



**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Catalog/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 is available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is <http://www.gsaadvantage.gov/>

**SPECIAL ITEM NUMBER 51-501 - NEEDS ASSESSMENT AND ANALYSIS SERVICES
SPECIAL ITEM NUMBER 51-504 - PHYSICAL RECORDS MANAGEMENT SOLUTIONS
SPECIAL ITEM NUMBER 51-600 – ELECTRONIC RECORDS MANAGEMENT SOLUTIONS**

Schedule 36

Office Imaging & Document Solutions
Solicitation Number #3FNJ-C1-000001-B

Contract Number: **47QSMA18D08QV**
Period Covered by Contract: **August 02, 2018 through August 01, 2023**

Contractor: Cadence Group Associates, Inc
1095 Zonolite RD NE STE 105
Atlanta, Georgia 30306-2022
(P) 404-874-0544 (F) 404-874-0541
DUNS: 801109984 CAGE: 1D9B5
<http://www.cadence-group.com>

Business Size: SBA Certified Woman-Owned Small Business (WOSB)
Administrator: Tina Baker, President
Email: tbaker@cadence-group.com

CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

SIN	Description
51-501	Needs Assessment and Analysis Services
51-504	Physical Records Management Solutions
51-600	Electronic Records Management Solutions

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on Page 5.

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic

5. Point of Production: N/A

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

8. Prompt Payment Terms: Net 30

9. Government Purchase Cards will not be accepted above the micro-purchase threshold.

10. Foreign Items: None

11. Time of Delivery: Cadence Group Associates, Inc shall deliver or perform services in accordance with the terms negotiated in an agency's order.

11b. Expedited Delivery: Consult with Contractor

11c. Overnight/2-Day Delivery: Consult with Contractor

11d. Urgent Requirements: Consult with Contractor

12. FOB Point: Destination

- 13. Ordering Address:** Sales
Attn: Chad Damerell
1095 Zonolite Road
Atlanta GA 30306
- 14. Payment Address:** Accounting
1095 Zonolite Road, Suite 105
Atlanta, GA 30306
- 15. Warranty Provisions:** N/A
- 16. Export Packing charges:** Not applicable
- 17. Terms and conditions of Government Purchase Card Acceptance:** Contact Cadence Group Associates, Inc 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
- 20b. Terms and conditions of repair parts:** Not applicable
- 20b. Terms and conditions for any other services:** Not applicable
- 20. List of service and distribution points:** Not applicable
- 21. List of participating dealers:** Not applicable
- 22. Preventive maintenance:** Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
Not applicable
- 24b. Section 508:** Contact Cadence Group Associates, Inc for compliance information. The EIT standards can be found at: <http://www.section508.gov>
- 25. DUNS Number:** 801109984
- 26. Cadence Group Associates, Inc is registered in the System for Award Management (SAM) database.**



**GSA Hourly Rates
SINs 51-501, 51-504 & 51-600**

Labor Category	08/02/18	08/02/19	08/02/20	08/02/21	08/02/22
	–	–	–	–	–
	08/01/19	08/01/20	08/01/21	08/01/22	08/01/23
General Indexer	\$41.40	\$41.81	\$42.23	\$42.65	\$43.08
Indexer/Records Analyst	\$62.81	\$63.44	\$64.07	\$64.71	\$65.36
Information Manager	\$84.33	\$85.17	\$86.02	\$86.88	\$87.75
Information Specialist	\$36.08	\$36.44	\$36.80	\$37.17	\$37.54
Information Technician	\$29.72	\$30.02	\$30.32	\$30.62	\$30.93
Project Manager	\$100.64	\$102.65	\$104.70	\$106.79	\$108.93
Records Center Manager	\$58.69	\$59.28	\$59.87	\$60.47	\$61.07
Records Clerk	\$24.94	\$25.19	\$25.44	\$25.69	\$25.95
Records/Information Management Consultant I	\$148.63	\$148.63	\$148.63	\$148.63	\$148.63
Records/Information Management Consultant II	\$206.93	\$206.93	\$206.93	\$206.93	\$206.93
Systems/Information Architect	\$119.70	\$120.90	\$122.11	\$123.33	\$124.56

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

Labor Category Descriptions
SINs 51-501, 51-504 & 51-506

General Indexer

Functional Responsibility: Works with paper and electronic content. Organizes, classifies, and tags content based on pre-defined standards and procedures. Assigns all required meta-data and inputs in the appropriate format. Organizes and sorts original materials as needed.

Minimum Education: Bachelor's

Minimum Experience: 2 years

Indexer/Records Analyst

Functional Responsibility: Acquires, organizes, analyzes, indexes, and abstracts content. Analyzes content, classifies, and accurately assigning keywords or topics using a taxonomy or controlled vocabulary. Creates summaries or abstracts of content as required. Assigns all required meta-data and inputs in the appropriate format. Researches and analyzes complex questions and issues associated with the classification of information. Organizes and sorts original materials as needed. Works with paper and electronic content.

