



A Strategic Supplier of Document Conversion and Management Services

GSA Schedule 36
Office, Imaging and Document Solutions

Contract Administrator: **Harold D. Shepard**

311 N. Aberdeen Street, Suite 200D
Chicago, Illinois 60607-1250 office: 312-455-1199
fax: 312-455-1195 Mobile: 708-436-2824 order desk: 800-528-1300
email: harold@abcdataentry.com
web: www.abcdataentry.com

DUNS Number: 602690901

 Contract Holder	Contract Number GS-03F-0148V GSA Schedule 36 Office Imaging and Document Solutions Contract Period: July 15, 2014 – July 14, 2019
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**Service Disabled Veteran Owned Small Business (SDVOSB)
Small Disadvantaged Business (SDB)**

Effective Date 07 / . 17 / 2014

GSA Schedule 36

Office, Imaging and Document Solutions

ABC Data Entry Systems, Inc.

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COMPANY OVERVIEW

ABC Data Entry Services

Value Proposition to the Federal Government:

Support Implementation of the following:

- HITECH Act of 2009
- Paperwork Reduction Act of 1995
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Sarbanes-Oxley Act (SOX)

Can process data records in any format or software application

Perform Special Services:

- Data recovery specialist, e.g., optical disks, hard drives, etc.
- Forensic scans / document recovery (for SEC, FDCI and Quaker Oats)
Avoid lawsuits, embarrassment, faulty medical diagnosis, etc.

Our Services

Core Services

1. Document Scanning
2. Medical Record Scanning
3. Microfiche & Microfilm conversion
4. Wide Format Scanning
5. Data Entry
6. Data Conversions
7. Data Cleaning
8. Data Recovery

Other Services

- Data Security
- Cloud Computing
- Cloud Data Backup
- Cloud Document Storage

Why We're Different

- Data Accuracy. 97% document input accuracy on 1st pass, 99.1% accuracy on 2nd pass
- Offer Learning Curve Price Reductions
- Largest SDVOSB Document Management Firm in Midwest
- PCI Certified (Credit Card Processor)
- National Association of Information Destruction (NAID), Active Member



Chicago, IL
Office Facility

COMPANY OVERVIEW

(Continued)

Primary NAICS Codes

518210 Data Processing, Hosting, and Related Services

519190 All Other Information Services

541513 Computer Facilities Management Services

541519 Other Computer Related Services

541611 Administrative Management and General Management Consulting Services

541614 Process, Physical Distribution, and Logistics Consulting Services

541618 Other Management Consulting Services

541690 Other Scientific and Technical Consulting Services

541890 Other Services Related to Advertising

541990 All Other Professional, Scientific, and Technical Services

561410 Document Preparation Services

561439 Other Business Service Centers (including Copy Shops)

561499 All Other Business Support Services

561990 All Other Support Services

Additional NAICS Codes

517919 Other Telecom

519120 Libraries and Archives

541930 Translation and Interpretation Services

561910 Packaging and Labeling Services

561110 Office Administrative Services

CLIENTS

Types of Clients Served

- Government
- Healthcare
- Legal

Clients (Current and Past)

- United Airlines
- University of Chicago Hospital
- Army Corp of Engineers
- AC Nielsen
- American Medical Association (AMA)



Document Scanning Operations

COMPANY OVERVIEW

(Continued)

Our Capacity

ABC Data Entry Services, Inc has the capacity to handle all of the document management tasks under the scope of our GSA Schedule 36 contracts.

