

JAZ Design Company, Inc.

Establishing Your Internet Presence

GSA Contract Number - GS-07F-218BA

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

Online 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! A menu-driven system. The INTERNET address for GSA Advantage! Is <http://www.gsaadvantage.gov>

Schedule Title:

Federal Supply Schedule 541- Advertising & Integrated Marketing Solutions (AIMS)
FSC Group: 541 – AIMS

Contract Number: GS-07F-218BA

Contract Period: May 21, 2014 – May 20, 2019

Contractor:

JAZ Design Company, Inc.
84 Lake Meade Dr.
East Berlin, PA 17316
Phone number: 866-702-0399
Fax number: 866-702-0399
E-Mail: jason@jazdesignco.com
URL: www.jazdesignco.com

Contractor's Administration Source:

Jason Ohrum
84 Lake Meade Dr.
East Berlin, PA 17316
Phone number: 866-702-0399
Fax number: 866-702-0399
E-Mail: jason@jazdesignco.com

Business Size: Small

GSA Contract Terms and Conditions



1. **Awarded Special Item Numbers (SINs):** SIN 541-3 – Web Marketing Services
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage (Delivery Area):** FOB Domestic and Overseas
5. **Point(s) of Production:** Pennsylvania
6. **Discount from list prices or statement of net price:** Government Net Prices
7. **Quantity Discounts:** 1% discount on orders over \$25,000 or 2% on orders over \$50,000
8. **Prompt Payment Terms:** Net 30 days
9. **(a) Government Purchase Cards:** Are accepted up to the micro-purchase threshold.
(b) Government Purchase Cards: Contact Contractor for orders above the micro-purchase threshold
10. **Foreign items:** None
11. **(a) Time of Delivery:** To be negotiated with the ordering agency on each task/delivery order
(b) Expedited Delivery: To be negotiated with the ordering agency on each task/delivery order. Contact Contractor.
(c) Overnight and 2-day Delivery: To be negotiated with the ordering agency on each task/delivery order. Contact Contractor.
(d) Urgent Requirements: To be negotiated with the ordering agency on each task/delivery order. Contact Contractor.
12. **F.O.B. Point(s):** Destination
13. **Ordering Address:**
JAZ Design Company, Inc.
84 Lake Meade Dr.
East Berlin, PA 17316
Phone: (866) 702-0399
Fax: (866) 702-0399
E-mail: jason@jazdesignco.com
14. **Payment Address:**
JAZ Design Company, Inc.
84 Lake Meade Dr.
East Berlin, PA 17316
15. **Warranty Provision:** N/A
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Purchase Cards Acceptance:** Contact Contractor
18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
19. **Terms and Conditions of Installation:** N/A

20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts form List Prices:** N/A
21. **List of Service and Distribution Points:** N/A
22. **List of Participating Dealers:** N/A
23. **Preventive Maintenance:** N/A
24. **Environmental Attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
25. **Data Universal Numbering System (DUNS) Number:** 31-264265
26. **Notification Regarding Registration in Central Contractor Registration (CCR) Database:** Registered
27. **Uncompensated Overtime:** Exempt employees receive no additional compensation. Non-exempt employees are compensated at time and one-half for all hours in excess of 40-hour workweek, as required by law.

541 3 --- Web Based Marketing Services (Small Business Set-Aside)

Develop strategies for an agency to provide the maximum use of their Internet capabilities. Typical tasks may involve the consultation, development and implementation of the following web based tasks: Website design and maintenance, services Search engine optimization, email marketing, Interactive marketing, Web based training, Web casting, Video conferencing via the web, Section 508 compliance, including captioning service, On-Line media management, related activities to web based marketing services. Media will also be provided in a format that is compatible with the ordering agency's software requirements. Continual website updates and maintenance may also be required.

Pricing (Based on Competitive Market Pricing):

SPECIAL ITEM 541-3
Effective date: May 21, 2014

Services Description

SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)	PRICE OFFERED TO GSA (including IFF)
Website Development	\$76.57
Software Development I	\$95.72
Software Development II	\$143.58
Social Media Management	\$76.57
Search Engine Optimization	\$76.57
Website Design	\$76.57
Logo design	\$76.57

Travel

Travel will be handled in accordance with clause C-FSS-370. Costs for transportation, lodging meals and incidental expenses incurred by the contractor are allowable subject to the limitations contained in the Federal Travel Regulations and/or Joint Travel Regulations. Should travel costs occur, they will be considered at the task order level.

Organizational and Accounting Controls

JAZ Design Company, Inc.'s capabilities rest heavily on our current personnel, organizational structure and ability to fill needs by staffing, producing and managing requirements. When a client provides us with a requirement, JAZ Design Company, Inc. first considers the relevant capabilities and experiences of our internal manpower. Next, our team arranges future workflow. The JAZ Design Company team works closely together and assigns the specialist capable of organizing and implementing projects.

Because our success may require JAZ Design Company, Inc. to grow very rapidly, our team has developed a strong ability to recruit and acquire needed personnel. JAZ Design Company, Inc. thrives on recruiting the best web development, search engine optimization specialists, marketing specialists and social media specialists. We evaluate future employees based on personal interviews, education, past performances, background checks and references.

These professionals are tested and prepared for tasks by receiving appropriate briefings and specifications on the mission as a whole, and in particular, the requirements of the contract in a timely fashion. Our team controls which teams/individuals are working on each project or task order and ensures that additional personnel are recruited and acquired in the most cost efficient manner.

This team closely controls each step of our work by analyzing, processing and classifying JAZ Design Company, Inc.'s billing and transactions.

Quality Control

- (i) Client's orders and requests are carefully reviewed immediately upon receiving to assure meeting objectives and capabilities. Decision makers strategically assign tasks to associates responsible for proposals writing and discuss associated costs and length of completion for each received request. After agreement of terms and conditions with clients, JAZ Design Company, Inc. submits complete proposals within 3 days or up to three weeks of receiving the request, depending on the complexity of the project.
- (ii) The JAZ Design Company, Inc. monitors quality and reliability prior, during and after startup. This group reviews and discusses final project outcomes. The main task is to assure meeting and exceeding required standards by clients. They are responsible to deliver all projects before deadline directly to clients. Payment procedures are handled in JAZ Design Company, Inc.'s accounting department. Key individuals in this group include Jason Ohrum, Adriane and Terry Ohrum.
- (iii) Project managers conduct daily briefing sessions to ensure that every group member is fully aware with the final required objectives; project managers also lead their group to resolve and troubleshoot any issues that may occur during any project.
- (iv) JAZ Design Company, Inc.'s team understands the importance of producing quality performances, even while meeting urgent deadlines. Our team carefully examines the requirements and deadlines of each project before starting. Once we determine that our team can produce only the highest possible quality while meeting the deadline, our Project Mangers oversee all personnel to make sure that deadlines are met.
- (v) JAZ Design Company, Inc. is able to handle multiple projects simultaneously by matching projects of different complexity levels with different team leaders based on their experience.