

**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE 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 <http://www.GSAAdvantage.gov>. Agencies can also browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

SCHEDULE 599 – TRAVEL SERVICES SOLUTIONS

FSC/PSC Code : V999

SIN 599 1 --- Travel Consulting Services

FSC/PSC Class V999 OTHER TRAVEL SVCS --- Travel Consultant Services

SIN 599 3 --- Lodging Negotiations and Management Services

FSC/PSC Class V231 LODGING - HOTEL/MOTEL --- Lodging Negotiations and Management Services

SIN 599 1000 --- Contract Support Items

FSC/PSC Class V999 OTHER TRAVEL SVCS --- Contract Support Items



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Contract Number: GS-33F-0040W
Period Covered by Contract: March 17, 2015 - March 16, 2020

Service Disabled Veteran Owned Small Business
General Services Administration Federal Supply Service

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

COMPANY PROFILE

Established in 2002, POTHOS is a boutique, full service meeting management, event logistics, and corporate travel company. As recognized experts in planning & global travel services, we provide a personalized experiential approach. Cutting edge technologies such as e-travel booking tools, cost saving resources and over 35 offices around the world position us as an industry leader. We maintain unsurpassed value, dependability and service to our clients. We hold Disabled Veteran Owned and Small Business certifications with the State of California and the United States Federal Government as well as prestigious industry certifications & involvement demonstrating our industry leadership.

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers:

SIN 599 1 -Travel Consulting Services

SIN 599 3 -Lodging Negotiations and Management Services

SIN 599 1000 - Contract Support Items

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

SIN 599 1 –Travel Accounting Specialist \$43.52/hour

SIN 599 3 -Relocation Specialist \$38.08/hour

SIN 599 1000 - On-Site Non-Technical Meeting Planner \$450.00 (daily)

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

SIN	Description/ Service	GSA Rate w/ IFF
599 1	Executive Program Manager - hourly	\$108.81
599 1	Travel Program Manager - hourly	\$81.61
599 1	Travel Agent - hourly	\$54.40
599 1	Travel Analyst - hourly	\$43.52
599 1	Travel Accounting Specialist - hourly	\$43.52
599 3	Relocation Specialist - hourly	\$38.08
599 3	Support Specialist - hourly	\$38.08
599 1000	On Site Technical Planner - daily	\$550.00
599 1000	On Site Non Technical Planner - daily	\$450.00

2. Maximum order: **\$1,000,000**
3. Minimum order: **\$50.00**
4. Geographic coverage (delivery area): **Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities.**
5. Point(s) of production (city, county, and state, or foreign country): **San Diego, CA**
6. Discount from list prices or statement of net prices: **Prices shown are net prices; basic discounts have been deducted.**
7. Quantity Discounts: **Not Applicable**

8. Prompt payment terms: **net 30 days**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
Government Purchase Cards will be accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign items: **Not applicable**

11a. Time of Delivery: **As specified on agency task order and mutually agreed**

11b. Expedited delivery: **As specified on agency task order and mutually agreed**

11c. Overnight and 2-day delivery: **As specified on agency task order and mutually agreed**

11d. Urgent Requirements. **The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.**

12. F.O.B. point(s): **Destination**

13a. Ordering address:

**POTHOS, Inc.
2260 El Cajon Blvd, #474
San Diego, CA 92104-1192
Phone: (619) 546-0621
Fax: (413) 723-7838**

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:

**POTHOS, Inc.
2260 El Cajon Blvd, #474
San Diego, CA 92104-1192**

15. Warranty Provision:

Standard Commercial Warranty

16. Export packing charges: **Not applicable**

17. Terms and conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level): **Government Purchase Cards are accepted above the micro-purchase threshold.**

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 services and distribution points: **Not applicable**

22. List of participating dealers (if applicable).: **Not applicable**

23. Preventive maintenance: Not applicable 24a. Special attributes such as environmental attributes:
Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not applicable**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: **Not applicable**

25. Data Universal Number System (DUNS) number: **117929963**

26. Notification regarding registration in Central Contractor Registration (CCR) database:
POTHOS, Inc. has registered with the Central Contractor Registration database. The CAGE code is 3F7G9.

