

Input Solutions, Inc.
Government Price List

Effective May 23, 2007

15.25% GSA Discount
Contract # GS-25F-0027M

Corporate Office
9250 Gaither Road
Gaithersburg, MD 20877
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GENERAL SERVICES ADMINISTRATION

Federal Supply Service – Authorized Federal Supply Schedule Price List

FSC Group: 36

FSC Class: 3610

Contract Number: GS-25F-0027M

Contract period: 06/01/07-09/30/11

Contractor's name, address and phone number:

Input Solutions, Inc.
9250 Gaither Road
Gaithersburg, MD 20877
(301) 948-6620
(301) 948-6576 (fax)

Contractor's internet address: www.inputsolutions.com

Business size: Small Business.
Woman Owned.

CUSTOMER INFORMATION

1a. Table of awarded special item number: **51-506**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: **CLIN 012a; Level-1 PDF Image-Only priced at \$0.012 per page.**

1c. If the contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. **Basic information can be found on Input Solutions, Inc. price list and additional information will be provided upon request.**

2. Maximum order. **\$1,000,000.00 (One million dollars and no cents)**

3. Minimum order. **\$2,000.00 (Two thousand dollars and no cents)**

4. Geographic coverage. **Continental US**

5. Points of production. **Gaithersburg, Montgomery County, MD**

6. Discount from list prices. **15.25%**

7. Quantity discounts. **None**

8. Prompt payment terms. **Net 30 days**

9a. Government commercial credit card acceptance. **Yes**

9b. Government purchase cards accepted/not accepted above the micro-purchase threshold.
Yes, they are accepted

10. Foreign items. **N/A**

11a. Time of delivery. **Delivery date of completed documents will be negotiated with the ordering agency for each delivery**

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

11c. Overnight and 2-day delivery. **Available at client's expense**

- 11d. Urgent requirements. **As agreed to between the ordering activity and contractor for products only. There is no expedited delivery for any service.**
12. FOB points. **Destination prices for geographic area**
- 13a. Ordering address. **9250 Gaither Road, Gaithersburg, MD 20877**
- 13b. Ordering procedures. **For supplies and services, the ordering procedures, information on BPA are found in FAR 8.405-3**
14. Payment Address. **9250 Gaither Road, Gaithersburg, MD 20877**
15. Warranty provision. **Input Solutions, Inc. warrants the files delivered to the ordering agencies up to 6 months following the acceptance for each order.**
16. Exporting packing charges. **N/A**
17. Terms and conditions of Government Credit Card. **Input Solutions, Inc. will comply with the terms and conditions.**
18. Terms and conditions of rental, maintenance and repair. **N/A**
19. Terms and conditions of installation. **N/A**
20. Terms and conditions of repair parts. **N/A**
- 20a. Terms and conditions of any other services. **N/A**
21. List of service and distribution points. **N/A**
22. List of participating dealers. **N/A**
23. Preventive maintenance. **N/A**
- 24a. Special environmental attributes. **N/A**
- 24b. Section 508 compliance information. **In process**
25. DUNS number. **60-698-0134**
26. Notification regarding registration in CCR. **Input Solutions, Inc. is registered and has current information on file in the Central Contractor Registration (CCR).**

Specifications & Pricing

CLIN 001

Project Setup

- Review project specifications
- Recommend modifications to specification
- Provide sample deliverable (up to 1,500 pages - 25 documents) per Statement of Work
- Prepare project procedures and setup

CLIN 001	Item	Unit(s)	Price	Gov. Price
Project Setup				
001a	Level-1 (less than 100,000 pages)	Per Project	\$895.000	\$758.512
001b	Level 2 (100,001 to 500,000 pages)	Per Project	\$2,295.000	\$1,945.012
001c	Level 3 (Greater than 500,000 Pages)	Per Project	\$4,995.000	\$4,233.262

CLIN 002

Document Preparation (Per Image)

Level-1 (Standard)

Pre-conversion Document Preparation

- Removal of documents from file folders
- Staple removal (not to exceed one staple for every ten pages)

Level-2 (Enhanced)

Includes Standard Document Preparation – plus:

