



**Schedule Title:** FSC Group 36, OFFICE, IMAGING AND DOCUMENT SOLUTIONS

**FSC Class:** 3610

**Contract Number:** GS-03F-0162V

**Contract Period:** 08/15/09 through 8/14/14

**Contractor's Name, Address, Telephone, and Fax Number:**

Integrated Solutions & Services Unlimited, Inc.

260 Northland Blvd Suite 104

Cincinnati OH 45246

**Business Size:** Small Business

### **INFORMATION FOR ORDERING ACTIVITIES:**

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

Special Item No. 51 504 Records Management Services

Special Item No. 51 505 Document Production On-Site and Off-Site Services

Special Item No. 51 506 Document Conversion Services

Special Item No. 51 509 Network Connectivity Support Services

Special Item No. 51 409 Network, Optical Imaging Systems and Solutions

Special Item No. 733 1 Mail Room Administrative Support Services

Special Item No. 733 3 Miscellaneous Mail Services

Special Item No. 733 4 List Management Services

**1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided below.**

**Project Manager**

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. Requires 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.

**Document Manager**

Manages the documentation department in accordance with organizational policies and goals. Develops standard documentation methods to effectively communicate product concepts and use. Ensures any necessary internal process documentation. Requires a bachelor's degree or its equivalent of at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures.

**Reproduction Tech**

Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. May require a bachelor's degree or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A great deal of creativity and latitude is expected.

**Computer Operator II**

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 5 years of experience as a computer operator.

**Computer Operator I**

Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 0-3 years of experience in the field or in a related area.

**Database Administrator**

Manages the administration of an organization's database. Analyzes the organization's database needs and develops a long-term strategy for data storage. Established policies and procedures related to data security and integrity; monitors and limits database

access as needed. Oversees the design, maintenance and implementation of the systems that manage an internal database. Requires a bachelor's degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive 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.

#### **General Clerk I**

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

#### **General Clerk II**

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with at least 5 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 experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

#### **Imaging Specialist**

Responsible for operating microfilm or other imaging tools for use in the creation of electronic files or archives. Responsible for preparing, scanning, and quality checking of documents/images being converted to electronic/digital format. Ensure proper transfer and indexing of images. Troubleshoots and makes adjustments to equipment when necessary. Responsibilities also include maintenance, set-up or repair of equipment. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

#### **Network Engineer**

Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. May require a bachelor's degree in a related area and 3-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

#### **System Analyst**

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an

organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Requires a bachelor's degree in a related area and at least 5 years of experience in the field or in a related area. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

### **QA Specialist**

Responsible for all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. May require a bachelor's degree in area of specialty and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

### **Database Specialist**

Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

### **Mail Clerk**

Distributes and collects incoming mail. Collects and processes outgoing mail. Responsibilities include determining, affixing, and recording postage on registered mail and packages. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

### **Record Technician**

Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires. Assists in the collection of employee information for reports and statistical research. Enters employee data into the company record keeping system. Requires an associate's degree or its equivalent and 2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

PRICE LIST

**Special Item No. 51 504 Records Management Services**

<u>Description</u>	<u>Government</u>		<u>Commercial</u>	
	<u>Unit/Quantity</u>	<u>Price</u>	<u>Unit/Quantity</u>	
Description Titling	per document	\$0.02	per document	\$0.02
Document Retrieval/Refile	folder or container	\$2.27	folder or container	\$2.51
	additional folder	\$0.47	additional folder	\$0.52
Regular Delivery (within 75 mi.) 3+ Days notice, orders placed before 3pm	per transportation visit	\$14.99	per transportation visit	\$16.53
	per cubic foot	\$1.28	per cubic foot	\$1.41
Next Day Delivery (within 75 mi.) orders placed before 3pm	per transportation visit	\$15.56	per transportation visit	\$17.16
	per cubic foot	\$1.28	per cubic foot	\$1.41
Same Day Delivery (within 75 mi.) orders placed before 10am	per transportation visit	\$30.85	per transportation visit	\$34.02
	per cubic foot	\$1.28	per cubic foot	\$1.41
Holiday, Weekends, After Hours Delivery	per transportation visit	\$123.84	per transportation visit	\$136.57
Storage	per cubic foot	\$1.28	per cubic foot	\$1.41
Document Destruction	Onsite/Offsite	0.23	Per pound	0.27
Project Manager	Per Hour	54.76		
Computer Operator I	Per Hour	28.94		
Computer Operator II	Per Hour	32.46		

