GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service Authorized Federal Supply Schedule Price List

Authorized Federal Supply Schedule Price List 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 GSAAdvantage®, a menu-driven database system. The INTERNET address GSAAdvantage® is:

www.GSAAdvantage.gov

Schedule Title: **Multiple Award Schedule (MAS)**, Large Category: **Office Management** (OLM)
Sub-categories: Records Management, Mail Management, Document Services, Information Technology Professional Services
(Previously, Schedule 36, Office, Imaging, and Document Solutions)

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**Contract Number GS-03F-054GA**

For more information on ordering from Federal Supply Schedules look under GSA Schedules at the following address: [https://www.gsa.gov](https://www.gsa.gov)

Contract Period. April 10, 2022 – April 9, 2027

**Oxford Government Consulting, LLC**
616 Walnut Ave
North Beach, MD 20714

**Gregg G. Kelly**
www.oxfordgc.com
gkelly@oxfordgc.com

**Business Size:**
Small Business, Service-Disabled Veteran-Owned Small Business (SDVOSB)
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Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

493110RM - Physical Records Management Services  
518210DC - Document Conversion Services  
518210ERM - Electronics Records Management Solutions  
561499M - Mail Management, Systems, Processing Equipment and Related Solutions  
54151S - Information Technology Professional Services  
OLM - Order-Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not Applicable.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Price List.

2. Maximum order. SIN 493110RM, 518210DC, 518210ERM, 561499M: $1,000,000  
   SIN 54151S: $500,000  
   OLM: 33% of order

3. Minimum order. $100.

4. Geographic coverage (delivery area). CONUS.

5. Point(s) of production (city, county, and State or foreign country). Not Applicable.

6. Discount from list prices or statement of net price. Price Lists on Pages 8 – 10 and 15 are Net Prices (with IFF).

7. Quantity discounts. None.

   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). All offered services based from the USA.

10a. Time of delivery. (Contractor insert number of days.) Task Order Level.


11. F.O.B. point(s). Destination.

12a. Ordering address (es). Oxford Government Consulting, LLC, 616 Walnut Ave, North Beach, MD 20714.
12b. 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.

13. Payment address(es). **Oxford Government Consulting, LLC**
   616 Walnut Ave
   North Beach, MD 20714

14. Warranty provision. **Not Applicable.**

15. Export packing charges, if applicable. **Not Applicable.**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable.**

17. Terms and conditions of installation (if applicable). **Not Applicable.**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable.**

18b. Terms and conditions for any other services (if applicable). **Not Applicable.**

19. List of service and distribution points (if applicable). **Not Applicable.**

20. List of participating dealers (if applicable). **Not Applicable.**

21. Preventive maintenance (if applicable). **Not Applicable.**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **None.**

22b. 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.Section508.gov/](http://www.Section508.gov/). **Not Applicable.**

23. SAM UEI. **FGD3HLN2YG31.**

24. Notification regarding registration in SAM database. **Oxford Government Consulting, LLC is registered within SAM.**
Vendor Certification for SIN 518210ERM - Electronic Records Management Solutions

For the purposes of the 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.

Oxford Government Consulting, LLC
616 Walnut Avenue, North Beach, MD 20714

Proposed Elements of Electronic Records Management Services:

☒ 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

Oxford Government Consulting, LLC, 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
Gregg G. Kelly
President & CEO
04/09/2022
Oxford Overview

Oxford Government Consulting, LLC, a VA certified service-disabled veteran-owned small business (SDVOSB), has established itself as an exceptional provider of the full range of chief information officer (CIO) and program management office (PMO) support services, with staff possessing world-class experience in management consulting, IT strategy, CIO advisory services, software services, document management, records management, claims management, and the health IT support disciplines required within both Federal and Commercial organizations. CIO advisory services include program/project management, IT strategic planning, enterprise architecture, capital planning, IT governance, tool support, and data analytics/dashboard reporting. Oxford's management team and staff have successfully implemented and delivered complex technical and management consulting services for a large portfolio of Federal Government agencies and Commercial higher-education authorities. Additionally, Oxford is adept in meeting all Federal IT security requirements required of NIST and DOD. Oxford has been recognized as a "Top 20 IT Government Solutions Consulting Provider" by CIO Review Magazine and received an “Inc. 500” award (#221) as one of the fastest growing companies in America.

