



**SAMS
CONTRACTING
CONSULTING
AND
TRAINING
LLC**

UNLEASH YOUR ENTREPRENEURIAL SPIRIT!

2024 RATE SHEET/AGREEMENT FOR CONSULTING SERVICES

Your One Stop Shop For Business & Contracting Consulting Support!

OFFERED SERVICES OVERVIEW

| Business Consulting Services | Government Contracting Services |
|---|--|
| Business Formation Services (LLCs and Corporations) | GSA Schedule Services |
| Nonprofit Organization Establishment | 8(a) Certification Services |
| Business Planning Services | Proposal Support Services |
| Bookkeeping Services | VOSB/SDVOSB & Hubzone Certification Services |
| Website Development Services | Other Basic Government Contracting Services |

COMPANY POC:

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CONSULTING RATE SHEET/AGREEMENT

BUSINESS SERVICES

- _Business Coaching Call or Meeting: \$250 (up to 2 hours)
- _Half Day Training: \$1,500 (4-5 hours)
- _Full Day Training: \$2,500 (7-8 Hours)
- _LLC Establishment (With Tax ID# and Organization Documents – Includes State Filing Fee): \$850
- _Corporation Establishment (With Tax ID# and Organization Documents – Includes State Filing Fee): \$1,000
- _501c3 Non Profit (With Tax ID# and Organization Documents – Includes State Filing Fee): \$2,500
- _Amendments To LLCs: \$500 (Includes State Filing Fee)
- _Amendments To Corporations: \$750 (Includes State Filing Fee)
- _Business Plan Level I: \$1,500 (\$750 upon execution, \$750 upon completion)
- _Business Plan Level II: \$2,500 (\$1,250 upon execution, \$1,250 upon completion)
- _Business Plan Level III: \$4,000 (\$2,000 upon execution, \$2,000 upon completion)
- *Comprehensive Market Data and Industry Trends Research Provided By IBIS World: \$1,000
- _Business Plan Review and Update: \$750
- _Basic Website (no special features - up to 5 pages): \$1,000 (price does not include domain & hosting)
- _Intermediate Website (with special features - up to 15 pages): \$2,500 (price does not include domain & hosting)
- _Website Maintenance/Updates: \$25/Hr
- _Logo Design: \$250
- _Monthly or Quarterly Bookkeeping Services via Quickbooks: \$125-\$250/month
- _Financial Statements (Profit & Loss Statements/Balance Sheets): \$500/Yr

BASIC CONTRACTING SERVICES

- _Contracting Consulting Coaching Call or Meeting: \$250 (up to 2 hours)
- _Half Day Training: \$1,500 (4-5 hours)
- _Full Day Training: \$2,500 (7-8 Hours)
- _Completion of SCTRCA Application for local certification: \$250
- _SCTRCA Certification Renewal: \$150
- _Completion of DBE Application for DBE certification: \$750
- _DBE Certification Renewal: \$350
- _New SAM Registration for Fed Gov't: \$350
- _SAM Registration Renewal: \$150
- _8(m) EDWOSB/WOSB Certification: \$750
- _Developed list of potential partners/mentors for teaming purposes: \$350
- _Developed list of target customers from local, municipal, state agencies: \$350
- _Capabilities Statement Development (Federal or Non-Federal): \$250

ADVANCED CONTRACTING SERVICES

- _New VOSB/SDVOSB Certification Through Vetbiz: \$2,000
- _VOSB/SDVOSB Renewal: \$550
- _Hubzone Application: \$2,000*
- _Development of joint venture agreement (includes LLC, DUNS,SAM, JV Agreement): \$2,000*

PROPOSAL WRITING SERVICES

- _Proposal Review Level I: \$350
- _Proposal Review Level II: \$550
- _Proposal Review Level III: \$750
- _Proposal Development-Level I: \$500-\$750 Negotiated Amt: _____
- _Proposal Development-Level II: \$750-\$1,000 Negotiated Amt: _____
- _Proposal Development-Level III: \$1,000-\$1,500 Negotiated Amt: _____
- _Proposal Development-Level IV: \$1,500 -\$2,000 Negotiated Amt: _____
- _Proposal Development-Level V: \$2,000 + Negotiated Amt: _____

GSA SERVICES

- _FSS/GSA/PSS Schedule Offer Guidance Through Submission: \$5,000*
 - *Response To GSA Clarification Request: \$550/response
 - *Conducting Negotiations w/GSA: \$350
 - *Preparation of GSA Terms and Conditions Pricelist and SIP Upload: \$550
- _Turnkey FSS/GSA/PSS Schedule Development: \$7,500*
- _Basic GSA Schedule Maintenance Support: \$250/month
- _One Time Add/Remove Authorized Negotiators: \$250
- _One Time Emod To Update/Change Terms and Conditions: \$550
- _One Time Pricelist Revision & Upload via SIP: \$550
- _1-2 Hour GSA Ebuy, Marketing and Sales Reporting Training: \$550
- _Exercise Option Period Response: \$550
- _Emod To Escalate Rates Based On EPA: \$1,700*
- _Emod To Add New Products/Labor Categories To Existing SINS: \$1,900*
- _Emod To Add New SIN Categories w/New Products/Labor Categories: \$1,750 + \$550 Per SIN

8(a) SERVICES

- _8(a) Application Review & Audit Prior To Submission (Initial Review): \$975
- _8(a) Application Review & Audit Prior To Submission (Subsequent Review): \$375
- _8(a) Initial Application (a la carte): \$4,000*
 - _Social/Economic Disadvantage Narrative: \$750
 - _8a Clarification Letter Response: \$550/clarification response letter
 - _1010c Business Plan for 8(a) Program: \$950
- _Turnkey 8(a) Application Package (all al la carte services included): \$6,000*
- _8(a) Annual Review - \$950

***Payment Terms:**

- > Invoice balances over \$1k can be billed in installments
- > Invoice balances under \$1k will be due upon execution of the agreement

TOTAL INVOICE AMOUNT: _____

PERIOD OF PERFORMANCE: _____ to _____

SIGNATURE

Client Company Name _____

POC Name/Title _____

Signature _____

Date _____

By signing this agreement the client acknowledges this contract is non-cancelable for any reason, and no refunds will be provided once the project has been initiated.

CREDIT CARD INFORMATION

Name on Card: _____

Card Number: _____

Card Expiration Date: _____

Billing Zip Code: _____

Card Security Code: _____

TERMS AND CONDITIONS

Confidential Information. The consultant agrees that any information received by the consultant during any furtherance of the consultant's obligations in accordance with this contract, which concerns the personal, financial or other affairs of the company will be treated by the consultant in full confidence and will not be revealed to any other party.

Liability. With regard to the services to be performed by the Consultant pursuant to the terms of this agreement, the Consultant shall not be liable to the Company, or to anyone who may claim any right due to any relationship with the Company, for any acts or omissions in the performance of services on the part of the Consultant or on the part of the agents or employees of the Consultant. The Company shall hold the Consultant free and harmless from any obligations, costs, claims, judgments, attorneys' fees, and attachments arising from or growing out of the services rendered to the Company pursuant to the terms of this agreement or in any way connected with the rendering of services. Any disputes shall be addressed and coordinated through mediation at the Bexar County Dispute Resolution Center.

Independent Contractor. Both the company and the consultant agree that the consultant will act as an independent contractor in the performance of its duties under this contract. Accordingly, the consultant shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the consultant's activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, & any other taxes or business license fees.