



GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

GSA ADVANTAGE COMPATIBLE

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 GSA Advantage! is: www.GSAAdvantage.gov

GSA SCHEDULE 36

Schedule Title: Schedule 36 - The Office, Imaging and Document Solution

FSC Group, Part, and Section or Standard Industrial Group (as applicable): FSC Group 36

Contract number: GS-25F-0007L

FSS SCHEDULES

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

CONTRACT INFORMATION

Contract period: March 1, 2011 – February 28, 2016

Contractor's name, address, phone number and web-site:

BCPI – The Document Technology Company

7851-E Beechcraft Avenue

Gaithersburg, MD 20879

Tel: 301-816-2820

Fax: 301-816-0169

Website: www.bcpweb.com

Contract Administrator: Raj Joshi

Business size: Small Disadvantaged Business

Table of Contents

1a. Special Item Numbers

SIN 51 501 - Needs Assessment and Analysis Services
SIN 51 505 - Document Production On-site and Off-site Services
SIN 51 506 - Document Conversion Services
SIN 51 508 - Litigation Support Services
SIN 51 509 - Network Connectivity Support Services

1b. Lowest Priced Model Numbers

 Not Applicable

2. Maximum Order

SIN 51 501 - Needs Assessment and Analysis Services - \$1,000,000
SIN 51 505 - Document Production On-site and Off-site Services - \$1,000,000
SIN 51 506 - Document Conversion Services - \$1,000,000
SIN 51 508 - Litigation Support Services - \$1,000,000
SIN 51 509 - Network Connectivity Support Services - \$1,000,000

3. Minimum Order

SIN 51 501 - Needs Assessment and Analysis Services - \$100
SIN 51 505 - Document Production On-site and Off-site Services - \$100
SIN 51 506 - Document Conversion Services - \$100
SIN 51 508 - Litigation Support Services - \$100
SIN 51 509 - Network Connectivity Support Services - \$100

4. Geographic Coverage

 The 48 Contiguous States, District of Columbia, Alaska, Hawaii, and Puerto Rico.

5. Point of Production

 Gaithersburg, MD 20879

6. Discounts

 Prices herein already reflect discounts to the Government.

7. Quantity Discounts

 Acceptance requirements of individual orders over 500,000 Pages.

8. Prompt Payment Terms

 Net 30 days.

9a. Government Commercial Credit Card Acceptance

 Accepted for all the Orders

10. Foreign Items

 Not Applicable

11a Time of Delivery

 BCPI shall deliver or perform services in accordance with the terms negotiated in an agency's order.

11b. Expedited Delivery Available depending on the requirements of the Task Order.

11c. Overnight and 2-day Delivery Overnight and 2-day Delivery is available.

11d. Urgent Requirements Consult with Contractor.

12. F.O.B. FOB Destination for geographic scope of this contract: 48 Contiguous States, District of Columbia, Alaska, Hawaii, and Puerto Rico.

13. Ordering Address

BCPI (Best Copy & Printing Inc.)
Attn: Raj Joshi
7851-E Beechcraft Avenue
Gaithersburg, MD 20879
Tel: 301-816-2820
Fax: 301-816-0169

14. Payment Address

BCPI (Best Copy & Printing Inc.)
Attn: Malti Joshi
7851-E Beechcraft Avenue
Gaithersburg, MD 20879
Tel: 301-816-2820
Fax: 301-816-0169

15. Warranty Provision As stipulated by individual orders

16. Export Packing Charges Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance

No additional discounts granted for purchase card usage.

18. Terms and Conditions of Rental, Maintenance, and Repair

As stipulated by individual orders

19. Terms and Conditions of Installation As stipulated by individual orders.

20. Terms and Conditions of Repair Parts As stipulated by individual orders.

20a Terms and Conditions for Other Services As stipulated by individual orders.

21. List of Service and Distribution Points Not Applicable

22. List of Participation Dealers None

23. Preventative Maintenance As stipulated by individual orders.

24. Environmental Attributes Helping Environment by going green and Paperless

25. Data Universal Number System (DUNS) DUNS Number: 60-281-3289

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database

Contractor is registered in CCR Database – Valid till Feb 9, 2013



About BCPI

BCPI is a Corporate, Federal Certified Document Management Solutions Company with over 23 years of experience providing complete turn key solution in Document Conversion & management services. We are a certified small disadvantaged business and are proud to consistently deliver 100% document conversion integrity and have 100% Past Performance. We employ today's top technologies to ensure error-free translation and storage for your documents. BCPI offers a wide variety of flexible solutions to support large volume and on-demand document scanning and document management requirements.

Services Provided:

- Document Conversion and Storage
- Document Management & Cloud Computing Services
- E-discovery Services
- Microfilm/Microfiche/Aperture Card Scanning
- Tracking and Blowbacks
- Litigation Support
- OCR/ICR (Optical Character Recognition/Intelligent Character Recognition)
- Web-based Document Management & Hosting
- Database Design and Database Management Systems
- E-Document Storage
- Variable Data & On-Demand Printing
- Copying and Printing Services
- Destruction Services

Clients:

- General Services Administration (GSA)
- Alabama Army National Guard (ALNG)
- Dept. of Health & Human Services (HHS)
- Nuclear Regulatory Commission (NRC)
- Federal Communications Commission (FCC)
- U.S. Agency for International Development (USAID)
- Dept. of the Interior (DOI)
- Dept. of Justice (DOJ)
- U.S. Dept. of Agriculture (USDA)
- Social Security Administration (SSA)
- Other Federal Agencies

GSA Price List:

SIN 51 – 501: Needs Assessment and Analysis Services

Labor Categories	GSA Price	Commercial Price
Document Specialist	\$49.50	\$60.50
Program Manager	\$102.50	\$122.30
Technical Project Manager	\$132.18	\$152.01
**Computer Systems Analyst	\$137.50	\$165.00
**Software Architect	\$88.00	\$121.00
**Business Analyst	\$77.00	\$99.00
**Operations Center Operator	\$82.50	\$102.30

SIN 51 505 - Document Production On-site and Off-site Services

Description	Amount to GSA Contract	Commercial Price
Personalized Variable Data Printing (Digital printing in which elements such as text, graphics and images may be changed without stopping or slowing down the printing process) - Single sided printed in black on 20# or 60# white offset	\$0.30 Per Page	\$0.35 Per Page
Color Brochure (2-sided in 8.5 x 11 size , 4/4, with no bleeds, on 80# gloss text paper, folded in thirds)	\$0.50 Per Page	\$0.55 Per Page
Prep. Work and Quality Control Check (Working document guidelines like removing staples, creating a batch, identifying sticky notes, adding separator sheets) - Original Documents Prepared for Conversion and Quality Checked while merged and at various stages	\$38.00 Per Hour	\$42.00 Per Hour
Envelopes (Different mailing address on each envelope) - Envelopes upto 9"x12" size with Variable Data Printing.	\$1.00 Per Envelope	\$1.25 Per Envelope
Data CD Duplication with Security (The scanned data secured with encryption and password protected, quality checked, and copied into a master CD)	\$150.00 Per CD	\$165.00 Per CD
Regular CD to CD Duplication	\$15.00 Per CD	\$17.00 Per CD
Regular DVD to DVD Duplication	\$25.00 Per DVD	\$30.00 Per DVD
Data Conversion to Print File (Provided data converted into appropriate print file format)	Custom File	Custom File
Scanning – Autofeed – 8.5 * 11 B/W or Color (Original must be in good condition to feed through copier/document feeder for multiple copies)	\$0.12 Per Page	\$0.13 Per Page

