

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
OFFICE IMAGING AND DOCUMENT SOLUTIONS - FSC GROUP 36**

Special Item No. 51-504 – Records Management Services (RMS)  
File Organization & Maintenance Services (FOMS)  
Storage Solutions  
Special Item No. 51-506 – Document Conversion Services (DCS)  
Special Item No. 51-508 – Litigation Support Services (LSS)  
Special Item No. 51-1000 – Other Direct Costs (ODC's)  
Special Item No. 733-1 – Mail Room Administrative Support  
Special Item No. 733-3 – Miscellaneous Mail Services  
Special Item No. 733-6 – Mail Screening and Inspection Services



**Vistronix, Inc.  
8401 Greensboro Drive, Suite 500  
McLean, VA 22102  
Phone: (703) 770-4101 / (800) 483-2434  
Fax: (703) 770-4201**

Internet Address: [www.vistronix.com](http://www.vistronix.com)

Contract Administration Source: Same as Above

Business Size: Small Disadvantaged Business

Contract Number: GS-10F-0098J

For more information on ordering from Federal Supply Schedule click on the FSS Schedule button at [fss.gsa.gov](http://fss.gsa.gov)

Period Covered by Contract: 30 April 2004 to 30 April 2009

**General Services Administration  
Federal Supply Service**

Pricelist current through Modification # 1, dated 6 June 2006.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu driven database system. The Internet address for GSA Advantage!™ is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

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Pricelist dated 6 June 2006 incorporates Modification #1 which includes the following: Update POC information, Delete 3 Labor Categories, and an Economic Price Adjustment.

***Our Company:***

Vistronix, Inc., founded in 1990, based in McLean, Virginia, with offices located throughout the United States, is a leading consulting and strategic outsourcing company serving government agencies and other organizations. Our solutions are designed to enable our clients to utilize human capital and information technology systems to achieve their organizational objectives through real-time access to business-critical information, enhanced business systems integration, and improved processes. Our customers consider us their partner because we deliver what we promise and are committed to their success. For more information, visit the company's Web site at [www.vistronix.com](http://www.vistronix.com)

The Vistronix, Inc. Information Management Solution offers a complete approach to your information and document management needs. Our solution offers a highly efficient, affordable and secure way to convert your physical documents into digital images, allowing you instant access to the data you need, when you need it.

Vistronix assesses each client's unique document management requirements based on their current business environment and the goals of the organization. The needs range from: Access control to documents, Frequency of access, Information dissemination, Archiving in accordance with NARA requirements, Minimizing the possibility of losing information, Information processing, Records management, Mail/application processing and eForms and eFiling. Vistronix is committed to hold fast the values on which it was founded - investing in people to do great things.

***Our Vision: "To provide continuous value through innovation, expertise and commitment to excellence"***

***Core Values:***

- *Integrity & Ethics* - We are committed to conducting ourselves with the uncompromising integrity and ethics wherever we operate
- *Committed to Excellence* - We are committed to excellence in the markets we choose to serve
- *Respect for the Individual* - We are committed to creating a culture of trust, respect, and open communications – a culture that respects the dignity, diversity and quality of life of the individual
- *Innovation* - We are committed to fostering innovation through an entrepreneurial spirit, teamwork and creativity

***Core Purpose:*** Enable our clients and employees success

<b>VISTRONIX, INC. OFFICE IMAGING AND DOCUMENT SOLUTIONS SERVICES</b>
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Vistronix, a McLean, Virginia-based management support services, consulting and integration firm and a Virginia Minority Business Enterprise (MBE) is focused on responsive and rapid solutions to client requirements. Founded in 1990, we have enjoyed rapid and continuing growth in our strategic areas of management support services and information technology. Today, we are a 450-person firm, with a solid record of performance in providing a diverse set of solutions for our client base.

We have a sound understanding of what it takes to perform mailroom operation and other mail processing requirements, as we are currently performing numerous mail service operations and have processed more than 75 million pieces of incoming, outgoing and interoffice mail during the past five years. Vistronix has mail service contracts and responsibilities at numerous departments and agencies in the National Capitol Area. Vistronix has extensive expertise in:

<i><b>Services Offered</b></i>	<i><b>Description</b></i>
<i><b>Mail Operation Support Services</b></i>	Total mail operations capability, Receiving, sorting and delivery, Pickup and courier service, Correspondence and application processing services, Opening and initial screening, Confirming accuracy and completeness, Initiate corrective action, Application packaging, Fee processing & Consulting Services
<i><b>Content Management</b></i>	Library, Records, Document, and Mail Management
<i><b>Enterprise Solutions</b></i>	Help Desk, Database Management and Warehousing, Enterprise Architecture, Enterprise Application Development and Integration
<i><b>Grants Management</b></i>	Proprietary Web-based Framework, Application Processing, Accountability & Data Quality, and Funds Reconciliation and Tracking

## VISTRONIX SPECIAL ITEM NUMBER DESCRIPTIONS

### **51 504 RECORDS MANAGEMENT SERVICES (RMS)**

File Organization And File Maintenance Services - This services includes on-site services but are not limited to, organize paper or electronic files in any work area and track them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

### **51 506 DOCUMENT CONVERSION SERVICES (DCS)**

Document Conversion Services basically convert from an original paper document, data, or graphics into digital data, and transferred to a new media and format for use in a document imaging and storage system. This service may include: Back file and Day Forward Conversion, Data Entry, State-of-the Art Scanning, Indexing, Hyper link, Web Hosting, Media of Choice, Blowback, Classified and Non-classified documents

### **51 508 LITIGATION SUPPORT SERVICES (LSS)**

Litigation Support Services cover a full range of services: Document Preparation, Imaging and Coding, Digitized Documents, Database Management, Electronic and Multimedia Courtroom Presentation, Aid attorneys in high-volume copying, and present customized files, Specialize in presentation equipment and software used in courtroom arena

### **51 1000 OTHER DIRECT COSTS**

(pertain to SINS: 51 501, 51 503, 51 504, 51 505, 51 507, 51 508, 51 509, 733 1, 733 2, 733 3, 733 4, 733 5, and 733 6.)

Description – This SIN include classes or categories of supplies and services, which are not included in the unit price of the product or Service SIN but are required to complete a given Purchase, Delivery or Task Order or where the specific requirements can be defined in the Purchase Delivery or Task Order.

