



# **AUTHORIZED FEDERAL SUPPLY SCHEDULE Multiple Award Schedule PRICELIST**

## **FSG Group (Large Category: Office Management / Subcategory: Records Management) MAS 36**

Special Item Numbers 518210ERM (formerly 51 600, Electronic Records Management Solutions) Office Management / Records Management

### **Savan Group, LLC**

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Business Size: Small, Minority Owned Business; & Disadvantaged Business

MAS Contract Number: 47QSWA18D0089

Contract Period: August 21, 2018 through August 20, 2023

Contract Administrator / Authorized Negotiator: Veeral Majmudar, President & CEO

General Services Administration

Federal Acquisition Service

Federal Supply Service Authorized Federal Supply Schedule Price List

Pricelist current through Modification # A812, dated April 25, 2020 (Supplement No. A812, effective April 25, 2020)

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](http://GSAAdvantage.gov).

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov)

# TABLE OF CONTENTS

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- I. Customer Information.....1
- II. Terms and Conditions Applicable (Special Item Numbers 518210ERM & OLM) .....4
- III. MAS Schedule Rates.....8

## Customer Information

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### 1. Item 1:

#### a. Awarded Special Item Number(s):

SIN	Description
518210ERM (formerly SIN 51 600)	Electronic Records Management Solutions
OLM (formerly SIN 36 500)	Order-Level Materials (OLM)

#### **518210ERM**

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**

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.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH)
- Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

- b. Identification of the lowest priced labor category description, job title # and hourly rate awarded: See *Executive Assistant I* in attached authorized Price list – Appendix A
2. **Maximum Order:** \$1,000,000.00 for SIN 518210ERM & \$0.00 for SIN OLM
3. **Minimum Order:** \$100.00
4. **Geographic Scope of Coverage:** The Geographic Scope of Coverage is Domestic Delivery. This is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.
5. **Point(s) of production (city, county, and State or foreign country):** 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.
6. **Discount from list prices or statement of net price:** Government prices are net (any discounts have already been taken from the published price list). Additional discounts may be offered at the task order level based on quantity, location, and/or scope of work.
7. **Quantity Discount:** Not offered.
8. **Prompt Payment Terms:** None. Payment Terms – Net 30 days
9. **Government Purchase Cards:**
  - a. *Notification that Government purchase cards are accepted at or below the micro-purchase threshold.*  
Yes
  - b. *Discount for payment by Government commercial credit card.* No
10. **Foreign Items:** No foreign items are awarded under this contract.
11. **Delivery**
  - a. *Time of Delivery:* Savan Group will adhere to the delivery schedule as specified in each other.
  - b. *Expedited Delivery Terms:* As Negotiated between [Savan Group, LLC](#) and the Ordering Activity
  - c. *Overnight/2-Day Delivery Terms:* As negotiated between [Savan Group, LLC](#) and the Ordering Activity
  - d. *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.

12. **FOB Point:** Destination
13. **Ordering/Payment information:**
  - a. *Ordering Address:* Savan Group, 1676 International Drive, #501, McLean, VA 22102
  - b. *Payment Address:* Savan Group, 1676 International Drive, #501, McLean, VA 22102
14. **Warranty/Guarantee Provisions:** All services performed under this contract will be guaranteed to completed in a satisfactory workmanlike manner.
15. **Export Packing Charges:** Not Applicable
16. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** No additional terms and conditions
17. **Terms and conditions of rental, maintenance, and repair:** Not Applicable
18. **Terms and conditions of installation:** Not Applicable
19. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
  - a. Terms and conditions for any other services: Not applicable
20. **List of service and distribution points:** As negotiated between *Savan Group* and the Ordering Activity
21. **List of Participating Dealers:** *Savan Group* does not authorize any participating dealers under this contract.
22. **Preventive maintenance:** Not Applicable
23. **Environmental Attributes/EIT**
  - a. *Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):* Not Applicable
  - b. *Section 508 Compliance:* 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/](http://www.Section508.gov/).  
  
