

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

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!<sup>TM</sup>, a menu-driven database system. The internet address for GSA Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov/>.

WORLDWIDE FEDERAL SUPPLY SCHEDULE PRICELIST  
FOR  
OFFICE IMAGING AND DOCUMENT SOLUTIONS

**Federal Supply Class Schedule:** 36

**Contract Number:** GS-25F-0008R

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

Period Covered by Contract: February 4, 2005 – February 3, 2010

Contractor Name: Science & Engineering Associates, Inc.  
100 Sun Avenue NE, Suite 500  
Albuquerque, NM 87109  
  
Phone: (505) 884-2300  
Fax: (505) 346-0642  
[www.apogentech.com](http://www.apogentech.com)

Business Size: 541512 Computer Systems Design Services \$21 million size standard  
541330 Engineering Services \$4.0 million size standard

CUSTOMER INFORMATION FOR ORDERING OFFICES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

1a. AWARDED SPECIAL ITEM NUMBERS

<b><u>SIN</u></b>	<b><u>SIN TITLE</u></b>
51 501	Needs Assessment and Analysis Services (NAAS)
51 504	Records Management Services (RMS) <ul style="list-style-type: none"><li>• File Organization and File Maintenance Services (FOMS)</li><li>• Storage Services</li></ul>
51 505	Document Production Services Onsite/Offsite (DPS)
51 506	Document Conversion Services (DCS)
51 507	Destruction Services (DS)
51 508	Litigation Support Services (LSS)
51 509	Network Connectivity Support Services (NCSS)

**Item Descriptions:**

**51 501 NEEDS ASSESSMENT AND ANALYSIS SERVICES (NAAS)** - Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and most importantly, funding obligations which will provide agency (ies) recommendation(s) how to meet or exceed organization's overall performance by providing "total office solutions.

NAAS provides for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services. This sin may include assessment services for compliance with the requirements of section 508 of the rehabilitation act, which is an initiative to ensure the accessibility of electronic and information technology to individuals with disabilities and may also include special security requirements to meet agency's needs.

Note: Survey instruments may be offered in conjunction with consultation services. However, surveying services are covered under the MOBIS schedule.

Consultation Services- Offerors shall specify the Labor Category (ies) proposed and the hourly and daily rates for each. The total price for consultation services will be established at the time the Task/Delivery Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the agency and the labor category (ies) provided will be shown on the resultant Task/Delivery Order. Contractors shall provide expert advise, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. They may also include studies, analyses and reports documenting any proposed developmental, consultative, or implementation efforts.

Geographic Service Locations (s): Worldwide

51 504 RECORDS MANAGEMENT SERVICES (RMS) -

FILE ORGANIZATION AND FILE MAINTENANCE SERVICES - This services includes on-site services but are not limited to, organize paper or electronic files in any work area and track them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

STORAGE SERVICES - Preparation of files for media preparation for storage, archive, retrieval and pick-up services, managing records throughout the life cycle, 24 X 7 access and accountability.

Geographic Service Locations (s): Worldwide

51 505 DOCUMENT PRODUCTION SERVICES ONSITE/OFFSITE (DPS) - This service includes Facsimile service, On-Demand Copying, High-quality digital color printer, Large format scanning and copying, Facilities management, Document binding and finishing, Desk-top transmission, Document Imaging & Electronic Storage

(A) Labor Rates

Offerors shall specify the labor categories proposed and the rates for each. The categories and rates are to be based on those used to price orders commercially. The total price for services will be established at the time the order is placed and will be based on the prices awarded. The estimated number of hours will be negotiated by the ordering agency, and shown on the resultant order. Contract orders will be firm fixed price.

51 506 DOCUMENT CONVERSION SERVICES (DCS) - Document Conversion Services basically convert from an original paper document, data, or graphics into digital data, and transferred to a new media and format for use in a document imaging and storage system. This service may include Back file and Day Forward Conversion, Data Entry, State-of-the Art Scanning, Indexing, Hyper link, Web Hosting, Media of Choice, Blowback, Classified and Non-classified documents. DCS is the conversion of a document's text and graphic images into digital data, which is then converted, to a selected format and/or output media for use in a document imaging, distribution, and/or storage system.

