

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service Authorized Federal Supply Schedule Price List

Online 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 URL for GSA Advantage!™ is <http://www.gsaadvantage.gov>.

Schedule Title: Professional Service Schedule**Industrial Group:** 00CORP**Class:** R499**Contract Number:** GS-10F-0153X**Contract Period:** March 21, 2011 to March 20, 2016**DUNS Number:** 15-041-5115**CAGE Number:** 1V8E0**Contract Administration:**Ms. Anne G. Tülek
President and CEO**Access Sciences Corporation**1900 West Loop South, Suite 250
Houston, Texas 77027**Telephone:** (713) 664-4357**FAX Number:** (713) 664-4825**Web Site:** <http://www.accesssciences.com/>**E-mail:** atulek@accesssciences.com**Business Size:** Large/Small Business (NAICS Code 541519)**Business Type:** Woman Owned Business

For more information on ordering from Federal Supply Schedules, click the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

CUSTOMER INFORMATION

- 1a. **Table of Awarded Special Item Numbers (SIN):**
874-1, 874-1RC, 874-7, 874-7RC
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity or dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery area):** Domestic Only
5. **Point(s) of production (city, county, and state or foreign country):**
1900 West Loop South, Suite 250
Houston, Texas 77027
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See list at the end of this price list.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 Days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** To be negotiated with the customer per the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence, "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** To be negotiated with the customer per the Task Order

- 11c. Overnight and 2-day Delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: To be negotiated with the customer per the Task Order
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: To be negotiated with the customer per the Task Order
- 12. F.O.B Points(s):** To be negotiated with the customer per the Task Order
- 13a. Ordering Address(es):**
Access Sciences Corporation
1900 West Loop South, Suite 250
Houston, Texas 77027
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment Address(es):**
Access Sciences Corporation
1900 West Loop South, Suite 250
Houston, Texas 77027
- 15. Warranty Provision:** Contractor’s standard commercial warranty
- 16. Export Packing Charges (if applicable):** Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
- 19. Terms and conditions of installation (if applicable):** Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. Terms and conditions for any other services (if applicable):** Not Applicable
- 21. List of service and distribution points (if applicable):** Not Applicable
- 22. List of participating dealers (if applicable):** Not Applicable
- 23. Preventive maintenance (if applicable):** Not Applicable
- 24a. Environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable

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- 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: <http://www.section508.gov/>: Not Applicable**
- 25. Data Universal Numbering System (DUNS) number:** 15 041 5115
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Access Sciences Corporation has an active registration status in the System for Award Management (SAM) through June 24, 2015. This information is completed on an annual basis.

AWARDED PRICES

Access Sciences Corporation
 GSA Rates

Special Item Number (SIN) Awarded:

SINs	SIN Description
874-1	Integrated Consulting Services
874-7	Integrated Business Program Support Services

Labor Category	Commercial Rates 2011	GSA Discount	GSA Rate w/o IFF	GSA Rate w/IFF
Principal Consultant	\$245.00	1%	\$242.55	\$244.37
Manager	\$195.00	1%	\$193.05	\$194.50
Senior Consultant	\$170.00	1%	\$168.30	\$169.56
Consultant	\$140.00	1%	\$138.60	\$139.64
RM/DM Analyst	\$120.00	1%	\$118.80	\$119.69
Data Entry Specialist	\$60.00	1%	\$59.40	\$59.85

Option Year Escalation – 3.2% Annual

	Awarded Year 1 2011	Awarded Year 2 2012	Awarded Year 3 2013	Awarded Year 4 2014	Awarded Year 5 2015
Principal Consultant	\$244.37	\$252.19	\$260.26	\$268.59	\$277.18
Manager	\$194.50	\$200.72	\$207.15	\$213.78	\$220.62
Senior Consultant	\$169.56	\$174.99	\$180.59	\$186.36	\$192.33
Consultant	\$139.64	\$144.11	\$148.72	\$153.48	\$158.39
RM/DM Analyst	\$119.69	\$123.52	\$127.47	\$131.55	\$135.76
Data Entry Specialist		\$59.85	\$61.77	\$63.74	\$65.78

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code	Title	WD Number
Data Entry Specialist	01052	Data Entry Operator II	2005-2059

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: Principal Consultant

Minimum/General Experience: Ten (10) years of direct experience in designing and implementing document and records management programs, or designing and implementing technology solutions in support of these programs. Requires advanced project management experience, consulting experience, and excellent communication skills.