- Removing documents from some special bindings.
- Insertion of separator sheets
- Unfolding
- Minimal handling and mounting of post-it notes and/or other nonstandard size paper

**Reordering, removal or re-sectioning requiring Subject Matter Expertise (SME) is provided on an hourly basis
For hard bound, stitch or glue bound books or documents, see Book Cutting**

CLIN 002	Item	Unit(s)	Price	Gov. Price
Document Preparation				
002a	Level-1 (Standard)	Per Image	\$0.020	\$0.016
002b	Level-2 (Enhanced)	Per Image	\$0.070	\$0.059

CLIN 003

Document Reconstruction (Per Image)

Level-1

Provides for reassembly of documents to their original sequence within a folder with up to one staple

Level-2

Provides for complex reassembly of documents, including:

- More than one staple per document (not to exceed 1 staple average per 10 pages)
- Replacing pages to post folders (given equally aligned holes for all pages)
- Replacing pages to ring binders (given equally aligned holes for all pages)

Custom document reconstruction provided on an hourly basis (Non-aligned ring and post binding documents, GBC, Spiral, Screw Mount)

CLIN 003	Item	Unit(s)	Price	Gov. Price
Document Reconstruction				
003a	Level-1 (Standard)	Per Image	\$0.020	\$0.016
003b	Level-2 (Enhanced)	Per Image	\$0.070	\$0.059

CLIN 004

Book Cutting (Per Book)

Level-1

- Soft bound / perfect bound books or documents up to 200 physical pages
- No staples or alternate fastener removal
- Book must have reasonable gutter to allow for cutting without jeopardizing printed material or client must provide a waiver of damage

Level-2

- Soft bound / perfect bound books or documents over 200 pages
- Removal of staples or alternate fasteners
- Book must have reasonable gutter to allow for cutting without jeopardizing printed material or client must provide a waiver of damage

Level-3

- Hard Bound Books
- Removal and retention of jackets
- Removal of fasteners
- Book must have reasonable gutter to allow for cutting without jeopardizing printed material or client must provide a waiver of damage

Books or documents requiring delicate or special handling may be subject to hourly charges

CLIN 004	Item	Unit(s)	Price	Gov. Price
Book Cutting				
004a	Level-1	Per Book	\$1.500	\$1.271
004b	Level-2	Per Book	\$3.500	\$2.966
004c	Level-3	Per Book	\$7.500	\$6.356

CLIN 005

Scanning – Paper (Per Image)

Other resolutions than stated herein, both higher and lower are available

- Pricing is based on paper being good quality originals, suitable for processing through an automated document feeder during scanning
- Bitonal Raster Scanning of paper sizes up to 8.5 x 11 at 300 dpi or less as requested by client
- Automated blank page detection and removal available
- Images will be output to TIFF Group 4 file format
- Pages, which are larger than 8.5" x 11" are considered oversized documents
- Oversized documents will be priced on the whole or partial number of 8.5" x 11" segments. The fee for oversized scanning is assessed on a per segment basis
- A continuous flow of materials will be provided for processing without any breaks, and that a reasonable time frame for turnaround will be agreed to
- Automated image enhancements is available

1-10	pages per document	Level-5
11-25	pages per document	Level-4
26-50	pages per document	Level-3
51-99	pages per document	Level-2
100+	pages per document	Level-1

Grayscale and color scanning prices are based on the document being scanned entirely as grayscale or color. Intermixed Binary, Grayscale and Color require a higher level of operator intervention and may be priced on an hourly basis

Grayscale 200/300 dpi - TIFF Uncompressed or JPEG

Color 200/300 dpi - TIFF Uncompressed or JPEG

Manual hand placed (flatbed) scanning is offered on an hourly basis

CLIN 005	Item	Unit(s)	Price	Gov. Price
Scanning				
005a	Level-1	Per Image	\$0.060	\$0.051
005b	Level-2	Per Image	\$0.080	\$0.067
005c	Level-3	Per Image	\$0.100	\$0.084
005d	Level-4	Per Image	\$0.120	\$0.102
005e	Level-5	Per Image	\$0.140	\$0.119
005f	Grayscale (200/300 dpi)	Per Image	\$0.420	\$0.356
005g	Color (200/300 dpi)	Per Image	\$0.420	\$0.356

CLIN 006

Engineering Drawings / Large Format Scanning (Per Segment)

Other resolutions than stated herein, both higher and lower are available

Based on binary scanning of regular (line) drawings of the same size and prepared for scanning. Folded, rolled drawings or drawings intermixed with regular document collections are subject to additional Document Preparation charges. Drawings requiring special attention may be priced on an hourly basis.

