

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.fss.gsa.gov> .

Schedule for Professional Services Schedule - PSS
Federal Supply Group: 00CORP



Contract Number: **47QRAA18D00BV**
Contract Period: **July 5, 2018 through July 4, 2023**

Contractor: The Data Entry Company
424 Arch Street
Oakland, MD 21550-1915
Phone: 301-718-0703
Fax: 301-718-1615
Website: www.tdec.com

Business Size:
Small HUBZone Business

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
874-7, 874-7RC	Integrated Business Program Support Services	Page 4

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: See page 4.

2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage: Domestic and Overseas Delivery
5. Point of Production: The Data Entry Company
 424 Arch Street
 Oakland, MD 21550-1915
6. All Prices shown herein are Net (discount deducted).
7. Quantity Discount: None
8. Prompt Payment Terms: Net 30 Days
- 9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Cards are accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: The Data Entry Company shall deliver or perform services in accordance with the terms negotiated in an agency's order. The Data Entry Company will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.
- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: FOB Destination
13. Ordering Address: The Data Entry Company
 424 Arch Street
 Oakland, MD 21550-1915
14. Payment Address: The Data Entry Company
 424 Arch Street
 Oakland, MD 21550-1915

15. Warranty Provisions: Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact The Data Entry Company for terms and conditions of Government Purchase Card acceptance.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Not applicable.
- 20a. Terms and conditions of repair parts: Not applicable
- 20b. Terms and conditions of any other services: Not applicable.
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 24b. Contact The Data Entry Company for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>
25. DUNS Number: 089950471
26. The Data Entry Company is registered in the System for Award Management (SAM) database.



**GSA Hourly Pricing for
SIN 874-7 - Integrated Business Program Support Services**

Labor Category	07/05/18	07/05/19	07/05/20	07/05/21	07/05/22
	–	–	–	–	–
	07/04/19	07/04/20	07/04/21	07/04/22	07/04/23
Administrative Assistant	\$47.36	\$48.40	\$49.47	\$50.56	\$51.67
Application/Questionnaire Tester	\$31.59	\$32.29	\$33.00	\$33.72	\$34.46
Contract-Wide Project Management	\$144.55	\$147.74	\$150.99	\$154.31	\$157.70
Conversion Worker II	\$30.15	\$30.82	\$31.50	\$32.19	\$32.90
Conversion Worker III	\$33.37	\$34.10	\$34.85	\$35.62	\$36.40
Data Entry Specialist	\$30.74	\$31.42	\$32.11	\$32.82	\$33.54
Department Manager I	\$35.43	\$36.21	\$37.01	\$37.82	\$38.65
Document Processing Technician	\$31.05	\$31.73	\$32.43	\$33.15	\$33.88
Field Room Staff	\$26.55	\$27.14	\$27.73	\$28.34	\$28.97
Index Specialist IV	\$31.66	\$32.36	\$33.07	\$33.80	\$34.54
Information Systems Training Specialist	\$43.91	\$44.88	\$45.86	\$46.87	\$47.90
Operations Assistant I	\$38.82	\$39.68	\$40.55	\$41.44	\$42.35
Operations Supervisor	\$39.50	\$40.37	\$41.26	\$42.17	\$43.09
PIV Registrar	\$35.90	\$36.69	\$37.50	\$38.32	\$39.16
Program Support Technician	\$49.03	\$50.11	\$51.21	\$52.34	\$53.49
Project Manager	\$79.59	\$81.34	\$83.13	\$84.96	\$86.82
Security Support Clerk	\$32.94	\$33.67	\$34.41	\$35.17	\$35.94
Site Manager II	\$74.94	\$76.59	\$78.27	\$80.00	\$81.76
Software Developer	\$174.56	\$178.40	\$182.32	\$186.34	\$190.43

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Proposed Category	SCA Occupation Code & Title	Wage Determination Number
Administrative Assistant	01313 Secretary III	WD 2015-4281, Rev. 9
Application/Questionnaire Tester	01311 Secretary I	WD 2015-4281, Rev. 9
Document Processing Technician	01311 Secretary I	WD 2015-4281, Rev. 9
Field Room Staff	01051 Data Entry Operator I	WD 2015-4281, Rev. 9
Operations Assistant I	01313 Secretary III	WD 2015-4281, Rev. 9



Labor Category Descriptions

Administrative Assistant

Functional Responsibilities: The Administrative Assistant generates, maintains, and manages reports designed to provide analytical support to managers and provides general administrative support as required. Duties include data entry and file maintenance; responding to requests for information; and answering, screening, and forwarding phone calls. Takes messages or fields/answers all routine and non-routine questions. May assist in weekly/monthly billing reporting. Types and designs general correspondences, memos, charts, tables, graphs, etc., and proofreads copy for spelling, grammar, and layout, making changes when appropriate. Performs other duties as assigned.

