

GENERAL SERVICES ADMINISTRATION



**Federal Supply 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 is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule: Multiple Award Schedule (MAS)

Federal Supply Group: Professional Services

Contract Number: 47QSMA21D08QT

**For more information on ordering from Federal Supply Schedules
go to the GSA Schedules page at GSA.gov**

Contract Period: July 28, 2021 – July 27, 2026

Business Size: Small Business, Woman-Owned Small Business

Contractor: InfoGov Consulting

Address: 1109 Indian Peak Road,
Golden, CO 80403

Contract Administrator: Patricia Reel

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InfoGov Consulting, LLC

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ABOUT INFOGOV CONSULTING/COMPANY PROFILE

InfoGov Consulting (InfoGov) is a leading professional services firm offering information governance, records and information management services. We are a woman-owned small business headquartered in the Denver, CO metropolitan area, with remote global support.

InfoGov Consulting is run by real subject matter experts; we have experience across the entire spectrum of Records and Information Management, primarily within the Federal Government. InfoGov Consulting has been working as a private business with Federal agencies since 2015. Our consultants and staff have been serving Federal clients for 30+ years.

InfoGov Consulting provides Records Managers and Subject Matter Experts (SME's) to Federal agencies to establish records and information management (RIM) programs aligned with Federal statutes and recommends and implements technologies to support RIM activities within those agencies.

We also support multiple customers in working toward meeting the goals established by OMB/NARA M-19-21. Our team of NARA-certified Federal records professionals, and ARMA Certified Records Managers (CRMs) are intimately familiar with the regulations, requirements and communication practices that help foster strong records management governance and coordination with the National Archives and Records Administration (NARA). Our staff are former Federal professionals and have served clients across the United States and around the world. Our staff includes archivists, project managers, records trainers, and records and information management professionals.

InfoGov Consulting has a proven track record of bringing highly qualified teams with the technical skills and agency mission knowledge necessary to deliver results. We have worked on multiple projects of all sizes and complexity, thereby continuously fine tuning our tools and best practices used. In addition to our Information Governance and Information Management services, we partner with other companies to work on our government projects, providing the ability to offer our expertise via other contracting vehicles.

What Services We Offer/InfoGov's RIM Capabilities

- Subject matter expertise, guidance, and advice, on-and off-site support for records and information governance related initiatives. Accelerate your work with easy access to highly skilled independent consultants
- Provide guidance on and supporting implementation of enabling technologies (Teams and Office365), including best practices for share drives, SharePoint, and other records management system-related activities
- Provide support for the transition to electronic environment in compliance with OMB/NARA- M-19-21
- Cleanout of inactive records, records disposition support, prepare transfers to NARA/FRC/Commercial facilities
- Records inventories and file plans
- Develop and update records retention schedules and mapping of Electronic Information Systems to the retention schedules
- Assist with initiating transfer of overdue permanent electronic master files to NARA
- Records program assessments, recommendations, and roadmap
- Records management policy and procedures development
- Agency-specific records training, provided by former NARA trainers
- Records digitization strategies and tools to determine when it makes sense to scan
- Quick start guidance and mentoring/training new records managers

GSA Terms and Conditions

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS)

SIN	Disaster Recovery	SIN Description
518210ERM	541810RC	Electronic Records Management Services Solutions
493110RM	541850C	Physical Records Management Services
541611O	541219RC	Office Management Needs Assessment and Analysis Services
OLM	OLM RC	Order-Level Materials (OLMs)

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN

See attached Price List.

1c. HOURLY RATES (Services Only)

See attached Price List.

2. MAXIMUM ORDER

\$1,000,000

3. MINIMUM ORDER

\$100.00

4. GEOGRAPHIC COVERAGE

50 States, DC, Territories

5. POINT OF PRODUCTION

NA – Offering Services

6. DISCOUNT FROM LIST PRICES

Net GSA pricing is listed in attached Price List. Basic discounts have been deducted.

7. QUANTITY/VOLUME DISCOUNTS

None

8. PROMPT PAYMENT TERMS

Net Thirty (30) Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS

None

10a. TIME OF DELIVERY

To Be Determined by Task

10b. EXPEDITED DELIVERY

To Be Determined by Task

10c. OVERNIGHT AND 2-DAY DELIVERY

Please contact contractor for overnight and 2-day delivery.

