



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: <http://www.gsaadvantage.gov>

MULTIPLE AWARD SCHEDULE CONTRACT NUMBER: 47QRAA20D003K

For more information on ordering from Federal Supply Schedules go to the GSA schedules page at GSA.gov
<http://www.gsa.gov/schedules-ordering>
Contract Period: December 23rd, 2019 – December 22nd, 2024

Business Size/Status: Small Business
Prices shown herein are NET (discount deducted).

LMO ADVERTISING

1776 Wilson Blvd., Suite 500
Arlington, VA 22209-2515
P (703) 875-2193
F (703) 875-2199
www.lmo.com

POINT OF CONTACT

Sharon Cunningham
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GENERAL CONTRACTOR INFORMATION

<p>1a. Table of Awarded Special Item Numbers (SINs): Please refer to GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions</p>	<p>541810: Advertising Services 541820: Public Relations Services 541511: Web Based Marketing 541910: OLM Marketing Research and Public Opinion Polling 512110: Video/Film Production 561920: Conference, Meeting, Event and Trade Show Planning Services: 541613: Marketing Consulting Services</p>
<p>1b. Lowest Priced Model Number and Lowest Price:</p>	<p>Please refer to our rates on page #14</p>
<p>1c. Labor Category Descriptions:</p>	<p>Please refer to page #8</p>
<p>2. Maximum Order: The maximum order threshold represents the point where, given the dollar value of the potential order, the Schedule Contractor may decline the order. Schedule contractors are encouraged, but not obligated, to accept orders exceeding this limit.</p>	<p>\$1,000,000</p>
<p>3. Minimum Order:</p>	<p>\$100</p>
<p>4. Geographic Coverage</p>	<p>Domestic Only</p>
<p>5. Point(s) of Production</p>	<p>Not Applicable</p>
<p>6. Discount from List Price:</p>	<p>All Prices Herein are Net</p>
<p>7. Quantity Discounts:</p>	<p>Not Applicable</p>
<p>8. Prompt Payment Terms:</p>	<p>Net 30 days Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions</p>
<p>9. Foreign Items:</p>	<p>None</p>
<p>10a. Time of Delivery:</p>	<p>Contact Contractor</p>
<p>10b. Expedited Delivery:</p>	<p>Contact Contractor</p>

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GENERAL CONTRACTOR INFORMATION

10c. Overnight and 2-Day Delivery:	Contact Contractor
10d. Urgent Requirement:	Contact Contractor
11. F.O.B. Point(s):	Destination
12a. Ordering Address:	LMO Advertising Attn: Sharon Cunningham /GSA Orders 1776 Wilson Blvd., Suite 500, Arlington, VA 22209-2515 Or Same as Contractor
12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.	
13. Payment Address:	LMO Advertising Attn: Accounts Receivable/GSA Orders 1776 Wilson Blvd., 5th Floor Arlington, VA 22209-2515
14. Warranty Provision:	Not Applicable
15. Export Packing Charges:	Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable):	Not Applicable
17. Terms and conditions of installation (if applicable):	Not Applicable
18. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices (if applicable):	Not Applicable
19. Terms and conditions for any other services (if applicable):	Not Applicable

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GENERAL CONTRACTOR INFORMATION

20. List of service and distribution points (if applicable):	Not Applicable
21. List of participating dealers (if applicable):	Not Applicable
22. Unique Entity Identifier:	EG97KJLUM4E3
23a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):	N/A
23b. 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/	Contact contract administrator for more information.
24. LMO Advertising is registered in the System for Award Management (SAM).	

