



**Office, Imaging and  
Document Solution**  
**Contract Number: GS-03F-0061X**

8100 Professional Place, Suite 211  
Lanham, MD 20785-2229  
(301) 731-3790, FAX (301) 731-3793  
[www.exceedcorporation.com](http://www.exceedcorporation.com)

## 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!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>

#### Schedule for – Office Imaging and Document Solution

Federal Supply Group: 51 Class: 504, 505, and 506

Federal Supply Group: 733 Class: 3, and 4

Contract Number: GS-03F-0061X

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.fss.gsa.gov>

**Contract Period:** January 1, 2015 through December 31, 2020

<b>Contractor:</b>	Exceed Corporation 8100 Professional Place, Suite 211 Lanham, MD 20785 2229	<b>Business Size:</b> Small Disadvantaged Business
<b>Telephone:</b>	(301) 731-3790	
<b>Extension:</b>	8319	
<b>FAX Number:</b>	(301) 731-3793	
<b>Web Site:</b>	<a href="http://www.exceedcorporation.com">www.exceedcorporation.com</a>	
<b>E-mail:</b>	<a href="mailto:tsellers@exceedcorporation.com">tsellers@exceedcorporation.com</a>	
<b>Contract Administration:</b>	Mr. Terry R. Sellers, Executive Vice President / Chief Financial Officer	

## CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:  
51-504, 51-505, 51-506, 733-3, and 733-4
- 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.

- 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 6, Labor Categories and Descriptions
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):**  
Same as company address
6. **Discount from list prices or statement of net price: Government net prices (discounts already deducted).**  
See the following
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** No
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(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), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).**
14. **Payment address(es):**  
8100 Professional Place, Suite 211, Lanham, MD 20785
15. **Warranty provision:** Contractor's standard commercial warranty
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
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):** N/A
- 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. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 07-7388549
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

**Contractor will accept Labor Hour, Time & Materials, and Firm Fixed Price Government Awarded Prices (Net Prices)**



**GOVERNMENT AWARDED PRICES (Net Prices)**

**LABOR CATEGORIES**

**SIN Numbers:** 51-504, 51-505, 51-506, 733-3, and 733-4

**Years 6 through 10**

Labor Category Title	Option Year 4 1/1/15- 12/31/15	Next Five Year Option Period				
		Option Year 5	Option Year 6	Option Year 7	Option Year 8	Option Year 9
		1/1/16 - 12/31/16	1/1/17 - 12/31/17	1/1/18 - 12/31/18	1/1/19 - 12/31/19	1/1/20 - 12/31/20
Administrative Assistant	\$44.15	\$45.03	\$45.93	\$46.85	\$47.79	\$48.75
Analyst	\$73.93	\$75.41	\$76.92	\$78.46	\$80.03	\$81.63
Analyst I	\$30.73	\$31.34	\$31.97	\$32.61	\$33.26	\$33.93
Analyst II	\$56.33	\$57.46	\$58.61	\$59.78	\$60.98	\$62.20
Clerical	\$52.40	\$53.45	\$54.52	\$55.61	\$56.72	\$57.85
Data Entry Floater	\$45.99	\$46.91	\$47.85	\$48.81	\$49.79	\$50.79
Data Entry Specialist	\$39.95	\$40.75	\$41.57	\$42.40	\$43.25	\$44.12
Data Entry Supervisor	\$63.26	\$64.53	\$65.82	\$67.14	\$68.48	\$69.85
Deputy Site Manager	\$100.89	\$102.91	\$104.97	\$107.07	\$109.21	\$111.39
HR Manager	\$81.97	\$83.61	\$85.28	\$86.99	\$88.73	\$90.50
IT Manager	\$94.58	\$96.47	\$98.40	\$100.37	\$102.38	\$104.43
* Jr Analyst / Administrative Assistant	\$54.16	\$55.24	\$56.34	\$57.47	\$58.62	\$59.79
Office Manager	\$63.06	\$64.32	\$65.61	\$66.92	\$68.26	\$69.63
Operations Manager	\$75.74	\$77.25	\$78.80	\$80.38	\$81.99	\$83.63
Project Coordinator	\$69.36	\$70.75	\$72.17	\$73.61	\$75.08	\$76.58
Project Director	\$85.79	\$87.51	\$89.26	\$91.05	\$92.87	\$94.73
Project Director I	\$117.69	\$108.26	\$110.43	\$112.64	\$114.89	\$117.19
Project Director II	\$126.11	\$109.39	\$111.58	\$113.81	\$116.09	\$118.41
Project Manager	\$81.20	\$82.82	\$84.48	\$86.17	\$87.89	\$89.65
Records Management Manager	\$56.75	\$57.89	\$59.05	\$60.23	\$61.43	\$62.66
Recruitment Manager	\$63.06	\$64.32	\$65.61	\$66.92	\$68.26	\$69.63
* Research Associate I	\$42.50	\$43.35	\$44.22	\$45.10	\$46.00	\$46.92
* Research Associate II	\$42.52	\$43.37	\$44.24	\$45.12	\$46.02	\$46.94
* Research Associate III	\$47.44	\$48.39	\$49.36	\$50.35	\$51.36	\$52.39
Research Associate IV	\$52.40	\$53.45	\$54.52	\$55.61	\$56.72	\$57.85
Site Manager	\$113.50	\$108.26	\$110.43	\$112.64	\$114.89	\$117.19
Sr Analyst	\$82.97	\$84.63	\$86.32	\$88.05	\$89.81	\$91.61

