

**General Services Administration
Federal Supply Service
Authorized Price list for Federal Supply Schedule 36**



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: <http://www.fss.gsa.gov>.

OFFICE IMAGING AND DOCUMENT SOLUTIONS

FSC CLASSES- Special Item Numbers;
51-506 Document Conversion Services

Contract # GS-- 25F-0003R
Contract period: 11/10/04- 11/10/09

Millennia Group, LLC
477 W. Wrightwood
Elmhurst, IL. 60126
630-279-0577
630-279-0578 Fax
www.mgdocs.com

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Business size: Small

1. CONTRACT SUMMARY

1a. Table of awarded special item number with cross ref to description and awarded prices.

51-506 Document Conversion Services

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

3. Minimum Order. **\$100**

4. Geographic coverage. **National**

5. Points of Production (city, county, state). **Elmhurst, IL. & New York, NY.**

6. Discount from list prices or statement of net price. **The Government receives a 8%-13% discount depending on service plus a .75% IFF Fee.**

7. Quantity discounts. **Discounts for increased quantities are included in the pricing schedule and range from 5% to 35%.**

8. Prompt payment terms. **1%, 10 net 30.**

9a. Notification that government purchase cards are accepted at or below the micro purchase threshold.

Yes

9b. Notification whether government purchase cards are accepted or not accepted above the micro purchase threshold.

Yes

10. Foreign items. N/A

11a. Time of delivery. 30 Days ARO.

11b. Expedited delivery. **Items available for expedited delivery are noted in this price list**

11c. Overnight and 2-day delivery. Including supplies, **At Customer Expense**

11d. Urgent requirement. **Available upon request.**

12. F.O.B. points. **48 Contiguous States and DC.**

13a. Ordering addresses.

Millennia Imaging

307 W. 38th Street, Suite 1414

New York, NY 10018

Phone (212) 631-0490 x23

Fax (212) 631-0492

dmallano@mgdocs.com

13b. Ordering procedures: **Please call or email Donato Mallano at the contact information above to discuss your project. We will need to collect details about the project and then we can provide a written quote. Some projects require an in-person inspection of the documents.**

14. Payment address. **Millennia Group, LLC, 477 W. Wrightwood Avenue, Elmhurst, IL 60126**

15. Warranty provision. **We warranty that all pages have been scanned or Millennia Group will rescan any omitted pages.**
16. Export packing charges. **N/A**
- 17 Terms and conditions of Government purchase card acceptance (any threshold above the micro purchase price). **N/A**
18. Terms and conditions of rental, maintenance, and repair. **N/A**
19. Terms and conditions of installation. **N/A**
20. Terms and conditions of repair parts. **N/A**
- 20a. Terms and conditions for any other services. **N/A**
21. List of services and distribution points. **N/A**
22. List of participating dealers. **N/A**
23. Prevention maintenance. **N/A**
- 24a. Section 508 compliance information is available on Electronic and Information Technology (EIT). **N/A**
25. Data Universal Number System (DUNS) number. **61-217-3005**
26. Notification regarding registration in Central Contract Registration (CCR) database. **We are posted in CCR. Notification for issues mcipriano@mgdocs.com.**

2. ABOUT MILLENNIA GROUP AND SERVICES PROVIDED

Millennia Group is a leading document imaging and management service bureau focused on the needs of the government, commercial real estate, financial services and legal industries. Millennia Group was founded in 1996 to service the growing need to efficiently manage the conversion of our client's critical paper documents to digital image. We have successfully converted millions of pages to digital format that are now easily accessible, always available and always organized.

In order to service our clients, we have invested in the latest high speed Kodak document scanning equipment and Kofax Ascent Capture software. In addition, we have developed processes and procedures that maximize the efficiency with which assignments are completed including our signature web based process portal that allows our clients to track the progress of their project on-line. Boxes and documents can be tracked, reviewed and approved for delivery all from the portal. Further, Millennia Group prides itself on being flexible, delivering images and index information in formats that fit your needs. Adobe's Portable Document Format (.pdf) with its image and text capabilities is our image format of choice, but we can also provide .tif images. We also field on-site assignments, when documents are too critical to leave the clients location. Lastly, Millennia Group is committed to accuracy and promptness.