Special attention is given when drawings are in poor condition (i.e., torn, frayed, stained) or if the clarity is poor (background is noisy, text and graphics are either very dark or very light or a combination of both).

Standard scanning:

- Binary 200/300/400 dpi
- Images will be output to TIFF Group IV file format
- The fee is on a per segment basis (segment = 8.5" x 11" or portion thereof)
- Drawing sizes C through E

CLIN 006	Item	Unit(s)	Price	Gov. Price
Engineering Drawings / Large Format				
006a	Engineering / Drawing 200 dpi	Per Segment	\$0.180	\$0.153
006b	Engineering / Drawing 300 dpi	Per Segment	\$0.220	\$0.186
006c	Engineering / Drawing 400 dpi	Per Segment	\$0.300	\$0.254

CLIN 007

Microfilm Scanning (Per Image)

Other resolutions than stated herein, both higher and lower are available

Level-1 (Standard) 16mm / 35mm Scanning

- Film that is in good to excellent condition
- Single image per frame with consistent frame separation
- Roll microfilm scanned at 200/300 dpi
- Images will be output to TIFF Group IV file format
- Film is scanned in a semi-attended mode based on optimal scanner settings

Level-2 (Enhanced) 16mm / 35mm Scanning

- Required for marginal quality film and/or enhanced image quality control
- Single image per frame with consistent frame separation
- Roll microfilm scanned at 200/300 dpi
- Images will be output to TIFF Group IV file format
- Frames are scanned interactively and scanner operator views each frame during the scanning process
- Scanner settings are adjusted during scanning to yield the best possible image
- Images will be cropped to eliminate excess over-scan
- If the original material is compatible, automated image enhancements may be performed

Grayscale scanning output to JPEG format is available

Hardcopy output from digital images scanned from microfilm is available. Pricing depends on project requirements

CLIN 007	Item	Unit(s)	Price	Gov. Price
Microfilm Scanning				
007a	16mm 200 dpi Level-1 (Standard)	Per Image	\$0.045	\$0.038
007b	16mm 200 dpi Level-2 (Enhanced)	Per Image	\$0.106	\$0.090
007c	16mm 300 dpi Level-1 (Standard)	Per Image	\$0.050	\$0.042
007d	16mm 300 dpi Level-2 (Enhanced)	Per Image	\$0.115	\$0.097
007e	35mm 200 dpi Level-1 (Standard)	Per Image	\$0.062	\$0.053
007f	35mm 200 dpi Level-2 (Enhanced)	Per Image	\$0.138	\$0.117
007g	35mm 300 dpi Level-1 (Standard)	Per Image	\$0.070	\$0.059
007h	35mm 300 dpi Level-2 (Enhanced)	Per Image	\$0.154	\$0.131

CLIN 008

Microfiche Scanning (Per Image)

Scanning resolutions other than those stated herein are available

Handling / Set-up

- To facilitate automated scanning, each microfiche sheet is pre-scanned to determine exact coordinates of each individual image frame on the sheet.
- Key entry of up to 14 characters of index data from the "eye readable" data located at the top of each microfiche sheet.