Below is a summary of our company capacities:

Staff Resources

- 6 full-time staff members for ABC Data Entry Services, Inc.
- 8 part-time technicians

Equipment Resources

- 9 industrial-grade scanners (card size to 54-inch drawings color)
- 14 data entry stations
- 8 terabyte dedicated server in office
- Wireless network in office
- High-speed data lines (1 gigabyte capacity)
- 2 mail processing machines
 - Letter collating
 - Insertions
 - Sorting

Facility Resources (2 Locations)

1. Main Office
 - 3,000 square foot facility in downtown Chicago
 - Automatic sprinkler system
 - 24-hour secure key-coded building
 - Battery backup power for office server

2. Warehouse

12,500 square foot facility in Chicag suburbs

- Automatic sprinkler system
- Heated storage area
- 24-hour secure key-coded building
- Loading dock for bulk documents
- Used to store large-volume data files

Terms and Conditions

1a. Awarded Special Item Number(s):

51-504: Records Management Services
51-505: Document Production On-site and Off-site Services
51-506: Document Conversion Services
51-508: Litigation Support Services
733-4 : List Management Services
51-409: Network, Optical Imaging Systems and Solutions
51-501: Needs Assessment and Analysis Services
51-503: Education and Training Support Services
51-507: Document and Media Destruction
733-3 : Miscellaneous Mailing Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:

Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education:

Not Applicable.

2. Maximum Order:

Special Item No. **51-504:** \$1,000,000.00
Special Item No. **51-505** \$1,000,000.00
Special Item No. **51-506** \$1,000,000.00
Special Item No. **51-508:** \$1,000,000.00
Special Item No. **733-4 :** \$1,000,000.00
Special Item No. **51-409:** \$1,000,000.00
Special Item No. **51-501:** \$1,000,000.00
Special Item No. **51-503:** \$1,000,000.00
Special Item No. **51-507:** \$1,000,000.00
Special Item No. **733-3 :** \$1,000,000.00

3. Minimum Order:

\$100.00

4. Geographic Coverage:

Domestic

5. Point of Production:

ABC Data Entry Systems, Inc.
311 N Aberdeen St. Suite 200D
Chicago, Illinois 60607-1250

6. Discount from list prices or statement of net price.

All prices have been discounted

7. Quantity Discount:

N/A

8. Prompt Payment Terms:

1 % 10 Days, Net 30 Days

9a. Government Purchase Cards below the micro-purchase threshold.

Purchase Card will be accepted for orders of up to the Micro Purchase Threshold which is currently \$3,000.00 and for orders in excess of the Micro Purchase at ABC Data Entry Systems, Inc discretion.

9b. Government Purchase Cards above the micro-purchase threshold.

Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign Items:

Not Applicable

11a. Time of Delivery:

All deliveries shall be made within 30 Days after Receipt of Order (ARO) or in accordance with the applicable Statement of Work. Expedited Delivery is offered on an open market basis.

11b. Expedited Delivery:

Consult with Contractor

11c. Overnight/2-Day Delivery:

N/A

11d. Urgent Requirements:

Consult with Contractor

12. FOB Point:

FOB Destination

13a. Ordering Address:

ABC Data Entry Systems, Inc.
311 N Aberdeen St. Suite 200D
Chicago, Illinois 60607-1250

13b. Ordering Procedures:

For services, the ordering procedures, can be found at the
GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address:

ABC Data Entry Systems, Inc.
311 N Aberdeen St. Suite 200D
Chicago, Illinois 60607-1250

15. Warranty Provisions:

Standard Warranty

16. Export Packing charges:

Not applicable

17. Terms and conditions of Government Purchase Card

Acceptance:

Contact ABC Data Entry Systems, Inc. for terms and conditions of
Government Purchase Card acceptance.

18. Terms and conditions of rental, maintenance, and repair:

Not applicable

19. Terms and conditions of installation:

Not applicable.

20a. Terms and conditions of repair parts:

Not applicable

20b. Terms and conditions of any other services:

Not applicable.

21. List of service and distribution points: Not applicable

22. List of participating dealers:

Not applicable

23. Preventive maintenance:

Not applicable

Terms and Conditions

(Continued)

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:

Not applicable

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:

www.abcdadataentry.com

25. DUNS Number:

602690901

26. Registration in the Central Contractor Registration database(CCR).

ABC Data Entry Systems, Inc. is registered in the Central Contractor Registration database.

