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.

**SCHEDULE TITLE:** 736 - Temporary Administrative and Professional Staffing Services (TAPS)
FSC Group: 736

**Contract No.** GS-07F-0613X

**CONTRACT PERIOD:** June 16, 2016 through June 15, 2021


**CONTRACTOR:** LG Reporting, PC
7933 Glen Lane
Darien, IL 60561
Phone number: (630) 794-0054
Fax number: (630) 324-7125
E-Mail: lgrau@lgreporting.net
Web Site: www.lgreporting.net

**CONTRACTOR’S ADMINISTRATION SOURCE:** Lisa M Grau

**BUSINESS SIZE:** Small, Woman-Owned Business

**CUSTOMER INFORMATION:**

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

<table>
<thead>
<tr>
<th>SIN#</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>736-1</td>
<td>Administrative Support and Clerical Occupations</td>
</tr>
</tbody>
</table>

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

1.c. **HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION:** All services rates shown are firm-fixed-price. See the following price list for rates for our preponderance of work location and services offered. See the Service Descriptions provided after the pricing information.
2. **MAXIMUM ORDER**: $100,000 per SIN.

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER**: $100 unless the contractor agrees to accept a smaller order amount.

4. **GEOGRAPHIC COVERAGE**:

The preponderance of work location has been identified as:

Illinois  Wage Determination:  #05-2167  Revision:  #10  Dated:  07/16/2010

LG REPORTING, PC, may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

5. **POINT(S) OF PRODUCTION**: N/A

6. **DISCOUNT FROM LIST PRICES**: N/A

7. **QUANTITY DISCOUNT(S)**: None

8. **PROMPT PAYMENT TERMS**: 1% 10, Net 30

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

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

10. **FOREIGN ITEMS**: None

11.a. **TIME OF DELIVERY**: N/A

11.b. **EXPEDITED DELIVERY**: N/A

11.c. **OVERNIGHT AND 2-DAY DELIVERY**: N/A

11.d. **URGENT REQUIREMENTS**: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** N/A

13.a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.

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

14. **PAYMENT ADDRESS:** Same as contractor address.

15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. **EXPORT PACKING CHARGES:** 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

20.a. **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

24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

24.b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 176321040

26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.
<table>
<thead>
<tr>
<th>Service Proposed</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Transcript</td>
<td></td>
</tr>
<tr>
<td>10-Business Day Delivery</td>
<td>$5.73 per page</td>
</tr>
<tr>
<td>Original Transcript</td>
<td></td>
</tr>
<tr>
<td>3/5-Business Day Delivery</td>
<td>$6.00 per page</td>
</tr>
<tr>
<td>Original Transcript</td>
<td></td>
</tr>
<tr>
<td>2-Business Day Delivery</td>
<td>$6.26 per page</td>
</tr>
<tr>
<td>Original Transcript</td>
<td></td>
</tr>
<tr>
<td>Next-Business Day Delivery</td>
<td>$6.54 per page</td>
</tr>
<tr>
<td>Original Transcript</td>
<td></td>
</tr>
<tr>
<td>Same-Business Day Delivery</td>
<td>$6.81 per page</td>
</tr>
<tr>
<td>Attendance 2.5 Hour Minimum</td>
<td>$107.63 (minimum)</td>
</tr>
<tr>
<td>Attendance Hourly (After 2.5 Min)</td>
<td>43.06 per hour</td>
</tr>
<tr>
<td>Cancellation Fee</td>
<td>134.68 (flat rate)</td>
</tr>
<tr>
<td>Condensed Transcript</td>
<td>Complimentary</td>
</tr>
</tbody>
</table>

**Original Transcript Delivery (all):** Reporter places witness under oath, and takes verbatim transcript in machine shorthand of proceedings. Produces transcript in written form, proofreads the transcript, and prints it and/or sends it electronically to party ordering transcript of proceedings.

**Attendance:** Reporter attends proceedings, and charges hourly. There is a 2.5 minimum charge for attendance.

**Cancellation Fee:** Reporter has been scheduled for a job, and the job cancels less than 24 hours before the job is scheduled to begin.

**Condensed Transcript:** Condensed transcript is a four-page to page document. It has four pages of transcript on one page. It is complimentary to the ordering original party.

If work is performed in an area with lower SCA Rates than the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.