More than any other factor, Millennia Group has chosen to focus only on a few industries due to the special characteristics of the documents themselves and the needs of the end user. Scanning is just the beginning of the process and by no means the only factor. Documents need to be intelligently indexed so that retrieval is fast and certain. Our document identification specialists have years of experience so they understand the nuances of

each assignment. Retrieval systems and index structures need to be well thought out and defined, which is why our experience and the experiences of our clients are so valuable to us and to you.

Company Services

Millennia Group provides the following services to its clients:

Document Scanning

Millennia Group uses high-speed scanners made by Kodak. These high-speed scanners are teamed with very sophisticated software including Kofax's Ascent Capture software. Capture delivers powerful, production-level document and data capture. Millennia Group's current overall scanning capacity exceeds 20+ million pages per year.

We have significant experience indexing and scanning many document types including human resource documents, customer surveys, accounts payable, engineering drawings, reports, contracts, customer files, requisitions and environmental reports. Black and white, color and large format scanning can all be provided by Millennia Group. We do not currently provide microfile or microfiche conversion services.

Data Entry

The key to getting a positive return on the investment in a document imaging project is the efficiency of the retrieval of the documents. That efficiency is based on the quality of the indexing and categorization of the documents. Millennia Group analyzes each project at the outset to help the client determine the best possible structure for the indexing and then we set a plan to make the data entry fast and efficient. Data entry many times requires the entry operator to have specific document knowledge to be effective. We always attempt to provide knowledgeable workers at the point necessary in the process to ensure accurate indexing and data entry. We also always utilize database lookups where possible to keep accuracy high and cost low.

Forms Processing

Ascent Capture software is a powerful, high-volume information capture solution that is capable of processing thousands of paper forms per day with superior accuracy, speed and efficiency. Automated data capture made possible with forms processing can save significant amounts of time and money over manual data entry. Millennia Group looks at each assignment to see if forms processing can be utilized to provide the customer with a cost effective solution. Forms processing can be utilized in the collection of data from survey forms with multiple choice questions or handwritten responses. Forms processing can also be used to capture data on invoices or medical claim forms, virtually any type of form where data appears in a fixed format in a fixed location.

Webhosting and Customizable .Net Development

Millennia Group has developed numerous customized websites designed to make document storage and retrieval fast and easy for our customers. We utilize .Net technology on a Microsoft platform for our web sites. Our service allows the customer to have a flexible level of involvement in their digital documents library. They

can chose to fully manage their own library or they can contract with Millennia Group to provide day forward scanning and updating of the web based repository. We have developed a process whereby the customer can remotely tag the documents with a barcoded coversheet and then either send the paper to Millennia or they can scan the document to a designated Millennia server for further processing and posting to the library. We host our sites with full encryption, security and authentication.

CD/DVD Creation

Millennia Group provides the capabilities to produce CD ROMs or DVDs with customizable labels in black and white, as well as single color output.

Document Destruction

Due to the highly confidential and propriety nature of much of the documentation indexed and imaged by Millennia Group, we provide document destruction services for many of our clients. After all QC/QA procedures are completed, documentation can be shredded and recycled. We request client approval for all document destruction.

Electronic War Room Services

Millennia Group provides an on demand, on-site or off-site document organization and scanning program. We catalog and scan all documents on your checklist and put scanned images on a CD ROM for easy distribution to prospective buyers or post them to a secure website for internet access. We develop customized index/navigation screens for intuitive retrieval; provide security to limit access to documents (web based system only); provide links to broker email accounts and website. We provide on-line help and user's manual tailored to client's needs, as well as on-going technical support. This process simplifies distribution of due diligence materials to prospective buyers. It speeds up the decision-making process by insuring fast and accurate review of documents. Also, it provides an excellent reference source for selling agent.

