

**General Service Administration
Federal Acquisition Service**

**Authorized Federal
Schedule Price List – Supplemental 4**

Effective Dec 9, 2011

Federal Supply Service

On line access to contract, ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery are available through GSA Advantage!, a menu-driven database system. Agencies can browse GSA Advantage! By accessing, via the Internet, www.gsadvantage.gov or GSA's Home Page www.gsa.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedule button at fss.gsa.gov.

FSC Group 36
Office Imaging and Document Solutions
FSC Class 7110
Contract Number: GS-25F-0032S

Period Covered by Contract:
June 7, 2011, through June 6, 2016

Special Item Numbers:
51 504 Records Management Services (RMS)
51 506 Document Conversion Services (DCS)

Business Technology Career Opportunities, Inc. (BTCO)
5111 E 21st Street N
Wichita KS 67208
Point of Contact: T.W. Anderson
TWAnderson@BTCOinc.com
(316) 651-5250 fax (316) 651-5251
www.BTCOinc.com
Large – nonprofit 501(c)3

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INFORMATION FOR ORDERING OFFICES

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

51 504 Records Management Services (RMS)

RMS will provide various federal activities technical support and solutions, i.e., file management and file storage, for managing records including files and documents by using state-of-the-art records and information management solutions. This will enable ordering agencies to track, access, and retrieve documents and/or information in a timely manner throughout the entire life cycle of the record.

51 506 Document Conversion Services (DCS)

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

1(b). For Pricing: See pages 5-6

1(c). Labor Categories: See page 7

2. Maximum Order: The maximum order designated for contracts awarded under this schedule is \$1,000,000.

3. Minimum Order: The minimum order designated for contracts awarded under this solicitation is \$1.

4. Geographic Coverage: Continental United States

5. Points of Production (City, County, State): Wichita, Sedgwick County, Kansas

6. Discounts: See GSA Pricing tables on pages 5-6

7. Quantity Discounts: See GSA Pricing tables on pages 5-6

8. Prompt Payment Terms: NET 30

9. Government Purchase Cards: N/A

10. Foreign Items: None

11(a). Time of Delivery: 30 days contingent upon each order

11(b). Expedited Delivery: To be determined by individual order

11(c). Overnight and two-day Delivery: Available upon request

11(d). Urgent Requirement: Available upon request

12. F.O.B. Points: Destination

13(a). Ordering Address:

Business Technology Career Opportunities, Inc. (BTCO)
5111 E 21st Street N
Wichita KS 67208
(316) 651-5250 fax (316)651-5251
TWAnderson@BTCOinc.com
www.BTCOinc.com

13(b). Ordering Procedures: 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). Contactor is to simply include this statement as Item 13b.

14. Payment Address:

Business Technology Career Opportunities, Inc. (BTCO)
Attn: Marsha Anderson
5111 E 21st Street N
Wichita KS 67208
(316) 688-1888 fax (316) 651-5219
Marsha@BTCOinc.com
www.BTCOinc.com

15. Warranty Provision: N/A

16. Export Packing Charges: N/A

17. Terms & Conditions of Government Commercial Credit Card Acceptance: N/A

18. Terms & Conditions of Rental, Maintenance & Repair: N/A

19. Terms & Conditions of Installation: N/A

20. Terms & Conditions of Repair Parts: N/A

20(a). Terms & Conditions for Any Other Service: N/A

21. List of Services & Distribution Points: N/A

22. List of Participation Dealers: N/A

23. Preventive Maintenance: N/A

24(a). Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24(b). Section 508 Compliance Information: Yes

25. Data Universal Numbering System (DUNS) Number: 114746139

26. BTCO is registered in Central Contract Registration (CCR) Database.

1(b) PRICE LIST

(effective Dec. 9, 2011)

**GSA Pricing
Business Technology Career Opportunities, Inc., (BTCO)****Labor Pricing**

51 504 Records Management Services (RMS)

51 506 Document Conversion Services (DCS)

Labor Categories	Commercial Rate (Hourly)	Preferred Customer Discount Federal, State & Local Gov't	Preferred Customer Rate Federal, State & Local Gov't	GSA Rate NEW
Senior Application Specialist	136.42	5%	129.60	129.60
Project Manager	132.12	5%	125.51	125.51
Research Supervisor	52.10	5%	49.50	49.50
Administrative Support	32.22	5%	30.61	30.61

Services Pricing

51 504 Records Management Services (RMS)

51 506 Document Conversion Services (DCS)

Government agencies can now purchase our services through **GSA Schedule 36** for scanning, imaging, indexing, document preparation services, document conversion, data entry, and CD duplication and Litigation Support services. Check out our Web site for more information or contact T.W. Anderson, (316) 651-5250.

