



# General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List

## Schedule 36: Office Imaging and Document Solutions

### Contract Number GS-25F-0026L

Special Item Nos. 51-501 and 51-501RC – Needs Assessment and Analysis Services  
Special Item Nos. 51-504a and 51-504RC – File Organization and File Maintenance  
Special Item Nos. 51-506 and 51-506RC – Document Conversion Services

#### **AECOM National Security Programs, Inc.**

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[www.aecom.com](http://www.aecom.com)

Business Size: Large Business

Period Covered by Contract:  
May 4, 2001 through May 03, 2021

Pricelist current through Modification No. PO-0028, dated March 29, 2016

For more information on ordering from Federal Supply Schedules, click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov).

Online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is [www.gsaadvantage.gov](http://www.gsaadvantage.gov).



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## Customer Information

### 1.0 Awarded Special Item Numbers (SINs) and Identification of Lowest Price

<u>SIN(s)</u>	<u>Description</u>	<u>Page Number</u>
51-501 and 51-501RC	Needs Assessment and Analysis Services	7
51-504a and 51-504RC	File Organization and File Maintenance	7
51-506 and 51-506RC	Document Conversion Services	7

This price list is based on a single hour unit of one, exclusive of quantity/dollar volume, prompt payment, or any other concession price. AECOM National Security Programs, Inc. (AECOM) negotiates exclusively with clients on a case by case basis. Therefore, the lowest model number and lowest unit price for that model for each special item awarded within the contract is set forth in the price list below.

### 2.0 Maximum Order

Not applicable.

### 3.0 Minimum Order

The minimum order under this schedule is \$100.00. AECOM is not obligated to accept orders that fall below this threshold.

### 4.0 Geographic Coverage

Prices offered in this schedule are applicable to the Continental United States.

### 5.0 Point(s) of Production

Not applicable.

### 6.0 Discount from List Prices/Statement of Net Price

Prices offered in this schedule are net all discounts.

### 7.0 Quantity Discounts

Not applicable.

### 8.0 Prompt Payment Terms

Net 30 days.

## **9.0 Government Purchase Cards**

AECOM will accept U.S. Government purchase cards up to and over the micro-purchase threshold for written delivery orders only.

## **10.0 Foreign Items**

AECOM does not offer any foreign items in this schedule.

## **11.0 Time of Delivery**

The time of delivery will be determined for each separate task order/delivery order placed under this schedule. Deliveries normally are made within one to two days of product or service completion.

Items available for expedited delivery are denoted in this price list by the use of an asterisk placed next to the name of the service offered.

Overnight and two-day delivery is available for items annotated for expedited delivery. The price difference will be the difference between UPS Ground prices and the expedited price. If the customer requests overnight or two-day delivery, please contact AECOM for expedited rates.

This contract contains an Urgent Requirements Clause. Customers desiring a faster delivery may contact the contractor's representative to affect an expedited delivery.

## **12.0 F.O.B. Point(s)**

All pricing for deliveries is based on the terms of the F.O.B. destination, applicable to delivery within the Continental United States. The contract only covers routine shipping (UPS Ground). Agencies requiring expedited shipment are responsible for the differences between normal UPS Ground rates and the expedited shipping costs. Payment for the shipments made outside the Continental United States will be at the expense of the ordering agency.

## **13.0 Ordering Address and Procedures**

The ordering address for this schedule is:

AECOM National Security Programs, Inc.  
4800 Westfields Blvd  
Chantilly, VA 20151-2299, US  
T +1-703-745-6016  
aecom.com

For supplies and services, ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA Schedules homepage.

## **14.0 Payment Address**

The payment address for schedule orders is:

*For Courier and Overnight Deliveries:*  
AECOM National Security Programs, Inc.  
Attn: Lockbox 116323  
100 South Crest Drive  
Stockbridge, GA 30281

*For Regular Mail:*  
AECOM National Security Programs, Inc.  
P.O. Box 116323  
Atlanta, GA 30368-6323

## **15.0 Warranty Provision**

AECOM warrants that the services provided will satisfy the requirements of the task order obtained through this schedule. AECOM also prides itself in meeting or exceeding all client expectations.