On-site or Off-site Capabilities

Millennia Group provides our full line of services nationwide. From a simple scanning project to a Full Needs Assessment-Index-Scan-Data Processing project, Millennia Group has done it. With our proven process, we have the ability to establish and assemble an on-site team on a moment's notice. Both on-site and off-site teams are fully scalable to fit the project's needs. When prudent, Millennia Group taps into the local employment pool for on-site projects.

Millennia Process:

Each of our projects is unique and can vary substantially from one to the next. Many of our clients have special requirements regarding final document output or final data output. Though each project can vary, the process or approach to completing the projects is very similar.

All of our projects start with a thorough understanding of our client's business requirements. We learn how they currently use their documents and how they intend to use them in the future by interviewing the departments or personnel that will be impacted. The information is analyzed for possible workflow changes or

improvements along with technology solutions or impediments. It is at this point that we can discuss recommendations for our clients based on our analysis and experience. We are able to draw from hundreds of other projects and quickly assess which plans worked well for a given situation. After comprehensive discussions, a project plan is finalized and the physical work commences.

The basic steps in the process include: document preparation, indexing, scanning and reassembly. The document preparation stage prepares the documents for indexing and scanning. Staples, clips, and bindings are removed in this stage. Documents that have tears are repaired, folded pages are unfolded and document abnormalities are reviewed.

During the document preparation stage we will insert barcoded document separator pages. These separator pages allow us to scan large batches of documents using the large capacity document feeders of our scanners without having to scan one document at a time. After the documents are prepped, they can be scanned. We use high-speed scanners that scan up to 100 pages per minute with very Virtual Rescan software to ensure a very high image quality. Our scanners are fully equipped with multi-feed detection. The next stage of our imaging process is the actual processing of the digital images. The pages that are scanned are processed through Ascent Capture Software that allows us to perform 100% image quality control, key data and ultimately populate a database with the document information. Using this approach significantly increases the throughput we can achieve versus other methods. Along with the increased capacity, we are able to attain a very high level of data accuracy.

The processing steps typically include the conversion of the digital files to PDFs. We have the ability to convert the files to text searchable PDFs

The last steps in the process are data integrity reviews. This phase is dependent on the project specifications and data format. However, in this step, we run the data through various queries or structural reviews to ensure that the image files and the associated data are accurate and meaningful. Any issues are reviewed and discussed with the client and revised or addressed as necessary.

A partial Client List of Millennia Group includes: GSA, BP Amoco, General Growth Properties, U.S. Cellular, Verizon Wireless, DLA Piper Rudnick Gray Cary, Sidley Austin Brown and Wood, The Related Companies and The Trump Organization.

3. ORDERING INFORMATION

Since each assignment is unique, Millennia Group conducts customer surveys and document inspections before providing a quote or proposal. Please use the contact information below.

Millennia Imaging

307 W. 38th Street, Suite 1414
New York, NY 10018
Attn: Donato Mallano
Phone: (212) 631-0490 x23, Fax : (212)6 631-0492
dmallano@mgdocs.com, www.mgdocs.com

4. PRICING FOR CONVERSION SERVICES

Special Item Number(s) Offered: 51 506 (Document Imaging Services)

Geographic Service Locations (s): Nationally

Price List for Document Conversion Services

Regular Size - For Pages 11" x 17" or Smaller

Document Scanning – Black and White	\$0.0625/pg
Document Preparation	\$0.035/pg (1)
Data Entry 1 Field, each additional field is \$0.035/pg	\$0.035/pg (1)
Re-Assembly	\$0.0275/pg (1)
PDF with Searchable Text	\$0.0225/pg
Forms Processing and QC (if client does scanning)	\$0.045/pg
Document Destruction	\$0.0045/pg
Volume Discount	See Table Below

* All charges assume the average number of pages per document is 10. See Footnote 1 for further explanation.

