CYGNUS CORPORATION

5640 Nicholson Lane, Suite 300
Rockville, Maryland 20852
301.231.7537 phone
301.984.8527 fax
gsainfo@cygnusc.com

TIN: 52-1643305

DUNS: 613436567

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 GSAAdvantage.gov.

Schedule Title:

ADVERTISING & INTEGRATED MARKETING SOLUTIONS

FSC Group: 541
Contract Number: GS-23F-0385K

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules at fss.gsa.gov.
Contract Period: September 1, 2005, to August 31, 2010

Special Item Numbers:
- SIN 541-3 Web Based Marketing Services
- SIN 541-4D Conference, Events, and Tradeshow Planning Services
- SIN 541-4F Commercial Art and Graphic Design Services
- SIN 541-2000 Other Direct Costs

Contractor Name:

CYGNUS CORPORATION, INC.

Address: 5640 Nicholson Lane, Suite 300, Rockville, MD 20852
Phone Number: 301-231-7537
Fax Number: 301-984-8527
Web site: www.cygnusc.com
Contact for contract administration: Jack Dickerson/Linda Cooney

Business size: Small, woman-owned business

CUSTOMER INFORMATION PAGE

1a. Awarded Special Item Numbers (SINs)
541-3 Web Based Marketing Services
541-4D Conference, Events, and Tradeshow Planning Services
541-4F Commercial Art and Graphic Design
541-2000 Other Direct Costs
1b. Award pricing appears at the end of this document, see pages 15–16.
1c. Labor category descriptions, see pages 3–14.
2. Maximum order: $1,000,000 per special item number.
3. Minimum order: $100.
4. Geographic coverage (delivery area): Domestic delivery only.
5. Point(s) of production:
Rockville, Montgomery County, Maryland
6. Discount from list prices: The prices shown herein are net prices.
7. Quantity discounts:
1% on orders $250,000–$499,999
1.5% on orders $500,000–$749,999
2% on orders $750,000 or more.
8. Prompt payment terms: Net 30.
9a. Government purchase cards are accepted at or below the micro-purchase threshold.
9b. Contact contractor's representative for acceptance of Government purchase cards above the micro-purchase threshold.
10. Foreign items: Not applicable.
11a. Time of delivery: Time of delivery is negotiated at the task order level.
11b. Expedited delivery: Items available for expedited delivery are noted in this price list.
11c. Overnight and 2-day delivery: Overnight and 2-day delivery will be negotiated with ordering agency on each task order.
11d. Urgent requirements: Ordering agencies can contact the contactor's representative to obtain faster delivery.
12. F.O.B. point(s): Destination.
13a. Ordering address(es): 5640 Nicholson Lane, Suite 300, Rockville, MD 20852.
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: 5640 Nicholson Lane, Suite 300, Rockville, MD 20852.
15. Warranty provision: Not applicable.
16. Export packing charges: Not applicable.
17. Terms and conditions of Government purchase card acceptance: See #9.
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 – 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. Preventative maintenance – Not applicable.
24a. Special attributes such as environmental attributes: Not applicable.

24b. Section 508 compliance information is available: http://www.cygnusc.com. The EIT standards can be found at www.Section508.gov/.
25. Data Universal Number System (DUNS) number: 61-343-6567.
26. Contractor is registered in the Central Contractor Registration (CCR) Database. Registration is valid to 03/27/2009.

EXPLANATION OF LABOR CATEGORIES

1. Corporate Account Manager

Functional Responsibility: Performs overall executive management of contracts. Has contract signature authority to commit the corporation. Has corporate authority to commit the corporation's resources, both financial and personnel, to perform client contract work. Oversees the completion of individual or groups of projects within estimated timeframes, ensures that timelines and deadlines are met, and that services or products are provided to the client on or before due dates. Monitors project budgets and ensures that products and services are provided in a cost-efficient manner. Provides initial and ongoing interface with the client representatives regarding major milestones and goals. Has ultimate responsibility for quality control, review of all deliverables, adherence to performance standards, and fulfillment of all contract objectives. Assigns all staff, as required, to complete client contract work.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 5 years of related experience in managing complex projects.

2. Project/Contract Manager

Functional Responsibility: Manages assigned projects or contracts to ensure that implementation and prescribed activities are carried out in accordance with specific objectives. Organizes, delegates, and tracks projects to be completed, including responsibility for quality control. Performs day-to-day management of contract support activities, possibly involving multiple tasks and groups of tasks. Participates in client interface activities and assists Corporate Account Manager, as required, in managing contract performance. Has authority to commit the corporation's resources, as provided in client-approved budgets, required to complete client contract work.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 3 years of related experience in managing complex projects.

