

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

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 GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

FSC GROUP 36 Office, Imaging
and Document Solutions

Contract number: GS-03F-105DA
(SIN 51 409, SIN 51 504, SIN 51 506, SIN 51 600)

For more information on ordering from Federal Supply Schedules click on the FSS

Schedules button at fss.gsa.gov. Contract period: May 19, 2016 to May 18, 2021

Hosted Records Inc.

6551 Loisdale Court Suite 250
Springfield, VA 22150-1802
DUNS: 078458208 CAGE: 6CE50
Adrian Bell
abell@hostedrecords.net
V: 571-274-9800
F: 866-658-7763

Contractor's internet address/web site where schedule information can be found:

<http://www.hostedrecords.com> Business size: Small

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

SIN 51 409 - Network Optical Imaging Systems and Solutions SIN 51 506 - Document Conversion Services SIN 51 504 - Physical Records Management Solutions SIN 51 600 - Electronic Records Management Solutions

LABOR CATEGORY	UNIT OF ISSUE	GSA PRICE
Documentation Specialist	HR	\$46.85
Data Entry Clerk	HR	\$29.98

Duplicating Operator	HR	\$46.85
Records Scanning Clerk	HR	\$42.17
Project Manager	HR	\$93.70
Quality Assurance Specialist	HR	\$74.96
Database Specialist	HR	\$74.96
Subject Matter Expert	HR	\$182.72
Certified Records Manager	HR	\$98.39

SIN 51 504 - Physical Records Management Solutions SIN 51 506 - Document Conversion Services

Scanning 8.5 x 11 (includes document prep), B&W, 300 DPI	\$0.08 per image
Scanning 8.5 x 11 (includes document prep), B&W or Color, 600 DPI	\$0.10 per image
Scanning 8.5 x 14 (includes document prep), B&W, 300 DPI	\$0.10 per image
Scanning 8.5 x 14 (includes document prep), B&W or Color, 600 DPI	\$0.12 per image
Scanning 11 x 17 (includes document prep), B&W, 300 DPI	\$0.12 per image
Scanning 11 x 17 (includes document prep), B&W or Color, 600 DPI	\$0.14 per image
Oversized Scanning (maps & blueprints), B&W	\$3.00 per image
Oversized Scanning (maps & blueprints), Color	\$4.00 per image
Indexing / Data Entry	\$0.02 per field
OCR	\$0.02 per image
Document Shredding	\$6.00 per box
Local Pickup & Delivery	\$100.00 per trip

Non-Local Pickup & Delivery	\$1.50 per mile
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**SIN 51 409 - Network Optical Imaging Systems and Solutions SIN 51 600 -
Electronic Records Management Solutions**

IMAGESILO CLOUD SOLUTION	
Imagesilo Cloud Records Management System – 0 to 300 Gigabytes	\$50.00 per gig
Imagesilo Cloud Records Management System – 301 to 600 Gigabytes	\$45.00 per gig
Imagesilo Cloud Records Management System – 601 Gigabytes and Over	\$35.00 per gig
Imagesilo Cloud Records Management System – Backup to External HD	\$50.00 per gig
Imagesilo Cloud Records Management System – Workflow	\$2500.00 per month

VISUAL VAULT CLOUD SOLUTION	
VisualVault – Document Management Plan Fee	\$200.00 per month
VisualVault – Document Management Plan – 5 User Package	\$125 per month
VisualVault – Document Management Plan – 10 User Package	\$162 per month
VisualVault – Document Management Plan – 15 User Package	\$195 per month
VisualVault – Document Management Plan – 20 User Package	\$240 per month
VisualVault – Document Management Plan – 25 User Package	\$287 per month
VisualVault – Document Management Plan – 50 User Package	\$550 per month
VisualVault – Document Management Plan – 100 User Package	\$1000 per month
VisualVault – Document Management Plan - Over 100 User Package	Call for pricing
VisualVault – Document Management Plan – 5 Gigabyte Storage Package	\$100 per month
VisualVault – Document Management Plan – 10 Gigabyte Storage Package	\$180 per month

