



USACE Conference Planning Services

General Information

The U.S. Army Corps of Engineers (USACE) has established a blanket purchase agreement (BPA# W912HQ-06-A-0002) for the purchase of Conference Planner Support.

The BPA was awarded to Professional and Scientific Associates and its strategic team members, National Micro Rentals and Audiovisual Headquarters,TM who have combined to make Team PSA. The BPA can be seen in its entirety on the Web at: http://www.psava.com/psahome/contracts/usace_bpa.pdf. The Team PSA USACE email address is team-psa@psava.com. The Team PSA USACE web link is <http://www.psava.com/psahome/contracts/USACE.asp>. On this Web link, users will find the tools they need to develop USACE task orders and get estimates from Team PSA on these task orders. To assist USACE, Team PSA has developed a Web-enabled Automated Task Ordering and Management System (ATOMS) that allows users to order services and track service delivery. ATOMS is available at <https://ent3.psava.com/login.asp>

More information can be obtained from Alandra Jones, the Administering Contracting Office, Humphrey's Engineer Center Support Activity, 7701 Telegraph Road, Alexandria, VA 22315-3860.

Frequently Asked Questions (FAQs)

The following are some frequently asked questions regarding these BPA services.

What services are available through this BPA?

The Conference Planner Support services provided through this BPA include professional and scientific seminars and conferences, pre-event planning, venue arrangements, hotel arrangements, attendee registration and travel arrangements, fiduciary services, project management services, A/V services, and information systems infrastructure. See the USACE BPA at: http://www.psava.com/psahome/contracts/usace_bpa.pdf.

Who may use the USACE Event Management BPA? The contract can be used by any USACE staff authorized to purchase Conference Planner Support services on behalf of the Corps. If there is a need for conferences, meetings or events for training, peer review, or program initiatives, Team PSA can provide all services via GSA "direct buy."

Why should I use this contract to purchase Conference Planner Support services? These competitive contracts provide, on average, a 14-percent savings over other event management services contracts. Cost-saving services include: a Web site for marketing, registering, and managing your event; 35-percent average vendor savings on A/V and computer equipment; significant savings on hotels and travel; and other streamlined processes. Furthermore, these contracts enable USACE to leverage its purchasing power to obtain additional future Corps-wide savings without each division having to negotiate its own separate contracts, and allow USACE to reallocate price savings to mission-critical activities.

How do I contact Team PSA regarding general questions about this program?

For general customer service questions, please call our toll-free line: 800.766.8635, or e-mail us at USACE@team-psa.com. For contract specific information you may call Team PSA's National Account Manager for the USACE Conference Planner Support BPA, Michael Carey, at 703.234.1751 or e-mail Mike at M_Carey@psava.com. Knowledgeable staff can readily assign your request to the appropriate Team PSA staff member.

Who is "Team PSA"? Who are the corporate partners supporting the contract and resulting task orders? Team PSA is a group of the best conference planning and event support companies in the Nation. Team PSA has teamed with National Micro Rentals and Audiovisual Headquarters.TM Staffs of each partner company have worked together for more than 10 years. Please visit our USACE Conference Planner Support Web site at www.psava.com, or contact us at USACE@team-psa.com to learn more about our teaming and our partners; NMR and AVHQ. Brief descriptions of these partners are below.

Professional and Scientific Associates (now known as Team PSA) Founded in 1986, PSA is a small, minority- and woman-owned event management and professional services firm that offers a diverse array of logistical support to Federal, State, and local governments, as well as to private sector clients. Team PSA is a small, woman-owned, Hispanic-owned and military family-owned professional consulting services firm headquartered in Reston, Va., with offices in Atlanta, GA; Miami, FL; Chicago, IL; Philadelphia, PA; Rockville, MD; and Portland, OR. With more than 100 employees and hundreds of consultants throughout the world, PSA offers premier conference planning and event management, logistics and travel services, curriculum design and training, grantee technical assistance, award-winning art and graphic design, and publication development support. For more information, please visit <http://www.psava.com>.

National Micro Rentals (NMR). For almost two decades, NMR has been supplying computers and presentation equipment with exceptional service at a competitive price. NMR has built relationships with more than 100 affiliate equipment suppliers across the country, and can deliver the IT products and service where and when they are needed. Whether you need equipment for exhibits, training, special events, short-term projects or peak work periods, NMR can make your presentation more exciting and your life easier. With over 100,000 square feet of office and warehouse space, our six offices across the country allow NMR to deliver the tools for your success anywhere you need to be.

Audiovisual HeadquartersTM (AVHQ) AVHQ is your complete audiovisual equipment and technology support provider. Producers, meeting planners, exhibitors and speakers who need to create themed environments, project and/or broadcast presentations, or coordinate events rely on AVHQ to effectively deliver their messages. With specialized operations in staging, conference support and nationwide rentals, AVHQ provides a unique combination of equipment and services. With onsite lighting, sound, projection, video, recording, broadcast, computers, staging, and exhibit displays, there is no event AVHQ cannot manage.

We encourage all USACE authorized personnel to use this BPA for their Event Management Services needs.