OFFICE IMAGING AND DOCUMENT SOLUTIONS DESCRIPTIONS

51-409 Network, Optical Imaging Systems and Solutions

The contractor will provide hardware and software to enable the user to migrate unstructured paper and electronic data into an electronic document. The user will have the capability to search for documents from a variety of sources such as desktop personal computer, intranet/internet, LAN/WAN, Cloud Computing, Work flow, Online Storage, Online Data Backup. The software will support the user's needs in capturing data in typed print, handprint, mark sense and barcode, electronic data and paper documents into an electronic format and media of choice, in a reliable, secured operating environment. The contractor will provide one or more of the following software/hardware components into medium of choice: Data & Document Capture, APPs.gov, Document Imaging, COLD, Document Management, Storage Management, Document Management Scanner, and other related equipment. This SIN also includes equipment that provides solutions for small to medium size offices to allow the user to capture documents, file documents and retrieve data in seconds. This gives the user the ability to find documents anytime and does not require software installation. This information can be retrieved from the Web browser.

Document Storage Solutions are designed to deliver and maintain on/off line storage solutions for users who need to present, share, archive and distribute information on CD, DVD, DVRAM and other related mediums. Network protocols are widely used to obtain stored data. This SIN also includes directly related accessories, attachments, software and supplies.

51-501 Needs Assessment and Analysis Service

Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and, funding obligations which will provide agency's recommendation(s) on how to meet or exceed organization's overall performance by providing total office solutions. Needs Assessment and Analysis Services provide for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services.

51-503 Education and Training Support Services

Educational and Training Support Services provide the customer with operational knowledge of products and/or services offered under this schedule. Training is offered on site/off site, and through video conferencing, internet training or CD ROM base training.

51-504 – Records Management Services

File Organization and Maintenance Services provides intellectual and physical support to enable the Government control of documents or information. It includes the organization of sophisticated documents or information placing them into a simplified filing system in accordance with an ordering agency's needs to improve their existing work environment. Generally, it includes gathering documents and data to be scanned and indexed into a digitized format. However, an ordering agency may simply require updating to an existing file system, maintenance of documents, or filing existing documents or information into a storage media for shipping.

51-505 - Document Production On-site and Off-site Services

Document production on-site and off-site services provide customers a practical turn-key solution to a customer's requirements for production of documents. A typical document production services would include the required equipment (e.g., high-volume digital color copiers, scanners) and contractor provided operational and management personnel required for effective on-site/off-site document production. Document production services are available using either contractor provided and installed equipment, using Government-owned equipment, or using equipment installed in Government locations under Lease-to-Ownership Plans. In addition, single or multiple shift production operations; consumable supplies (paper and transparencies are usually not included); on-going equipment maintenance; and customized agency reports are included. Negotiated Operational Performance Standards may be jointly developed and included in the purchase order (e.g., job turn-around time, maximum number of impressions per day or month, document quality expectations, turn-around performance and accuracy ratings, management of the consumable supplies, and monthly management reports).

51-506 – Document Conversion Services

Document conversion consists of scanning document images and converting them into electronic digital data, which is then transferred into a new format Such as Wordperfect, Wordstar, AMI Pro, Q&A, Lotus123, DR-Dos, ADOBE PDF, Dbase, 5.25" Floppy Disc and media for use in a document imaging, retrieval, and storage system. This SOW addresses the "back file and day-forward conversion" of documents, which includes both file and data format and media conversion. It does not include data processing and communications equipment (e.g., digital computers, display devices, software, LAN/WAN networks), which may be employed in a document imaging, retrieval, and storage system.

51-507 - Destruction Services

Destruction Services offer a full range of services: Shredding of classified and unclassified materials; Incineration of paper documents, maps, blueprints, catalogs, and disintegration of microfilm, microfiche, ID cards, VHS tapes, support DOD-approved requirements.

51-508 – Litigation Support Services

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional staff members in the task of obtaining, organizing, analyzing and presenting evidence or materials for trials, judgments, lawsuits, settlements or other legal matters. Through the use of reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location by an agency's staff. The contractor shall provide all personnel, equipment and supplies for the performance of litigation support services (LSS).