LABOR CATEGORY DESCRIPTIONS

Executive Program Manager

Job Responsibilities:

- Has a thorough understanding of travel and lodging management, services and negotiations as required by client.
- Establishes and communications to staff the details and obligations pertaining to each individual project and its requirements.
- Completes Project Checklist/Timeline and establishes work flow schedule to facilitate prompt and accurate handling of all administrative details and communicates information effectively and in a timely manner, for all air, rail, car rental, and lodging, which would include transient, extended stay and corporate housing needs.
- Plans, participates and reports on lodging selection and negotiations.
- Completes travel and ticketing setup of details to initiate accuracy amongst team members within the travel management group and support groups.
- Coordinates communications between internal Information Technology support and clients with respect to their request to provide internet communications for travelers.
- Communicates and negotiates with suppliers to finalize all travel and/or lodging details.
- Requests all supplier payments and provides post-travel/lodging feedback to suppliers.
- Monitors hotel attrition dates with client contact and Account Manager to minimize potential cancellation penalties.
- Monitors all deadline dates with client contact and appropriate managers to minimize all travel cancellation penalties.
- Develops detailed travel itineraries and conducts the staff briefings accordingly.
- Develops detailed lodging information and contacts as appropriate.
- Provides on-site leadership staff to travelers assigned to program as required.
- Oversees relationships with airlines, transportation suppliers, hotels and other lodging providers.
- Coordinates a travel/lodging debriefing with support departments and clients as required.
- Maintains proactive, positive, and open lines of communications to ensure understanding of expectations and satisfaction throughout the life of a project.
- Demonstrates ability to operate within industry best practices.
- Sets up guidelines with internal & external customers for travel and/or lodging arrangements, bookings, ticketing, business, delivery and destination services, loyalty programs, international services, invoicing, reconciliation, quality control and reporting.
- Sets up electronic lodging requests, proposal systems and services, lodging locator and reservation services, pricing, negotiation assistance and support, leasing and rental support, lodging management services, marketing, rate and compliance audits, benchmarking and reporting.
- Coordinates VIP and special requests.
- Superior computer knowledge.
- Regular interaction with executive level personnel.
- Identify and resolve problems and inconsistencies, determining appropriate corrective procedures.
- Performs other duties and responsibilities as assigned.
- Success in this role relies on accountability and judgment to prioritize, plan, and accomplish goals
- Extensive degree of professionalism.

Required Education/Experience:

- Preferred Meeting Professionals International CMM Certification (a strategic certification) or National Business Travel Association, SMMP Certification (strategic meetings management certification).
- Minimum Bachelor's degree in business, marketing, or related field
- Master's degree preferred

- 10 years relevant experience

Program Manager

Job Responsibilities:

Plan and coordinate day to day operational (tactical) management of project, coordinate every detail of travel and/or lodging.

- Leads the work in arrangements, reservations, bookings, ticketing, planning procedures and logistics.
- Coaches and mentors.
- Serves as a liaison between the travel and lodging group and internal government customers in delivering all project services.
- Researches, plans and executes internal and external project logistics, including requests for airline, hotel preferences and recommendations, proposal (RFPs), contract negotiation, logistics and budget management.
- Ensures that the travel (transportation and lodging) information, expenditures and other post assignment information is maintained.
- Approves and/or prepares Requests for Proposal. Coordinates a travel/lodging debriefing with support departments and clients as required.
- Maintains proactive, positive, and open lines of communications to ensure understanding of expectations and satisfaction throughout the life of a project.
- Collaborates guidelines with internal & external customers on travel and/or lodging arrangements, bookings, ticketing, business, delivery and destination services, rewards programs, international services, invoicing, reconciliation, quality control and reporting.
- Collaborates electronic lodging requests, proposal systems and services, lodging locator and reservation services, pricing, negotiation assistance and support, leasing and rental support, lodging management services, marketing, rate and compliance audits, benchmarking and reporting.
- Coordinates a travel/lodging debriefing with support departments and clients as required.
- Maintains proactive, positive, and open lines of communications to ensure understanding of expectations and satisfaction throughout the life of a project.
- Ensures that group travel and/or lodging requirements are provided.
- Provides on-site coordination of transportation, check-in/check-out, luggage delivery and pick-up, including coordinating appropriate staff and projects as required.
- Ensures that reservation cut-off dates and deposits are tracked and managed to avoid financial penalties.
- Prepares and delivers written and oral presentations regarding travel and lodging management and negotiations, as well as plans and logistics to customers.
- Collaborates with customers and vendors to arrange quality services for all aspects of the projects.
- Creates and manages individual budgets and provides financial and production reports for all travel and lodging expenditures.
- Reviews and/or negotiates and administers contracts with all transportation, hotels, residences and other suppliers.
- Maintains currency in travel/lodging methodologies.
- Performs other duties and responsibilities as assigned.