Geographic Service Locations (s): Worldwide

51 507 DESTRUCTION SERVICES (DS) - Destruction Services offer a full range of services, including shredding of classified and unclassified materials, Incineration of paper documents, maps, blueprints, catalogs, Disintegration of microfilm, microfiche, ID cards, VHS tapes, Support DOD Approved requirements. DS provides for destruction of a variety of media. It includes Shredding, Incineration, and Disintegration.

Geographic Service Locations (s): Worldwide

51 508 LITIGATION SUPPORT SERVICES (LSS) - Litigation Support Services cover a full range of services, including Document Preparation, Imaging and Coding, Digitized Documents, Database

Management, Electronic and Multimedia Courtroom Presentation, Aid attorneys in high-volume copying, and present customized files, Specialize in presentation equipment and software used in courtroom arena.

LSS includes document preparation, database development, software and systems support. The items, in total comprise LSS, however may be bundled or unbundled by ordering agencies. The items therefore, may be priced as a unit consisting of all sub-items, combination of items, or as individual items. An offer does not have to be made on all sub-items to be eligible for award; however, unbundled items must be related to LSS in order to be considered for award.

Geographic Service Locations (s): Worldwide

51 509 NETWORK CONNECTIVITY SUPPORT SERVICES (NCSS) - Network Connectivity Support Services is designed to manage and support customer's software applications, network operating systems as it relate to your digital equipment. With this solution, the customer has the ability to search, view, access, print and communicate right from your desktop.

Geographic Service Locations (s): Worldwide

#### TRAVEL EXPENSES

SEA shall be paid for all transportation and subsistence expense incurred by SEA personnel in connection with the performance of services for work assignments away from SEA offices. For all assignments in excess of three (3) weeks, actual transportation costs and man-hours spent in transit for travel between the work location and the employee's home at least every three (3) weeks shall be paid. Time spent in transit shall be charged in accordance with the Personnel Charges set forth above.

For field assignments greater than twelve (12) months duration, SEA shall be reimbursed for relocation expenses at the beginning and end of the field assignment. This will include payment for all personnel charges and subsistence expenses in accordance with SEA relocation policy at the start and end of the field assignment.

SEA personnel are reimbursed for personal automobile use for authorized project travel. Highway tolls and parking expense are reimbursed at actual cost. Mileage is reimbursed at the current Government-recommended rate per mile. All travel expenses shall be billed at actual cost plus 15% for administration and handling.

#### OTHER SERVICES AND SUPPLIES

SEA shall be paid at actual cost plus 15% for all direct expenses such as consultants, computer services, telephone, telegraph, facsimile, telex, courier, microfilming, postage, equipment rental, work processing and reproduction expenses incurred by SEA in the course of authorized work on the project. Charges for use of SEA reproduction and facsimile equipment shall be at assigned rates.

#### SUBCONTRACTORS

Any costs incurred by SEA for subcontractors retained by SEA in connection with the project shall be billed at actual cost plus 15% for administration and handling.

Annual Escalation Factor: 3.5%

1b. Lowest Unit Prices and Geographic Pricing: See 1c. for hourly rates. There are no geographic price differences or domestic or overseas delivery. All prices reflect work accomplished at SEA facilities. No geographic or other discounts are offered for work accomplished off-site.

1c. Labor Category Titles and Hourly Rates for ALL SINS:

<u>GSA LABOR CATEGORY</u>	<u>GSA RATE</u>
Administrator I	\$31.50
Administrator II	\$40.50
Administrator III	\$54.90
Administrator IV	\$77.40
Analyst I	\$32.40
Analyst II	\$47.70
Analyst III	\$54.90
Analyst IV	\$81.90
Analyst V	\$85.50
Analyst VI	\$100.80
Analyst VII	\$107.10
Analyst VIII	\$117.90
Analyst IX	\$126.90
Business Integration Associate	\$175.50
Business Integration Manager	\$186.30
Senior Business Integration Manager	\$197.10
Clerical Support I	\$47.70
Clerical Support II	\$54.90
Clerical Support III	\$61.20
Communications Specialist I	\$56.70
Communications Specialist II	\$90.00
Communications Specialist III	\$99.90
Computer Consultant	\$127.80
Senior Computer Consultant	\$175.50

