

**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

Online 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
Category Attachment
Code: A
Title: Office Management
A11. Records Management Subcategory
A03. Document Services Subcategory
FSC Class: R616, R799, R617**



Contract Number: 47QSMA20D08NT

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: December 31, 2019 – December 30, 2024

Pricelist is Current through Modification PA-0003 Mass Modification A812, dated January 31, 2020

National Capitol Contracting, LLC
8255 Greensboro Drive, Suite C100, McLean, VA 22102
Phone: (703) 243-9696
Fax: (703) 243-2844
www.nccsite.com

Contract Administration:
Joseph M Dooley, Contracts Manager, joseph.dooley@nccsite.com

Business Size: Large Business

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

SIN	Description
493110RM; 493110RM RC	Physical Records Management Services
518210DC; 518210DC RC	Document Conversion Services
518210ERM; 518210ERM RC	Electronics Records Management Solutions
OLM; OLM RC	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. Not applicable.

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. See page 4-8.

2. Maximum Order: \$1,000,000.00 per SIN/per order

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery area):

SIN	Scope
493110RM/ 493110RM RC	48 States,DC
518210DC/ 518210DC RC	48 States,DC
518210ERM/ 518210ERM RC	48 States,DC
OLM/ OLM RC	48 States,DC

5. Point(s) of production (city, county, and State or foreign country): McLean, Fairfax County, Virginia

6. Discount from list prices or statement of net price: All prices listed are Net (see pricelist)

7. Quantity discounts: None. Discounted may be negotiated at the task order level.

8. Prompt payment terms: Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

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

purchase threshold: Accepted

10. Foreign items (list items by country of origin): None

11a. Time of delivery. (Contractor insert number of days.): Negotiated at the task level

11b. Expedited Delivery: Negotiated at the task level

11c. Overnight and 2-day delivery: Negotiated at the task level. The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery

12. F.O.B. point: Destination

13a. Ordering address:

Attn.: Joseph M Dooley
National Capitol Contracting, LLC
8255 Greensboro Drive, Suite C100
McLean, VA 22102
Phone : 703-243-9696
Fax : 703-243-2844

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:

National Capitol Contracting, LLC
8255 Greensboro Drive, Suite C100
McLean, VA 22102
Phone : 703-243-9696
Fax : 703-243-2844

15. Warranty provision: N/A

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. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 125132048

26. Notification regarding registration in System for Award Management (SAM) database: Registered. Registration valid to December 10, 2020.

LABOR CATEGORY DESCRIPTIONS

SIN	Commercial Labor Category	Functionality Responsibility (Summary)	Minimum/General Experience and Years of Experience	Minimum Educational/Degree Requirements
493110RM;518210ERM	Business Analyst 1	The Business Analyst supports data gathering, analysis, project management, quality and performance assurance, and various tasks related to technology and document management functions.	Two (2) years of relevant experience	BA/BS
493110RM;518210ERM	Business Analyst 2	The Business Analyst 2 supports data gathering, analysis, project management, quality and performance assurance, and various tasks related to technology and document management functions. Additionally, this position provides high-level consultation activities for mission support, strategic planning, and document management support services.	Three (3) years of relevant experience	BA/BS
493110RM;518210ERM	Business Analyst 3	The Business Analyst 3 supports data gathering, analysis, project management, quality and performance assurance, and various tasks related to technology and document management functions. They are act as team leads for projects and guide consolation activities alongside the client and program/project manager. Additionally, this position provides high-level consultation activities for mission support, strategic planning, and document management support services.	Five (5) years of relevant experience	BA/BS