Oxford's understanding and depth of support of document, claims, and records management mission activities can be demonstrated by our successes in claims intake, conversion, and mail handling services for our Federal Government customers. We have assisted our clients in transforming their mailroom operations, document conversion, and record management services program operations to more efficient, centrally located, highly efficient processes. Oxford has provided claims management, quality management, and shipping services support and expertise that has been critical to the success of our portfolio of Federal Government clients. Oxford has been and continues to be a primary execution conduit regarding mail-room preparation, indexing, scanning, and the quality assurance of disability claims as part of the paper to electronic conversion process. Key accomplishments have included the execution of necessary process improvements to increase efficiency and reduce claim file digitization turn-around time for our clients, while increasing our clients’ overall capacity of scanning operations from 2 million images per month to more than 30 million images per month, all while executing complex quality improvements to achieve service level objectives for both digital image and index accuracy. The company embodies the positive aspects of small business and is focused on providing career opportunities for veterans of our armed forces. We provide services nationally, Oxford is headquartered in North Beach, Maryland.
# Oxford Business Services GSA Pricelist

All labor category unit pricing is per hour:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SERVICE PROPOSED</th>
<th>GSA Price April 10, 2022 – April 9, 2023</th>
<th>GSA Price April 10, 2023 – April 9, 2024</th>
<th>GSA Price April 10, 2024 – April 9, 2025</th>
<th>GSA Price April 10, 2025 – April 9, 2026</th>
<th>GSA Price April 10, 2026 – April 9, 2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Business Analyst (Jr.)</td>
<td>$99.91</td>
<td>$101.91</td>
<td>$103.95</td>
<td>$106.03</td>
<td>$108.15</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Business Analyst II (Int.)</td>
<td>$116.93</td>
<td>$119.27</td>
<td>$121.65</td>
<td>$124.08</td>
<td>$126.56</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Business Analyst III (Sr.)</td>
<td>$127.11</td>
<td>$129.65</td>
<td>$132.25</td>
<td>$134.89</td>
<td>$137.58</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Documentation Specialist*</td>
<td>$99.55</td>
<td>$101.54</td>
<td>$103.57</td>
<td>$105.65</td>
<td>$107.76</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>General Clerk I*</td>
<td>$44.27</td>
<td>$45.16</td>
<td>$46.06</td>
<td>$46.98</td>
<td>$47.92</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>General Clerk II*</td>
<td>$46.62</td>
<td>$47.56</td>
<td>$48.51</td>
<td>$49.48</td>
<td>$50.47</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>General Clerk III*</td>
<td>$48.85</td>
<td>$49.83</td>
<td>$50.83</td>
<td>$51.84</td>
<td>$52.88</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Functional Area Expert</td>
<td>$212.41</td>
<td>$216.66</td>
<td>$220.99</td>
<td>$225.41</td>
<td>$229.91</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Project Manager</td>
<td>$135.48</td>
<td>$138.20</td>
<td>$140.96</td>
<td>$143.78</td>
<td>$146.65</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Technical Program Manager</td>
<td>$167.25</td>
<td>$170.59</td>
<td>$174.00</td>
<td>$177.48</td>
<td>$181.03</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Shipping and Receiving Clerk*</td>
<td>$32.02</td>
<td>$33.31</td>
<td>$32.02</td>
<td>$33.31</td>
<td>$34.66</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Technical Writer*</td>
<td>$71.61</td>
<td>$74.51</td>
<td>$71.61</td>
<td>$74.51</td>
<td>$77.52</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Imaging Clerk*</td>
<td>$54.41</td>
<td>$56.60</td>
<td>$54.40</td>
<td>$56.60</td>
<td>$58.89</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Driver/ Courier*</td>
<td>$45.45</td>
<td>$46.36</td>
<td>$47.29</td>
<td>$48.23</td>
<td>$49.20</td>
</tr>
<tr>
<td>493110RM / 518210DC / 561499M</td>
<td>Forklift Operator*</td>
<td>$49.88</td>
<td>$50.87</td>
<td>$51.89</td>
<td>$52.93</td>
<td>$53.98</td>
</tr>
</tbody>
</table>
**Note:**
The Service Contract Act (SCA) is applicable to this contract, and it includes SCA applicable labor categories. Prices offered for SCA labor category mappings are based on the U.S. Department of Labor Applicable Wage Determination Number(s). The prices awarded on this contract are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Clerk I</td>