Data Base Administrator	Per Hour	75.65		
General Clerk I	Per Hour	18.52		
General Clerk II	Per Hour	19.48		
Imaging Specialist	Per Hour	19.39		
QA Specialist	Per Hour	27.38		
Database Specialist	Per Hour	46.93		
Records Technician	Per Hour	32.46		

**Special Item No. 51 505 Document Production On-Site and Off-Site Services**

Scan Document to 200 DPI Tiff Image	1 - 250,000 pgs	\$0.18	1 - 250,000 pgs	\$0.20
	250,001 - 500,000 pgs	\$0.16	250,001 - 500,000 pgs	\$0.18
	500,000 - 750,000 pgs	\$0.14	500,000 - 750,000 pgs	\$0.15
	750,001+	\$0.12	750,001+	\$0.13
Scan Document in color to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$0.19	1 - 250,000 pgs	\$0.21
	250,001 - 500,000 pgs	\$0.17	250,001 - 500,000 pgs	\$0.19
	500,000 - 750,000 pgs	\$0.15	500,000 - 750,000 pgs	\$0.17

	750,001+	\$0.13	750,001+	\$0.14
Scan Document to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$0.19	1 - 250,000 pgs	\$0.21
	250,001 - 500,000 pgs	\$0.17	250,001 - 500,000 pgs	\$0.19
	500,000 - 750,000 pgs	\$0.15	500,000 - 750,000 pgs	\$0.17
	750,001+	\$0.13	750,001+	\$0.14
Scan Document in color to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$0.20	1 - 250,000 pgs	\$0.22
	250,001 - 500,000 pgs	\$0.18	250,001 - 500,000 pgs	\$0.20
	500,000 - 750,000 pgs	\$0.16	500,000 - 750,000 pgs	\$0.18
	750,001+	\$0.14	750,001+	\$0.15
Scan "C" Size Drawing to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.09	1 - 250,000 pgs	\$3.41
	250,001 - 500,000 pgs	\$2.94	250,001 - 500,000 pgs	\$3.25
	500,000 - 750,000 pgs	\$2.79	500,000 - 750,000 pgs	\$3.08
	750,001+	\$2.64	750,001+	\$2.92
Scan "C" Size Drawing to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.19	1 - 250,000 pgs	\$3.52
	250,001 - 500,000 pgs	\$3.04	250,001 - 500,000 pgs	\$3.36
	500,000 - 750,000 pgs	\$2.89	500,000 - 750,000 pgs	\$3.19

	750,001+	\$2.74	750,001+	\$3.03
Scan "C" Size Drawing to 400 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.29	1 - 250,000 pgs	\$3.63
	250,001 - 500,000 pgs	\$3.14	250,001 - 500,000 pgs	\$3.47
	500,000 - 750,000 pgs	\$2.99	500,000 - 750,000 pgs	\$3.30
	750,001+	\$2.84	750,001+	\$3.14
Scan "D" Size Drawing to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.19	1 - 250,000 pgs	\$3.52
	250,001 - 500,000 pgs	\$3.04	250,001 - 500,000 pgs	\$3.36
	500,000 - 750,000 pgs	\$2.89	500,000 - 750,000 pgs	\$3.19
	750,001+	\$2.74	750,001+	\$3.03
Scan "D" Size Drawing to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.29	1 - 250,000 pgs	\$3.63
	250,001 - 500,000 pgs	\$3.14	250,001 - 500,000 pgs	\$3.47
	500,000 - 750,000 pgs	\$2.99	500,000 - 750,000 pgs	\$3.30
	750,001+	\$2.84	750,001+	\$3.14
Scan "D" Size Drawing to 400 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.39	1 - 250,000 pgs	\$3.74
	250,001 - 500,000 pgs	\$3.24	250,001 - 500,000 pgs	\$3.58
	500,000 - 750,000 pgs	\$3.09	500,000 - 750,000 pgs	\$3.41

