



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

Advertising & Integrated Marketing Solutions (AIMS)
FSC Group 541

Business Type: Small, Disadvantaged WOSB/EDWOSB
Contract Number: GS-07F-420AA
Contract Period: May 16, 2012 through May 15, 2017

GEARS, Inc.
4153-C Flat Shoals Pkwy Ste 314
Decatur, GA 30034-4106
Phone: 404-328-9850
Fax: 404-941-3914
Email: info@getingears.com

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

Modification: PO-000, Effective 5/16/2012

CUSTOMER INFORMATION

1a. Awarded Special Item Numbers:

541-4D Conference, Events and Tradeshow Planning Services
541-1000 Other Direct Costs

1b. Lowest Priced Model: N/A

1c. Hourly Rate Description: Reference GSA price list on pages 12 through 15.

2. Maximum Order Guideline: \$1,000,000. Requirements exceeding the maximum order may be handled pursuant to clause I-FSS-125 (August 1995). In accordance with FAR 8.404, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a Maximum Order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.

The contractor may:

- Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19);
- Offer the lowest price available under the contract; or,
- Decline the order; orders must be returned in accordance with FAR 52.216-19. A delivery order for quantities that exceed the Maximum Order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

3. Minimum Order Limitation: \$100

4. Geographic Coverage: Domestic Delivery

5. Point(s) of Production: GEARS, Inc. office locations

6. Basic Discount: All prices herein are net

7. Quantity Discount: None. Discounts may be negotiated at the task order level.

8. Prompt Payment Terms: 0% net 30 days.

9a. Government Commercial Credit Card at or Below Micro-purchase Threshold: Government commercial credit cards are acceptable for orders below the micro-purchase threshold.

9b. Government Commercial Credit Card Above Micro-purchase Threshold: Contact Contractor's Representative for credit card acceptance of orders above the micro-purchase threshold. Discounts for use of the card may be available upon request.

10. Foreign Items: None

11a. Time of Delivery: To be negotiated with ordering agency on each task order.

11b. Expedited Delivery: To be negotiated with ordering agency on each task order.

11c. Overnight and 2-day Delivery: To be negotiated with ordering agency on each task order.

11d. Urgent Requirements: To be negotiated with ordering agency on each task order.

12. FOB Point: Destination

13. Ordering Address:

GEARS, Inc.
4153-C Flat Shoals Pkwy Ste 314
Decatur, GA 30034-4106
Phone: 404-328-9850
Fax: 404-941-3914
Email: info@getingears.com

13b. 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.

14. Payment Address:

GEARS, Inc.
4153-C Flat Shoals Pkwy Ste 314
Decatur, GA 30034-4106

15. Warranty Provision: Provision for any appropriate and applicable warranties shall be specifically identified in individual orders. Such warranties are subject to the negotiation between the ordering agencies and the contractor.

16. Export packing charges, if applicable: Not applicable.

17. Terms and Conditions of Government Commercial Credit Card Acceptance: GEARS accepts government commercial credit cards in accordance with government commercial credit card program guidelines.

18. Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable.

19. Terms and conditions of installation (if applicable): Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable.

20a. Terms and conditions for any other services (if applicable): Not applicable.

21. List of service and distribution points (if applicable): Not applicable.

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

23. Preventive maintenance (if applicable): Not applicable.

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

24b. Section 508 Compliance: If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following web site www.Section508.gov/

25. DUNS Number: 156919487

26. Notification regarding registration in Central Contractor Registration (CCR) database: GEARS is registered in the CCR database.