<td>01111 - General Clerk I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk II</td>
<td>01112 - General Clerk II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk III</td>
<td>01113 - General Clerk III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>30461 - Technical Writer I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Documentation Specialist</td>
<td>01070 - Document Preparation Clerk</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Shipping and Receiving Clerk</td>
<td>21130 - Shipping/ Receiving Clerk</td>
<td>2015-5227</td>
</tr>
<tr>
<td>Imaging Clerk</td>
<td>01070 - Document Preparation Clerk</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Forklift Operator</td>
<td>21020 – Forklift Operator</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Driver/ Courier</td>
<td>31043 – Driver Courier</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>
Document conversion Digital Image pricing is per page (front and back equals 2 pages), and Image Transmission pricing is per batch:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SERVICE PROPOSED</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image</td>
<td>$0.50</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 0 to 1,000,000 images annually, or less than or equal to 83,333 images monthly.</td>
<td>$0.84</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 1,000,001 to 2,000,000 images annually, or 83,334-166,666 images monthly.</td>
<td>$0.65</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 2,000,001 to 3,000,000 images annually, or 166,667-250,000 images monthly.</td>
<td>$0.60</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 3,000,001 to 4,000,000 images annually, or 250,001-333,333 images monthly.</td>
<td>$0.58</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 4,000,001 to 5,000,000 images annually, or 333,334-416,666 images monthly.</td>
<td>$0.56</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 5,000,001 to 6,000,000 images annually, or 416,667-500,000 images monthly.</td>
<td>$0.54</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 6,000,001 to 7,000,000 images annually, or 500,001-583,333 images monthly.</td>
<td>$0.52</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 7,000,001 to 8,000,000 images annually, or 583,334-666,666 images monthly.</td>
<td>$0.51</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image Plus - 8,000,001 to 9,000,000 images annually, or 666,667-750,000 images monthly.</td>
<td>$0.50</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Digital Image – Greater than 9,000,001 images annually, or greater than 750,001 images monthly.</td>
<td>$0.50</td>
</tr>
<tr>
<td>493110RM / 518210DC / 518210ERM / 561499M</td>
<td>Image Transmission</td>
<td>$71.51</td>
</tr>
</tbody>
</table>

**Image Transmission** service includes the electronically delivery of client files via secure transfer or upload. Staff deliver images, indices, files, and/or extracted metadata to the client. Delivery methods are defined by the client for compliance to include confirmation from the required service that the transaction was successful. Image transmission includes, but is not limited to: DVD, USB, or System/Hard Drive upload according to the customer’s file naming, directory structure, metadata, and security requirements.

**Oxford Image Pricing Discount Information**

Oxford Government Consulting offers customers full services for all facets of document conversion services, including: document preparation, scanning, quality assurance, indexing, document reassembly, and image release/ transmission of electronic digital media.

Oxford’s document conversion services encompass a wide range of options. Final per page pricing is determined by the scanning type, the paper volume (boxes), and the associated complexity of form types involved in the scanning project.

A project refers to a distinct, time-bound period of conversion services that utilizes the same scanning requirements and configurations, and in which all documents to be scanned are made available to Oxford in either: (1) a single batch prior to the start of the project; or (2) in multiple batches received on an agreed upon recurring schedule (i.e., weekly, bi-weekly, monthly) until all documents are received.
A batch is defined as a number of files or boxes.