Required Education/Experience:

- Preferred Meeting Professionals International CMP Certification (a tactical certification)
- Bachelor's degree in business, marketing, or related field
- 3-5 years relevant experience

Travel Agent

Job Responsibilities:

This position provides expert execution of air, rail, car rental, lodging and ancillary services for client. Individual possesses a high degree of knowledge in reservations, ticketing and traveler support.

- Provides timely and accurate business services for arrangements in all travel areas.
- Is proficient in Global Distribution System (GDS).
- Is able to ascertain most efficient routes, lowest available fares, exchange rates, travel products and services.
- Has fingertip knowledge of fares, upgrades, hubs, connections, luggage charges, etc.
- Has excellent geographic knowledge.
- Excellent knowledge of airline routing, airport codes and airport terminals and layouts.
- Excellent knowledge of international documentation requirements and keeps abreast of changes. Nurtures and builds relationships with hotels, extended stay and corporate housing groups.
- Understands clients needs for type of lodging i.e. resorts versus hotels.
- Creates itineraries to meet client needs regardless of form of transportation or types of lodgings.
- Is prepared to quickly and efficiently make decisions and changes based on client needs, weather, and emergency situations
- Supports the travel and/or lodging preferences and recommendations established by the Executive Program Manager and/or the client.
- Updates program staff of any issues, changes and situations that effects the outcome of the project.
- Communicates on an on-going basis with Executive Program Manager and Program Manager and in turn, the client.
- Monitor budgets and category spending.
- Has an exceptional sense of customer service.
- Is proficient in the use of the internet
- Demonstrates ability to prioritize, meet deadlines and has a strong sense of organization and record keeping.

Required Education/Experience:

- High school diploma or equivalent.
- Preferred two years plus experience in industry.
- Industry certification training or equivalent education from a GDS vendor.

Travel Analyst

Job Responsibilities:

This position provides research and support for the Travel Agent while developing an extended knowledge of the responsibilities of that position.

- Understands the needs and requirements of clients and works with Travel Agent to provide well researched information and options while developing alternatives if needed.
- Understands the reasons for securing the best routes, fares and products and keeps updated on current changes.
- Possess a general knowledge of geographic locations, airline routing, airports and airport codes.
- Maintains awareness of international documentation requirements and changes.
- Is aware of relationships with hotels, etc. and works within them.
- Has general knowledge of airlines, preferred lodging and understands differences within these areas.
- Works closely with the Travel Agent to insure client satisfaction.
- Monitors costs within budget guidelines
- Has excellent sense of customer service.
- Is proficient in the use of the internet.

- Demonstrates ability to prioritize, meet deadlines and has a strong sense of organization and record keeping.

Required Education/Experience:

- High school diploma or equivalent.
- Preferred two years plus experience in industry.
- Industry certification training or equivalent education from a GDS vendor.
- Completion of travel internship program.

Travel Account Specialist

Job responsibilities:

This position is responsible for setting up budget guidelines, monitoring and approving spending within the client's budget, performing rate and compliance audits reviewing invoices, reconciliation, benchmarking and report.

- Has accounting or finance knowledge in industry
- Excellent knowledge of policies and procedures of airlines, hotels, etc. in regard to deadlines, cancellation policies, attrition penalties, and maintains knowledge of changes and updates as they occur.
- Performs internal audits and checks for accuracy and unnecessary costs and spending.
- Maintains backup records for invoice reconciliation and billing.
- Maintains background and benchmarking records for reference and direction.
- Understands the negotiating opportunities for long-term, or multiple booking contracts.
- Understands airline and lodging contracts as well as leasing and rental contracts to eliminate costly penalties and cancellations.
- Has pricing and negotiating skills to provide assistance and support.

Required Education/Experience:

- High school diploma or equivalent.
- Preferred two years plus experience in industry.
- Preferred completion of travel internship program.
- Required basic experience or educational emphasis in accounting or finance.

Relocation Specialist

Job responsibilities:

This position coordinates the physical transition from one location to another.

- Meet with client to determine needs, concerns and/or restrictions and timeline.
- Prepare client for the delivery, transportation or set-up by providing pertinent information needed for a successful transition.
- Clarify with client the elements of the task that they or you will be handling.
- Provide best known choices, alternatives or advice for client inquiries.
- Prepare detailed checklists for weekly and daily tasks for the various elements.
- Coordinate transportation, and where appropriate packing, cleaning, set-up, etc.
- Review with client to determine problems, additional costs and/or other concerns.
- Wrap-up details at end, review commitments, charges and issues.
- Keep records of each relocation to use as a base to improve system.

Required Education/Experience:

- High school diploma or equivalent.
- Preferred two years relative experience.
- Excellent planning and organization skills and attention to details.
- Ability to listen and analyst needs.

Support Specialist

Job responsibilities:

Performs administrative and office support duties for projects. Duties may include fielding telephone call, receiving and directing visitors, word processing, filing and faxing.

- Relieves management of administrative duties for all projects.
- Coordinates work flow.
- Updates and follows up on delegated assignments, keeps projects on schedule to ensure meeting deadlines.
- Take initiatives.
- Compose correspondence/reports for supervisor's signature.
- Prioritize mail, email and follow-up telephone calls.
- Maintain calendars, project flow charts, set-up meetings, meeting facilities, update date and time changes and attendees.
- Provide amenities, materials, supplies for meetings.

Required Education/Experience:

- Some college coursework completed.
- No relevant experience required

On-Site Technical Planner

Job responsibilities:

Managing a number of disciplines but not limited to logistics, IT services, trucking, aviation, sea-going assets and emergency assets.

- Determines the supplies, transportation and delivery of pertinent elements in a quick and decisive manner.
- Thinks thorough the elements required to safely and properly carries out assignments.
- Prepares back-up plans for each project element and has alternatives at hand.
- Considers weather and road or air conditions and prepares accordingly for changes.
- Ascertain length of assignment and plans on how to maintain consistency throughout assignment with special attention to shelter, food and beverages, sleeping accommodations, heat or cooling generators, apparel, etc.
- Sets up schedule for delivery, replacements, and supplements as needed.
- Anticipates unplanned activities and is prepared with solutions.
- Engages non-technical planner in processes to provide support as needed.
- Reviews situation and what is needed next.
- Wraps up assignment with staff reviews, concerns and maintains a record for each project with notes.

Required Education/Experience:

- Bachelor's degree or higher
- Experience in one or more technical disciplines.

- Excellent planning, organization and management skills.

On-Site Non-Technical Planner

Job responsibilities:

This is a support position for the Technical Planner and/or client.

- Possess general technical knowledge.
- Is able to prioritize and organization project elements.
- Understands the importance of each aspect of the assignment.
- Takes initiatives.
- Thinks thorough technical process to assist in developing plans.
- Is familiar with project terminology and who is responsible for specific elements of the project.
- Is available to step up when necessary.
- Understands that no task is too small or too large.

Required Education/Experience:

- High school diploma or equivalent.
- Demonstrated ability to identify and address other experimental opportunities.