SIN	Commercial Labor Category	Functionality Responsibility (Summary)	Minimum/General Experience and Years of Experience	Minimum Educational/Degree Requirements
493110RM;518210ERM	Documentation Specialist	The Documentation Specialist prepares and maintains documentation deliverables. Their responsibilities include the translation of client specifications, writing, planning, and maintenance of all documentation efforts. This position is knowledgeable of commonly-used concepts, practices, and procedures within their field.	Two (2) years of relevant experience	BA/BS
493110RM; 518210DC; 518210ERM	General Clerk 1	The General Clerk 1 is responsible for repetitive clerical and administrative responsibilities; including, but not limited to: filing documents, organization, supporting mailroom administrative services, scanning/faxing, answering phone lines, and basic computer proficiency. They are capable of performing a wide variety of administrative tasks under the direction of their supervisor.	None	High School
493110RM; 518210DC; 518210ERM	General Clerk 2	The General Clerk 2 is responsible for repetitive clerical and administrative responsibilities; including, but not limited to: filing documents, organization, supporting mailroom administrative services, scanning/faxing, answering phone lines, and basic computer proficiency. Additionally, the General Clerk 2 position can be considered a working supervisor with authority over the document conversion and management schedules and activities. As such, they are familiar with a variety of the field's concepts, practices, and procedures.	One (1) year of relevant experience	High School
493110RM; 518210DC; 518210ERM	General Clerk 3	The General Clerk 3 is responsible for the mastery of repetitive clerical and administrative responsibilities; including, but not limited to: filing documents, organization, supporting mailroom administrative services, scanning/faxing, answering phone lines, and basic computer proficiency. This position acts as a supervisor to other General Clerk positions, including shift supervision and training. Utilizing their experience in their field, the General Clerk 3 assigns tasks to the appropriate person and carries out special projects independently.	Two (2) years of relevant experience	High School
493110RM;518210ERM	Functional Area Expert	Provides functional area expertise, consulting, and expert knowledge of management, business, functional, and technical areas/disciplines. Conducts research and provides consulting expertise within specialized area.	Five (5) years of relevant experience	BA/BS
493110RM; 518210DC; 518210ERM	Project Manager	The Project Manager provides project management leadership and services in support of mission services. Ensures the execution of day-to-day tasks directed at achieving the goals of the project. They are an expert in their specified area and displays keen organizational and time management skills.	Five (5) years of relevant experience	BA/BS

SIN	Commercial Labor Category	Functionality Responsibility (Summary)	Minimum/General Experience and Years of Experience	Minimum Educational/Degree Requirements
493110RM;518210ERM	Technical Program Manager	The Technical Program Manager provides program management leadership and services in support of mission services. They oversee and manage program/project management teams, daily operations, client/customer relationships, has ultimate responsibility for the quality of deliverables as well as the contractual, administrative, and financial aspects of the programs.	Seven (7) years of relevant experience	BA/BS
518210DC;518210ERM	Shipping and Receiving Clerk	This Shipping and Receiving Clerk assembles and processes orders for receiving or shipment, receives and unpacks file records and alternate media and supplies, and completes records reports. They are knowledgeable of commonly-used concepts, practices, and procedures within their particular field.	Two (2) years of relevant experience	High School
518210DC;518210ERM	Imaging Clerk	The Imaging Clerk is responsible for preparing, scanning, and quality checking of documents/images being converted to electronic/digital format. Their responsibilities also include maintenance, set-up, or repair of equipment and/or documents. They have knowledge of commonly used concepts, practices, and procedures within their particular field.	2 years of relevant experience	High School
518210DC;518210ERM	Word Processor 1	Provides verbatim transcription services of normal difficulty including transcript, document formatting and deliverables observing customer's requirements and industry quality standards.	One (1) years of relevant experience	High School Diploma
518210DC;518210ERM	Word Processor 2	Provides verbatim transcription services of moderate to complex difficulty including transcript, document formatting and deliverables observing customer's requirements and industry quality standards. Provides directions and quality control on the work and deliverables of the Word processor 1 to ensure they meet the project requirements and industry quality standards.	Two (2) years of relevant experience	High School Diploma
518210DC;518210ERM	Word Processor 3	Provides verbatim transcription services to include transcript and document formatting for highly complex transcripts and deliverables observing customer's requirements and industry quality standards. Provides directions, guidance and oversees the work of the Word processor 1 and 2. Exercises quality control on the deliverables of Word Processors 1 and 2 to ensure they meet the customer's requirements and the industry quality standards.	Three (3) years of relevant experience	Bachelor's Degree
493110RM;518210ERM	Technical Writer	Provides technical writing and editing services to include reviewing, editing, and writing deliverables to ensure they meet quality standards. Ensures the quality of the deliverables associated with project and ensures all required performance standards are met.	Two (2) years of relevant experience	Associates Degree