Savan Group can comply with Section 508 requirements as requested within an ordering document.
24. **Data Universal Numbering System (DUNS) Number:** 788059488  
*Taxpayer Identification Number (TIN):* 16-1777403  
*Business Size:* Minority Owned Business; Small, Disadvantaged Business  
*CAGE Code:* 4MEU0
25. **Notification regarding registration in System for Award Management (SAM) database:** *Savan Group* currently registered within the System for Award Management (SAM) database.

# Terms and Conditions Applicable to Special Item Number 51 600

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## 1. Overview:

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. This SIN also includes any ancillary supplies and/or services necessary to provide a total electronic records management solution.

NOTE: Ordering Agencies are responsible for ensuring that vendors comply with all NARA regulations for electronic records management. All vendors must complete the Electronic Records Management (ERM) Vendor Capability Certification (see Appendix B) in order to certify their specific ERM capabilities.

## 2. Purpose

Records management services provide various federal agencies technical support and solutions, i.e., file management and file storage, for managing records including files and documents by using state of the art records and information management solutions. This will enable ordering agencies to track, access, and retrieve documents and/or information in a timely manner throughout the entire lifecycle of the record. Ordering agencies will be able to dispose of records in accordance with approved schedules as well.

## 3. Scope:

The vendor is responsible for providing personnel, materials, software, equipment, and as applicable, facilities to perform all work requirements as indicated in an ordering agency's task order. Records management services include the management of records at all stages of the lifecycle.

Electronic Records Management Services - Electronic Records Management Services include but are not limited to helping agencies ensure records are reliable, authentic, have integrity, remain useable, and include the necessary content, context and structure. Records management also includes the ability to maintain records securely, manage access and retrieval, preserve records for as long as necessary and execute disposition.

File Organization and Maintenance Services - File Organization and Maintenance Services provides intellectual and physical support to enable the Government control of documents or information. It includes the organization of sophisticated documents and/or information placing it into a simplified filing system in accordance with an ordering agency's needs to improve their existing work environment. Generally, it includes gathering documents and data to be scanned and indexed into a digitized format. However, an ordering agency may simply require updating to an existing file system, maintenance of documents, or organizing existing documents or information into a storage media for shipping.

## 4. Verification:

Electronic records management systems or solutions must meet the applicable requirements as presented in the Universal Electronic Records Management (ERM) Requirements attachment to the solicitation. NARA

created the Universal ERM Requirements to, (1) provide standards for agencies and existing Lines of Business to manage their electronic records; (2) help vendors determine capabilities for their ERM tools; and (3) help agencies identify the best tools to procure for their needs. For more information about the ERM Requirements contact NARA via [PRMD@NARA.Gov](mailto:PRMD@NARA.Gov).

**5. Security:**

Background check

All vendor personnel with access to Federal records will be required to sign non-disclosure agreements. Some agencies may require vendor personnel obtain a security clearance before receiving access to records. Security clearances, when required on individual orders, will be obtained at the vendor's expense. Because of the nature and sensitivity of the records that will be handled by the vendor, care must be given to safeguarding records regardless of where the records are held or stored. Confidentiality of records must be maintained at all times. Records containing Controlled Unclassified Information must be safeguarded in accordance with 32 CFR 2002.20 standards.

**6. Lifecycle Electronic Records Management:**

Vendor is responsible for meeting and satisfying applicable requirements for managing electronic records throughout their lifecycle as defined in the ERM Requirements Collection and in this section. The broad categories of the electronic records management requirements are defined as follows:

- Capture - Refers to the idea of placing an object under records management control for disposition and access purposes. Objects are not necessarily moved from the system they reside in when they are captured.
- Maintain & Use - The process of managing records through their most active stage. This includes ensuring records are migrated and transformed as systems change, so the records remain usable.
- Disposal - The period when records have met their retention period and no longer have business value to the organization. Records that meet these conditions are destroyed in accordance with their records retention schedule using methods such as those outlined in NIST Special Publication 800-88.
- Transfer - Records that are identified as having historical value are permanent records. These permanent records are kept by the agency for a period of time specified by their records retention schedule; the records are then legally transferred to NARA for permanent storage.
- Metadata - Identifiers that describes the context, content, and structure of the records. Examples include author, document type, date, record category, file size, etc.
- Reporting - Generating reports to allow for further analysis and to demonstrate effective controls and compliance. Reports may include search results, records eligible for disposition, audit logs, and other customized or ad hoc reports.