### SCA Labor Category Matrix

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Matrix		
Contract Labor Category	SCA Equivalent Code Title	WD Number
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2081
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2103
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2119
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2269
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2301
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2355
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2431
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2505
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2515
* Jr Analyst / Administrative Assistant	01020 - Administrative Assistant I	05-2563
* Research Associate I	01410 - Supply Technician	05-2081
* Research Associate I	01410 - Supply Technician	05-2103
* Research Associate I	01410 - Supply Technician	05-2119
* Research Associate I	01410 - Supply Technician	05-2269
* Research Associate I	01410 - Supply Technician	05-2301
* Research Associate I	01410 - Supply Technician	05-2355
* Research Associate I	01410 - Supply Technician	05-2431
* Research Associate I	01410 - Supply Technician	05-2505
* Research Associate I	01410 - Supply Technician	05-2515
* Research Associate I	01410 - Supply Technician	05-2563
* Research Associate II	01410 - Supply Technician	05-2081
* Research Associate II	01410 - Supply Technician	05-2103
* Research Associate II	01410 - Supply Technician	05-2119
* Research Associate II	01410 - Supply Technician	05-2269
* Research Associate II	01410 - Supply Technician	05-2301
* Research Associate II	01410 - Supply Technician	05-2355
* Research Associate II	01410 - Supply Technician	05-2431
* Research Associate II	01410 - Supply Technician	05-2505
* Research Associate II	01410 - Supply Technician	05-2515
* Research Associate II	01410 - Supply Technician	05-2563

SCA Matrix		
Contract Labor Category	SCA Equivalent Code Title	WD Number
* Research Associate III	01410 - Supply Technician	05-2081
* Research Associate III	01410 - Supply Technician	05-2103
* Research Associate III	01410 - Supply Technician	05-2119
* Research Associate III	01410 - Supply Technician	05-2269
* Research Associate III	01410 - Supply Technician	05-2301
* Research Associate III	01410 - Supply Technician	05-2355
* Research Associate III	01410 - Supply Technician	05-2431
* Research Associate III	01410 - Supply Technician	05-2505
* Research Associate III	01410 - Supply Technician	05-2515
* Research Associate III	01410 - Supply Technician	05-2563

### Uncompensated Overtime

EXCEED will award compensatory time to employees on contracts that require overtime, contain a compensatory time provision, or when authorized by the client. Overtime is paid to hourly employees and under certain pre-approved circumstances to salaried employees.

### LABOR CATEGORIES AND DESCRIPTIONS

The labor categories and job duties of staff for the services provided in this proposal are further described in the following subsections.

Provides clerical and administrative support to project staff. Performs general office, administrative, or computer support duties such as word processing following guidelines, operating standard computer and office equipment and peripherals, collecting information for inclusion in databases, filing, and data entry. Prepares correspondence, reports, and other documentation. Proofreads documents. Provides production support as needed.

**Education:** Associate's degree in a related area; years of experience maybe substituted for degree.

**Years Experience:** 0-3 years of experience in the field

#### ***Analyst***

Performs records management activities including but not limited to production, conversion, and mail operations. May lead a team of records management analysts and oversee a task functional area with responsibility for work accuracy and quality as well as schedule management. May serve as subject area specialist for training assignments.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 4-6 years of experience in the field

#### ***Analyst I***

Performs document management and other related activities including but not limited to document preparation, production, conversion, data entry, and mail operations. Follows guidelines, regulations, and/or standard operating procedures in the performance of tasks as well as the operation of equipment.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 0-2 years of experience in the field

***Analyst II***

Performs records management activities including but not limited to production, conversion, and mail operations. May lead a small team of records management analysts and oversee a task functional area with responsibility for work accuracy and quality. May serve as subject area specialist for training assignments.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 2-5 years of experience in the field

***Clerical***

Provides a broad range of clerical and administrative support to project staff. Produces correspondence, reports, and other documentation. Proofreads documents. Provides copying and production support as needed. Performs general office support such as operating standard computer and office equipment, collecting information for inclusion in databases, filing, and data entry.

