

**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.fss.gsa.gov>.

**Advertising & Integrated Marketing Solutions**

**Contract No. GS-23F-0389K**

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

Contract Period: August 31, 2005 through July 31, 2010

**Boscobel Marketing Communications, Inc.**  
8606 Second Avenue  
Silver Spring, MD 20910  
301-588-2900  
301-588-1363 fax  
[www.boscobel.com](http://www.boscobel.com)

Business Size: Small, woman-owned

**Customer Information**

All terms and conditions agreed upon between the General Services Administration and Boscobel Marketing Communications, Inc. are as follows:

| <b>1a. Special Item Number(s):</b>                                                                                                                             | <b>Page(s)</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>SIN 541-1 Advertising Services</b><br>(previously SIN 738-5, Public Education and Outdoor Marketing and Media Services and SIN 738-9, Direct Mail Services) | <b>2</b>       |
| <b>SIN 541-2 Public Relations Services</b><br>(previously SIN 738-4 Press and Public Relations Services)                                                       | <b>5</b>       |
| <b>SIN 541-1000 Other Direct Costs</b>                                                                                                                         | <b>7</b>       |

**1b.** Prices shown in price list are net, with all discounts deducted, and valid for all areas.

**SIN 541-1    ADVERTISING SERVICES**

| <b>Item No.</b>                 | <b>Labor/Task Category</b>                                                                                                                                  | <b>Unit</b> | <b>GSA Rate</b> |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| <b>1. Print Ad Development</b>  |                                                                                                                                                             |             |                 |
| 1.1                             | <b>Magazine Ad</b>                                                                                                                                          |             |                 |
| 1.1.1                           | <b>Partial page - B&amp;W or 2C</b>                                                                                                                         | Each        | \$6,730         |
| 1.1.2                           | <b>Partial page - 4C</b>                                                                                                                                    | Each        | \$7,608         |
| 1.1.3                           | <b>Full page - B&amp;W or 2C</b>                                                                                                                            | Each        | \$8,486         |
| 1.1.4                           | <b>Full page - 4C</b>                                                                                                                                       | Each        | \$9,364         |
| 1.1.5                           | <b>2-page spread - B&amp;W or 2C</b>                                                                                                                        | Each        | \$10,680        |
| 1.1.6                           | <b>2-page spread - 4C</b>                                                                                                                                   | Each        | \$13,314        |
| <b>2. Icons</b>                 |                                                                                                                                                             |             |                 |
| 2.1                             | <b>Stock Icon</b>                                                                                                                                           | Each        | \$399           |
| 2.2                             | <b>Custom Icon</b>                                                                                                                                          | Each        | \$1,774         |
| <b>3. Direct Mail Campaign</b>  |                                                                                                                                                             |             |                 |
| 3.1                             | <b>Direct Mail Pieces</b>                                                                                                                                   |             |                 |
| 3.1.1                           | <b>Self mailer (6-8 panels w/ BRC)</b>                                                                                                                      | Each        | \$8,486         |
| 3.1.2                           | <b>Package (letter, lift, brochure &amp; envelope)</b>                                                                                                      | Each        | \$11,119        |
| 3.1.3                           | <b>3-D (specialty, letter, brochure &amp; box)</b>                                                                                                          | Each        | \$11,997        |
| 3.1.4                           | <b>Invitation package (4 pieces)</b>                                                                                                                        | Each        | \$5,852         |
| 3.1.5                           | <b>Seminar Program/Mailer</b>                                                                                                                               | Each        | \$6,730         |
| 3.1.6                           | <b>Copy changes - Typical revision to refresh package.</b>                                                                                                  | Item        | \$1,317         |
| <b>4. Organization Identity</b> |                                                                                                                                                             |             |                 |
| 4.1                             | <b>Logos</b>                                                                                                                                                |             |                 |
| 4.1.1                           | <b>Organization Logo</b>                                                                                                                                    | Each        | \$8,925         |
| 4.1.2                           | <b>Product Logo</b>                                                                                                                                         | Each        | \$6,730         |
| 4.2                             | <b>Name - Master name list, preferred name list, preliminary legal research, three name prototypes.</b>                                                     | Item        | \$17,849        |
| 4.3                             | <b>Themeline/Tagline/Slogan</b>                                                                                                                             | Each        | \$6,730         |
| 4.4                             | <b>Graphic Standards - Prepare document to provide graphic standards on 12 applications, includes color palette, typography and electronic art on disk.</b> | Each        | \$26,627        |
| 4.5                             | <b>Outdoor Signage Design - Excludes production, manufacturing, installation and prototypes.</b>                                                            | Item        | \$4,536         |
| <b>5. Electronic Templates</b>  |                                                                                                                                                             |             |                 |