Scanning Light Litigation – 8.5 * 11 B/W or Color (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	\$0.14 Per Page	\$0.15 Per Page
Scanning Medium Litigation – 8.5 * 11 B/W or Color (when a document has more staples and clips in a variable size original)	\$0.17 Per Page	\$0.19 Per Page
Scanning Heavy Litigation – 8.5 * 11 B/W or Color (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversized documents] and not in good condition)	\$0.20 Per Page	\$0.22 Per Page
Scanning Extensive Handling – 8.5 * 11 B/W or Color (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	\$0.24 Per Page	\$0.26 Per Page
Scanning Heavy Glasswork – 8.5 * 11 B/W or Color (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	\$0.35 Per Page	\$0.39 Per Page
Scanning – 8.5 * 14 or 11 * 17 B/W or Color	\$0.65 Per Page	\$0.72 Per Page
Scanning (Rush Jobs)	1.5 times the Regular Prices	1.5 times the Regular Prices
Conversion of Native Files into PDF with Security Code	\$0.30 Per File	\$0.35 Per File
OCR No editing (optical character recognition - per image)	\$0.085 Per Page	\$0.10 Per Page
OCR Full Text Editing (manual text editing for unclear images, useful for old documents)	\$5.15 Per Page	\$5.75 Per Page
PDF Image Only – Any Native file conversion to PDF	\$0.06 Per Page	\$0.08 Per Page
Microfilm Scanning (16mm)	\$0.03 Per Frame	\$0.05 Per Frame
Microfilm Scanning (35mm)	\$0.14 Per Frame	\$0.18 Per Frame
Microfiche Scanning (to PDF or TIFF file)	\$0.10 Per Frame	\$0.15 Per Frame
Copy - Autofeed (Original must be in good condition to feed through copier/document feeder for multiple copies)	\$0.07 Per Page	\$0.10 Per Page
Copying - Light Litigation (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	\$0.10 Per Page	\$0.11 Per Page
Copying - Medium Litigation (when a document has more staples and clips in a variable size original)	\$0.12 Per Page	\$0.13 Per Page
Copying - Heavy Litigation (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversized documents] and not in good condition)	\$0.15 Per Page	\$0.16 Per Page

Copying - Extensive Handling (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	\$0.20 Per Page	\$0.22 Per Page
Copying - Heavy Glasswork (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	\$0.27 Per Page	\$0.30 Per Page
Color Printing 8.5 "x 11"(Paper to Paper) –	\$0.55 Per Page	\$0.60 Per Page
B/W Printing (CD to Paper) – Size 8.5 "x 11"	\$0.10 Per Page	\$0.15 Per Page
Color Printing (Electronic media to Paper) – Size 8.5 "x 11"	\$0.60 Per Page	\$0.70 Per Page
Copying - 11" x 17" B/W	\$0.27 Per Page	\$0.30 Per Page
Copying - 11" x 17" Color	\$0.95 Per Page	\$1.05 Per Page
Copying - Cardstock (color paper up to 80 lb)	\$0.15 Per Page	\$0.16 Per Page
Copy (Rush Jobs) - (within 24 hrs. Price next day delivery up to 10,000 pages)	1.5 times the Regular Prices	1.5 times the Regular Prices
Large Format Scanning (Any Size Drawing – Black & White)	\$0.25 Per Square Feet	\$0.35 Per Square Feet
Large Format Scanning (Any Size Drawing – Color on regular bond paper)	\$0.45 Per Square Feet	\$0.55 Per Square Feet
Large Format Scanning (Any Size Drawing – Color Matt, Finish, Glossy paper)	\$7.50 Per Square Feet	\$8.00 Per Square Feet
Large Format Printing(Any Size Drawing – Black & White on regular bond paper)	\$0.15 Per Square Feet	\$0.20 Per Square Feet
Large Format Printing (Any Size Drawing – Color on regular bond paper)	\$0.45 Per Square Feet	\$0.50 Per Square Feet
GBC Binding (up to 1" in thickness of original document)	\$3.00	\$3.30
Velo Bind (up to 1" in thickness of original document)	\$3.00	\$3.30
Wire Binding (up to 1" in thickness of original document)	\$3.50	\$3.85
3 Ring Binders (up to 3" in thickness of original document)	\$15.00	\$16.60
Tabs (printed in black and white or color)	\$0.30	\$0.33
Saddle Stitch (up to 60 pages and cover)	\$1.00	\$1.10
Tape Binding (up to 1" in thickness of original document)	\$3.50	\$3.85
Perfect Binding (up to 1" in thickness of original document)	\$5.00	\$5.50
Other Digital Printing Services and Variable Data Printing (on regular paper each side)	\$0.35	\$0.45
Pick-up or Drop-Off of Box (Regular Size Box)	\$25.00 Per Box	\$30.00 Per Box
Shredding of Paper Box (Regular Size Box)	\$10.00 Per Box	\$15.00 Per Box

DocuXplorer – Document Management Software	\$1,456.50 Per License	\$1,519.00 Per License
Special Requirements		
Scanning of Seismic Lines (Using state-of-the-art document scanning equipment, we can scan and capture your paper seismic sections from sepia, film or paper and produce a raster image file)	\$1.50 Per 3 Feet	\$1.75 Per 3 Feet
Vectorization (In vector graphics, the file that results from a graphic artist's work is created and saved as a sequence of vector statements. For example, instead of containing a bit in the file for each bit of a line drawing, a vector graphic file describes a series of points to be connected. One result is a much smaller file.)	\$0.16 Per Trace	\$0.20 Per Trace
Scanning & Vectorization of Well Logs (The most common file format used for vector digital logs is the Log ASCII Standard (LAS) Raster-format digital logs are simply images of the logs from a scanner, usually stored in TIFF format. LOGDIGI recently initiated a program to digitally scan paper copies of well logs using a scanning device designed specifically for this application. Well logs can be converted to digital form in two basic formats-vector and raster. The most common file format used for vector digital logs is the Log ASCII Standard (LAS) Raster-format digital logs are simply images of the logs from a scanner, usually stored in TIFF format.)	\$6.50 Per Log	\$7.25 Per Log
Conversion of Microfiche to Raster (Once digitized, the images can be made available in a variety of formats such as TIFF or PDF and then incorporated into a range of viewing platforms for ease of access.)	\$0.35 Per Frame	\$0.40 Per Frame
Labor Categories		
**Document Preparation Clerk	\$27.50	\$38.50
**Duplicating Machine Operator	\$27.50	\$38.50
**Key Entry Operator	\$19.80	\$29.70
**Peripheral Equipment Operator	\$27.50	\$38.50
**Comp. Based Training Specialist	\$77.00	\$99.00
**Instructor	\$60.50	\$73.70
**Paralegal/Legal Assistant	\$44.00	\$57.20
Scanning Manager	\$49.50	\$60.50
Copying Manager	\$44.00	\$55.00
Document Specialist	\$49.50	\$60.50
Coding Manager	\$82.50	\$110.00
Attorney	\$78.10	\$96.80
Program Manager	\$102.50	\$122.30
Technical Project Manager	\$132.18	\$152.01

**Computer Systems Analyst	\$137.50	\$165.00
**Software Architect	\$88.00	\$121.00
**Software Developer	\$77.00	\$96.80
**Sr. Technical Support Specialist	\$71.50	\$88.00
**Technical Support Specialist	\$60.50	\$71.50
**Business Analyst	\$77.00	\$99.00
**Database Administrator	\$77.00	\$93.50
**Software Tester	\$55.00	\$71.50
**QA Analyst	\$55.00	\$71.50
**Configuration Management Manager	\$77.00	\$104.50
**Data Entry Specialist	\$60.50	\$82.50
**Comp. Forensics/Data Recovery Specialist	\$137.50	\$165.00
**IV & V Specialist	\$66.00	\$93.50
**Network Engineer	\$77.00	\$99.00
**Network Administrator	\$99.00	\$123.20
**Operations Center Operator	\$82.50	\$102.30
**Backfile Audit Specialist	\$71.50	\$88.00