Level-1 200/300 dpi Standard Fiche

- Microfiche is in good to excellent condition
- Scanned at a resolution up to 300 dpi
- Images will be output to TIFF Group IV file format

Level-2 200/300 dpi Standard Jacketed Fiche

- Microfiche is in good to excellent condition
- Scanned at a resolution up to 300 dpi
- Images will be output to TIFF Group IV file format

Level-3 200/300 dpi Non-Standard Jacketed Fiche

- Microfiche is in good to excellent condition, but exhibits image overlapping due to shifting film clips
- Overlapping film clips within each microfiche jacket will be physically corrected before the scanning process
- Microfiche scanned at a resolution up to 300 dpi
- Images will be output to TIFF Group IV file format

CLIN 008	Item	Unit(s)	Price	Gov. Price
Microfiche Scanning				
008a	Handling	Per Fiche	\$0.340	\$0.288
008b	Level-1 (200/300 dpi) Standard Fiche	Per Image	\$0.103	\$0.087
008c	Level-2 (200/300 dpi) Standard Jacketed Fiche	Per Image	\$0.115	\$0.097
008d	Level-3 (200/300 dpi) Non-Standard Jacketed Fiche	Per Image	\$0.196	\$0.166

CLIN 009

Aperture Card Scanning (Per Image)

Other resolutions than stated herein, both high and lower are available

Level-1

- Scanned at 200 dpi
- Images will be output to TIFF Group IV file format
- Hollerith Data from each card may be captured during the scanning process and delivered as the index in a delimited ASCII format

Level-2

- Scanned at 300 dpi
- Images will be output to TIFF Group 4 file format
- Hollerith Data from each card may be captured during the scanning process and delivered as the index in a delimited ASCII format

CLIN 009	Item	Unit(s)	Price	Gov. Price
Aperture Card Scanning				
009a	Level-1 200 dpi	Per Image	\$0.360	\$0.305
009b	Level-2 300 dpi	Per Image	\$0.500	\$0.424

CLIN 010

File Naming (Per Document)

Level-1

Included – given the following criteria:

- Each file name is auto-generated creating sequential alpha-numeric file names in 8.3 format
- Each file name is machine-readable and is located on the first page of each document in the same location on each page.
- Hand typed file names are 10 alphanumeric characters or less
 - Must be located on the folder or first page of the document
 - Must be legible

File Naming for documents outside the above specs will be priced on a custom basis

CLIN 010	Item	Unit(s)	Gov. Price
File Naming			
010	Level-1	Per Document	INCLUDED

CLIN 011

Indexing (Per Document)

Perform automated, semi-automated or manual data entry of index information and verification of specified index fields. Work closely with the customer in defining their requirements for coding and indexing. Data to be captured must be consistently located on the cover / first page of each document, clearly identifiable and legible. Key Entry is Single Pass. Index Quality Assurance is 99% at a minimum as measured at the batch level. Indexing requirements for document collections are always unique. The pricing below will cover many different types of indexing requirements but certain document collections may require indexing at an hourly rate.

Database index information electronically supplied by the client, may be used to populate additional index fields. Double Key entry is optional and priced on a custom basis

- Level-1: 2 Fields or up to 20 Alphanumeric Characters
- Level-2: 3 Fields or up to 30 Alphanumeric Characters
- Level-3: 3 Fields or up to 40 Alphanumeric Characters
- Level-4: 6 Fields or up to 100 Alphanumeric Characters

CDEX for JEDMICS and MIL-PRF-29532(A) indexing may or may not be included in one of the levels below based on the project requirements

CLIN 011	Item	Unit(s)	Price	Gov. Price
Indexing				
011a	Level-1	Per Document	\$0.267	\$0.226
011b	Level-2	Per Document	\$0.360	\$0.305
011c	Level-3	Per Document	\$0.440	\$0.373
011d	Level-4	Per Document	\$1.000	\$0.847

CLIN 012

Conversion (Per Image)

Level-1

PDF Image-Only:

Files are created from scanned or existing image files. This type of PDF does not contain searchable text.

Level-2

PDF Image Plus Hidden Text (also known as PDF Searchable Image Exact):

Files are created from scanned or existing image files. Optical Character Recognition is performed. The resulting PDF contains an image layer and a hidden text layer that can be searched, added to an Adobe Catalog or third party index for full text searching.

Level-3

PDF Image Plus (Edited) Hidden Text

Files are created from scanned or existing image files. Optical Character Recognition is performed and all free standing, standard character text will be proofed and edited to insure accuracy of 99% or greater at the document level where:

- Based on pages up to 8.5" x 14"
- Source document is of good quality and suitable for OCR
- Text is no smaller than a 8-point Courier-based font, in Roman characters
- Document contains no more than 2% non-alpha characters
- Tabular data is not included

The resulting PDF contains an image layer and a hidden text layer that can be searched, added to an Adobe Catalog or third party index for full text searching.