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CONTRACT OVERVIEW

GSA awarded LMO Advertising a GSA Federal Supply Schedule contract for Multiple Award Schedule (MAS), Contract No. 47QRAA20D003K. The current contract period is 12/23/2019 - 12/22/2024. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Sharon Cunningham
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Fax Number: (904) 997-1699
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MARKETING AND TECHNICAL POINT OF CONTACT

Sharon Cunningham
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Arlington, VA 22209-2515
Telephone: (703) 797-7151
Fax Number: (904) 997-1699
Email: sharoncunningham@lmo.com

BRIEF COMPANY OVERVIEW

LMO is an independently owned full service advertising agency, offering fully integrated marketing solutions. We create, execute, and deliver real ideas that help brands capture market share, increase demand, launch new products, and drive business. We have lived and thrived in the advertising and marketing world for 25 years, perfecting, refining and expanding the quality and breadth of our services. To learn more about us, visit lmo.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Professional Services Schedule, for worldwide use. Executive agencies, other Federal agencies, mixed — ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

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INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that LMO Advertising meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

Orders under the Micro-Purchase Threshold	Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold	<p>Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</p> <p>Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors.</p> <p>Evaluate, then make a “Best Value” determination.</p> <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold	<p>Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</p> <p>Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors.</p> <p>Evaluate, then make a “Best Value” determination.</p> <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Developing a Statement of Work (SOW)	<p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> • Work to be performed, • Location of work, • Period of performance; • Deliverable schedule, and • Special standards and any special requirements, where applicable.
Preparing a Request for Quote (RFQ)	<p>Include the SOW and evaluation criteria;</p> <ul style="list-style-type: none"> • Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order; • If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection. • May be posted on GSA’s electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and see guidelines in the Multiple Award Schedule (MAS) Desk Reference Guide.

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BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

ORDERING FROM BPAS:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and

the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and

- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

REVIEW OF BPAS:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

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CAPABILITIES



ACCOUNT MANAGEMENT

- Client Relationships
- Budget Development & Management
- Timeline Management
- Integrated Campaign Management
- Staff & Subcontractor Oversight
- Reporting



STRATEGY PLANNING

- Qualitative & Quantitative
- Research
- Ethnographic Research
- Strategic Development Brand Planning
- Message and Concept
- Development & Testing
- Competitive Analysis & Reports



CREATIVE

- Concept Development
- Brand Development
- Collateral
- Graphic Design
- Copywriting
- Photography
- Illustration



PR

- Earned Media
- Media Relations
- Trade Show Management
- Webinar Production



SOCIAL MEDIA

- Social Media Platform & Community Management
- Paid Social Advertising
- Community Outreach
- Social Content
- Amplification
- Storytelling
- Influencer Outreach
- Relationship Building
- Social/Campaign Strategy
- Social Listening/Intelligence



MEDIA

- Target Audience Analysis
- Media Planning & Buying (Traditional & Digital)
- Search Engine Marketing
- Custom Integrated Media Solutions
- In-flight Analysis & Optimization
- Post-Campaign Analysis



DIRECT MARKETING

- State-of-the-Art Direct Mail
- Database Marketing
- Back-End Fulfillment
- Database Management
- Inbound & Outbound Telemarketing
- Customer Relationship Management
- List Management
- Reporting
- Analysis

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LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORY	DEGREE	YEARS OF EXPERIENCE	JOB DESCRIPTION
Management Supervisor	Bachelors	5	Functions as the senior representative of the agency on a given piece of business. Manages and plans the clients' short- and long-term marketing strategies. Responsible for developing close relationships with top client management on assigned account. Bears final responsibility for the agency's recommendations and performance and, together with the agency's Creative Director, is responsible for its advertising product.
Account Supervisor	Bachelors	4	Manages and begins to lead, the agency's day-to-day relationship with key client contacts and successfully focus the efforts of agency personnel so that projects are completed as proposed. Employs a range of thinking and decision-making skills, establishes objectives and priorities for client initiatives, helps develop, articulate, and adhere to agreed-upon strategies. Presents the agency's decisions, recommendations and creative product to a range of client audiences and develops persuasive summary and recommendation documents.
Account Executive	Bachelors	1	Drives day-to-day management of specific programs for account, including planning, implementation and project management. Writes creative briefs in line with client objectives by identifying the key project outcomes, communication messaging, and soliciting creative feedback. Monitors project timelines and budgets, and serves as a one of the primary contacts for the client as well as all agency departments.
Contract Manager	Bachelors	3	Ensures quality control of contract. Administers appropriate modifications to contract, and closeouts.