10d. URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. POINT

Destination

12a. ORDERING ADDRESS

Same as Contractor

12b. 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.

13. PAYMENT ADDRESS

Same as Contractor

14. WARRANTY PROVISION

Contractor's standard commercial warranty.

15. EXPORT PACKING CHARGES

N/A

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

N/A

17. TERMS AND CONDITIONS OF INSTALLATION

N/A

18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES

N/A

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES

N/A

19. LIST OF SERVICE AND DISTRIBUTION POINTS

N/A

20. LIST OF PARTICIPATING DEALERS

N/A

21. PREVENTIVE MAINTENANCE

N/A

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS)

N/A

22b. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: N/A

The EIT standard can be found at: www.Section508.gov/.

23. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER

079781301

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) WEBSITE

Active

Approved MAS Prices

All Prices Include the Industrial Funding Fee (IFF)

SIN	Service	Base Period Year 1
518210ERM 493110RM 541611O	Records/Information Management Consultant	\$137.92
518210ERM 493110RM 541611O	Records Information Management Specialist	130.00
493110RM 541611O	Project Manager	137.92

These rates are applicable through 7/28/2022 .

Job Title	Detailed Position Description and functional responsibilities	Min Education Level	Min Years of Experience
Records/Information Management Consultant	<p>Provides expert advice and recommendations in support of information management strategies. Plans and implements information projects, programs, or records management services. Provides recommendations for modernizing records management functions by managing the transition of agency paper records to electronic records. Assists in administering the organization’s RIM program to align with the agency’s business and mission needs. Helps determine capabilities for the Electronic Records Management (ERM) tools; and helps agencies identify the best tools to procure for their needs. Designs and implements short-term and long-term research assignments requiring a high level of expertise in information tools, resources, and methods. Develops information access strategies and workflow for complex environments including electronic documents and messages, paper records, archival material, and databases. Develops big bucket retention schedules and conducts records inventories and analysis. Assists in administering the organization’s RIM program to align with the agency’s business and mission needs. Performs other technical duties as required.</p> <p>Minimum Education: Bachelor’s degree. Four years of additional relevant experience may be substituted for the bachelor’s degree.</p>	BA	10
Records/Information Management Specialist	<p>Performs needs assessments and/or analyzes RIM business processes and providing recommendations to improve workflow and create efficiencies by making use of automated tools, systems, and technology. Provides advice and guidance to records liaisons and records custodians on RIM lifecycle requirements. Analyzes content, records series, classifies, and accurately assigns keywords or topics using a taxonomy or controlled vocabulary in the agency retention schedules. Assigns all required meta-data and inputs in the appropriate format. Researches and analyzes complex questions and issues associated with the classification of information. Creates use cases or exemplars for artificial intelligence (AI) searches of email and records repositories to train the system to classify and perform disposition on electronic information. Works with paper and electronic content. Organizes, files, and prepares records for storage or shipment to a records center or repository. Performs other technical duties as required.</p> <p>Minimum Education: Bachelor’s degree. Four years of additional relevant experience may be substituted for the bachelor’s degree.</p>	BA	8

Project Manager	<p>Performs Project Management responsibilities to include assigning, scheduling, directing, and reviewing work of subordinates during physical records project work at the records storage site. Manages records cleanout projects to analyze, arrange, manipulate the organization of records by records series, to ensure records series are not comingled and nonrecord are pulled from the collection in order to move permanent records to an Archives. Is knowledgeable of records security classifications ensuring records containing PII or Controlled Unclassified Information (CUI) are stored in locked or secure storage areas while being processed. Makes arrangements for the acquisition of supplies and the transportation of records to a Federal Records Center or Archives. Plans, directs, and coordinates project and program activities to ensure that employees are onboarded, trained, and equipped for their roles, and that milestones are accomplished on time. Maintains standards to meet the needs of our clients and maintains client communications. Oversees client progress, from preparing and negotiating client contracts to supervising overall projects. Responsible for successful management of contract oversight and quality assurance and control. Responsible for contract procedures and deliverables; planning and program development; and analysis of issues, strategies, processes, and communication.</p> <p>Minimum Education: Bachelor's degree. Four years of additional relevant experience may be substituted for the bachelor's degree.</p>	BA	7	
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