Level-4

PDF Normal (also known as PDF Formatted Text and Graphics)

Files are created from scanned or existing image files. Optical Character Recognition is performed and all free standing, standard character text will be proofed and edited to insure accuracy of 99% or greater at the document level where:

- Source document is of good quality and suitable for OCR
- Text is no smaller than a 8-point Courier-based font in Roman characters
- Each page contains no more than 2,500 characters
- Document contains no more than 2% non-alpha characters
- Original Font and Format of the document may be maintained
- Tabular data is not included

Certain types of complex documents or output formats including but not limited to HTML, XML or SGML may not fall under the CLIN 012 and may be priced on an hourly basis.

Hardcopy output from files created under CLIN 12 is available, pricing depends on project requirements

CLIN 012	Item	Unit(s)	Price	Gov. Price
Conversion				
012a	Level-1 PDF Image-Only	Per Page	\$0.012	\$0.010
012b	Level-2 PDF Image Plus Hidden Text	Per Page	\$0.036	\$0.031
012c	Level-3 PDF Image Plus (Edited) Hidden Text	Per Page	\$2.220	\$1.881
012d	Level-4 PDF Normal	Per Page	\$4.200	\$3.560

CLIN 013

PDF Services

Automated Hyper-linking/Bookmarks

Documents or electronic files must meet specific criteria concerning Headers and Table of Contents to qualify for this service. Pricing can be confirmed after a careful review of the document collection.

Hyper-linking (Manual - Per Link)

Create links per client requirements. Example: TOC, References, Figures, Most Footnotes, Call-outs, Tables, Index

Bookmarking

Create PDF Bookmarks per client requirements. Example: TOC, Chapter Headings, References, Figures, Most Footnotes, Call-out. Tables, Index

Level 1 – PDF Normal up to 64 characters (Manual – Per Link)

Level 2 – PDF Image + Hidden Text and Image Only PDF up to 64 characters (Manual – Per Hour)

Enhanced PDF Services (Per Hour)

PDF Forms, PDF Web Forms, Section 508, Java Scripts, Advanced Editing, Annotations, Global Bookmarking, Advanced Navigation

CLIN 013	Item	Unit(s)	Price	Gov. Price
PDF Services				
013a	Hyper-linking	Per Link	\$0.800	\$0.678
013b	Bookmarking (Level 1) Normal PDF Only	Per Link	\$0.620	\$0.525
013c	Bookmarking (Level 2) PDF Image + Hidden Text and PDF Image Only	Per Hour	\$52.230	\$44.265
013d	Enhanced PDF Services	Per Hour	\$110.000	\$93.225

CLIN 014

OCR Conversion (Per Image)

Conversion of scanned or pre-existing image files into computer-readable text or various word processing files. The quality of Raw OCR text is directly dependent on the quality of source documents. Basic OCR services are defined as simple pages containing only text and small amounts of graphics. Conversions of Digital Images to ASCII text without clean up. An OCR engine will process the images and the raw OCR text files are delivered to the customer without any further processing. Automatic determination of text flow (zoning) is included.

Manual zoning to guarantee complex text flow or remove text areas is priced on an hourly basis

CLIN 014	Item	Unit(s)	Price	Gov. Price
OCR Conversion		Per Image	\$0.045	\$0.038

CLIN 015

Word Processing / OCR Clean-up / Reverse PDF Output (Per Hour)

Basic OCR, data entry and clean up service is based on simple pages containing only clean, well-formed text and small amounts of graphics. The quality of Raw OCR text is directly dependent on the quality of the source documents. An increase in cost occurs for complex work containing tables, graphics, background shading, watermarks, complex formatting, styles, floating callouts, hyper-linking and lower text quality or small font sizes.