**Inputs to Final Image Pricing**

**Digital Image Plus:** Scanning/conversion services projects that may require contractor imaging center facilities, NIST FISMA Requirements, NIST FedRAMP requirements, an Authority to Operate, specialized software engineering, specialized XML configurations, bar code generation, complex Indexing (> 3 keyed fields), complex form identification (> 25 form types), management, and labor. NIST FISMA, NIST FedRAMP, and 3PAO client requirement services may require ODC CLIN re-imbursement and Labor Hour Services.

**Document Classification:** Document classification refers to the requirement for separation within files at the document level. Classification services include the ranges of different document types: None (Default), 2 to 5 Types, 6-10 Types, 11-25 Types, and greater than 26 Types.

**Document Preparation:** Document preparation includes the removal of all fasteners and bindings, flattening bent corners, photocopying, document orientation, making minor repairs, repositioning of smaller documents, inserting applicable separator sheets, and tearing tri-folds when necessary. Document preparation levels include: customer prepared (default), light, standard and heavy.

**Scan Resolution:** Documents will be default scanned at 200 DPI.

**Document Reassembly:** Document reassembly refers to the action(s) taken upon completion of the scan process in which deposits either are returned to the original folder without any applied bindings or require of restoration actions beyond simply placing them into the original file folders. Document reassembly levels include: none (default), simple, partial, and full.

**Indexing:** Indexing creates necessary metadata fields to support standard search functionality to access the documents or data captured to facilitate a transaction or decision. The customer will provide examples of the documentation with index fields identified prior to implementation of project. Samples will be complete and representative. Any document type or variation not included in the project samples will be indexed at best effort, but not applicable to Oxford quality requirements. For manually indexed fields, Oxford will only capture data present on image. Blank or default values will be provided for missing or illegible data as defined by the customer.

**Quality Assurance:** By default, Oxford provides quality assurance by performing statistical quality control at acceptable customer levels to establish the sample size(s), acceptance, rejection, and re-sampling parameters. Re-scanning parameters are determined and conducted as required. Customers may desire image clean-up services.

**Image Output:** Default image output will be a multi-page, image-only PDF, or multi-page TIFF image file for each document. Scanning projects requiring a Searchable PDF output in which OCR conversion produces the recognized text equivalent of the image contents, allowing Adobe Acrobat search functionality within PDF files are priced accordingly.

**Image Release, Transmission:** By default, Oxford prepares images for release per the customer’s choice of DVD, USB, or Hard Drive according to the customer’s file naming, directory structure and metadata requirements. Image transmission service includes the electronically delivery of client files via secure transfer or upload. Staff deliver images, indices, files, and/or extracted metadata to the client. Delivery methods are
defined by the client for compliance to include confirmation from the required service that the transaction was successful. Image transmission includes, but is not limited to: DVD, USB, or System/Hard Drive upload according to the customer’s file naming, directory structure, metadata, and security requirements. Image transmission fee units are per DVD, USB, or Hard Drive.

Oxford Labor Category Descriptions – Business Services

**Job Title: Business Analyst (Jr.)**
Years’ Experience: 0-2 yrs.
Education: BA/BS – Substitute with 4 years
Responsibilities: Business Analysts are typically tasked with supporting data gathering, analysis, business process modeling, records management, project management office activities, and/or various tasks related to technology and document management functions. They are tasked with assisting in the performance or quality assurance of functional and technically oriented activities and performing segments of analysis.

**Job Title: Business Analyst II (Int.)**
Years’ Experience: 3 yrs.
Education: BA/BS - Substitute with 4 years
Responsibilities: Supports data gathering, analysis, business process modeling, records management, project management office services, and/or various tasks related to technology and document management functions. Tasked with supporting quality assurance of functional and technically oriented activities and performing segments of analysis. Supports management consulting activities alongside the project/program manager, technical staff, and clients in support of IT strategy, business analysis, and document management support services. Duties may include high-level analysis and support related to statutory requirements and compliance, agency mission support, strategic planning, business process reengineering, business architecture, business requirements, technical documentation, document conversion, implementation plans, operational analysis, and/or other procedures and disciplines.

