

General Services Administration
Federal Acquisition Service
Authorized Federal Supply Schedule Price List



FSC Group 36 – Office, Imaging and Document Solutions

Contract Number: 47QSMA19D08Q6

Special Item Numbers (SIN)

SIN 51 506 – Document Conversion Services
SIN 51 504 – Physical Records Management Solutions
SIN 51 508 – Litigation Support Services
SIN 51 600 – Electronic Records Management Solutions

Contract Period: June 11, 2019 – June 10, 2024

Contractor: Solution Guidance Corporation
14291 Park Meadow Drive, Suite 150
Chantilly, VA 20151 2107

Business Size: Small, Disadvantaged, 8(a), Woman Owned Business

Telephone: (703) 961-1602
Extension: 1050
FAX Number: (703) 961-1607
Web Site: www.solutionguidance.com
E-mail: kwitmer@solutionguidance.com
Contract Administration: Kelley Witmer

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>.

**For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s):

SIN	Description
51 506	51 506 – Document Conversion Services
51 504	51 504 – Physical Records Management Solutions
51 508	51 508 – Litigation Support Services
51 600	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. 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.
- 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.
- 2. Maximum Order:** \$99,999,999.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):**

SIN	Scope
51 506	W - Worldwide
51 504	V – 48 States, DC
51 508	W - Worldwide
51 600	W - Worldwide

- 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:** Government net prices (discounts already deducted).
- 7. Quantity discounts:** None Offered
- 8. Prompt Payment Discounts:** Discount 1: 2.0% if payment is made within 10 days; Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:**

10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery:** None
- 11c. **Overnight and 2-day delivery:** None
- 11d. **Urgent Requirements:** None
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor's 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):** Contact Contractor
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. **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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 612948138
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	Year 1 6/11/19 - 6/10/20	Year 2 6/11/20 - 6/10/21	Year 3 6/11/21 - 6/10/22	Year 4 6/11/22 - 6/10/23	Year 5 6/11/23 - 6/10/24
51-504, 51-506, 51-508	Project Manager	\$ 166.95	\$ 171.12	\$ 175.40	\$ 179.79	\$ 184.28
51-504, 51-506, 51-508	Archivist/ Records Manager	\$ 108.50	\$ 111.21	\$ 113.99	\$ 116.84	\$ 119.76
51-504, 51-506, 51-508	Subject Matter Expert	\$ 130.96	\$ 134.24	\$ 137.59	\$ 141.03	\$ 144.56
51-504, 51-506, 51-508	Records Analyst, Supervisor	\$ 94.61	\$ 96.97	\$ 99.40	\$ 101.88	\$ 104.43
51-504, 51-506, 51-508	Database Administrator	\$ 89.54	\$ 91.78	\$ 94.08	\$ 96.43	\$ 98.84
51-504, 51-506, 51-508	System Analyst	\$ 103.39	\$ 105.98	\$ 108.63	\$ 111.34	\$ 114.13
51-504, 51-506, 51-508	Functional Area Analyst	\$ 94.40	\$ 96.76	\$ 99.18	\$ 101.66	\$ 104.20
51-504, 51-506, 51-508	Quality Assurance Tech	\$ 134.44	\$ 137.80	\$ 141.24	\$ 144.77	\$ 148.39
51-504, 51-506, 51-508	Systems Engineer	\$ 100.75	\$ 103.27	\$ 105.85	\$ 108.50	\$ 111.21
51-504, 51-506, 51-508	Network Engineer	\$ 78.91	\$ 80.88	\$ 82.90	\$ 84.98	\$ 87.10
51-504, 51-506, 51-508	Consultant	\$ 76.54	\$ 78.45	\$ 80.41	\$ 82.42	\$ 84.48
51-504, 51-506, 51-508	Administrative Support Specialist *	\$ 58.92	\$ 60.40	\$ 61.91	\$ 63.45	\$ 65.04

Labor Categories and Descriptions

1. Project Manager

General Experience: Experience managing substantial program/technical support operations. Must be familiar with the principles of exhibiting independent judgement and also organizing, directing, coordinating and planning and execution of all program/technical support activities. Interfaces with all levels of management. The PM provides technical and functional guidance to project teams; monitors the progress of tasks and deliverables; tracks and reports project status to client; and ensures that all critical project issues are addressed.

Duties: Duties and Responsibilities: The Project Manager shall be responsible for the overall management supervision, and coordination of the contract to include, but not limited to, personnel selection, training, identifying customer requirements, developing a plan for service delivery, assigning individual responsibilities, developing schedules to ensure timely completion and final delivery of services to the customer.

Requirements: A four-year college degree and 5 years of equivalent training and/or experience.

2. Archivist/Records Manager

General Experience: Experience in archiving records, including two years of experience in document and data management using automation. Organizes, and coordinates the planning and execution of all research activities based on archival materials and directs safekeeping of permanent records, documents, and other archival materials. Interfaces with all levels of management.

Duties: Provides research and reference services. Administers, develops, and enhances all electronic systems created for tracking data involving the accessioning and deaccessioning of archived materials. Monitors, develops, negotiates, and oversees rules and procedures for maintenance of records following National Archives and Records Administration guidelines. Provides unsupervised assistance to government personnel or team members. Performs retirement and storage activities associated with records management tasks.