3. Task Manager

Functional Responsibility: Manages assigned tasks within a project or contract to ensure that implementation and prescribed activities are carried out in accordance with specific objectives. Organizes, delegates, and tracks tasks to be completed, including responsibility for quality control. Supervises personnel required to complete assigned tasks. Monitors both financial and personnel utilization to ensure completion of work within established client budgets. Possess demonstrated knowledge and experience applying analytical methodologies and principles to address client needs.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 3 years of related experience in managing projects or tasks.

4. Senior Consultant

Functional Responsibility: Seasoned and highly experienced professional who possess specific specialized expertise in the particular area of interest or provides general expertise in the gathering and conduct of research and analysis services. Provides specialized consultation to managers and senior staff as required and supports the development of solutions to address project solutions. May assume responsibility for completion of specific assignments without assistance of other senior corporate personnel.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 8 years of experience in applicable field.

5. Consultant

Functional Responsibility: Seasoned and experienced professional who possess specific specialized expertise in the particular area of interest or provides general expertise in the gathering and conduct of research and analysis services. Provides specialized consultation to managers and senior staff as required and supports the development of solutions to address project solutions.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 5 years of experience in applicable field.

6. Facilitator 2

Functional Responsibility: Seasoned professional who has demonstrated experience, or is certified, in conducting facilitated workshops, work groups, meetings, or other associated activities required for market research and analysis. Responsible for planning and organizing sessions that result in gathering relevant market research information. May conduct work sessions that synthesize the market research information into relevant and constructive analysis. Fully competent in the use of consensus building and focus group concepts and procedures and

their general application to a wide variety of market research projects. Proven excellent communication and organizational skills are required.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 5 years of experience in applicable field.

7. Facilitator 1

Functional Responsibility: Seasoned professional who has demonstrated experience, or is certified, in conducting facilitated workshops, work groups, meetings, or other associated activities required for market research and analysis. Responsible for planning and organizing sessions that result in gathering relevant market research information. May conduct work sessions that synthesize the market research information into to relevant and constructive analysis. Some experience with consensus building and/or focus group concepts and procedures and their application to specific market research projects. Proven excellent communication and organizational skills are required.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 2 years of experience in applicable field.

8. Analyst/Expert

Functional Responsibility: Possesses knowledge and experience applying analytical methodologies and principles to address client needs. Supports functions related to and including data collection, review and/or evaluation, project testing, and creation of performance measurements. Possess experience providing knowledge of logistics, organizational, or management techniques as they apply to the applicable project directives.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of related experience in applicable field.

9. Subject Matter Specialist 2

Functional Responsibility: Possesses extensive knowledge in one or more specific fields or disciplines. Has significant knowledge and experience related to the application of procedures and with testing and evaluation of project requirements relative to the specific fields of expertise. Performs activities in support of project or contract objectives, and directs activities of junior subject matter specialists and other contract or project staff as necessary. Applies principles and methods of specific subject matter areas to specialized solutions.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 5 years of related experience in applicable field.

10. Subject Matter Specialist 1

Functional Responsibility: Possesses demonstrated substantive knowledge and experience in one or more specific fields or disciplines. Has demonstrated knowledge and experience related to the application of procedures and with testing and evaluation of project requirements relative to the specific field of expertise. Conducts activities in support of project or contract objectives and directs activities of junior subject matter specialists as necessary.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 3 years of related experience in applicable field.

11. Subject Matter Specialist

Functional Responsibility: Possesses knowledge in one or more specific subject matter fields or disciplines. Has knowledge related to the application of procedures and with testing and evaluation of project requirements relative to specific fields of expertise. Assists other staff and conducts activities in support of project or contract objectives.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of related experience in applicable field.

12. Web Site Designer

Functional Responsibility: Responsible for managing the design, development, production, and deployment of Web site projects for clients. This includes developing and designing Web pages, producing content and graphics, and providing updates/changes as required. Manages all aspects of Web site maintenance and enhancements. Has functional understanding of server-side and client-side scripting languages. Is familiar with database development and applications. Is detail oriented. Has proven problemsolving skills and the ability to troubleshoot technical issues. Must demonstrate proficiency in a broad suite of Internet programming languages such as ASP, HTML, Cold Fusion, and Flash.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 5 years of related experience in applicable field.

