



Schedule

U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

CONTRACTOR:

OMEGA WORLD TRAVEL, INC.

3102 OMEGA OFFICE PARK

FAIRFAX, VA 220312400

Contract Number: GS33F0027P

Schedule Title : **Travel Services Solutions**

Product Service Code : **V999**

DUNS# : **062363593**

Contract Period : **August 20, 2014 - June 20, 2019**

Business Size : **Other than Small Business**

Contract Administrator : **GORAN GLIGOROVIC**

Phone Number : **571-431-1341**

Fax Number : **703-359-8889**

Web Site : <https://www.owt.net>

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.
<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit
<http://www.gsa.gov/portal/content/197989>

Awarded service information listed by Special Item Numbers (SINS):

SIN:599 1000 - Contract Support Items

24-Emergency Service Center Call

24-hour emergency service provided by Omega-owned call center.

Overtime Rate:	-
Unit of Issue:	Per Call
08/20/2014 – 08/19/2015:	\$16.95
08/20/2015 – 08/19/2016:	\$16.95
08/20/2016 – 08/19/2017:	\$17.46
08/20/2017 – 08/19/2018:	\$17.97
08/20/2018 – 06/20/2019:	\$18.53

Auto Track/Refund of Unused Tickets

Automated tracking and/or refund of unused e-tickets

Overtime Rate:	-
Unit of Issue:	Per Ticket
08/20/2014 – 08/19/2015:	\$.01
08/20/2015 – 08/19/2016:	\$.01
08/20/2016 – 08/19/2017:	\$.01
08/20/2017 – 08/19/2018:	\$.01
08/20/2018 – 06/20/2019:	\$.01

Custom Traveler Profile System

Custom online traveler profile system

Overtime Rate:	-
Unit of Issue:	Per Person
08/20/2014 – 08/19/2015:	\$.01
08/20/2015 – 08/19/2016:	\$.01
08/20/2016 – 08/19/2017:	\$.01
08/20/2017 – 08/19/2018:	\$.01
08/20/2018 – 06/20/2019:	\$.01

Frequent Flyer Miles Services

Handling of Frequent Flyer Miles

Overtime Rate:	-
Unit of Issue:	Per Ticket
08/20/2014 – 08/19/2015:	\$.01
08/20/2015 – 08/19/2016:	\$.01
08/20/2016 – 08/19/2017:	\$.01
08/20/2017 – 08/19/2018:	\$.01
08/20/2018 – 06/20/2019:	\$.01

Full-Service Onsite/Offsite Manager Level I

Level I: Pricing valid for these locations: Atlanta, Boston, Chicago, Dallas, Denver, Florida Keys, Houston, Long Island, Los Angeles, Miami, Minneapolis, New Orleans, New York City, Newark, Oakland, Philadelphia, Portland, Puerto Rico, Raleigh/Durham, San Francisco, San Antonio, Seattle, Washington, DC, State of Alaska, State of Hawaii, U.S. Virgin Islands. These locations/cities to include the surrounding counties (E.g. Montgomery County, MD, would be included in Washington, DC, as would Fairfax County in VA.) This pricing is inclusive of their benefits which is 22% of the salary.

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$67,686.76
08/20/2015 – 08/19/2016:	\$67,686.76
08/20/2016 – 08/19/2017:	\$69,717.36
08/20/2017 – 08/19/2018:	\$71,808.88
08/20/2018 – 06/20/2019:	\$73,963.15

Full-Service Onsite/Offsite Manager Level II

Level II: Pricing valid for these locations: Baltimore, Baton Rouge, Boise, Cincinnati, Cleveland, Des Moines, Indianapolis, Jacksonville, FL, Kansas City, Memphis, Orlando, Phoenix, Pittsburgh, Sacramento, Tucson. These locations/cities to include surrounding counties. This pricing is inclusive of their benefits which is 22% of the salary.

Overtime Rate:	-
Unit of Issue:	Per Year
06/21/2012 – 06/20/2013:	\$54,149.41
06/21/2013 – 06/20/2014:	\$54,149.41
08/20/2014 – 08/19/2015:	\$55,773.89
08/20/2015 – 08/19/2016:	\$57,447.11
08/20/2016 – 08/19/2017:	\$59,170.52

Full-Service Onsite/Offsite Manager Level III

Level III: All other markets in Continental US not included in Levels I & II. This pricing is inclusive of their benefits which is 22% of the salary.

