



**General Services Administration (GSA)
Federal Supply Schedule
36 - Office Imaging and Document Solutions**

**GS-03F-0106V
(SIN's 51-504, 51-505, 51-506, 51-508;
733-1, 733-2, 733-3, 733-4, and 733-5)**

**Contract Period:
May 15, 2014 – May 14, 2019**

**Jamison Professional Services, Inc.
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East Point, GA 30344-4261
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Service-Disabled Veteran Owned; Veteran Owned



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

51-504 Records Management Services - Records Management Services include on-site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

51-505 Documents Production On-Site and Off-Site Services - Document Production Services include facsimile service, on-demand copying, high-quality digital color printer, large format scanning and copying, facilities management, document binding and finishing, desk-top transmission, document imaging & electronic storage.

51-506 Document Conversion Services - Document Conversion Services convert from an original paper document, data, or graphics into digital data, and transferred to a new media and format for use in a document imaging and storage system. These services may include: (1) back file and day forward conversion, data entry, state-of-the art scanning, and/or (2) indexing, hyper link, web hosting, media of choice, blowback, classified and non-classified documents.

51-508 Litigation Support Services - Litigation Support Services cover a full range of services: document preparation, imaging and coding, digitized documents, database management, electronic and multimedia courtroom presentation, aid attorneys in high-volume copying, and present customized files, specialize in presentation equipment and software used in courtroom arena.

733-1 Mail Room Administrative Support Services - Includes daily mailroom administrative services consisting of, but not limited to, accepting incoming mail from USPS and courier services such as UPS and FEDEX; accepts and signs for certified mail, registered mail & overnight mail. Makes distribution of all mail using an Office Roster. Processes outgoing mail, metering flats, letters, packages, etc.

733-2 Pre-Sort Mail - Includes management, supervision, labor, materials, supplies, and equipment, as well as planning, scheduling, coordinating, and assuring effective performance of all services described herein. Contractors will be required to provide a minimum of presort mail and barcode services applicable to the postage discount level offered, for domestic First Class Federal Government Mail, for various Federal Agencies in accordance with standard commercial practices and all USPS regulations. Contractors are required to have and continually maintain an USPS Coding Accuracy Support System (CASS) certification.

733-3 Miscellaneous Mail Services - Includes management, supervision, labor, and equipment; plans, schedules, coordinates, and assures effective performance of all services described.



Consists of preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering, and stamping mail.

733-4 List Management Services - Includes data entry, address label printing, lists management, list cleanup and list coding.

733-5 Mailroom Ergonomic Analysis Services - Includes Mailroom ergonomic analysis services that may include, but are not limited to, workflow analyses, studying and improving mailroom processes, productivity studies, task analysis, time & motion studies, determining optimal mailroom layout, site-specific ergonomic training, space planning, and process equipment assessments.

1b. Lowest priced number and price for each SIN: Refer to page 14 for Price List for Labor and Tasks Categories.

1c. Labor Categories: See Page 6

2. Maximum Order: \$1,000,000 for all SINs as established per clause 52.216-19 Delivery Order Limitations (Deviation) (Alternate II).

3. Minimum Order: Accept \$100 since these are our standard Government terms.

4. Geographic coverage (delivery area): 48 contiguous states, AK, HI, Puerto Rico, Washington, DC, and U.S. territories.

5. Point of Production: East Point, GA (Fulton County)

6. Basic Discount: For all SINs the Government is offered a basic discount of 10% off Jamison Professional Services, Inc.'s Commercial Price List. All discounts exclude the GSA Industrial Funding Fee.

7. Quantity Discounts: None

8. Prompt Payment Terms: None.

9a. Government Purchase Card: Accepted at or below the micro-purchase threshold.

9b. Government Purchase Card: Accepted above the micro-purchase threshold.

10. Foreign Items (list items by country of origin): N/A

11a. Time of Delivery: To be negotiated with ordering agency.

