



GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

FOR

BARRISTER DIGITAL SOLUTIONS, LLC

1700 K St
Suite B100
Washington, DC 20006-3805

Schedule Title: The Office, Imaging and Document Solution

FSC Group: 36

SIN 51 505, 51 506, 51 508, 51 600

Contract Number: GS-03F-036GA

Contract Period: February 13, 2017 to February 12, 2022

POC Tim McCarthy

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For more information on ordering from Federal Supply Schedules click on
the GSA Schedules link at www.gsa.gov

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

About Us

Barrister Digital simplifies litigation support by customizing digital discovery to the specific needs of each of our clients through full life-cycle, premier litigation services. We manage litigation support needs from secure digital discovery, to data management and processing for attorney review, to creative and print production and on-site consulting.

Our experienced technical staff, with backgrounds in litigation, computer engineering and legal disciplines, implements reliable, cost-effective production processes to address even the most complex technical requirements, while BDS's sophisticated facilities and hosting services ensure client data is easily accessible while remaining secure and protected.

CONTRACT INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs) SIN

	DESCRIPTION
51 505	Document Production
51 506	Document Conversion Services
51 508	Litigation Support Services
51 600	Electronic Records Management Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES: See page 4 for GSA Price List

2. MAXIMUM ORDER*: \$1,000,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: 48 Contiguous States and Washington, D.C.

5. POINT(S) OF PRODUCTION: 1700 K St Suite B100 Washington, DC 20006-3805

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.

7. QUANTITY DISCOUNT(S): N/A

8. PROMPT PAYMENT TERMS: Net 30 days

9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

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

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: 30 Days ARO

11b. EXPEDITED DELIVERY: Determined on task order level

11c. OVERNIGHT AND 2-DAY DELIVERY: Determined on task order level

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: N/A

13a. ORDERING ADDRESS: 1700 K St Suite B100 Washington, DC 20006-3805

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: 1700 K St Suite B100 Washington, DC 20006-3805**
- 15. WARRANTY PROVISION: 90 days**
- 16. EXPORT PACKING CHARGES: N/A**
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: N/A**
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A**
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A**
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A**
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A**
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A**
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A**
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A**
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**
- 24b. Section 508 Compliance for EIT: N/A**
- 25. DUNS NUMBER: 101471444**
- 26. Contractor has an active registration in the SAM database.**

GSA Pricelist

SIN	SERVICE/PRODUCT	SERVICE/PRODUCT DESCRIPTION	UOI	GSA PRICE
51-508	Acco Binding	Acco Binding	ea.	\$2.06
51-508	Bates Label	Place identifying numbers on images and documents as they are copied or scanned during the discovery stage.	ea.	\$0.02
51-508	Blowback - 11x17 Color	Blowback - 11x17 Color	ea.	\$0.26
51-508	Blowback - 8.5 x 11 B/W	Blowback - 8.5 x 11 B/W	ea.	\$0.06
51-508	Blowback - 8.5 x 11 Color	Blowback - 8.5 x 11 Color	ea.	\$0.25
51-508	Blowback -11x17 B/w	Blowback -11x17 B/w	ea.	\$0.17
51-508	Coil Binding	Coil Binding	ea.	\$1.49
51-508	Copy - Glasswork	Originals that require fifty percent (50%) or more glasswork such as receipts, half pages, envelopes, onion skin or fax paper, odd sized originals, and extremely poor quality originals that require extensive handling and analysis on page by page basis.	ea.	\$0.20
51-508	Copy - Heavy Litigation (8.5 x 11)	Originals consisting of smaller stapled and clipped sections (209 pages per section), mixed sized of originals (receipts, envelopes, note pages, etc.; also, may include some glasswork, and/or mixtures of two sided documents throughout. The easiest heavy litigation would be small stapled sets; the most difficult would have a great deal of glasswork. Also, two sided, punched documents, or any special handling litigation	ea.	\$0.13
51-508	Copy - Light Litigation (8.5 x 11)	Originals with large stapled or clipped sections of documents that are the same size. The work is primarily all one sided or all auto feedable two (2) sided. Each section should be forty (40) or more pages between "sections/roadblocks."	ea.	\$0.10
51-508	Copy - Medium Litigation (8.5 x 11)	Originals with primary stapled and clipped sections of letter and legal size, including copying of file folders and inserting index tabs. There may be an occasional small receipt or small document within the document provided. The average numbers of pages between "sections/roadblocks" are approximately ten (10) to thirty-nine (39).	ea.	\$0.10
51-508	Copy 11x17 B/W	Copy 11x17 B/W	ea.	\$0.35
51-508	Copy 11x17 Color	Copy 11x17 Color	ea.	\$1.23
51-508	Copy 8.5 x 11 Color	Copy 8.5 x 11 Color	ea.	\$0.49
51-508	Copy 8.5 x 14 B/W	Copy 8.5 x 14 B/W	ea.	\$0.35
51-508	Copy Oversize B/W (per sq.ft)	Copy Oversize B/W (per sq.ft)	sq.ft.	\$0.37
51-508	Custom File Folders	Custom File Folders	ea.	\$0.49
51-508	Custom Redweld	Custom Redweld	ea.	\$0.99
51-508	Custom Tabs	Custom Tabs	ea.	\$0.20
51-508	Data conversion (per page)	Exporting of TIFFs for delivery. Client is invoiced on responsive GB sized converted to TIFF and exported.	page	\$0.02