SIN	Commercial Labor Category	Functionality Responsibility (Summary)	Minimum/General Experience and Years of Experience	Minimum Educational/Degree Requirements
493110RM;518210ERM	Programmer	Under direction, formulates and defines system scope and objectives to develop or modify moderately complex problems to information systems. Works with technical staff and end users to design software applications or modifies and adapts existing and acquired software pertinent to the particular project's scope. Prepares detailed specifications for the programs to be written and provides analysis and recommendations to management on user needs and software requirements to determine feasibility of design. Designs codes, tests, debugs, documents, and maintains programs.	Two (2) years of relevant experience	Bachelor's Degree in Computer Science or Related

Substitution Methodology:

High School = GED

Bachelor's Degree = High School diploma plus four (4) years of industry experience

Master's Degree = Associate's Degree plus four (4) years, or a Bachelor's Degree plus two (2) years of experience

GSA PRICING

SIN (s)	LABOR CATEGORY	GSA PRICE w/IFF 12/31/2019 – 12/30/2020	GSA PRICE w/IFF 12/31/2020 – 12/30/2022	GSA PRICE w/IFF 12/31/2021 – 12/30/2022	GSA PRICE w/IFF 12/31/2022 – 12/30/2023	GSA PRICE w/IFF 12/31/2023 – 12/30/2024
493110RM; 518210ERM	Business Analyst 1	\$88.87	\$90.64	\$92.46	\$94.31	\$96.19
493110RM; 518210ERM	Business Analyst 2	\$102.40	\$104.45	\$106.54	\$108.67	\$110.85
493110RM; 518210ERM	Business Analyst 3	\$129.97	\$132.57	\$135.23	\$137.93	\$140.69
493110RM; 518210ERM	Documentation Specialist	\$48.40	\$49.37	\$50.36	\$51.37	\$52.39
493110RM; 518210DC;518210ERM	General Clerk 1**	\$39.72	\$40.52	\$41.33	\$42.15	\$43.00
493110RM; 518210DC;518210ERM	General Clerk 2**	\$45.06	\$45.96	\$46.88	\$47.82	\$48.77
493110RM; 518210DC;518210ERM	General Clerk 3**	\$48.66	\$49.63	\$50.62	\$51.64	\$52.67
493110RM; 518210ERM	Functional Area Expert	\$172.80	\$176.25	\$179.78	\$183.37	\$187.04
493110RM; 518210DC;518210ERM	Project Manager	\$114.57	\$116.86	\$119.20	\$121.58	\$124.02
493110RM; 518210ERM	Technical Program Manager	\$153.15	\$156.21	\$159.34	\$162.52	\$165.77
518210DC;518210ERM	Shipping and Receiving Clerk**	\$36.05	\$36.77	\$37.51	\$38.26	\$39.02
518210DC;518210ERM	Imaging Clerk**	\$57.43	\$58.58	\$59.75	\$60.95	\$62.16
518210DC;518210ERM	Word Processor 1**	\$46.35	\$47.27	\$48.22	\$49.18	\$50.17
518210DC;518210ERM	Word Processor 2**	\$50.98	\$52.00	\$53.04	\$54.10	\$55.18
518210DC;518210ERM	Word Processor 3	\$56.08	\$57.20	\$58.35	\$59.51	\$60.70
493110RM; 518210ERM	Technical Writer	\$67.21	\$68.56	\$69.93	\$71.33	\$72.75
493110RM; 518210ERM	Programmer	\$107.58	\$109.73	\$111.92	\$114.16	\$116.44

**SCA-Applicable labor categories

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 SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

SCA Labor Category Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
General Clerk 1	01111 - General Clerk I	2015-4281
General Clerk 2	01112 - General Clerk II	2015-4281
General Clerk 3	01113 - General Clerk III	2015-4281
Shipping and Receiving Clerk	21130 - Shipping/ Receiving Clerk	2015-4281
Imaging Clerk	01070 - Document Preparation Clerk	2015-4281
Word Processor 1	01611 - Word Processor I	2015-4281
Word Processor 2	01612 - Word Processor II	2015-4281