Multiple Award Schedule

**Code A – Office Management**

A03. Document Services Subcategory
A04. Mail Management Subcategory
A11. Records Management Subcategory

**Contract Number:** GS-25F-0031S

**Contract Period:** May 12, 2006 through May 11, 2026

SourceAmerica

**Contractor:** SourceAmerica (formerly NISH)
8401 Old Courthouse Road
Vienna, VA 22182

**Size:** Large, Non-Profit

**Telephone:** 571-421-8777
**FAX Number:** 703-552-7540

Updated through Modification PO-0047 – Signed on March 18, 2021

**E-Mail:** sfollum@sourceamerica.org
**WEB Site:** http://www.sourceamerica.org

**Contract Administration:** Steven Follum 571-421-8777
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers (SINs)
   - SIN 493110RM Physical Records Management Services
   - SIN 561439 Document Production On-site and Off-site Services
   - SIN 518210DC Document Conversion Services
   - SIN 561990 Document Destruction Services
   - SIN 561499M Mail Management, Systems, Processing Equipment and Related Solutions
   - SIN OLM Order Level Materials

1b. Identification of the lowest priced service for each special item number awarded.
   - SIN 493110RM: See pricing section for details
   - SIN 561439: See pricing section for details
   - SIN 518210DC: See pricing section for details
   - SIN 561990: Over 100,000+ pounds = $0.1231 per pound
   - SIN 561499M: See pricing sections for details
   - SIN OLM: No awarded items; all items identified and priced at order level

2. Maximum Order:
   - $1,000,000 for SINs 493110RM, 561439, 518210DC, 561990, and 561499M
   - $250,000 for SIN OLM

3. Minimum Order: $100


5. Point of Production: Not applicable for services, however, SourceAmerica is headquartered in Vienna, VA.

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted).

7. Quantity discounts:
   See pricing for SIN 561990, which includes volume breaks based on weight of items destroyed.

8. Prompt payment terms: 1/2% for invoices paid within 20 Days

9. Foreign items (list items by country of origin): Not applicable

10a. Time of Delivery: SIN 561990 = 30 Days
     All Other SINs = Upon Mutual Agreement of SourceAmerica and the Customer

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. FOB Point: Destination
12. **Ordering Address:**
SourceAmerica
8401 Old Courthouse Road
Vienna, VA 22182

13. **Payment address:**
SourceAmerica
Atten: Accounts Receivable 8401 Old
Courthouse Road Vienna, VA 22182

14. **Warranty provision:** Not applicable.

15. **Export Packing Charges:** Not applicable.

16. **Terms and conditions of rental, maintenance, and repair:** Not applicable.

17. **Terms and conditions of installation:** Not applicable

18. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.

19. **Terms and conditions for any other services:** Not applicable.

20. **List of service and distribution points:** Not applicable.

21. **List of participating dealers:** Not applicable.

22. **Preventive maintenance:** Not applicable.

23. **Special attributes such as environmental attributes:** Not applicable.

23. **Data Universal Number System (DUNS) number:** #074809377

25. **Notification regarding registration in the System for Award Management (SAM) database:**
Registered with CAGE Code #64067.
**GSA Pricing**

**SIN 561990 Only**

Prices are as follows and based on weight of materials destroyed.

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Price per Pound Destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 lbs – 50,000 lbs</td>
<td>$0.1642</td>
</tr>
<tr>
<td>50,001 lbs – 100,000 lbs</td>
<td>$0.1436</td>
</tr>
<tr>
<td>1000,001 + lbs</td>
<td>$0.1231</td>
</tr>
</tbody>
</table>

$35.00 offsite service charge applicable to all visits.

**Labor Category Descriptions and Rates**

**Professional Services Descriptions for SINs 493110RM, 518210DC, 561439, 561990, and 561499M**

**PROJECT MANAGER**

Project Managers are responsible to organize, direct, provide leadership and for the overall success of initiatives, programs, divisions, or other major undertakings through the activities of intermediate managers and supervisors. They are ultimately responsible to organize, train, direct, lead, and assure employees follow company guidelines, directives, and regulations. They may have either internal “clients” such as co-equal or senior management; or external clients such as the Customers, Associates, or Vendors. Project Managers may be assigned either as departmental or project leaders requiring varied levels of technical experience and knowledge. Therefore, specific qualifications are assessed on a case by case basis. Project Managers assigned to Mailroom activities must understand proper handling of hazardous/radioactive materials (minimum requirement for certification authority includes successful completion of the DoD Technical Transportation of Hazardous Materials Course), and have substantial understanding of mailroom operations.

