



## Authorized Schedule 36 Price List Office, Imaging & Document Solutions

General provisions of this schedule provide for the full range of conversion services from paper, microfilm and microfiche original formats to electronic formats. Services include document imaging (scanning, OCR, ICR, enhancement), bates endorsement, customized coding and indexing, and conversion of data into a variety of formats including TIFF, PDF, SGML, HTML, and XML. Available end-product media includes databases, CDs and DVDs.

Special Item No. 51-506 Document Conversion Services

SNTK Document Conversions, LLC  
7338 Baltimore Avenue  
Suite 110  
College Park, MD 20740  
(301) 277-1580 Phone  
(301) 277-1580 Facsimile  
Internet <http://www.sntk.com/>  
Contract Number: GS-25F-0036S

Period Covered by Contract: 6/22/2006 through 6/22/2011  
General Services Administration Federal Supply Service

Products and ordering information in this Authorized Schedule 36 Price list are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing it via Internet at [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

SNTK Document Conversions, LLC  
General Information  
(GS-25F-0036S)

GENERAL SERVICES ADMINISTRATION

TERMS AND CONDITIONS APPLICABLE TO DOCUMENT CONVERSION SERVICES FOR  
GENERAL PURPOSE DOCUMENT MANAGEMENT SERVICES

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 are available through GSA Advantage! , a menu-driven database system. The INTERNET address for GSA Advantage! is:

<http://www.gsaadvantage.gov>.

**GSA Document Conversion Services, FSC Group 36**

Contract number: GS-25F-0036S

Contract period: 6/22/06 – 6/22/11

Contractor's name:

**SNTK Document Conversions, LLC**  
**7338 Baltimore Avenue**  
**Suite 110**  
**College Park, MD 20740**  
**(301) 277-1580 Phone, (301) 277-1580 Facsimile**  
<http://www.sntk.com>

Business size: Small, HUBZone

CUSTOMER INFORMATION

- 1a. Awarded special item number: **51-506**
2. Maximum order. **\$1,000,000.00**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area). **48 Contiguous States and Washington, D.C.**
5. Point(s) of production (city, county, and State or foreign country). **College Park, MD.**
6. Discount from list prices or statement of net price. **None**
7. Quantity discounts. **See pricelist, page 7**
8. Prompt payment terms. **Net 30 Days**
- 9a. Notification that Government purchase cards are accepted below the micropurchase threshold. **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold. **Yes**
10. Foreign items (list items by country of origin). **N/A**
- 11a. Time of delivery. (Contractor insert number of days.) **60 days/TBD**
- 11b. Expedited Delivery. The Contractor will insert the sentence Items available for expedited delivery are noted in this price list. under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **N/A**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **N/A**

- 11d. Urgent Requirements. The Contractor will note in its price list the Urgent Requirements clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. **Available upon request.**
12. F.O.B. point(s). **Destination**
13. Ordering address(es).
- SNTK Document Conversions, LLC**  
**7338 Baltimore Avenue**  
**Suite 110**  
**College Park, MD 20740**  
**(301) 277-1580 Phone, (301) 277-1580 Facsimile**  
[www.sntk.com](http://www.sntk.com)  
[Inquiry@sntk.com](mailto:Inquiry@sntk.com)
14. Payment address(es). **See above**
15. CMS warrants the files delivered to the ordering agencies up to one year following the acceptance for each order.
16. Warranty provision. **See final proposal**
17. Export packing charges, if applicable. **N/A**
18. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level). **N/A**
19. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
20. Terms and conditions of installation (if applicable). **N/A**
21. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 21a. Terms and conditions for any other services (if applicable) **N/A**
22. List of service and distribution points (if applicable). **N/A**
23. List of participating dealers (if applicable). **N/A**
24. Preventive maintenance (if applicable). **N/A**
- 25 Year 2000 (Y2K) compliant. **Yes**
- 26 Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants. Where applicable **N/A**
27. Data Universal Number System (DUNS) number. **016774106**
28. Notification regarding registration in Central Contractor Registration (CCR) database.  
[dudinsky.com](http://dudinsky.com)