Education: High School

Experience: 1 year

Application/Questionnaire Tester

Functional Responsibilities: The Application/Questionnaire Tester successfully works in a team environment, possesses excellent communicate skills in English, and is detail-oriented. Possesses strong software testing skills with a mathematical aptitude and the ability to adapt to changing requirements. Uses defect-tracking tools, performs data verification, and tests against complicated programming specifications. Applies rigorous testing standards to software systems using established testing processes. Applies structured workflow and provide clear and correct documentation using special use software. Creates complex testing scenarios in Excel.

Education: High School

Experience: 1 year



Contract-Wide Project Management

Functional Responsibilities: The Contract-Wide Project Management personnel successfully staffs and controls multiple sites across the nation and supervises a large number of people performing in several technical disciplines. Manages multiple, geographically-dispersed work sites. Handles all aspects of the supervision of large groups of individuals (e.g. hiring, firing, rating, training, etc.). Possesses thorough knowledge of Government contracting and contract management. Able to respond intelligently and articulately to various requests from client liaisons, such as for explanations, actions, etc. Responsible for determining required resources and skills for performing contract task in an effective manner. Manages contract staff, tasking, and financial aspects of the contract. Coordinates and manages all contract operational activities including staff assignments, staffing, resource identification, documentation of task activities, and reporting to the Government Contracting Officer (COR). Troubleshoots issues and concerns expressed by the Government COR and makes suggestions regarding resolution and timely correction. Coordinates work schedules, prioritizes tasks, and approves time sheet reporting. Manages the financial aspects of the contract and continuously reviews task progress and execution. Researches, develops, and implements ideas and procedures for improving work efficiency and quality. Manages employee performance and initiates personnel changes. Recruits and develops staff members.

Education: Bachelor's

Experience: 5 years

Conversion Worker II

Functional Responsibilities: The Conversion Worker II works under the supervision producing work including all, but not limited to, scanning, prepping of documents, image inspection, adding documents to electronic library or databases, and any other related tasks. Coordinates, prepares, processes projects for document scanning, electronic conversion, indexing, stamping. Checks specifications on the request form for accuracy, quality, and time requirements. Quality checks production and then outputs images to the specified delivery media. Duplicates and labels DVDs/CDs. Maintains scanner by performing routine cleaning. Maintains required levels of quality and rates of production. Tracks documents through the conversion process and follows document preparation procedures. Restores original documents to required condition (reassembly). Performs other duties as requested.

Education: Associate's Degree

Experience: 2 years



Conversion Worker III

Functional Responsibilities: The Conversion Worker III reviews submitted electronic documents and CDs, checking compliancy with guidelines. Provides feedback to users with resolution of non-compliant files. Performs image inspection of scanned documents to make sure they meet guidelines and regulations. Monitors document errors on electronic files and paper documents, and acts as first tier responder to users providing information for document error resolution for future resubmittal. Responds to in-person, telephone, and email client inquiries related to document processing tasks. Documents, tracks, and monitors timely resolution/response to the client. Ensures proper tracking of documents. Scan paper documents submitted to be added to electronic databases, libraries, or collections. Cross trains in all job responsibilities related to the scan area including distribution and retrofit project tasks. Reports work information and project statuses to project management. Communicates effectively and proactively with co-workers to achieve project goals and objectives. Performs other project-related duties as directed.

Education: Associate's Degree

Experience: 3 years

Data Entry Specialist

Functional Responsibilities: The Data Entry Specialist performs data entry in software programs. Responsible for meeting accuracy requirements and turn-around times. Tests customer and account system changes and upgrades by inputting new data and reviewing output. Secures information by completing database backups and securing source data when not in use. Follows policies and procedures.

Education: High School

Experience: 6 months

Department Manager I

Functional Responsibilities: The Department Manager acts as a lead and Point-Of-Contact (POC) for the staff. Identifies and categorizes documents and captures this information into relevant databases or systems. Performs quality check and verification of staff work. Responds to in-person, telephone calls, and email inquiries related to project tasks. Documents, tracks, and monitors timely resolution/response to the client. Ensures proper tracking of documents. Provides technical and administrative direction for team personnel, including review of work products for correctness; adherence to the established quality standards and client requirements; and progress in accordance with set schedules. If required, devises improvements to current procedures to improve quality of deliverables. Provides quality check and verification of own work prior to completing processing of documents. Maintains accurate daily and weekly statistics of production and time charges. Provides regular team work performance reports to the project management team. Performs other project-related duties as directed.