**Minimum Experience:** 5 years of management or supervision of multiple disciplines in the area which they manage.

**Minimum Education:** Bachelor’s degree or equivalent experience at 1.5 years of experience per year of higher education.

**SUPERVISOR/CONTRACT MANAGER**

Supervisors are responsible to accomplish broad categories of ongoing work and projects through interaction with employees who are in the supervisor’s charge. Supervisors may have employees who report to them directly, or may manage work through intermediate supervisors. They are responsible to organize, train, direct, and assure employees are following company guidelines, directives, and regulations. Supervisors may be assigned either as front line, intermediate, or management so qualifications are determined on a case by case basis. Supervisors must understand proper handling of hazardous/radioactive materials.
materials (minimum requirement for certification authority includes successful completion of the DoD Technical Transportation of Hazardous Materials Course).

**Minimum Experience:** 5 years of experience either supervising or working in the field for which they are supervising. Intermediate or Management supervisors (who may have other supervisors reporting to them) should have 5 years of experience in supervision as well as competency in the field they are supervising.

**Minimum Education:** Bachelor’s degree or equivalent experience at 1.5 years of experience per year of higher education.

### Professional Services Pricing for SINs 493110RM, 518210DC, 561439, 561990, and 561499M

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$41.98</td>
</tr>
<tr>
<td>Supervisor</td>
<td>$33.04</td>
</tr>
</tbody>
</table>
Service Contract Act (SCA) Labor Category Descriptions for SINs 493110RM, 518210DC, 561439, 561990, and 561499M

01111 GENERAL CLERK I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

01112 GENERAL CLERK II

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

01113 GENERAL CLERK III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Minimum Experience: 0 years of experience.
Minimum Education: High School or GED.

21050 MATERIAL HANDLING LABORER

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:
- Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
- Stocking merchandise for sale;
- Counting or routing merchandise;
- Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
- Loading and unloading ships (alongshore workers);
  - Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

21130 SHIPPING/RECEIVING CLERK

The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

31361 TRUCKDRIVER, LIGHT TRUCK

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various
types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers’ houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 1/2 tons, usually 4 wheels.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

31362 TRUCKDRIVER, MEDIUM TRUCK

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers’ houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 1/2 tons to 4 tons inclusive, usually 6 wheels.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

Secretary I (01311)*

This position provides principal secretarial support in an office, usually to one individual and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.
Secretary II (01312)*

This position provides principal secretarial support in an office, usually to one individual and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

Secretary III (01313)*

This position provides principal secretarial support in an office, usually to one individual and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

*Secretary jobs that meet the above characteristics are matched at one of three levels according to two factors: a. level of the secretary’s supervisor within the overall organizational structure, and b. level of the secretary responsibility.

01020 ADMINISTRATIVE ASSISTANT

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Minimum Experience: 0 years of experience.

Minimum Education: High School or GED.

01152 DATA ENTRY OPERATOR II

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data
Entry Operator I.

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

**01141 MESSENGER COURIER**

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties. (Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation).

**Minimum Experience:** 0 years of experience.
## Service Contract Pricing for SINs 493110RM, 518210DC, 561439, 561990, and 561499M

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Clerk I</td>
<td>The GSA rate will be determined using the following formula: DOL Wage Determination mandated wage for the area of the country the work is conducted + the DOL Health and Welfare mandated factor in force at the time the work is conducted x the GSA Offered Mark-up of 53.16% x the GSA IFF fee of 0.075%.</td>
</tr>
<tr>
<td>General Clerk II</td>
<td></td>
</tr>
<tr>
<td>General Clerk III</td>
<td></td>
</tr>
<tr>
<td>Secretary I</td>
<td></td>
</tr>
<tr>
<td>Secretary II</td>
<td></td>
</tr>
<tr>
<td>Secretary III</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td></td>
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<tr>
<td>Data Entry Operator II</td>
<td></td>
</tr>
<tr>
<td>Shipping/Receiving Clerk</td>
<td></td>
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<tr>
<td>Messenger Courier</td>
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<tr>
<td>Material Handling Laborer</td>
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<tr>
<td>Truck Driver, Light</td>
<td></td>
</tr>
<tr>
<td>Truck Driver, Medium</td>
<td></td>
</tr>
</tbody>
</table>

(DOL WD + DOL H&W x 1.5316 x 1.0075 = GSA rate).