SIN 51 506 - Document Conversion Services

Description	Amount to GSA Contract	Commercial Price
Personalized Variable Data Printing (Digital printing in which elements such as text, graphics and images may be changed without stopping or slowing down the printing process) - Single sided printed in black on 20# or 60# white offset	\$0.30 Per Page	\$0.35 Per Page
Color Brochure (2-sided in 8.5 x 11 size , 4/4, with no bleeds, on 80# gloss text paper, folded in thirds)	\$0.50 Per Page	\$0.55 Per Page
Prep. Work and Quality Control Check (Working document guidelines like removing staples, creating a batch, identifying sticky notes, adding separator sheets) - Original Documents Prepared for Conversion and Quality Checked while merged and at various stages	\$38.00 Per Hour	\$42.00 Per Hour
Envelopes (Different mailing address on each envelope) - Envelopes upto 9"x12" size with Variable Data Printing.	\$1.00 Per Envelope	\$1.25 Per Envelope
Data CD Duplication with Security (The scanned data secured with encryption and password protected, quality checked, and copied into a master CD)	\$150.00 Per CD	\$165.00 Per CD
Regular CD to CD Duplication	\$15.00 Per CD	\$17.00 Per CD
Regular DVD to DVD Duplication	\$25.00 Per DVD	\$30.00 Per DVD

Data Conversion to Print File (Provided data converted into appropriate print file format)	Custom File	Custom File
Scanning – Autofeed – 8.5 * 11 B/W or Color (Original must be in good condition to feed through copier/document feeder for multiple copies)	\$0.12 Per Page	\$0.13 Per Page
Scanning Light Litigation – 8.5 * 11 B/W or Color (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	\$0.14 Per Page	\$0.15 Per Page
Scanning Medium Litigation – 8.5 * 11 B/W or Color (when a document has more staples and clips in a variable size original)	\$0.17 Per Page	\$0.19 Per Page
Scanning Heavy Litigation – 8.5 * 11 B/W or Color (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversized documents] and not in good condition)	\$0.20 Per Page	\$0.22 Per Page
Scanning Extensive Handling – 8.5 * 11 B/W or Color (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	\$0.24 Per Page	\$0.26 Per Page
Scanning Heavy Glasswork – 8.5 * 11 B/W or Color (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	\$0.35 Per Page	\$0.39 Per Page
Scanning – 8.5 * 14 or 11 * 17 B/W or Color	\$0.65 Per Page	\$0.72 Per Page
Scanning (Rush Jobs)	1.5 times the Regular Prices	1.5 times the Regular Prices
Conversion of Native Files into PDF with Security Code	\$0.30 Per File	\$0.35 Per File
OCR No editing (optical character recognition - per image)	\$0.085 Per Page	\$0.10 Per Page
OCR Full Text Editing (manual text editing for unclear images, useful for old documents)	\$5.15 Per Page	\$5.75 Per Page
PDF Image Only – Any Native file conversion to PDF	\$0.06 Per Page	\$0.08 Per Page
Microfilm Scanning (16mm)	\$0.03 Per Frame	\$0.05 Per Frame
Microfilm Scanning (35mm)	\$0.14 Per Frame	\$0.18 Per Frame
Microfiche Scanning (to PDF or TIFF file)	\$0.10 Per Frame	\$0.15 Per Frame
Copy - Autofeed (Original must be in good condition to feed through copier/document feeder for multiple copies)	\$0.07 Per Page	\$0.10 Per Page
Copying - Light Litigation (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	\$0.10 Per Page	\$0.11 Per Page
Copying - Medium Litigation (when a document has more staples and clips in a variable size original)	\$0.12 Per Page	\$0.13 Per Page

Copying - Heavy Litigation (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversize documents] and not in good condition)	\$0.15 Per Page	\$0.16 Per Page
Copying - Extensive Handling (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	\$0.20 Per Page	\$0.22 Per Page
Copying - Heavy Glasswork (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	\$0.27 Per Page	\$0.30 Per Page
Color Printing 8.5 "x 11"(Paper to Paper) –	\$0.55 Per Page	\$0.60 Per Page
B/W Printing (CD to Paper) – Size 8.5 "x 11"	\$0.10 Per Page	\$0.15 Per Page
Color Printing (Electronic media to Paper) – Size 8.5 "x 11"	\$0.60 Per Page	\$0.70 Per Page
Copying - 11" x 17" B/W	\$0.27 Per Page	\$0.30 Per Page
Copying - 11" x 17" Color	\$0.95 Per Page	\$1.05 Per Page
Copying - Cardstock (color paper up to 80 lb)	\$0.15 Per Page	\$0.16 Per Page
Copy (Rush Jobs) - (within 24 hrs. Price next day delivery up to 10,000 pages)	1.5 times the Regular Prices	1.5 times the Regular Prices
Large Format Scanning (Any Size Drawing – Black & White)	\$0.25 Per Square Feet	\$0.35 Per Square Feet
Large Format Scanning (Any Size Drawing – Color on regular bond paper)	\$0.45 Per Square Feet	\$0.55 Per Square Feet
Large Format Scanning (Any Size Drawing – Color Matt, Finish, Glossy paper)	\$7.50 Per Square Feet	\$8.00 Per Square Feet
Large Format Printing(Any Size Drawing – Black & White on regular bond paper)	\$0.15 Per Square Feet	\$0.20 Per Square Feet
Large Format Printing (Any Size Drawing – Color on regular bond paper)	\$0.45 Per Square Feet	\$0.50 Per Square Feet
GBC Binding (up to 1" in thickness of original document)	\$3.00	\$3.30
Velo Bind (up to 1" in thickness of original document)	\$3.00	\$3.30
Wire Binding (up to 1" in thickness of original document)	\$3.50	\$3.85
3 Ring Binders (up to 3" in thickness of original document)	\$15.00	\$16.60
Tabs (printed in black and white or color)	\$0.30	\$0.33
Saddle Stitch (up to 60 pages and cover)	\$1.00	\$1.10
Tape Binding (up to 1" in thickness of original document)	\$3.50	\$3.85
Perfect Binding (up to 1" in thickness of original document)	\$5.00	\$5.50
Other Digital Printing Services and Variable Data Printing (on regular paper each side)	\$0.35	\$0.45

Pick-up or Drop-Off of Box (Regular Size Box)	\$25.00 Per Box	\$30.00 Per Box
Shredding of Paper Box (Regular Size Box)	\$10.00 Per Box	\$15.00 Per Box
DocuXplorer – Document Management Software	\$1,456.50 Per License	\$1,519.00 Per License
Special Requirements		
Scanning of Seismic Lines (Using state-of-the-art document scanning equipment, we can scan and capture your paper seismic sections from sepia, film or paper and produce a raster image file)	\$1.50 Per 3 Feet	\$1.75 Per 3 Feet
Vectorization (In vector graphics, the file that results from a graphic artist's work is created and saved as a sequence of vector statements. For example, instead of containing a bit in the file for each bit of a line drawing, a vector graphic file describes a series of points to be connected. One result is a much smaller file.)	\$0.16 Per Trace	\$0.20 Per Trace
Scanning & Vectorization of Well Logs (The most common file format used for vector digital logs is the Log ASCII Standard (LAS) Raster-format digital logs are simply images of the logs from a scanner, usually stored in TIFF format. LOGDIGI recently initiated a program to digitally scan paper copies of well logs using a scanning device designed specifically for this application. Well logs can be converted to digital form in two basic formats-vector and raster. The most common file format used for vector digital logs is the Log ASCII Standard (LAS) Raster-format digital logs are simply images of the logs from a scanner, usually stored in TIFF format.)	\$6.50 Per Log	\$7.25 Per Log
Conversion of Microfiche to Raster (Once digitized, the images can be made available in a variety of formats such as TIFF or PDF and then incorporated into a range of viewing platforms for ease of access.)	\$0.35 Per Frame	\$0.40 Per Frame
Labor Categories		
**Document Preparation Clerk	\$27.50	\$38.50
**Duplicating Machine Operator	\$27.50	\$38.50
**Key Entry Operator	\$19.80	\$29.70
**Peripheral Equipment Operator	\$27.50	\$38.50
**Comp. Based Training Specialist	\$77.00	\$99.00
**Instructor	\$60.50	\$73.70
**Paralegal/Legal Assistant	\$44.00	\$57.20
Scanning Manager	\$49.50	\$60.50
Copying Manager	\$44.00	\$55.00
Document Specialist	\$49.50	\$60.50
Coding Manager	\$82.50	\$110.00
Attorney	\$78.10	\$96.80
Program Manager	\$102.50	\$122.30