Education: Bachelor's Degree



Experience: 8 years

Document Processing Technician

Functional Responsibilities: The Document Processing Technician analyzes all data imaging/indexing assignments, determines priorities, and establishes production schedules. Assists in developing and implementing data indexing procedures, as required. Performs the more complex assignments requiring selection, indexing, coding, and interpretation of data. Accurately indexes data using a variety of sources. Reviews and inspects work to assure compliance with job instructions, layouts, and other procedural instructions. Ensures Quality Control (QC) of completed jobs. Advises supervisor of scheduling and production problems. Performs record keeping of work performed. Interacts with operators and customers regarding job set up, work performed, and job status to achieve desired results. Opens, sorts, and performs "document prep" on incoming mail that is connected to the work performed. Sorts, classifies, files, and retrieves data, mail and other material in a variety of established digital and related filing systems. Performs related tasks to maintain Information Technology (IT) data and files as requested.

Batches the documents and scans them into the system. Performs Quality Assurance (QA) on scanned documents. Performs general cleaning and maintenance of scanning equipment. Performs data entry services involving the keying of data (on standard work station keyboards; correcting erroneous data from standard forms and other input document review; and resolution of data entry related problems; and other related support functions. Conducts Clerical Services, usually involving the review, verification, validation, and tabulation of data for a variety of functions. Offers occasional support services, typically involving opening, counting, and sorting of incoming mail, filing mail in proper file folders, and retrieving/replacing file folders in accordance prescribed procedures. Prepares various materials such as reports, folders, labels, routing slips, or mailing. Answers and makes telephone calls and prepares correspondence relative to assigned work. Provides assistance to respective supervisor as required, including input of data; filing; typing; association of materials and files; and related tasks. Performs other assigned duties.

Education: High School

Experience: 1 year



Field Room Staff

Functional Responsibilities: The Field Room Staff enters case and other information into computer tablets and enters data from hard copy questionnaire into an electronic system. Prepare mailings for the project. Performs recordkeeping to track shipments and incentives. Assists the field room team with various clerical duties including preparing, scanning, and printing correspondence for distribution. Checks equipment for functionality, inventory, and equipment distribution.

Education: High School

Experience: 1 year

Index Specialist IV

Functional Responsibilities: The Index Specialist IV is responsible for providing document analysis, data capture, data translation into values, security access, assignment, and summaries of documents. Identifies and enters document data into a database. Utilizes systems to process documents to ensure proper tracking of documents. Responds to in-person, telephone, and email client inquiries related to indexing tasks. Documents, tracks, and monitors timely resolutions/responses. Addresses emails regarding revised procedures and for feedback from the QC staff. Provides QC of own work prior to submittal for formal review. Conducts spellchecks to verify accurate spelling.

Education: Bachelor's

Experience: 8 years

Information Systems Training Specialist

Functional Responsibilities: Assists with training staff on the business systems needed for program or project management or related tasks. Consults with supervisory staff on an ongoing basis to ensure the most effective time utilization possible by the other contract staff. Acts as designated back-up for all critical data functions for other contractor staff. Coordinates information exchange to enhance programmatic activities as appropriate. Responsibilities include some research and investigation. Serves as a liaison with Government Service Managers with reporting of problems. Under the guidance and direction of managers, provides the on-site assistance needed to resolve routine PC and network hardware, software, and configuration problems as related to program and project management activities. May be required to complete and submit various performance reports related to systems performance or problems to meet performance goals. Assures adequate quantities of supplies for onsite hardware, as required under the contract for the performance of the project. Other duties as assigned.

Education: Associate's Degree

Experience: 1 year



Operations Assistant I

Functional Responsibilities: The Operations Assistant I performs a variety of duties in support of office operations, including: preparing of reports and forms; maintaining extensive files and resource libraries; receiving mail; using receptionist skills; obtaining and managing the flow of technical documents and information; and creating documents. Provides assistance related to financial, travel, scheduling, and business office activities. Answers incoming calls and arrangement for telephone coverage work when away from desk. Greets visitors, schedule meetings, and process incoming and outgoing mail in a timely manner. Prepares documents ensuring proper formats, style, spelling, punctuation and grammar . Assists with travel arrangements including researching and reviewing travel arrangements for staff, including data entry into automated travel system. Performs data entry into software. Processes time and attendance records for division employees, prepare leave audits, and ensures corrections are submitted.

Education: High School

Experience: 1 year

Operations Supervisor

Functional Responsibilities: The Operations Supervisor is responsible for the coordination and supervision of a specific task or function for a non-technical contract or project with an emphasis on logistics, records management, Human Resources (HR) or other administrative focus. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between ten (10) and thirty (30) employees May prepare work schedules and man-hour estimations. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules. Work is generally performed in a normal office environment where there is minimal exposure to unpleasant and/or hazardous working conditions. Job assignments may require working at client site where working conditions may vary. Travel may be required.