SIN	SERVICE/PRODUCT	SERVICE/PRODUCT DESCRIPTION	UOI	GSA PRICE
51-508	Data Culling	Procedures used to select a particular set of documents from a larger corpus based on specifically-define criteria. Culling methods are most commonly used as a means to eliminate non-responsive material from a document collection in order to narrow the scope of potentially responsive materials requiring attorney review. Common culling methods include custodial culling, data source culling, date culling, file type culling, domain culling, keyword culling, and deduplication	ea.	\$24.69
51-508	Depo Bind	Depo Bind	ea.	\$2.29
51-508	Document Coding-per field	Document Coding-per field	per field	\$0.05
51-508	Duplication CD	Duplication CD	ea.	\$4.89
51-508	Duplication DVD	Duplication DVD	ea.	\$7.92
51-508	EDD - Full Tiffing (per GB)	EDD - Full Tiffing (per GB)	per GB	\$283.32
51-508	EDD Tech Time	EDD Tech Time - time used to complete processing of original files or any tasks associated with conversion or manipulation of data.	hr	\$165.83
51-508	Endorsement	Electronic "bates stamp" *see bates label above.	ea.	\$0.01
51-508	Foam Core Glossy (per sq.ft)	Foam Core Glossy (per sq.ft)	sq.ft.	\$3.70
51-508	Foam Core Mounting (per sq. ft)	Foam Core Mounting (per sq. ft)	sq.ft.	\$3.71
51-508	GBC Binding	GBC Binding	ea.	\$2.29
51-508	Hard Drive	Hard Drive	ea.	\$123.93
51-508	Hosting Tech Time	Hosting Tech Time Tech Time encompasses the hourly work conducted to physically add/modify/delete/edit/search data going to or coming from the hosting application and the e-discovery process.	hr	\$165.83
51-508	Hyperlinking	Links let readers jump to other locations in the same document, to other electronic documents including attachments, or to websites. Links can be used to initiate actions or to ensure that the reader has immediate access to related information. Can also add actions to play a sound or movie file.	hr	\$118.45
51-508	lamination 8.5 x 11	lamination 8.5 x 11	ea.	\$0.47
51-508	Logical Unitization	Logical Unitization	ea.	\$0.04
51-508	Manilla File Folders	Manilla File Folders	ea.	\$0.35
51-508	Master CD	Master CD	ea.	\$7.92
51-508	Master DVD	Master DVD	ea.	\$7.92
51-508	Native Review	Processing of files to a reviewable format (providing a unique identification number for each document) with a deliverable of native documents and extracted text/OCR only for either review within the BDS relativity environment or an external/client environment. This deliverable would not include images (TIFFs or PDFs) of any type.	ea.	\$125.94
51-508	Notebook 1 1/2"	Notebook 1 1/2"	ea.	\$5.34
51-508	Notebook 1"	Notebook 1"	ea.	\$4.33
51-508	Notebook 1/2 "	Notebook 1/2 "	ea.	\$4.13