**Education:** High School diploma

**Years Experience:** 0-3 years of experience in the field

***Data Entry Floater***

Performs assigned project activities, including QC, and resolves problems/non-compliance issues; assists with training, and reports quality and production statistics.

**Education:** High School diploma

**Years Experience:** 5 years of experience in the field

***Data Entry Specialist***

Performs screening reviews and analysis; data entry into the system; maintains production and quality level standards; and performs other duties as assigned. Follows guidelines and/or standard operating procedures in the performance of tasks.

**Education:** High School diploma

**Years Experience:** 0-2 years of experience in the field

***Data Entry Supervisor***

Assists in the monitoring of assigned project activities; directs data entry staff as to timely and accurate production; resolves ambiguities; manages routine data entry performance matters; completes special projects as assigned; evaluates data entry staff performance; performs QC and resolves problems/non-compliance issues; assists with follow-on training; and reports quality and production statistics.

**Education:** High School diploma

**Years Experience:** 5 years of experience in the field

***Deputy Site Manager***

Responsible for supervising the daily activities of an operations unit. Implements operational policies and procedures. Assists with options for managing and controlling the outputs of the program. Implements industry best practices to ensure quality performance. Supervises and leads staff and their work. Ensures that staff has necessary resources to perform quality work. Interacts with teams to ensure client expectations are met. Performs a variety of tasks including quality control.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 3-5 years of experience in the field

***HR Manager***

Manages Human Resources programs, policies, processes, and systems. Responsible for the development, implementation and coordination of policies and programs that cover staff development, project management, employee relations, compensation and benefits administration, recruitment, training design, development and delivery, policy and programs development, and written and oral presentation skills. Communicates and interacts with all employee and senior management levels.

**Education:** Bachelor's degree in a related area.  
**Years Experience:** 10 years of experience in the field

### ***IT Manager***

Works with client and team to identify and implement technical solutions to business problems or inefficiencies. Evaluates existing systems and/or user needs and makes recommendations. Implements industry best practices to ensure client satisfaction. Ensures that staff has necessary technical assistance to meet/exceed client objectives. Performs a variety of technical tasks.

**Education:** Bachelor's degree in a related area.  
**Years Experience:** 3-5 years of experience in the field

### ***Junior Analyst / Administrative Assistant***

Performs document management activities including but not limited to production, conversion, and mail operations. Also, performs a variety of administrative matters—verifying reports for accuracy and completeness; compiling information; handling complaints, etc. Completes assignments consisting of numerous steps varying in nature and sequence..

**Education:** Associate's degree in a related area; years of experience maybe substituted for degree.  
**Years Experience:** 3-5 years of experience in the field

### ***Office Manager***

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

**Education:** Associate's degree in a related area; years of experience maybe substituted for degree.  
**Years Experience:** 5 years of experience in the field

### ***Operations Manager***

Overall day to day center performance, including effective management and the attainment of quality, productivity and processing goals, maintaining staffing, HR and training objectives, and consistent implementation of the project's contractual requirements. Create implement, and maintain quality control regimen. Prepare and maintain SOPs and training materials. Serve as lead trainer for all training, subsequent to the initial government training. Direct center operations; act on the PD's behalf, when the PD is on travel, personal leave or engaged in corporate responsibilities. Direct QC and training efforts. Recommend candidates for hire.

**Education:** Bachelor's degree in a related area.  
**Years Experience:** 5 years of experience in the field

### ***Project Coordinator***

Performs administrative procedures and maintains documentation that covers two or more functional areas including data control, applications training, data coordination and scheduling, data security administration, etc. Has knowledge of industry best practices. Relies on pre-established guidelines to perform the functions of the job. Works under immediate supervision.

**Education:** Associate's degree in a related area; years of experience maybe substituted for degree.  
**Years Experience:** 3-5 years of experience in the field

### ***Project Director***

Directs, supervises, and governs corporate projects. Oversees the work of project supervisors and their project teams. Interacts with customers on a daily basis; address scope of work tasks and deliverables, project status, and budget issues; and provide management resolutions where applicable. Typically leads a team of other managers and/or supervisors to solve problems and optimize quality.

**Education:** Bachelor's degree in a related area.  
**Years Experience:** 8 years of experience in the field

***Project Director I***

Plans, directs, and manages the operations of the contract. Establishes, manages, and implements policies and procedures. Interfaces with clients to ensure client satisfaction; address scope of work responsibilities and deliverables, project status, and budget matters; and provide management solutions where applicable. Provides oversight of contract staff to ensure the timely, effective, and professional conduct of the activities outlined in the Scope of Work. Responsible for effective implementation of all project tasks. Typically leads a team of other managers to solve problems and optimize quality.