- 11b. Expedited Delivery:** To be negotiated with ordering agency.
- 11c. Overnight and 2-day delivery:** Overnight and 2-day delivery are available. Contact the Contracts Administrator to effect faster delivery.
- 11d. Urgent Requirements:** Contact the Contracts Administrator to effect faster delivery.
- 12. F.O.B. point(s):** FOB Origin
- 13a. Ordering Address:** Same as contractor.
- 13b. Ordering Procedures:** Contact the Contracts Administrator.
- 14. Payment Address(es):** Same as contractor.
- 15. Warranty Provision:** N/A.
- 16. Export Packing Charges:** N/A.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** Accepted.
- 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 price list:** N/A.
- 21. List of Service and Distribution Points:** N/A.
- 22. List of Participating Dealers:** N/A.
- 23. Preventive Maintenance:** N/A.
- 24a. Special Attributes such as environmental attributes (e.g., recycle content, energy efficient, and/or reduced pollutants):** N/A.
- 24b. Section 508 compliance information for Electronic and Information Technology (EIT) supplies and services can be found at:** www.Section508.gov.
- 25. Data Universal Number System (DUNS) Number:** 85-912-0214
- 26. Registered in Central Contractor Registration database:** Yes.



LABOR CATEGORY DESCRIPTIONS

Program Manager

Leads information systems projects in all phases including design, development, migration, conversion, testing, implementation, and maintenance. Applies object-oriented methodology, database, and client-server architecture to achieve client's goals. Supervises employees, allocates staff hours, enforces procedures, creates procedures as needed, and determines due dates. Provides clients with regular status reports.

Required Education Level: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or four years of equivalent experience.

Project/Site Manager I

Assumes primary responsibility for all support provided to a particular case or project, including monitoring work flow, preparing regular reports for manager or clients, identifying and assigning staff, creating and tracking budget, coordinating technical or data processing support, maintaining case or project security, and obtaining other resources as needed. Uses broad knowledge of office automation environments, including telecommunications, networks, personal computers, databases, word processing, spreadsheet, and imaging.

Required Education Level: Bachelor's degree Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or four years of equivalent experience.

Project/Site Manager II

Assumes primary responsibility for all support provided to a particular case or project, including monitoring work flow, preparing regular reports for manager or clients, identifying and assigning staff, creating and tracking budget, coordinating technical or data processing support, maintaining case or project security, and obtaining other resources as needed. Uses broad knowledge of office automation environments, including telecommunications, networks, personal computers, databases, word processing, spreadsheet, and imaging.

Required Education Level: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or six of equivalent experience.

Project/Site Manager III

Assumes primary responsibility for all support provided to a particular case or project, including monitoring work flow, preparing regular reports for manager or clients, identifying and assigning staff, creating and tracking budget, coordinating technical or data processing support, maintaining case or project security, and obtaining other resources as needed. Uses broad knowledge of office automation environments, including telecommunications, networks, personal computers, databases, word processing, spreadsheet, and imaging.



Required Education Level: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or eight years of equivalent experience.

Project Lead I

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Required Education Level: Bachelor's degree, or four years equivalent experience.

Project Lead II

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Required Education Level: Bachelor's degree, or six years equivalent experience.

System Analyst

Designs, develops, and implements computer application systems in response to user requirements. Writes application system specifications and associated documentation, including inputs, outputs, flow and block diagrams, decision logic tables, linkages with other applications, and user manuals. Tests, validates, and documents the performance of application systems. Trains users how to employ operating system interface commands and communications software.

Required Education Level: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or six years of equivalent experience.

Mailroom Design Consultant

Design/redesign of a mail center when the operation has significantly grown or, conversely, downsized. Analyze the use of space and the managed flow of incoming and outgoing items. Managers address their operational needs and even find a mail center design that will meet current and future demands. Assist with mailroom process analysis, workflow/design, equipment selection, mailroom furniture, ergonomic assessments, and security concerns.



Measure space exactly, discuss requirement, and provide a blueprint for a professionally designed mailroom. Produce accurate application renderings and perform immediate design modifications. Provide solution responses to client needs.

Required Education Level: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or six years of equivalent experience.

Administrative Assistant

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

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Data Entry Operator I

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Data Entry Operator II

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Document Preparation Clerk

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Duplicating Machine Operator



This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

General Clerk I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

General Clerk II

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

General Clerk III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or



devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Production Control Clerk

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Word Processor I

This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Word Processor II

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.



b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Word Processor III

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Messenger/Mail Clerk (General Clerk I)

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Computer Operator I

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Computer Operator II

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.



