



**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

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 GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

Code A: Office Management

A03. Document Services Subcategory

A11. Records Management Subcategory

Contract number: 47QSMA18D08NW

Period of Performance: January 25, 2018 through January 24, 2023

Pricelist current through Supplement PS-0005, effective July 17, 2018

For more information on ordering from Federal Supply Schedules go to the internet address: <http://www.gsa.gov/schedules>.



EDGE DIGITAL GROUP, INC.

1700 N Moore St Ste 1810

ARLINGTON, VA, 22209-1952

Tel: 703-318-6717

<http://www.edgedigitalgroup.com>

Contact: Christopher Beasley

Email Address: cbeasley@edgedigitalgroup.com

Business Size: Small business

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

SIN	SIN Description
518210DC	Document Conversion Services
518210ERM	Electronic Records Management Solutions
OLM	Order-Level Materials (OLM)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:

SIN	Product Description	Rate
518210DC & 518210ERM	Document Preparation, Light	\$0.009
518210DC & 518210ERM	File Naming	\$0.009

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item:
LABOR CATEGORY DESCRIPTIONS on Page 6

2. Maximum order:

Special Item No. 518210DC - Document Conversion Services - \$1,000,000

Special Item No. 518210ERM - Electronic Records Management Solutions - \$1,000,000

Special Item No. OLM - \$0

3. Minimum order:

\$100.00

4. Geographic coverage (delivery area): Domestic Only; 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

5. Point(s) of production (city, county, and State or foreign country): Same as company address

6. Discount from list prices or statement of net price: Prices shown in pricelist are net. Discounts have been deducted and the Industrial Funding Fee has been added.

7. Quantity discounts: 5% volume discount and the project setup fee for orders over one million (1,000,000) scans is waived.

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: 5% - 7 days from receipt of invoice or date of acceptance, whichever is later. Payments received outside the net 7-day period are not eligible for the discount.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Government purchase cards are accepted at and below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): N/A

11a. Time of delivery: 60 Days After Receipt of Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery: To be determined by individual order, as negotiated by ordering activity and the contractor.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: To be determined by individual order, as negotiated by ordering activity and the contractor.

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: To be determined by individual order, as negotiated by ordering activity and the contractor.

12. F.O.B. point(s): Destination

13a. Ordering address:

Edge Digital Group Inc.
1700 N Moore St Ste 1810
ARLINGTON, VA, 22209
703-318-6717
703-318-1447
sales@edgedigitalgroup.com

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es):

Edge Digital Group Inc.
1700 N Moore St Ste 1810
ARLINGTON, VA, 22209

15. Warranty provision: Standard Commercial Warranty

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 176747319

26. Notification regarding registration in System for Award Management (SAM) database: EDGE DIGITAL GROUP, INC. is registered in SAM and the registration is current. CAGE code: 1YGY0

SIN DESCRIPTIONS

518210DC -- Document Conversion Services -- Includes scanning of the original document's text and images, converting the information to digital data, transferring the data to a new media file, and formatting the information for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process.

51 600 – Electronic Records Management Solutions – Electronic Records Management Solutions provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of electronic records. The vendor provides professional management and administrative support personnel with the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or vendor equipment and facilities or a combination of both. The objective of electronic records management services is to permit the access, maintenance, control, storage, disposition, and transfer of electronic records. Includes any ancillary supplies and/or services necessary to provide a total electronic records management solution.

OLM -- Order-Level Materials (OLM) -- OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

LABOR CATEGORY DESCRIPTIONS

LABOR CATEGORY / LEVEL: RECORDS CLERK **

Minimum Experience: Three years' experience providing general clerical information and records management project and/or program support. Experienced with information and records management fundamentals such as data entry, files management, records disposition, scanning, document preparation.

Functional Responsibility: Performs variety of project or program clerical support functions. General responsibilities include filing, boxing, labeling, moving, retrieving, scanning, and prepping of records. Responsibilities also include general project/program support activities such as typing, data entry, copying, etc.

Minimum Education: High school diploma or equivalent.

LABOR CATEGORY / LEVEL: RECORDS SUPERVISOR**

Minimum Experience: Six years' experience providing general clerical information and records management project and/or program support. Experienced with information and records management fundamentals such as data entry, files management, records disposition, scanning, document preparation.