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$47,380.10
08/20/2015 – 08/19/2016:	\$47,380.10
08/20/2016 – 08/19/2017:	\$48,801.51
08/20/2017 – 08/19/2018:	\$50,265.55
08/20/2018 – 06/20/2019:	\$51,773.52

Full-Service Onsite/Offsite Travel Agent Level I

Level I: Pricing valid for these locations: Atlanta, Boston, Chicago, Dallas, Denver, Florida Keys, Houston, Long Island, Los Angeles, Miami, Minneapolis, New Orleans, New York City, Newark, Oakland, Philadelphia, Portland, Puerto Rico, Raleigh/Durham, San Francisco, San Antonio, Seattle, Washington, DC, State of Alaska, State of Hawaii, U.S. Virgin Islands. These locations/cities to include the surrounding counties (E.g. Montgomery County, MD, would be included in Washington, DC, as would Fairfax County in VA.) This pricing is inclusive of their benefits which is 22% of the salary.

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$58,210.74
08/20/2015 – 08/19/2016:	\$58,210.74
08/20/2016 – 08/19/2017:	\$59,957.06
08/20/2017 – 08/19/2018:	\$61,755.77
08/20/2018 – 06/20/2019:	\$63,608.44

Full-Service Onsite/Offsite Travel Agent Level II

Level II: Pricing valid for these locations: Baltimore, Baton Rouge, Boise, Cincinnati, Cleveland, Des Moines, Indianapolis, Jacksonville, FL, Kansas City, Memphis, Orlando, Phoenix, Pittsburgh, Sacramento, Tucson. These locations/cities to include surrounding counties. This pricing is inclusive of their benefits which is 22% of the salary.

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$44,673.39
08/20/2015 – 08/19/2016:	\$44,673.39
08/20/2016 – 08/19/2017:	\$46,013.59
08/20/2017 – 08/19/2018:	\$47,393.99
08/20/2018 – 06/20/2019:	\$48,815.81

Full-Service Onsite/Offsite Travel Agent Level III

Level III: All other markets in Continental US not included in Levels I & II. This pricing is inclusive of their benefits which is 22% of the salary.

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$40,612.06
08/20/2015 – 08/19/2016:	\$40,612.06
08/20/2016 – 08/19/2017:	\$41,830.42
08/20/2017 – 08/19/2018:	\$43,085.33
08/20/2018 – 06/20/2019:	\$44,377.89

Full-Service Transaction Fee for Agent Level I

Level I: Pricing valid for these locations: Atlanta, Boston, Chicago, Dallas, Denver, Florida Keys, Houston, Long Island, Los Angeles, Miami, Minneapolis, New Orleans, New York City, Newark, Oakland, Philadelphia, Portland, Puerto Rico, Raleigh/Durham, San Francisco, San Antonio, Seattle, Washington, DC, State of Alaska, State of Hawaii, U.S. Virgin Islands. These locations/cities to include the surrounding counties (E.g. Montgomery County, MD, would be included in Washington, DC, as would Fairfax County in VA.)

Overtime Rate:	-
Unit of Issue:	Per Transaction
08/20/2014 – 08/19/2015:	\$12.46
08/20/2015 – 08/19/2016:	\$12.46
08/20/2016 – 08/19/2017:	\$12.84
08/20/2017 – 08/19/2018:	\$13.22
08/20/2018 – 06/20/2019:	\$13.62

Full-Service Transaction Fee for Agent Level II

Level II: Pricing valid for these locations: Baltimore, Baton Rouge, Boise, Cincinnati, Cleveland, Des Moines, Indianapolis, Jacksonville, FL, Kansas City, Memphis, Orlando, Phoenix, Pittsburgh, Sacramento, Tucson. These locations/cities to include surrounding counties.

Overtime Rate:	-
Unit of Issue:	Per Transaction
08/20/2014 – 08/19/2015:	\$12.46
08/20/2015 – 08/19/2016:	\$12.46
08/20/2016 – 08/19/2017:	\$12.84
08/20/2017 – 08/19/2018:	\$13.22
08/20/2018 – 06/20/2019:	\$13.62

Full-Service Transaction Fee for Agent Level III

Level III: All other markets in Continental US not included in Levels I & II.