13. Web Site Manager

Functional Responsibility: Responsible for day-to-day management of Web site projects for clients. Includes monitoring functionality of Web pages and providing updates/changes as required. Manages all aspects of Web site maintenance and enhancements. Directs junior staff as required. Has functional understanding of server-side and client-side scripting languages. Is familiar with database development and applications. Is detail oriented. Has proven problemsolving skills and the ability to troubleshoot technical issues. Must demonstrate

proficiency in a broad suite of Internet programming languages such as ASP, HTML, Cold Fusion, and Flash.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 3 years of related experience in applicable field.

14. Web Site Specialist

Functional Responsibility: Assists in performance of a variety of routine Web site development, maintenance, and update activities. Edits content using basic HTML or ASP and uses administrative tools to generate and maintain online data. Uploads files to server and tests pages for accuracy.

Minimum Education/Degree: Bachelor of Science/Bachelor of Arts.
Minimum Years of Experience: 1 year of experience in applicable field.

15. Application Developer/Programmer

Functional Responsibility: Works to define and implement program goals, including design and programming of databases and server-based and client-based Web applications. Offers advanced knowledge of high-level technical issues. Completes high-level programming tasks specified in the technical-design documentation. Must be capable of utilizing programming languages to analyze requirements and devise solutions for specific project or contract objectives.

Minimum Education/Degree: Bachelor of Science/Bachelor of Arts from an accredited college or university in computer science or related field of study. Industry recognized computer certifications may be required.
Minimum Years of Experience: 5 years of experience in applicable field.

16. Database Developer

Functional Responsibility: Individual must have broad, practical experience designing, building, and maintaining relational databases for use in Web-based applications, and have a working knowledge of major server operating systems and Web servers. Oversees the design and preparation of data tables, objects, and user configurations. Reviews security and evaluates for conformance to design. Designs, monitors, and optimizes databases and performance of queries. Plans and performs database backup and recovery, ensuring data integrity and database technical support. Acts as a technical resource for resolving any database issues. Responsible for the testing and implementation of new database versions and functions.

Minimum Education/Degree: Bachelor of Science/Bachelor of Arts from an accredited college or university in computer science or related field of study. Industry recognized computer certifications may be required.
Minimum Years of Experience: 5 years of experience in applicable field.

17. Database Specialist

Functional Responsibility: Assists in performance of database activities. Transfers data from electronic and hard-copy files into client applications. Under the direction of a database developer, monitors and optimizes databases and assists in the development of database queries used to create data reports. Performs database backup and recovery, ensuring data integrity and database technical support.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of related experience in applicable field.

18. Computer/IT Specialist

Functional Responsibility: Experience in the analysis and design of business applications for complex large-scale or mid-tier computer systems or LAN-based systems. Must have experience in database management systems, and use of programming languages. Must have knowledge of current storage and retrieval methods. Must be able to develop, manage, maintain, and evaluate state-of-the-art computer hardware, software, and software development tools; evaluate their ability to support specific requirements and interface with other equipment and systems; determine potential and actual bottlenecks, and propose recommendations for their elimination; and recommend systems improvements that will result in optimal hardware and software usage. Maintains servers, creates monitoring reports and logs, and ensures functionality of systems. Establishes backups and monitors site security. Updates and makes changes to hardware. Troubleshoots system errors and bugs. Interacts with applications developer for achieving overall technical integrity of client's Web site or computer systems.

Minimum Education/Degree: Bachelor of Science from an accredited college or university in computer science or related field of study or equivalent professional experience.
Minimum Years of Experience: 3 years of related experience in applicable field.

19. Publications/Production Specialist 2

Functional Responsibility: Possesses extensive knowledge in designated fields or disciplines related to publications and materials development and production. Requires significant experience in the production of publications and graphics materials. Performs a wide range of duties, such as Web graphics design and production of publications, brochures, covers, posters, illustration, and logos. Assists in ascertaining client needs, conceptualizes and implements graphic directions, and ensures specifications are met for assigned projects.

Minimum Education/Degree: Bachelor of Arts or Fine Arts.
Minimum Years of Experience: 5 years of related experience in applicable field.

20. Publications/Production Specialist 1

Functional Responsibility: Possesses demonstrated knowledge and experience in designated fields or disciplines related to publications and materials development and production. Assists in the production of publications and graphics materials. Performs a wide range of duties, such as Web graphics design and production of publications, brochures, covers, posters, illustration, and logos.

Minimum Education/Degree: Bachelor of Arts.
Minimum Years of Experience: 3 years of related experience in applicable field.