Functional Responsibility: Provide executive leadership and functional or technical subject matter expertise to major projects, coordinating with project managers and consultants to plan projects, track progress, and ensure the quality of deliverables. Has ultimate responsibility for ensuring client management is satisfied with the delivered services and products.

Minimum Education: Master's Degree or equivalent in Library and Information Science, Computer Science, or Business Administration

Commercial Job Title: Manager

Minimum/General Experience: Six (6) to ten (10) years of experience in a related field. Experience managing teams of business analysts or technologists to achieve project objectives. Ability to understand business needs or opportunities, translate them into technical requirements and desired business outcomes, and design and implement approaches to meet the desired outcomes.

Functional Responsibility: Provide day-to-day leadership to projects, planning and managing project scope, schedule, resource requirements, risks, and costs. Define approach and tasks, communicate them to the project team and client stakeholders, and provide guidance to ensure quality products and services are delivered.

Minimum Education: Bachelor's degree or equivalent

Commercial Job Title: Senior Consultant

Minimum/General Experience: Four (4) to eight (8) years of experience in a related field. Expertise in one or more focused areas of Enterprise Content and Records Management, or in one or more technical area such as systems architecture, application development, or database administration. Experience supervising one or more people on project tasks. Ability to self-direct and direct others on project activities with minimal supervision from the Project Manager. Requires skills in critical thinking, judgment, and decision making.

Functional Responsibility: Supervise project team members in the development and implementation of information content and records management programs for creating, storing, protecting, searching, retrieving, archiving, and ultimately disposing of electronic and paper information in accordance with business and regulatory requirements. Provide topical expertise to meet project objectives. Monitor and report project metrics to manage project scope, schedule, and costs. Gather and analyze business data through interactions with the client. Design policies, information classification schemes, records retention schedules, and other governance schema for clients.

Design enterprise and departmental information management processes, and design and deliver training to clients on the execution of the processes. Translate client business information management requirements into technical specification. Evaluate software features and functions for fit with technical specifications. Install, configure, test, and deploy software packages. Design and deploy customized software interfaces and front-ends. Ensure successful integration of deployed systems with other client software systems.

Minimum Education: Bachelor's degree or equivalent

Commercial Job Title: Consultant

Minimum/General Experience: Three (3) to six (6) years of experience in a related field. Requires the ability to perform project activities with limited supervision from Senior Consultants or Project Managers.

Functional Responsibility: Develop and implement information content and records management programs for creating, storing, protecting, searching, retrieving, archiving, and ultimately disposing of electronic and paper information. Gather and analyze data through interactions with the client. Design policies, information classification schemes, records retention schedules, and other governance schema for clients. Design enterprise and departmental information management processes, and design and deliver training to clients on the execution of the processes. Translate client business information management requirements into technical specifications. Evaluate software features and functions for fit with technical specifications. Install, configure, test, and deploy software packages. Design and deploy customized software interfaces and front-ends. Ensure successful integration of deployed systems with other client software systems.

Minimum Education: Bachelor's degree or equivalent

Commercial Job Title: RM/DM Analyst

Minimum/General Experience: Two (2) years of experience in a related field.

Functional Responsibility: Complete project work as assigned by their project manager or team lead. Analyze existing policies and practices. Gather and document requirements for ECRM program elements. Build information management tools such as retention schedules, classification schemes, or file plans to specifications. Build documents as directed by project manager or team lead. Collaborate within project teams. Work on internal projects as needed.

Minimum Education: BA - MA Preferred

Commercial Job Title: Data Entry Specialist

Minimum/General Experience: Two (2) years of experience in a related field.

Functional Responsibility: Complete project work as assigned by the project manager or team lead. Contribute to the development of data entry tools and processes. Key or scan data into information systems at a rate specified by Service Level Agreements. Quality check own and others' data after it has been keyed into the system. Collaborate within project teams. Work on internal projects as needed.

