Multiple Award Schedule
Contract number  GS-02F-0154X

Contract period. 05/02/2011 – 05/01/2026
Terms and Pricing Effective as of 07/15/2020 Mod A812

The Doc Shop, Inc.
906 Burnt Tavern Rd
Point Pleasant, NJ 08742
Phone: 732-299-0720
Fax: 732-899-7792
www.thedocshop.com
mberesik@thedocshop.com
Contract Administration: Meg Beresik

Business size: Woman Owned Small Business (WOSB)
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Customer Information

1a. Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561410</td>
<td>Editorial, Publishing, and Library Media Services</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model Number and Unit Price-

<table>
<thead>
<tr>
<th>SIN</th>
<th>Product</th>
<th>GSA Price Incl. IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>561410</td>
<td>Illustrator</td>
<td>$44.96 per hour</td>
</tr>
</tbody>
</table>

1c. Hourly Rates – Please see page 5 for Awarded Services and GSA Pricing

2. Maximum order -

<table>
<thead>
<tr>
<th>SIN</th>
<th>MOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>561410</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

3. Minimum order - $100.00

4. Geographic coverage (delivery area) – Domestic only – 48 contiguous states; AK, HI, PR, DC & US Territories

5. Point(s) of production (city, county, and State or foreign country) – Delaware County, PA

6. All prices listed herein are net GSA discounted rates, inclusive of IFF

7. Quantity discounts – None

8. Prompt payment terms – 2% 10 days; Net 30 days

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

9a. YES, Government Purchase Cards are accepted below the micro-purchase threshold.

9b. YES, Government Purchase Cards are accepted above the micro-purchase threshold.

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

11a. Time of delivery – Negotiated on a case by case basis

11b. Expedited Delivery – Negotiated on a case by case basis

11c. Overnight and 2-day delivery – Negotiated on a case by case basis

11d. 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. F.O.B. point(s) - Destination

13a. Ordering address(es) – Same as company address

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(es) – Same as company address

15. Warranty provision – N/A

16. Export packing charges, if applicable – N/A

17. YES, Government Purchase Cards are accepted above the micro-purchase threshold.

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) – Please see attached list of services.

24a. Special attributes such as 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. contractor's website or other location.) The EIT standards can be found at: https://www.section508.gov/

25. Data Universal Number System (DUNS) number - 139752575

26. Registration in System for Award management (SAM) database is current and expires 07/23/2021
Awarded Services and GSA Pricing

<table>
<thead>
<tr>
<th>Service Title</th>
<th>GSA Price Incl. IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$68.41</td>
<td>Hour</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$58.64</td>
<td>Hour</td>
</tr>
<tr>
<td>Technical Editor</td>
<td>$45.34</td>
<td>Hour</td>
</tr>
<tr>
<td>Illustrator</td>
<td>$44.96</td>
<td>Hour</td>
</tr>
</tbody>
</table>

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