



confluence  
communications

## **GENERAL SERVICES ADMINISTRATION**

### **Federal Acquisition 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 is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for - Consolidated**

**Federal Supply Group: CORP Class:**

**Contract Number: GS-00F-0030Y**

**For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:**

**July 6, 2012 through July 6, 2017**

**Contractor:** Hunt Communications, Inc. (D.B.A.) Confluence Communications  
9975 O'Brien Creek Road  
Missoula, MT 59804 9797

**Business Size:** Small, Woman Owned Business

**Telephone:** (406) 550-9397

**Extension:**

**FAX Number:** (406) 550-9397

**Web Site:** [www.confluencecc.com](http://www.confluencecc.com)

**E-mail:** [stacy@confluencecc.com](mailto:stacy@confluencecc.com)

**Contract Administration:** Stacy Hunt

# CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

Consolidated		
SINs	Disaster Recovery	SIN Description
C541-1	C541-1RC	Advertising Services
C541-2	C541-2RC	Public Relations Services
C541-3	C541-3RC	Web-Based Marketing Services (Set-Aside)
C874-1	C874-1RC	Consulting Services
C874-7	C874-7RC	Program and Project Management Services
C541-4B	C541-4BRC	Video / Film Production
C541-4D	C541-4DRC	Conference, Events, and Tradeshow Planning Services (Set-Aside)



## **(CUSTOMER INFORMATION: Continued)**

- 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.
- 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.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic and Overseas
5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.
7. Quantity discounts: 0.5% for orders over \$3,000,000.00.
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contract Contractor
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 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: Contact Contractor
12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor



9975 o'brien creek road  
missoula, montana 59804  
406.550.9397  
www.confluencec.com

## **(CUSTOMER INFORMATION: Continued)**

- 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](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 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. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Numbering System (DUNS) number:** 82-9725428
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered



Consolidated Schedule					
Category	Awarded Year 1	Awarded Year 2	Awarded Year 3	Awarded Year 4	Awarded Labor Year 5
<b>SINs C541-1, C541-2, C541-4B</b>					
Principal	\$155.80	\$ 159.17	\$ 162.60	\$ 166.12	\$ 169.70
Project Manager / Sr Writer	\$129.83	\$ 132.63	\$ 135.50	\$ 138.43	\$ 141.42
Jr Project Manager / Writer	\$103.87	\$ 106.11	\$ 108.41	\$ 110.75	\$ 113.14
Event Manager / Copy Editor	\$61.98	\$ 63.32	\$ 64.69	\$ 66.08	\$ 67.51
Graphic / Web Designer	\$93.48	\$ 95.50	\$ 97.56	\$ 99.67	\$ 101.82
Admin Support / Comm & Coord	\$46.75	\$ 47.76	\$ 48.79	\$ 49.85	\$ 50.92

Consolidated Schedule					
Category	Awarded Year 1	Awarded Year 2	Awarded Year 3	Awarded Year 4	Awarded Labor Year 5
<b>SINs C874-1, C874-7</b>					
Principal	\$ 155.80	\$ 159.17	\$ 162.60	\$ 166.12	\$ 169.70
Project Manager / Sr Writer	\$ 129.83	\$ 132.63	\$ 135.50	\$ 138.43	\$ 141.42
Jr Project Manager / Writer	\$ 103.87	\$ 106.11	\$ 108.41	\$ 110.75	\$ 113.14
Admin Support / Comm & Coord	\$ 46.75	\$ 47.76	\$ 48.79	\$ 49.85	\$ 50.92

Set-Aside SINs C541-3 and C541-4D					
Principal	\$ 155.80	\$ 159.17	\$ 162.60	\$ 166.12	\$ 169.70
Project Manager / Sr Writer	\$ 129.83	\$ 132.63	\$ 135.50	\$ 138.43	\$ 141.42
Jr Project Manager / Writer	\$ 103.87	\$ 106.11	\$ 108.41	\$ 110.75	\$ 113.14
Event Manager / Copy Editor	\$ 61.98	\$ 63.32	\$ 64.69	\$ 66.08	\$ 67.51
Graphic / Web Designer	\$ 93.48	\$ 95.50	\$ 97.56	\$ 99.67	\$ 101.82
Admin Support / Comm & Coord	\$ 46.75	\$ 47.76	\$ 48.79	\$ 49.85	\$ 50.92

The rates shown above include the Industrial Funding Fee (IFF) of 0.75% and reflect a negotiated escalation rate of 2.16% for the base contract period (contract years 2 through 5) in accordance with EPA Clause I-FSS-969(b)(1).