### **733 1: MAIL ROOM ADMINISTRATIVE SUPPORT SERVICES**

Accepts, and signs for certified mail, registered mail and overnight mail; distribution of mail using an Office Roster, processes outgoing mail, metering flats, letters, and packages

### **733 3 MISCELLANEOUS MAIL SERVICES**

Preparing/packaging mail, Addressing, Labeling, Folding, Inserting, Bursting, Collating, Mail match, Wrapping, Software services, Metering and stamping in accordance with the U.S. P.S. regulations

### **SIN 733 6 MAIL SCREENING AND INSPECTION SERVICES**

(Note: Limited to Mail Handling Equipment Only)

This involves on site and/or site off site examination of all incoming mail, to detect any form of contamination (e.g., hazardous chemicals, anthrax or explosive). It includes Key Personnel, Specialized, Equipment, and Supervision to properly screen and inspect incoming mail.

<b>CUSTOMER INFORMATION</b>
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**FSS SIN(s):** 51-504, 51-506, 51-508, 51-1000, 733-1, 733-3 & 733-6

**Contractor's Name:** Vistronix, Inc.

**Contractor's Address:** 8401 Greensboro Drive, Suite 500 McLean, VA 22102

**Phone Number:** (703) 770-4101

**Business Size:** Small Disadvantaged Business

**Data Universal Numbering System (DUNS):** 78-6520767

**Woman Owned Small Business:** No

**Contractor's Taxpayer Identification Number (TIN):** 54-1543041

**CAGE Code:** 1XCP0

**1a. Proposed Special Item Numbers for this Contract:**

SIN	DESCRIPTION
51-504	Records Management Services (RMS)
51-506	Document Conversion Services (DCS)
51-508	Litigation Support Services (LSS)
51-1000	Other Direct Costs (ODC's)
733-1	Mail Room Administrative Support
733-3	Miscellaneous Mail Services
733-6	Mail Screening and Inspection Services

**1b. Lowest Priced Model Number and Lowest Unit Price:** See pages 13-16.

**1c. See Pages 13-32 for Labor Category Rates and Descriptions.**

**1. Maximum Order:** \$1,000,000

**2. Minimum Order:** \$ 100.00

**4. Geographic Coverage (Delivery Area):** Nationally – All SIN(s)

**5. Point of Production:** See list on the last page of this Pricelist.

**6. Discount from List Price:** All prices listed herein are Net prices.

**7. Quantity Discounts:** None

**8. Prompt Payment Terms:** Net 30 Days

**9a. Government Purchase Cards:** Vistronix, Inc. will accept the Government Commercial Credit Card up to the micropurchase threshold, with no additional discount.

**9b. Government Purchase Cards:** Vistronix, Inc. will accept the Government Commercial Credit Card above the micropurchase threshold.

**10. Foreign Items:** Not applicable to services.

**11a. Time of Delivery:** 30 Days ARO

**11b. Expedited Delivery:** Items available for expedited delivery are noted in this pricelist. – Contact Vistronix, Inc. at (703) 770-4101.

**11c. Overnight & 2-Day Delivery:** As negotiated with the Ordering Agency, contact Vistronix, Inc. at (703) 770-4101.

**11d. Urgent Requirements:** As negotiated with the Ordering Agency, contact Vistronix, Inc. at (703) 770-4101.

**12. F.O.B. Points:** Destination to the 48 contiguous States and the District of Columbia.

- 13a. Contractor's Ordering Address:** Vistronix, Inc.  
8401 Greensboro Drive, Suite 500  
McLean, VA 22102  
Attention: Deepak Hathiramani  
(703) 770-4101 Phone  
(703) 770-4201 Fax
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Contractor's Payment Address:**
- |  |   |
|--|---|
| <p><b>To Remit Payment by Mail:</b><br/> Vistronix, Inc.<br/> 8401 Greensboro Drive, Suite 500<br/> McLean, VA 22102<br/> Attention: Accounts Receivable</p> | <p><b>To Remit Payment Thru EFT:</b><br/> Financial Institution / M&amp;T Bank<br/> 25 South Charles Street<br/> Baltimore, MD 21201<br/> Routing #: 052000113<br/> Vistronix, Inc. Collateral Account #: 00895-3791-1<br/> Phone: 800-220-6004</p> |
|--|---|
- 15. Warranty Provision:** If Applicable; Vistronix' standard commercial warranty applies.
- 16. Export Packing Charges:** Not applicable to services.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** None
- 18. Terms and Conditions of Rental, Maintenance and Repair :** None
- 19. Terms and Conditions of Installation:** None
- 20. Terms and Conditions of Repair Parts:** None
- 20a. Terms and Conditions for any other services:** Wage Determination may apply to some services.
- 21. List of Service and Distribution Points:** See last page of this pricelist.
- 22. List of Participating Dealers:** None.
- 23. Preventative Maintenance:** Not applicable to services.
- 24a. Special Attributes such as Environmental Attributes:** Not applicable.
- 24b. Section 508 Compliance Information:** Not Applicable to Services
- 25. Data Universal Numbering System (DUNS):** 78-6520767
- 26. Vistronix, Inc. is registered with the Central Contractor Registration (CCR) Database.**

## ORDERING PROCEDURES FOR SERVICES

### ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 ? Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall?

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- (i) The request shall be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request shall be provided to an appropriate number of additional contractors that offer services that will meet the agency's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

- (iv) Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.
- (3) Evaluate Responses and Select the Contractor to Receive the Order:
- After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall?
- (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
    - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
    - (ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
  - (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

## **PROCEDURES FOR FIXED PRICES ON GSA SCHEDULE**

The ordering procedures set forth at [FAR 8.404](#) should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-75, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

## **SPECIAL PROVISIONS FOR TASK ORDERS**

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Vistronix, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact the Deepak Hathiramani of Vistronix, Inc. at Phone: (703) 770-4101, Fax: (703) 770-4201 or Email: [deepak.hathiramani@vistronix.com](mailto:deepak.hathiramani@vistronix.com)

**BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see [FAR 9.6](#)) to provide solutions when responding to a customer agency requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA’s are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract. Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.