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

Consists of data entry, address label printing, lists management, list cleanup and list coding

NOTE: OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 4 LIST MANAGEMENT SERVICES

Services include, but are not limited to, data entry, address label printing, lists management, list cleanup and list coding.



GSA PRICE LIST

GSA Price List

Document Conversion Service Pricing Assumptions for this pricing schedule
 Paper documents to be converted are 8 1/2 x 11 standard bond paper
 Paper quality is good to excellent

Pricing assumes minimal document preparation
 One Index per file @ 25 characters
 All images are converted to TIFF Group 4 format unless otherwise indicated

Note 1: Customer Contract Discounts are for contracts that are greater than 18 months

Note 2: Most Favored Customer is for contracts that are longer than 18 months and customer pays in 10 days.

Note 3: GSA Discount terms are 1% 10 net 30 days. The FOB Point shall be Destination for the Continental United States or in accordance with the applicable Statement of Work. Credit cards accepted.

Note 4: Volume pricing only applies where there is a volume range.

"Example see 200dpi scanning

Note 5: For color scanning there is a 20% up Charge for this service and for Flat bed or glasswork scanning there is a 25% up charge

SIN	PRODUCT/SERVICE NAME AND DESCRIPTION	Unit of Issue	GSA PRICE
733 4	List Management	Record	\$0.296
51-508	Litigation Support Services	Per Page	\$5.702
51-505	Document Production Services	Per Page	\$2.176
51-505	Survey Tabulation	Per Keystroke	\$0.044
51-506	Document Conversion Services	Per Record	\$0.255
504, 505, 506	Documentation Preparation	Per Image	\$0.021
504, 505, 506	Document Indexing / Tabs	Per File per index	\$0.212
504, 505, 506	Damaged Document Processing	Per Page	\$1.273
504, 505, 506	Mylar and Transparencies	Per Page	\$0.255
504, 505, 506	Additional Indexing	Per Keystroke	\$0.042
504, 505, 506	Production Page and Spacers	Per Page	\$1.273
504, 505, 506	File Indexing	Per File	\$0.136

ABC Data Entry Services, Inc. – GSA Schedule 36 Price List

SIN	PRODUCT/SERVICE NAME AND DESCRIPTION	Unit of Issue	GSA PRICE
504, 505, 506	200 DPI Scanning	0 - 50,000 Images	\$0.127
504, 505, 506	200 DPI Scanning	51,000 - 100,000 Images	\$0.119
504, 505, 506	200 DPI Scanning	> 100,000 images	\$0.093
504, 505, 506	300 DPI Scanning	0 - 50,000 Images	\$0.149
504, 505, 506	300 DPI Scanning	51,000 - 100,000 images	\$0.136
504, 505, 506	300 DPI Scanning	> 100,000 Images	\$0.119
504, 505, 506	200 DPI Scanning/Paper/Eng. Drawing	Per Sq. Ft.	\$0.289
504, 505, 506	300 DPI Scanning/Paper/Eng. Drawing	Per Sq. Ft.	\$0.314
504, 505, 506	400 DPI Scanning/Paper/Eng. Drawing	Per Sq. Ft.	\$0.382
504, 505, 506	600 DPI Scanning/Paper/Eng. Drawing	Per Sq. Ft.	\$0.509
504, 505, 506	Microfilm	Per Image	\$0.014
504, 505, 506	Microfilm	Per Roll	\$26.312
504, 505, 506	Microfilm	Per Field	\$0.022
504, 505, 506	Microfilm Indexing	Per Character	\$0.014
504, 505, 506	Converting Image formats such as WordPerfect, AMIPro, Lotus 123, Wordstar, Q&A, Adobe PDF, and 50 other formats	Per Image	\$0.034
504, 505, 506	OCR Option	Per Image	\$0.034
504, 505, 506	Data Entry	Per Page	\$26.312
504, 505, 506	Data Entry / Key punch	Per Key Stroke	\$0.019
507	On-Site Destruction (Purge / Clean Out)	Per Pound	\$0.172
507	Off-Site Destruction (Purge / Clean Out)	Per Pound	\$0.155
507	On-Site Destruction (Purge / Clean Out)	Per Box (12"x15")	\$4.040
507	Off-Site Destruction (Purge / Clean Out)	Per box (12"x15") 'Single / Standard Size'	\$3.591
507	On-Site Destruction (Purge / Clean Out)	Per box (12"x24") 'Double / Legal Size'	\$5.985
507	Off-Site Destruction (Purge / Clean Out)	Per box (12"x24") Double / Legal Size'	\$5.087