Required Education Level: High School Diploma/GED and four years of equivalent experience.

Computer Operator III

The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

Required Education Level: High School Diploma/GED and six years of equivalent experience.

Computer Operator IV

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

Required Education Level: High School Diploma/GED and eight years of equivalent experience.

Computer Programmer I

Interprets and prepares coded instructions based on flowchart, program specifications input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Test and documents computer programs, including modifications to programs and trains users.

Required Education Level: Bachelor's degree Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or four years of equivalent experience.

Computer Programmer II

Interprets and prepares coded instructions based on flowchart, program specifications input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Test and documents computer programs, including modifications to programs and trains users.

Required Education Level: Bachelor's degree Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or four years of equivalent experience.

Computer Programmer III



Interprets and prepares coded instructions based on flowchart, program specifications input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Test and documents computer programs, including modifications to programs and trains users.

Required Education Level: Bachelor's degree Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or eight years of equivalent experience.

Computer Programmer IV

Interprets and prepares coded instructions based on flowchart, program specifications input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Test and documents computer programs, including modifications to programs and trains users.

Required Education Level: Bachelor's degree Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or 10 years of equivalent experience.

Warehouse Clerk

Performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

Required Education Level: High School Diploma/GED and two years of equivalent experience.



PRICE LIST

Prices for a Labor Category is based on an hourly rate for the Atlanta, GA, geographical area. However, rates for other geographical areas will be based on the current DOL Wage Determination (if the Service Contract Act is applicable) for the respective area, plus a not to exceed 45% markup. Task Category is a nationwide not to exceed price.

51-504 RECORDS MANAGEMENT SERVICES

Records Management Services include on site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Program Manager	\$62.00
Project/Site Manager I	\$47.50
Project/Site Manager II	\$51.00
Project/Site Manager III	\$54.50
Project Lead I	\$45.50
Project Lead II	\$53.75
System Analyst	\$63.00

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a not to exceed 45% markup.

The following minimum wage rates are for Atlanta, GA, the location where the preponderance of the work is projected to be performed.

	<i>Hourly Rate</i>
Administrative Assistant	\$35.15
Data Entry Operator I	\$20.07
Data Entry Operator II	\$22.77
Document Preparation Clerk	\$18.18
Duplicating Machine Operator	\$18.18
General Clerk I	\$17.53
General Clerk II	\$21.47

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General Clerk III	\$23.16
Production Control Clerk	\$29.70
Word Processor I	\$18.20
Word Processor II	\$20.89
Word Processor III	\$23.98
Messenger Courier	\$19.00

51-505 DOCUMENTS PRODUCTION ON-SITE AND OFF-SITE SERVICES

Document Production Services include facsimile service, on-demand copying, high-quality digital color printer, large format scanning and copying, facilities management, document binding and finishing, desk-top transmission, document imaging & electronic storage.

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Program Manager	\$62.00
Project/Site Manager I	\$47.50
Project/Site Manager II	\$51.00
Project/Site Manager III	\$54.50
Project Lead I	\$45.50
Project Lead II	\$53.75
System Analyst	\$63.00

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a not to exceed 45% markup.

The following minimum wage rates are for Atlanta, GA, the location where the preponderance of the work is projected to be performed.

	<i>Hourly Rate</i>
Administrative Assistant	\$35.15
Data Entry Operator I	\$20.07
Data Entry Operator II	\$22.77
Document Preparation Clerk	\$18.18
Duplicating Machine Operator	\$18.18
General Clerk I	\$17.53

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General Clerk II	\$21.47
General Clerk III	\$23.16
Production Control Clerk	\$29.70
Word Processor I	\$18.20
Word Processor II	\$20.89
Word Processor III	\$23.98
Messenger Courier	\$19.00

Prepress

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Consultation	\$70.00
Graphic Design	\$70.00

Setup

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
File Setup	\$50.00
Database Setup	\$150.00
Booklet Making	\$20.00
Cutting	\$10.00
Drilling	\$10.00
Folding	\$20.00
Perforation	\$20.00
Scoring	\$20.00

