



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 is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: <http://www.GSAAdvantage.gov>.

Schedule for – Office, Imaging and Document Solutions

Federal Supply Group: 36

Contract Number: GS-25F-0016T

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

Contract Period: 02-01-2012 through 01-31-2017

NetSmith Incorporated

247 West Patrick Street

Frederick, MD 21701

Phone: (301) 591-4045

Fax: (888) 601-8803

Website: www.netsmithusa.com

Email: info@netsmithusa.com

Contract Administrator: Steven L. Smith (ssmith@netsmithusa.com)

Business Size: Veteran Owned Small Business

Modification Date: September 2014

Addendum 1: Government Price List

Addendum 2: Labor Category Descriptions

Prices Shown Herein are Net (discount deducted)

INFORMATION FOR ORDERING OFFICES

1a. Table of Awarded Special Item Numbers (SINs):

- 51-501 Needs Assessment and Analysis Services (NAAS)
- 51-503 Educational & Training Support Services (ETSS)
- 51-504 Records Management Services (RMS)
- 51-509 Network Connectivity Support Services (NCSS)

1b. Lowest Price Model Number:

Not Applicable

1c. Job Descriptions:

A detailed description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees who will perform the services can be found in Addendum 2.

2. Maximum Order:

\$1,000,000.00

3. Minimum Order:

\$100.00

4. Geographic Coverage (delivery Area):

The geographic scope of the contract is the 48 contiguous states, excluding Alaska, Hawaii, and Puerto Rico.

5. Point(s) of production (city, county, and state or foreign country):

Same as Contractor.

6. Discount from list prices or statement of net price:

Rates proposed are Government Net Prices (discount already deducted). See prices located in Addendum 1.

7. Quantity discounts:

NetSmith proposes to offer GSA the following additional discounts:

NetSmith, Inc. offers discounts for orders that exceed hourly commitment thresholds in accordance with the table below.

Minimum hours	Maximum hours	Discount percentage
0	2000 hours	0%
2000 hours	6000 hours	1%
6000 hours	12000 hours	2%
12000 hours	Above 12000 hours	3%

Blanket Purchase Agreement orders greater than 10,000 hours within a single SIN earn a 1% discount above the tiered quantity/dollar volume discount described above.

8. **Prompt payment terms:**
Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:**
Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:**
Yes
10. **Foreign items (list items by country of origin):**
None
- 11a. **Time of Delivery (Contractor insert number of days):**
Delivery terms are 30 days after receipt of order for standard delivery unless otherwise stipulated by the ordering agency.
- 11b. **Expedited Delivery:**
Expedited delivery of service offering will be negotiated by NetSmith, Inc. and the ordering agency as needed.
- 11c. **Overnight and 2-day delivery:**
Contact NetSmith, Inc.
- 11d. **Urgent Requirements:**
Will be negotiated by NetSmith, Inc. and the ordering agency.
12. **F.O.B Point(s):**
Destination
- 13a. **Ordering Address:**
NetSmith Inc.
247 West Patrick Street
Frederick, MD 21701
Tel: (301) 591-4045
Fax: (888) 601-8803
- 13b. **Ordering procedures:**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

- 14. Payment address:**
NetSmith Inc.
3316 Nicholas Court
Ijamsville, MD 21754
Tel: (301) 591-4045
Fax: (888) 601-8803
- 15. Warranty provision:**
Not Applicable
- 16. Export Packing Charges:**
Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**
Contact NetSmith, Inc.
- 18. Terms and conditions of rental, maintenance, and repair:**
Not Applicable
- 19. Terms and conditions of installation:**
Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:**
Not Applicable
- 20a. Terms and conditions for any other services:**
Not Applicable
- 21. List of service and distribution points:**
Not Applicable
- 22. List of participating dealers:**
Not Applicable
- 23. Preventive maintenance:**
Not Applicable
- 24a. Environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):**
Not Applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's website or other location):**
Not Applicable

The EIT standards can be found at: www.Section508.gov/.