ABC Data Entry Services, Inc. – GSA Schedule 36 Price List

SIN	PRODUCT/SERVICE NAME AND DESCRIPTION	Unit of Issue	GSA PRICE
507	On-Site Destruction (Re-Occurring Service)	40 Inch Lockable Security Console	\$11.371
507	Off-Site Destruction (Re-Occurring Service)	40 Inch Lockable Security Console	\$9.576
507	On-Site Destruction (Re-Occurring Service)	Wheeled 64 Gallon Lockable Security Toter (225lb cap.)	\$26.334
507	Off-Site Destruction (Re-Occurring Service)	Wheeled 64 Gallon Lockable security Toter (225lb cap.)	\$21.546
507	On-Site Destruction (Re-Occurring Service)	Wheeled 96 Gallon Lockable Security Toter (335 lb cap.)	\$32.318
507	Off-Site Destruction (Re-Occurring Service)	Wheeled 96 gallon Lockable Security Toter (335 lb cap.)	\$26.932

GSA Schedule 36 Price List

(Continued)

SERVICES	Labor Category	Unit of Issue	GSA Price
51-501, 51-503, 733-3	Archivist	Hour	\$65.290
51-501, 51-503, 733-3	Data Base Administrator	Hour	\$113.169
51-501, 51-503, 733-3	Document Management Analyst	Hour	\$43.526
51-501, 51-503, 733-3	Information Analyst	Hour	\$56.584
51-501, 51-503, 733-3	IS/DP Manager	Hour	\$121.874
51-501, 51-503, 733-3	Librarian Analyst	Hour	\$43.526
51-501, 51-503, 733-3	Management Analyst	Hour	\$56.584
51-501, 51-503, 733-3	Network Administrator	Hour	\$69.642
51-501, 51-503, 733-3	Operations Manager	Hour	\$69.642
51-501, 51-503, 733-3	Programmer	Hour	\$69.642
51-501, 51-503, 733-3	Program/Fulfillment Director	Hour	\$130.579
51-501, 51-503, 733-3	Training Specialist	Hour	\$87.053

GSA Schedule 36 Price List
(Continued)

Cloud Computing APPs.gov (Per Gigabyte)	Description	Unit of Issue	GSA Price
51-409	ImageSilo Online Web based Document Management	0-250	\$47.879
51-409	ImageSilo Online Web based Document Management	251-500	\$43.526
51-409	ImageSilo Online Web based Document Management	501-999	\$39.174
51-409	ImageSilo Online Web based Document Management	999+	\$34.821
51-504	Medical Coding On-Site-Person	Per Day	\$522.317
Offsite- Out Patient (Per Encounter)			
51-504	Offsite- Out Patient Records Management	0 – 60,000	\$13.058
51-504	Offsite- Out Patient Records Management	60,000 +	\$12.187
51-504	Offsite- In Patient Records Management	0-119,999	\$24.375
51-504	Offsite- In Patient Records Management	120,000 +	\$22.634

Additionally, any postage, post office boxes, project specific supplies, transportation or travel is billed as a pass-through expense.

Schedule of Items

51-504: Medical Coding (Medical Records Coding)

In today's new healthcare environment, coding has become more important than ever. It is a vital part of the financial integrity and clinical profiling of all healthcare providers. Healthcare facilities and providers cannot afford to have anything less than the most timely, accurate coding available.

To ensure accuracy, revenue accountability and compliance, health care providers across the country turn to ABC Data Entry Systems, Inc. for coding expertise and assistance.