	750,001+	\$2.94	750,001+	\$3.25
Scan "E" Size Drawing to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.29	1 - 250,000 pgs	\$3.63
	250,001 - 500,000 pgs	\$3.14	250,001 - 500,000 pgs	\$3.47
	500,000 - 750,000 pgs	\$2.99	500,000 - 750,000 pgs	\$3.30
	750,001+	\$2.84	750,001+	\$3.14
Scan "E" Size Drawing to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.39	1 - 250,000 pgs	\$3.74
	250,001 - 500,000 pgs	\$3.24	250,001 - 500,000 pgs	\$3.58
	500,000 - 750,000 pgs	\$3.09	500,000 - 750,000 pgs	\$3.41
	750,001+	\$2.94	750,001+	\$3.25
Scan "E" Size Drawing to 400 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.49	1 - 250,000 pgs	\$3.85
	250,001 - 500,000 pgs	\$3.34	250,001 - 500,000 pgs	\$3.69
	500,000 - 750,000 pgs	\$3.19	500,000 - 750,000 pgs	\$3.52
	750,001+	\$3.04	750,001+	\$3.36
OCR	per page	\$0.02	per page	\$0.02
Optimize	per page	\$0.02	per page	\$0.02
Despriction Titling	per document	\$0.02	per document	\$0.02

Document Retrieval/Refile	folder or container	\$2.27	folder or container	\$2.51
	additional folder	\$0.47	additional folder	\$0.52
Regular Delivery (within 75 mi.) 3+ Days notice, orders placed before 3pm	per transportation visit	\$14.99	per transportation visit	\$16.53
	per cubic foot	\$1.28	per cubic foot	\$1.41
Next Day Delivery (within 75 mi.) orders placed before 3pm	per transportation visit	\$15.56	per transportation visit	\$17.16
	per cubic foot	\$1.28	per cubic foot	\$1.41
Same Day Delivery (within 75 mi.) orders placed before 10am	per transportation visit	\$30.85	per transportation visit	\$34.02
	per cubic foot	\$1.28	per cubic foot	\$1.41
Holiday, Weekends, After Hours Delivery	per transportation visit	\$123.84	per transportation visit	\$136.57
Storage	per cubic foot	\$1.28	per cubic foot	\$1.41
Project Manager	Per hour	54.76		
Document Manager	Per hour	51.85		
Reproduction Technician	Per hour	24.20		
Computer Operator I	Per hour	28.94		
Computer Operator II	Per hour	32.46		
Database Administrator	Per hour	75.65		
General Clerk I	Per hour	18.52		

General Clerk II	Per hour	19.48		
Imaging Specialist	Per hour	19.39		
QA Specialist	Per hour	27.38		
Database Specialist	Per hour	46.93		
Records Technician	Per hour	32.46		

**Special Item No. 51 506 Document Conversion Services**

Scan Document to 200 DPI Tiff Image	1 - 250,000 pgs	\$0.18	1 - 250,000 pgs	\$0.20
	250,001 - 500,000 pgs	\$0.16	250,001 - 500,000 pgs	\$0.18
	500,000 - 750,000 pgs	\$0.14	500,000 - 750,000 pgs	\$0.15
	750,001+	\$0.12	750,001+	\$0.13
Scan Document in color to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$0.19	1 - 250,000 pgs	\$0.21
	250,001 - 500,000 pgs	\$0.17	250,001 - 500,000 pgs	\$0.19
	500,000 - 750,000 pgs	\$0.15	500,000 - 750,000 pgs	\$0.17
	750,001+	\$0.13	750,001+	\$0.14
Scan Document to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$0.19	1 - 250,000 pgs	\$0.21