**Customers should refer to [FAR 9.6](#) for specific details on Team Arrangements.**

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule contractors may individually meet the customers needs, or -
- Federal Supply Schedule contracts may submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

**BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE**

**(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act

(Agency)  and  (Contractor)  enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

**Signatures**

_____	_____	_____	_____
AGENCY	DATE	CONTRACTOR	DATE

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

**MODEL NUMBER/PART NUMBER**

**\*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Task/Delivery Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**VISTRONIX, INC. LABOR CATEGORY GOVERNMENT SITE RATES**

Overview of Vistronix, Inc. Special Item Number(s) 51-504, 51-506, 51-508, 733-1, 733-3 & 733-6 for all Labor Categories. See Following Full Product Descriptions\*.

SIN(s)	Order #	Labor Category Title	Effective 12/28/05	Effective 06/06/06	Effective 12/28/06	Effective 12/28/07	Effective 12/28/08
All	VML001	Program Manager	\$98.40	\$98.40	\$102.33	\$106.43	\$110.68
All	VML002	Project Manager	\$80.49	\$80.49	\$83.71	\$87.06	\$90.54
All	VML003	Technical Support	\$57.44	\$57.44	\$59.74	\$62.13	\$64.62
All	VML004	Operations Supervisor	\$48.52	\$48.52	\$50.46	\$52.48	\$54.58
All	VML005	Warehouse Manager	\$52.69	\$52.69	\$54.80	\$56.99	\$59.27
All	VML006	Mail Clerk IV*	\$31.48	\$31.76	\$31.76	\$31.76	\$31.76
All	VML007	Mail Clerk III*	\$25.73	\$26.01	\$26.01	\$26.01	\$26.01
All	VML008	Mail Clerk II*	\$23.05	\$23.33	\$23.33	\$23.33	\$23.33
All	VML009	Mail Clerk I*	\$19.63	\$19.91	\$19.91	\$19.91	\$19.91
All	VML010	Shipping Packer*	\$22.00	\$22.34	\$22.34	\$22.34	\$22.34
All	VML011	Copy Operator*	\$21.43	\$21.71	\$21.71	\$21.71	\$21.71
All	VML012	Forklift Operator*	\$24.49	\$26.23	\$26.23	\$26.23	\$26.23
All	VML013	Fee Processor IV*	\$27.72	\$28.15	\$28.15	\$28.15	\$28.15
All	VML014	Fee Processor III*	\$24.35	\$25.03	\$25.03	\$25.03	\$25.03
All	VML015	Fee Processor II*	\$21.43	\$21.82	\$21.82	\$21.82	\$21.82
All	VML016	Customer Services Technician	\$29.96	\$30.24	\$30.24	\$30.24	\$30.24
All	VML017	Order Clerk I*	\$24.76	\$25.04	\$25.04	\$25.04	\$25.04
All	VML018	Order Clerk II*	\$27.37	\$27.65	\$27.65	\$27.65	\$27.65
All	VML019	Mail Screener IV	\$37.45	\$37.45	\$38.95	\$40.51	\$42.13
All	VML020	Mail Screener III	\$30.63	\$30.63	\$31.85	\$33.13	\$34.45
All	VML021	Mail Screener II	\$27.43	\$27.43	\$28.52	\$29.67	\$30.85
All	VML022	Mail Screener I	\$23.36	\$23.36	\$24.29	\$25.27	\$26.28
All	VML023	Shipping & Receiving Clerk*	\$22.00	\$22.34	\$22.34	\$22.34	\$22.34
All	VML024	Material Handler*	\$19.33	\$19.61	\$19.61	\$19.61	\$19.61
All	VML025	Truck Driver-Light Truck*	\$22.60	\$23.32	\$23.32	\$23.32	\$23.32
All	VML026	Truck Driver-Medium Truck*	\$28.71	\$28.99	\$28.99	\$28.99	\$28.99
All	VML027	Truck Driver-Heavy Truck*	\$30.90	\$31.18	\$31.18	\$31.18	\$31.18
All	VML028	Deleted					
All	VML029	Deleted					
All	VML030	Deleted					
All	VML031	Records Information Manager V	\$76.86	\$76.86	\$79.93	\$83.13	\$86.45
All	VML032	Records Information Manager IV	\$65.13	\$65.13	\$67.73	\$70.44	\$73.26
All	VML033	Records Information Manager III	\$54.32	\$54.32	\$56.49	\$58.75	\$61.10
All	VML034	Records Information Manager II	\$45.87	\$45.87	\$47.71	\$49.61	\$51.60
All	VML035	Records Information Manager I	\$42.87	\$42.87	\$44.58	\$46.36	\$48.22
All	VML036	Records Management Spec. III	\$46.07	\$46.07	\$47.91	\$49.83	\$51.82
All	VML037	Records Management Spec. II	\$34.60	\$34.60	\$35.98	\$37.42	\$38.92
All	VML038	Records Management Tech. II*	\$27.72	\$28.52	\$28.52	\$28.52	\$28.52
All	VML039	Records Management Tech. I*	\$24.35	\$25.24	\$25.24	\$25.24	\$25.24
All	VML040	Supervisory Librarian	\$61.93	\$61.93	\$64.41	\$66.98	\$69.66
All	VML041	Librarian*	\$39.63	\$40.86	\$40.86	\$40.86	\$40.86
All	VML042	Librarian II	\$45.87	\$45.87	\$47.71	\$49.61	\$51.60
All	VML043	Librarian III	\$49.50	\$49.50	\$51.48	\$53.54	\$55.68
All	VML044	Librarian IV	\$53.60	\$53.60	\$55.74	\$57.97	\$60.29
All	VML045	Library Technician*	\$28.87	\$29.15	\$29.15	\$29.15	\$29.15
All	VML046	Data Analyst	\$40.43	\$40.43	\$42.05	\$43.73	\$45.48
All	VML047	Senior Data Analyst	\$53.60	\$53.60	\$55.74	\$57.97	\$60.29

