

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.fss.gsa.gov> .

Office, Imaging and Document Solutions  
Federal Supply Group: 36



Contract Number: **GS-03F-021DA**  
Contract Period: **December 1, 2015 – November 30, 2020**

**Contractor:** The Data Entry Company  
8120 Woodmont Avenue, Suite 550  
Bethesda, Maryland 20814  
**Phone:** 301-718-0703  
**Fax:** 301-718-1615  
**Website:** [www.tdec.com](http://www.tdec.com)

**Business Size:**  
Small HUBZone Business

**CUSTOMER INFORMATION:**

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
51-506	Document Conversion Services	Page 4
733-1	Mail Room Administrative Support Services	Page 4

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: Not Applicable.

2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage: Domestic Only
5. Point of Production:       The Data Entry Company  
                                  8120 Woodmont Avenue, Suite 550  
                                  Bethesda, Maryland 20814
6. All Prices shown herein are Net (discount deducted).
7. Quantity Discount: 1% for single task orders valued at \$250,00.00-\$349,999.00  
                                  2% for single task orders valued at \$350,000.00 or more
8. Prompt Payment Terms: Net 30 Days
- 9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Cards are accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: The Data Entry Company shall deliver or perform services in accordance with the terms negotiated in an agency's order. The Data Entry Company will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.
- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: FOB Destination
13. Ordering Address:        The Data Entry Company  
                                  8120 Woodmont Avenue, Suite 550  
                                  Bethesda, Maryland 20814
14. Payment Address:        The Data Entry Company  
                                  8120 Woodmont Avenue, Suite 550  
                                  Bethesda, Maryland 20814

15. Warranty Provisions: Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact The Data Entry Company 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
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 24b. Contact The Data Entry Company for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>
25. DUNS Number: 089950471
26. The Data Entry Company is registered in the System for Award Management (SAM) database.



**GSA Pricing for**  
**SIN 51-506 - Document Conversion Services**  
**SIN 733-1 - Mail Room Administrative Support Services**

Labor Category	GSA Hourly Rate
Operations Assistant	\$34.19
Program Support Technician I	\$30.86
Program Support Technician II	\$34.19
Information Technician III	\$43.01
Programmer II	\$132.24
Quality Production Technician	\$25.33
Inventory Control Clerk	\$28.36
Data Entry	\$22.20
Research Assistant	\$29.64
Administrative Assistant	\$19.45
Project Manager	\$94.76
Programmer I	\$74.81

SIN #	Service	Description	Unit	GSA Price
51-506	Scanning	Scanning 8.5x11 paper documents Duplex @ 200DPI	Per Image	\$0.09
733-1	Policy Mailer	Print Envelope with address, Insert prepared mailer, Collate, mail without postage	Per Envelope	\$0.90
51-506	Check Copy	Make a copy of the check and the envelope received in	Per Check	\$0.12
51-506	Data Entry	Key entry of a 45 character record	Per Record	\$0.18
51-506	Data Entry	Key entry of name, street address, city, state, zip code and e-mail address	Per Record	\$0.35
51-506	Indexing per page	Indexing social security number or 9 digit claim number	Per Page	\$0.11
51-506	Indexing per field	Indexing data fields from image	Per Field	\$0.05
51-506	Shredding Checks	Document shredding of checks	Per Check	\$0.02



## Labor Category Descriptions

### Operations Assistant

**Functional Responsibilities:** Performs administrative, reconciliation and customer service duties. They work with clients by answering their queries and giving account updates. Helps the operations managers, chief executive officer (CEO) or chief operations officer (COO). They may also aid other executive managers. Is adept, proficient, highly motivated, can endure immense work pressure and be very dependable.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 1 year service experience in a computerized environment required.

### Program Support Technician I

**Functional Responsibilities:** This position is directly responsible to administrative staff as assigned. Performs a variety of administrative and complex clerical duties in providing a full range of support services for program staff. Available to work in program areas as needed to maintain proficiency.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 2 years office services experience in a computerized environment required.