Overtime Rate:	-
Unit of Issue:	Per Transaction
08/20/2014 – 08/19/2015:	\$12.46
08/20/2015 – 08/19/2016:	\$12.46
08/20/2016 – 08/19/2017:	\$12.84
08/20/2017 – 08/19/2018:	\$13.22
08/20/2018 – 06/20/2019:	\$13.62

Online Reporting - Standard and Custom

Online reporting for standard and custom reports - Fee is for custom/adhoc reports only. This fee represents the minimum fee based on complexity of report requested.

Overtime Rate:	-
Unit of Issue:	Per Report
08/20/2014 – 08/19/2015:	\$154.50
08/20/2015 – 08/19/2016:	\$154.50
08/20/2016 – 08/19/2017:	\$159.14
08/20/2017 – 08/19/2018:	\$163.91
08/20/2018 – 06/20/2019:	\$168.83

Online Traveler Resource Info

Online traveler resource information

Overtime Rate:	-
Unit of Issue:	Per Call
08/20/2014 – 08/19/2015:	\$.01
08/20/2015 – 08/19/2016:	\$.01
08/20/2016 – 08/19/2017:	\$.01
08/20/2017 – 08/19/2018:	\$.01
08/20/2018 – 06/20/2019:	\$.01

Rent: Dedicated Offsite 1 Person Office

Rent for Dedicated Local Off-site Office 1 agent

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$22,192.38
08/20/2015 – 08/19/2016:	\$22,192.38
08/20/2016 – 08/19/2017:	\$22,858.15
08/20/2017 – 08/19/2018:	\$23,543.90
08/20/2018 – 06/20/2019:	\$24,250.21

Rent: Dedicated Offsite 2 Person Office

Rent for Dedicated Local Off-site Office 2 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$27,740.99
08/20/2015 – 08/19/2016:	\$27,740.99
08/20/2016 – 08/19/2017:	\$28,573.22
08/20/2017 – 08/19/2018:	\$29,430.42
08/20/2018 – 06/20/2019:	\$30,313.33

Rent: Dedicated Offsite 3 Person Office

Rent for Dedicated Local Off-site Office 3 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$33,289.60
08/20/2015 – 08/19/2016:	\$33,289.60
08/20/2016 – 08/19/2017:	\$34,288.29
08/20/2017 – 08/19/2018:	\$35,316.94
08/20/2018 – 06/20/2019:	\$36,376.44

Rent: Dedicated Offsite 4 Person Office

Rent for Dedicated Local Off-site Office 4 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$38,838.21
08/20/2015 – 08/19/2016:	\$38,838.21
08/20/2016 – 08/19/2017:	\$40,003.36
08/20/2017 – 08/19/2018:	\$41,203.46
08/20/2018 – 06/20/2019:	\$42,439.56

Rent: Dedicated Offsite 5 Person Office

Rent for Dedicated Local Off-site Office 5 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$44,386.82
08/20/2015 – 08/19/2016:	\$44,386.82
08/20/2016 – 08/19/2017:	\$45,718.42
08/20/2017 – 08/19/2018:	\$47,089.98
08/20/2018 – 06/20/2019:	\$48,502.68

Rent: Dedicated Offsite 6 Person Office

Rent for Dedicated Local Off-site Office 6 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$49,935.43
08/20/2015 – 08/19/2016:	\$49,935.43
08/20/2016 – 08/19/2017:	\$51,433.49
08/20/2017 – 08/19/2018:	\$52,976.50
08/20/2018 – 06/20/2019:	\$54,565.79

Rent: Dedicated Offsite 7 Person Office

Rent for Dedicated Local Off-site Office 7 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$55,484.04
08/20/2015 – 08/19/2016:	\$55,484.04
08/20/2016 – 08/19/2017:	\$57,148.56
08/20/2017 – 08/19/2018:	\$58,863.02
08/20/2018 – 06/20/2019:	\$60,628.91

Rent: Dedicated Offsite 8 Person Office

Rent for Dedicated Local Off-site Office 8 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$61,032.65
08/20/2015 – 08/19/2016:	\$61,032.65
08/20/2016 – 08/19/2017:	\$62,863.63
08/20/2017 – 08/19/2018:	\$64,749.54
08/20/2018 – 06/20/2019:	\$66,692.02

Rent: Dedicated Offsite 9 Person Office

Rent for Dedicated Local Off-site Office 9 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$66,581.26
08/20/2015 – 08/19/2016:	\$66,581.26
08/20/2016 – 08/19/2017:	\$68,578.70
08/20/2017 – 08/19/2018:	\$70,636.06
08/20/2018 – 06/20/2019:	\$72,755.14