GSA Labor Category Descriptions for 541-4D

Item	Labor Category	EDUCATION/ CERTIFICATION LEVEL *	YEARS OF EXPERIENCE
1	Administrative Assistant	High school diploma or GED is required.	Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. Required to use judgment and initiative in problem solving. One year experience performing a variety of clerical support functions.
2	Computer Programmer	BS in Computer Science, Information Systems, Engineering, Business or related discipline. Industry certification and 1 year additional experience can be substituted for BS.	5-7 years total work experience creating both desktop and online applications.
3	Corporate Monitor	Advanced level degree	Minimum 15 years of executive management experience.
4	Facilitator	Bachelor's Degree	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients independently. Extensive consulting experience. Up to 5 Years of experience required.
5	Graphics Designer	Bachelor's or Master's Degree	Uses knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Minimum of five years' experience, including supervisory experience.
6	IT Services Manager	Bachelor's Degree in Computer Science, Information Systems or other related scientific or technical discipline. A related industry certification (such as Microsoft Certified IT Professional: Database Administrator) can be substituted for a four year degree.	Minimum 2 years' experience in providing IT support (e.g., website development, database support, trouble shooting, computer based demonstrations) to meetings and conferences. Experience includes areas such as network interfaces, database trouble shooting, data manipulation techniques, computer programming, forms development, and documentation and training.
7	Logistics Manager	Bachelor's Degree in a social sciences discipline such as education,	Manages conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must

Item	Labor Category	EDUCATION/ CERTIFICATION LEVEL *	YEARS OF EXPERIENCE
		psychology, or history or Bachelor's in public administration, management, or hotel operations. Four years of directly related conference management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.	have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and conferences. Must have demonstrated written and oral communications skills. Minimum of 1 year of experience.
8	Logistics/Events Coordinator I	Bachelor's Degree	Ability to design, implement, and manage complete event project associated with evaluation and other mission-oriented business projects. Able to develop implementation work plans and budgets, meet with clients and event facilities managers and resolve issues that arise during the course of a project. Plan and facilitate project meetings to keep project team comprised of accomplishments and outcomes. Minimum of 2 years of experience.
9	Logistics/Events Coordinator II	Bachelor's Degree	Ability to design, implement, and manage complete event project associated with evaluation and other mission-oriented business projects. Able to develop implementation work plans and budgets, meet with clients and event facilities managers and resolve issues that arise during the course of a project. Plan and facilitate project meetings to keep project team comprised of accomplishments and outcomes. 2-5 years of experience.
10	Note Taker	Bachelor's Degree in English or Journalism or equivalent experience required	Three to seven years of writing and editing experience.
11	Operational/Administrative Support	Bachelor's Degree in related field (e.g., Business, Accounting) or equivalent experience required.	Provide overall administrative and business support. Manages subcontractor information (NDAs, contract development, invoices, etc.), maintaining client relationships, developing client invoices, developing and submitting payroll and assisting PD with managing the project budget. Strong organizational and communications skills. Minimum 2 years of relevant experience.
12	Project Administrator	Bachelor's Degree in related field (e.g., Business, Accounting) or equivalent experience required.	Provide overall administrative and business support. Manages subcontractor information (NDAs, contract development, invoices, etc.), maintaining client relationships, developing client invoices, developing and submitting payroll and assisting PD with managing the project budget. Strong organizational and

Item	Labor Category	EDUCATION/ CERTIFICATION LEVEL *	YEARS OF EXPERIENCE
			communications skills. Minimum 7 years of relevant experience.
13	Project Director I	Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.	Five to 7 years total work experience and experience managing multiple tasks or projects. Must also have experience supervising other personnel. Must have experience in overall project leadership and cooperation with the client. Federal project leadership experience required.
14	Project Director II	Master's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.	More than 7 years total work experience and experience managing multiple tasks or projects. Must have experience supervising other personnel. Must have experience in overall project leadership and cooperation with the client. Federal project leadership experience required.
15	Project Manager	Bachelor's Degree, Project Management certification or appropriate experience.	More than 10 years total work experience and 4 years' experience managing tasks or projects (at least one year managing multiple tasks/projects). Must have a minimum of 3 years' experience supervising other personnel. Must have experience in project leadership and cooperation with the client.
16	Report Writer	Bachelor's Degree in English or Journalism or equivalent experience required.	Under limited supervision the individual will interface with our customers and technical staff will write, proof, and edit reports, briefing presentations, brochures, web content, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners. Able to meet quick turn around deadlines and work on multiple projects simultaneously. Over 10 years of writing and editing experience.
17	Research Assistant	Associate's Degree or equivalent experience is required, Bachelor's Degree is preferred.	More than five years of experience performing a variety of clerical, administrative and research support functions. Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative and research support functions. Conduct minimal background research on event and project related topics with supervision. Required to use judgment and initiative in problem solving.