Technical Project Manager	\$132.18	\$152.01
**Computer Systems Analyst	\$137.50	\$165.00
**Software Architect	\$88.00	\$121.00
**Software Developer	\$77.00	\$96.80
**Sr. Technical Support Specialist	\$71.50	\$88.00
**Technical Support Specialist	\$60.50	\$71.50
**Business Analyst	\$77.00	\$99.00
**Database Administrator	\$77.00	\$93.50
**Software Tester	\$55.00	\$71.50
**QA Analyst	\$55.00	\$71.50
**Configuration Management Manager	\$77.00	\$104.50
**Data Entry Specialist	\$60.50	\$82.50
**Comp. Forensics/Data Recovery Specialist	\$137.50	\$165.00
**IV & V Specialist	\$66.00	\$93.50
**Network Engineer	\$77.00	\$99.00
**Network Administrator	\$99.00	\$123.20
**Operations Center Operator	\$82.50	\$102.30
**Backfile Audit Specialist	\$71.50	\$88.00
**Medical Transcriptionist	\$28.74	\$31.00
**Editor/Proof Reader	\$33.37	\$36.00

SIN 51 508 - Litigation Support Services

Description	Amount to GSA Contract	Commercial Price
Personalized Variable Data Printing (Digital printing in which elements such as text, graphics and images may be changed without stopping or slowing down the printing process) - Single sided printed in black on 20# or 60# white offset	\$0.30 Per Page	\$0.35 Per Page
Color Brochure (2-sided in 8.5 x 11 size , 4/4, with no bleeds, on 80# gloss text paper, folded in thirds)	\$0.50 Per Page	\$0.55 Per Page
Prep. Work and Quality Control Check (Working document guidelines like removing staples, creating a batch, identifying sticky notes, adding separator sheets) - Original Documents Prepared for Conversion and Quality Checked while merged and at various stages	\$38.00 Per Hour	\$42.00 Per Hour
Envelopes (Different mailing address on each envelope) - Envelopes upto 9"x12" size with Variable Data Printing.	\$1.00 Per Envelope	\$1.25 Per Envelope
Data CD Duplication with Security (The scanned data secured with encryption and password protected, quality checked, and copied into a master CD)	\$150.00 Per CD	\$165.00 Per CD

Regular CD to CD Duplication	\$15.00 Per CD	\$17.00 Per CD
Regular DVD to DVD Duplication	\$25.00 Per DVD	\$30.00 Per DVD
Data Conversion to Print File (Provided data converted into appropriate print file format)	Custom File	Custom File
Scanning – Autofeed – 8.5 * 11 B/W or Color (Original must be in good condition to feed through copier/document feeder for multiple copies)	\$0.12 Per Page	\$0.13 Per Page
Scanning Light Litigation – 8.5 * 11 B/W or Color (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	\$0.14 Per Page	\$0.15 Per Page
Scanning Medium Litigation – 8.5 * 11 B/W or Color (when a document has more staples and clips in a variable size original)	\$0.17 Per Page	\$0.19 Per Page
Scanning Heavy Litigation – 8.5 * 11 B/W or Color (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversize documents] and not in good condition)	\$0.20 Per Page	\$0.22 Per Page
Scanning Extensive Handling – 8.5 * 11 B/W or Color (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	\$0.24 Per Page	\$0.26 Per Page
Scanning Heavy Glasswork – 8.5 * 11 B/W or Color (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	\$0.35 Per Page	\$0.39 Per Page
Scanning – 8.5 * 14 or 11 * 17 B/W or Color	\$0.65 Per Page	\$0.72 Per Page
Scanning (Rush Jobs)	1.5 times the Regular Prices	1.5 times the Regular Prices
Conversion of Native Files into PDF with Security Code	\$0.30 Per File	\$0.35 Per File
OCR No editing (optical character recognition - per image)	\$0.085 Per Page	\$0.10 Per Page
OCR Full Text Editing (manual text editing for unclear images, useful for old documents)	\$5.15 Per Page	\$5.75 Per Page
PDF Image Only – Any Native file conversion to PDF	\$0.06 Per Page	\$0.08 Per Page
Microfilm Scanning (16mm)	\$0.03 Per Frame	\$0.05 Per Frame
Microfilm Scanning (35mm)	\$0.14 Per Frame	\$0.18 Per Frame
Microfiche Scanning (to PDF or TIFF file)	\$0.10 Per Frame	\$0.15 Per Frame
Copy - Autofeed (Original must be in good condition to feed through copier/document feeder for multiple copies)	\$0.07 Per Page	\$0.10 Per Page

Copying - Light Litigation (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	\$0.10 Per Page	\$0.11 Per Page
Copying - Medium Litigation (when a document has more staples and clips in a variable size original)	\$0.12 Per Page	\$0.13 Per Page
Copying - Heavy Litigation (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversize documents] and not in good condition)	\$0.15 Per Page	\$0.16 Per Page
Copying - Extensive Handling (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	\$0.20 Per Page	\$0.22 Per Page
Copying - Heavy Glasswork (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	\$0.27 Per Page	\$0.30 Per Page
Color Printing 8.5 "x 11"(Paper to Paper) –	\$0.55 Per Page	\$0.60 Per Page
B/W Printing (CD to Paper) – Size 8.5 "x 11"	\$0.10 Per Page	\$0.15 Per Page
Color Printing (Electronic media to Paper) – Size 8.5 "x 11"	\$0.60 Per Page	\$0.70 Per Page
Copying - 11" x 17" B/W	\$0.27 Per Page	\$0.30 Per Page
Copying - 11" x 17" Color	\$0.95 Per Page	\$1.05 Per Page
Copying - Cardstock (color paper up to 80 lb)	\$0.15 Per Page	\$0.16 Per Page
Copy (Rush Jobs) - (within 24 hrs. Price next day delivery up to 10,000 pages)	1.5 times the Regular Prices	1.5 times the Regular Prices
Large Format Scanning (Any Size Drawing – Black & White)	\$0.25 Per Square Feet	\$0.35 Per Square Feet
Large Format Scanning (Any Size Drawing – Color on regular bond paper)	\$0.45 Per Square Feet	\$0.55 Per Square Feet
Large Format Scanning (Any Size Drawing – Color Matt, Finish, Glossy paper)	\$7.50 Per Square Feet	\$8.00 Per Square Feet
Large Format Printing(Any Size Drawing – Black & White on regular bond paper)	\$0.15 Per Square Feet	\$0.20 Per Square Feet
Large Format Printing (Any Size Drawing – Color on regular bond paper)	\$0.45 Per Square Feet	\$0.50 Per Square Feet
GBC Binding (up to 1" in thickness of original document)	\$3.00	\$3.30
Velo Bind (up to 1" in thickness of original document)	\$3.00	\$3.30
Wire Binding (up to 1" in thickness of original document)	\$3.50	\$3.85
3 Ring Binders (up to 3" in thickness of original document)	\$15.00	\$16.60
Tabs (printed in black and white or color)	\$0.30	\$0.33
Saddle Stitch (up to 60 pages and cover)	\$1.00	\$1.10
Tape Binding (up to 1" in thickness of original document)	\$3.50	\$3.85