Rent: Dedicated Offsite 10 Person Office

Rent for Dedicated Local Off-site Office 10 agents

Overtime Rate:	-
Unit of Issue:	Per Year
08/20/2014 – 08/19/2015:	\$66,581.26
08/20/2015 – 08/19/2016:	\$66,581.26
08/20/2016 – 08/19/2017:	\$68,578.70
08/20/2017 – 08/19/2018:	\$70,636.06
08/20/2018 – 06/20/2019:	\$72,755.14

Ticket Delivery - Express mail, 2nd day

Express Mail - 2nd day delivery

Overtime Rate:	-
Unit of Issue:	Per Package
08/20/2014 – 08/19/2015:	\$10.60
08/20/2015 – 08/19/2016:	\$10.60
08/20/2016 – 08/19/2017:	\$10.92
08/20/2017 – 08/19/2018:	\$11.24
08/20/2018 – 06/20/2019:	\$11.58

Ticket Delivery - Express mail, next day

Express Mail - next day delivery

Overtime Rate:	-
Unit of Issue:	Per Package
08/20/2014 – 08/19/2015:	\$13.70
08/20/2015 – 08/19/2016:	\$13.70
08/20/2016 – 08/19/2017:	\$14.11
08/20/2017 – 08/19/2018:	\$14.53
08/20/2018 – 06/20/2019:	\$14.97

Ticket Delivery - International Express

International Express Delivery - Not to exceed shipment of .5 lbs

Overtime Rate:	-
Unit of Issue:	Per Package
08/20/2014 – 08/19/2015:	\$123.17
08/20/2015 – 08/19/2016:	\$123.17
08/20/2016 – 08/19/2017:	\$126.86
08/20/2017 – 08/19/2018:	\$130.67
08/20/2018 – 06/20/2019:	\$134.59

Ticket Delivery - US Mail 1st class

US Mail - First Class

Overtime Rate:	-
Unit of Issue:	Per Package
08/20/2014 – 08/19/2015:	\$5.60
08/20/2015 – 08/19/2016:	\$5.60
08/20/2016 – 08/19/2017:	\$5.77
08/20/2017 – 08/19/2018:	\$5.94
08/20/2018 – 06/20/2019:	\$6.12

Ticket Delivery via email or web

Electronic Tickets

Overtime Rate:	-
Unit of Issue:	Per Package
08/20/2014 – 08/19/2015:	\$.01
08/20/2015 – 08/19/2016:	\$.01
08/20/2016 – 08/19/2017:	\$.01
08/20/2017 – 08/19/2018:	\$.01
08/20/2018 – 06/20/2019:	\$.01

Train the Trainer

Train the Trainer for OWT provided software

Overtime Rate:	-
Unit of Issue:	Per Course
08/20/2014 – 08/19/2015:	\$.01
08/20/2015 – 08/19/2016:	\$.01
08/20/2016 – 08/19/2017:	\$.01
08/20/2017 – 08/19/2018:	\$.01
08/20/2018 – 06/20/2019:	\$.01

SIN:599 2 - Travel Agent Services

Full Service, Air/Rail, Domestic

Transaction:	A
Domestic/International:	D
Full vs. Self Service:	F
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction A
08/20/2014 – 08/19/2015:	\$26.73
08/20/2015 – 08/19/2016:	\$26.73
08/20/2016 – 08/19/2017:	\$27.54
08/20/2017 – 08/19/2018:	\$28.37
08/20/2018 – 06/20/2019:	\$29.22

Full Service, Air/Rail, Int'l

Transaction:	A
Domestic/International:	I
Full vs. Self Service:	F
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction A
08/20/2014 – 08/19/2015:	\$32.98
08/20/2015 – 08/19/2016:	\$32.98
08/20/2016 – 08/19/2017:	\$33.97
08/20/2017 – 08/19/2018:	\$34.99
08/20/2018 – 06/20/2019:	\$36.04

Full Service, Hotel/Car Only, Domestic

Transaction:	B
Domestic/International:	D
Full vs. Self Service:	F
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction B
08/20/2014 – 08/19/2015:	\$12.46
08/20/2015 – 08/19/2016:	\$12.46
08/20/2016 – 08/19/2017:	\$12.84
08/20/2017 – 08/19/2018:	\$13.22
08/20/2018 – 06/20/2019:	\$13.62