**Job Title: Business Analyst III (Sr.)**
Years’ Experience: 5 yrs.
Education: BA/BS - Substitute with 4 years
Responsibilities: Supports or leads data gathering, analysis, business process modeling, records management, project management office services, and/or various tasks related to technology and document management functions. Tasked with supporting or leading in the performance or quality assurance of functional and technically oriented activities and performing segments of analysis. Guides management consulting activities alongside the project/program manager, technical staff, and clients in support of IT strategy, business analysis, and document management support services. Duties may include high-level analysis and support related to statutory requirements and compliance, agency mission support, strategic planning, business process reengineering, business architecture, business requirements, technical documentation, document conversion, implementation plans, operational analysis, and/or other procedures and disciplines.

**Job Title: Documentation Specialist**
Years’ Experience: 2 yrs.
Education: AA – Substitute for 2 years
Responsibilities: Prepares and/or maintains documentation and or deliverables pertaining to imaging operations, consulting, programming, systems operation, and/or user documentation. Translates business specifications into user documentation and/or deliverables. Plans, writes, and maintains documentation efforts. 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. Reports to a supervisor or manager.
**Job Title: General Clerk I**
Years’ Experience: 0-1 yr.
Education: HS
Responsibilities: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, supporting mailroom administrative services, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, photocopier, scanning/imaging equipment, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

**Job Title: General Clerk II**
Years’ Experience: 1 yr.
Education: HS
Responsibilities: This position requires familiarity with the terminology of the office unit, including document conversion and/or mailroom administrative services. The General Clerk II performs specialty activities to include shift supervision. General Clerk II can be considered a working supervisor with authority for document conversion and imaging shift management activities, mailroom administrative services shift management, schedules, imaging processes, and refers personnel actions to human resources. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The steps often vary in type or sequence, depending on the task. Recognized problems are referred to others or solved. 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. A wide degree of creativity and latitude is expected. Typically reports to a General Clerk III, Supervisor, or Project Manager.

**Job Title: General Clerk III (Imaging Supervisor)**
Years’ Experience: 1-2 yrs.
Education: HS
Responsibilities: This position uses subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; document conversion processes; mailroom administrative services processes; document conversion management of personnel responsible for operating document imaging equipment for use in the creation of images or text; mailroom management of personnel; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting issues/complaints. The General Clerk III performs specialty activities to include training, IV&V, and shift supervision. General Clerk III directs lower-level clerks regarding document conversion, mailroom, and/or imaging shift management activities, schedules, imaging processes, and supports personnel actions with human resources. Recognized problems are solved. Proficient 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 supervision and expert tasks. Typically reports to Project Manager.

**Job Title: Functional Area Expert**
Years’ Experience: 5 yrs.
Education: BA/BS – Substitute for 5 years
Responsibilities: Provides functional area expertise, consulting, & expert knowledge of management, business, functional, and technical areas/disciplines. Conducts research & provides consulting expertise within specialized area.
Job Title: Project Manager
Years’ Experience: 5 yrs.
Education: BA/BS – Substitute for 4 years
Responsibilities: Provides project management leadership and services in support of mission services. Ensures the execution of day-to-day tasks directed at achieving the goals of the project. Usually acts as the direct liaison between the client and team members and may work directly on the tasks and activities associated with the project. Typically, expert in a specified area of technology or business and displays keen organizational and time management skills. Prepares PMBOK compliant Project Management Plan to include the technical approach, resources, and budget for presentation to the client. Provides project status reports as required by the contract/task.

Job Title: Technical Program Manager
Years’ Experience: 7 yrs.
Education: BA/BS - Substitute for 4 years
Responsibilities: Provides program management leadership and services in support of mission services. Oversees and manages program/project management teams, daily operations, client/customer relationships, has ultimate responsibility for the quality of deliverables, and develops, monitors, and reports on program objectives, budget, and schedule status and performance. Responsible for the technical, contractual, administrative, and financial aspects of the programs. Responsible for identifying, proposing resolutions, and resolving program management issues in collaboration with applicable federal staff. Responsible for managing one or more programs and/or projects, and successfully implements program(s)/project(s) and associated services, in accordance with Agency requirements, federal laws, regulations and procedures.