	250,001 - 500,000 pgs	\$0.17	250,001 - 500,000 pgs	\$0.19
	500,000 - 750,000 pgs	\$0.15	500,000 - 750,000 pgs	\$0.17
	750,001+	\$0.13	750,001+	\$0.14
Scan Document in color to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$0.20	1 - 250,000 pgs	\$0.22
	250,001 - 500,000 pgs	\$0.18	250,001 - 500,000 pgs	\$0.20
	500,000 - 750,000 pgs	\$0.16	500,000 - 750,000 pgs	\$0.18
	750,001+	\$0.14	750,001+	\$0.15
Scan "C" Size Drawing to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.09	1 - 250,000 pgs	\$3.41
	250,001 - 500,000 pgs	\$2.94	250,001 - 500,000 pgs	\$3.25
	500,000 - 750,000 pgs	\$2.79	500,000 - 750,000 pgs	\$3.08
	750,001+	\$2.64	750,001+	\$2.92
Scan "C" Size Drawing to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.19	1 - 250,000 pgs	\$3.52
	250,001 - 500,000 pgs	\$3.04	250,001 - 500,000 pgs	\$3.36
	500,000 - 750,000 pgs	\$2.89	500,000 - 750,000 pgs	\$3.19
	750,001+	\$2.74	750,001+	\$3.03
Scan "C" Size Drawing to 400 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.29	1 - 250,000 pgs	\$3.63

	250,001 - 500,000 pgs	\$3.14	250,001 - 500,000 pgs	\$3.47
	500,000 - 750,000 pgs	\$2.99	500,000 - 750,000 pgs	\$3.30
	750,001+	\$2.84	750,001+	\$3.14
Scan "D" Size Drawing to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.17	1 - 250,000 pgs	\$3.52
	250,001 - 500,000 pgs	\$3.02	250,001 - 500,000 pgs	\$3.36
	500,000 - 750,000 pgs	\$2.87	500,000 - 750,000 pgs	\$3.19
	750,001+	\$2.72	750,001+	\$3.03
Scan "D" Size Drawing to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.27	1 - 250,000 pgs	\$3.63
	250,001 - 500,000 pgs	\$3.12	250,001 - 500,000 pgs	\$3.47
	500,000 - 750,000 pgs	\$2.97	500,000 - 750,000 pgs	\$3.30
	750,001+	\$2.82	750,001+	\$3.14
Scan "D" Size Drawing to 400 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.37	1 - 250,000 pgs	\$3.74
	250,001 - 500,000 pgs	\$3.22	250,001 - 500,000 pgs	\$3.58
	500,000 - 750,000 pgs	\$3.07	500,000 - 750,000 pgs	\$3.41
	750,001+	\$2.92	750,001+	\$3.25
Scan "E" Size Drawing to 200 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.27	1 - 250,000 pgs	\$3.63

	250,001 - 500,000 pgs	\$3.12	250,001 - 500,000 pgs	\$3.47
	500,000 - 750,000 pgs	\$2.97	500,000 - 750,000 pgs	\$3.30
	750,001+	\$2.82	750,001+	\$3.14
Scan "E" Size Drawing to 300 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.37	1 - 250,000 pgs	\$3.74
	250,001 - 500,000 pgs	\$3.22	250,001 - 500,000 pgs	\$3.58
	500,000 - 750,000 pgs	\$3.07	500,000 - 750,000 pgs	\$3.41
	750,001+	\$2.92	750,001+	\$3.25
Scan "E" Size Drawing to 400 DPI PDF/TIFF Image	1 - 250,000 pgs	\$3.47	1 - 250,000 pgs	\$3.85
	250,001 - 500,000 pgs	\$3.32	250,001 - 500,000 pgs	\$3.69
	500,000 - 750,000 pgs	\$3.17	500,000 - 750,000 pgs	\$3.52
	750,001+	\$3.02	750,001+	\$3.36
OCR	per page	\$0.02	per page	\$0.02
Optimize	per page	\$0.02	per page	\$0.02
Description Titling	per document	\$0.02	per document	\$0.02
Microfilm Standard	Per image	0.02	Per image	0.02
Microfilm Enhanced	Per image	0.04 to 0.15	Per image	0.04 to 0.15
Aperture Card Standard	Per card			
	1-20,000	.35		
	20,001-40,000	.30		
	40,001 +	.25		
	enhanced	.92		

