

GS-10F-0305L  
PRICE LIST

OFF-SITE OPERATIONS PRICE LIST	UNIT	MFC PRICE	DISCOUNT	GSA PRICE	IFF	TOTAL PRICE
<b>SIN 733-1</b>						
M/C Administrator	Per Hour	\$41.25	10%	\$37.13	\$0.28	\$37.41
M/C Specialist I	Per Hour	\$21.97	10%	\$19.77	\$0.15	\$19.92
M/C Specialist II	Per Hour	\$25.91	10%	\$23.32	\$0.17	\$23.50
M/C Specialist III	Per Hour	\$29.22	10%	\$26.29	\$0.20	\$26.49
M/C Specialist IV	Per Hour	\$33.24	10%	\$29.91	\$0.22	\$30.14
Project Manager	Per Hour	\$44.33	10%	\$39.90	\$0.30	\$40.20
Word Processor I	Per Hour	\$26.87	10%	\$24.18	\$0.18	\$24.37
Word Processor II	Per Hour	\$31.05	10%	\$27.94	\$0.21	\$28.15
Word Processor III	Per Hour	\$34.46	10%	\$31.01	\$0.23	\$31.24
Word Processor IV	Per Hour	\$38.14	10%	\$34.32	\$0.26	\$34.58
Light Truck Driver I	Per Hour	\$29.75	10%	\$26.77	\$0.20	\$26.97
Light Truck Driver II	Per Hour	\$35.54	10%	\$31.98	\$0.24	\$32.22
<b>*M/C personnel wages are governed by local wage determinations in accordance with the Service Contract Act</b>						
ON-SITE OPERATIONS PRICE LIST	UNIT	MFC PRICE	DISCOUNT	GSA PRICE	IFF	TOTAL PRICE
<b>SIN 733-1</b>						
M/C Administrator	Per Hour	\$41.60	10%	\$37.44	\$0.28	\$37.72
M/C Specialist I	Per Hour	\$24.17	10%	\$21.75	\$0.16	\$21.91
M/C Specialist II	Per Hour	\$28.50	10%	\$25.65	\$0.19	\$25.85
M/C Specialist III	Per Hour	\$32.14	10%	\$28.92	\$0.22	\$29.14
M/C Specialist IV	Per Hour	\$34.97	10%	\$31.47	\$0.24	\$31.71
<b>SIN 733-3</b>						
Data Processing	Per Hour	\$93.38	10%	\$84.04	\$0.63	\$84.67
Labeling #10 Envelopes (Machine)	Per Thousand	\$10.90	10%	\$9.81	\$0.07	\$9.88
Labeling 6x9 Envelopes (Machine)	Per Thousand	\$13.07	10%	\$11.77	\$0.09	\$11.85
Labeling 9x12 Envelopes (Machine)	Per Thousand	\$13.07	10%	\$11.77	\$0.09	\$11.85
Inserting #10 Envelopes (Machine)	Per Insert/Per Thousand	\$23.03	10%	\$20.73	\$0.16	\$20.89
Inserting 6x9 Envelopes (Machine)	Per Insert/Per Thousand	\$26.77	10%	\$24.09	\$0.18	\$24.27
Inserting 9x12 Envelopes (Machine)	Per Insert/Per Thousand	\$90.27	10%	\$81.24	\$0.61	\$81.85
Collating	Per Insert/Per Thousand	\$31.76	10%	\$28.59	\$0.21	\$28.80
Folding (Machine)	Per Thousand	\$10.89	10%	\$9.80	\$0.07	\$9.87
Stamping (Machine)	Per Thousand	\$11.83	10%	\$10.65	\$0.08	\$10.73
Self Mailer (Machine)	Per Thousand	\$23.35	10%	\$21.02	\$0.16	\$21.17
Labeling (Hand)	Per Thousand	\$87.16	10%	\$78.44	\$0.59	\$79.03
Inserting (Hand)	Per Insert/Per Thousand	\$112.06	10%	\$100.85	\$0.76	\$101.61
Match Mailing (Hand)	Per Thousand	\$205.44	10%	\$184.90	\$1.39	\$186.28
Tabbing (Machine)	Per Thousand	\$9.34	10%	\$8.40	\$0.06	\$8.47
Second Tabbing (Machine)	Per Thousand	\$5.60	10%	\$5.04	\$0.04	\$5.08
Receiving	Per Hour	\$23.03	10%	\$20.73	\$0.16	\$20.89
Pickup/Delivery	Per Trip	\$59.76	10%	\$53.79	\$0.40	\$54.19
Picking/Packing/Shipping (Hand)	Per Item	\$0.59	10%	\$0.53	\$0.00	\$0.54
Sorting (Machine)	Per Thousand	\$9.34	10%	\$8.40	\$0.06	\$8.47
Sorting (Hand)	Per Thousand	\$37.35	10%	\$33.62	\$0.25	\$33.87
Skid Storage	Per Month	\$15.56	10%	\$14.01	\$0.11	\$14.11
Physical Inventory	Per Hour	\$12.71	10%	\$11.43	\$0.09	\$11.52
Online Inventory System	Per Hour	\$95.29	10%	\$85.76	\$0.64	\$86.40
Inkjetting	Per Thousand	\$44.47	10%	\$40.02	\$0.30	\$40.32
<b>SIN 733-4</b>						
Printing Cheshire Labels	Per Thousand	\$15.88	10%	\$14.29	\$0.11	\$14.40
Printing Pressure-Sensitive Labels	Per Thousand	\$19.30	10%	\$17.37	\$0.13	\$17.50
Laser Letters/Envelopes with Scanned Signatures	Per Thousand	\$115.17	10%	\$103.65	\$0.78	\$104.43
Data Entry	Per Field Entered	\$0.37	10%	\$0.34	\$0.00	\$0.34
Photocopying	Per Thousand	\$0.06	10%	\$0.06	\$0.00	\$0.06
Metering	Per Thousand	\$14.32	10%	\$12.89	\$0.10	\$12.98
Quantity Discounts: <b>None</b>						
Prompt Payment Terms: <b>Net 30 Days</b>						
Annotate if Government commercial credit is accepted below the micropurchase threshold: <b>Yes</b>						
Annotate if Government commercial credit is accepted above the micropurchase threshold: <b>Yes</b>						
Foreign Items (List Items by Country of Origin): <b>None</b>						
Time of Delivery: <b>30 days or as specified in the Task Order</b>						
Expedited Delivery: <b>Contact RAI RAPID</b>						
Overnight and Second-Day Delivery: <b>Contact vendor</b>						
Urgent Requirements: <b>Contact RAI RAPID, 301-776-5000</b>						