SIN(s)	Order #	Labor Category Title	Effective 12/28/05	Effective 06/06/06	Effective 12/28/06	Effective 12/28/07	Effective 12/28/08
All	VML048	Principal Data Analyst	\$65.40	\$65.40	\$68.01	\$70.73	\$73.56
All	VML049	Information Specialist V	\$72.21	\$72.21	\$75.09	\$78.10	\$81.22
All	VML050	Information Specialist IV	\$56.58	\$56.58	\$58.84	\$61.20	\$63.64
All	VML051	Information Specialist III	\$45.42	\$45.42	\$47.24	\$49.12	\$51.09
All	VML052	Information Technician II	\$29.59	\$29.59	\$30.77	\$32.00	\$33.28
All	VML053	Information Technician I	\$26.36	\$26.36	\$27.41	\$28.51	\$29.65
All	VML054	Subject Matter Expert IV	\$163.47	\$163.47	\$170.00	\$176.80	\$183.88
All	VML055	Subject Matter Expert III	\$145.31	\$145.31	\$151.12	\$157.17	\$163.45
All	VML056	Subject Matter Expert II	\$127.14	\$127.14	\$132.23	\$137.52	\$143.02
All	VML057	Subject Matter Expert I	\$108.97	\$108.97	\$113.33	\$117.87	\$122.58

Note 1: All above Vistrionix, Inc. labor categories are Government Site Rates, performed at the Government Site

Note 2: All non-professional labor categories must be incidental to and used solely to support services under this GSA Schedule, and cannot be purchased separately.

\* Escalation of these categories are dependent upon changes in the SCA WD's and will be adjusted as new Revisions are released. Current rates are based on 1994-2103, Revision # 32.

**For additional information please contact Deepak Hathiramani of Vistrionix, Inc. at Phone: (703) 770-4101, Fax: (703) 770-4201 or Email: [deepak.hathiramani@vistrionix.com](mailto:deepak.hathiramani@vistrionix.com)**

**VISTRONIX, INC. LABOR CATEGORY CONTRACTOR SITE RATES**

Overview of Vistronix, Inc. Special Item Number(s) 51-504, 51-506, 51-508, 733-1, 733-3 & 733-6 for all Labor Categories. See Following Full Product Descriptions\*.

SIN(s)	Order #	Labor Category Title	Effective 12/28/05	Effective 06/06/06	Effective 12/28/06	Effective 12/28/07	Effective 12/28/08
All	VML001	Program Manager	\$122.09	\$122.09	\$126.97	\$132.05	\$137.33
All	VML002	Project Manager	\$99.86	\$99.86	\$103.86	\$108.01	\$112.33
All	VML003	Technical Support	\$71.28	\$71.28	\$74.13	\$77.09	\$80.18
All	VML004	Operations Supervisor	\$60.19	\$60.19	\$62.60	\$65.10	\$67.71
All	VML005	Warehouse Manager	\$65.37	\$65.37	\$67.98	\$70.70	\$73.53
All	VML006	Mail Clerk IV*	\$39.07	\$39.34	\$39.34	\$39.34	\$39.34
All	VML007	Mail Clerk III*	\$31.92	\$32.21	\$32.21	\$32.21	\$32.21
All	VML008	Mail Clerk II*	\$28.59	\$28.88	\$28.88	\$28.88	\$28.88
All	VML009	Mail Clerk I*	\$24.35	\$24.63	\$24.63	\$24.63	\$24.63
All	VML010	Shipping Packer*	\$27.29	\$27.64	\$27.64	\$27.64	\$27.64
All	VML011	Copy Operator*	\$26.58	\$26.87	\$26.87	\$26.87	\$26.87
All	VML012	Forklift Operator*	\$30.39	\$32.13	\$32.13	\$32.13	\$32.13
All	VML013	Fee Processor IV*	\$34.40	\$34.83	\$34.83	\$34.83	\$34.83
All	VML014	Fee Processor III*	\$30.20	\$30.89	\$30.89	\$30.89	\$30.89
All	VML015	Fee Processor II*	\$26.58	\$26.98	\$26.98	\$26.98	\$26.98
All	VML016	Customer Services Technician	\$37.16	\$37.46	\$37.46	\$37.46	\$37.46
All	VML017	Order Clerk I*	\$30.72	\$31.00	\$31.00	\$31.00	\$31.00
All	VML018	Order Clerk II*	\$33.96	\$34.24	\$34.24	\$34.24	\$34.24
All	VML019	Mail Screener IV	\$46.46	\$46.46	\$48.32	\$50.25	\$52.26
All	VML020	Mail Screener III	\$38.00	\$38.00	\$39.52	\$41.10	\$42.75
All	VML021	Mail Screener II	\$34.03	\$34.03	\$35.39	\$36.80	\$38.28
All	VML022	Mail Screener I	\$28.97	\$28.97	\$30.13	\$31.34	\$32.59
All	VML023	Shipping & Receiving Clerk*	\$27.29	\$27.64	\$27.64	\$27.64	\$27.64
All	VML024	Material Handler*	\$23.98	\$24.27	\$24.27	\$24.27	\$24.27
All	VML025	Truck Driver-Light Truck*	\$28.03	\$28.76	\$28.76	\$28.76	\$28.76
All	VML026	Truck Driver-Medium Truck*	\$35.62	\$35.90	\$35.90	\$35.90	\$35.90
All	VML027	Truck Driver-Heavy Truck*	\$38.36	\$38.62	\$38.62	\$38.62	\$38.62
All	VML028	Deleted					
All	VML029	Deleted					
All	VML030	Deleted					
All	VML031	Records Information Manager V	\$95.37	\$95.37	\$99.18	\$103.15	\$107.27
All	VML032	Records Information Manager IV	\$80.80	\$80.80	\$84.03	\$87.39	\$90.89
All	VML033	Records Information Manager III	\$67.40	\$67.40	\$70.10	\$72.90	\$75.82
All	VML034	Records Information Manager II	\$56.93	\$56.93	\$59.20	\$61.57	\$64.03
All	VML035	Records Information Manager I	\$53.18	\$53.18	\$55.30	\$57.52	\$59.82
All	VML036	Records Management Spec. III	\$57.16	\$57.16	\$59.45	\$61.83	\$64.30
All	VML037	Records Management Spec. II	\$42.92	\$42.92	\$44.63	\$46.42	\$48.27
All	VML038	Records Management Tech. II*	\$34.40	\$35.20	\$35.20	\$35.20	\$35.20
All	VML039	Records Management Tech. I*	\$30.20	\$31.10	\$31.10	\$31.10	\$31.10
All	VML040	Supervisory Librarian	\$76.84	\$76.84	\$79.91	\$83.11	\$86.43
All	VML041	Librarian*	\$49.16	\$50.40	\$50.40	\$50.40	\$50.40
All	VML042	Librarian II	\$56.93	\$56.93	\$59.20	\$61.57	\$64.03
All	VML043	Librarian III	\$61.41	\$61.41	\$63.87	\$66.42	\$69.08
All	VML044	Librarian IV	\$66.49	\$66.49	\$69.15	\$71.92	\$74.80
All	VML045	Library Technician*	\$35.81	\$36.10	\$36.10	\$36.10	\$36.10
All	VML046	Data Analyst	\$50.16	\$50.16	\$52.16	\$54.25	\$56.42
All	VML047	Senior Data Analyst	\$66.49	\$66.49	\$69.15	\$71.92	\$74.80