SIN	SERVICE/PRODUCT	SERVICE/PRODUCT DESCRIPTION	UOI	GSA PRICE
51-508	Notebook 2"	Notebook 2"	ea.	\$7.36
51-508	Notebook 3"	Notebook 3"	ea.	\$7.56
51-508	Notebook 4"	Notebook 4"	ea.	\$11.79
51-508	Notebook 5"	Notebook 5"	ea.	\$15.11
51-508	OCR	OCR Optical Character Recognition	ea.	\$0.02
51-508	Oversize B/W Print (per Sq. ft.)	Oversize B/W Print (per Sq. ft.)	sq.ft.	\$0.71
51-508	Oversize Color (per Sq. ft.)	Oversize Color (per Sq. ft.)	sq.ft.	\$4.69
51-508	Oversize Color Copy (per sq. ft)	Oversize Color Copy (per sq. ft)	sq.ft.	\$7.47
51-508	Redwelds	Redwelds	ea.	\$1.42
51-508	Saddle Stitch Book Creation	Saddle Stitch Book Creation	ea.	\$0.45
51-508	Scan to PDF - Glasswork	Scan to PDF - Glasswork	ea.	\$0.17
51-508	Scan to PDF - Heavy Litigation	Scan to PDF - Heavy Litigation	ea.	\$0.14
51-508	Scan to PDF - Light Litigation	Scan to PDF - Light Litigation	ea.	\$0.10
51-508	Scan to PDF - Medium Litigation	Scan to PDF - Medium Litigation	ea.	\$0.10
51-508	Scanning 11x17 B/W	Scanning 11x17 B/W	ea.	\$0.15
51-508	Scanning 11x17 Color	Scanning 11x17 Color	ea.	\$0.99
51-508	Scanning 8.5x14 B/W	Scanning 8.5x14 B/W	ea.	\$0.21
51-508	Scanning Color	Scanning Color	ea.	\$0.47
51-508	Scanning Oversize B/W Scan (sq. ft.)	Scanning Oversize B/W Scan (sq. ft.)	sq.ft.	\$0.71
51-508	Scanning Oversize Color Scan (sq. ft.)	Scanning Oversize Color Scan (sq. ft.)	sq.ft.	\$7.57
51-508	Sheet Protector	Sheet Protector	ea.	\$0.47
51-508	Tabs	Tabs	ea.	\$0.24
51-508	Tape Binding	Tape Binding	ea.	\$1.89
51-508	Twin Loop/Wire O Binding	Twin Loop/Wire O Binding	ea.	\$8.98
51-508	USB Flash	USB Flash Drive (32 GB)	ea.	\$35.26
51-508	USB Flash	USB Flash Drive (64 GB)	ea.	\$50.38
51-508	Velo Binding	Velo Binding	ea.	\$1.89
51-508	Web Hosting Active Storage	Web Hosting Active Storage	ea.	\$11.89
51-508	Web Hosting Inactive Storage	Web Hosting Inactive Storage	ea.	\$3.88
51-508	Web Hosting User Fee	Web Hosting User Fee	ea.	\$49.62

SIN	Service Proposed	GSA Offered Hourly Rate	UOI
51-505, 51-506, 5-508	Clerical **	\$27.83	per hour
51-505, 51-506, 5-508	Copy Clerk **	\$29.28	per hour
51-505, 51-506, 5-508	Data Entry Specialist **	\$30.04	per hour
51-505, 51-506, 5-508	Date Entry Technician **	\$27.54	per hour
51-505, 51-506, 5-508	Document Coder **	\$27.62	per hour
51-505, 51-506, 5-508	Document Management Analyst **	\$38.07	per hour
51-505, 51-506, 5-508	Document Management Technician **	\$30.38	per hour
51-505, 51-506, 5-508	Driver/Courier **	\$28.54	per hour
51-505, 51-506, 5-508	Legal Assistant I **	\$40.63	per hour
51-505, 51-506, 5-508	Legal Assistant II **	\$55.73	per hour
51-505, 51-506, 5-508	Legal Assistant III **	\$65.13	per hour
51-505, 51-506, 5-508	Legal Assistant IV **	\$94.46	per hour
51-505, 51-506, 5-508	Receptionist **	\$27.66	per hour
51-505, 51-506, 5-508, 51-600	Project Manager	\$141.06	per hour
51-505, 51-506, 5-508, 51-600	Data & Document Conversion Specialist	\$65.49	per hour
51-505, 51-506, 5-508, 51-600	Analyst	\$65.49	per hour

Labor Category Descriptions

Equivalent Experience

Degree Required	Equivalent Education	AND Additional Required Experience
Paralegal Certificate	High School Diploma or Equivalent	2 years of related experience
Undergraduate Degree	High School Diploma or Equivalent	2 years of related experience
Master's Degree	Bachelor's Degree	2 years of related experience
	Associate's Degree	4 years of related experience
	No Degree	6 years of related experience

Clerical (a) Responsibilities/Duties. Performs routine support tasks including coding and filing documents, posting data 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.

(b) Qualifications. Requires high school diploma or equivalent and one year in an office environment.

Copy Clerk (a) Responsibilities/Duties. 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. Performs minor repairs preventive maintenance and maintains an inventory of supplies and reproduction.

(b) Qualifications. Requires high school diploma or equivalent and one year in an office environment.