25. **Data Universal Numbering System (DUNS) number:**
00-987-5634
26. **Notification regarding registration in System for Award Management (SAM) database:**
NetSmith Incorporated is registered in the SAM Database.

Addendum 1: Government Price List

Government Price list

Labor Categories are applicable for the SINs 51-501, 51-503, 51-504, and 51-509. NetSmith's government pricing reflects a 10% discount from NetSmith's standard commercial pricing. NetSmith's government price list is as follows.

Labor Category	GSA Net Rate
General Project Clerk	\$46.13
Records Clerk II	\$47.96
Records/Info Tech III	\$65.56
Records Analyst III	\$75.27
Records Manager II	\$87.40
Records Consultant I	\$109.26
Senior Records Consultant	\$151.74
Training Specialist II	\$87.40
Tech Info /Systems Analyst	\$84.98
Information System Engineer	\$103.18
System Engineer	\$121.39
Senior Technical Consultant	\$144.51
Project Manager	\$121.39
Program Manager	\$173.42

Addendum 2: Labor Category Descriptions

General Project Clerk

Description: Under direct supervision, performs general clerical duties related to records management projects and project administrative activities. Duties include processing and maintaining files, preparing and maintaining project documentation, correspondence, and logs, reproduction and distribution of project materials, data entry, answering phones, ordering supplies, delivery services, and other administrative duties.

Qualifications: Requires basic computer skills and attention to detail. Ability to move, lift and carry boxes up to 25 pounds.

Minimum Education: HS diploma or GED (General Equivalency Diploma).

Minimum Work Experience: 1 year work experience performing general clerical duties.

Records Clerk II

Description: Under direct supervision, performs routine clerical duties related to records management and document processing projects. Duties include filing and sorting of documents and files, preparing documents for imaging, scanning, microfilming, photocopying, or other processing, packing boxes, and other clerical project activities. Performs routine data entry and coding, and prepares files indexes and inventories.

Qualifications: Requires attention to detail, knowledge of routine clerical functions, and basic computer skills. Ability to move, lift and carry boxes up to 25 pounds.

Minimum Education: HS diploma or GED (General Equivalency Diploma).

Minimum Work Experience: 3 years of records management or clerical work.

Records/ Information Technician III

Description: Performs routine functions associated with document and records management operations and special projects. Leads team of records technicians performing records management operations and tasks, monitors quality and productivity, and reports on task status. Activities include document processing, sorting, screening, coding, data entry, updating databases and tracking tools, organizing and maintaining physical and electronic files and filing systems, and other tasks to support records capture, retrieval, maintenance, and disposition.

Qualifications: Requires knowledge of document/records management operations and principles, and the ability to use judgment to carry out procedures and apply rules. Ability to apply knowledge and experience to solve problems and achieve successful completion of assigned tasks. Ability to communicate orally and in writing. Attention to detail, strong computer skills, and the ability to move, lift and carry boxes up to 25 pounds.

Minimum Education: Associate's degree, or 2 years college studies and a Records Management certificate.

Minimum Work Experience: 5 years records management experience and some supervisory experience.

Records Analyst III

Description: Performs analytical functions and activities associated with ongoing records management operations and special projects. Performs inventories, organizes and maintains records collections, conducts research in response to routine and special requests, and conducts records disposition activities. Develops and implements project procedures. Analyzes processes, researches requirements, and makes recommendations for designing and improving records management procedures. May lead project tasks or teams and report on task status.

Qualifications: Requires knowledge and understanding of life-cycle records management processes and techniques (inventories, retention schedules, filing systems, storage, retrieval, and disposition of physical and electronic records) and ability to apply knowledge to project requirements. Requires analytical ability, customer service, and strong written and oral communication skills. Also, attention to detail, strong computer skills, and the ability to move, lift and carry up to 25 pounds.

Minimum Education: Bachelor's Degree or an additional four years work experience. Records Management certificate desirable.