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LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORY	DEGREE	YEARS OF EXPERIENCE	JOB DESCRIPTION
Assistant Business Manager	Bachelors	2	Assists with business and financial aspects of the contract, ensuring everything is in compliance, and on budget.
Creative Director	Bachelors	5	Directs all phases of creative work for assigned accounts, from concept development through production. This position is responsible for overall management of the Creative Team and assigns/coaches creative staff. Directs the activities of subordinates to maintain the agency's creative standards.
Art Director/ Senior Art Director	Bachelors	5	Directs all creative product from concept to completion. Troubleshoots all marketing related problems. Designs advertising and collateral materials. Develops creative strategies and implements all creative requirements. Supervises Senior Art Directors.
Copywriter/ Senior Copy	Bachelors	5	Writes strategic copy that is brand appropriate, creative and drives the intended actions and emotions we want to convey to our audience. Provides quality control on all work and ensures all copy written is properly translated into all final deliverables. Leads and oversees the activities of a creative team in development of concepts and execution of all projects.
Dir Graphic Design Group	Bachelors	5	Develops visual creative including graphic design, layout execution, photography, illustration, and comp development. Conceptualizes creative solutions that communicate the strategic intent for each product. Interacts with Copywriters to develop concepts and executions of assigned product(s)
Graphic Designer	Bachelors	1	Develops visual creative including graphic design, layout execution, photography, illustration, and comp development. Conceptualizes creative solutions that communicate the strategic intent for each product. Interacts with Copywriters to develop concepts and executions of assigned product(s).

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LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORY	DEGREE	YEARS OF EXPERIENCE	JOB DESCRIPTION
Research/Media Director	Bachelors	5	Evaluates and recommends latest media resources which better serve the agency and its clients. Supervises Media department while stimulating and challenging the planners/ buyers to produce innovative and effective solutions for clients. Oversees management of all media strategy/ planning, accountable for the relationship with the Client Services department, and ensures that work is on strategy, on time and within budget. Understands and utilizes media research data.
Media Supervisor	Bachelors	4	Researches, develops, presents, and executes media campaigns. Participates in the negotiation and purchase of national, regional and local media, and event/outreach, and sponsorship packages. Establishes and maintains relationships with clients and media vendors. Assists with cross-channel, cross-platform integration and efficiency. Trains and supervises media planner/ buyers and assistant planner/buyers. Develops position papers on media opportunities. Tracks media expenditures to ensure budget compliance. Oversees campaign analysis and formulates recommendations for campaign optimizations.
Buyer/Planner	Bachelors	2	Plans media for clients. Researches, develops, and presents media plans and media buying. Negotiates lower rates, special time parameters, value-added sponsorships and promotions, and approves makegoods.
Media Assistant	Associates	1	Assists with the media plans for clients. Researches, develops, and presents media plans and media buying. Negotiates lower rates, special time parameters, value-added sponsorships and promotions, and approves makegoods.

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LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORY	DEGREE	YEARS OF EXPERIENCE	JOB DESCRIPTION
Senior Webmaster	Bachelors	4	Conducts and produces various tasks and deliverables for wireframes, prototypes, journey maps, and content models. Conducts user-centric research. Creates and refines concepts or interface wireframes, process flows, personas, flow diagrams, story boards, site maps, navigation systems, interactive/rapid prototypes, and conceptual models. Develops effective wireframes and prototypes for mobile and web-based applications, websites, and internal projects. Communicates ideas clearly and utilizes any and all tools available to convey interaction and design ideas. Refines and introduces products and services to the UX Department. Assists in estimating project budgets and timelines.
Web Designer/ Webmaster	Bachelors	3	Understands design specifications provided by clients and team members outlining design rules and use cases to consider. Develops design solutions and creates/refines design layouts, UI components and component libraries, and style guides based on specifications. Effectively develops and improves systems for packaging and organizing design assets for collecting and organizing client feedback. Refines and introduces products and services to the UX Department. Assists in estimating project budgets and timelines.
Production Manager	Bachelors	5	Provides Account Management with the services to produce advertising across all print mediums including Publication and outdoor advertising, collateral, direct mail, exhibits, vehicle wraps, and displays. Prepares production specifications and estimates. Obtains competitive quotes on work from outside suppliers. Issues purchase orders for all goods and services. Supervises work provided by suppliers (artists, service bureaus, photographers, printers, production studios, etc.). Maintains reference files for products and services, and conducts press checks as needed.