Perfect Binding (up to 1" in thickness of original document)	\$5.00	\$5.50
Other Digital Printing Services and Variable Data Printing (on regular paper each side)	\$0.35	\$0.45
Pick-up or Drop-Off of Box (Regular Size Box)	\$25.00 Per Box	\$30.00 Per Box
Shredding of Paper Box (Regular Size Box)	\$10.00 Per Box	\$15.00 Per Box
DocuXplorer – Document Management Software	\$1,456.50 Per License	\$1,519.00 Per License
Special Requirements		
Scanning of Seismic Lines (Using state-of-the-art document scanning equipment, we can scan and capture your paper seismic sections from sepia, film or paper and produce a raster image file)	\$1.50 Per 3 Feet	\$1.75 Per 3 Feet
Vectorization (In vector graphics, the file that results from a graphic artist's work is created and saved as a sequence of vector statements. For example, instead of containing a bit in the file for each bit of a line drawing, a vector graphic file describes a series of points to be connected. One result is a much smaller file.)	\$0.16 Per Trace	\$0.20 Per Trace
Scanning & Vectorization of Well Logs (The most common file format used for vector digital logs is the Log ASCII Standard (LAS) Raster-format digital logs are simply images of the logs from a scanner, usually stored in TIFF format. LOGDIGI recently initiated a program to digitally scan paper copies of well logs using a scanning device designed specifically for this application. Well logs can be converted to digital form in two basic formats-vector and raster. The most common file format used for vector digital logs is the Log ASCII Standard (LAS) Raster-format digital logs are simply images of the logs from a scanner, usually stored in TIFF format.)	\$6.50 Per Log	\$7.25 Per Log
Conversion of Microfiche to Raster (Once digitized, the images can be made available in a variety of formats such as TIFF or PDF and then incorporated into a range of viewing platforms for ease of access.)	\$0.35 Per Frame	\$0.40 Per Frame
*EnCase Computer Forensic I and II Series Bundle for five students (ECF-5 Series Bundle] – Includes EnCase Computer Forensics I & II Training Course, iForensics Live Detector Software, FTK Images Software, KDiff3 Software, Tableau TDW1 and TDC1/Wiper and Cooler	\$25,499 Per ECF-5 Series Bundle	\$20,296.43 Per ECF-5 Series Bundle
Labor Categories		
**Document Preparation Clerk	\$27.50	\$38.50
**Duplicating Machine Operator	\$27.50	\$38.50
**Key Entry Operator	\$19.80	\$29.70
**Peripheral Equipment Operator	\$27.50	\$38.50
**Comp. Based Training Specialist	\$77.00	\$99.00

**Instructor	\$60.50	\$73.70
**Paralegal/Legal Assistant	\$44.00	\$57.20
Scanning Manager	\$49.50	\$60.50
Copying Manager	\$44.00	\$55.00
Document Specialist	\$49.50	\$60.50
Coding Manager	\$82.50	\$110.00
Attorney	\$78.10	\$96.80
Program Manager	\$102.50	\$122.30
Technical Project Manager	\$132.18	\$152.01
**Computer Systems Analyst	\$137.50	\$165.00
**Software Architect	\$88.00	\$121.00
**Software Developer	\$77.00	\$96.80
**Sr. Technical Support Specialist	\$71.50	\$88.00
**Technical Support Specialist	\$60.50	\$71.50
**Business Analyst	\$77.00	\$99.00
**Database Administrator	\$77.00	\$93.50
**Software Tester	\$55.00	\$71.50
**QA Analyst	\$55.00	\$71.50
**Configuration Management Manager	\$77.00	\$104.50
**Data Entry Specialist	\$60.50	\$82.50
**Comp. Forensics/Data Recovery Specialist	\$137.50	\$165.00
**IV & V Specialist	\$66.00	\$93.50
**Network Engineer	\$77.00	\$99.00
**Network Administrator	\$99.00	\$123.20
**Operations Center Operator	\$82.50	\$102.30
**Backfile Audit Specialist	\$71.50	\$88.00

SIN 51-509 - Network Connectivity Support Services

Description	Amount to GSA Contract	Commercial Price
**Paralegal/Legal Assistant	\$44.00	\$57.20
Attorney	\$78.10	\$96.80
Program Manager	\$102.50	\$122.30
Technical Project Manager	\$132.18	\$152.01
**Computer Systems Analyst	\$137.50	\$165.00
**Sr. Technical Support Specialist	\$71.50	\$88.00
**Technical Support Specialist	\$60.50	\$71.50
**Business Analyst	\$77.00	\$99.00
**Network Engineer	\$77.00	\$99.00
**Network Administrator	\$99.00	\$123.20
**Operations Center Operator	\$82.50	\$102.30

***GSA –EnC Bundle -**

EnCase Computer Forensic I and II Series for five (5) students [ECF-5 Series Bundle]



The EnC 5 Training Bundle is a specialized package for five EnCase Forensic users from the same organization. The bundle provides for each of the five users with 32 hours of certified EnCase Computer Forensics I and 32 hours of certified EnCase Computer Forensics II. These five users will also receive the following forensic tools: iForensics Live Detector Software, FTK Images Software, KDiff3 Software, Tableau TDW! And TDC!/ Drive Wiper and Cooler.

Description Includes:

- EnCase Computer Forensics I training course
- EnCase Computer Forensics II training course
- iForensics Live Detector software
- FTK Imager software
- KDiff3 software
- Tableau TDW1 and TDC1 / Wiper and Cooler

Bundled item details:

1. EnCase Computer Forensics I Training Course

This hands-on EnCase computer forensics training course involves practical exercises and real-life simulations. The course provides participants with an understanding of the proper handling of digital evidence from the initial seizure of the computer/media to acquisition, and then progresses to the analysis of the data. It concludes with archiving and validating the data.

Students attending this course will learn the following:

- What constitutes digital evidence and how computers work
- An overview of the EnCase Computer Forensic Methodology
- Basic structures of the FAT and NTFS file systems
- How to create a case and how to preview/acquire media
- How to conduct basic keyword searches
- How to analyze file signatures and view files
- How to restore evidence
- How to archive files and data created through the analysis process
- How to prepare evidence for presentation in court
- How to verify the evidence file

2. EnCase Computer Forensics II Training Course

This hands-on EnCase Computer Forensics Training course is designed for examiners with strong computer skills, prior computer forensics training, and experience using the EnCase forensic software. This course builds upon the skills covered in the EnCase Computer Forensics I course and enhances the examiner's ability to work efficiently through the use of the unique features of EnCase.

Students must understand evidence handling; the structure of the evidence file; creating and using case files; data acquisition methods including DOS based, hardware write protected, crossover cable and disk to disk; recovering deleted files and folders in a FAT environment; keyword searches across logical and physical media; creating and using EnCase bookmarks; file signatures and signature analysis; and locating and understanding Windows® artifacts. Focusing on investigations common to the private sector, students will learn about the following:

- How to create and use of logical evidence files
- How to locate and recover deleted partitions and folders
- How to conduct keyword searches and advanced searches using GREP
- Students will gain an understanding of the EnCase Virtual File System (VFS) and Physical Disk Emulator (PDE)
- Students will learn about the Windows® Registry
- Students will learn how to deal with compound file types
- How to export files, directories and entire volumes
- How to identify files using hash values and building hash libraries
- How to identify Windows XP operating system artifacts such as link files, recycle bin, and user folders
- How to prepare reports and evidence for presentation in court
- How to recover artifacts such as swap files, file slack, and spooler files
- How to recover printed and faxed pages

3. Live Detector

Live Detector is a straightforward tool that provides Volatile Data Collection; Account and/or Password Identification; Web Browser Artifacts and User Behavior; and Microsoft Windows System information. This essential first response tool will quickly streamline your computer forensic investigations, providing you with data that you need to know now!