All free standing, standard character text will be proofed and edited to insure accuracy of 99% or greater at the character level where:

- Source document is of good quality, was an original or first-generation duplicate (a copy of an original)
- Text is no smaller than a 8-point Courier-based font in Roman characters
- Each page contains no more than 2,500 characters
- Document contains no more than 2% non-alpha characters
- Tabular data is not included

Word Processing / OCR Clean-up / Reverse PDF Output (Per Hour)

Level-1 (Standard)

Spell Check, Standard Formatting (paragraph, bold, italics, underlines), Headers, Footers, Linking.

Level-2 (Enhanced)

Including level-1 and Complex Formatting, Styles, Table of Contents, Figures, Table of Figures, References, Footnotes, Floating Footnotes, Subscripts, Superscripts, Endnotes, Tables

Data Entry

Data Entry I

Basic Data Entry including Spell Check, Standard Formatting (paragraph, bold, italics, underlines)

Data Entry II

Including Data Entry I and Complex Formatting, Styles, Table of Contents, Figures, Table of Figures, References, Footnotes, Floating Footnotes, Subscripts, Superscripts, Endnotes, Tables

Certain types of complex documents may not fall under the CLIN 015 and may be priced on an hourly basis

CLIN 015	Item	Unit(s)	Price	Gov. Price
Word Processing / OCR Clean-up / Reverse PDF Output				
015a	Level-1 (Standard)	Per Hour	\$52.230	\$44.265
015b	Level-2 (Enhanced)	Per Hour	\$110.000	\$93.225
Data Entry				
015c	Data Entry I	Per Hour	\$38.630	\$32.739
015d	Data Entry II	Per Hour	\$52.230	\$44.265

CLIN 016

PDF Catalog / Alchemy Retrieval Database Option (Per Disk)

Provides the client with a full text and/or index searchable CD-ROM. The accuracy of the searchable text or index is based on the type, quality of the original electronic document, level of OCR and clean up that was performed. Searchable solutions are available using Adobe Acrobat's Cataloging function with PDF files or Captaris Alchemy. All settings will be set at product defaults.

Any additional database customization, setup, stop words, indexing methods, custom indexing / field population, COLD setup will be charged on an hourly basis. Captaris Alchemy disks are equipped with a single user search license

CLIN 016	Item	Unit(s)	Price	Gov. Price
Catalog / Database Set-up		Per CD-ROM	\$80.000	\$67.800

Media Outputs

CLIN 017

CD-ROM Pre-Mastering (Per Disk)

- Prepare and organize files for recording
- Label CD (White label, text only)
- Insert to Jewel Case

CD-ROM Duplication Less Than 500 pieces (Per Disk)

- Label CD (white label, text only)
- Insert to Jewel Case

Custom Labels with Images, Jewel Case Inserts, Tray Liners and/or Color Printing will be priced on an hourly basis

Duplication of greater than 500 CD-ROM's will be priced on a custom basis

Pricing for CDR / 4-8mm tape / 5.2GB WORM is available, pricing depends on project requirements

CLIN 017	Item	Unit(s)	Price	Gov. Price
CD-ROM				
017a	CD-ROM Pre-Mastering	Per Disk	\$18.000	\$15.255
017b	CD-ROM Duplication (less than 500)	Per Disk	\$10.000	\$8.475

CLIN 018**DVD Pre-Mastering (Per Disk)**

Level 1

DVD Single Layer Pre-Mastering (Per Disk)

- Prepare and organize files for recording
- Label DVD (white label, text only)
- Insert to Standard Jewel Case

DVD Single Layer Duplication

- Replicate DVD
- 4-5 Color
- Insert to Standard Jewel Case

Level 2

DVD Dual Layer Pre-Mastering (Per Disk)

- Prepare and organize files for recording
- Label DVD (white label, text only)
- Insert to Jewel Case

Custom Labels including Images, Jewel Case Inserts, Tray Liners and/or Color Printing will be priced on a custom basis

CLIN 018	Item	Unit(s)	Price	Gov. Price
DVD				
018a	DVD Single Layer Pre-Mastering (4.7GB)	Per Disk	\$25.000	\$21.188
018b	DVD Single Layer Duplication (4.7GB)	Qty. 500	\$1,177.00	\$997.508
018c	DVD Single Layer Duplication (4.7GB)	Qty. 1000	\$1,331.00	\$1,128.020
018d	DVD Dual Layer Pre-Mastering	Per Disk	\$50.000	\$42.375