Computer Scientist	\$127.80
Senior Computer Scientist	\$175.50
Computer Engineering Analyst I	\$52.20
Computer Engineering Analyst II	\$56.70
Computer Engineering Analyst III	\$63.90
Computer Engineering Analyst IV	\$67.50
Computer Engineering Analyst V	\$71.10
Computer Engineering Analyst VI	\$80.10
Configuration Specialist I	\$63.90
Configuration Specialist II	\$73.80
Configuration Specialist III	\$77.40
Graphics Specialist/Draftsman I	\$57.60
Graphics Specialist/Draftsman II	\$72.00
Graphics Specialist/Draftsman III	\$82.80
Senior Graphics Specialist/Draftsman I	\$90.00
Senior Graphics Specialist/Draftsman II	\$101.70
Information Specialist I	\$98.10
Information Specialist II	\$135.00
Network Technician	\$57.60
Network Administrator I	\$76.50
Network Administrator II	\$81.90
Network Administrator III	\$95.40
Operations Analyst I	\$65.70
Operations Analyst II	\$86.40
Programmer I	\$76.50
Programmer II	\$81.90
Programmer III	\$95.40
Programmer IV	\$114.30
Programmer V	\$127.80
Programmer VI	\$133.20
Program Manager I	\$150.30
Program Manager II	\$163.80

Senior Program Manager I	\$183.60
Senior Program Manager II	\$232.20
Senior Program Manager III	\$298.80
Project Administrator I	\$47.70
Project Administrator II	\$50.40
Project Administrator III	\$53.10
Project Analyst I	\$44.10
Project Analyst II	\$61.20
Project Analyst III	\$71.10
Project Analyst IV	\$88.20
Project Analyst V	\$113.40
Project Coordinator I	\$83.70
Project Coordinator II	\$89.10
Project Coordinator III	\$94.50
Project/Task Manager I	\$127.80
Project/Task Manager II	\$133.20
Publication Specialist I	\$81.90
Quality Control Engineer	\$127.80
Senior Quality Control Engineer	\$133.20
Quality Specialist Associate I	\$67.50
Quality Specialist Associate II	\$98.10
Quality Specialist I	\$127.80
Senior Quality Specialist	\$133.20
Quality Manager I	\$153.00
Quality Manager II	\$173.70
Quality Manager III	\$186.30
Software Engineer I	\$98.10
Software Engineer II	\$114.30
Software Engineer III	\$127.80
Senior Software Engineer I	\$133.20
Senior Software Engineer II	\$159.30
Software Tester I	\$76.50

Software Tester II	\$81.90
Specialty Engineer I	\$60.30
Specialty Engineer II	\$77.40
Specialty Engineer III	\$86.40
Specialty Engineer IV	\$99.90
Specialty Engineer V	\$128.70
Subject Matter Expert D	\$186.30
Subject Matter Expert C	\$197.10
Subject Matter Expert B	\$210.60
Subject Matter Expert A	\$230.40
Support Engineer I	\$76.50
Support Engineer II	\$81.90
Support Engineer III	\$95.40
Systems Consultant	\$133.20
Senior Systems Consultant	\$175.50
Systems Engineer I	\$98.10
Systems Engineer II	\$114.30
Systems Engineer III	\$127.80
Senior Systems Engineer I	\$133.20
Senior Systems Engineer II	\$173.70
Technical Engineer I	\$32.40
Technical Engineer II	\$45.90
Technical Engineer III	\$54.90
Technical Engineer IV	\$59.40
Technical Engineer V	\$71.10
Technical Engineer VI	\$81.90
Technical Engineer VII	\$95.40
Technical Engineer VIII	\$116.10
Technical Specialist I	\$40.50
Technical Specialist II	\$45.90
Technical Specialist III	\$51.30
Technical Specialist IV	\$63.00
Technical Specialist V	\$102.60