| <b>Item No.</b>                          | <b>Labor/Task Category</b>                                      | <b>Unit</b> | <b>GSA Rate</b> |
|------------------------------------------|-----------------------------------------------------------------|-------------|-----------------|
| 5.1                                      | <b>Electronic Templates - No copy.</b>                          |             |                 |
| 5.1.1                                    | <b>Brochure - #10, 3 panel trifold, 2 sides</b>                 | Each        | \$6,730         |
| 5.1.2                                    | <b>Brochure - 8 1/2" x 11", 4-page</b>                          | Each        | \$8,047         |
| 5.1.3                                    | <b>Newsletter - 4-page</b>                                      | Each        | \$6,291         |
| <b>6. Brochures/Annual Plans/Reports</b> |                                                                 |             |                 |
| 6.1                                      | <b>8 1/2" x 11" Size</b>                                        |             |                 |
| 6.1.1                                    | <b>Fold to #10, 2-page</b>                                      | Each        | \$7,608         |
| 6.1.2                                    | <b>4-page</b>                                                   | Each        | \$8,486         |
| 6.1.3                                    | <b>6-page</b>                                                   | Each        | \$9,656         |
| 6.1.4                                    | <b>8-page</b>                                                   | Each        | \$11,412        |
| 6.1.5                                    | <b>12-page</b>                                                  | Each        | \$15,947        |
| 6.1.6                                    | <b>16-page</b>                                                  | Each        | \$17,703        |
| 6.1.7                                    | <b>24-page</b>                                                  | Each        | \$25,018        |
| 6.1.8                                    | <b>40-page</b>                                                  | Each        | \$35,552        |
| <b>7. Flyers/Fact Sheets/Posters</b>     |                                                                 |             |                 |
| 7.1                                      | <b>Flyer/Fact Sheet</b>                                         |             |                 |
| 7.1.1                                    | <b>1-page, 1 side</b>                                           | Each        | \$3,072         |
| 7.1.2                                    | <b>1-page, 2 sides</b>                                          | Each        | \$4,536         |
| 7.2                                      | <b>Poster – 16" x 24"</b>                                       | Each        | \$5,852         |
| <b>8. Ad Specialties Design</b>          |                                                                 |             |                 |
| 8.1                                      | <b>Specialty Items</b>                                          |             |                 |
| 8.1.1                                    | <b>Bookmark</b>                                                 | Each        | \$4,097         |
| <b>9. Folders/Literature Systems</b>     |                                                                 |             |                 |
| 9.1                                      | <b>Pocket Folders - 8-3/4" x 11-1/4"</b>                        |             |                 |
| 9.1.1                                    | <b>Two Pockets - 2 panel/4 sides</b>                            | Each        | \$6,291         |
| 9.1.2                                    | <b>One pocket - 2 panel/4 sides w/copy</b>                      | Each        | \$8,486         |
| 9.1.3                                    | <b>Folder - With logo only</b>                                  | Each        | \$3,219         |
| 9.1.4                                    | <b>Folder - 3 panels/6 sides</b>                                | Each        | \$10,680        |
| 9.1.5                                    | <b>Folder - 5 inserts/4 sides w/copy</b>                        | Each        | \$21,360        |
| 9.2                                      | <b>Literature Systems</b>                                       |             |                 |
| 9.2.1                                    | <b>Folder - 2 sides - Duplicate art with new trim sizes for</b> | Each        | \$7,608         |