Job Title: Technical Writer
Years’ Experience: 2 yrs.
Education: Associates Degree - Substitute for 2 years
Responsibilities: Provides technical writing and editing services to include reviewing, editing, and writing deliverables to ensure they meet quality standards. Ensures the quality of the deliverables associated with project and ensures all required performance standards are met.

Job Title: Imaging Clerk
Years’ Experience: 0-1 yr.
Education: HS
Responsibilities: Responsible for 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 transferal and indexing of images. Troubleshoots and makes adjustments to equipment when necessary. Responsibilities also include maintenance, set-up, or repair of equipment. 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.

Job Title: Shipping & Receiving Clerk
Years’ Experience: 0-2 yrs.
Education: HS
Responsibilities: Assembles records orders and prepares files and records for shipment, storage, or destruction. Processes orders for receiving or shipment. Receives and unpacks file records and alternate media and supplies. Completes records reports. 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 supervision, reports to a clerk supervisor or project manager.
**Job Title: Forklift Operator**  
Years’ Experience: 0 yrs.  
Education: HS  
Responsibilities: The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

**Job Title: Driver/ Courier**  
Years’ Experience: 0 yrs.  
Education: HS  
Responsibilities: The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, 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. The Driver Courier 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.
## Oxford Information Technology Services GSA Pricelist

All labor category unit pricing is per hour:

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<tr>
<th>SIN</th>
<th>SERVICE PROPOSED</th>
<th>GSA Price April 10, 2022 – April 9, 2023</th>
<th>GSA Price April 10, 2023 – April 9, 2024</th>
<th>GSA Price April 10, 2024 – April 9, 2025</th>
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Oxford Labor Category Descriptions – Information Technology Services

Job Title: Senior Consultant
Education: Bachelor’s degree from an accredited college or university. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized IT consulting, systems development and/or systems integration experience.
Experience: Minimum of three (3) years of progressive experience in applying consulting or technical services in business settings. Experience may include system level analysis, design, development, acceptance and implementation or comparable discipline. If proposed as Team/Task Leader, experience will include supervision of multiple personnel in a business or technical environment. Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization.
Responsibilities: Senior Consultants are tasked with performing functional and technically oriented activities involved with a client project. They are often trained to render specific assistance on the project, and are familiar with one or more functional or technical areas. Applies business or technical expertise which may include, but is not limited to, the following: CIO services; Microsoft products including .Net, SQL, and DNA; Oracle database management system and application products; Documentum; Peoplesoft; Java; IBM WebSphere; WebLogic; data warehousing; object-oriented programming languages; network engineering; geographic information systems; and RDBMS design, development, and administration. Determines client requirements and performs high level analyses, design, development, and integration consulting services, participating in all phases of the systems development life cycle.
Senior Consultants may be tasked with leading teams during projects, executing project tasks and activities individually or in direct conjunction with others to continually move the project towards its goal.

Job Title: Technical Program Manager
Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized program management experience.
Experience: Minimum of ten (10) years of technical experience providing program management services to organization management and technical staff in managing IT programs and solving complex IT program management issues in accordance with federal laws, regulations, and procedures. In-depth knowledge of and experience with IT project management processes including, but not limited to, industry standard project management principles and practices such as those defined by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK). Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization.
Responsibilities: Provides program management leadership and services in support of mission services. Oversees and manages program/project management teams, daily operations, client/customer relationships, has ultimate responsibility for the quality of deliverables, and develops, monitors, and reports on program objectives, budget, and schedule status and performance. Responsible for the technical, contractual, administrative, and financial aspects of the programs. Responsible for identifying, proposing resolutions, and resolving program management issues in collaboration with applicable federal staff. Responsible for managing one or more programs and/or projects, and successfully implements program(s)/project(s) and associated services, in accordance with Agency requirements, federal laws, regulations and procedures.