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



9975 o'brien creek road  
 missoula, montana 59804  
 406.550.9397  
 www.confluencec.com

## **(CUSTOMER INFORMATION: Continued)**

### **LABOR CATEGORY DESCRIPTIONS**

#### **Labor Category: Principal**

*Duties.* Company principal responsible for overall operation of company. Responsible for creating and revising procedures, processes, techniques, models, and/or systems related to management and contractual issues. Reviews and analyzes work to analyze problems and develop programs. Provides oversight on all programs, projects, contracts and staffing. Provides guidance and assistance in coordinating deliverables and ensuring quality and timeliness of work. Responsible for all company operations and client relationships.

*Minimum/General Experience.* This position requires a minimum of 12 years experience, of which at least five years must be in a senior management capacity with specialized experience. Specialized experience includes: extensive knowledge of energy efficiency and renewable energy, the construction industry, and key players, along with business development and major client relationship and program management.

*Minimum Education.* Bachelor's degree or equivalent work experience.

#### **Labor Category: Project Manager/Senior Writer**

*Duties.* Provides extensive project management function, creating schedules, timelines, deliverable descriptions, staffing plans, and managing expectations of clients during project progress. Performs significant writing, editing, and project coordination work to create materials and plans. Provides daily supervision and direction to team. Defines and directs tasks to be performed by team members, including staff, clients, partners, and subcontractors.

*Minimum/General Experience.* This position requires a minimum of seven years experience, of which at least two years must be specialized in the management of content-related projects.

*Minimum Education.* A Bachelor's Degree in journalism or english writing, or equivalent work experience.

#### **Labor Category: Junior Project Manager/Writer**

*Duties.* Provides project management support and project management with senior oversight, creating schedules, timelines, deliverable descriptions, and staffing plans. Performs significant writing, editing, and project coordination work to create materials and plans. Supervises tasks to be performed by team members.

*Minimum/General Experience.* This position requires a minimum of five years experience, of which at least two years must be specialized in the management of content-related projects.

*Minimum Education:* A Bachelor's Degree in journalism or english writing, or equivalent work experience.

#### **Labor Category: Event Manager/Copy Editor**

*Duties.* Provide event and conference support, and edit print materials for consistency, spelling, grammar and style. Performs pre, onsite, and post event functions and provides project management support throughout the life of a project.

*Minimum/General Experience.* This position requires a minimum of four years experience in event and project management AND four years experience in copy editing in a high-demand, quick turnaround environment. Must demonstrate the ability to work independently and with speed and accuracy.



9975 o'brien creek road  
missoula, montana 59804  
406.550.9397  
[www.confluenceec.com](http://www.confluenceec.com)

## **(CUSTOMER INFORMATION: Continued)**

*Minimum Education.* A Bachelor's Degree in journalism or english writing, or equivalent work experience.

### **Labor Category: Graphic/Web Designer**

*Duties.* Provides desktop publishing, graphic design, and web development services to clients and internal team for integrated communications projects. Manages deadlines and collateral, remains familiar with style guides and technical requirements, and produces high quality graphic and interactive products.

*Minimum/General Experience.* This position requires a minimum of five years experience in fast-paced graphic and web design position. Must have the ability to create from-scratch graphics and graphic templates in all standard technical formats. Must have the ability to produce simple to complex web pages and sites.

*Minimum Education.* A Bachelor's Degree in graphic design, computer science or web development, and/or equivalent work experience.

### **Labor Category: Administrative Support/Communications Coordination**

*Duties.* Directly supports team files, preparing and sending business correspondence, formatting business documents, coordinating travel and basic project needs. Assists in presentation and document preparation and provides administrative support to all team members.

*Minimum/General Experience.* Minimum of three years experience in office. Demonstrated ability to work independently or under only general direction.

*Minimum Education.* Associates degree.