Technical Specialist VI	\$115.20
Junior Technician	\$48.60
Technician I	\$57.60
Technician II	\$70.20
Technician III	\$76.50
Technician IV	\$85.50
Senior Technician I	\$98.10
Senior Technician II	\$110.70
Senior Technician III	\$127.80
Senior Technician IV	\$133.20
Test Engineer I	\$98.10
Test Engineer II	\$110.70
Test Engineer III	\$127.80
Senior Test Engineer I	\$144.00
Senior Test Engineer II	\$175.50
Test Specialist I	\$67.50
Test Specialist II	\$85.50
Test Specialist III	\$88.20
Training Specialist I	\$43.20
Training Specialist II	\$55.80
Training Specialist III	\$75.60
Training Specialist IV	\$110.70
Writer I	\$50.40
Writer II	\$56.70
Writer III	\$63.90
Writer IV	\$68.40
Writer V	\$75.60

*\* Education substituted for general experience: Formal education resulting in a Bachelor's, Master's or Ph.D. degree may be substituted as the equivalent of four (4) years of experience for each degree earned.*

*\* Experience substituted for formal education: Four (4) years of experience in a related field or discipline may be substituted for a Bachelor's degree. Eight (8) years of experience in a related field or discipline may be substituted for a Master's degree*

Pursuant to the Terms and Conditions of this contract, ultimate determination and acceptance of a proposed individual for performance under a specific effort rests with the client.

2. Maximum Order: \$1,000,000.00. However, requirements exceeding the Maximum Order will be processed in accordance with clause I-FSS-125.
3. Minimum Order: \$5,000.00.
4. Geographic Coverage: Domestic and overseas delivery can be provided. Domestic is defined as within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, and Washington, DC.
5. Points of Production: N/A
6. Discount from List Prices: All prices are net.
7. Quantity Discounts: None.
8. Prompt Payment Terms: Net 30 days.
- 9a. SEA will accept Government purchase cards up to the micro-purchase threshold.
- 9b. SEA will accept Government purchase cards above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: All services noted in this price list shall be delivered as negotiated in individual orders.
- 11b. Expedited Delivery - All services noted in this price list are available for expedited delivery when requested and negotiated in individual orders.
- 11c. Overnight and 2-Day Delivery - All services noted in this price list are available for overnight and 2-day delivery when requested and negotiated in individual orders.
- 11d. Urgent Requirements - All services noted in this price list are available to meet Urgent Requirements when requested and negotiated in individual orders. When the Federal Supply Schedule contract delivery period does not meet the bona fide Urgent delivery Requirements of an ordering agency, agencies are encouraged, if time permits, to contact SEA for the purpose of obtaining accelerated delivery. SEA shall reply to the inquiry within three (3) business days after receipt. (Telephonic replies shall be confirmed by SEA in writing.) If SEA offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
12. F.o.b. Point(s): Destination.

13a. Ordering Addresses:  
Science & Engineering Associates, Inc.  
Attention: Contracts Manager  
100 Sun Avenue NE, Suite 500  
Albuquerque, NM 87109

Phone: (505) 884-2300  
Fax: (505) 346-0642

Science & Engineering Associates, Inc.  
Attention: Contracts Manager  
2021 Lakeshore Drive, Suite 200  
New Orleans, LA 70122

Phone: (504) 304-2460  
Fax: (504) 304-2461

SEA Technology, Inc.  
Attention: Contracts Manager  
100 Sun Avenue NE, Suite 500  
Albuquerque, NM 87109

Phone: (505) 884-2300  
Fax: (505) 346-0642

SEA/Quest Technology, Inc.  
Attention: Contracts Manager  
4045 South Spencer St., Suite 402  
Las Vegas, NV 89119-5272

Phone: (702) 341-7700  
Fax: (702) 341-9030

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.fss.gsa.gov/schedules>).