<u>Volume Discount – Regular Size (2)</u>	
Under 1,000 pages	0%
1,001 to 5,000 pages	5%
5,001 to 25,000 pages	10%
25,001 to 50,000 pages	12.5%
50,001 to 100,000 pages	15%
100,001 to 250,000 pages	20%
250,001 to 500,000 pages	25%
500,001 to 1,000,000 pages	30%
1,000,001 to 2,000,000+ pgs	35%

Wide Format - For Pages Larger than 11" x 17"

Document Scanning and Preparation	\$1.13/pg (1)
Data Entry 1 Field, each additional field is \$0.18/pg	\$0.18/pg (1)
Setup Cost	\$13.50
Volume Discount	See Table Below

<u>Volume Discount – Wide Format (2)</u>	
Under 100 pages	0%
101 to 500 pages	10%
501 to 2,500 pages	15%
2,501 to 5,000 pages	20%
5,001 to 10,000+ pages	25%

Other Charges

Color Scanning – Premium on Scan costs equal to percentage of color pages in project. For example, if 25% of the pages are color (as based on sample testing), then the cost per page is a 25% premium to black and white scanning price per page.

On-site Premium	Chicago or NYC Area	20%
	All Other Locations	35%
On-Site Setup Charge	Chicago or NYC Area	\$270
	All Other Locations	\$675
CD/DVD Copy charges		\$9/copy
Project Manager		\$113-\$158/hr
Programmer/Developer		\$95-\$122/hr
Data Manager (Database, Image Management)		\$68-\$81/hr

Document Specialist (Doc Identification, Audit, etc)	\$59-\$77/hr
Document Associate (Data Entry, Image Cleanup, Prep, uploads)	\$27-\$41/hr
Minimum Project Update	\$100/update
Shipping Costs (Supplies and Equipment) and Travel Costs	Client Responsibility

(1) Millennia will quote hourly rates for these tasks where non-standard conditions exist, which may result in lower or higher costs.
(2) The Volume Discount is given based on the assumption that all pages are delivered for scanning within the agreed upon project duration. Millennia Group reserves the right to adjust the discount based on the actual number of pages delivered during the agreed upon project duration which adjustment will be made with a revised invoice.

This Pricing Schedule includes all delivery, IFF, FOB Destination, using commercially available shipping methods including US Mail, UPS Ground, FedEx Ground and DHL Ground. Expedited shipping will be billed to the customer at actual rates less comparable rates using FedEx Ground.

5. PRICING FOR OTHER SERVICES

Description - This SIN includes 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.

Contractors may offer this SIN for delivery on the following basis: Locally, Nationally and/or Worldwide. Contractors offering on a local geographical basis must specify the area in which services are being offered for consideration.

Geographic Service Location(s): National

Chart IV (A) Other Direct Costs

Pricing:

All charges are based on the average number of users per month and the average amount of storage space used per month.

<u>User Charges - per user-per month</u>		<u>Storage Charges - per gigabyte-per month</u>	
1-5 users	\$22.50	.5 gigabyte	\$27.00
6-10 users	\$20.25	1 gigabyte	\$45.00
11-25 users	\$18.00	2-5 gigabytes	\$31.50
26-50 users	\$13.50	6-10 gigabytes	\$22.50
51-100 users	\$11.25	11-25 gigabytes	\$18.00
101-250 users	\$9.00	26-50 gigabytes	\$13.50
251-500 users	\$6.75	51-100 gigabytes	\$9.00
501+ users	\$4.50	100+ gigabytes	\$7.20

12 month contract – 10% discount

24 month contract – 15% discount

Other Charges:

Project Manager	\$113-\$158/hr
Programmer/Developer	\$95-\$122/hr
Data Manager (Database, Image Management)	\$68-\$81/hr

6. KEY PERSONNEL

Scott Bublitz

Scott Bublitz co-founded Millennia Group, L.L.C. in October 1996. As Vice President, he is primarily responsible for Millennia Group's internal workflow process and practical application of technology solutions. Scott has over 12 years of experience in the document imaging industry and over 10 years of financial services and real estate experience. Prior to founding Millennia Group, Scott was President of National Valuation Advisors. Scott has a Master of Business Administration with a concentration in Finance from Loyola University in Chicago, Illinois and a Bachelor of Science, Business Administration from the University of Denver in Denver, Colorado.