Item	Labor Category	EDUCATION/ CERTIFICATION LEVEL *	YEARS OF EXPERIENCE
18	Review Coordinator	Associate's Degree or equivalent experience is required, Bachelor's Degree is preferred.	Minimum of five years' experience coordinating objective review panels, including administrative procedures required to distribute review materials, oversee review panel conduct and process panel members' assessments and recommendations. Also coordinates with logistics staff and project leadership to ensure access to materials, a conducive environment for review panel activities and timely processing of review packages and payments to reviewers, if needed.
19	Travel Coordinator	Associates Degree Bachelor's Degree is preferred.	Able to develop project management systems to manage all aspects of travel related to evaluation and other mission-oriented business projects. Able to work with network of travel coordinators and agencies. Must have knowledge of the Federal Travel Regulations. Able to manage other travel staff. Up to 2 years' experience arranging travel.

Equivalent Experience Requirements for GEARS Labor Categories

- Any combination of additional years of relevant experience plus full time college level study totaling four years will be an acceptable substitute for a Bachelors degree.
- A Bachelors degree plus any combination of additional years of relevant experience and graduate level study totaling two years will be an acceptable substitute for a Masters degree.
- Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.
- Staff with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a labor category for that assignment.
- Staff whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased for purposes of placement in a labor category for that assignment.

GSA Pricelist for 541-4D

Item	Labor Category	5/16/2012	5/16/2013	5/16/2014	5/16/2015	5/16/2016
		– 5/15/2013	– 5/15/2014	– 5/15/2015	– 5/15/2016	– 5/15/2017
1	Administrative Assistant	\$31.22	\$32.00	\$32.80	\$33.62	\$34.47
2	Computer Programmer	\$55.64	\$57.03	\$58.45	\$59.91	\$61.41
3	Corporate Monitor	\$147.47	\$151.16	\$154.94	\$158.81	\$162.78
4	Facilitator	\$127.05	\$130.22	\$133.48	\$136.81	\$140.23
5	Graphics Designer	\$48.75	\$49.97	\$51.22	\$52.50	\$53.81
6	IT Services Manager	\$85.57	\$87.71	\$89.90	\$92.15	\$94.45
7	Logistics Manager	\$50.96	\$52.24	\$53.54	\$54.88	\$56.25
8	Logistics/Events Coordinator I	\$41.74	\$42.79	\$43.86	\$44.95	\$46.08
9	Logistics/Events Coordinator II	\$73.37	\$75.21	\$77.09	\$79.02	\$80.99
10	Note Taker	\$50.95	\$52.23	\$53.53	\$54.87	\$56.24
11	Operational/Administrative Support	\$43.95	\$45.05	\$46.17	\$47.33	\$48.51
12	Project Administrator	\$57.53	\$58.96	\$60.44	\$61.95	\$63.50
13	Project Director I	\$71.34	\$73.12	\$74.95	\$76.82	\$78.74
14	Project Director II	\$130.86	\$134.13	\$137.48	\$140.92	\$144.44
15	Project Manager	\$71.08	\$72.85	\$74.67	\$76.54	\$78.45
16	Report Writer	\$79.16	\$81.14	\$83.17	\$85.25	\$87.38
17	Research Assistant	\$45.16	\$46.28	\$47.44	\$48.63	\$49.84
18	Review Coordinator	\$43.76	\$44.85	\$45.97	\$47.12	\$48.30
19	Travel Coordinator	\$57.31	\$58.74	\$60.21	\$61.71	\$63.25