ABC Data Entry Systems, Inc. has a national staff of thoroughly trained, experienced and credentialed (RHIA, RHIT, CCS, CCS-P) coding professionals who are ready to step into your coding department to help you through a temporary crunch, consult on problem areas, or to assume complete management of your coding operation.

Onsite Medical Records Coding

ABC Data Entry Systems, Inc. provide medical record coding services for all coding systems (e.g., ICD-9-CM, CPT, Evaluation and Management) and payment methodologies (e.g., DRG, APC). This service is available for the following provider settings:

Hospital Based

- f* Inpatient
- f* Outpatient Surgery
- f* Emergency Department
- f* Outpatient Ancillary

Physician Based

- f* Inpatient
- f* Office Setting
- f* Emergency Department

Offsite (Remote) Medical Records Coding

ABC Data Entry System, Inc. offers a wide variety of offsite or remote medical record coding options that are customized based on the needs of our clients. Our remote coding clients include healthcare facilities across the country including Veterans Hospitals (VA facilities).

Our Remote Coding Center is secure, HIPAA compliant, complete with the latest technology and places credentialed consultants at your service whenever you need them – whether you need to outsource your entire coding department or to simply eliminate a coding backlog.

Remote Options include:

- Securely accessing electronic medical record (EMR) systems
- Interfacing with other e-coding software
- Onsite records scanning with remote indexing and coding of medical records
- Other customized remote coding solutions

Other Medical Records and HIM Coding Services

Other HIM coding and consulting services include:

- Onsite and offsite (remote) medical record coding services
- As needed coding support
- Complete coding department outsourcing
- Coding compliance reviews/Coding validation
- Customized HIM consulting
- Interim managers and supervisors
- Physicians and staff coding education and training
- Coding backlog elimination
- Inpatient professional fee review for 3rd party billing
- Outpatient professional fee review for 3rd party billing
- Pre-bill and retrospective DRG reviews
- Pre-accreditation surveys
- Tumor and trauma registry support

LABOR CATEGORY DESCRIPTIONS

Job Title: Archivist

Minimum/General Experience: Four years of experience in archiving records, including two years of experience in document and data management using automation. Appraises and edits permanent records and historically valuable documents. Participates in research activities based on archival materials and directs safekeeping of permanent records, documents, and other archival materials. Requires familiarity with archival cataloging in automated systems and with applying such standards for cataloging; knowledge of basic archival processes, including selection of materials for retention and organization of materials into logical groupings; research and reference expertise; and experience in computerized management of electronic records.

Functional Responsibility: Implements, administers, and manages the system to classify and retrieve archived records and manuscripts, including developing and maintaining the database of these records in the collection management system. Provides research and reference services; develops, administers, and enhances all electronic systems created for tracking data involving the accessioning and deaccessioning of archived materials; develops, negotiates, monitors, and oversees rules and procedures for maintenance of records following National Archives and Records Administration guidelines; develops and monitors standards, guidelines, and formal agreements for accessioning records and material and deaccessioning records to other repositories; and prepares and updates operating manuals and guidelines that ensure the protection of documents at every stage of their life cycle. Performs random evaluations of archives for quality control of document processing and maintenance; maintains a sustained high level of customer service; attends and contributes to relevant professional activities and meetings dealing with archives and archival preservation; and prepares statistical and narrative reports.

Minimum Education: Graduate degree in History or Archival Studies or in Library and Information Science (MLS).

Job Title: Database Administrator

Minimum/General Experience: Three years of experience designing, administering, maintaining, and updating databases.

Functional Responsibility: Assists in administering database organizations, standards, controls, and procedures. Provides technical consulting in the definition, design, and creation of a database environment. Maintains documentation and develops database dictionaries.

Minimum Education: Bachelor's degree. IT-related certification programs or other technical-related training plus 2 years of additional, directly relevant work experience (over and above the minimum experience requirements for this position)

Job Title: Document Management Analyst

Minimum/General Experience: One year of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications, especially ORACLE and BRS.

Functional Responsibility: Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.