B&W Single Sided Coping

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
8.5X11	\$0.025
11X17	\$0.050
8.5X14	\$0.050
Tabloid	\$0.060
Card Stock 8.5X11	\$0.20
Card Stock 8.5X14	\$0.30

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Card Stock 11X17 \$0.40

B&W Double Sided Coping

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
8.5X11	\$0.05
11X17	\$0.09
8.5X14	\$0.09
Tabloid	\$0.10
Card Stock 8.5X11	\$0.35
Card Stock 8.5X14	\$0.55
Card Stock 11X17	\$0.75

Color Single Sided Coping

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
8.5X11	\$0.37
11X17	\$0.74
8.5X14	\$0.74
Tabloid	\$0.89
Card Stock 8.5X11	\$0.40
Card Stock 8.5X14	\$0.60
Card Stock 11X17	\$0.80

Color Double Sided Coping

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
8.5X11	\$0.70
11X17	\$1.35
8.5X14	\$1.35
Tabloid	\$1.70
Card Stock 8.5X11	\$0.80
Card Stock 8.5X14	\$1.15
Card Stock 11X17	\$1.50



Fulfillment

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
Pick	\$1.75
Pack	\$1.50
Label	\$0.05

Laminating - Per Sheet

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
Lamination 3mil 8.5X11	\$1.15
Lamination 3mil 11X17	\$2.25
Lamination 5mil 8.5X11	\$1.30
Lamination 5mil 11X17	\$2.60
Lamination 10mil 8.5X11	\$1.45
Lamination 10mil 11X17	\$2.90

Shrink Wrap

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
8.5X11	\$0.40
11X17	\$0.60

Binding

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
Tape	\$1.65
Vinyl Back	\$0.55
Clear Cover	\$0.55
Saddle Stitch	\$1.70

Finishing Per Sheet

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
Drilling	\$0.020
Folding	\$0.025
Perforation	\$0.025



Scoring \$0.025

Miscellaneous
Labor/Task Category *Per Piece Rate*

Tabbing, each \$0.025
 Rush Charge \$0.025

51-506 DOCUMENT CONVERSION SERVICES

Document Conversion Services convert from an original paper document, data, or graphics into digital data, and transferred to a new media and format for use in a document imaging and storage system. These services may include: (1) back file and day forward conversion, data entry, state-of-the art scanning, and/or (2) indexing, hyper link, web hosting, media of choice, blowback, classified and non-classified documents.

Labor/Task Category *Per Piece Rate*

Color Scanning(per page) \$0.21
 Converting Image to PDF \$0.27
 Data Entry (per M) \$250.00
 Image Scanning (per Image) \$0.21
 Indexing (per M) \$250.00
 Page rotation (per page) \$0.21
 Page retrieval (Per Document) \$3.38

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a not to exceed 45% markup.

The following minimum wage rates are for Atlanta, GA, the location where the preponderance of the work is projected to be performed.

Hourly Rate

Warehouse Clerk \$21.37
 Graphics Design Specialist \$40.43



51-508 LITIGATION SUPPORT SERVICES

Litigation Support Services cover a full range of services: document preparation, imaging and coding, digitized documents, database management, electronic and multimedia courtroom presentation, aid attorneys in high-volume copying, and present customized files, specialize in presentation equipment and software used in courtroom arena.

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
Color Scanning(per page)	\$0.21
Converting Image to PDF	\$0.27
Data Entry (per M)	\$250.00
Image Scanning (per Image)	\$0.21
Indexing (per M)	\$250.00
Page rotation (per page)	\$0.21
Page retrieval (Per Document)	\$3.38

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a 45% mark-up.

	<i>Hourly Rate</i>
Warehouse Clerk	\$21.37
Graphics Design Specialist	\$40.43



733-1 MAIL ROOM ADMINISTRATIVE SUPPORT SERVICES

Includes daily mailroom administrative services consisting of, but not limited to, accepting incoming mail from USPS and courier services such as UPS and FEDEX; accepts and signs for certified mail, registered mail & overnight mail. Makes distribution of all mail using an Office Roster. Processes outgoing mail, metering flats, letters, packages, etc.