SIN(s)	Order #	Labor Category Title	Effective 12/28/05	Effective 06/06/06	Effective 12/28/06	Effective 12/28/07	Effective 12/28/08
All	VML048	Principal Data Analyst	\$81.14	\$81.14	\$84.39	\$87.76	\$91.27
All	VML049	Information Specialist V	\$89.59	\$89.59	\$93.17	\$96.90	\$100.78
All	VML050	Information Specialist IV	\$70.19	\$70.19	\$73.00	\$75.92	\$78.95
All	VML051	Information Specialist III	\$56.35	\$56.35	\$58.61	\$60.95	\$63.39
All	VML052	Information Technician II	\$36.71	\$36.71	\$38.18	\$39.70	\$41.29
All	VML053	Information Technician I	\$32.69	\$32.69	\$34.00	\$35.36	\$36.78
All	VML054	Subject Matter Expert IV	\$202.83	\$202.83	\$210.94	\$219.38	\$228.15
All	VML055	Subject Matter Expert III	\$180.30	\$180.30	\$187.51	\$195.01	\$202.81
All	VML056	Subject Matter Expert II	\$157.76	\$157.76	\$164.07	\$170.64	\$177.46
All	VML057	Subject Matter Expert I	\$135.22	\$135.22	\$140.63	\$146.25	\$152.10

Note 1: All above Vistrionix, Inc. labor categories are Contractor Site Rates, performed at the Vistrionix, Inc. Site

Note 2: All non-professional labor categories must be incidental to and used solely to support services under this GSA Schedule, and cannot be purchased separately.

\* Escalation of these categories are dependent upon changes in the SCA WD's and will be adjusted as new Revisions are released. Current rates are based on 1994-2103, Revision # 32.

**For additional information please contact Deepak Hathiramani of Vistrionix, Inc. at Phone: (703) 770-4101, Fax: (703) 770-4201 or Email: [deepak.hathiramani@vistrionix.com](mailto:deepak.hathiramani@vistrionix.com)**

**VISTRONIX, INC. LABOR CATEGORY DESCRIPTIONS**

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
<b>VML001</b>	<b>Program Manager</b>	6 years of related experience or equivalent	Bachelor's Degree in related field or equivalent	Performs program management for mid- to large-sized programs with multiple tasks. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of program management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Interfaces with client counterpart when appropriate. Trains and/or oversees training of subordinates when required.
<b>VML002</b>	<b>Project Manager</b>	4 years of related experience or equivalent	Bachelor's Degree in related field or equivalent	Performs project management for mid-sized, multiple tasks. Provides competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Interfaces with client counterpart when appropriate. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. Trains and/or oversees training of subordinates when required.
<b>VML003</b>	<b>Technical Support</b>	2 years experience, with 1 year specialized study or experience in the order subject matter	Bachelor's Degree or equivalent or certification for the subject matter from an accredited training institution	Discusses problems/issues with managers, end users and/or clients to determine its exact nature. Supports the definition of the goals and requirements of the system or end product. Supports the development of the solution by defining steps and separate procedures. Performs structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system and/or end product. May be required to support the preparation of a cost-benefit and return-on-investment analyses assist with management/client decision.
<b>VML004</b>	<b>Operations</b>	5 years of related	High School Diploma	Monitors the packaging and mailing requirements

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
	<b>Supervisor</b>	experience.	or equivalent	<p>and specifications of the processed mail. Makes independent assessments and evaluations of product compliance. Utilizes the USPS Zip + 4 system, USPS rules and regulations, and UPS and Federal Express procedures to manage and oversee the processed mail. Manages and directs overnight shipping activities. Solves problems independently and assists others with mail handling procedures.</p> <p>The Operations Supervisor must be knowledgeable of mailing and packaging requirements and of government mail regulations. Should have good reading ability and decision making skills and the ability to work independently and be a self-starter. This position requires better than average knowledge of the various mail classes and their limitations, and be familiar with the USPS Zip + 4 system, USPS rules and regulations, and UPS and Federal Express procedures. Experience in handling UPS, USPS Express and Commercial Overnight Services and next day shipments are required. This position requires strong interpersonal and problem solving skills and the ability to work independently as well as with others.</p>
<b>VML005</b>	<b>Warehouse Manager</b>	5 years of related experience.	High School Diploma or equivalent	<p>Manages operations that include the receipt and in-processing of goods and materials, the warehousing and/or the storage of existing goods and materials, such as office supplies and related equipment, office fixtures, carpet, and furniture. Additional warehousing requirements shall include, but are not necessarily limited to, the staging of goods and materials for delivery or shipment, the timely delivery of requested goods or materials, establishment and maintenance of an automated locator system for each assigned warehouse inventory that accurately reflects the location(s) of equipment or materials stored. Insures the most effective use of net warehouse space. Assures that equipment and materials are stored in the proper physical environment to guard against damage or deterioration; and assurance that required material handling equipment is maintained and available.</p>
<b>VML006</b>	<b>Mail Clerk IV</b>	5 years of experience or equivalent	High School Diploma or equivalent	<p>Responsible for mail sorting, distribution and delivery. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies and answer telephones and deliver messages as required.</p>
<b>VML007</b>	<b>Mail Clerk III</b>	3 years of experience or equivalent	High School Diploma or equivalent	<p>Responsible for mail sorting, distribution and delivery. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies and answer telephones and deliver messages as required.</p>