Minimum Work Experience: 4 years experience in records program support performing the tasks described.

Records Manager II

Description: Oversees records and information management operations, projects, and services. Establishes and implements policies and procedures, implements and maintains retention schedules, manages inventory and tracking systems, records classification, file maintenance, retrieval requests, on-site and off-site storage services, and other project activities and services to meet customer requirements. Supervises records clerks, technicians, and analysts.

Qualifications: Familiarity with records management operations and automated processes. Strong communication and interpersonal skills, ability to train and supervise staff.

Minimum Education: Bachelor's Degree, preferably in library/information science, business administration, or a related field, or an additional four years work experience.

Minimum Work Experience: 4 years experience with a variety of records management operations, practices and procedures. Previous experience supervising staff.

Records Consultant I

Description: Performs in-depth analyses, studies, assessments, of records and information management program elements and complex issues. Provides recommendations for solutions, develops strategies and plans for implementation. Assists customers with program development, planning, implementation, and performance evaluation. Establishes best practices, performance measures, benchmarks, and management standards for use in assessments and policy development.

Qualifications: Thorough knowledge of Federal records management laws and regulations. Must be creative and autonomous, able to take a strategic view.

Minimum Education: Bachelor's Degree in Library/Information Science, Management Information Systems, or a related field. Master's Degree in Library/Information Science, Management Information Systems, or a related discipline preferred.

Minimum Work Experience: 5 years progressive experience in records and information management and project management.

Senior Records Consultant

Description: Provides senior level consulting and professional services to customers on records management initiatives, regulatory and compliance issues, process improvements, and related complex business issues. Guides records management strategic planning and policy development.

Qualifications: Certified Records Manager (CRM), Information Governance Professional (IGP), Certified Information Professional (CIP), or other industry recognized records and information management certification. Possesses in-depth knowledge of current records management trends, technology, and business impacts, including specialized knowledge and technical expertise for developing customized RIM solutions.

Minimum Education: Master's Degree in Library/Information Science, Management Information Systems, or a related discipline.

Minimum Work Experience: 10 years experience working in multiple or complex records environments requiring specialized expertise. Some information technology experience desirable.

Training Specialist II

Description: Develops and delivers training programs, materials, and tools, relating to records management projects and activities. Duties include presenting classroom instruction using established course materials, providing informal orientation and user assistance, and developing course materials, supporting documentation, and computer-based training. Conducts training for customers and project staff in classroom, small group, and one-on-one settings, evaluates training effectiveness, coordinates training schedules and facilities, and manages participant registration and attendance, and other activities to support training program objectives. Develops customized curriculum to meet project and customer requirements, works with subject matter experts as needed for technical content and effective training delivery.

Qualifications: Requires strong verbal and written communication skills, experience with customer relations and training. Ability to work with subject matter experts and customer technology staff.

Minimum Education: Bachelor's Degree or certification as a training instructor.

Minimum Work Experience: 3 years experience with a variety of classroom and computer-based training techniques, and Web-based training tools.

Technical Information/Systems Analyst

Description: Performs technical or specialized functions in support of document and records management projects and tasks. Duties include routine maintenance and update of information systems, databases, tracking tools, and other technical support activities. Also assists with system configuration and testing, troubleshooting, and user support.

Qualifications: Requires basic computer skills and knowledge of standard office automation and database applications. Also, attention to detail and the ability to follow detailed procedures.

Minimum Education: Associate's degree or an additional 2 years related experience. Records Management or Information Technology certificate desirable.

Minimum Work Experience: 1 year experience performing the tasks described.

Information Systems Engineer

Description: Performs technical or specialized functions supporting systems and software applications relating to document and records management projects. Duties include system design, software configuration to meet customer requirements, system enhancements and upgrades, testing, troubleshooting, and user support.

Qualifications: Requires knowledge of information systems, and familiarity with content management systems and electronic records management systems. Also, attention to detail and the ability to follow detailed procedures.

