	\$105.47	\$108.63
5. Science Analyst	\$27.80	\$28.63	\$29.49	\$30.37	\$31.28
6. Scientist II	\$41.69	\$42.94	\$44.23	\$45.56	\$46.93
7. Scientist III	\$51.22	\$52.76	\$54.34	\$55.97	\$57.65
8. Senior Scientist IV	\$58.37	\$60.12	\$61.92	\$63.78	\$65.69
9. Statistician	\$56.15	\$57.83	\$59.56	\$61.35	\$63.19
10. Technical Writer	\$66.08	\$68.06	\$70.10	\$72.20	\$74.37
11. Technical Writer and Editor	\$94.47	\$97.30	\$100.22	\$103.23	\$106.33
12. Junior Technician	\$44.88	\$46.23	\$47.62	\$49.05	\$50.52
13. Senior Technician	\$54.44	\$56.07	\$57.75	\$59.48	\$61.26
14. Web Developer	\$50.39	\$51.90	\$53.46	\$55.06	\$56.71

APPENDIX D: LABOR CATEGORY DESCRIPTIONS FOR SIN 541-4D CONFERENCE EVENTS AND TRADESHOW PLANNING 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.

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

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.

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

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

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

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

APPENDIX E: GOVERNMENT SITE HOURLY LABOR RATES FOR SIN 541-4D CONFERENCE EVENTS AND TRADESHOW PLANNING SERVICES

Labor Category	Year 1 06/15/04- 06/14/05	Year 2 06/15/05- 06/14/06	Year 3 06/15/06- 06/14/07	Year 4 06/15/07- 06/14/08	Year 5 06/15/08- 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 F: CONTRACTOR SITE (CSS) HOURLY LABOR RATES FOR SIN 541-4D CONFERENCE EVENTS AND TRADESHOW PLANNING SERVICES

Labor Category	Year 1 06/15/04- 06/14/05	Year 2 06/15/05- 06/14/06	Year 3 06/15/06- 06/14/07	Year 4 06/15/07- 06/14/08	Year 5 06/15/08- 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 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 website at <http://www.consolidatedsafety.com> for more information or a PDF version of this document.

FOR ALL SPECIAL ITEM NUMBERS

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 (Black and White – 8½ x 11)	\$ 0.08	Page
24. Copies/Reproductions (Color – 8½ x 11)	\$ 1.00	Page
25. Copies/Reproductions (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