Volatile Data Collection

ARP Table	Current Connections	Open Handles	Memory Dump	Network Share
Routing Table	Running Processes	Remote Open Files	Clipboard Dump	
Host Name	Running Services	Scheduled Jobs	Current Login User	

Account/Password Reveal

Net Password IE Password	Chrome Password Mail Password	PST Password IM Password	Dialup Password Wireless Password	VNC Password WebMail/IM/Email Accounts
-----------------------------------	--	-----------------------------------	--	--

Web Browser Behavior

My Favorite IE Cache	IE History Firefox Cache	Firefox Cookies Firefox History	Chrome Cache Opera Cache	Search Keyword Skype Log
-------------------------------	--------------------------------	--	-----------------------------------	--------------------------------

Windows Information

Recent Open Files USB Usage Log	User Profiles System Info	Installed Software Network Info	AutoRun Registry Auditing Policy	Event Log
--	------------------------------------	--	---	--------------

4. FTK Imager

FTK Imager provides support for VXFS, exFAT, and Ext4 file systems. Safely mount a forensic Image (AFF/DD/RAW/001/E01/S01) as a physical device or logically as a drive letter. Once mounted, the read-only media is available to any 3rd party Windows application and exposes the same file system artifacts as FTK Imager.

For example you can mount an HFS+ image, and it will show up as a volume on the examiner's machine in the explorer view.

Virtual mounting options include the ability to:

- Mount physical images (AFF/DD/RAW/001/E01/S01) as only a physical block device.
- Mount physical images (AFF/DD/RAW/001/E01/S01) images both at the physical level and logical level.
- Mount physical images (AFF/DD/RAW/001/E01/S01), and logical image (AD1/L01) custom content images virtually.

5. KDiff3

- compares or merges two or three text input files or directories,
- shows the differences line by line and character by character (!),
- provides an automatic merge-facility and
- an integrated editor for comfortable solving of merge-conflicts,
- supports Unicode, UTF-8 and other codecs, autodetection via byte-order-mark "BOM"
- supports KIO on KDE (allows accessing ftp, sftp, fish, smb etc.),

- Printing of differences,
- Manual alignment of lines,
- Automatic merging of version control history (\$Log\$), and has an intuitive graphical user interface.
- Windows-Explorer integration Diff-Ext-for-KDiff3 - shell extension included in installer (originally by Sergey Zorin:
 - KDE-Konqueror service menu plugin
 - Simplified integration with IBM-Rational-Clearcase for Windows.
- Read what else is special in a short

6. Tableau TDW1 Drive Tool / Drive Wiper

The Tableau TDW1 Drive Tool / Drive Wiper is a multi-purpose tool developed for fast, effective erasure of Hard Disk Drive (HDD) data. TDW1 is a key product in the new Tableau Modular Acquisition accessory line.

TDW1 provides fast, secure single or multi-pass drive wiping. Device information (for HDDs, the TDC1 Drive Cooler, and TDW1) is viewable from the integrated LCD. TDW1 detects and defeats HPA / DCO hard drive protected regions. During a wiping operation, progress information, instantaneous and average rates (MB/s and GB/min), elapsed time, and time remaining are displayed on the LCD. All TDW1 functions are accessible using the menu, select, and "arrow" buttons located on the device front panel.

TDW1 can be used standalone or directly connected to the TDC1 Drive Cooler. When connected to the TDC1, the TDW1 controls drive cooler operation during HDD wiping operations. TDW1 connects to SATA disk drives via a standard SATA power and signal interface.

Tableau TDC1 Drive Cooler

The TDC1 Drive Cooler is an integral product in Tableau's new Modular Acquisition Accessory family. Developed to meet the cooling requirements for rotating Hard Disk Drives (HDD), the TDC1 offers features and connection advantages not found in other drive coolers.

TDC1 can be used to cool one or two hard drives, depending upon drive orientation. The TDC1's four cooling fans are controlled by the conveniently located top panel Power (ON/OFF) and Fan Speed buttons. TDC1 is designed as the base on which to connect the Tableau Drive Wiper (TDW1) and 1:1 Encryption Module (TE1). Electrical connections common to all Tableau Modular Acquisition Accessories enable quick, easy connections and eliminate the need for multiple cables and power supplies.

** Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Document Preparation Clerk	01070 DOCUMENT PREPARATION CLERK	05-2103, Rev. 11
Duplicating Machine Operator	01090 DUPLICATING MACHINE OPERATOR	05-2103, Rev. 11
Key Entry Operator	01050 Data Entry Operator	05-2103, Rev. 11
Peripheral Equipment Operator	14150 PERIPHERAL EQUIPMENT OPERATOR	05-2103, Rev. 11
Comp. Based Training Specialist	15050 COMPUTER BASED TRAINING SPECIALIST	05-2103, Rev. 11
Instructor	15090 TECHNICAL INSTRUCTOR	05-2103, Rev. 11
Paralegal/Legal Assistant	30360 PARALEGAL/LEGAL ASSISTANT (Occupational Base)	05-2103, Rev. 11
Computer Systems Analyst	14101 COMPUTER SYSTEMS ANALYST I	05-2103, Rev. 11
Software Architect	14103 COMPUTER SYSTEMS ANALYST III	05-2103, Rev. 11
Software Developer	14103 COMPUTER SYSTEMS ANALYST III	05-2103, Rev. 11
Sr. Technical Support Specialist	14103 COMPUTER SYSTEMS ANALYST III	05-2103, Rev. 11
Technical Support Specialist	14102 COMPUTER SYSTEMS ANALYST II	05-2103, Rev. 11
Business Analyst	14100 COMPUTER SYSTEMS ANALYST (Occupational Base)	05-2103, Rev. 11
Database Administrator	14103 COMPUTER SYSTEMS ANALYST III	05-2103, Rev. 11
Software Tester	14071 COMPUTER PROGRAMMER 1	05-2103, Rev. 11
QA Analyst	15050 COMPUTER BASED TRAINING SPECIALIST	05-2103, Rev. 11
Configuration Management Manager	14045 COMPUTER OPERATOR V	05-2103, Rev. 11
Data Entry Specialist	01152 DATA ENTRY OPERATOR II	05-2103, Rev. 11
Comp. Forensics/Data Recovery Specialist	14103 COMPUTER SYSTEMS ANALYST III	05-2103, Rev. 11
IV & V Specialist	14103 COMPUTER SYSTEMS ANALYST III	05-2103, Rev. 11
Network Engineer	14160 PERSONAL COMPUTER SUPPORT TECHNICIAN	05-2103, Rev. 11
Network Administrator	13054 LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR	05-2103, Rev. 11
Operations Center Operator	14040 COMPUTER OPERATOR (Occupational Base)	05-2103, Rev. 11
Backfile Audit Specialist	01013 ACCOUNTING CLERK III	05-2103, Rev. 11
Medical Transcriptionist	12195 – MEDICAL TRANSCRIPTIONIST	05-2103, Rev. 11
Editor/Proof Reader	30460 – TECHNICAL WRITER (Occupational Base)	05-2103, Rev. 11

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination 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

1. Program Manager

Minimum/General Experience: Five to Ten years of experience providing management and technical direction to multiple complex projects to project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Must have direct management experience in supporting document conversion operation and possess an understanding of information management technologies including electronic imaging.

Functional Responsibility: Under general supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Provides overall direction of program activities. Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

2. Project Manager

Minimum/General Experience: Four or more years of experience providing management and technical direction to project personnel. Must be familiar with the principles of regularly exercising independent judgment, as well as a high level of analytic skill, in solving complex technical, administrative, and managerial problems. Must have direct management experience in supporting document conversion operation and possess an understanding of information management technologies including electronic imaging. Provides overall direction for all project level activities.

Functional Responsibility: Under general supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Provides overall direction for all project level activities.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

3. Computer Systems Analyst/Supervisor

Minimum/General Experience: Two years experience in supervising personnel operating computer systems, including one year experience as shift supervisor or manager in a multi-shift environment. Must have a thorough knowledge of the capabilities of applicable computer hardware and software configurations.

Functional Responsibility: Supervises all personnel engaged in the operations and support of the computer systems and peripheral equipment in large scale or multi-shift operations. May

also supervise complex operations which involve two or more additional functions such as network operations, systems software support, production support activities, data conversion, imaging, data entry or tape library activities. Identifies processing requirements and schedules job streams for computer runs. Responsible for the security and routing of input and output data, problem isolation and restart/recovery.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

4. Data Entry Operator

Minimum/General Experience: Must be trained in basic computer keyboarding functions. Must be able to learn and understand multiple data entry screens. Must be able to perform data entry in multiple applications as needed. Must be quality-conscious, have an eye for detail and be meticulous in performing indexing tasks. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Must have ability to work independently and without distraction.