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LABOR DESCRIPTIONS

**M/C Administrator**

**Duties and Responsibilities:** Supervise all mail and correspondence activities and personnel to ensure proper task completion. Schedule mail runs to deliver and collect mail effectively. Ensure proper handling of classified materials and sensitive documents, as well as all other incoming and outgoing mail. Interpret and incorporate new agency guidelines and regulations. Conduct periodic and arbitrary quality control surveys and compare results against established AQL's. Report daily operations and problems encountered on a regular basis. Handle administrative functions such as time keeping, performance appraisals, leave approval, maintain financial or other records, and resolve other employee-related issues. Develop training programs for both new and current employees. Make sure all equipment is in good working order. Monitor any supply shortage and the orderliness of the work areas.

**Education and Experience:** High school diploma or equivalent (GED), 10-15 years of mail and correspondence center experience and/or proper clearance. Associates or Bachelors degree may be substituted for years of experience.

**M/C Specialist I**

**Duties and Responsibilities:** Perform and expedite all mail and correspondence activities, including opening, logging, actioning, sorting, metering, and distributing all incoming mail from the Post Office. Label and bag all bulk mail, and ensure proper mail pickup and delivery to designated locations. Report any problem to the M/C Administrator immediately. Maintain all equipment and work areas. Notify the M/C Administrator of any supply shortage.

**Education and Experience:** High school diploma or equivalent (GED), 0-3 years of mail and correspondence center experience and/or proper clearance.

**M/C Specialist II**

**Duties and Responsibilities:** In addition to the M/C Specialist I job requirements, the M/C Specialist II will perform the following tasks: verify invoices and the receipt of all mail deliveries, and enter data into automated systems to generate mail labels and periodic reports.