Minimum Education: Bachelor's

Minimum Experience: 4 years

Information Manager

Functional Responsibility: Manages information assets such as those maintained within a digital library or information center, oversight of daily operations based on established policy, project management, and the development of standards and procedures. Trains the information management system and development of training materials to staff and users. Oversees data Quality Control (QC). Develops policy and procedures manuals. Daily supervision and direction of personnel. Planning and management of information projects, programs, outreach, marketing, and public relations activities, budgeting, strategic planning, and staff utilization. Technical services such as the evaluation of information resources and systems, analysis of information needs, and access requirements and modification of information systems, vocabularies, collection plans, classification schedules, and retention schedules.

Minimum Education: Bachelor's

Minimum Experience: 7 years

Information Specialist

Functional Responsibility: Sorting and organizing information resources. The IS responds to customers seeking information about digital and physical storage items using both manual and automatic systems. He/she supports the circulation and distribution of documents and other content. The IS is responsible for sorting documents and boxes for offsite storage, and supports offsite storage management, responsible for resolving issues and answering questions.

Minimum Education: Associate's

Minimum Experience: 2 years

Information Technician

Functional Responsibility: Responsible for sorting, scanning/OCR, uploading, tagging, filing, and retrieving specific documents and collections. Provides assistance with customer service, circulation, and distribution of documents and information. Applies established access controls to information holdings.

Minimum Education: Associate's

Minimum Experience: 2 years

Project Manager

Functional Responsibility: Manages projects, ensures production schedules are met, and that resources are used effectively through project tracking and analysis. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Defines, acquires, and assigns resources; develops and gains approval of project plans and budgets. Develops work breakdown structure; monitors and reviews project progress, adjusting schedules and plans as necessary. Coordinates the fulfillment of deliverables. Manages QC activities or coordinates activities with a Quality Control Manager. Conducts cost/benefit analyses and risk assessments; evaluates alternatives for project implementation. Conducts project meetings and is responsible for project tracking and analysis. Provides status reports, client briefings, reports, schedules, and cost estimates. Assures and maintains client communications, relationships, and satisfaction; bridges any communication gaps between team members, the client, and technical resources and/or vendors. Performs assessments and makes recommendations in support of records information management strategies. Holds responsibility for successful management of contracted information management services. Develops monthly performance (cost and schedules) reports. Creates and fosters an environment of team work, collaboration and professionalism among the Cadence Group team and with the client. Assists in the preparation of management plans and reports. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual obligations

Minimum Education: Bachelor's

Minimum Experience: 7 years

Records Center Manager

Functional Responsibility: Supports a department, branch, or office with records and image collections. Support user training and orientations and outreach to meet the objectives of the organization and users served. Performs technical duties such as servicing records/information requests; development of procedures, collection, and inventory management; organization and classification; indexing and abstracting; and database development. Responsibilities may include budgeting, strategic planning, and personnel. In a technical services position, designs and implements information processing systems and ensures records retention compliance.

Minimum Education: Bachelor's

Minimum Experience: 5 years

Records Clerk

Functional Responsibility: Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment. Provides information and document management services, such as responding to requests regarding documents and records. Refers persons requiring professional assistance to appropriate staff.

Minimum Education: High School

Minimum Experience: 2 years

Records/Information Management Consultant I

Functional Responsibility: Performs assessments and/or provides expert advice and recommendations in support of information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables; planning and program development; and analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to Programmer Analysts, Web Designers, Database Designers, and Information Managers during project design, development, training, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.

Minimum Education: Bachelor's

Minimum Experience: 10 years

Records/Information Management Consultant II

Functional Responsibility: Performs enterprise-wide assessments and/or provides expert advice and recommendations in support of enterprise-wide information management strategies. Responsible for successful management of contracted information management services, including contract procedures and deliverables; planning and program development; and analysis of problems, strategies, processes, and communication. Develops information access strategies and workflow for complex environments including electronic documents and messages, web content, paper records, archival material, and databases. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs systems analysis and design. Performs logical and physical database design. Performs other technical duties as required. Performs Project Management responsibilities including assigning, scheduling, and reviewing work of subordinates. Provides supervisory and technical direction to Programmer Analysts, Web Designers, Database Designers, and Information Managers during project design, development, training, and

implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget.

Minimum Education: Master's

Minimum Experience: 10 years

Systems/Information Architect

Functional Responsibility: Performs assessments and/or provides expert advice and recommendations in support of information management strategies and business processes related to the use and reuse of information. Performs systems analysis and design. Designs organization and navigation for web applications, including taxonomies to support topical browse capability, consistent retrieval, and improved search results. Performs logical and physical database design. Develops information access strategies for complex environments including electronic content, web links, paper records, archival material, and databases. Performs Project Management responsibilities including scope, time, cost, quality, integration, risk, and communication management. Provides supervisory and technical direction to Programmers, Web Designers, and Database Designers during project design, development, and implementation. Designs conversion guidelines for content, as appropriate, based on access requirements, operational priorities, and budget. Performs systems maintenance and tuning to ensure maximum performance of system.

Minimum Education: Bachelor's

Minimum Experience: 7 years

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Experience</u>
High School	1 year of relevant experience
Associate's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
PhD	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience