# CONTRACTOR:
**CLASSIFIED COURIER SERVICE, INC.**
dba

**Classified Visa and Passport Services**
6000 Brandon Ave
Springfield, VA 22150

**SAM UE IDENTIFIER** #TLZCMJGKLNG3
**GSA Schedule Contract:** #GS-33F-009DA
**Schedule Title:** Multiple Award Schedule
**Category:** TRAVEL
**SIN(s):**
- 561510 – TRAVEL AGENT SERVICES
- ANCILLARY – Ancillary Supplies & Services
**PSC:** V302

Prices Shown Herein are Net (discount deducted)

**Contract Period:** **December 28, 2015 – December 27, 2025**
**Effective as of** Modification A847 July 11, 2022

**Business Size:** Small Business

**Contract Administrator:** Joy Borja
Email: joy@classifiedvps.com
Phone Number: 202.842.8617
Fax Number: 202.842.8619
Web Site: www.classifiedvps.com

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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. The INTERNET address GSA Advantage® is GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules, go to the GSA page at GSA.gov
CONTRACTOR:  
Classified Visa and Passport Services  
6000 Brandon Ave  
Springfield, VA 22150  

Schedule Title: Multiple Award Schedule  
SAM Unique Entity Identification # TLZCMJGKJNLG3  
Contract Period: December 28, 2015 – December 27, 2025  
Business Size: Minority-Owned business, SBA Certified Small Disadvantaged Business and SBA Certified 8(a) Program Graduate

Awarded Service information listed by:
Category: MISCELLANEOUS and Special Item Numbers (SINS):  
SIN: 561510 - TRAVEL AGENT SERVICES  
SIN: ANCILLARY – Ancillary Supplies and Services

<table>
<thead>
<tr>
<th>SIN</th>
<th>TRANSACTION NAME</th>
<th>PRICE</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>561510</td>
<td>Passport - Regular Process-Diplomatic/Official</td>
<td>$78.99</td>
<td>per Transaction</td>
</tr>
<tr>
<td>561510</td>
<td>Passport - Regular Process-Multiple 3 or more (Family)</td>
<td>$197.48</td>
<td>per Transaction</td>
</tr>
<tr>
<td>561510</td>
<td>Passport - Regular Process-Tourist + State Dept. fee *</td>
<td>$148.11</td>
<td>per Transaction</td>
</tr>
<tr>
<td>561510</td>
<td>Passport - Rush Process-Diplomatic/Official</td>
<td>$93.80</td>
<td>per Transaction</td>
</tr>
<tr>
<td>561510</td>
<td>Passport - Rush Process-Multiple 3 or more (Family)</td>
<td>$246.85</td>
<td>per Transaction</td>
</tr>
<tr>
<td>561510</td>
<td>Visa - Regular Process-Diplomatic/Official</td>
<td>$78.99</td>
<td>per Transaction</td>
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<td>$93.80</td>
<td>per Transaction</td>
</tr>
<tr>
<td>561510</td>
<td>On-site Visa and Passport Processor</td>
<td>$49.37</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

ANCILLARY | Photos | $12.00 | 2 sets
ANCILLARY | Money Orders | $5.50 | per money order
ANCILLARY | Prepare Request Letters | $12.00 | per letter

*State department and Consular fees not marked up
1.(a) Table of awarded special item number(s) with appropriate cross reference to item
descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MULTIPLE AWARD SCHEDULE</td>
<td></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ancillary Support Services</td>
<td>2</td>
</tr>
<tr>
<td>561510</td>
<td>TRAVEL AGENT SERVICES</td>
<td>2</td>
</tr>
</tbody>
</table>

(b) Awarded prices- Price Lists are attached with each SIN where applicable.

2. Maximum order per SIN: $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. Discount from list prices or statement of net price: Listed prices are net
7. Quantity Discounts: N/A
8. Prompt Payment Terms: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the
   contractual agreement in exchange for other concessions.
9. Foreign items (list items by country of origin): N/A
10a. Time of delivery: Services provided after scope of document requirements provided and processed
10b. Expedited Delivery: “Items available for expedited delivery are noted in this
    price list.” under this heading. An asterisk symbol (*) will indicate to highlight
    items in its price list that have expedited/rush delivery fees.
10c. Overnight and 2 day delivery: We will indicate whether overnight and 2 day
delivery are available. Also, we will indicate in the schedule customer may
    contact us for rates for overnight and 2 day delivery
10d. Urgent Requirements: Agencies may contact us to affect a faster delivery

11. F.O.B. point(s): Destination
12a. Ordering address(es): Classified Visa Passport Services, 6000 Brandon Ave. Springfield VA 22150

Classified Visa Passport Services | 3
12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3:

13. Payment address(es): 6000 Brandon Avenue, Springfield, VA 22150

14. Warranty provision: N/A

15. Export packing charges, if applicable: N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. 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/: N/A

23. Unique Entity ID: TLZCMJGKLN3

24. Notification regarding registration in System for Award Management (SAM) database: Classified Courier Service, Inc. is registered in the System for Award Management (SAM) Database
Capability Statement

Classified Courier Service, Inc. doing business as Classified Visa and Passport Services provide specialized processing of visa and passport needs focused on a variety of US passport solutions to individuals, corporate travelers, tour operators, travel associations and federal agencies. Our exceptional capability to complete and perform expedited process is matchless in our field. Together with our dedicated, knowledgeable, skilled staff combined with state of the art technology of document tracking, our service is second to none.

As a Minority Owned Small Business (SDB) with SBA (8a graduate), Classified Visa and Passport Services is committed to excellence and creating innovative and flexible solutions for our State and Federal clients.

What sets Classified Visa and Passport Services apart from the competition?
- Our People
- Performance-Based Process
- Client Relationship Management
- Strategic Mix of intelligent business planning and technology

Core Capabilities
Our experienced experts in the field implement solutions in handling challenges and critical deliverables expected to always perform on the top. The company adapts to ever changing procedures and requirements of Special Issuance Agency in regards to Diplomatic passports, Official passports and Regular passports as well as each embassy for visa needs. ClassifiedVPS optimize situations and act upon accordingly. This sets the stage for proper planning to strategically deploy and prioritize documents.
- Visa Regular Processing
- Visa Expedited Processing
- Passport Regular Processing
- Passport Expedited Processing

Technology
Our customized and state of the art technology portal-system was built to handle special tracking of documents. Our Technology portal-system focuses on developing robust, secure and stable technology solutions for our business. By incorporating common sense solutions into seemingly daunting deliverables, we can ensure at the start of visa or passport processing that we will safely deliver in its completion.

Federal Certification
- SBA – 8(a) graduate March 2016
- SBA – SDB
Contract Vehicles
  • GSA Sched-GS33F009DA

U.S. Government System for Award Management (SAM)
  Unique Entity ID# TLZCMJGKLNG3

Major Clients Government (Current)
  • US Agency for International Development (on site)
  • Treasury Department – Main (on site)

Non-Government
  • Peace Corp under Carlson Wagonlit Contract
  • Public Health Institute under Global Health Programs
  • IAP Worldwide Services
  • CAMRIS International

North American Industry Classification System (NAICS)

492110  Courier and Express Delivery Service
561510  Travel Services
561599  All Other Travel Arrangement And Reservation Services