Requirements: A four-year college degree and 5 years of equivalent training and/or experience.

3. Subject Matter Expert

General Experience: Must have a basic knowledge of various electronic record keeping practices including but not limited to, email management, digital imaging, cloud storage and social media. Possesses a clear understanding of Federal record keeping requirements and experience in all phases of lifecycle records management including conducting records inventories, outlining file plans (taxonomies) and drafting records control schedules.

Duties: Possesses requisite knowledge and expertise in related subject matter.

Requirements: A four-year college degree and 5 years equivalent training and/or experience.

4. Records Analyst Supervisor

General Experience: Oversees the work of members of the team ensuring that program development and planning, appraisal of archival and manuscript records, archival description, reference, surveying and collecting, archival automation, and donor relations are all in compliance with established records management guidelines and policies.

Duties: Verifies accuracy and completeness of team members as they analyze records in accordance with applicable procedures. Ensures entries are properly made for each record. Processes records online; retrieves and corrects data to ensure integrity of database.

Requirements: High school diploma and equivalent of 3 years of experience as a Records Analyst.

5. Database Administrator

General Experience: Experience designing, administering, maintaining, and updating databases, including monitoring and tuning, integration assurance and recovery.

Duties: Serve as primary point of contact to the client and outside agencies on database issues. Provides technical consulting in the definition, design, and creation of a database environment.

Requirements: A four-year college degree and 1 year of equivalent training and/or experience.

6. Systems Analyst

General Experience: Experience analyzing and evaluating existing or proposed systems including medium to large data processing systems. Reviews software and devises or modifies procedures to process data and solve problems.

Duties: Conducts discussions with client organizations to gather information, review, evaluate, and analyze existing manual and computer-based systems. Tests software, including the preparation of sample data. Presents findings, progress reports, recommendations, and specifications in formal reports and oral presentations.

Requirements: A four-year college degree and 1 year equivalent training and/or experience.

7. Functional Area Analyst

General Experience: Studies the procedures and systems currently in place. Tests to ensure that systems meet specifications, writes user manuals and other documentation, and trains existing users on new capabilities. Possesses analytical and investigation skills

Duties: Monitors performance, discovers variances and proposes necessary actions. Analyzes and decomposes complex requirements. Facilitates change and configuration management.

Requirements: A four-year college degree and 5 years of equivalent training and/or experience.

8. Quality Assurance Technician

General Experience: Analyzes and designs software applications and quality assurance programs, formulates specifications for computer programmers to use in coding, testing, and debugging of computer programs. Knowledge of current computing environments.

Duties: Establishes and maintains a process for evaluating software and associated documentation, determining resources required for quality control, and maintaining the level of quality throughout the software life cycle. Reviews and evaluates complex in-process rejections and implements corrective action as needed.

Requirements: A four-year college degree and 5 years of equivalent training and/or experience.

9. Systems Engineer

General Experience: Experience in software development including but not limited to server technology, database technology, network operating systems, electronic publishing tools and internet web technology.

Duties: Translates business needs into technical system solutions. Evaluates and recommends software tools and products that will evolve the organizational technical infrastructure. Integrates hardware, software and network interfaces to form a system.

Requirements: A four-year college degree and 3 years of equivalent training and/or experience.

10. Network Engineer

General Experience: Experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Maintains data files and control procedures for a complex system of networked computers.

Duties: Monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information.

Requirements: A four-year college degree and 2 years of equivalent training and/or experience.

11. Consultant

General Experience: Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources.

Duties: Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Provides consultation on complex projects.

Requirements: A four-year college degree and 2 years of equivalent training and/or experience.

12. Administrative Support Specialist

General Experience: Experienced in all aspects of providing technical and administrative support including word processing, filing, data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation.

Duties: Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

Requirements: High school diploma and 1 year of equivalent, professional training, or equivalent experience.

Vendor Certification for SIN 51 600 --- Electronic Records Management Solutions

For the purposes of the Schedule 36 Solicitation (3FNJ-C1-000001-B), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

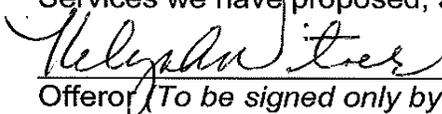
Solution Guidance Corporation
14291 Park Meadow Drive, Suite 150
Chantilly, VA 20151

Proposed Elements of Electronic Records Management Services:

[Select all that apply]

- Element 1 - Desktop Applications
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Cloud Services
- Element 5 - Websites
- Element 6 - Digital Media (Photo)
- Element 7 - Digital Media (Audio)
- Element 8 - Digital Media (Video)
- Element 9 - Databases
- Element 10 - Shared Drives
- Element 11 - Engineering Drawings

Solution Guidance Corporation hereby certifies that we are capable of meeting all standards described in Solicitation -3FNJ-C1-000001-B and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.



Offeror (To be signed only by **authorized principal**, with authority to bind the undersigned contractor)

Kelley Witmer
Name (Printed)

President
Title

04/11/19
Date