

The Doc Shop, Inc.

P. O. Box 56 ♦ Bay Head, NJ 08742 ♦ (732) 899-0720 ♦ Fax (732) 899-7792 ♦ www.thedocshop.com

GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic deliver order is available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is <http://www.gsadvantage.gov>

Schedule Title: PUBLICATION MEDIA

Schedule Number: 76

Contract Number: GS-02F-0154X

Contract Period: May 2, 2016 through May 1, 2021

**For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Contractor: **The Doc Shop, Inc.**

906 Burnt Tavern Road
Point Pleasant, NJ 08742
Phone: 732-899-0720
Fax: 732-899-7792
www.thedocshop.com

Contract Administration Source: **Margaret Beresik, President**

906 Burnt Tavern Road
Point Pleasant, NJ 08742
Phone: 732-899-0720
Fax: 732-899-7792

Business Size: Woman-Owned Small Business



Customer Information for Ordering Activities:

1a. Table of Awarded Special Item Numbers

SIN	DESCRIPTION
760-3	Editorial, Publishing and Media Services

1c. Descriptions of Labor Categories:

Project Manager

Job Duties:	Monitor schedule, interface with product team, help identify the documentation deliverables at the beginning of the project, review technical content of documentation deliverables, and monitor budget.
Min Education:	Master's Degree
Min Experience:	7 years

Technical Writer

Job Duties:	Identify and develop content for the documentation deliverables. Interface with development system test and provide usability recommendations about the product. Provide superior knowledge of the project content and expertise in presenting the content matter.
Min Education:	Bachelor's Degree
Min Experience:	7 years

Technical Editor

Job Duties:	Perform developmental edit and structural edit of the documentation deliverables. Exhibit familiarity with structural and content issues that affect usability, including special considerations for global audiences. Exhibit knowledge of the project content and help identify the documentation deliverables at the beginning of the project.
Min Education:	Bachelor's Degree
Min Experience:	7 years

Illustrator

Job Duties:	Create technical illustrations for the documentation deliverables. This person has extensive experience with technical drawings.
Min Experience:	5 years

2. Maximum Order*: SIN 760-3 \$1,000,000 per order

*If the best value selection places your order over the Maximum order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100

4. Geographic Coverage: Domestic only – 48 contiguous states; AK, HI, PR, DC & US Territories)

5. Points of Production: Delaware County, PA

6. Discounts from Price List: 3%

7. Quantity/Volume Discounts: None

8. Prompt Payment Terms: 2% 10net30; Standard Terms: Net30

9a. Government purchase cards accepted up to the micro-purchase threshold of \$3,000

9b. Government purchase cards accepted above the micro-purchase threshold of \$3,000

10. Foreign Items: N/A

11a. Time of Delivery: Negotiated on a case by case basis

11b. Expected Delivery: Negotiated on a case by case basis

11c. Overnight and 2-Day delivery: N/A

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

12. FOB Point: Destination

13a. Ordering Address: The Doc Shop, Inc.
906 Burnt Tavern Road
Point Pleasant, NJ 08742

13b. Ordering Procedures: Ordering activities shall use the ordering procedures described in Federal Acquisition Regulations 8.405 when placing an order or establishing a BPA for products. The ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can also be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules)

14. Payment Address: The Doc Shop, Inc.
906 Burnt Tavern Road
Point Pleasant, NJ 08742

15. Warranty Provision: N/A

16. Export Packing Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance: Contact contractor's representative in regard to purchases over the micro-purchase level.

18. Terms and Conditions of Rental, Maintenance, and Repair: N/A

19. Terms and Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices: N/A

20a. Terms and Conditions for Any other Services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventative Maintenance: N/A

24a. Special Attributes Such as Environmental Attributes: N/A

24b. Section 508 Compliance for EIT: N/A

25. DUNS Number: 139752575

**26. Notification regarding Registration in Central Contractor
Registration Database: Registration is current in SAM.**

DESCRIPTION OF SERVICES AND PRICES:

<u>JOB TITLE</u>	<u>GSA RATE, INCLUSIVE OF IFF</u>
Project Manager	\$68.41
Technical Writer	\$58.64
Technical Editor	\$45.34
Illustrator	\$44.96