Job Title: IT Solutions Architect
Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized architecture experience and
certification.
Experience: Minimum of five (5) years of progressive experience in applying architectural consulting and technical services in a technical environment. Experience may include system level analysis, design, development, technical acceptance and/or implementation or comparable discipline. If proposed as technical Team/Task Leader, experience will include supervision of multiple personnel in a technical environment. Possesses excellent written and oral communications skills to include formal presentations for technical audiences.
Responsibilities: Provides expertise, solution architecture, solution design, and the delivery of architecture services in alignment with requirements to meet performance standards. Supports best practices, marketplace trends, and emerging technologies in regards to IT infrastructure design, service layers, and SOA implementations. Supports cloud-based architecture designs and cloud-based IT service delivery with in-depth knowledge and the ability to bring together disparate IT services and components into a unified IT architecture. Develops the strategy to build an enterprise target architecture in alignment with federal IT Security laws, and regulations.

**Job Title: Investment Management SME**
Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized consulting experience. Experience: Minimum of five (5) years of progressive experience in applying consulting services in business settings. Experience may include investment management, portfolio management, capital planning investment control (CPIC), integrated IT governance, enterprise architecture, and strategic business management facilitation activities. If proposed as a Team/Task Leader, experience will include supervision of multiple personnel in a business consulting environment. Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization. Responsibilities: Serves as a CIO advisory consultant with experience providing management consulting services to OCIO organizational management in managing federal IT investments frameworks, IT investment portfolios, enterprise projects, and solving complex IT Project Management issues in accordance with federal laws, regulations, and procedures.

**Job Title: Project Manager**
Education: Bachelor’s degree from an accredited college or university. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized IT, systems development and/or systems integration experience. Experience: Minimum of five (5) years of technical experience providing project management services to organization management and technical staff in managing federal IT investments and solving complex IT Project Management issues in accordance with federal laws, regulations, and procedures. In-depth knowledge of and experience with IT Project Management processes including, but not limited to, industry standard Project Management principles and practices such as those defined by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK). Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization. Responsibilities: Ensures the execution of day-to-day tasks directed at achieving the goals of the project. Usually acts as the direct liaison between the client and consultant team members and may work directly on the tasks and activities associated with the project. Typically, expert in a specified area of technology or business and displays keen organizational and time management skills. Prepares PMBOK compliant Project Management Plan to include the technical approach, resources, and budget for presentation to the client. Provides project status reports as required by the contract/task.
**Job Title: Senior Security Analyst/Specialist**

Education: Bachelor’s degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) plus years of specialized IT Security experience.

Experience: Minimum of three (3) years of progressive experience in applying information assurance and IT security consulting and analysis services in technical and/or project management office settings. Experience may include certification and accreditation, NIST standards and guidelines, Federal Information Security Management. Act consulting activities, auditing, system security planning, and/or project management office quality services. If proposed as Team/Task Leader, experience will include supervision of multiple personnel in a consulting or projectmanagement office environment. Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization.

Responsibilities: Senior Security Analysts/Specialists are typically tasked with leading or supporting IT security activities, certification and accreditation events, Federal Information Security Management Act consulting activities, auditing, system security planning, and/or security related project management office quality services.

**Job Title: Senior Business Analyst**

Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized IT, and/or business analysis experience.

Experience: Minimum of seven (7) years of progressive experience in applying consulting and analysis services in business and/or project management office settings. Experience may include system level analysis, project management office quality services, and/or business process modeling disciplines. If proposed as Team/Task Leader, experience will include supervision of multiple personnel in a consulting or project management office environment. Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization.

Responsibilities: Typically tasked with leading data gathering, analysis, business process modeling, project management office services, and/or various tasks related to technology functions. Tasked with leading or assisting in the performance or quality assurance of functional and technically oriented activities and performing segments of analysis. Guides management consulting activities alongside the project/program manager, technical staff, and clients in support of IT strategy and business analysis support services. Duties may include high-level analysis and support related to statutory requirements and compliance, agency mission support, strategic planning, project management office operations, business process reengineering, business architecture, business requirements, technical documentation, implementation plans, operational analysis, and/or integration of IT investment processes to other procedures and disciplines.