CLIN 019**CD-ROM / DVD Artwork Design & Navigation Programming (Per Hour)**

- Work closely with the client to provide custom CD-ROM or DVD design and artwork for Labels, Jewel Case Inserts, Tray Liners or Booklets.
- Provide custom design, artwork and programming for CD-ROM or DVD navigation screen(s)

CLIN 019	Item	Unit(s)	Price	Gov. Price
CD-ROM / DVD Artwork Design & Navigation Programming		Per Hour	\$110.000	\$93.225

CLIN 020**Document Destruction**

Certificate of Destruction supplied upon request

CLIN 020	Item	Unit(s)	Price	Gov. Price
Document Destruction		Per Standard Record Box (10w x 15d x 10h)	\$12.00	\$10.170

CLIN 021**Quality Control**

Level-1

Included for all services. Provides 10% post process inspection of output

Level-2

Provides 100% Post Process Inspection of output

CLIN 021	Item	Unit(s)	Price	Gov. Price
Quality Control				
021a	Level-1	Per Page	INCLUDED	
021b	Level-2	Per Page	\$0.070	\$0.059

CLIN 022
Labor Categories

CLIN 022	Item	Unit(s)	Price	Gov. Price
Labor Categories				
022a	Document Prep Data Entry I General Clerk Minimum/General Experience: One (1) year of related experience. (OR) Minimum Education: High School Diploma / GED Functional Responsibility: <ul style="list-style-type: none"> - Closely Supervised - Prepare documents for scanning including removing fasteners, sorting and placing of document dividers, book cutting and document reconstruction. - Basic Data Entry including Spell Check, Standard Formatting (paragraph, bold, italics, underlines) - Performing various duties including shipping, handling maintaining shipping records, pick-up, delivery. 	Per Hour	\$38.630	\$32.739
022b	Document Processing Scanning Technician Minimum/General Experience: One (1) year of related experience. (OR) Minimum Education: High School Diploma / GED Functional Responsibility: <ul style="list-style-type: none"> - Closely Supervised - Perform handling and scanning of documents including file control, manipulation, rotation, image clean up, border removal and basic conversion. - Operates conversion equipment in a production environment. Performs less complex, more production oriented machine operations according to procedures established by more senior staff. Troubleshoots document problems and resolves using scanning hardware and software to attain the best possible image quality. 	Per Hour	\$48.670	\$41.248
022c	Word Processing / PDF Basic Data Entry II Indexing Technician Minimum/General Experience: One (1) year of related experience. (OR) Minimum Education: High School Diploma / GED Functional Responsibility: <ul style="list-style-type: none"> - Minimal Supervision required - Prepare documents for scanning including removing fasteners, inserting separator sheets, book cutting and reconstruction. - Basic Data Entry including Spell Check, Standard Formatting (paragraph, bold, italics, underlines) - Locate and key enter index data from documents Create links per client requirements. Example: TOC, References, Figures, Most Footnotes, Call-outs, Tables, Index. Create PDF Bookmarks per client requirements. Example: TOC, Chapter Headings, References, Figures, Most Footnotes, Call-out. Tables, Index.	Per Hour	\$52.230	\$44.265

