



USGC, Inc.
2238B Bay Ridge Avenue
Annapolis, MD 21403
(410) 268-4005

FSC Group 36, Office, Imaging and Document Solutions

***Federal Supply Service
Authorized Federal Supply Schedule Price List
Prices Shown Herein are Net (Discount Deducted)***

***51-504 File Organization and File Maintenance Services
733-1 Mail Room Administrative Services
733-3 Miscellaneous Mail Services***

Contract Number: GS-03F-0077U

***Contract Period: July 6, 2008 through July 5, 2013
with three single five-year options at the Government's discretion.***

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Ordering Instructions/Terms and Conditions

Maximum Order: \$1,000,000.00

Minimum Order: \$100.00

Geographic Coverage: Domestic Delivery (Including 48 States and Washington DC) (CONUS Only).

Point of Production: Not applicable

Quantity Discounts: None

Prompt Payment Terms: 0%, 30 days

Government credit cards are accepted.

Ordering Address: USGC, Inc., 2238B Bay Ridge Avenue, Annapolis, MD 21409

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).

Payment Address: USGC, Inc., 2238B Bay Ridge Avenue, Annapolis, MD 21409

Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): In accordance with Government thresholds.

Data Universal Number System (DUNS) Number: 183749220

Central Contractor Registration (CCR) Database: USGC, Inc. is a registered contractor.

Company Overview

USGC, Inc. is a Woman-Owned Small Business founded in 1999, with extensive government contracting experience furnishing a wide variety of professional and technical services including program management, information technology, acquisition support, records management, general consulting and related services for critical government missions, including specifically records and document management services. As a small business with large firm capabilities in terms of hiring and retaining employees, employee benefits, customer service, financing and general business reputation, our clients have come to expect that we will exceed their expectations on a daily basis for agility, quality, performance, price and integrity.

GSA Schedule Pricelist, July 6, 2008 thru July 5, 2009

Project Manager	\$61.67
Sr. Information Management Specialist	\$47.26
Information Management Specialist	\$42.59
Records Administrator II	\$33.67
Records Administrator	\$29.14
Document Clerk II	\$27.84
Document Clerk	\$26.05
Records Clerk	\$26.05

Labor Category Descriptions

Project Manager

Experience: Candidates must possess 6 years of documented experience demonstrating capability to perform the tasks for this category.

Education: Bachelors Degree in an information technology, engineering, technical, or related field. (Education may be substituted for general experience and relevant experience may be substituted for education.)

Duties: Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transition. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interacts with client contracting officials, the Program Manager, and

other management personnel on a daily basis. Reports in writing and orally to contractor management and client representatives.

Category: Information Management Specialists (IMS) II

Experience: Candidates should possess 4-5+ years of experience in administrative or technical settings.

Education: Bachelor's Degree in a management or analytical discipline. (Education may be substituted for general experience and relevant experience may be substituted for education.)

Duties: These individuals perform some of the more complex information research and personnel management requirements for customers although this category may also be implemented to provide other kinds of advanced information management support various programs and functions. The IMS must be or become proficient in the use of automated systems and online databases used by the customer. The IMS performs analysis of documents and files as well as records management systems and must be proficient in the use of personal computers, the Internet, online and local databases, and automated office software suites and systems. Persons in this role must be able to be flexible and to multi-task under pressure in a dynamic environment, supporting various persons and projects at one time without error. May lead teams in document analysis and research projects or other information processing activities.

Category: Information Management Specialists (IMS) I

Experience: Candidates should possess 3-4 years of experience in procurement or technical settings.

Education: Associates Degree or equivalent in a management or analytical discipline. (Education may be substituted for general experience and relevant experience may be substituted for education.)

These individuals perform information research and management requirements for customers although this category may also be implemented to provide other kinds of advanced information management support various programs and functions. The IMS must be or become proficient in the use of automated systems and online databases used by the customer. The IMS performs analysis of documents and files as well as records management systems and must be proficient in the use of personal computers, the Internet, online and local databases, and automated office software suites and systems. Persons in this role must be able to be flexible and to multi-task under pressure in a dynamic environment, supporting various persons and projects at one time without error.

Category: Records Administrator II

Experience: Candidates should possess 2-3 years of experience in administrative or technical settings.

Education: Associates Degree or equivalent in a management or analytical discipline is preferred. (Education may be substituted for general experience and relevant experience may be substituted for education.)

Duties: Manages the acquisition, storage, maintenance, and disposition of records according to legal requirements. Provides training, advice, and recommendations regarding records retention and disposition. Manages database for Laser fiche

imaging system through adding and deleting users, setting security passwords and access levels, and training others on the system. In this role they will be responsible for managing, identifying, classifying, archiving, preserving and destroying physical and digital records. May oversee the work of a group of records and document clerks.

Category: Records Administrator I

Experience: Candidates should possess 1-2 years of experience in administrative or technical settings.

Education: High School graduate or equivalent.

Duties: Works with other Records Administrators, customer representatives and clerks to acquire, store, maintain, and dispose of customer documents, files and records according to NARA guidelines. Uses automated systems to review, process, maintain, and identify records that are to be archived, stored, retained, or destroyed.

Category: Document Clerk II

Experience: Candidates should possess 1+ year of experience in procurement or technical settings.

Education: High School graduate or equivalent

Duties: Selects, categorizes, assembles, and prepares collections of documents and records in sets of files for storage, reference, archiving and other historical uses. Prepares indices, and inventories of all assembled records. Collects diverse records from agency activities and assembles documents into useable reference collections. Reviews sets of records for duplicate records and identifies select documents for destruction to conserve storage space. Uses agency provided references to determine the currency of documentation and which document sets may be archived. May oversee the work of other Document Clerks. Packages and prepares documents for shipment to storage facilities. May be required to lift 30-40 pound boxes

Category: Document Clerk I

Experience: Candidates should possess 6 months to 1 year of experience in procurement or technical settings.

Education: High School graduate or equivalent

Duties: Selects, categorizes, assembles, and prepares collections of documents and records in sets of files for storage, reference, archiving and other historical uses. Prepares indices, and inventories of all assembled records. Collects diverse records from agency activities and assembles documents into useable reference collections. Reviews sets of records for duplicate records and identifies select documents for destruction to conserve storage space. Uses agency provided references to determine the currency of documentation and which document sets may be archived. Packages and prepares documents for shipment to storage facilities. May be required to lift 30-40 pound boxes

Category: Records Clerk

Experience: Candidates should possess 6 months to 1 year of experience in an administrative or technical setting.

Education: High School graduate or equivalent **Duties:** Selects, categorizes, assembles, and prepares collections of documents and records in sets of files for storage, reference, archiving and other historical uses. Prepares indices, and inventories of all assembled records. Collects diverse records from agency activities and assembles documents into useable reference collections. Reviews sets of records for duplicate records and identifies select documents for destruction to conserve storage space. Uses agency provided references to determine the currency of documentation and which document sets may be archived. Packages and prepares documents for shipment to storage facilities. May be required to lift 30-40 pound boxes.