| <b>Item No.</b>                                                   | <b>Labor/Task Category</b>                                                                                                                                                | <b>Unit</b> | <b>GSA Rate</b> |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 9.2.2                                                             | report front and back covers.<br><b>5 Inserts for Folder - 1 side only</b> - Duplicate art with additional 1/2" border on right edge to create dividers for report cover. | Each        | \$13,314        |
| 9.2.3                                                             | <b>6 panel, trifold brochure</b> - Create on 8-1/2" x 11" by reducing and reformatting art and abbreviating copy.<br><b>Total Literature System</b>                       | Each        | \$5,852         |
| 9.2.4                                                             |                                                                                                                                                                           | Each        | \$26,627        |
| <b>10. Video Production/Product Packaging</b>                     |                                                                                                                                                                           |             |                 |
| 10.1                                                              | <b>Video - 7-10 minutes</b> - Script treatment, script, producer, director, editor, production, and crew.                                                                 | Item        | \$53,255        |
| 10.2                                                              | <b>Video/Software Packaging</b>                                                                                                                                           |             |                 |
| 10.2.1                                                            | <b>Video Cassette Package Design and Label</b> - Full Color                                                                                                               | Item        | \$3,658         |
| 10.2.2                                                            | <b>Software Package Design</b> - One 3-D prototype included.                                                                                                              | Item        | \$11,119        |
| 10.3                                                              | <b>CD-ROM Package Design</b>                                                                                                                                              |             |                 |
| 10.3.1                                                            | <b>Front panel/No label</b> - 2 sides                                                                                                                                     | Item        | \$4,097         |
| 10.3.2                                                            | <b>Front panel/Back panel, spine and label</b> - 2 sides                                                                                                                  | Item        | \$4,975         |
| <b>11. Radio &amp; TV Production/Public Service Announcements</b> |                                                                                                                                                                           |             |                 |
| 11.1                                                              | <b>60-Second Radio Spot/ Public Service Announcement</b>                                                                                                                  |             |                 |
| 11.1.1                                                            | <b>Concept &amp; copy for live read PSA</b>                                                                                                                               | Item        | \$5,852         |
| 11.2                                                              | <b>30-Second TV Spot/ Public Service Announcement</b>                                                                                                                     |             |                 |
| 11.2.1                                                            | <b>Concept &amp; copy for PSA</b>                                                                                                                                         | Item        | \$17,849        |
| <b>12. PowerPoint</b>                                             |                                                                                                                                                                           |             |                 |
| 12.1                                                              | <b>Copy</b> - Copy and concept for approximately 20 PowerPoint slides and script and notes for presentation.                                                              | Item        | \$6,291         |
| 12.2                                                              | <b>Standard Design</b> - Layout 20 PowerPoint slides using standard template. Excludes customization and animation.                                                       | Item        | \$6,291         |
| 12.3                                                              | <b>Custom Design</b> - Master audiotape of professional narrator plus design, testing and installation of a 15-20 slide presentation. Excludes hardware and software.     | Item        | \$17,849        |
| <b>13. Reports - Web/Marketing/Competitive</b>                    |                                                                                                                                                                           |             |                 |