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LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORY	DEGREE	YEARS OF EXPERIENCE	JOB DESCRIPTION
Assistant Print Production Manager	Bachelors	2	Assists with providing Account Management with the services to produce advertising across all print mediums including Publication and outdoor advertising, collateral, direct mail, exhibits, vehicle wraps, and displays. Prepares production specifications and estimates. Obtains competitive quotes on work from outside suppliers. Issues purchase orders for all goods and services. Supervises work provided by suppliers (artists, service bureaus, photographers, printers, production studios, etc.). Maintains reference files for products and services, and conducts press checks as needed.
Traffic Manager	Bachelors	5	Works with media planner to ensure all advertising mechanical files arrive to media outlet on schedule. Develops creative schedules and acts as liaison between Creative Team and Account Management.

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EXPERIENCE SUBSTITUTIONS

H.S. Diploma* + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
High School + 6 years' additional experience	Equals	Masters Degree
High School + 9 years additional experience	Equals	Advanced Degree or Doctorate
Bachelors + 5 years' additional experience	Equals	Advanced Degree or Doctorate
Masters Degree + 3 years additional experience	Equals	Advanced Degree or Doctorate

EDUCATION SUBSTITUTIONS

An Advanced Degree or Doctorate may be substituted for three years of required experience with a Masters Degree or five years with a Bachelors Degree or nine years with a High School Diploma.

A **Masters Degree** may be substituted for two years of required experience with a Bachelors Degree or six years with a High School Diploma

A **Bachelors Degree** may be substituted for four years of experience with a H.S. Diploma.

A **Bachelors Degree** may be substituted for Microsoft Certified Systems Engineer (MCSE) or similarly complex certifications and two years of required experience with a H.S. Diploma.

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HOURLY RATES FOR SERVICES

December 23rd, 2021 – December 22nd, 2024

SIN(S)	LABOR CATEGORY	12/23/21 – 12/22/22	12/23/22 – 12/22/23	12/23/23 – 12/22/24
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Management Supervisor	\$220.10	\$224.72	\$229.44
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Account Supervisor	\$151.31	\$154.49	\$157.73
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Account Executive	\$95.73	\$97.74	\$99.79
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Creative Director	\$198.66	\$202.83	\$207.09
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Art Director/ Senior Art Director	\$134.84	\$137.67	\$140.56
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Copywriter/Senior Copywriter	\$158.51	\$161.84	\$165.24
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Traffic Manager	\$143.07	\$146.08	\$149.15
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Director Graphic Design Group	\$113.22	\$115.60	\$118.03

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HOURLY RATES FOR SERVICES

December 23rd, 2021 – December 22nd, 2024

SIN(S)	LABOR CATEGORY	12/23/21 – 12/22/22	12/23/22 – 12/22/23	12/23/23 – 12/22/24
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Graphic Designer	\$87.49	\$89.33	\$91.21
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Research/ Media Director	\$222.33	\$227.00	\$231.77
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Media Supervisor	\$151.31	\$154.49	\$157.73
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Buyer/Planner	\$102.93	\$105.09	\$107.30
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Assistant Print Production Manager	\$120.16	\$122.68	\$125.26
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Production Manager	\$166.79	\$170.29	\$173.87
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Media Assistant	\$83.40	\$85.15	\$86.94
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Senior Webmaster	\$134.84	\$137.67	\$140.56

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SIN(S)	LABOR CATEGORY	12/23/21 – 12/22/22	12/23/22 – 12/22/23	12/23/23 – 12/22/24
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Web Designer/ Webmaster	\$104.76	\$106.96	\$109.20
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Contract Manager	\$146.73	\$149.82	\$152.96
541-1/RC; 541-2/RC, 541-3/RC; 541-4A/RC; 541-4B/RC; 541-4D/RC; 541-5/RC	Assistant Business Manager	\$94.32	\$96.30	\$98.32

SERVICE CONTRACT LABOR STANDARDS:

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

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