Full Service, Hotel/Car Only, Int'l

Transaction:	B
Domestic/International:	I
Full vs. Self Service:	F
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction B
08/20/2014 – 08/19/2015:	\$12.46
08/20/2015 – 08/19/2016:	\$12.46
08/20/2016 – 08/19/2017:	\$12.84
08/20/2017 – 08/19/2018:	\$13.22
08/20/2018 – 06/20/2019:	\$13.62

Self Service, Air/Rail, Domestic

Transaction:	A
Domestic/International:	D
Full vs. Self Service:	S
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction A
08/20/2014 – 08/19/2015:	\$6.55
08/20/2015 – 08/19/2016:	\$6.55
08/20/2016 – 08/19/2017:	\$6.75
08/20/2017 – 08/19/2018:	\$6.95
08/20/2018 – 06/20/2019:	\$7.16

Self Service, Air/Rail, Int'l

Transaction:	A
Domestic/International:	I
Full vs. Self Service:	S
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction A
08/20/2014 – 08/19/2015:	\$6.55
08/20/2015 – 08/19/2016:	\$6.55
08/20/2016 – 08/19/2017:	\$6.75
08/20/2017 – 08/19/2018:	\$6.95
08/20/2018 – 06/20/2019:	\$7.16

Self Service, Hotel/Car Only, Domestic

Transaction:	B
Domestic/International:	D
Full vs. Self Service:	S
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction B
08/20/2014 – 08/19/2015:	\$1.86
08/20/2015 – 08/19/2016:	\$1.86
08/20/2016 – 08/19/2017:	\$1.92
08/20/2017 – 08/19/2018:	\$1.98
08/20/2018 – 06/20/2019:	\$2.04

Self Service, Hotel/Car Only, Int'l

Transaction:	B
Domestic/International:	I
Full vs. Self Service:	S
Domestic vs. Foreign Based:	D
Unit of Issue:	Transaction B
08/20/2014 – 08/19/2015:	\$1.86
08/20/2015 – 08/19/2016:	\$1.86
08/20/2016 – 08/19/2017:	\$1.92
08/20/2017 – 08/19/2018:	\$1.98
08/20/2018 – 06/20/2019:	\$2.04

SIN:599 3 - Lodging Negotiations and Management Services

Destination Analysis/Site Selection

Range Start:	N/A
Range End:	N/A
Unit of Issue:	Per Hour
08/20/2014 – 08/19/2015:	\$77.25
08/20/2015 – 08/19/2016:	\$77.25
08/20/2016 – 08/19/2017:	\$79.57
08/20/2017 – 08/19/2018:	\$81.95
08/20/2018 – 06/20/2019:	\$84.41

Lodging Contract Negotiations

Range Start:	N/A
Range End:	N/A
Unit of Issue:	Per Hour
08/20/2014 – 08/19/2015:	\$128.75
08/20/2015 – 08/19/2016:	\$128.75
08/20/2016 – 08/19/2017:	\$132.61
08/20/2017 – 08/19/2018:	\$136.59
08/20/2018 – 06/20/2019:	\$140.69

Management Reporting

Range Start:	N/A
Range End:	N/A
Unit of Issue:	Per Hour
08/20/2014 – 08/19/2015:	\$51.50
08/20/2015 – 08/19/2016:	\$51.50
08/20/2016 – 08/19/2017:	\$53.05
08/20/2017 – 08/19/2018:	\$54.64
08/20/2018 – 06/20/2019:	\$56.28

Preferred Hotel Web Portal

Range Start:	N/A
Range End:	N/A
Unit of Issue:	Per Hour
08/20/2014 – 08/19/2015:	\$51.50
08/20/2015 – 08/19/2016:	\$51.50
08/20/2016 – 08/19/2017:	\$53.05
08/20/2017 – 08/19/2018:	\$54.64
08/20/2018 – 06/20/2019:	\$56.28

Project Management

Range Start:	N/A
Range End:	N/A
Unit of Issue:	Per Hour
08/20/2014 – 08/19/2015:	\$77.25
08/20/2015 – 08/19/2016:	\$77.25
08/20/2016 – 08/19/2017:	\$79.57
08/20/2017 – 08/19/2018:	\$81.95
08/20/2018 – 06/20/2019:	\$84.41