Functional Responsibility: Performs variety of project or program clerical support functions. Able to work on self-directed tasks without close supervision. Provides technical direction on clerical tasks to Records Clerks. General responsibilities include filing, boxing, labeling, moving, retrieving, scanning, and prepping of records. Responsibilities also include general project/program support activities such as typing, data entry, copying, etc.

Minimum Education: High school diploma or equivalent.

LABOR CATEGORY / LEVEL: INFORMATION ANALYST 1

Minimum Experience: Entry level. Course work related to information and records management or the business/technology directly relating to the assigned business segment.

Functional Responsibility: Supports projects under the direction of senior staff, through the conduct of/participation in interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion. Also assists with general data gathering and analysis as assigned, including process flows, user profiles, data mapping.

Minimum Education: Bachelor's degree in information technology, data science, business, or equivalent experience.

LABOR CATEGORY / LEVEL: INFORMATION ANALYST 2

Minimum Experience: Four years' experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in records inventory and/or records retention schedule development projects.

Functional Responsibility: Supports records inventory/records retention schedule projects through the conduct of interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.

Minimum Education: Bachelor's degree in information technology, data science, business, or equivalent experience.

LABOR CATEGORY / LEVEL: ELECTRONIC INFORMATION SPECIALIST

Minimum Experience: Two years' experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in design, development, or deployment of electronic information management or records systems.

Functional Responsibility: Supports projects through the conduct of interviews, physical inventory of documents, general data gathering and analysis as assigned, including process flows, user profiles, data mapping, and system setup requirements for electronic systems. Develops inventory data sheets, analysis data sheets, and document descriptions and metadata. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.

Minimum Education: Bachelor's degree in information technology, data science, business, or equivalent experience.

LABOR CATEGORY / LEVEL: INFORMATION SPECIALIST 1**

Minimum Experience: Entry level position. Course work related to information and records management or the business/technology directly relating to the assigned business segment.

Functional Responsibility: Performs variety of project or program support functions. Implements uniform file structures and records disposition. Implements and utilizes records tracking systems. Develops written guidance for and provides training to the clerical staff on records disposition. Performs business and technical analyses as required. Generates reports on various technical and administrative issues and project documents.

Minimum Education: Associate's degree in related subject area, or equivalent experience.

LABOR CATEGORY / LEVEL: INFORMATION SPECIALIST 2**

Minimum Experience: Two years' experience providing general information and records management program support. Experienced with records management fundamentals such as files management and records disposition.

Functional Responsibility: Performs variety of project or program support functions. Implements uniform file structures and records disposition. Knowledgeable in the use and implementation of records tracking systems. Able to advise other staff in the operation of information and records management program, often in a lead or quality control capacity. Develops written guidance for and provides training to the clerical staff on records disposition. Performs business and technical analyses as required. Generates reports on various technical and administrative issues and project documents.

Minimum Education: Associate's degree in related subject area, or equivalent experience.

LABOR CATEGORY / LEVEL: SENIOR INFORMATION ANALYST

Minimum Experience: Six years' experience in information and records management or the business/technology directly relating to the assigned business segment. In-depth knowledge of records appraisal and legal research. Demonstrated technical leadership in records inventory and/or records retention schedule development projects and personnel.

Functional Responsibility: Provides technical direction and analytical support to records inventory/records retention schedule projects. Performs records appraisal and legal research. Develops supporting procedures and conducts training of customer staff.

Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.