GSA Pricelist for 541-1000

SUPPORT PRODUCT /LABOR (ODCs)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	Actual Cost	PRICE
95 Gallon Container for Paper Shredding	Ea	\$130.00	\$130.98
Audio Visual	Per 50 participants	\$10,478.32	\$10,557.50
BADGE LSR NO HLDR 3X4	50 BX	\$29.99	\$30.22
Badge Name Hanging	100 BX	\$51.99	\$52.38
BANDAGES,FLX TOUGH STRPS	Ea	\$3.69	\$3.72
BNDR,RNDR,8 5X11,1.5WHT	Ea	\$2.59	\$2.61
BOX,6X6X4,CORRUGATED,KFT	Ea	\$15.99	\$16.11
Celebrity Cruise Rental and Port Fee	Ea	\$2,350.00	\$2,367.76
Color Copying	Ea	\$0.92	\$0.93
Compiled critiques	Ea	\$165.00	\$166.25
Consultant	Day	\$2,500.00	\$2,518.89
Copier Rental	EA	\$1,500.00	
Edit meeting video highlights/per editor	2 hours	\$300.00	\$302.27
Event Facility costs (one room)	Day	\$7,745.99	\$7,804.52
Facilitator	Day	\$2,500.00	\$2,518.89
Filming Videography (per videographer)	2 hours	\$350.00	\$352.64
Fixed Fee	Ea	5.00%	5.04%
G/A on ODCs	Ea	18.30%	18.44%
Graphic Designer	Hr.	\$67.92	\$68.43
Grocery Tote - 13" x 12	Ea	\$1.35	\$1.36
Honoraria	Per recipient	\$1,000.00	\$1,007.56
INDEX,CARDS,4X6,RULED,AST (25 pack)	Ea	\$8.22	\$8.28
Junior Website Designer	Hr.	\$45.00	\$45.34
Label LSR Ten Card 3 1/2 X 11	Box	\$17.49	\$17.62
MARKER,MAGRKSALOT,REG,BE	Ea	\$8.99	\$9.06
MARKER,MARKSALOT,REG,BK	Ea	\$7.99	\$8.05
MARKER,SHARPIE,FINE PT,BE	DZ	\$7.99	\$8.05
MARKER,SHARPIE,FINE PT,BK	DZ	\$7.99	\$8.05
MARKER,SHARPIE,FINE,8/ST	ST	\$7.59	\$7.65
NOTE,SLFST3X3,12PD/PK,AST	Ea	\$7.99	\$8.05
NOTE,ST-IT4X6,12PD,LND,YW	Ea	\$14.99	\$15.10
PAD, EASEL,25X30,W E	Ea	\$44.95	\$45.29
PAD,LGL RULD,PERF,5X8,WE (12)	Ea	\$5.99	\$6.04
Paper Shredding Container Removal (1 container)	Ea	\$60.00	\$60.45
PAPER,COPY,3HP,8,5X11,WE	Carton	\$48.99	\$49.36
PAPER,HPMULTIPURPOSE,LTR (1 ream)	Ea	\$3.99	\$4.02
PEN,BALLPT,ECONOMY,MED,BE	Dz	\$0.99	\$1.00
PEN,BALLPT,ECONOMY,MED,BK	Dz	\$0.99	\$1.00
PEN,BALLPT,ECONOMY,MED,RD	Dz	\$0.99	\$1.00
Photography	Day	\$350.00	\$352.64
Poster/Banner (1)	Ea	\$396.00	\$398.99
Promotional Items	Ea	\$31.49	\$31.73
Recorders to travel to, attend and take notes	Day	\$300.00	\$302.27
Registration Table Poster (1)	Ea	\$84.00	\$84.63
Remote Cart Service	Hr.	\$125.00	\$125.94