RFP design, distribution, & administration

Range Start:	N/A
Range End:	N/A
Unit of Issue:	Per Hour
08/20/2014 – 08/19/2015:	\$103.00
08/20/2015 – 08/19/2016:	\$103.00
08/20/2016 – 08/19/2017:	\$106.09
08/20/2017 – 08/19/2018:	\$109.27
08/20/2018 – 06/20/2019:	\$112.55

Room Res Software & Room Block Management Report

Range Start:	N/A
Range End:	N/A
Unit of Issue:	Per Transaction
08/20/2014 – 08/19/2015:	\$20.60
08/20/2015 – 08/19/2016:	\$20.60
08/20/2016 – 08/19/2017:	\$21.22
08/20/2017 – 08/19/2018:	\$21.85
08/20/2018 – 06/20/2019:	\$22.51

SIN:599 99 - Strategic Meetings Management Program Consultation

Pricing for SMMP Services Listed Below:

1. **Strategic Meetings Management Consultant.....\$106/HR**
2. **Program Manager.....\$80/HR**
3. **Discovery Support.....\$53/HR**

SMMP Consulting Services Overview

Omega’s SMMP team of consultants are qualified and available to consult on any or all of the following areas which cover consulting and processes related to the initial stages of SMM program policy and procedure development; implementation; training; policy compliance and success measurement.

Specific Areas of Strategic Meetings Management Program Consultation

Opportunity Analysis - Review corporate financials, identify potential volume of meetings. Examine business meeting mix, understand who is planning meetings.

Business Plan Development - Executive summary, data review, savings opportunity, SMMP proposal

Meeting Policy Development - Review existing travel policy, cultural appraisal, global and regional variations, communication planning.

Assessment of Technology Providers - Automated approval process, data collection requirements, functionality options, on-line registration, end-to-end booking solutions.

PreferredSupplier Program - Identify supplier categories, determine number of suppliers per category, support RFI and RFP process, establish pricing, perform supplier training.

Communication Planning - Change management, Global meeting forum development.

Staff Categories:

1. Strategic Meetings Management Consultant

Our SMM consultant is certified by the GBTA (SMMC) in best practices in developing and implementing a quality SMM Program. The SMMC works directly with the client’s designated project lead and key stakeholders through the program development process.

Key areas of responsibility of the SMMP consultant include development of processes which will:

- Increase visibility into meeting and event volume, spend, types and venues
- Reduce legal/regulatory, financial, operational and intangible risks by creating policy or guidelines and compliance tracking
- Reduce costs with suppliers by formal negotiations, using standard contracts, and cancellation/attrition penalties
- Reduce number of suppliers and create preferred supplier programs for increased savings
- Reduce duplication of effort by aligning all meeting business into professional planning teams or formalizing outsourced relationships
- Leverage spend with suppliers for business travel (transient) and groups, meetings and event spend
- Prepare for crisis management situations by knowing where all meetings/events are occurring and monitoring participant well-being
- Capitalize on professional planning skill sets to ensure consistency and quality across all meetings/events
- Analyze and report return on investment (“ROI”) in addition to other metrics while gaining 10% - 20% savings
- Automate processes to improve planner efficiency and maximize productivity

The level of program success and cost savings is directly related to our joint ability to drive adoption of new programs and policies. To that end, the SMMC works with the Project Manager through the Discovery and implementation portions of the program, as well as strategies to drive adoption of the meetings policy, and technology tools.

2. Project Manager

The Project Manager is the Omega focal point for the Client program and is responsible for overseeing implementation activities in its entirety, including, but not limited to following activities. Project Manager will be dedicated to take a lead to ensure successful implementation planning and execution of SMMP.