**7. Disposition:**

Disposition is the process of destroying temporary records or transferring permanent records to NARA once they have met their retention period outlined in their NARA approved records schedule. When records have reached the end of their lifecycle, the vendor shall manage the disposition process. This includes notifying the records custodians of the ordering agency that records are eligible for disposal or transfer and implementing, managing, and removing court ordered or agency directed disposition holds placed on Federal records.

The vendor shall transfer permanent records to NARA in accordance with the requirements outlined in regulations defined in 36 CFR, Chapter XII, Subpart 1235.

## 8. Other General Requirements:

### Storage:

Vendor's facilities used for the storage of electronic records on media, which are not part of operational IT systems, must meet the requirements and regulations defined in 36 CFR, Chapter XII, Subpart 1236.28.

### Quality Assurance:

The Vendor shall have a quality control/quality assurance plan that meets the Government's requirements. The Vendor shall maintain records throughout the contract period concerning the results of its inspections and monitoring procedures and the Contracting Officer or designee shall provide copies of these to the Government upon request. These records shall also be made available to the Government when conducting an audit. NARA will review and make recommendations concerning the report as needed. The reports and related documentation shall be part of the information used and revised on periodic audits.

The Vendor must maintain up-to-date documentation about any electronic records management system or solutions that is adequate to: 1) Specify all technical characteristics necessary for reading and processing the records contained in the system; 2) Identify all inputs and outputs; 3) Define the contents of the files and records; 4) Determine restrictions on access and use; 5) Understand the purpose(s) and function(s) of the system; 6) Describe update cycles or conditions and rules for adding, changing, or deleting information in the system; and 7) Ensure the timely, authorized disposition of the records.

**Personnel Requirements:** The vendor shall provide skilled personnel that may include the supervisory, management, and administrative services necessary to successfully meet the Government's requirements for Records Management Services per the ordering agency's task order. All Vendor employees assigned to this contract who create, work with, or otherwise handle records are required to take [Agency]-provided records management training. The Vendor is responsible for confirming training has been completed according to agency policies, including initial training and any annual or refresher training.

### Technical Advisory Services:

On an as needed basis, the vendor will provide technical advisory services addressing records management issues relating to the entire lifecycle of records. Services that may be required include, file maintenance, forms design, and automated applications. All vendor personnel shall have met the applicable requirements defined in the previous Security section of this document.

**NOTE:** Under this SIN, contractors are permitted to quote the appropriate combination of electronic records management products, services and ancillary items from any other Schedule MAS 36 SIN in order to provide a total solution; however, the terms and conditions of the SIN under which the items are awarded must be applied.



## Appendix A - IT Professional Services Rates

SINs 518210ERM

Labor Category	Description
Executive Assistant I	The Executive Assistant I has 0-4 years' experience providing general administrative support services.
Executive Assistant II	The Executive Assistant II has 5+ years' experience providing administrative support services.
Records Clerk I	The Records Clerk I has 0-4 years' experience providing general records management services.
Records Clerk II	The Records Clerk II has 5+ years' experience providing general records management services.
Analyst	The Analyst has 0-2 years' experience providing general analytical services and has a BA/BS educational level.
Consultant	The Consultant has 3-4 years' experience providing progressively complex analytical services and has a BA/BS educational level.
Senior Consultant	The Senior Consultant has 5-7 years' experience providing more complex analytical services and has a BA/BS educational level.
Associate	The Associate has 8-9 years' experience providing general consulting services and has a BA/BS educational level.
Senior Associate	The Senior Associate has 10+ years' experience providing general consulting services and has a BA/BS educational level.
Manager	The Manager has 6-9+ years' experience providing project management services and has a BA/BS educational level.
Senior Manager	The Senior Manager has 10+ years' experience providing project management services and has a BA/BS educational level.
Subject Matter Expert	The SME has 10-15 years' experience providing specific subject matter expertise and has a BA/BS educational level.
Subject Matter Expert II	The SME II has 16+ years' experience providing specific subject matter expertise and has a BA/BS educational level.
Partner	The Partner has 15+ years' experience providing strategic guidance and support and has a BA/BS educational level.