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
VML008	Mail Clerk II	1 year of experience or equivalent	High School Diploma or equivalent	Responsible for mail sorting, distribution and delivery. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies and answer telephones and deliver messages as required.
VML009	Mail Clerk I	6 months of experience or equivalent	High School Diploma or equivalent	Responsible for mail sorting, distribution and delivery. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies and answer telephones and deliver messages as required.
VML010	Shipping Packer	2 years of experience working in an order fulfillment environment	High School Diploma or equivalent	Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.
VML011	Copy Operator	2 years of experience working in a copy room environment.	High school diploma or equivalent	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. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.
VML012	Forklift Operator	2 years of experience operating a Forklift. Must have a certificate to drive a forklift	High School Diploma or equivalent	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
VML013	Fee Processor IV	4 years of experience working in Accounting or Finance or equivalent	Bachelor's degree in Accounting, Finance or a similar field	Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Performs one or more of the following: reviews invoices and statements to verify information, ensures sufficient funds have been obligated, and if questionable, resolves with the submitting unit, determining accounts involved, codes transactions, and processes material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.
VML014	Fee Processor III	2 years of experience working in Accounting or Finance or equivalent	Bachelor's degree in Accounting, Finance or a similar field	Uses knowledge of double entry bookkeeping in performing one or more of the following: posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes. Reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. Selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.
VML015	Fee Processor II	2 years of experience working in a finance environment or equivalent	Associate's degree or equivalent	Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers. Posts data to transaction sheets where employee identifies proper accounts and items to be posted. Codes documents in accordance with a chart (listing) of accounts. Follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
<b>VML016</b>	<b>Customer Services Technician</b>	3 years of related experience or equivalent	High School Diploma or equivalent	Should have telephone customer service center experience, strong working relationship skills, call center technical knowledge, strong oral communication skills, and research and analytical skills. Should be extremely flexible and to able evaluate facts and exercise judgment in arriving at sound conclusions.
<b>VML017</b>	<b>Order Clerk I</b>	2 years of experience working in an order fulfillment environment or equivalent	High School Diploma or equivalent	Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.
<b>VML018</b>	<b>Order Clerk II</b>	4 years of experience working in an order fulfillment environment or equivalent	High School Diploma or equivalent	Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.
<b>VML019</b>	<b>Mail Screener IV</b>	5 years of experience or equivalent	High School Diploma or equivalent	Responsible for mail sorting, distribution and delivery. Requires opening mail, screening for content and for suspicious foreign substances, scan mail with x-ray or comparable equipment and potentially preparing for testing. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies, scans mail with x-ray or comparable equipment and answer telephones and deliver messages as required. Clearance may be required.
<b>VML020</b>	<b>Mail Screener III</b>	3 years experience or equivalent	High School Diploma or equivalent	Responsible for mail sorting, distribution and delivery. Requires opening mail, screening for content and for suspicious foreign substances, scan mail with x-ray or comparable equipment and potentially preparing for testing. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies, and answer telephones and deliver messages as required. Clearance may be required.
<b>VML021</b>	<b>Mail Screener II</b>	1 year of experience or equivalent	High School Diploma or equivalent	Responsible for mail sorting, distribution and delivery. Requires opening mail, screening for content and for suspicious foreign substances, and potentially preparing for testing. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies, and answer telephones and deliver messages as required. Clearance may be required.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
VML022	<b>Mail Screener I</b>	6 months of experience or equivalent	High School Diploma or equivalent	Responsible for mail sorting, distribution and delivery. Requires opening mail, screening for content and for suspicious foreign substances, and potentially preparing for testing. May be required to operate photocopiers, fax machines, and other office equipment. Prepares mailings, proofreads copies, and answer telephones and deliver messages as required. Clearance may be required.
VML023	<b>Shipping and Receiving Clerk</b>	2 years of experience working as a Shipping & Receiving Clerk	High School Diploma or equivalent	Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insures that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.
VML024	<b>Material Handler</b>	1 year of experience working in a warehouse or mailroom environment	High School Diploma or equivalent	Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.
VML025	<b>Truck Driver, Light Truck</b>	2 years of experience working as a light truck driver. Must have a valid Commercial Driver's License	High School Diploma or equivalent	Licensed to drive a straight truck, under 1 1/2 tons, usually 4 wheels.
VML026	<b>Truck Driver, Medium Truck</b>	2 years of experience working as a medium truck driver. Must have a valid Commercial Driver's License.	High School Diploma or equivalent	Licensed to drive a straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
VML027	<b>Truck driver, Heavy Truck</b>	2 years of experience working as a heavy truck driver. Must have a valid Commercial Driver's License.	High School Diploma or equivalent	Licensed to drive a straight truck, over 4 tons, usually 10 wheels.
VML028	<b>Deleted</b>			
VML029	<b>Deleted</b>			
VML030	<b>Deleted</b>			
VML031	<b>Records Information Manager V</b>	5 years of experience or equivalent, with 2 years of supervisory experience	A Master's degree in library/information science with records management	Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include other Records/Information Managers, Records/Information Management specialists <sup>1</sup> as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs.
VML032	<b>Records Information Manager IV</b>	5 years of experience or equivalent, with 2 years of supervisory experience	Either, a Master's degree in library/information science with records management, or a Bachelor's Degree in library/information science with additional professional experience	Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include other Records/Information Managers, Records/Information Management specialists <sup>1</sup> as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
VML033	<b>Records Information Manager III</b>	1 year of experience, with familiarity with records and other information services programs	Bachelor's Degree or equivalent	Responsible for successful operation of contracted records management programs, records centers, dockets, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include other Records/Information Managers, Records/Information Management specialists1 as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs.
VML034	<b>Records Information Manager II</b>	1 year of experience, with familiarity with records and other information services programs	Bachelor's Degree or equivalent	Provides oversight for the operation of contracted records management programs, records centers, dockets, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include other Records/Information Managers, Records/Information Management specialists1 as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs.
VML035	<b>Records Information Manager I</b>	1 year of experience, with familiarity with records and other information services programs	High School Diploma or equivalent	Provides oversight for the operation of contracted records management programs, records centers, dockets, and other ongoing information service functions at a specific work site. Supervises exempt and non-exempt contract staff at work site. Staff may include Records/Information Management specialists1 as well as other staff. Receives technical direction from the delivery order project officer or others named in the delivery order. Assists with contract management procedures and contract deliverables, planning and program development, analysis of records management problems, and design of strategies and procedures to meet ongoing records management needs.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
VML036	<b>Records Management Specialist I</b>	5 years of experience or equivalent	High School Diploma or equivalent	Maintains and tracks records and references, organizes and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, performs routine cataloguing and codes of library materials, retrieves information from computer databases, and may provide supervision and direction to a lower level positions.
VML037	<b>Records Management Specialist II</b>	3 years of experience or equivalent	High School Diploma or equivalent	Maintains and tracks records and references, organizes and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, performs routine cataloguing and codes of library materials, retrieves information from computer databases, and may provide supervision and direction to a lower level positions.
VML038	<b>Records Management Technician II</b>	1 years of related experience or equivalent	High School Diploma or equivalent	Maintains and tracks records and references, organizes and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, performs routine cataloguing and codes of library materials, and retrieves information from computer databases.
VML039	<b>Records Management Technician I</b>	6 months related experience or equivalent	High School Diploma or equivalent	Maintains and tracks records and references, organizes and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, performs routine cataloguing and codes of library materials, and retrieves information from computer databases.
VML040	<b>Supervisory Librarian</b>	7 years of library experience or experience in another type of information delivery setting, including three 3 years of administrative and supervisory experience. Must be familiar with information technology as it is used in library or clearinghouse services	Master's Degree in Library/Information Science, Communications or Public Policy	Oversees reference services; collection development and maintenance; circulation; interlibrary loans; and cataloging, acquisition support, INFOTERRA and other information services. Provides support in reviewing and identifying resource requirements and provides guidance as required. Functions as the first level problem resolution point of contact.