Education: Bachelor's degree.

Job Title: Information Specialist

Minimum/General Experience: Three years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme and tight deadlines.

Functional Responsibility: Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

Minimum Education: Bachelor's degree. Three years of additional, directly relevant work experience

Job Title: IS/DP Manager

Minimum/General Experience: Five years of experience in designing, implementing, and troubleshooting applications using the software or technology for which consulting services are required. For example, if a project involves a large-scale Oracle application in a Unix environment, the candidate will have experience in developing large-scale Oracle applications employing and integrating a variety of Oracle products, features, and capabilities, such as Forms and Reports, PL/SQL functions and procedures, and Intermediate Text, together with user exits to other programs, and interactions with operating system shell scripts. Other projects will require other sets of skills and competencies. Candidates must demonstrate a successful history of difficult and complex problem solving with respect to the appropriate systems. Excellent oral and written communications skills required. Litigation support experience helpful.

Functional Responsibility: Consults with Contractor and Government management to identify systems requirements and makes recommendations for technical solutions to system problems. Manages a systems project through all phases, including applications development, applications maintenance, systems documentation, quality assurance, and user support; provides technical advice, supervision, and guidance to the data processing team; evaluates programs in terms of efficiency, effectiveness, quality, and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations to a variety of audiences, including non-technical personnel. May have supervisory or managerial responsibilities.

Minimum Education: Bachelor's degree. Ten years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) ok

Job Title: Librarian Analyst

Minimum/General Experience: Two years of experience in maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.

Functional Responsibility: Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and

limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.

Minimum Education: Graduate degree in Library and Information Science (MLS).

Job Title: Management Analyst

Minimum/General Experience: Three years of experience performing business management and financial accounting-related work, with 1 year of related experience specifically on Government contracts. Knowledge of Excel, Lotus, and/or other spreadsheet software applications required.

Functional Responsibility: Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.

Minimum Education: Bachelor's degree in a business-related field.

Job Title: Network Administrator

Minimum/General Experience: Five years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry-standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN-to-LAN and LAN-to-WAN connectors such as bridges, routers, and gateways. Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems, encryption devices, and multiplexers. A sub-specialty under this labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is required in addition to or in place of LAN experience.

Functional Responsibility: Sets up, installs, modifies, and maintains local area networks, primarily for Aspen staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set-up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as interconnections to the Internet.

Minimum Education: Bachelor s degree; computer science or related discipline preferred. An Associate s degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and 3 years of additional directly related work experience may be substituted for the Bachelor s degree.

Title: Operations Manager

Minimum/General Experience: Four years experience in document processing activities, two years of which involved progressively more responsible supervisory and management experience. Possesses a demonstrated ability to manage numerous complex and time-critical activities simultaneously.

Functional Responsibility: Responsible for management oversight of the following activities: document acquisition, document processing/indexing, and data reduction. Coordinates resource planning and scheduling for these functional areas and manages the scope of work, schedules, budgets, and adherence to quality standards. Other specific duties include: collaboration with direct subordinates in order to plan resources and schedule personnel and other resources to meet delivery order deadlines, acquisitions and training of staff, creation of appropriate written procedures and controls, monitoring of the quality of the work produced by his staff, and acting as an advisor to senior management for operational tasks.

Education: Bachelor s degree.

Job Title: Programmer

Minimum/General Experience: Five years of progressively more complex programming experience, including 3 years of experience in the specific programming language, database management system, or software package to be used for a given assignment, and 2 years of experience in the general functional area addressed by the task requirement.

Functional Responsibility: Working under the direction of more senior Aspen IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs programs, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.

Minimum Education: Bachelor s degree; computer science or related discipline preferred. An Associate s degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and 3 years of additional directly related work experience may be substituted for the Bachelor s degree.

Job Title: Project/Fulfillment Director

Minimum/General Experience: Six years of progressively more responsible experience in major IT support projects, including at least 3 years of Project Manager experience or the equivalent. Demonstrated ability to manage numerous complex and time critical support activities simultaneously, including technical/data processing support activities. Requires expert knowledge of the functional area in which support is being provided, and outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Requires broad knowledge of the Government's document and imaging environments and standards, and familiarity with the specific environment of the client agency.

