

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE  
AMENDMENT NO. 3

TO: OHIO DEPARTMENT OF EDUCATION  
FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES  
SUBJECT: CONTRACT FOR AGENCY CONFERENCE PLANNING AND COORDINATION

Attached are pages 3 through 5 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to add additional OAKS item numbers and re-paginate the document.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Therese Gallego, CPPB  
therese.gallego@das.ohio.gov

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

213187  
PMM Agency  
1301 Dublin Road  
Columbus, OH 43215  
kimberly@pmm-agency.com

Agency Conference Planning and Coordination  
 CSP900315  
 UNSPSC Category Code: 80140000

OAKS ITEM NUMBERS:

- 26280 Conference Planning Services
- \*27237 Signage Production and Printing
- \*27238 Approved Vendor Services
- \*27239 Equipment Rental
- \*27240 Venue Rental (Facility Fees)
- \*27241 Other Charges (Exhibitor Supplies, Shipping, Handling, etc.)

Staffing Rates per Hour When Utilized:

TITLE	RATE PER HOUR	DESCRIPTION
Manager	\$60.00	Manage each project on-site and off site
Operations Manager	\$45.00	Logistics and Coordination
Communications	\$40.00	Marketing, communicates to attendees
Database Operations	\$25.00	Develop and Maintain/Registrations
Meeting Administrative Assistant	\$25.00	Customer service duties
Registration of Attendees	\$25.00	Event registration on-line or at desk
Creative/Graphics Design	\$45.00	Layout and Design, signage, printing
AV Specialist	\$25.00	Work with Agency on AV rental equipment
Manager of Labor	\$35.00	Manage and coordinates receiving, unloading, loading, moving heavy equipment, exhibit booths, dismantling and clean up

The titles and number of hours will be determined by the size, number of attendees, and duration of each event; to be proposed and mutually agreed upon by the Contractor and the Agency prior to issuance of each Purchase Order.

ADDENDUM/NOTES:

Contractor can be flexible to the preferred rate and/or model of payment for fee structure. Blended rate model might also be considered as more cost-effective, given the time and variance of hours/project. The agency standard blended rate awarded by State of Ohio has ranged from \$100 to \$125/hour.

The 9-person account model proposed above could be the basis for fees of the ODE team. As a value add, Contractor's preferred model would also include additional staff, based on scale of event, to ensure a successful production, at no cost to the State of Ohio.

MEETING RATES PER PERSON REGISTERED TO ATTEND

DESCRIPTION	COST PER PERSON PER DAY
One Day Meeting 3-8 hours	
Attendees 5-50	\$50.00
Two Day Meeting	
Attendees 5-50	\$50.00
Three Day Meeting	
Attendees 5-50	\$50.00-\$60.00
One Day to Three Days – Large Meeting	
Attendees 500-1,000	\$60.00-\$65.00

OTHER SERVICES These services require pre-approval of the Agency per event.

SERVICE
Tables/Set Up
Decorating – linear feet or square feet
Table Skirting
Carpet Runners
AV equipment rental – cost plus %
Transportation and Drayage
Floor plans and Drawings
Material Handling
Installation and Dismantling

\*Indicates change 04/20/15.

AV EQUIPMENT MAY INCLUDE: Switching & Processing Equipment, Cameras, Projection, Screens, Monitors, Playback & Record, Graphics/Presentation, Cabling Distribution, Web Streaming System, Consoles, Processing, Wireless and Wired Microphones, Speaker/Amps/Stands, Intercom, Lighting equipment, Convention Services Equipment, Carts, Radios, Power Equipment, Generator, Rigging equipment, Motors/Crank-ups, Lifts/ Ladders, and Technician Labor for above. All equipment must be pre-approved in writing by the Agency and the Facility for the venue. The Agency and/or Exhibitor reserve the right to provide their own equipment at no additional cost in lieu of the Contractor providing same.

**CONTRACTOR NOTE ON OTHER SERVICES:**

In the services fields, generally the associated costs are varied based on location, venue requirements, union requirements, specs, weight, etc. The Contractor shall work with partnering firms to determine the associates' fees with scope of work for the event. No additional percentage fees are presented/applied to the direct costs for State of Ohio/client. All cost projections and/or forecasts for expenditures, vendors, equipment, staging, etc. are pre-approved in the preproduction planning phases for each event.

\*Contractor shall invoice ODE for venue costs without any additional charges or percentage fees.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: CSP900315-1 (06/30/16)



**Minority Business Enterprise (MBE)**

213187  
PMM Agency  
1301 Dublin Road  
Columbus, OH 43215

TERMS: Net 30

CONTRACTOR'S CONTACT:

Kimberly Blackwell

Office: (614) 487-1500  
E-Mail: [kimberly@pmm-agency.com](mailto:kimberly@pmm-agency.com)

\*Indicates repagination.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
3	04/20/15	To add additional OAKS item numbers and re-paginate the document.
2	02/03/15	To update verbiage in the Mutually Agreed Upon Clarifications, Item A.
1	10/29/14	To add invoicing requirements for venue costs and add the Summary of Amendments page.