14. Payment Address:

Wells Fargo Bank, Science & Engineering Associates, Inc.  
Louisiana Uptown BB  
6400 Uptown NE, Suite 100 West  
Albuquerque, NM 87103-1081

15. Warranty provision: SEA warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract. Except as otherwise provided by an express or implied warranty, SEA will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

SEA warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by SEA, provided that all products (e.g., hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The

duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to SEA in writing within ninety (90) days after acceptance (installation is considered acceptance). SEA may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known SEA in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance), whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

16. Export Packing Charges: When requested and negotiated in individual orders.
17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds above the Micro-Purchase Level): As determined in individual orders. SEA will accept Government Commercial Credit Cards for purchases greater than \$2,500.00 or over the micro-purchase threshold currently in effect from Executive agencies; other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to GSA.) If SEA will not accept payment by the purchase card for an order exceeding the micro-purchase threshold, SEA must advise the ordering agency within 24 hours of receipt of the order.
18. Terms and Conditions of Rental, Maintenance, and Repair: When requested and negotiated in individual orders.
19. Terms and Conditions of Installation: As negotiated in individual orders.
20. Terms and Conditions of Repair Parts indicating Date of Parts Price Lists and any Discounts from List Prices: As negotiated in individual orders.
- 20a. Terms and Conditions for any Other Services: SEA personnel are reimbursed for personal automobile use for authorized project travel. Highway tolls and parking expense are reimbursed at actual cost. All travel expenses shall be billed at actual cost plus a 15% fee for administration and handling.

SEA has an extended work week compensation policy and procedure to address situations where employees exempt from the overtime provisions of the Fair Labor Standards Act and the Service Contracts Act are required to work significant amounts of overtime, either by client direction or demands of meeting critical deadlines. Contact SEA for details of the policy.

The rates and prices quoted herein are exclusive of any sales, use, or gross receipts taxes. Should any such taxes be applicable, they will be included on the invoices at the appropriate tax rate.

Compensation due SEA shall be billed at monthly intervals and shall be due and payable upon receipt. Invoices shall be prepared in such form and supported by such documents as Client may reasonably require. Special reporting and documentation requirements of Client must be identified and agreed to prior to commencement of work. Outstanding invoices shall

accrue interest at a rate of one percent (1%) per month beginning thirty (30) days after Client's receipt of invoice. Any additional costs incurred by SEA in collecting overdue accounts and/or for audits of charges requested by Client shall be paid by Client.

21. List of Service and Distribution Points: The SEA facilities listed below are service and distribution points:

**Albuquerque, NM**

100 Sun Avenue NE, Suite 500  
Albuquerque, New Mexico 87109

Phone: 505.884.2300

Fax: 505.346.0642

**Baton Rouge, LA**

7117 Florida Blvd, Suite 202  
Baton Rouge, Louisiana 70806

Phone: 225-218-2153

Fax: 225-218-0101

**Los Alamos, NM**

1350 Central Avenue, 3rd Floor  
Los Alamos, New Mexico 87544

Phone: 505.662.0690

Fax: 505.662.0691

**New Orleans, LA**

2219 Lakeshore Dr., Suite 300  
New Orleans, Louisiana 70122

Phone: 504.304.2460

Fax: 504.304.2461

**Santa Fe, NM**

3205 Richards Lane, Suite A  
Santa Fe, New Mexico 87507

Phone: 505.424.6955

Fax: 505.424.6956

**Tempe, AZ**

PATHCOR  
2414 West 12th Street, Suite 5  
Tempe, Arizona 85281-6955

Phone: 480.905.9100

Fax: 480.921.2328

**Las Vegas, NV**

4045 South Spencer Street, Suite 408  
Las Vegas, Nevada 89119

Phone: 702.341.7700

Fax: 702.341.9030

**McLean, VA**

7918 Jones Branch Drive, Suite 400  
McLean, Virginia 22102

Phone: 703.752.6500

Fax: 703.821.3598

**San Diego, CA**

7545 Metropolitan Dr.  
San Diego, California 92108

Phone: 619.294.6982

Fax: 619.294.3567

**Springfield, VA**

7450-B Boston Blvd  
Springfield, Virginia 22153

Phone: 703.644.6433

Fax: 703.644.6435

22. List of Participating Dealers: None.
23. Preventive Maintenance: As negotiated in individual orders.
- 24a. Special Attributes: None.
- 24b. Section 508 Compliance Information: N/A
25. Data Universal Number System (DUNS) number: 038302634
26. SEA is registered in the CCR database.