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Program Manager	\$62.00
Project/Site Manager I	\$47.50
Project/Site Manager II	\$51.00
Project/Site Manager III	\$54.50
Project Lead I	\$45.50
Project Lead II	\$53.75
System Analyst	\$63.00

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a not to exceed 45% mark-up.

The following minimum wage rates are for Atlanta, GA, the location where the preponderance of the work is projected to be performed.

	<i>Hourly Rate</i>
Computer Operator I	\$23.23
Computer Operator II	\$26.67
Computer Operator III	\$29.74
Computer Operator IV	\$33.05
Computer Programmer I	\$36.38
Computer Programmer II	\$36.70
Computer Programmer III	\$37.02
Computer Programmer IV	\$37.34
System Analyst	\$62.99
File Clerk I (General Clerk I)	\$17.53
File Clerk II (General Clerk II)	\$21.47
Data Entry Operator I	\$20.07

GSA Federal Supply Schedule
 GS-03F-0106V – Office, Imaging and Document
 Solution Services (May 15, 2014 – May 14, 2019)



Data Entry Operator II	\$22.77
General Clerk I (Mail Clerk)	\$17.53
General Clerk II (Mail Clerk)	\$21.47
General Clerk III (Mail Clerk)	\$23.16
Messenger/Mail Clerk (General Clerk I)	\$17.53
Warehouse Clerk	\$21.37

733-2 PRESORT MAIL

Includes management, supervision, labor, materials, supplies, and equipment, as well as planning, scheduling, coordinating, and assuring effective performance of all services described herein. Contractors will be required to provide a minimum of presort mail and barcode services applicable to the postage discount level offered, for domestic First Class Federal Government Mail, for various Federal Agencies in accordance with standard commercial practices and all USPS regulations. Contractors are required to have and continually maintain an USPS Coding Accuracy Support System (CASS) certification.

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Program Manager	\$62.00
Project/Site Manager I	\$47.50
Project/Site Manager II	\$51.00
Project/Site Manager III	\$54.50
Project Lead I	\$45.50
Project Lead II	\$53.75
System Analyst	\$63.00

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a not to exceed 45% mark-up.

The following minimum wage rates are for Atlanta, GA, the location where the preponderance of the work is projected to be performed.

	<i>Hourly Rate</i>
Computer Operator I	\$23.23
Computer Operator II	\$26.67
Computer Operator III	\$29.74
Computer Operator IV	\$33.05

GSA Federal Supply Schedule
 GS-03F-0106V – Office, Imaging and Document
 Solution Services (May 15, 2014 – May 14, 2019)



Computer Programmer I	\$36.38
Computer Programmer II	\$36.70
Computer Programmer III	\$37.02
Computer Programmer IV	\$37.34
System Analyst	\$62.99
File Clerk I (General Clerk I)	\$17.53
File Clerk II (General Clerk II)	\$21.47
Data Entry Operator I	\$20.07
Data Entry Operator II	\$22.77
General Clerk I (Mail Clerk)	\$17.53
General Clerk II (Mail Clerk)	\$21.47
General Clerk III (Mail Clerk)	\$23.16
Messenger/Mail Clerk (General Clerk I)	\$17.53
Warehouse Clerk	\$21.37

733-3 MISCELLANEOUS MAIL SERVICES

Includes management, supervision, labor, and equipment; plans, schedules, coordinates, and assures effective performance of all services described. Consists of preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering, and stamping mail.

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Program Manager	\$62.00
Project/Site Manager I	\$47.50
Project/Site Manager II	\$51.00
Project/Site Manager III	\$54.50
Project Lead I	\$45.50
Project Lead II	\$53.75
System Analyst	\$63.00

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a not to exceed 45% mark-up.

GSA Federal Supply Schedule
 GS-03F-0106V – Office, Imaging and Document
 Solution Services (May 15, 2014 – May 14, 2019)



The following minimum wage rates are for Atlanta, GA, the location where the preponderance of the work is projected to be performed.