Labor Category	Contractor Site				
	Year 1	Year 2	Year 3	Year 4	Year 5
Executive Assistant I	\$ 44.56	\$ 45.41	\$ 46.27	\$ 47.15	\$ 48.05
Executive Assistant II	\$ 52.27	\$ 53.26	\$ 54.27	\$ 55.31	\$ 56.36
Records Clerk I	\$ 45.49	\$ 46.36	\$ 47.24	\$ 48.14	\$ 49.05
Records Clerk II	\$ 69.12	\$ 70.43	\$ 71.77	\$ 73.14	\$ 74.53
Analyst	\$ 73.36	\$ 74.76	\$ 76.18	\$ 77.62	\$ 79.10
Consultant	\$ 88.23	\$ 89.91	\$ 91.62	\$ 93.36	\$ 95.13
Senior Consultant	\$ 115.84	\$118.04	\$120.29	\$122.57	\$124.90
Associate	\$ 144.79	\$147.54	\$150.34	\$153.20	\$156.11
Senior Associate	\$ 184.70	\$188.21	\$191.79	\$195.43	\$199.15
Manager	\$ 137.01	\$139.61	\$142.26	\$144.97	\$147.72
Senior Manager	\$ 163.15	\$166.25	\$169.41	\$172.63	\$175.91
Subject Matter Expert	\$ 207.79	\$211.74	\$215.76	\$219.86	\$224.04
Subject Matter Expert II	\$ 226.48	\$230.79	\$235.17	\$239.64	\$244.19
Partner	\$ 253.24	\$258.05	\$262.95	\$267.95	\$273.04

Labor Category	Government Site				
	Year 1	Year 2	Year 3	Year 4	Year 5
Executive Assistant I	\$ 40.59	\$ 41.36	\$ 42.14	\$ 42.94	\$ 43.76
Executive Assistant II	\$ 47.60	\$ 48.51	\$ 49.43	\$ 50.37	\$ 51.33
Records Clerk I	\$ 41.43	\$ 42.22	\$ 43.02	\$ 43.84	\$ 44.67
Records Clerk II	\$ 62.95	\$ 64.15	\$ 65.37	\$ 66.61	\$ 67.87
Analyst	\$ 66.81	\$ 68.08	\$ 69.38	\$ 70.70	\$ 72.04
Consultant	\$ 80.36	\$ 81.88	\$ 83.44	\$ 85.02	\$ 86.64
Senior Consultant	\$105.50	\$107.51	\$109.55	\$111.63	\$113.75
Associate	\$131.86	\$134.37	\$136.92	\$139.52	\$142.18
Senior Associate	\$168.22	\$171.42	\$174.67	\$177.99	\$181.37
Manager	\$124.78	\$127.15	\$129.57	\$132.03	\$134.54
Senior Manager	\$148.59	\$151.41	\$154.29	\$157.22	\$160.21
Subject Matter Expert	\$189.24	\$192.84	\$196.50	\$200.24	\$204.04
Subject Matter Expert II	\$206.27	\$210.19	\$214.18	\$218.25	\$222.40
Partner	\$230.63	\$235.02	\$239.48	\$244.03	\$248.67

# Appendix B - Vendor Capability Certification

Schedule 36 – Office, Imaging and Document Solutions - Solicitation -3FNJ-C1-000001-B (Refresh # 43)

## I. Vendor Certification for SIN 518210ERM--- Electronic Records Management Solutions

For the purposes of the Schedule MAS 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.**

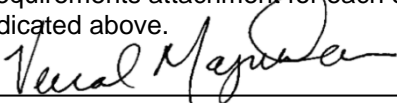
Savan Group, LLC  
1676 International Drive, Suite 501  
McLean, VA 22102

## II. 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

Savan Group, LLC. 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)

Veeral Majmudar  
Name (Printed)

President & CEO  
Title

5/23/2018  
Date