- Implementation planning – establish high level mile stones with key dates such as Discovery start date and go live date, detailed level implementation actions in order to meet the key milestones, resource allocation and track status
- Implementation weekly calls – schedule and lead weekly implementation calls with the Client SMMP implementation team to review status and any pending action items to close. Develop a standard implementation weekly log which includes, but not limited to, implementation timeline (high level and detailed level) and status of each actions.
- Hotel contracts – Develop draft hotel contracts for Client’s review based on size and type of meetings. Lead negotiations with hotel chains and coordinate with Client Business Units to finalize the contracts.
- Communication – coordinate with the Client communication focus group to develop effective communication strategy to promote the SMMP program and increase adoption across Client Business Units. Share expertise and experiences of success communication methods.
- Training – In order to ensure adoption of the program, promotion and campaign of the SMMP program will be critical. Coordinate with the Client training focus group to develop training strategy based on needs. As part of Discovery, it is planned to publish a survey at Client Business Units to identify potential meeting planners/organizers. Based on demographics, make recommendations to the training group on training locations and methods such as demo, lunch and learn, user trainings, etc. Project Manager should coordinate with the training staff at Omega and any technology implementation lead for any demo and training of the selected tool.
- Discovery – schedule Discovery meetings with Client Business Units meeting planners along with the Discovery Support Staff. Develop a standard tool to document current states and findings and recommendations for future state. To be most effective and productive, make the best efforts to meet Client Business Units meeting planners face to face.
- Hotel sourcing and meeting site – develop a standard work for the hotel sourcing, which clearly documents steps required for meeting planners to request sourcing and registration support. It is planned to develop a meeting site on the Client intranet site with meeting related information for the Client meeting planners and access links to various forms, tools and hotel contracts. Project Manager will make recommendations, share ideas and assign necessary resources from Omega and technology provider to create the Client meeting site.

3. Discovery Support Staff

Discovery Support Staff will lead and support the Project Manager with Discovery activities for Client Business Units.

Job Description:

- Develop, Disburse and Review Surveys to Identify Agency Meeting Owners and Planners
- Conduct Discovery Meetings to determine needs, usage, quantity and types of events
- Compile collected information for analysis

Terms and Conditions:

1. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

SIN	Description
599 1000	Contract Support Items
599 2	Travel Agent Services
599 3	Lodging Negotiations and Management Services

2. Maximum order per SIN:

SIN	Maximum Order
599 1000	\$1,000,000.00
599 2	\$1,000,000.00
599 3	\$1,000,000.00

3. Minimum order:

\$50.00

4. Geographic Coverage:

WorldWide

5. Point(s) of production (city, county, and State or foreign country):

N/A

6. Quantity Discounts:

N/A

7. Prompt payment terms:

0%-0 0%-0 NET 30

8. Government purchase cards accepted above the micro-purchase threshold:

Yes

9. Government purchase cards are accepted at or below the micro-purchase threshold:

Yes

10. Foreign Items:

N/A

11. Time of Delivery:

0 Days From date of award to date of completion (services only)

12. Expedited Delivery:

Items available for expedited delivery are noted in this price list.

13. Overnight and 2-Day Delivery:

We will provide overnight and 2-day delivery services. Prices are listed in pricing chart.

14. Urgent requirements:

Agencies can contact Omega at ordering address if in need of a faster delivery requirement.

15. F.O.B. points:

- Alaska : W - Worldwide. (CONUS=destination. Outside CONUS=origin)
- Continental US : W - Worldwide. (CONUS=destination. Outside CONUS=origin)
- Hawaii : W - Worldwide. (CONUS=destination. Outside CONUS=origin)
- Puerto Rico : W - Worldwide. (CONUS=destination. Outside CONUS=origin)

16. Ordering Addresses:

1	Omega World Travel Proposals 3102 Omega Office Park Fairfax, VA 22031 USA Ph:703-359-0200 Fax:703-359-8889 proposals@owt.net
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17. Ordering Procedures:

The ordering procedures, information on Blanket Purchase Agreements and a sample BPA can be found at the GSA/FSS Schedule homepage (www.gsa.gov/schedules).

18. Payment Addresses:

1	Omega World Travel Accounting 3102 Omega Office Park Fairfax, VA 22031 USA Ph:703-359-0200 Fax:703-359-8889 proposals@owt.net
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19. Warranty Provision:

N/A.

20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

Omega accepts government credit card for making reservations and payment.

21. Terms and conditions of repair parts:

N/A.

22. Terms and conditions for any other services:

See pricing chart.

23. Terms and conditions of rental, maintenance, and repair:

N/A.

24. Terms and conditions of installation:

N/A.

25. List of service and distribution points:

See pricing chart.

26. List of participating dealers:

N/A.

27. Preventative maintenance:

N/A.

28. Special attributes such as environmental attributes:

N/A.

29. Section 508 compliance information:

Omega is Section 508 compliant. Details will be provided upon request.

30. Data Universal Number System (DUNS) number:

062363593