| Item No.                        | Labor/Task Category                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unit | GSA Rate |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| 13.1                            | <b>Web Site Analysis and Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |          |
| 13.1.1                          | <b>Analysis and Report</b> - Review client's Web site for relevance to journalists, search engine registrations, hot links as well as overall content, message, graphics presentation/consistency. Analyze competitive sites for similar items. Client approves outline for items to analyze and names of competitors.                                                                                                                                                    | Item | \$6,730  |
| 13.1.2                          | <b>Quarterly Reviews</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Each | \$1,756  |
| 13.2                            | <b>Marketing Communications Plan</b> - Conduct strategic planning sessions with client to identify key benefits to target audiences and the client's "brand destination." Conduct In-depth Interviews (IDI's) with a selection of client's primary constituents, committee members or board members. Develop a Marketing Communications Plan with strategic and tactical recommendations as well as key messages, tone and personality. Time frame: Six months - One year | Plan | \$53,255 |
| <b>14. Direct Mail Campaign</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |          |
| 14.1                            | <b>Direct Mail Pieces</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |          |
| 14.1.1                          | <b>Self mailer (6-8 panels w/ BRC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | Each | \$8,486  |
| 14.1.2                          | <b>Package (letter, lift, brochure &amp; envelope)</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | Each | \$11,119 |
| 14.1.3                          | <b>3-D (specialty, letter, brochure, &amp; box)</b>                                                                                                                                                                                                                                                                                                                                                                                                                       | Each | \$11,997 |
| 14.1.4                          | <b>Invitation package (4 pieces)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      | Each | \$5,852  |
| 14.1.5                          | <b>Seminar Program/Mailer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             | Each | \$6,730  |
| 14.1.6                          | <b>Copy changes</b> - Typical revision to refresh package.                                                                                                                                                                                                                                                                                                                                                                                                                | Item | \$1,317  |

## SIN 541-2 PUBLIC RELATIONS SERVICES

| Item No.                  | Labor/Task Category                                                                                              | Unit | GSA Rate |
|---------------------------|------------------------------------------------------------------------------------------------------------------|------|----------|
| <b>1. Public Outreach</b> |                                                                                                                  |      |          |
| 1.1                       | <b>Press Kit</b> - Includes folder, backgrounder, corporate fact sheet, corporate biographies and press release. | Item | \$8,778  |
| 1.2                       | <b>Press Release Copy</b> - Standard two-page release                                                            | Item | \$1,463  |
| 1.3                       | <b>Customized Press Lists</b>                                                                                    |      |          |
| 1.3.1                     | <b>Customized Press List</b> - Up to 50 contacts                                                                 | List | \$4,536  |
| 1.3.2                     | <b>Customized Press List</b> - Up to 100 contacts                                                                | List | \$8,925  |
| 1.4                       | <b>Feature Stories</b>                                                                                           |      |          |

