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.

**MAS** Multiple Award Schedule  
Office Management - Document Services  
**SIN 518210DC** – Document Conversion Services

**Contract Number:** GS-03F-004BA  
**Contract Period:** October 15, 2013 through October 14, 2023  
Effective through Modification PS-0034 dated 04/08/2022

**Jannice Roy**

DBA River Mist Transcription  
Services 4070 W. Capital Ave  
Grand Island, NE 68803  
Phone: (308) 217-3207  
Fax: (308) 217-3207  
Email: janniceroy@rivermisttranscription.com

**Contract Administrator:** Jannice Roy

**Socio-Economic:** Small Business, Woman Owned

www.rivermisttranscription.com
CONTRACTOR INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>518210DC</td>
<td>518210DCRC</td>
<td>Document Conversion Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

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. See Page 4

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. If hourly rates are not applicable, indicate “Not applicable” for this item. See Page 4

2. **Maximum Order Guideline:** $1,000,000.00

3. **Minimum Order Limitation:** $100

4. **Geographic Coverage:** Domestic

5. **Points of Production:** Contractor Address

6. **Basic Discount:** Government Net Prices (discounts already deducted.)

7. **Quantity discounts.** None

8. **Prompt Payment Terms.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.: Net 30

9. **Foreign Items:** N/A

10. **10a. Time of Delivery:** To Be Determined at the Task Order level

10b. Expedited Delivery: Contact Contractor

10c. **Overnight/2 – Day Delivery:** Contact Contractor

10d. **Urgent Requirements:** Agencies can contact the contractor’s representative to affect a faster delivery.

11. **FOB Point:** Destination
12a. **Ordering Address:** 4070 W. Capital Ave Grand Island, NE 68803

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:** 4070 W. Capital Ave Grand Island, NE 68803

14. **Warranty Provisions:** SCW

15. **Export Packing Charges if Applicable:** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

18b. **Terms and conditions for any other services (if applicable):** N/A

19. **List of Service and Distribution Points:** N/A

20. **List of participating dealers (if applicable):** N/A

21. **Preventive maintenance (if applicable):** N/A

22a. **Environmental Attributes:** N/A

22b. **Section 508 compliance for EIT:** As applicable

23. **Unique Entity Identifier (UEI):** Z6VRJMD1WH16

24. **SAM Registration:** Active and Current

25. **NAICS code:** 518210
PRICING FOR SERVICES

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service/Task</th>
<th>UOI</th>
<th>GSA Price (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>518210DC</td>
<td>Transcription of audio</td>
<td></td>
<td>$84.63</td>
</tr>
<tr>
<td>518210DC</td>
<td>Transcription of video</td>
<td></td>
<td>$110.87</td>
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<tr>
<td>518210DC</td>
<td>Transcription of Audio (Rush Rate)</td>
<td>Hour</td>
<td>$95.21</td>
</tr>
<tr>
<td>518210DC</td>
<td>Transcription of Audio (Per Page)</td>
<td>Page</td>
<td>$3.70</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Clerk I</td>
<td>01111 - General Clerk I</td>
<td>2015-5613</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (** in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**CAPABILITIES:**

Transcription of audio and/or video: Services include distribution of audio or video files, transcription, quality control evaluation of each transcript, tracking of progress of transcript, submission of completed transcript to client. This may also include any technical requirements for conversion of format of videos not widely used by subcontractors to a standard format.

Translation/transcription: Services for translation to or from Spanish or French. These also entail the above-noted services relative to transcription.

Consultation: Consultation or notification regarding corrupt or unplayable files, as well as editorial, manipulation and/or enhancement for suboptimal audio (if possible). Audio and video conversion are also available.

**FACILITIES AND EQUIPMENT:**

Each transcriber possesses the necessary software and hardware to perform transcription and to be able to electronically transmit completed documents. We are able to transcribe from digital audio, cassettes and video formats.