Functional Responsibility: Operators will perform data entry functions by retrieving images from a Windows 9x computer or from a microfilm / microfiche reader and entering data as specified. Duties may include:

- + Inputting data from microfilm /fiche or electronic image sources into a database;
- + performing quality control of data entry;
- + performing coding of source data;
- + performing data base searches and retrieval;
- + assisting in the training of new operators; and
- + updating indexing production log.

Data Entry Specialist will be required to perform all tasks with a high degree of accuracy while meeting established production goals.

Minimum Education: High School Diploma or equivalent training and/or experience.

5. Database Specialist

Minimum/General Experience: Three to eight years of progressive experience in systems analysis/programming. Three years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet user's requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application. Must possess a working knowledge of various imaging systems database structures and functions.

Functional Responsibility: Evaluates and recommends available DBMS products to meet user's requirements. Determines file organization, indexing methods, and security procedures for specific user application. Use various applications to master and produce CDROM. Monitor image server to control cache size for CDROM production. Purge completed data from database and document purges.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

6. Document Specialist

Minimum/General Experience: One-year data entry experience. Minimum of one year records management experience. Must be proficient in the use of Windows 9.x. Must be reliable and have good work habits. Must be able to coordinate tasks and maintain accountability for vital project functions. Highly organized individual with experience in records management, filing procedures and techniques, and the use of personal computer based databases. Must have demonstrated ability to maintain security of record collection. Must be able to prioritize various tasks, interpret specific instructions and apply creative problem solving techniques in a variety of situations. Must be able to lift boxes weighing twenty-five to thirty pounds numerous times throughout the day.

Functional Responsibility: Responsible for the tracking and maintaining location of all records utilizing a personal computer based tracking system. Specific duties include:

- + scanning in all bar coded boxes and their locations;
- + updating tracking system as required;
- + performing daily backups of the database;
- + performing archiving of records;
- + performing shipping and receipt of records;
- + coordinating the pickup, storage, and delivery of boxes;
- + supervising the movement of boxes through all tasks from initial receipt through final destruction or archiving;
- + performing records searches as requested by clients;
- + maintaining logs on the receipt and shipment of records;
- + performing document destruction and archiving;
- + performing periodic inventories of records; and
- + Performing additional document control tasks as assigned.

Minimum Education: High School Diploma or equivalent training and/or experience.

7. Document Preparation Clerk

Minimum/General Experience: Six months clerical experience. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Demonstrated ability to work independently and without distraction.

Functional Responsibility: Document Preparation Clerk's have responsibility for preparing a variety of documents for microfilming and electronic imaging using written guidelines. Document Preparation procedures include:

- + ensuring that each box is properly identified and labeled;
- + verifying that all boxes in multiple-box sets are present prior to processing;
- + verifying the information on the worksheet;
- + removing non-essential material;
- + removing staples and paper clips and repairing torn pages;
- + ordering the contents of each box according to the guidelines; and

+ performing other document preparation functions as assigned by the supervisor.

Minimum Education: High School Diploma or equivalent training and/or experience.

8. Instructor

Minimum/General Experience: Two years of related experience writing technical and/or training materials, developing and/or conducting technical training courses. Must possess a working knowledge of a variety of computers, computer peripheral equipment and computer software.

Functional Responsibility: Under limited supervision, write technical and instructional materials. Edits and rewrites online and hardcopy documents for grammatical, syntactical, and usage errors. Creates teaching outlines in accordance with established guidelines. Selects and/or assists in the development of instructional aids, such as handouts, reference materials, and/or audio/visual supports. Develops and conducts training and educational programs of a complex nature related to specific customer requirements.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

9. Computer Based Training Specialist

Minimum/General Experience: A minimum of four years of experience designing, developing, and maintaining ADP documentation and/or training materials in various mediums, such as hardcopy, online, CBT, etc. Must have experience in using and conducting training on a variety of computers, computer peripheral equipment, web technologies, imaging hardware and software and various computer software applications. Two years experience in technical writing.

Functional Responsibility: Assists in the development of ADP systems including testing systems for release and reviewing user interface designs. Creates training curriculums, develops training materials, and trains users. Manages documentation and training projects, including estimating and monitoring schedules and budgets.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

10. Scanner Operator/Peripheral Equipment Operator

Minimum/General Experience: Work experience in the operation of office equipment. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Operators must successfully complete a training program on Scanner operation and maintenance.

Functional Responsibility: Position requires the operation of high-speed scanner to perform imaging or microfilming. Scanning and microfilming must be carried out according with established, written procedures. Operators must become thoroughly familiar with document preparation procedures. Operators are required to perform daily, weekly, and monthly maintenance routines including minor repair service on Scanners.

Operators are expected to meet daily production goals and quality standards. Operators must have an eye for detail and be meticulous in task performance. Operators are required to accurately maintain daily production logs.

Minimum Education: High School Diploma or equivalent training and/or experience.

11. Network Engineer

Minimum/General Experience: Two years of experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Functional Responsibility: Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

12. Software Developer/Engineer

Minimum/General Experience: Two years related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Under close supervision, performs routine technical tasks using standard programming methods and techniques. Develops simple, coding level flow charts and associated prose from general program statement, and code-assigned segments of a program using machine and/or other program languages. Assists in developing test routines and data. Tests all codes personally produced, and assists in the testing of the total program, documenting, in standardized terminology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently. Become functionally proficient in supporting one or more imaging application that includes workflow and indexing.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

13. Technical Writer/Editor

Minimum/General Experience: Three to nine years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Functional Responsibility: Under minimal supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with

technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

14. Quality Assurance Analyst

Minimum/General Experience:- Three years experience, of which at least one year must be specialized. Specialized experience includes analysis and design of software applications and quality assurance programs; knowledge of current computing environments; demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs; and knowledge of quality assurance methodologies.

Requirements:- Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are met and ensure progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports for colleagues, subordinates, and end user representatives. Produces quality assurance deliverables. May also be required to establish and maintain a process for evaluating software and associated documentation, determining resources required for quality control, and maintaining the level of quality throughout the software life cycle.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

15. Duplicating Machine Operators

Minimum/General Experience: - 1-2 Years of experience in the field.

Requirements: - Operate one of a variety of office machines such as photocopying, photographic, and duplicating machines to make copies.

Job Tasks:- Sets controls for number of copies and presses buttons to start machine.

- Records number of copies made.
- Adjusts machine to regulate ink flow, speed, paper size, focus, exposure, and camera distance from document.
- Loads machine with blank paper or film and places paper roll in holding tray or rack of machine.
- Moves heat unit and clamping frame over screen bed to form Braille impression on page.
- Cleans and oils machine and printing plate.

- Cuts copies apart and writes identifying information on copies.

Minimum Education: Duplicating Machine Operators should have a minimum of a high school education.

16. Paralegal/Legal Assistant

Minimum/General Experience: - 2+ yrs Legal Admin and Paralegal experience

Requirements: - Should be able to Compose, draft and edit letters and agreements; provide administrative support to Sr. Counsel; knowledge of general contracts.

Should have strong word processing skills; corporate entertainment or law firm experience highly preferred; excellent communication skills; strong editing and proofreading skills
Minimum Education: - High School Diploma or equivalent training and/or experience.

17. Attorney

Minimum/General Experience: - 3-5 years of experience and admitted into the state bar. Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions.

Functional Requirements: - Responsible for foreseeing and protecting the company against legal risks. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected

Minimum Education: - Graduate of an Accredited Law School.

18. Technical Support Analyst/Specialist:

Minimum/General Experience: - 1-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Requirements: - Reviews, analyzes, and evaluates information technology systems operations. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education: - Bachelor's Degree or equivalent Training and/or Experience.