Data Entry Specialist (a) Responsibilities/Duties. This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Specialist 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.

(b) Qualifications. Requires high school diploma or equivalent and two years of general data entry experience.

Data Entry Technician (a) Responsibilities/Duties. Enters data into variety of computer systems. Enters data in prescribed format for subsequent processing. Reviews error messages and makes corrections during data entry. Maintains operating records. Logs and controls documents.

(b) Qualifications. Requires high school diploma or equivalent and one year of general data entry experience.

Document Coder (a) Responsibilities/Duties. Extracts and inputs bibliographic and/or subjective information from a variety of documents, invoices, phone records or other source material.

(b) Qualifications. Requires high School diploma or equivalent and two years in an office environment. Undergraduate degree preferred.

Document Management Analyst (a) Responsibilities/Duties. File and retrieve documents/forms within a standardized system that allows for the efficient storage of and accessibility to large volume. This involves categorizing documents/forms and storing them in alphabetical or numerical sequence or a combination of the two. Respond to requests for

documents/forms by locating and retrieving the item, sending or delivering it to the requester, and documenting the transaction.

(b) Qualifications. Requires high school diploma or equivalent and three years of related experience.

Document Management Technician (a) Responsibilities/Duties. File and retrieve documents/forms within a standardized system that allows for the efficient storage of and accessibility to large volume. This involves categorizing documents/forms and storing them in alphabetical or numerical sequence or a combination of the two. Respond to requests for documents/forms by locating and retrieving the item, sending or delivering it to the requester, and documenting the transaction.

(b) Qualifications. Requires high school diploma or equivalent and one year of related experience.

Driver/Courier (a) Responsibilities/Duties. Drives automobile or light truck to deliver messages, documents, packages and mail to various sites; may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered and deliver items to offices and departments within an establishment.

(b) Qualifications. Requires high school diploma or equivalent, one year of related experience, valid driver's license and the ability to lift boxes weighing up to 30 pounds.

Receptionist (a) Responsibilities. Operates multiple-call telephone console and directs calls to appropriate person or department. Must have enough knowledge of business to direct caller. Greets visitors, vendors, customers, job applicants, and other visitors, and ensures that they are escorted to the proper office. Maintains pertinent telephone and visitor records. Performs support functions such as coding and filing documents, posting data 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 various computer programs; performs related duties as assigned.

(b) Qualifications. Requires high school diploma or equivalent and at least one year of word processing experience using basic tools like Microsoft Office; requires the ability to type at a minimum rate of 65 words per minute with a high level of accuracy. Excellent oral and written communication skills are also required.

Legal Assistant I (a) Responsibilities. Compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts. Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Assists attorneys in the courtroom. Prepares exhibit cross-references. Reviews documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests, Congressional hearings, etc.

(b) Qualifications. Requires a paralegal certificate. Two years of related experience may be substituted. At least one year of litigation paralegal experience required; trial experience very helpful. Must have basic legal knowledge, including knowledge of standard legal citation to cite check legal motions and memorandum and must have enough experience with legal research tools such as LEXIS and Westlaw to perform basic legal research. Basic familiarity with Electronically Stored Information (ESI) tools and knowledge of e-discovery procedures and resources required

Legal Assistant II (a) Responsibilities/Duties. Reviews case materials to become familiar with questions under consideration. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law. Interviews potential witnesses and prepares summary interview reports for the attorney's review. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation

by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents. Prepares summaries of testimony and depositions. Drafts and edits nonlegal memoranda, research reports and correspondence relating to cases.

(b) Qualifications Paralegal Certificate and two years of litigation paralegal experience.

Legal Assistant III (a) Responsibilities/Duties. Analyzes and evaluates case files against litigation worthiness standards. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity. Interviews relevant personnel and potential witnesses to gather information. Reviews and analyzes relevant statistics. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation. Consults with statistical experts on reliability evaluations. May testify in court concerning relevant data

. (b) Qualifications Requires Juris Doctorate (JD) and three years of experience.

Legal Assistant IV (a) Responsibilities/Duties. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems. Interviews potential witnesses for information and prepares witnesses for court appearances. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

(b) Qualifications. Requires JD with three years of experience in the practice of law.

Project Manager (a) Responsibilities. Primary liaison with client case teams. Responsible for the oversight of and performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Responsible for the employment, training, coaching, mentoring, motivation, discipline and performance evaluation of assigned employees. Defines, acquires, and allocates budget, staff, and other resources necessary to accomplish the goals and/or objectives of the program group/function. Provides thought leadership to project analyses and process improvement activities. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.