**Education:** Bachelor's degree in a related area.  
**Years Experience:** 10 years of experience in the field

***Project Director II***

Provides overall direction of the contract and resources, and maintains overall responsibility for client satisfaction and contractual obligations, including budgets. Recommends strategies that satisfy customer needs. Establishes policies and procedures. Ensures success of the goals and objectives of the project. Interfaces with the client. Provides management solutions where applicable. Typically leads a team of other managers to solve problems and optimize quality.

**Education:** Bachelor's degree in a related area.  
**Years Experience:** 10 years of experience in the field

***Project Manager***

Responsible for the overall performance of the project. Directs and monitors performance on the project to ensure that all technical, schedule, financial, and programmatic objectives are met or exceeded. Coordinates tasks, resources, and materials, and monitors staff performance on the project. Provides guidance in solving problems and ensures quality control. Serves as a primary point of contact for the project.

**Education:** Bachelor's degree in a related area.  
**Years Experience:** 10 years of experience in the field

***Records Management Manager***

Responsible for managing and monitoring records. Ensures records are tracked, which may involve utilizing a computer-based tracking system, scanning bar-coded files or boxes and their locations, updating the tracking system, maintaining logs as records are received or shipped, and performing inventories and other document control activities. Responsible for record searches as requested; and pickup, storage, and delivery of boxes. In accordance with regulations, archives records, ships and receives records, performs document destruction, etc. May manage other document center staff.

**Education:** Associate's degree in a related area; years of experience maybe substituted for degree.  
**Years Experience:** 3-5 years of experience in the field

***Recruitment Manager***

Manages all recruiting efforts for the project including implementing policies and procedures. Helps ensure hiring practices are sound and compliant with regulations. Responsible for advertising openings. Screens, interviews, tests applicants for various positions as well as provides recommendations. Assists with staff training, performance management, and retention efforts.

**Education:** Associate's degree in a related area; years of experience maybe substituted for degree.  
**Years Experience:** 3-5 years of experience in the field

***Research Associate III***

Performs research, analytical, technical, and logistical tasks associated with duties under this project. Serves as assistant lead in the performance of services as they relate to records management, document

production, document conversion, storage, and mailroom functions. These services include but are not limited to: file management and maintenance; document scanning and indexing; data entry; and mail receipt, inspection, collection, processing, sorting, and distribution. May instruct other associates on procedures. In addition, assists with any special projects, time permitting.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 3-5 years of experience in the field

#### ***Research Associate IV***

Performs research, analytical, technical, and logistical tasks associated with duties under this project. Serves as lead in the performance of services as they relate to records management, document production, document conversion, storage, and mailroom functions. These services include but are not limited to: file management and maintenance; document scanning and indexing; data entry; and mail receipt, inspection, collection, processing, sorting, and distribution. May instruct other associates on procedures. Assists with quality control. In addition, assists with any special projects, time permitting.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 7 years of experience in the field

#### ***Research Associate I***

Performs research, analytical, technical, and logistical tasks associated with duties under this project. Performs services as they relate to records management, document production, document conversion, storage, and mailroom functions. These services include but are not limited to: file management and maintenance; document scanning and indexing; data entry; and mail receipt, inspection, collection, processing, sorting, and distribution.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 0-3 years of experience in the field

#### ***Site Manager***

Responsible for managing the activities of an operations unit. Determines and establishes workflow and scheduling. Establishes and implements operational policies and procedures. Able to provide the customer with options for managing and controlling the outputs of the program, given the constraints of budget and schedule. Relies on experience and judgment to plan and accomplish goals. Implements industry best practices to ensure quality performance. Performs complex tasks. Consults with a team of other managers to solve problems and optimize quality.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 7 years of experience in the field

#### ***Senior Analyst***

Oversees large/complex records management projects/tasks (or several smaller projects/tasks) including the team of staff with varying degrees of experience. Plans, staffs, and oversees records management activities at the enterprise level or for significant functions of the enterprise. Performs activities associated with records management function oversight, including staffing, budgeting, schedule management, and monitoring customer satisfaction.

**Education:** Bachelor's degree in a related area.

**Years Experience:** 7 years of experience in the field

### **APPLICABLE TO ALL LABOR CATEGORIES**

In some cases, the following will be considered in place of minimum education and experience: specialized experience, skills, unique education, training, or certification. Related experience may be substituted for education. Education and experience requirements will be determined jointly by Exceed and the customer based on requirements.