Michael Cipriano

Michael is President and co-founder of Millennia Group. Michael has over 12 years of experience in the document imaging and management industry with over 300 successful installations and thousands of users. He also has over 12 years of experience in the commercial real estate and corporate finance industries as a lender and analyst for both domestic and international institutions. Michael is a frequent speaker on document imaging at real estate and technology conferences. Michael received his bachelor's degree in Accounting from Northern Illinois University and is a CPA. He received his masters in Business Administration with a concentration in real estate from DePaul University. Michael is a member of the Association for Image and Information Management.

Donato Mallano

Donato is responsible for Business Development for the Millennia New York office that includes Sales, Channel Partners and Marketing. With 20 years of experience in the software industry at Open Text Corporation, SunGard Data Systems & McGraw Hill, he has delivered IT & Service solutions that address the mission critical business operations needs of Fortune 500 Companies (Goldman Sachs, H-P, Merrill Lynch, Morgan Stanley, Nationwide Insurance) covering regulatory & compliance, disaster recovery, legal, human resources, trading & risk management, straight through processing & back office operations. Donato received his Bachelors of Science degree in Business Administration from Pace University of New York City.

Rebecca Middleton

Becky is the Branch Manager for Millennia's New York office where she oversees day-to-day operations including project management, on-site assignments, data delivery and project planning. She brings an excellent technical background in software development and computer hardware to the position that is invaluable to the ever more complicated imaging process. Becky received her Bachelor of Science degree from Brigham Young University in Mechanical Engineering and is a CompTIA Certified Document Imaging Architech (CDIA+).

Joe Pagliari

Joe is a Project Manager in the Chicago Office responsible for handling real estate and financial services clients. He also serves as an important member of the mobile production team, by coordinating the on-site efforts of the scan operators, document specialists and technical support to ensure complete client satisfaction. Joe has been vital in Millennia Group's recent efforts to convert to the industry-leading, imaging software Kofax Capture.

He has been fully certified as a Kofax Technical Solutions Specialist certified in Ascent Capture 7. Joe has received his B.A. degree in Economics from the University of Illinois at Urbana-Champaign.

David Wolf

Dave is Millennia Group's Lead Programmer and Software Developer. He is the team leader of the development department in charge of both internal application development and web-hosted document applications. He pioneers new development features and application standards utilizing his experience in C++, Java, .Net, ASP, Visual Basic and SQL Server powers. Dave received his Bachelor of Science degree in Computer Science from Elmhurst College.

Arthur Adams

Arthur is an experienced Programmer and Network Administrator. Previously a Logistics Administrator for IKEA, Arthur brings precision programming experience and technical knowledge to Millennia Group. He is responsible for creating innovative web-based applications for improving business processes that are paper intensive. He designs, builds, and maintains all internal networks, telecommunications systems, software, and hardware. Managing client data conversions through SQL and .NET systems is also a key responsibility. Arthur received his Bachelor of Science degree at DeVry University in Computer Information Systems.

Beth Beck

Beth is a Senior Project Manager for Millennia Group. She brings valued professional experience from a variety of institutions including ADP Client Services and White Hen Pantry. As Senior Project Manager, Beth has lead challenging imaging projects including projects for the Federal Government. Her focus at Millennia Group includes project organizational analysis and employee development. Beth has a Bachelor of Science degree in Business Management from University of Missouri – Columbia.