GSA PRICING SCHEDULE

Effective Dec. 9, 2011

MINIMUM ORDER FOR ATTACHED PRICING SCHEDULE IS \$1

Document Conversion Service Pricing Assumptions for this pricing schedule

Paper documents to be converted are 8 1/2 x11 standard bond paper

Paper quality is good to excellent

Pricing assumes minimal document preparation

All images are converted to TIFF Group 4 format unless otherwise indicated

Images scanned at no more than 300 dpi (dots per inch)

Service	Commercial Rate	Perferred Customer Discount Federal, State & Local Gov't	Preferred Customer Rate Federal, State & Local Gov't	GSA Rate NEW
200 dpi scanning 10,000 to 50,000 img.	0.158	5%	0.150	0.150

200 dpi scanning 51,000 to 100,000 img.	0.148	5%	0.141	0.141
200 dpi scanning >100,000 img.	0.116	5%	0.110	0.110
300 dpi scanning 10,000 to 50,000 img.	0.185	5%	0.176	0.176
300 dpi scanning 51,000 to 100,000 img.	0.169	5%	0.161	0.161
300 dpi scanning >100,000 img.	0.148	5%	0.141	0.141
300 dpi scanning/Paper/Eng.Drawing	0.359	5%	0.341	0.341
300 dpi scanning/Paper/Eng.Drawing	0.391	5%	0.371	0.371
400 dpi scanning/Paper/Eng.Drawing	0.475	5%	0.451	0.451
600 dpi scanning/Paper/Eng.Drawing	0.634	5%	0.602	0.602
Microfilm	0.007	5%	0.0067	0.007
Microfilm	32.918	5%	31	31.272
Indexing	0.028	5%	0.027	0.027
Indexing	0.007	5%	0.0067	0.007

1(c) LABOR CATEGORIES

SIN 51 504 Records Management Services (RMS)

SIN 51 506 Document Conversion Services (DCS)

Senior Application Specialist

Analyzes user requirements, writes code for new programs or modifies code for existing programs. Designs user interfaces, tests and debugs software programs to meet production requirements. Educational requirements include a high school diploma or GED, or equivalent.

Project Manager

Serves as the point of contact for all work on the project. Establishes and enforces procedures to assure that subordinates perform all tasks according to applicable standards, quality requirements, estimated costs, and schedules. Coordinates quality assurance, development, configuration management, documentation support, and daily supervision of team. Prepares reports and delivers briefings on the status of the work to staff and clients. Monitors workflow and assigns staff. Ensures quality of deliverables in a timely fashion. Educational requirements include a bachelor's degree or four years specialized experience, or equivalent.

Research Supervisor

Establishes procedures and guidelines to acquire information through a variety of means. Establishes guidelines and reviews the quality of gathered information. Has knowledge of commonly used concepts, practices and procedures within a particular field. Primary job functions require the exercise of independent judgment. Typically reports to a project manager. Functional responsibilities include: performing management responsibilities for a research staff; establishing guidelines and reviews the quality of gathered information; and provides daily supervision and direction to staff. Bachelor's degree or equivalent and three years of general experience required. Six years of general experience is equivalent to a bachelor's degree. With a master's degree, one year of general experience is required. With a Ph.D., no general experience is required.

Administrative Support

Administrative Support is equivalent to Occupational Code 01111, General Clerk I. May perform services as they relate to this offering for document conversion, records management, and litigation support functions. These services include but are not limited to document scanning, indexing, and conversion; file creation, maintenance, consolidation, tracking, searching, and inventorying; interfiling, processing of requests for files; and/or receiving, shipping, and mailing of files. Clerks may also input data from source documents into a keyboard-controlled data entry device; extract, cross reference, and prepare data for entry; compile and summarize data and perform mathematical computations; develop charts, graphs, and other statistical reports; maintain files and records; transcribe, decipher, and code alphanumeric data from source documents and verify data for accuracy and completeness. Educational requirements include a high school diploma or GED, or equivalent.