PRICING

Product No.	Service Description	Unit of Issue (UOI)	GSA Contract Price
EDGE-1	Document Preparation, Light	Page	\$0.009
EDGE-2	Document Preparation, Medium	Page	\$0.028
EDGE-3	Document Preparation, Heavy	Page	\$0.055
EDGE-4	Separation, bar code, patch page	Page	\$0.055
EDGE-5	Scan paper (letter or legal size) 300dpi, 1-bit, grayscale, color	Image	\$0.037
EDGE-6	Scan microfilm (35mm), 400dpi, 1-bit, grayscale	Image	\$0.037
EDGE-7	Scan microfiche, 400dpi, 1-bit, grayscale	Image	\$0.037
EDGE-8	Scan 35mm negative/positive photographic film	Image	\$2.760
EDGE-9	Flatbed scan up to 16.5 x 11.5 inches	Image	\$0.552
EDGE-10	Scan paper surcharge for 400dpi	Image	\$0.037
EDGE-11	Scan paper surcharge for 600dpi	Image	\$0.074
EDGE-12	Scan paper surcharge for 800dpi	Image	\$0.110
EDGE-13	Scan paper surcharge for 11 x 17	Image	\$0.037
EDGE-14	Scan paper surcharge for special handling	Image	\$0.092
EDGE-15	Scan paper up to 40 inches wide, 400 dpi, 1-bit, grayscale, color	Image	\$3.312
EDGE-16	OCR Conversion	Image	\$0.037
EDGE-17	Standard Output (PDF image with hidden text, uncompressed TIFF, or high-quality JPEG)	Image	\$0.018
EDGE-18	PDF/A Output	Image	\$0.028
EDGE-19	Document Metadata, per field, up to 50 characters	Field	\$0.046
EDGE-20	Document Metadata, per field, up to 150 characters	Field	\$0.138
EDGE-21	Automated metadata retrieval, per field	Field	\$0.037
EDGE-22	Quality Control Check, per piece	Piece	\$0.014
EDGE-23	Project Setup, per project	Project	\$662.368
EDGE-24	Interim Output Delivery (electronic transmission)	Delivery	\$99.355
EDGE-25	Deliver electronic files on physical media	Delivery	\$66.237
EDGE-26	Bates Numbering, Digital Stamping, or Watermarking	Image	\$0.184
EDGE-27	Redaction, per occurrence	Occurrence	\$0.069
EDGE-28	Enhance resolution (DPI)	Image	\$1.380
EDGE-29	Reduce resolution (DPI)	Image	\$1.380
EDGE-30	Change color depth (color to grayscale, grayscale to bitonal, etc.)	Image	\$1.380
EDGE-31	DVD-R	Item	\$9.572
EDGE-32	USB Thumb Drive (16 Gb)	Item	\$14.358
EDGE-33	USB Thumb Drive (64 Gb)	Item	\$47.859
EDGE-34	1 Tb external hard drive	Item	\$191.436
EDGE-35	Drive Encryption	Drive	\$165.592
EDGE-36	1 Tb Biometric hard drive	Item	\$574.307
EDGE-37	File Naming	Item	\$0.009
EDGE-38	Digital File Upload	Item	\$0.037
EDGE-39	Book Cutting, up to 1 inch thick	Piece	\$0.552
EDGE-40	Book Cutting, 1 to 2 inches thick	Piece	\$1.104
EDGE-41	Book Cutting, 2 to 3 inches thick	Piece	\$5.520
EDGE-42	Pickup, per 40 Banker-style boxes or equivalent	Pickup	\$66.237
EDGE-43	Delivery, per 40 Banker-style boxes or equivalent	Delivery	\$66.237
EDGE-44	Bound Books up to 24" width when open, 400 dpi	Image	\$0.092
EDGE-45	Bound Books up to 24" width when open, 600 dpi	Image	\$0.276
EDGE-46	Bound Books up to 24" width when open, 800 dpi	Image	\$0.690

LABOR CATEGORY PRICING

SINs	Labor Category	Unit of Issue (UOI)	GSA Contract Price
518210DC & 518210ERM	Records Clerk**	HOUR	\$32.00
518210DC & 518210ERM	Records Supervisor**	HOUR	\$35.20
518210DC & 518210ERM	Information Analyst 1	HOUR	\$45.29
518210DC & 518210ERM	Information Analyst 2	HOUR	\$49.82
518210DC & 518210ERM	Electronic Information Specialist	HOUR	\$54.81
518210DC & 518210ERM	Information Specialist 1**	HOUR	\$30.17
518210DC & 518210ERM	Information Specialist 2**	HOUR	\$33.19
518210DC & 518210ERM	Senior Information Analyst	HOUR	\$60.72

Service Contract Labor Standards (SCA/SCLS) Matrix

SCLS Eligible Contract Labor Category**	SCLS Equivalent Code Title	Applicable Wage Determination
Records Clerk	01070 - Document Preparation Clerk	WD 15-4281 (Rev. 10)
Records Supervisor	01070 - Document Preparation Clerk	WD 15-4281 (Rev. 10)
Information Specialist 1	01051 - Data Entry Operator I	WD 15-4281 (Rev. 10)
Information Specialist 2	01052 - Data Entry Operator II	WD 15-4281 (Rev. 10)

*"The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."*