SUPPORT PRODUCT /LABOR (ODCs)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	Actual Cost	PRICE
SCISSORS,8IN,ST POINTD BK	Ea	\$3.41	\$3.44
STAPLER,ECON,FULL (1)	Ea	\$3.99	\$4.02
STAPLER,HVYDTY,GY/BK (1)	Ea	\$29.99	\$30.22
STAPLES,CHSEL PT,SMIBX	Ea	\$0.79	\$0.80
Streaming fee for remote cart service	Hr.	\$10.00	\$10.08
Subject Matter Expert	Day	\$2,500.00	\$2,518.89
Swinging USB Drive - Black - 2GB (1)	Ea	\$9.49	\$9.56
TAPE, W/DISP,48MMX50M,CR (1)	Ea	\$4.29	\$4.32
TAPE,3/4" X 300% 4/PK,CR (1)	Ea	\$6.99	\$7.04
Teleconference Services	per minute	\$0.07	\$0.07
TISSUE,FACIAL,BOUOIQUE (1 box)	Ea	\$1.99	\$2.01
Verbatim transcription of meeting	Per ten sheets of transcription	\$21.20	\$21.36
Website Designer	Ea	\$75.00	\$75.57
Website Development and Support	Hr.	\$75.00	\$75.57

Miscellaneous: SUPPORT PRODUCT /LABOR (ODCs)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	Actual Cost	PRICE
Card Tent, 11x3.5, 50/BX	BX	\$19.69	\$19.84
Catering Services	per person	\$75.00	\$75.57
Celebrity Cruise Rental and Port Fee	Ea	\$2,350.00	\$2,367.76
Clip, Binder, Med, 12 Ea	DZ	\$0.69	\$0.70
Clip, Gem, Jumbo, 100 Ct	PK	\$5.90	\$5.94
Copier Rental	EA	\$1,500.00	\$1,511.34
Custom Badge	each	\$0.54	\$0.54
Decorations and Furnishing	Per 50 participants	\$2,595.00	\$2,614.61
Display board 10 X 10	EA	\$2,549.00	\$2,568.26
Facsimile Machine	EA	\$100.00	\$100.76
Fldr, file, 1 ply, 1/3, LTR, Ast	BX	\$17.99	\$18.13
Flooring	10 X 10	\$400.00	\$403.02
Grocery Tote - 13" x 12	Ea	\$1.35	\$1.36
Ground Transport to Atomic Testing Museum	Task	\$2,999.36	\$3,022.03
Hotel Storage	BX	\$75.00	\$75.57
Marker, MAGRKSALOT, LRG, R	DZ	\$11.99	\$12.08
Meeting Site Network/Phone Rental	EA	\$150.00	\$151.13
Paper Laser, 250 Sh, 65 #, BRW	PK	\$11.99	\$12.08
Paper, Ecology Filler, WE	PK	\$2.44	\$2.46
Pen, Rball, VS Nelt 8/St, Ast	PK	\$22.99	\$23.16
Portfolio w/one color imprint	EA	\$31.49	\$31.73
Rubberbands, 1 lb, Size 54	BX	\$7.75	\$7.81
Shipping & Postage	EA	\$94.37	\$95.08
Sign Language Interpretation	per day	\$630.00	\$634.76
Special Project Cost	Task	\$1,314.74	\$1,324.68
Staples, 4/DTY, 5", 1M/Bx	BX	\$4.99	\$5.03

SUPPORT PRODUCT /LABOR (ODCs)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	Actual Cost	PRICE
Tape, Sealing, Reuse Disp, C	PK	\$22.99	\$23.16
Translation Services	per hour	\$132.60	\$133.60
Travel Agency	per traveler	\$65.00	\$65.49
Whiteboard/Tackboard	EA	\$459.99	\$463.47

Miscellaneous

NTE

\$15,771.13