| <b>Item No.</b>                      | <b>Labor/Task Category</b>                                                                                                                                                                                                                                                                                                                                | <b>Unit</b> | <b>GSA Rate</b> |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 1.4.1                                | <b>Feature Story - 700-1000 words</b>                                                                                                                                                                                                                                                                                                                     | Item        | \$2,633         |
| 1.4.2                                | <b>Feature Story - 2,000 words</b>                                                                                                                                                                                                                                                                                                                        | Item        | \$3,658         |
| 1.5                                  | <b>Newsletters</b>                                                                                                                                                                                                                                                                                                                                        |             |                 |
| 1.5.1                                | <b>Newsletter - Masthead &amp; template only - 4-page</b>                                                                                                                                                                                                                                                                                                 | Item        | \$5,414         |
| 1.5.2                                | <b>Newsletter - Full service, first issue - 4-page</b>                                                                                                                                                                                                                                                                                                    | Item        | \$10,680        |
| 1.5.3                                | <b>Newsletter - Full service, second issue - 4-page</b>                                                                                                                                                                                                                                                                                                   | Item        | \$6,291         |
| 1.5.4                                | <b>Newsletter - Copywrite Only - Research, topics, interviews, draft and edit - 1,500-2,500 words</b>                                                                                                                                                                                                                                                     | Item        | \$3,658         |
| 1.6                                  | <b>Media Training/ Messaging Session/Strategic Planning Session</b>                                                                                                                                                                                                                                                                                       | Each        | \$5,852         |
| 1.7                                  | <b>Event Management</b>                                                                                                                                                                                                                                                                                                                                   | Event       | \$5,414         |
| 1.8                                  | <b>Management/Senior Staff Day Rates - For trade shows, meetings, annual conferences, etc. (excludes travel, accommodations and expenses which are billed at actual costs).</b>                                                                                                                                                                           | Per Day     | \$1,463         |
| 1.9                                  | <b>Consulting Services - Provide monthly consulting services for annual and/or regional meetings and other industry events. Manage, schedule, negotiate outside costs, issue purchase orders, review invoices and product deliverables for other subcontractors. Coordinate and liaison with client on any project not in existing Service Agreement.</b> | Per Hour    | \$147           |
| <b>2. Video Production/Packaging</b> |                                                                                                                                                                                                                                                                                                                                                           |             |                 |
| 2.1                                  | <b>Video - 7-10 minutes - Script treatment, script, producer, director, editor, production and crew.</b>                                                                                                                                                                                                                                                  | Item        | \$53,255        |
| 2.2                                  | <b>Video Cassette Package Design and Label - Full Color</b>                                                                                                                                                                                                                                                                                               | Item        | \$3,658         |
| <b>3. Web Copywriting/Reports</b>    |                                                                                                                                                                                                                                                                                                                                                           |             |                 |
| 3.1                                  | <b>Web Site Copywriting - Receive an outline from the client detailing copy points for Web pages. Write copy according to client s outline. Tactics employed would include but not be limited to: scannable text, using highlighted keywords and meaningful sub-headings, bulleted lists and employing just one idea per paragraph.</b>                   | Per Page    | \$586           |
| 3.2                                  | <b>Web Site Analysis and Report</b>                                                                                                                                                                                                                                                                                                                       |             |                 |
| 3.2.1                                | <b>Analysis and Report - Review client's Web site for relevance to journalists, search engine registrations, hot links as well as overall content, message, graphics presentation/consistency. Analyze competitive sites for similar items. Client approves outline for items to analyze and names of competitors.</b>                                    | Item        | \$6,730         |
|                                      | <b>Quarterly Reviews</b>                                                                                                                                                                                                                                                                                                                                  |             |                 |

| Item No.                                                         | Labor/Task Category                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Unit  | GSA Rate |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|
| 3.2.2                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Each  | \$1,756  |
| <b>4. Radio &amp; TV Production/Public Service Announcements</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |          |
| 4.1                                                              | <b>60-Second Radio Spot/ Public Service Announcement</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |       |          |
| 4.1.1                                                            | Concept & copy for live read PSA                                                                                                                                                                                                                                                                                                                                                                                                                                           | Item  | \$5,852  |
| 4.2                                                              | <b>30-Second TV Spot/ Public Service Announcement</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |       |          |
| 4.2.1                                                            | <b>Concept &amp; copy for PSA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          | Item  | \$17,849 |
| <b>5. Outreach Reports/Audits</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |          |
| 5.1                                                              | <b>Communications Requirements Study</b> - Conduct on-site evaluation of client's or prospect's requirements, review documents and define scope of work including recommendations for cost/time efficiency measures.                                                                                                                                                                                                                                                       | Study | \$2,195  |
| 5.2                                                              | <b>Marketing Communications Plan</b> - Conduct strategic planning sessions with client to identify key benefits to target audiences and the client's "brand destination." Conduct In-depth Interviews (IDI's) with a selection of client's primary constituents, committee members or board members. Develop a Marketing Communications Plan with strategic and tactical recommendations as well as key messages, tone and personality. Timeframe: Six months to one year. | Plan  | \$53,255 |
| 5.3                                                              | <b>Competitive Intelligence Audit</b> - Collect competitive information via Internet research. Provide analysis and develop a matrix to display findings. Evaluate product/service offerings, pricing, distribution channels, certifications, key messages, as well as tone and personality.                                                                                                                                                                               | Item  | \$5,852  |
| <b>6. PowerPoint</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |          |
| 6.1                                                              | <b>Copy</b> - Copy and concept for approximately 20 PowerPoint slides, including script and notes for presentation.                                                                                                                                                                                                                                                                                                                                                        | Item  | \$6,291  |
| 6.2                                                              | <b>Standard Design</b> - Layout 20 PowerPoint slides using standard template. Excludes customization and animation.                                                                                                                                                                                                                                                                                                                                                        | Item  | \$6,291  |
| 6.3                                                              | <b>Custom Design</b> - Master audiotape of professional narrator plus design, testing and installation of a 15-20 slide presentation. Excludes hardware and software.                                                                                                                                                                                                                                                                                                      | Item  | \$17,849 |