**Job Title: Business Analyst III**

Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized IT, and/or business analysis experience.

Experience: Minimum of five (5) years of progressive experience in applying consulting and analysis services in business and/or project management office settings. Experience may include system level analysis, project management office quality services, and/or business process modeling disciplines.

Responsibilities: Supports or leads data gathering, analysis, business process modeling, project management office services, and/or various tasks related to technology functions. Tasked with supporting or leading in the performance or quality assurance of functional and technically oriented activities and performing segments of analysis. Guides management consulting activities alongside the project/program manager, technical staff, and clients in support of IT strategy and business analysis support services. Duties may include high-level analysis and support related to statutory requirements and compliance, agency mission support, strategic planning, project management office operations, business process reengineering,
business architecture, business requirements, technical documentation, implementation plans, operational analysis, and/or integration of IT investment processes to other procedures and disciplines.

**Job Title: Business Analyst II**

Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) additional years of specialized IT, and/or business analysis experience.

Experience: Minimum of three (3) years of progressive experience in applying consulting and analysis services in business and/or project management office settings. Experience may include system level analysis, project management office quality services, and/or business process modeling disciplines.

Responsibilities: Supports data gathering, analysis, business process modeling, project management office services, and/or various tasks related to technology functions. Tasked with supporting quality assurance of functional and technically oriented activities and performing segments of analysis. Supports management consulting activities alongside the project/program manager, technical staff, and clients in support of IT strategy and business analysis support services. Duties may include high-level analysis and support related to statutory requirements and compliance, agency mission support, strategic planning, business process reengineering, business architecture, business requirements, technical documentation, implementation plans, operational analysis, and/or integration of IT investment processes to other procedures and disciplines.

**Job Title: Business Analyst**

Education: Bachelor’s degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) plus years of specialized IT, and/or business analysis experience.

Experience: Typically, an entry level position with less than two (2) years of progressive experience in applying consulting and analysis services in business and/or project management office settings. Experience may include system level analysis, project management office quality services, and/or business process modeling disciplines. Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization.

Responsibilities: Business Analysts are typically tasked with supporting data gathering, analysis, business process modeling, project management office activities, and/or various tasks related to technology functions. They are tasked with assisting in the performance or quality assurance of functional and technically oriented activities and performing segments of analysis.

**Job Title: Technical Writer**

Education: Associates Degree from an accredited college. Substitution of experience for education may be made when candidate offers two (2) additional years of specialized technical writing experience and certification.

Experience: Two years technical writing and document quality control.

Responsibilities: Provides technical writing and editing services to include reviewing, editing, and writing deliverables to ensure they meet quality standards. Ensures the quality of the deliverables associated with project and ensures all required performance standards are met.

**Job Title: Functional Area Expert**

Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers five (5) additional years of functional area experience.

Experience: Minimum of five (5) years of functional area expertise. Must have experience proposing solutions to problems within the area of expertise.

Responsibilities: Provides functional area expertise, consulting, and expert knowledge of management,
business, functional, and technical areas/disciplines. Conducts research and provides consulting expertise within specialized area.

**Job Title: Data Analyst**

Education: Bachelor’s Degree from an accredited college. Substitution of experience for education may be made when candidate offers four (4) additional years of field experience.

Experience: Minimum of two (2) years of technical experience providing data analysis services in the field or in a related area.

Responsibilities: Provides data analysis activities and interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining independently. Models, designs, develops, and may implement both data and business solutions. Works with clients, project teams, and business leaders to identify and support analytical requirements. Familiar with a variety of field concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Reports to a supervisor or manager.

**Job Title: Documentation Specialist**

Education: Associate's Degree in a related area. Substitution of experience for education may be made when candidate offers two (2) additional years of field experience.

Experience: Minimum of two (2) years of providing documentation services in the field or in a related area.

Responsibilities: Prepares and/or maintains documentation and or deliverables pertaining to management consulting, programming, systems operation, and/or user documentation. Translates business specifications into user documentation and/or deliverables. Plans, writes, and maintains documentation efforts. 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. Reports to a supervisor or manager.