VisualVault – Document Management Plan – 25 Gigabyte Storage Package	\$375 per month
VisualVault – Document Management Plan – 50 Gigabyte Storage Package	\$450 per month
VisualVault – Document Management Plan – 100 Gigabyte Storage Package	\$700 per month
VisualVault – Document Management Plan – 1000 Gigabyte Storage Package	\$1750 per month
VisualVault – Document Management Plan - Over 1000 Gigabyte Storage Package	Call for pricing
VisualVault – Workflow Management Plan Fee	\$325.00 per month
VisualVault – Workflow Management Plan – 5 User Package	\$195 per month
VisualVault – Workflow Management Plan – 10 User Package	\$320 per month
VisualVault – Workflow Management Plan – 15 User Package	\$450 per month
VisualVault – Workflow Management Plan – 20 User Package	\$560 per month
VisualVault – Workflow Management Plan – 25 User Package	\$650 per month
VisualVault – Workflow Management Plan – 50 User Package	\$1000 per month
VisualVault – Workflow Management Plan – 100 User Package	\$1350 per month
VisualVault – Workflow Management Plan - Over 100 User Package	Call for pricing
VisualVault – Workflow Management Plan – 5 Gigabyte Storage Package	\$120 per month
VisualVault – Workflow Management Plan – 10 Gigabyte Storage Package	\$216 per month
VisualVault – Workflow Management Plan – 25 Gigabyte Storage Package	\$450 per month
VisualVault – Workflow Management Plan – 50 Gigabyte Storage Package	\$540 per month
VisualVault – Workflow Management Plan – 100 Gigabyte Storage Package	\$840 per month
VisualVault – Workflow Management Plan – 1000 Gigabyte Storage Package	\$2100 per month
VisualVault – Workflow Management Plan - Over 1000 Gigabyte Storage Package	Call for pricing
VisualVault – Enterprise ECM Plan Fee	\$525.00 per month
VisualVault – Enterprise ECM Plan – 5 User Package	\$290 per month

VisualVault – Enterprise ECM Plan – 10 User Package	\$450 per month
VisualVault – Enterprise ECM Plan – 15 User Package	\$630 per month
VisualVault – Enterprise ECM Plan – 20 User Package	\$760 per month
VisualVault – Enterprise ECM Plan – 25 User Package	\$875 per month
VisualVault – Enterprise ECM Plan – 50 User Package	\$1500 per month
VisualVault – Enterprise ECM Plan – 100 User Package	\$1755 per month
VisualVault – Enterprise ECM Plan - Over 100 User Package	Call for pricing
VisualVault – Enterprise ECM Plan – 5 Gigabyte Storage Package	\$160 per month
VisualVault – Enterprise ECM Plan – 10 Gigabyte Storage Package	\$275 per month
VisualVault – Enterprise ECM Plan – 25 Gigabyte Storage Package	\$560 per month
VisualVault – Enterprise ECM Plan – 50 Gigabyte Storage Package	\$650 per month
VisualVault – Enterprise ECM Plan – 100 Gigabyte Storage Package	\$1080 per month
VisualVault – Enterprise ECM Plan – 1000 Gigabyte Storage Package	\$2750 per month
VisualVault – Enterprise ECM Plan - Over 1000 Gigabyte Storage Package	Call for pricing

1b. N/A

1c.

PROJECT MANAGER

Education: BA or BS degree or five years of extensive project management experience.

Basic Experience: Must have a minimum of four years management experience on projects involving information technology systems analysis, systems design, software development, systems integration or telecommunications. Duties: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems.

Demonstrate proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrate writing and oral communication skills.

CERTIFIED RECORDS MANAGER

Education: B.A. or B.S. degree or five years of equivalent experience in a related field.

Basic Experience: Must have five years of computer experience working independently or under general direction on complex application problems involving all phases of system analysis.

Duties: At least five years of experience in the analysis and design of records management systems, policies and procedures. Extensive knowledge of electronic management systems and enterprise architectures. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress

SUBJECT MATTER EXPERT

Education: B.A. or B.S. degree or seven years of equivalent experience in a related field.

Basic Experience: Must have extensive computer and analytical experience working independently on complex application or business process problems involving all phases of analysis.

