



C R A B T R E E + C O

How to Engage Crabtree + Company (C+C)

FAQs

1. What is the name of this contract vehicle?

Crabtree + Company holds Purchase Order number 13-BPA-270-0000264225 for “Graphic Design / Printing / Fulfillment” under a Blanket Purchase Agreement (BPA) of the same number. Our contractor number is 0000032210.

2. What kind of work is covered under this BPA?

All communications materials; websites, exhibits, printed materials, signage, posters, marketing, branding, and digital products. This includes, but is not limited to “folders, bi-annual newsletters, annual reports, exhibition and programming materials, Smithsonian campus maps, bookmarks, development and promotional materials, and various other marketing initiatives.” If you have other work in mind, please ask us.

3. Is there a cost limit?

Yes. The cost may not exceed \$250,000 per order.

4. Is there a time limit?

The contract runs through January 13, 2018.

5. Can I engage Crabtree + Company directly or is it necessary to run a competition?

Since Crabtree + Company competed to win an award under the BPA, work may be awarded under the BPA without further competition. Each Smithsonian unit will decide if a second competition is required.

6. Ok, what’s the process and how do we begin?

Contact your unit’s appropriate procurement official for assistance in developing a Statement of Work (SOW) and budget. Upon receipt of the SOW, Crabtree + Company will provide a cost estimate. When the estimate is approved and paperwork is in place, we’ll begin work.

7. Can I be in touch with Crabtree + Company throughout this process to ask questions and clarify aspects of the task?

Yes. Absolutely.

8. How can I learn more about Crabtree + Company?

Please visit our website at www.crabtreecompany.com or contact Robin Ludt at 703.241.9001 or robin@crabtreecompany.com.