Minimum Education: Bachelor's Degree or Information Systems certification.

Minimum Work Experience: 5 years related Information Technology experience.

Systems Engineer

Description: Provides infrastructure operations support, including local and wide area networks. Performs technical or specialized functions supporting systems software. Duties include system design, software configuration to meet customer requirements, system enhancements and upgrades, testing, troubleshooting, and user support.

Qualifications: Solid understanding of local and wide area networks, communications and host connectivity currently available in the market. Attention to detail and the ability to develop project or system documentation. Ability to communicate technical and non-technical information clearly, verbally and in writing. Requires a wide range of knowledge and experience in information systems and communication technology.

Minimum Education: Bachelor's Degree in Electrical Engineering, Computer Science, Management Information Systems, Systems Engineering, or Network Engineering Technology, or a related field, plus certification in at least one network operating system.

Minimum Work Experience: 5 years of information systems engineering experience.

Senior Technical Consultant

Description: Plans and performs engineering research, design development, and other assignments in conformance with system design, engineering and customer specifications. Integrates project/program-engineering efforts across disciplines including software and hardware. Derives program/project requirements through analysis of the customer's needs documents such as (but not limited to) mission needs statements, objectives, security threat assessments, etc. Defines methodology, processes, and standards to be applied by the entire project team. Applies the applicable standards as needed.

Qualifications: Ability to lead project requirements analysis and/or requirements management activities on projects of simple or medium complexities. Requires attention to detail and the ability to develop project or system documentation. Ability to communicate technical and non-technical information clearly, verbally and in writing.

Minimum Education: Bachelor's Degree in Computer Science, Management Information Systems, Systems Engineering, or Network Engineering Technology, or related field, plus an Information Technology certification.

Minimum Work Experience: 8 years of information systems engineering experience.

Project Manager

Description: Manages records and information management projects and is directly responsible for supervising, planning, staffing, and managing resources to meet contract requirements. Directs overall planning and execution of project activities, and ensures that overall performance meets customer cost, schedule, and quality requirements, in accordance with company policies and objectives. Tracks and reports on project costs and status to customer and corporate management as required, and is the primary interface with customer Contracting Officer and Contracting Officer's Representative. Assigns, schedules, and reviews work of subordinates. Explains policies, purposes, and goals of the contractor organization to subordinates.

Qualifications: Ability to communicate effectively, verbally and in writing, with all levels of customer management and project staff.

Minimum Education: Bachelor's degree in Library/Information Science, IT-related field, Business Management, or other discipline related to the project work scope. Master's degree preferred.

Minimum Work Experience: 7 years progressive experience managing records/information management, or related projects, including 5 years in a supervisory role. Experience with current project management/process improvement theory (e.g., PMP, Lean Six Sigma) and tools (e.g., MS Project) preferred.

Program Manager

Description: Serves as the contractor counterpart to the customer program/technical manager for a complex program. Manages program/technical support operations involving multiple tasks and projects and personnel. Ensures outcomes that conform to the customer's technical and business requirements. Maintains overall responsibility for program performance within contractual obligations, time limitations, and funding constraints, and ensures that program schedule, performance, and deliverables are met. Organizes, directs and coordinates planning and execution of all program/technical support activities. Assigns duties and reviews work of subordinates. Resolves problems, issues or conflicts as required. Establishes and alters (as necessary) management structure within the program to effectively direct program/technical support activities. Meets and confers with customer management officials regarding the status of specific program/technical activities and progress. Recommends strategies and develops plans that satisfy customer needs.

Qualifications: Requires leadership and communication skills to be able to interface with all levels of management, and, as relates to the scope of the

contract, demonstrated engineering, information technology, or records management expertise.

Minimum Education: Bachelor's Degree in Business Administration, Information Technology, Library/Information Science or other discipline related to the scope of work. Master's degree preferred.

Minimum Work Experience: 10 years intensive and progressive experience in the management of large, complex programs including 5 years experience supervising, and 5 years managing multiple projects.