**Education and Experience:** High school diploma or equivalent (GED), 3-5 years of mail and correspondence center experience and/or proper clearance.

**M/C Specialist III**

**Duties and Responsibilities:** In addition to the M/C Specialist II job requirements, the M/C Specialist III will perform the following tasks: receive and process classified and other sensitive documents and correspondences, and destroy classified material using established procedures as directed.

**Education and Experience:** High school diploma or equivalent (GED), 5-7 years of mail and correspondence center experience and/or proper clearance.

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### **M/C Specialist IV**

**Duties and Responsibilities:** In addition to the M/C Specialist III job requirements, the M/C Specialist IV will assist the M/C Administrator in the following capacity: schedule mail runs, control classified and sensitive documents and mail, maintain quality control, handle various administrative duties, and train new employees.

**Education and Experience:** High school diploma or equivalent (GED), 7-10 years of mail and correspondence center experience and/or proper clearance.

### **Project Manager**

**Tasks:**

The Project Manager shall be responsible for the overall management supervision, and coordination of this contract to include, but not limited to, personnel selection, training, and quality assurance. The Project Manager shall be required to perform the duties as described for Word Processor IV, when required.

**Education/Experience/Skills/Knowledge Required:**

In addition to the requirements identified for the Word Processor III, the Project Manager shall have 3 years experience as a Project Manager on government contracts; **OR** 5 years experience as a Project Manager on a commercial contract providing like services; **OR** 5 years experience directly related to contract requirement, including 2 years of supervisory experience.

### **Word Processor I**

**Tasks:**

Provide word processing, data entry and clerical duties to include, but not limited to, filing, photocopying, and receptionist duties. Type, revise, and print a large assortment of technical and non-technical documents. Type notes from meetings into meeting minutes. Format documents in accordance with applicable regulations and guidelines. Proofread documents to ensure there are no formatting, typographical, grammatical, or spelling errors. Ensure all final documents are of the highest quality for purposes of reproduction and distribution. Use optical scanner for data and graphics whenever possible. Copy and distribute approved documents as directed. First point of contact for a specific directorate guiding visitors to their appropriate destination. Proficient with the following office equipment: computer, printer, scanner, copier, facsimile and telephone.

**Education/Experience/Skills/Knowledge Required:**

- High school diploma/equivalency
- Experience (2 years) as a word processor operator
- Extensive knowledge of Microsoft Word
- Proven ability to take notes at meetings
- Ability to comprehend, interpret, and apply guidance material, operating manuals, regulations, and editorial markings
- Proven ability to work independently or under only general direction.

### **Word Processor II**

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**Tasks:**

Provide advanced forms of word processing of technical and non-technical reports and documents, design and create spreadsheets. Also may include knowledge and use of the following programs: ETS, DTS, ACTEDS, TMS, CIMS and desktop publishing support to include design and layout of newsletters and brochures.

**Education/Experience/Skills/Knowledge Required:**

- High school diploma/equivalency
- Experience (2 years) as a word processor operator
- Experience (1 year) as a desktop publisher which required design and layout skills
- Extensive knowledge of Microsoft Word
- Proven ability to take notes at meetings
- Ability to comprehend, interpret, and apply guidance material, operating manuals, regulations, and editorial markings
- Proven ability to work independently or under only general direction

**Word Processor III**

**Tasks:**

In addition to the tasks identified for Word Processor II, Word Processor III shall be required to develop, maintain, and multi-plate databases/spreadsheets, graphs/charts, and statistical data using a variety of Microsoft office products.

**Education/Experience/Skills/Knowledge Required:**

- High school diploma/equivalency
- Experience (2 years) as a word processor operator
- Experience (1 year) as a desktop publisher which demonstrated design and layout skills
- Intricate knowledge of Microsoft Office Products (Word, Excel, Access, PowerPoint)
- Familiarity with government terminology and practices
- Strong organizational skills
- Proven ability to take notes at meetings
- Ability to comprehend, interpret, and apply guidance material, operating manuals, regulations, and editorial markings
- Strong communication skills both verbal and written
- Proven ability to work independently

**Word Processor IV**

**Tasks:**

In addition to tasks described for a Word Processor III, the Word Processor IV will require the contractor to develop complex high-level technical documents by consolidating, editing, and formatting data from a variety of electronic sources. Design executive level presentations, brochures and displays. Administer/manage a variety of CHPPM automated databases and generate periodic reports.