(b) Qualifications. Requires a master's degree or equivalent and six years of experience including related supervisory or management experience.

Data & Document Conversion Specialist (a) Responsibilities. Assists in the selection of system analysis and programming tools and methods. Performs requirements analysis as part of team. Works alone or as part of a team to synthesize analysis results and programming specifications. Takes guidance from design documents and applies specified methods, tools, and standards in the development of design documents, software code, testing, implementation, and documentation of systems. Supports evaluation of alternative software, performs technology assessments and provides recommendations. Supports evaluation of integration of systems and software. Confers with technical personnel in planning and integrating

database design and program modules. Provides technical directions for junior programmers and analysts during design, programming, testing, modification, installation, and operation of a computer system. Designs detailed programs, design charts, and diagrams, documenting computations and sequence of operations necessary to process data and display results. Translates detailed design charts into code. Verifies accuracy and validity of programs by preparing sample data and testing. Corrects program errors by revising instructions. Conducts structured walk-through of completed software and works with testers and reviewers to document needed modifications. Applies Quality Control requirements.

(b) Qualifications. Requires high school diploma or equivalent and two years of experience in systems programming and/or analysis.

Analyst (a) Responsibilities/Duties. The Analyst is the front-line representative to the user community and is responsible to users for delivering high quality support services. The Analyst performs trouble-shooting and diagnostic services, resolves problems, and may assist in resolving undocumented or complex work orders. Enters service call data into automated tracking systems and performs searches and generates reports of automated systems(s). Assists Project Manager with project tracking and documentation as well as project auditing, month-end billing reconciliation, and other project reporting for internal or external delivery.

(b) Qualifications. Requires a high school diploma or equivalent and two years of experience in installing, setting up, and optimizing operation system and in using advanced commands and familiarity with hardware and software configurations.

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code -Title	WD Number
Clerical **	01111 - General Clerk I	2015-4281, Rev. 12
Copy Clerk **	01090 - Duplicating Maching Operator	2015-4291, Rev. 12
Data Entry Specialist **	01052 - Data Entry Operator II	2015-4281, Rev. 12
Date Entry Technician **	01051 - Data Entry Operator I	2015-4281, Rev. 12
Document Coder **	01111 - General Clerk I	2015-4281, Rev. 12
Document Management Analyst **	01113 - General Clerk III	2015-4281, Rev. 12
Document Management Technician **	01112 - General Clerk II	2015-4281, Rev. 12
Driver/Courier **	31043 - Driver/Courier	2015-4281, Rev. 12
Legal Assistant I **	30361 - Paralegal/Legal Assistant I	2015-4281, Rev. 12
Legal Assistant II **	30362 - Paralegal/Legal Assistant II	2015-4281, Rev. 12
Legal Assistant III **	30363 - Paralegal/Legal Assistant III	2015-4281, Rev. 12
Legal Assistant IV **	30364 - Paralegal/Legal Assistant IV	2015-4281, Rev. 12
Receptionist **	01460 - Switchboard Operator/Receptionist	2015-4281, Rev. 12

** The Service Contract Act (SCA) is aplicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Numbers identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Vendor Certification for SIN 51 600 --- Electronic Records Management Solutions

For the purposes of the Schedule 36 Solicitation (3FNJ-C1-000001-B), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. **Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.**

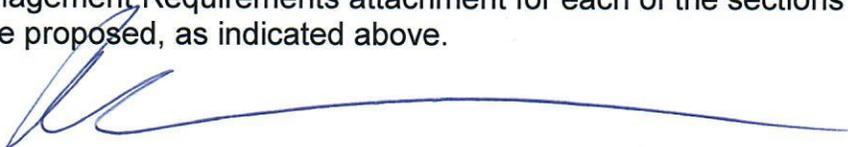
Barrister Digital Solutions
1700 K Street NW, Suite B-100, Washington, DC 20006

Proposed Elements of Electronic Records Management Services:

[Select all that apply]

- Element 1 - Desktop Applications
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Cloud Services
- Element 5 - Websites
- Element 6 - Digital Media (Photo)
- Element 7 - Digital Media (Audio)
- Element 8 - Digital Media (Video)
- Element 9 - Databases
- Element 10 - Shared Drives
- Element 11 - Engineering Drawings

Barrister Digital Solutions hereby certifies that we are capable of meeting all standards described in Solicitation -3FNJ-C1-000001-B and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.



Offeror (To be signed only by **authorized principal**, with authority to bind the undersigned contractor)

Tim McCarthy
Name (Printed)

Managing Partner
Title

12/4/18
Date