## **16.0 Export Packing Charges**

Export packing charges which exceed the normal packaging costs will be billed to the customer.

## **17.0 Terms and Conditions of Government Purchase Card Acceptance**

AECOM will accept Government purchase cards; however, no discount for their use will apply. Terms and conditions of acceptance will be in accordance with the Government Commercial Credit Card Program Guidelines.

## **18.0 Terms and Conditions of Rental, Maintenance, and Repair**

Not applicable.

## **19.0 Terms and Conditions of Installation**

Not applicable.

## **20.0 Terms and Conditions of Repair Parts**

Not applicable.

## **20.1 Terms and Conditions for Any Other Services**

- a. **Inspection/Acceptance.** AECOM will only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government will require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government will exercise its post acceptance rights within a reasonable time after the defect was discovered or should have been

discovered; and before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

- b. **Assignment.** AECOM's or its assignee's rights to be paid amounts due as a result of performance of this contract may be assigned to a bank, trust company, or other financing institution, including any federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727).
- c. **Disputes.** This contract is subject to the Contract Disputes Act of 1978 (41 U.S.C. 601-613), as amended. Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal, or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which shall be incorporated herein by reference. AECOM will proceed diligently with performance arising under the contract.
- d. **Definitions.** FAR 52.202-1, Definitions, is incorporated in the addendum to this clause.
- e. **Excusable Delays.** AECOM will be liable for default unless nonperformance is caused by an occurrence beyond AECOM's reasonable control and without its fault or negligence such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. AECOM will notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence. AECOM will also notify the Contracting Officer of the ordering activity agency in writing as set forth above when service is expected to be delayed.
- f. **Invoice Requirements.** The number of invoices required is an original and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include:
  - i. Name and address of the Contractor;
  - ii. Invoice date;
  - iii. Contract number, contract line item number, and, if applicable, the order number;
  - iv. Description, quantity, unit of measure, unit price, and extended price of the item delivered;
  - v. Shipping number and date of shipment including the bill of lading number and weight of shipping if shipped on Government bill of lading;
  - vi. Terms of any prompt payment discount offered;
  - vii. Name and address of official to whom payment is to be sent; and
  - viii. Name, title, and phone number of person to be notified in event of defective invoice.

Invoices must be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment.

- g. **Patent Indemnity.** AECOM will indemnify the Government and its officers, employees, and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided AECOM is reasonably notified of such claims and proceedings.

- h. Payment.** Payment will be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and OMB Circular A-125, Prompt Payment. Unless otherwise provided by an addendum to this contract, the Government will make payment in accordance with the clause FAR 52.232-33, Mandatory Information for Electronic Funds Transfer Payment, which is incorporated herein by reference. In connection with any discount offered for early payment, time will be computed from the date of the invoice. For the purpose of computing the discount earned, payment will be considered to have been made on the date which appears on the payment check, or the specified payment date if an electronic funds transfer payment is made.
- i. Risk of Loss.** Unless the contract specifically provides otherwise, risk of loss or damage to supplies provided under this contract will remain with AECOM until, and will pass to the Government upon:

  - i. Delivery of the supplies to a carrier, if transportation is F.O.B. origin; or
  - ii. Delivery of the supplies to the Government at the destination specified in the contract, if transportation is F.O.B. destination.
- j. Taxes.** The contract price includes all applicable Federal, State, and local taxes and duties.
- k. Warranty.** AECOM warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

## 21.0 List of Service and Distribution Points

AECOM is required to provide all services for each SIN offered in accordance with the requirements of this contract.

## 22.0 List of Participating Dealers

Not applicable.

## 23.0 Preventive Maintenance

Not applicable.

## 24.0 Special Attributes

Not applicable.