21. Publications/Production Specialist

Functional Responsibility: Possesses knowledge in designated fields or disciplines related to publications and materials development and production. Assists in the production of publications and graphics materials. Performs a wide range of duties, such as Web graphics design and production of publications, brochures, covers, posters, illustration, and logos.

Minimum Education/Degree: High School diploma.
Minimum Years of Experience: 2 years of related experience in applicable field.

22. Desktop Design/Layout Specialist

Functional Responsibility: Requires experience in using appropriate graphics software packages for illustrations, charts and graphs, page layout, photo design and production, and word processing. Requires ability to prepare camera-ready art in electronic formats. Also includes developing graphic artwork in a variety of media, using Macintosh and PC equipment.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of related experience in applicable field.

23. Scientific/Technical Writer 2

Functional Responsibility: Possesses extensive knowledge and experience in one or more designated scientific/technical fields or disciplines. Possesses significant experience in developing original topic or content. Researches, writes, and summarizes technical/scientific materials, manuals, and publications. Conceptualizes and writes original analytical, interpretive, documentary, and promotional scientific/technical copy.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 5 years of experience in applicable field.

24. Scientific/Technical Writer 1

Functional Responsibility: Possesses demonstrated knowledge and experience in a designated scientific/technical field or discipline. Responsible for developing scripts and written documentation. May be responsible for content development. Supports specific research, writing, and summarization of technical/scientific materials including manuals and publications. Writes analytical, interpretive, documentary, and promotional copy appropriate to knowledge and experience.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 3 years of experience in applicable field.

25. Scientific/Technical Writer

Functional Responsibility: Possesses knowledge in a designated scientific/technical field or discipline. Assists with the research, writing, and summarization of technical/scientific materials including manuals and publications. Assists in the writing of analytical, interpretive, documentary, and promotional copy.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of experience in applicable field.

26. Scientific/Technical Copyeditor 2

Functional Responsibility: Possesses extensive knowledge and experience in the use of all relevant writing, editing, style, and proofreading guidelines. Possesses significant experience related to reviewing and finalizing written materials, including handouts, posters, advertising materials, brochures, documents, and publishing collateral. Performs reference verification and prepares author queries for clarification and correction of textual materials. Makes suggestions for final page layout and document structure and presentation for readability. Provides final editing of written materials. May propose plan lay-out designs and recommend final disposition of products.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 5 year of experience in applicable field.

27. Scientific/Technical Copyeditor 1

Functional Responsibility: Possesses demonstrated knowledge and experience in the use of relevant writing, editing, style, and proofreading guidelines. Reviews and finalizes written materials, including handouts, posters, advertising materials, brochures, documents, and publishing collateral.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 3 year of experience in applicable field.

28. Scientific/Technical Copyeditor

Functional Responsibility: Possesses knowledge of relevant writing, editing, style, and proofreading guidelines. Assists with reviewing and finalizing written materials, including handouts, posters, advertising materials, brochures, documents, and publishing collateral.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of experience in applicable field.

29. Events Manager

Functional Responsibility: Possesses extensive knowledge and experience in designated field or discipline. Works with clients to arrange the details and logistics of meetings, conferences, and other events. Supervises the activities of events/logistics staff and convention personnel to make arrangements for hotels, meeting rooms, and other accommodations. Manages project staff for event activities, including arranging the availability of audiovisual equipment, transportation, displays, and other event needs; conducting postevent evaluations to determine how future events could be improved; conferring with staff at a chosen event site in order to coordinate details; consulting with customers to determine objectives and requirements for events such as meetings, conferences, and conventions; coordinating services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing, and event security; designing and implementing efforts to publicize events and promote sponsorships; developing event topics and choosing featured speakers; and directing administrative details such as financial operations. Attends conferences to resolve onsite problems in person.

Minimum Education/Degree: Bachelor s. Ideally possesses Certification in Meeting Planning and/or Events Planning.
Minimum Years of Experience: 5 years of experience in applicable field.

30. Events Support Specialist

Functional Responsibility: Performs administrative support activities to relieve client and senior staff of administrative details. Activities include preparation of mailings and other communications services, photocopying, organizing and maintaining files, and assisting with correspondence, reports and memos, proofing documents, and other word processing activities as required. Assists with events management activities as appropriate. High-level knowledge and experience in the use of events management and registration software, WordPerfect, Microsoft Word, and Excel required.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of experience in applicable field.