**SIN 541-1000 OTHER DIRECT COSTS**

| Item No. | Labor/Task Category                   | Unit | GSA Rate           |
|----------|---------------------------------------|------|--------------------|
| 1.1      | <b>Stock Photography/Illustration</b> | Each | \$310<br>per photo |

|     |                            |      |                    |
|-----|----------------------------|------|--------------------|
| 1.2 | <b>Photo Editing/Work</b>  | Each | \$266<br>per photo |
| 1.3 | <b>Custom Photography</b>  | Each | \$2,341            |
| 1.4 | <b>Custom Illustration</b> | Each | \$2,195            |

Awarded Other Direct Costs are comprised of the description above and are directly applicable to the services provided. Agency orders may alter the type, quality and timing of each component and thus result in a lower/higher price for specific requirements. The Contractor is advised that based on the specific task identified at the task order level, Clause 552.238-75, price reductions may be used to provide a proposed fixed price to the agency to more accurately reflect the actual work required. Orders **may not** exceed the awarded Other Direct Costs as specified above without **a modification** to this contract.

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.**

**Commercial Job Title:** Consulting Services.

**Minimum/General Experience:** Four-years progressive experience in managing Advertising and Media projects.

**Functional Duties:** Provides monthly consulting services for annual and/or regional meetings and other industry events. Manages, schedules, negotiates outside costs, issue purchase orders, reviews invoices and product deliverables for other subcontractors. Coordinates and liaison with client on any project not in existing Service Agreement.

**Minimum Education:** Bachelor's Degree.

2. **Maximum order.** Will be \$1,000,000 except for requirements exceeding the maximum order according to clause I-FSS-125 (August 1995).

3. **Minimum order.** \$100.00.

4. **Geographic coverage (delivery area).** The 48 contiguous states and the District of Columbia.

5. **Point(s) of production** (city, county, and State or foreign country). Silver Spring, (Montgomery County). MD.

6. **Discount from list prices or statement of net price.** Prices are net (discounts taken).

7. **Quantity discounts.** None.

8. **Prompt payment terms.** None.

9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** Government credit card will be acceptable for all micro-purchase orders.

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Government credit card will be acceptable for all purchases.

10. **Foreign items** (list items by country of origin). None.

11a. **Time of delivery.** (Contractor insert number of days.) As mutually agreed, per Statement of Work.

11b. **Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. Not Applicable.

11c. **Overnight and 2.** Not Applicable.

11d. **Urgent Requirements.** Urgent requirements will be quoted when available and/or requested.

12. **F.O.B. point(s).** Destination, Silver Spring, MD.

13a. **Ordering address:**

Boscobel Marketing Communications, Inc.  
8606 Second Avenue  
Silver Spring, MD 20910

301-588-2900  
301-588-1363 FAX

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)). Contactor is to simply include this statement as Item

14. **Payment address.**

Boscobel Marketing Communications, Inc.  
8606 Second Avenue  
Silver Spring, MD 20910

301-588-2900  
301-588-1363 FAX

15. **Warranty provision.** Boscobel warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
16. **Export packing charges.** Not applicable.
17. **Terms and conditions of Government purchase card acceptance** (any thresholds above the micro-purchase level).
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 indicating date of parts price lists and any discounts from list prices.** Not applicable.
- 20a. **Terms and conditions for any other services.** Not applicable.
21. **List of service and distribution points.** Not applicable.
22. **List of participating dealers.** Not applicable.
23. **Preventive maintenance.** 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.)**

Not applicable.

The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. **Data Universal Number System (DUNS) number.** 01-653-3093.
26. **Notification regarding registration in Central Contractor Registration (CCR) database.** Yes