	<i>Hourly Rate</i>
Computer Operator I	\$23.23
Computer Operator II	\$26.67
Computer Operator III	\$29.74
Computer Operator IV	\$33.05
Computer Programmer I	\$36.38
Computer Programmer II	\$36.70
Computer Programmer III	\$37.02
Computer Programmer IV	\$37.34
System Analyst	\$62.99
File Clerk I (General Clerk I)	\$17.53
File Clerk II (General Clerk II)	\$21.47
Data Entry Operator I	\$20.07
Data Entry Operator II	\$22.77
General Clerk I (Mail Clerk)	\$17.53
General Clerk II (Mail Clerk)	\$21.47
General Clerk III (Mail Clerk)	\$23.16
Messenger/Mail Clerk (General Clerk I)	\$17.53
Warehouse Clerk	\$21.37

<i>Labor/Task Category</i>	<i>Per Piece Rate</i>
Labeling	\$0.042
Printing Address Labels	\$0.041
Adding Indicia	\$0.024
Folding	\$0.014
Insert (1) Piece Into #10 Envelope	\$0.032
Additional Inserting	\$0.014
Insert (1) Piece Into 6x9 Envelope	\$0.037
Additional Inserting	\$0.016
Insert (1) Piece Into 9x12 Envelope	\$0.051
Additional Inserting	\$0.019

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 Solution Services (May 15, 2014 – May 14, 2019)



Insert By Hand Into 9x12 Or 10x13 Envelope	\$0.078
Post Card Mailing	\$0.062
8.5x11 Self Mailer	\$0.090
Tabbing (1tab)	\$0.021
Tabbing (2 Tabs)	\$0.034
Mail Match	\$0.055
Metering	\$0.022
Stamping	\$0.024
Packaging/Traying Per M	\$17.25
Affixing Stamps By Hand	\$0.059
Affixing Label By Hand	\$0.066
Hand Labeling	\$0.066

Flats & Booklets

Labor/Task Category

Per Piece Rate

Setup charge	\$50.00
Inkjet Addressing Mail Piece	\$0.047
Labeling	\$0.042
Printing Address Labels	\$0.041
Adding Indicia	\$0.024
Folding	\$0.014
Metering	\$0.022
Stamping	\$0.024
Packaging/Traying Per M	\$19.25
Affixing Stamps By Hand	\$0.061
Affixing Label By Hand	\$0.065
Brokered Mail List Per M	\$65.00
Cass Certify Address List	\$35.00

733-4 LIST MANAGEMENT SERVICES

Includes data entry, address label printing, lists management, list cleanup and list coding.

GSA Federal Supply Schedule
 GS-03F-0106V – Office, Imaging and Document
 Solution Services (May 15, 2014 – May 14, 2019)



<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Program Manager	\$62.00
Project/Site Manager I	\$47.50
Project/Site Manager II	\$51.00
Project/Site Manager III	\$54.50
Project Lead I	\$45.50
Project Lead II	\$53.75
System Analyst	\$63.00

Rates for the following labor categories will be based on the current DOL Wage Determination schedule for the respective area, plus a not to exceed 45% mark-up.

The following minimum wage rates are for Atlanta, GA, the location where the preponderance of the work is projected to be performed.

	<i>Hourly Rate</i>
Computer Operator I	\$23.23
Computer Operator II	\$26.67
Computer Operator III	\$29.74
Computer Operator IV	\$33.05
Computer Programmer I	\$36.38
Computer Programmer II	\$36.70
Computer Programmer III	\$37.02
Computer Programmer IV	\$37.34
System Analyst	\$62.99
File Clerk I (General Clerk I)	\$17.53
File Clerk II (General Clerk II)	\$21.47
Data Entry Operator I	\$20.07
Data Entry Operator II	\$22.77
General Clerk I (Mail Clerk)	\$17.53
General Clerk II (Mail Clerk)	\$21.47
General Clerk III (Mail Clerk)	\$23.16
Messenger/Mail Clerk (General Clerk I)	\$17.53
Warehouse Clerk	\$21.37



733-5 MAILROOM ERGONOMIC ANALYSIS SERVICES

Includes Mailroom ergonomic analysis services that may include, but are not limited to, workflow analyses, studying and improving mailroom processes, productivity studies, task analysis, time & motion studies, determining optimal mailroom layout, site-specific ergonomic training, space planning, and process equipment assessments.

<i>Labor/Task Category</i>	<i>Hourly Rate</i>
Mailroom Design Consultant	\$90.57