### Program Support Technician II

**Functional Responsibilities:** This position is directly responsible to administrative staff as assigned. Performs a variety of administrative and complex clerical duties in providing a full range of support services for program staff. Available to work in program areas as needed to maintain proficiency.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 4 years office services experience in a computerized environment required.



### Information Technician III

**Functional Responsibilities:** Performs network management, software development and database administration. May also provide technical support and train non-technical workers on the information systems. Will determine the practicality of changes and modification of systems.

**Education:** Bachelor's Degree

**Experience:** 3 years office services experience in a computerized environment required.

### Programmer I

**Functional Responsibilities:** Specializes in the creation of applications to receive and track mail, both incoming and outgoing, and applications to convert documents into electronic data. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encodes project requirements by converting work flow information into computer language. Programs the computer by entering coded information. Develops input screens and output files for content delivery and statistical reports. Confirms program operation by conducting tests; modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Contributes to team effort by accomplishing related results as needed.

**Education:** Bachelor's Degree

**Experience:** 3 years office services experience in a computerized environment required.



## Programmer II

**Functional Responsibilities:** Specializes in the creation of applications to receive and track mail, both incoming and outgoing, and applications to convert documents into electronic data. Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client. Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic. Encodes project requirements by converting work flow information into computer language. Programs the computer by entering coded information. Develops input screens and output files for content delivery and statistical reports. Confirms program operation by conducting tests; modifying program sequence and/or codes. Prepares reference for users by writing operating instructions. Maintains historical records by documenting program development and revisions. Contributes to team effort by accomplishing related results as needed.

**Education:** Bachelor's Degree

**Experience:** 8 years office services experience in a computerized environment required.

## Quality Production Technician

**Functional Responsibilities:** Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; identifying and resolving problems; completing audits; determining system improvements; implementing change. Develops quality assurance plans by monitoring procedures, corrective actions, and verification procedures; monitoring inventories. Validates quality processes by establishing product specifications and quality attributes; measuring production; documenting evidence; determining operational and performance qualification; writing and updating quality assurance procedures. Prepares quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 1 year service experience in a computerized environment required.



### Inventory Control Clerk

**Functional Responsibilities:** Maintains records of materials in inventory and on order. Monitors reorder points and initiates action to replenish stock. Reconciles discrepancies in inventories and notifies supervisor of irregularities. Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems. Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports. Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves. Processes and/or approves invoices for payment. Processes and documents returns as required following established procedures. Performs routine clerical duties, including data entry, answering telephones, and assisting customers. May serve as cashier and handle cash and cash-related payments. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation. Performs miscellaneous job-related duties as assigned.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 1 year service experience in a computerized environment required.

### Data Entry

**Functional Responsibilities:** Maintains database by entering new and updated customer and account information. Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution. Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format. Maintains data entry requirements by following data program techniques and procedures. Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. Tests customer and account system changes and upgrades by inputting new data; reviewing output. Secures information by completing data base backups. Maintains operations by following policies and procedures; reporting needed changes.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 1 year service experience in a computerized environment required.





### Research Assistant

**Functional Responsibilities:** Assists with research projects; performs independent research; plans, designs and implements research projects. Compiles processes and analyzes data; records research procedures and results; files and maintains records; codes data for input for electronic data processing; inputs and retrieves data using computers.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 1 year service experience in a computerized environment required.

### Administrative Assistant

**Functional Responsibilities:** Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

**Education:** High School Diploma with special training in word processing, document management, business administration, and data entry

**Experience:** 1 year service experience in a computerized environment required.

### Project Manager

**Functional Responsibilities:** Accomplishes project objectives by planning and evaluating project activities. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.

**Education:** Bachelor's Degree

**Experience:** 5 years' service experience in a computerized environment required.



### **Experience & Degree Substitution Equivalencies**

\*Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

#### **Equivalent Degree**

Associate's

Bachelor's

Master's

PhD

#### **Experience**

2 years relevant experience

Associate's degree + 2 years relevant experience or 4 years relevant experience

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or 8 years relevant experience