022d	<p>Quality Assurance Technician Minimum/General Experience: One (1) year of related experience and Minimum Education: Associates Degree (OR) two (2) years related experience and Minimum Education: High School Diploma / GED Functional Responsibility: - Minimal Supervision required - Responsible to visually inspect image and data quality, repair or replace images, correct data, prepare images and data for conversion and finalization.</p>	Per Hour	\$58.330	\$49.435
022e	<p>Project Manager Minimum/General Experience: One (1) year of related experience and Minimum Education: Bachelors Degree (OR) Two (2) years of related experience and Minimum Education: Associates Degree (OR) (3) years of related experience and Minimum Education: High School Diploma / GED Functional Responsibility: - Works closely with senior management - Responsible for all activities relating to technical guidance for planning, directing, and monitoring a contract/task operation. Plans, recommends and implements contract/task activities, modifications, or related requirements.</p>	Per Hour	\$80.260	\$68.020
022f	<p>Programmer Minimum/General Experience: One (1) year of related experience and Minimum Education: Bachelors Degree (OR) Two (2) years of related experience and Minimum Education: Associates Degree (OR) (3) years of related experience and Minimum Education: High School Diploma / GED Functional Responsibility: - Minimal Supervision required - Provides programming and maintenance services of computer applications and operating software. Tests and debugs software programs and develops operating instructions.</p>	Per Hour	\$100.000	\$84.750
022g	<p>Advanced Word Processing Advanced PDF Production Imaging Design & System Engineer Minimum/General Experience: One (1) year of related experience and Minimum Education: Bachelors Degree, Two (2) years of related experience and Minimum Education: Associates Degree, (3) years of related experience and Minimum Education: High School Diploma / GED Functional Responsibility: - Minimal Supervision required - Responsible for Complex Formatting, Styles, Table of Contents, Figures, Table of Figures, References, Footnotes, Floating Footnotes, Subscripts, Superscripts, Endnotes, Tables. - PDF Forms, PDF Web Forms, Section 508, Java Scripts, Advanced Editing, Annotations, Global Bookmarking, Advanced Navigation.</p>	Per Hour	\$110.000	\$93.225
022h	<p>Imaging System Technical Specialist Minimum/General Experience: One (1) year of related experience and Minimum Education: Masters Degree (OR) Three (3) years of related experience and Minimum Education: Bachelors Degree (OR) Five (5) years of related experience and Minimum Education: High School Diploma / GED Functional Responsibility: - Evaluate client systems, networks, hardware, software and infrastructure in preparation for OCR and Imaging System. - Works closely with Document Imaging System Consultant to design and implement OCR and Imaging systems around client needs.</p>	Per Hour	\$125.000	\$105.938

022i	Document Imaging System Consultant Minimum/General Experience: One (1) year of related experience and Minimum Education: PhD (OR) Three (3) years of related experience and Minimum Education: Masters Degree (OR) Five (5) years of related experience and Minimum Education: Bachelors Degree (OR) Eight (8) years of related experience and Minimum Education: High School Diploma / GED Functional Responsibility: - Ability to work closely with client Senior Management and Senior Technical personnel to evaluate current and future Conversion, OCR and Imaging needs. - Works with Imaging System Technical Specialist to design and implement OCR and Imaging systems around client needs.	Per Hour	\$200.000	\$169.500
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**CLIN 023
Security Clearance Premium**

CLIN 023	Item	Unit(s)	Gov. Price
	Security Clearance Premium		25% Up Charge
Add 25% to any CLIN item except CLIN 022 where hourly rates will reflect actual work performed including those to meet security handling.			

**CLIN 024
On-site Services**

Provide on-site services for all Contract Line Items listed above

- Project minimum of \$10,000.00
- On-site services are priced based on standard pricing plus per hour up charge for each person provided
- Other costs incurred by client are:
 - Delivery charge for equipment
 - Set-up and testing for equipment and software
 - Travel expenses for all personnel provide for the project
 - Equipment Rental Fee

CLIN 024	Item	Unit(s)	Price	Gov. Price
	On-site Services up charge	Per hour / per person	\$15.00	\$12.713

Call for pricing on the following items and services:

- Bound Book Scanning
- Offshore Services – Key / Data Entry, Indexing, Coding
- Electronic Data Warehousing / Document Storage
- ASP
- Systems/Software - Document Management System/Software, Workflow Systems/Software, Archival/Retrieval Systems, Scanners, Production Document Capture Software

BLANKET STATEMENTS

- a. Prices, except aperture card scanning prices, are based on an 8.5"x11" page size. Prices for oversize pages will be based on the number of whole or partial 8.5"x11" segments.
- b. All material provided by the customer can be returned with the converted data, if the customer so requests.
- c. A backup copy of all delivered data will be maintained by Input Solutions, Inc. for a minimum of six months.
- d. The prices shown are for processing of unclassified documents. Input Solutions, Inc. does process classified information at its Gaithersburg, MD facility and classified processing is available at negotiated rates.