Duties: Experience in the analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in database management systems (DBMS), and use of programming languages. Extensive knowledge of electronic management systems, enterprise architectures, and data analytics.

QUALITY ASSURANCE SPECIALIST

Education: Requires Bachelor's degree or equivalent
Basic Experience: Two years of related work experience.

Duties: Responsible for quality control/quality assurance management including implementing a program of reporting, tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing.

DATABASE SPECIALIST

Education: B.S. or B.A. in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

Basic Experience: Six years of experience in systems analysis and programming. Must be capable of defining database administration policies, procedures, standards, and guidelines. Experienced in logical and physical database design. Experience in performing database analysis, conversion, loads, reorganization, verifications, recoveries and general maintenance.

Duties: Designs, develops, implements and supports medium to large scale database systems in a large LAN to enterprise-wide WAN environment. Provides technical expertise and guidance in the design, implementation, operation and maintenance of database management systems. Evaluates and recommends available DBMS products and servers after matching requirements with system capabilities. Determines file organization, indexing methods and security procedures for specific applications.

DOCUMENTATION SPECIALIST

Education: B.S. or B.A. in a computer-related/IT field

Basic Experience: Two years of specialized experience in the preparation, compilation, and maintenance of complex documentation such as System Specifications, Feasibility Studies, and Functional Descriptions, using automated word processing machines or text editor systems.

Duties: Performs data input to a word processor/desktop publishing system. Proofreads entered materials and corrects errors. Familiar with existing standards for documentation preparation, if applicable.

RECORDS SCANNING CLERK

Education: Requires High School diploma or equivalent.

Basic Experience: Six months of related experience.

Duties: Responsible for document processing tasks such as document preparation for scanning, labeling, scanning, image QC, document reassembly, etc. Document may include paper document, microfilm, microfiche, oversize drawings, etc. Perform other document processing related tasks assigned by supervisors.

DATA ENTRY CLERK

Education: Requires High School diploma or equivalent. Basic Experience: Six months of related experience.

Duties: Enters, transcribes, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature

and work parameters are typically well defined. Maintains files, records, and chronologies of entry activities.

DUPLICATING OPERATOR Education: High school diploma Basic Experience: Expertise in utilizing, modifying, and/or enhancing existing computer programs for creation and duplication of digital media or for conversion, reconfiguration, and/or transcription of non-digital documents into digital format.

Duties: Operate high-speed copier/duplicating equipment, to include retrieving digital input, collating, stapling, reduction, enlargement, and proper sequence of output; review all job orders and printing requests for job specifications; set duplicating equipment controls to accomplish desired output; select appropriate paper or card stock and properly adjust and load appropriate duplicating equipment; set-up, adjust, and operate bindery equipment to perform repetitive stapling, drilling, folding, punching, padding, plastic binding, thermal binding, wrapping, and hand collating operations; and set-up and operate paper cutters.

2. Maximum order. \$1 million
3. Minimum order. \$100.00
4. Geographic coverage (delivery area). 50 United States, District of Columbia, Puerto Rico
5. Point(s) of production (city, county, and State or foreign country). Springfield, VA
6. Discount from list prices or statement of net price. Net prices set forth above.
7. Quantity discounts. None.
8. Prompt payment terms. None.
- 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 (list items by country of origin). None.
- 11a. Time of delivery. (Contractor insert number of days.) As negotiated with ordering activity.
- 11b. Expedited Delivery. Contact the contractor.
- 11c. Overnight and 2-day delivery. Contact the contractor.
- 11d. Urgent Requirements. Contact the contractor.
12. F.O.B. point(s). Destination.
- 13a. Ordering address(es). Set forth above.

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(es). Set forth above.

15. Warranty provision. N/A

16. Export packing charges, if applicable. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None.

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 applicable). 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. 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/. N/A

25. Data Universal Number System (DUNS) number. Set forth above.

26. SAM registration is current.

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.

Hosted Records Inc.
6551 Loisdale Court, Suite 250
Springfield VA 22150

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

Hosted Records Inc. 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.

Adrian Bell

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

Adrian Bell
Name (Printed)

President
Title

10/23/2017
Date