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
<b>VML041</b>	<b>Librarian</b>	1 year of library experience or experience in another type of information delivery setting	Bachelor's Degree in Library/Information Science, Communications or Public Policy	Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials
<b>VML042</b>	<b>Librarian II</b>	3 years of library experience or experience in another type of information delivery setting such as clearinghouses or hotlines. Must be familiar with information technology as it is used in library or clearinghouse services	Bachelor's Degree in Library/Information Science, Communications or Public Policy	Provides oversight for performing reference services; collection development and maintenance; circulation; interlibrary loan; and cataloging, acquisition support, INFOTERRA and other information services. Provides support in reviewing and identifying resource requirements and provides guidance as required. Functions as the first level problem resolution point of contact.
<b>VML043</b>	<b>Librarian III</b>	5 years of library experience or experience in another type of information delivery setting such as clearinghouses or hotlines. Must be familiar with information technology as it is used in library or clearinghouse services	Bachelor's Degree in Library/Information Science, Communications or Public Policy	Provides oversight for performing reference services; collection development and maintenance; circulation; interlibrary loan; and cataloging, acquisition support, INFOTERRA and other information services. Provides support in reviewing and identifying resource requirements and provides guidance as required. Functioning as the first level problem resolution point of contact.
<b>VML044</b>	<b>Librarian IV</b>	7 years of library	Bachelor's Degree in	Responsible for the successful operation of

<b>Order #</b>	<b>Labor Category Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
		experience or experience in another type of information delivery setting such as clearinghouses or hotlines. Must be familiar with information technology as it is used in library or clearinghouse services	Library/Information Science, Communications or Public Policy	reference services; collection development and maintenance; circulation; interlibrary loans; and cataloging, acquisition support, INFOTERRA and other information services. Provides support in reviewing and identifying resource requirements and provides guidance as required. Functions as the first level problem resolution point of contact.
<b>VML045</b>	<b>Library Technician</b>	1 year of library experience or experience in another type of information delivery setting such as clearinghouses or hotlines. Must be familiar with information technology as it is used in library or clearinghouse services	Associate's Degree or equivalent in Library/Information Science or Communications	Provides support in performing reference services; collection development and maintenance; circulation; interlibrary loans; and cataloging, acquisition support, INFOTERRA and other information services. Provides support in reviewing and identifying resource requirements and provides guidance as required. Functions as the first level point of contact for requests for assistance by the Library staff.
<b>VML046</b>	<b>Data Analyst</b>	6 months related experience or equivalent	Associate's Degree or equivalent	Supports the Analysis of organizational and computer database system(s). Is familiar with both commercially available off-the-shelf (COTS) and custom database software platforms. Performs simple analyses of organizational and computer database system(s). Supports the designs and implementation of computer database systems in both stand-alone and network configurations using commercially available and custom database software platforms. Requires direct supervision.
<b>VML047</b>	<b>Senior Data Analyst</b>	3 years related experience or equivalent	Associate's Degree or equivalent	Supports the Analysis of organizational and computer database system(s). Is familiar with both commercially available off-the-shelf (COTS) and custom database software platforms. Performs simple analyses of organizational and computer database system(s). Supports the designs and implementation of computer database systems in both stand-alone and network configurations using commercially available and custom database software platforms. May provide direct supervision to other staff.
<b>VML048</b>	<b>Principal Data</b>	5 years related	Bachelor's Degree or	Oversees and provides the Analysis of