31. Project Support Specialist 1

Functional Responsibility: Performs administrative and higher-level clerical support activities to relieve client and senior staff of administrative details. Activities include mailings and other communications services, photocopying, organizing and maintaining files, and assisting with correspondence, reports and memos, and other projects as required. Operating knowledge of WordPerfect, Microsoft Word, and Excel required.

Minimum Education/Degree: Bachelor's.
Minimum Years of Experience: 1 year of experience in applicable field.

32. Project Support Specialist

Functional Responsibility: Performs clerical support activities to relieve client and senior staff of administrative details. Activities include preparation of mailings and other communications services, photocopying, organizing and maintaining files, and assisting with correspondence, reports and memos, and other projects as required. Operating knowledge of WordPerfect, Microsoft Word, and Excel required.

Minimum Education/Degree: High School diploma.
Minimum Years of Experience: No experience necessary.

33. Messenger/Courier

Functional Responsibility: Provides delivery/retrieval services for client-related materials, including bluelines, documents, artwork, graphics, publications, equipment, and conference-related props. Assists with preparation of mailings for client projects, including packing and timely delivery to USPS, FedEx, or UPS. Provides delivery and pickup services to clients on periodic schedules required to support project or contract requirements.

Minimum Education/Degree: None.
Minimum Years of Experience: None.

GSA PRICING
Labor category and hourly rate

Cygnus Corporation, Inc.
GSA Contract No. GS-23F-0385K
GSA Price List

No	Labor Category	SIN 541-3	SIN 541-4D	SIN 541-4F	2008 GSA rate
1	Corporate Account Manager	√	√	√	$ 150.83
2	Project/Contract Manager	√	√	√	$ 94.01
3	Task Manager	√	√	√	$ 89.59
4	Sr. Consultant	√	√	√	$ 159.41
5	Consultant	√	√	√	$ 121.15
6	Facilitator 2	√	√	√	$ 366.00
7	Facilitator 1	√	√	√	$ 140.28
8	Analyst/Expert	√	√	√	$ 255.05
9	Subject Matter Specialist 2	√	√	√	$ 255.05
10	Subject Matter Specialist 1	√	√	√	$ 95.64
11	Subject Matter Specialist	√	√	√	$ 62.63
12	Web Site Designer	√	√	√	$ 95.64
13	Web Site Manager	√	√	√	$ 74.37
14	Web Site Specialist	√	√	√	$ 61.71
15	Application Development/Programming	√	√	√	$ 74.37
16	Database Developer	√	√	√	$ 107.12
17	Database Specialist	√	√	√	$ 74.37
18	Computer/IT Specialist	√	√	√	$ 84.02
19	Publications/Production Specialist 2	√	√	√	$ 76.81
20	Publications/Production Specialist 1	√	√	√	$ 56.24
21	Publications/Production Specialist	√	√	√	$ 53.34
22	Desktop Design/Layout Specialist	√	√	√	$ 76.81
23	Scientific/Technical Writer 2	√	√	√	$ 191.29
24	Scientific/Technical Writer 1	√	√	√	$ 76.52
25	Scientific/Technical Writer	√	√	√	$ 61.71
26	Scientific/Technical Copyeditor 2	√	√	√	$ 95.64
27	Scientific/Technical Copyeditor 1	√	√	√	$ 76.52
28	Scientific/Technical Copyeditor	√	√	√	$ 61.71
29	Events Manager	√	√	√	$ 63.41
30	Events Support Specialist	√	√	√	$ 56.82
31	Project Support Specialist 1	√	√	√	$ 54.73
32	Project Support Specialist	√	√	√	$ 35.56
33	Courier	√	√	√	$ 42.30

FOB: Destination
Payment Terms 30 days
Commercial Hourly Rate - N/A
Government Hourly Rate - N/A
Annual Escalation Factor - 4.0% or less

Volume Discounts
1% on contracts > $250,000.00
1.5% on contracts > $500,000.00
2% on contracts > $750,000.00

Other Direct Costs

For SIN 541-2000	
Other ODCs	per piece
printing per page*	$ 0.03526
*Includes IFF	

Awarded Other Direct Costs (ODCs) are comprised of the components above and are directly applicable to the services provided. Agency orders may alter the type, quality, and timing of each component and thus result in lower/higher price for specific requirements Based on the specific task identified at the task order level, Clause 552.238-75 Price Reductions may be used to provide a proposed fixed price to the agency to more accurately reflect the actual work required. Orders may not exceed the awarded ODCs as specified above without a modification to this contract.