Minimum Education: High School degree or equivalent

ABOUT ACCESS SCIENCES CORPORATION

Access Sciences is a consulting, managed services, and product company that enables clients to achieve their strategic priorities by optimizing assets, information, processes, systems, and human performance.

Access Sciences accomplishes this by offering services in:

- Business Analysis and Strategy
- Solution Design, Development, and Deployment
- Program and Change Management
- Critical Skills Sourcing
- Operations Support

Since 1985, we have assisted government and corporate clients with the strategic management of their enterprise information by designing, configuring, developing, training, and deploying comprehensive information management and technology solutions across geographies, departments, and functions. Our consultants include a diverse team of highly qualified professionals, many of whom have advanced degrees in information sciences, computer sciences, and business management. As a Houston-based, employee-owned company with strong community roots, we're proud of the global reach that allows us to serve more than 100 clients in 47 countries.

Our service excellence is demonstrated by the long-term relationships we have developed with our clients as trusted advisors, delivering high quality results and achieving targets on time and on budget. Our service offerings include:

- **Information Management and Governance:** Designing, implementing, and operating information and records management programs.
 - Assessment and Road Map Development
 - Governance Strategy Development
 - Enterprise Content Management Solutions
 - Policy and Process Design
 - Taxonomy Development
 - Regulatory Research and Application
 - Retention Schedule Development
 - Compliance and Audit Program Development
 - Metadata Model Development
 - File Plan Development
- **Technology:** Architecting, implementing, and integrating software and systems to optimally organize and manage business processes and information.
 - Information Management Strategy Development
 - Enterprise Systems Architecture Design
 - Requirements Analysis and Development
 - Systems Evaluation and Selection
 - Business Process Management
 - Systems Installation and Configuration
 - Systems Integration and Customization
 - Classification and Security Model Design
 - Document and Records Migration
 - Email Management

- **Change Management: Enabling organizations and employees to excel through change.**
 - Change Strategy Development
 - Culture Design
 - Performance Strategy Development
 - Change Readiness Assessment
 - Executive Coaching
 - Stakeholder Management
 - Communication Planning
 - Curriculum Design and Training Delivery
 - Organization and Work Group Design

- **ForSite Managed Services:** Allowing clients to focus on core competencies by providing scalable, cost-effective solutions and industry expertise.
 - Critical Staff Placement (Direct Placement, Contract to Hire, and Staff Augmentation)
 - Administrative, Sales, and Marketing (Document/Records, Procurement, Supply Chain, Business Development, and similar)
 - Project Management (Project Manager, Business Analyst, Data Analyst, and similar)
 - Legal Support (eDiscovery, Compliance, Document Review, and similar)
 - Engineering Support (Document Control, CAD, QA, and similar)
 - Information Technology Support (Software Administration, Network Architecture and Administration, Data Migration, Help Desk, and similar)

 - Project Services (On-Site Services and Remote Services) and Business Function Operations (On-Site Operations and Hosted Services)
 - Records Center
 - Mailroom Operations
 - Human Resource Operations
 - Recruitment Operations
 - Supply Chain Operations
 - Procurement Operations
 - Transactional Processes (Scanning and Imaging, Data, Payroll, and similar services)

- Recommending and implementing best practices for process improvement, information management and technology.
- Designing and implementing business process assessment and improvement initiatives.
- Assessing, implementing, improving, and operating records management and document control programs.
- Designing and deploying professional project management, change management, and organizational development methods to enable successful development and implementation of enterprise programs.
- Planning and managing large scale (100,000+ employees) information management and technology program deployments.

Access Sciences is a trained and certified partner with:

- Microsoft
- IBM
- OpenText
- Nintex
- Cogniva
- KnowledgeLake
- FileNet

We offer the following Access Sciences-built software for licensing or for use as a service:

- Modus™, for developing and maintaining retention schedules
- ContentLogic™, for analyzing, organizing, and migrating data

Access Sciences has also developed technical partnerships and experience in configuring and implementing additional tools, such as e-discovery packages, hold order management solutions, taxonomy management tools, email management solutions, auto classification tools, and other web-based tools.

Our partnerships and expertise allow Access Sciences to provide the knowledge and objectivity required to help clients select approach and technologies that best fit their needs. For more information, visit our website at <http://www.accesssciences.com/>.