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
	<b>Analyst</b>	experience or equivalent	equivalent	organizational and computer database system(s). Is familiar with both commercially available off-the-shelf (COTS) and custom database software platforms. Performs simple analyses of organizational and computer database system(s). Supports the designs and implementation of computer database systems in both stand-alone and network configurations using commercially available and custom database software platforms. Will provide direct supervision to other staff.
<b>VML049</b>	<b>Information Specialist V</b>	4 years experience in program development and maintenance in off-the-shelf database management and/or records management software such as dBase V, InMagic, Advance Revelation, FoxPro, Excel Versatile, Trim, Provenance, HTML Editor, zylmage (Software listed are for reference only and do not imply an endorsement by EPA) and experience with the Internet/Intranet and web site management	Either, a Master's degree in information management/computer science; or a Bachelor's Degree in information management/computer science with two additional years of professional experience	Requires expertise related to Internet and Electronic Record experiences including but not limited to writing programs and maintaining programs within software such as dsaseV, InMagic, Lotus Domino, Versatil and/or other EPA approved off—the—shelf software (products listed are for reference and do not indicate endorsement by EPA); standard webserve programs; technical abilities in designing, creating, maintaining, inputting and retrieving information on the Internet and World Wide Web (WWW) pages (web pages) ; using accepted protocols and Hypertext Markup Language (HTML). Able to use Internet services such as electronic mail (email), File Transfe Protocols (FTP),WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III, IV and V.
<b>VML050</b>	<b>Information Specialist IV</b>	5 years of experience in program development and maintenance in off-the-shelf database management and/or records management software as listed in the description for Level V, with specific experiences in the use of the Internet and/or in the creation and maintenance of Home pages/Web pages	Bachelor's degree in a field commensurate with the position description	Requires expertise related to Internet and Electronic Record experiences including but not limited to writing programs and maintaining programs within software such as dsaseV, InMagic, Lotus Domino, Versatil and/or other EPA approved off—the—shelf software (products listed are for reference and do not indicate endorsement by EPA); standard webserve programs; technical abilities in designing, creating, maintaining, inputting and retrieving information on the Internet and World Wide Web (WWW) pages (web pages) ; using accepted protocols and Hypertext Markup Language (HTML). Able to use Internet services such as electronic mail (email), File Transfe Protocols (FTP),WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III and IV.
<b>VML051</b>	<b>Information</b>	3 years of experience	Bachelor's degree in a	Requires expertise related to Internet and

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
	<b>Specialist III</b>	in program development and maintenance of programs developed on off-the-shelf database management and/or records management software; or, 3 years of experience in use of the types of software listed for Level V, with specific experience with placing materials on, and retrieving information from, the Internet and/or the creation of Web pages	field commensurate with the position description; or a Certificate from a post-High School Vocational/Technical school with emphasis on the computer science and an Associate's Degree or equivalent	Electronic Record experiences including but not limited to writing programs and maintaining programs within software such as dsaseV, InMagic, Lotus Domino, Versatil and/or other EPA approved off—the—shelf software (products listed are for reference and do not indicate endorsement by EPA); standard webserve programs; technical abilities in designing, creating, maintaining, inputting and retrieving information on the Internet and World Wide Web (WWW) pages (web pages) ; using accepted protocols and Hypertext Markup Language (HTML). Able to use Internet services such as electronic mail (email), File Transfe Protocols (FTP), WWW and other tools to locate and identify appropriate information sources for the Delivery Order and to communicate with others on the Internet or Intranet at Levels III.
<b>VML052</b>	<b>Information Technician II</b>	4 years experience working in a library and typing skills of at least 35 words per minute, along with word processing experience. Experience with Word Perfect is preferable	Associate's degree or equivalent	Responsible for providing information services that are repetitive in nature, such as answering ready—reference - questions regarding catalogs, and using bibliographic tools, such as periodical indexes. Answers routine inquiries and refers requests for professional assistance to the librarian. Shelves new and returned material in stacks. Maintains automated circulation, system and the circulation desk. Sorts and distributes mail addressed to the library to appropriate units within the Library. Maintains equipment such as audiovisual equipment, microform reader/printers, and photocopiers by changing toner Cartridges, keeping paper trays filled and utilizing head cleaners in the audiovisual equipment and arranging for equipment repairs through service contracts obtained by EPA. Types current awareness reports, bibliographies and other items as directed and uses desktop publishing to input text for library publications. Responds to requests for information on environmental topics from INFOTERPA Headquarters, foreign governments and other institutions.
<b>VML053</b>	<b>Information Technician I</b>	2 years of experience working in a library,	High School Diploma or equivalent	Responsible for providing information services that are repetitive in nature, such as answering

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
		and typing skills of at least 35 words per minute, along with word processing experience. Experience with Word Perfect is preferable		ready-reference questions regarding catalogs, and using bibliographic tools, such as periodical indexes. Answers routine inquiries and refers requests for professional assistance to the librarian. Shelves new and returned material in stacks. Maintains automated circulation, system and the circulation desk. Sorts and distributes mail addressed to the library to appropriate units within the Library. Maintains equipment such as audiovisual equipment, microform reader/printers, and photocopiers by changing toner Cartridges, keeping paper trays filled and utilizing head cleaners in the audiovisual equipment and arranging for equipment repairs through service contracts obtained by EPA. Types current awareness reports, bibliographies and other items as directed and uses desktop publishing to input text for library publications. Responds to requests for information on environmental topics from INFOTERPA Headquarters, foreign governments and other institutions.
VML054	<b>Subject Matter Expert IV</b>	12 years related experience or equivalent	Ph.D. in a related field	Provides extremely high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems, which require doctorate level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.
VML055	<b>Subject Matter Expert III</b>	10 years related experience or equivalent	Master's Degree in a related field	Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
				<p>highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.</p>
VML056	<b>Subject Matter Expert II</b>	8 years related experience or equivalent	Master's Degree in a related field	<p>Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.</p>
VML057	<b>Subject Matter Expert I</b>	6 years of related experience or equivalent	Bachelor's Degree in a related field	<p>Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational</p>

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
				<p>environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.</p>

**VISTRONIX, INC. INCIDENTAL ITEMS**

<b>SIN</b>	<b>Vistronix, Inc. PART#</b>	<b>Qty.</b>	<b>Unit of Issue</b>	<b>DESCRIPTION OF INCIDENTAL ITEMS</b>	<b>GSA Price</b>
51-1000	VII001	1	Case	Lab Coats	\$ 4,231.74
51-1000	VII002	1	Case	Respirator (N95)	\$ 634.76
51-1000	VII003	1	Case	Nitrile Gloves (1000/Case)	\$ 522.56
51-1000	VII004	1	Case	Sterilized Water (12X75 - 200 count)	\$ 2,085.64
51-1000	VII005	1	Case	Stretch Wrap (4/Case)	\$ 5,252.80
51-1000	VII006	1	Case	Sampling Cartridges	\$ 9,622.17
51-1000	VII007	1	Variable	Office Supplies	\$ 1,612.09
51-1000	VII008	1	Variable	Cleaning Supplies	\$ 604.53

**Vistronix, Inc.**

**Corporate Headquarters:**

**8401 Greensboro Drive, Suite 500  
McLean, VA 22102**

**Voice (703) 770-4101  
Fax (703) 770-4201**