19. Sr. Technical Support Analyst/Specialist

Minimum/General Experience: - 2-5 Years of experience in the field or in a related area.

Requirements: - Reviews, analyzes, and evaluates information technology systems operations. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

20. Change Management Specialist

Minimum/General Experience: - 3-5 Years of experience in the field or in the related area.

Requirements: - Enables organization to achieve greater flexibility and attain competitive advantages by leveraging its human capital. Conducts needs analysis and resource allocation studies to determine most effective use of human capital resources. Makes recommendations to top management based on research. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

21. Business Systems Analyst

Minimum/General Experience: - At least 4-6 years of experience in the field or in a related area.

Requirements: - Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience

22. Software Tester

Minimum/General Experience: - At least 3-5 years of experience in the field or in a related area.

Requirements: - Evaluates, recommends, and implements automated test tools and strategies. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Familiar with a variety of the

field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience

23. Software Architect

Minimum/General Experience: - 3 - 6 years experience in software development with 2 – 3 years of experience in designing architecture for large system.

Responsibilities

- Architecture recommendations
- Evaluate and recommend software tools and products that will evolve the organizational technical infrastructure
- Integrate hardware, software and network interfaces to form a system
- Review and optimize architectures for business fit
- Evaluate tools and technology
- Provide training in Software Architecture
- Translate business needs into technical system solutions.

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

24. Coding Manager

Minimum/General Experience: - 1-3 years of experience in the field or in the related area

Requirements: - The Coding Manager is responsible for ensuring that all coding projects are completed accurately, on time and on budget and will set up and supervise coding projects in a manner that preserves database integrity and meets or exceeds client expectations. He or she recruits, trains, assigns and lays off staff as needed to complete coding projects in a timely fashion and within project budget constraints and profitability targets. The Coding Manager ensures that coding staff and contract workers receive effective training, support and direction to develop their skills and make an effective contribution to the Company and must interact effectively with other departments to ensure that all projects are completed to meet specifications requested by the client.

Minimum Education: - Bachelor's Degree or equivalent Training and/or experience.

25. Scanning Manager

Minimum/General Experience: - 1-3 years of experience in the field or in the related area.

Requirements: - The scanning manager is responsible for the scanning department, including equipment and supplies. The document scanner will ensure that the following goals of the department are met:

- Scanning, binding and quality control of documents
- Preparing documents for download, email or burning to CD
- Prioritizing requests from internal customers and ensuring timely completion of requests
- Maintenance and upkeep of computer systems, hardware, software and databases in the department
- Maintain and develop strong relationships with the systems support vendors

Minimum Education: - Bachelor's Degree or equivalent Training and/or experience.

26. Database Administrator

Minimum/General Experience: Four to twelve years of progressive experience in systems analysis/programming. Three years in application design using various database management systems. Three years experience supporting multiple imaging systems with a thorough understanding of the database structures of various imaging systems. Must be able to evaluate and recommend available DBMS products to meet user requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.

Functional Responsibility: Evaluates and recommends available DBMS products to meet user's requirements. Determines file organization, indexing methods, and security procedures for specific user application. Train Database Specialists I and II in supporting specific systems and applications. Perform troubleshooting and problem resolutions. Develop and implement database redundancy and data recovery routines.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

27. Computer Forensics/Data Recovery Specialist:-

Minimum/General Experience: - Minimum of four-eight years successful work experience in the related field.

Requirements: - Responsible for security and integrity of assigned electronic systems, and networks. Designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster r. Oversees and reviews the testing and implementation of software, systems and networks to insure that the integrity and security of all electronic systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames.

Minimum Education: - Requires a bachelor's degree in computer science or related area and three years experience in the field.

28. IV & V (Independent Verification and Validation) Specialist

Minimum/General Experience: - Four to Five years of related work experience.

Requirements: - Conducts complete life cycle Independent Verification and Validation (IV&V) of complex systems. Creates test plans, test specifications and test procedures, as well as test reports and formal test result presentations. Ensures that all software development projects meet the milestones and can fulfill the allocated system requirements. Conducts thorough software testing at various levels to ensure that the system fulfills its requirements and is in accordance with its design intent and applicable standards and conventions. Conduct system verification and validation by examining the correctness, completeness, reliability, and maintainability at each step in the development process to identify flaws or errors as early as possible in the typical five-phase software development life cycle (SDLC). Capability to conduct IV&V activities on modifications, enhancements, or proposed/approved changes to the software and hardware design.

Minimum Education: - Bachelor's Degree in Engineering, Computer Science or related Technical field.

29. Configuration Management Manager:-

Minimum/General Experience: - Four to Seven years of experience in the related field. At least three years in configuration management, quality assurance, or project management.

Requirements:- Manage Configuration Management efforts for project implementation, tracking, and maintenance; provide configuration management or quality assurance support for product development efforts; provide management for compliance with business and functional requirements and mandates; provide quality assurance and quality control

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

30. Network Administrator

Minimum/General Experience: - 4 -6 years of experience in the field or in a related area.

Requirements: - Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to a manager or head of a unit/department

Minimum Education: - Bachelor's Degree or equivalent training and/or experience.

31. Copying Manager

Minimum/General Experience: - 3-4 years of experience in the field of in a related area.

Requirements: - Tends duplicating machine to reproduce handwritten or typewritten matter. Manages administrative and technical printing services. Applies knowledge of management

principles and program administration. Frequently consults with major customers on complex job orders, outside printing contractors

32. Operations Center Operator

Supervises all personnel engaged in the operations and support of the computer systems and peripheral equipment in large scale or multi-shift operations. May also supervise complex operations which involve two or more additional functions such as production support activities, data conversion, imaging, data entry or tape library activities, Network Systems and Support. Identifies processing requirements and schedules job streams for computer runs. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports for colleagues, subordinates, and end user representatives.

33. Backfile Audit Specialist

Develop, Prepare, and Present an Inventory of all documents files and folders. Review, Identify and create document barcode Separator Sheets for files and folders to prepare for scanning and copying purposes or other document conversion needs. Participate in the planning and execution of division and headquarters audit work (operations and compliance), including a variety of functional audit areas. Should be aware of all the Scanning and document conversion needs and operations.

34. Medical Transcriptionist

Minimum/ General Experience: The Medical Transcriptionist is responsible for transcribing dictation by physicians and other healthcare providers in order to document patient care. A medical transcriptionist must consistently produce client-ready documents in accordance with the Quality Standards set by the agency, without over-reliance on the quality assurance specialists for completion of reports.

Functional Responsibility: Basic knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, and laboratory values. Knowledge of specialty (or specialties) as appropriate. Knowledge of medical transcription guidelines and practices. Proven skills in English usage, grammar, punctuation, style, and editing. Ability to use designated professional reference materials. Ability to operate word processing equipment, dictation and transcription equipment, and other equipment as specified. Ability to work under pressure with time constraints. Ability to concentrate. Excellent listening skills. Excellent eye, hand, and auditory coordination. Ability to understand and apply relevant legal concepts (e.g., confidentiality).

Minimum Education: Minimum two (2) years of documented and positively referenceable acute care transcription experience or certification from accredited transcription school

35. Editor/Proof Reader

Minimum/ General Experience: The Editor/proof reader is responsible for editing dictations transcribed by medical transcriptionists in order to document patient care. An editor must consistently produce client-ready documents in accordance with the Quality Standards set by the agency.

Functional Responsibility: Basic knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, and laboratory values. Knowledge of specialty (or specialties) as appropriate. Knowledge of medical transcription guidelines and practices. Proven skills in English usage, grammar, punctuation, style, and editing. Ability to use designated professional reference materials. Ability to operate word processing equipment, dictation and transcription equipment, and other equipment as specified. Ability to work under pressure with time constraints. Ability to concentrate. Excellent listening skills. Excellent eye, hand, and auditory coordination. Ability to understand and apply relevant legal concepts (e.g., confidentiality).

Minimum Education: Minimum five (5) years of documented and positively reference able acute care transcription experience or certification from accredited transcription school