## 24.1 Section 508 Compliance

Not applicable.

## 25.0 Data Universal Numbering System (DUNS) Number



AECOM's DUNS number is 193348489.

## **26.0 Notification Regarding Registration in Central Contractor Registration (CCR)**

AECOM is registered in the CCR database.

## **27.0 Paid Overtime and Uncompensated Overtime**

AECOM follows the Fair Labor Standards Act and associated guidelines for the designation of positions as exempt or non-exempt, and for the proper payment of overtime for non-exempt personnel as it is worked. AECOM does not utilize the concept of uncompensated overtime.



## **Special Item Number (SIN) Descriptions**

### **SINs 51-501 and 51-501RC – Needs Assessment and Analysis Services**

Consultation Services – AECOM provides expert advice, assistance, guidance, or counseling in support of agencies' management, organizational and business improvement efforts. AECOM also includes studies analyses and reports documenting any proposed developmental, consultative, or implementation efforts.

Survey Services – AECOM provides expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of needs assessment and analysis services. AECOM shall assist with, and/or perform all phases of the survey process to include, but not limited to, planning, survey design, sampling, survey development, pilot surveys, assessing reliability and validity, and administering surveys using various types of data collection methods as appropriate.

### **SINs 51-504a and 51-504RC – File Organization and File Maintenance Services**

AECOM provides personnel, materials, facilities, and equipment to perform all work as indicated for records maintenance services. AECOM provides on-site services, organization of files not for storage, tracking of files, information and documents indexing, scanning, labeling, bar-coding, and filing.

### **SINs 51-506 and 51-506RC – Document Conversion Services**

AECOM provides broad range data conversion and records management support, including state-of-the-art scanning of original document text and graphic images into digital data which is then transferred to new media and formatted for use in a document imaging and storage system.



## Prices

AECOM provides the following labor categories and corresponding hourly rates for the indicated special item numbers (SINs). The prices include the Industrial Funding Fee of 0.75 percent.

### SINs 51-501, 51-501RC, 51-504a, 51-504RC, 51-506, and 51-506RC

Labor Category	Option Period 3				
	04 May 2016 - 03 May 2017	04 May 2017 - 03 May 2018	04 May 2018 - 03 May 2019	04 May 2019 - 03 May 2020	04 May 2020 - 03 May 2021
<b>Information Rights Management Analysts</b>					
Master IRM Analyst	\$ 176.10	\$ 179.45	\$ 182.86	\$ 186.33	\$ 189.87
Senior IRM Analyst	\$ 143.32	\$ 146.04	\$ 148.81	\$ 151.64	\$ 154.52
Journeyman IRM Analyst	\$ 92.61	\$ 94.37	\$ 96.16	\$ 97.99	\$ 99.85
<b>Management Analysts</b>					
Senior Management Analyst	\$ 146.36	\$ 149.14	\$ 151.97	\$ 154.86	\$ 157.80
Management Analyst	\$ 116.77	\$ 118.99	\$ 121.25	\$ 123.55	\$ 125.90
Junior Management Analyst	\$ 79.83	\$ 81.35	\$ 82.90	\$ 84.48	\$ 86.09
Subject Matter Expert	\$ 142.24	\$ 144.94	\$ 147.69	\$ 150.50	\$ 153.36
<b>Technicians</b>					
Senior Technician	\$ 93.66	\$ 95.44	\$ 97.25	\$ 99.10	\$ 100.98
Journeyman Technician	\$ 84.18	\$ 85.78	\$ 87.41	\$ 89.07	\$ 90.76
Junior Technician	\$ 73.61	\$ 75.01	\$ 76.44	\$ 77.89	\$ 79.37
<b>Graphics/Clerical</b>					
Graphics	\$ 69.60	\$ 70.92	\$ 72.27	\$ 73.64	\$ 75.04
Clerical	\$ 52.76	\$ 53.76	\$ 54.78	\$ 55.82	\$ 56.88