**Education/Experience/Skills/Knowledge Required:**

- High school diploma/equivalency

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- Experience (2 years) as a word processor operator
- One (1) year government experience
- Experience (1 year) as a desktop publisher which demonstrated design and layout skills
- Intricate knowledge of Microsoft Office Products (Word, Excel, Access, PowerPoint)
- Knowledge of specialized, technical and scientific terminology
- Familiarity with government terminology and practices
- Strong organizational skills
- Proven ability to take notes at high-level meetings
- Ability to comprehend, interpret, and apply guidance material, operating manuals, regulations, and editorial markings
- Strong communication skills both verbal and written
- Proven ability to work independently

### **Light Truck Driver I**

#### **Tasks:**

- Serve as a distribution and mail assistant responsible for the operations of the mail room to include mail processing, mail directory services and mail redirect to provide service equal to that provided by the U.S. Postal Service in the private sector.
  - Direct the mail operations of incoming materials, routing materials, and processing outgoing materials.
  - Receive and sort communications into such categories as mail to be opened, mail to be sorted unopened, mail to be recorded or given special handling. Maintain control system for the accountability of special communications. Route unopened mail to organizational segments or individuals. Open, read, and analyze all official incoming CHPPM mail for the purpose of determining subject matter, the appropriate action office, the need for multiple routings, etc. Assign suspense dates when required. Receive and distribute electronic messages to appropriate offices. Sort and distribute communication/correspondence generated within CHPPM.
  - Prepare distribution and mail for CHPPM satellite activities and external points. Prepare control records for accountability for certain security classified documents or registered mail. Prepare mail for dispatching including bundling and bagging mail according to USPS REGULATIONS. Segregates material, which requires special handling such as airmail, special delivery, registered, express and foreign mail.
  - Assist personnel in locating material, resolving mail problems and preparing outgoing communications in accordance with pertinent regulations. Prepare and deliver boxes of printing, samples, and mail as required.
  - Drive automobiles and trucks (up to and including 1-ton capacity) to transport mail, distribution, articles, and materials throughout the installation and on public roads for long and short hauls. Loading and unloading and assure that vehicle is not loaded beyond the rate capacity. Complete trip tickets and preventive maintenance service records. Fill out driver's accident report in case of an accident. Perform driver's maintenance in accordance with established rules and regulations.

#### **Education/Experience/Skills/Knowledge Required:**

- High school diploma/equivalency and 1 year of general office experience
- Knowledge of postal regulations and mail delivery
- Valid Maryland Class D driver's license with no prior violations
- Must be able to obtain a SECRET clearance

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- Pass a defensive driving course
- Must be able to lift up to 70 lbs
- Able to work independently.

**Light Truck Driver II**

**Tasks:**

In addition to the requirements identified above for Light Truck Driver I, Light Truck Driver II shall perform the following tasks:

- Operate an electronic typewriter, word processor, or computer terminal to perform a limited range of functions and procedures to store and retrieve electronic files and enter data into predefined databases.
- Review and update a variety of publications concerning mail delivery, distribution, postal operations, and professional associate's mail. Incumbent is required to possess knowledge of grammar, spelling, capitalization, punctuation, and terminology commonly used in postal operations.
- Have a comprehensive knowledge of scientific and technical terminology associated with CHPPM programs and projects required for reading and routing incoming mail/distribution, writing and creating regulations and pamphlets, and/or developing guidance for dissemination throughout CHPPM.
- Maintain the Postal Operations Checklist, redirect card file, and accountable mail file. Ensure that regulations are current and posted.

**Education/Experience/Skills/Knowledge Required:**

- High school diploma/equivalency and 1 year of general office experience
- Knowledge of postal regulations and mail delivery
- Valid Maryland Class D driver's license with no prior violations
- Must be able to obtain a SECRET clearance
- Pass a defensive driving course
- Must be able to lift up to 70 lbs
- Able to work independently