Education: Bachelor's

Experience: 3 years



PIV Registrar

Functional Responsibilities: The PIV Registrar performs the duties of the administrative personnel, as well as duties related to personnel identification verification (PIV) card registration and administration. Enroll all sponsored personnel for their ID cards. Ensures a complete and accurate package including fingerprints and photograph, if required, for each enrolling individual. Maintains a record of ID cards that have been received and maintains the history of cards that have been received and issued. Ships ID cards to the respective enrollee; processes requests, and works with the Help Desk as necessary to resolve enrollment/activation issues. Receives and responds to related questions via email or telephone and assists with card maintenance requirements and resolving ID card problems. Administers ID card inventory system.

Education: High School

Experience: 2 years

Program Support Technician

Functional Responsibilities: The Program Support Technician performs administrative tasks, drafts templates documents, and analyzes expenses. Runs and reviews daily reports. Performs tasks related to the day-to-day operations of an office or program support environment.

Education: Bachelor's

Experience: 3 years

Project Manager

Functional Responsibilities: The Project Manager (PM) determines resources and skills needed for performing contract tasks in an effective manner. Manages contract staff, tasking, and financial aspects/contract. Coordinates and manages all contract operational activities including staff assignments, staffing, resource identification, documentation of task activities, and reporting to COR. Troubleshoots Government COR issues and concerns and makes suggestions regarding resolution and timely correction. Coordinates work schedules, prioritizes tasks, and approves time sheet reporting. Manages the financial aspects of the contract and continuously reviews task progress and execution. Researches, develops, and implements ideas and procedures for improving work efficiency and quality. Manages employee performance and initiates personnel changes. Recruits and develops staff members.

Education: Bachelor's

Experience: 5 years



Security Support Clerk

Functional Responsibilities: The Security Support Clerk is responsible for all aspects of processing security request, staffing the help desk, and assisting in the administration of the security card management program. Assists in the handling of case materials including matching receipts with the appropriate case and tracking unassigned pieces. Verifies ID documentation. Communicates via telephone, email, and fax to personnel being processed to address incomplete or discrepant information and the scheduling of investigations. Assists applicants with completing forms. Assists with scheduling of appointments.

Education: Bachelor's

Experience: 3 years

Site Manager II

Functional Responsibilities: The Site Manager II provides day-to-day supervision and leadership to contractor personnel assigned to support a specific task such as data entry; mail processing; record filing; and other specific tasks that may be added. Monitors the day-to-day activities of contract staff assigned to the specific task. Assigns and schedules work projects; schedules special and non-routine functions; monitors day-to-day projects to ensure work completion in accordance with overall schedules; establishes priorities for projects; assures the quality, quantity, and accuracy of work performed; and schedules and coordinates contract employee vacations, absences, overtime, and related matters. Assists in recruiting and screening of candidates to fill vacant positions assigned to the specific task. Trains and monitors the progress of contract staff assigned to the specific task. Interfaces with the Government, or liaison assigned to the site, for task assignments and technical direction related to these tasks for the contractor support staff. Interfaces with the administrative personnel to ensure that administrative activities, such as time keeping, payroll, benefits, travel planning, reporting, etc., are properly handled.

Education: Bachelor's

Experience: 5 years



Software Developer

Functional Responsibilities: Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of complex systems engineering, systems technology, support systems, program management, management or other related programs. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic to assure performance goals are met. Encodes project requirements from contract to close out by converting workflow information into computer language. Develops input screens and output files for content delivery, and statistical reports. Confirms program operation by conducting tests; modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Contributes to team effort by accomplishing related results as needed.

Education: Bachelor's

Experience: 6 years



Experience & Degree Substitution Equivalencies

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Administrative Assistant	High School	1	0	0	0	0	1
Application/Questionnaire Tester	High School	1	0	0	0	0	1
Contract-Wide Project Management	Bachelor's	5	1	3	5	7	9
Conversion Worker II	Associate's	2	0	0	0	2	4
Conversion Worker III	Associate's	3	0	0	1	3	5
Data Entry Specialist	High School	0	0	0	0	0	1
Department Manager I	Bachelor's	8	4	6	8	10	12
Document Processing Technician	High School	1	0	0	0	0	1
Field Room Staff	High School	1	0	0	0	0	1
Index Specialist IV	Bachelor's	8	4	6	8	10	12
Information Systems Training Specialist	Associate's	1	0	0	0	1	3
Operations Assistant I	High School	1	0	0	0	1	3
Operations Supervisor	Bachelor's	3	0	1	3	5	7
PIV Registrar	High School	2	0	0	0	0	2
Program Support Technician	Bachelor's	3	0	1	3	5	7
Project Manager	Bachelor's	5	1	3	5	7	9
Security Support Clerk	Bachelor's	3	0	1	3	5	7
Site Manager II	Bachelor's	5	1	3	5	7	9
Software Developer	Bachelor's	6	2	4	6	8	10