Project Manager	Per hour	54.76		
Document Manager	Per hour	51.85		
Reproduction Technician	Per hour	24.20		
Computer Operator I	Per hour	28.94		
Computer Operator II	Per hour	32.46		
Data Base Administrator	Per Hour	75.65		
General Clerk I	Per hour	18.52		
General Clerk II	Per hour	19.48		
Imaging Specialist	Per hour	19.39		
QA Specialist	Per hour	27.38		
Database Specialist	Per hour	46.93		
Records Technician	Per hour	32.46		

**Special Item No. 51 509 Network Connectivity Support Services**

Project Manager		Per hour	54.76			
Computer Operator I		Per hour	28.94			
Computer Operator II		Per hour	32.46			
Network Engineer		Per hour	66.50			
System Analyst		Per hour	62.58			

**Special Item No. 51 409 Network, Optical Imaging Systems and Solutions**

Project Manager		Per hour	54.76			
Computer Operator I		Per hour	28.94			
Computer Operator II		Per hour	32.46			
Network Engineer		Per hour	66.50			
System Analyst		Per hour	62.58			

**Special Item No. 733 1 Mail Room Administrative Support Services**

Project Manager		Per hour	54.76			
Reproduction Technician		Per hour	24.20			
General Clerk I		Per hour	18.52			
General Clerk II		Per hour	19.48			
QA Specialist		Per hour	27.38			
Mail Clerk		Per hour	19.48			
Reproduction Technician		Per hour	24.20			

**Special Item No. 733 3 Miscellaneous Mail Services**

Project Manager		Per hour	54.76			
Reproduction Technician		Per hour	24.20			
General Clerk I		Per hour	18.52			
General Clerk II		Per hour	19.48			
QA Specialist		Per hour	27.38			
Mail Clerk		Per hour	19.48			
Reproduction Technician		Per hour	24.20			

**Special Item No. 733 4 List Management Services**

Project Manager		Per hour	54.76			
Computer Operator I		Per hour	28.94			
Computer Operator II		Per hour	32.46			
Data Base Administrator		Per Hour	75.65			
General Clerk I		Per hour	18.52			
General Clerk II		Per hour	19.48			
QA Specialist		Per hour	27.38			
Database Specialist		Per hour	46.93			
Reproduction Technician		Per hour	24.20			
Data Entry		Per Stoke	0.022			
Data Entry		Per Page	31.00			
Data Entry		Per Record	.34			

**2. MAXIMUM ORDER\*:** \$1M for SIN's 51 504, 51 505, 51 506, 51 509/\$350,000 for SIN's 51 409, 733 1, 733 3, 733 4 as established per clause 52.216-19 Order Limitations (OCT 1995) Variation I (AUG 1999).

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**3. MINIMUM ORDER:** \$100.00

**4. Geographic Coverage:** 50 United States; Washington, D.C.; Puerto Rico; U.S. Territories;

and to a CONUS port or consolidation point for orders received from overseas activities

**5. Point(s) of Production:** Cincinnati Ohio

**6. Basic Discount:** Prices shown herein are NET (discount deducted).

**7. Quantity Discount:** No quantity discount

**8. Prompt Payment Terms:** 2%, 10 Days

**9a. Government Purchase Card Acceptance below Micro purchase Threshold?** Yes

**9b. Government Purchase Card Acceptance above Micro purchase Threshold?** Yes

**10. Foreign Items:** NA

**11a. Time of Delivery after Receipt of Order (ARO): Normal:** 30 days ARO

**11b. Expedited:** 10 Days

**11c. Overnight and 2-Day Delivery:** NA

**11d. Urgent Requirement:** Clause I-FSS-140-B of the contract applies. Agencies can contact

Contractor's representative to possibly affect a faster delivery.

**12. FOB:** Destination

**13a. Ordering Address:** Integrated Solutions & Services Unlimited, Inc

260 Northland Blvd Suite 104

Cincinnati OH 45246

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment Address:** Same as above

**15. Warranty Provision:** Standard Commercial Warranty

**16. Export packing charges, if applicable.** NA

**17. Terms and conditions of Government purchase card acceptance.** Government Commercial Credit Cards are accepted and will receive an additional 1% discount.

**18-24B.** N/A

**25. DUNS Number:** 15-814-8994

**26. Central Contractor Registration (CCR) Completed?** Yes