Functional Responsibility: Responsible for coordinating the activities of several Project Managers, or of managing a single large, complex, mission critical project. Generally reports to a high level manager in the Government client organization and to a senior corporate officer within Aspen. Directs and coordinates all resources assigned to a group of projects, corporate-wide support resources, and possibly subordinate Project Manager staff. Consults with the COTR and other Government managers concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of all deliverables and support functions.

Minimum Education: Master's degree in IT or management-related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 5 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Job Title :Training Specialist

Description: Develops and delivers training programs, materials, and tools, relating to records management projects and activities. Duties include presenting classroom instruction using established course materials, providing informal orientation and user assistance, and developing course materials, supporting documentation, and computer-based training. Conducts training for customers and project staff in classroom, small group, and one-on-one settings, evaluates training effectiveness, coordinates training schedules and facilities, and manages participant registration and attendance, and other activities to support training program objectives. Develops customized curriculum to meet project and customer requirements, works with subject matter experts as needed for technical content and effective training delivery. Requires strong verbal and written communication skills, experience with customer relations and training. Other Attributes for Success: Experience with a variety of classroom and computer-based training techniques, and Web-based training tools.

Minimum Education: Bachelors Degree

Minimum Work Experience: 3-5 years training experience



311 N Aberdeen Street, Suite 200D
Chicago, IL 60607
312-455-1199 (Phone) * 800-528-1300
Fax 312-455-1195
Harold@abcdataentry.com
www.abcdataentry.com

HOW TO ORDER FROM US

Below is a summary of how to order from us.

1. **For orders up to \$2,500:** Develop a **Scope of Work (SOW)** and have your procurement office place the order directly with ABC Data Entry Systems.
2. **For orders over \$2,500 but less than \$1,000,000:** Develop a performance-based SOW, send a Request for Quote to at least three GSA Schedule 36 Holders, evaluate quotes based on your best value criteria, and place the order with the selected contractor.
3. **For orders over \$1,000,000:** Follow the procedures as per #2 above but seek additional quotes.

Special Item No. **51-504:** \$1,000,000.00
Special Item No. **51-505** \$1,000,000.00
Special Item No. **51-506** \$1,000,000.00
Special Item No. **51-508:** \$1,000,000.00
Special Item No. **733-4** : \$1,000,000.00
Special Item No. **51-409:** \$1,000,000.00
Special Item No. **51-501:** \$1,000,000.00
Special Item No. **51-503:** \$1,000,000.00
Special Item No. **51-507:** \$1,000,000.00
Special Item No. **733-3** : \$1,000,000.00

4. **Blanket Purchase Agreement (BPA).** In order to further decrease costs, reduce paperwork, and save time, access ABC Data Entry Services directly by establishing a Blanket Purchase Agreement.

Reference: FAR Subpart 8.4, Federal Supply Schedule.



EMPLOYEE BACKGROUND CHECKS

Policy

Our policy is to only hire employees who have no criminal or other records that would our clients at risk.

Process

All ABC Data Entry employees are checked in the following areas:

- Criminal record
- Credit history
- Employment longevity
- Stability

Value Added

No theft of client data in the last 20 years from ABC employees

We are an active member of the National Association of Information Destruction (NAID)



WARRANTY of SERVICE

Services

ABC Data Entry Services, Inc. provides the following services to our clients:

- Document Scanning
- Data Entry
- Fulfillment / Mailings

Policy

ABC Data Entry Services, Inc. strives to provide the highest quality of professional information processing services for our clients.

Guarantee

ABC Data Entry Services, Inc. will redo any work that is not meeting customer expectations within 60 days after its submission.

We will correct the following types of errors, if caused by us.

- Data entry inaccuracies
- Misspellings
- Improper document indexing
- Corrupted computer files

We will consider correcting other errors on a case-by-case basis.