# Document Conversion Services Schedule of Rates

**SNTK Document Conversions. Pricing for SIN 51-506, Document Conversion Services, as amended under 36 Document Management Products and Services.**

<u>Description</u>	<u>Commercial</u>		<u>Government</u>		<u>Government</u>
	<u>Unit/Quantity</u>	<u>Price</u>	<u>Unit/Quantity</u>	<u>Price</u>	<u>Discount</u>
Document Preparation	/Image	\$ 0.03	/Image	\$ 0.024	20%
Black & White Scanning 8.5" x 11"	/Image	\$ 0.280	/Image	\$ 0.224	20%
Black & White Scanning 8.5" x 14"	/Image	\$ 0.322	/Image	\$ 0.258	20%
Black & White Scanning 11" x 17"	/Image	\$ 0.370	/Image	\$ 0.296	20%
De-Skew/De-Speckle	/Image	\$ 0.02	/Image	\$ 0.016	20%
Border erasure	/Image	\$ 0.02	/Image	\$ 0.016	20%
Color/Grayscale Scanning 8.5" x 11"	/Image	\$ 0.378	/Image	\$ 0.302	20%
Color/Grayscale Scanning 8.5" x 14"	/Image	\$ 0.435	/Image	\$ 0.348	20%
Color/Grayscale Scanning 11" x 17"	/Image	\$ 0.50	/Image	\$ 0.400	20%
Key Data Entry	/Keystroke	\$ 0.025	/Keystroke	\$ 0.02	20%
Random image inspection	/Image	\$ 0.005	/Image	\$ 0.004	20%
Inspect each image	/Image	\$ 0.007	/Image	\$ 0.006	20%
Optical Character Recognition (OCR)	/Image	\$ 0.99	/Image	\$ 0.79	20%
Image conversion to PDF	/Image	\$ 0.005	/Image	\$ 0.004	20%
Film Scanning 16mm	/Image	\$ 0.160	/Image	\$ 0.13	20%
Film Scanning 35mm	/Image	\$ 0.184	/Image	\$ 0.15	20%
Film Scanning Fiche	/Image	\$ 0.212	/Image	\$ 0.17	20%
Key Data Entry	/Keystroke	\$ 0.006	/Keystroke	\$ 0.005	20%
Sequential Tiff numbering	/Image	\$ 0.01	/Image	\$ 0.008	20%

**Volume Discounts for All Scanning Requirements - All Years**

0-1 million documents	0.00%
1-2 million documents	2.00%
2-5 million documents	3.00%
6-10 million documents	4.00%

**\*Rates reflect GSA IFF Reduction Effective XXXXX**

SNTK Document Conversions has provided the Government approximately a 20 percent discount from the SNTK Document Conversions commercial rates for these services. GSA will also receive the 1 percent (Industrial Funding Fee). This equates to a total 21 percent discount. The pricing covers on/off site services.

GSA will also note that SNTK Document Conversions has provided quantity discounts based on the volume of images ordered from GSA contract customers.

SNTK Document Conversions intend to provide the full range of image conversion services as described in our technical proposal. For reference, the individual SIN descriptors provide a brief but accurate description of the conversion services proposed.

SNTK Document Conversions notes that discounts granted are based on our published commercial price list effective January 01, 2006 for the Year 2006. Your office has received a copy of this commercial price list for your review and comparison. This price list was used as a basis for the award and will be maintained throughout the contract period.

FOB Destination prices for geographic scope of this contract is 48 contiguous States and the District of Columbia excluding Alaska, Hawaii and Puerto Rico.

Time of Delivery: Delivery will be determined order-by-order dependent on the needs of the customer.

Expedited Delivery: Expedited Delivery will be determined order-by-order dependent on the needs of the customer.

Deliverables: Deliverables will be determined order-by-order dependent on the needs of the customer.

Commercial Warranty: CMS warrants the files delivered to the ordering agencies up to one year following the acceptance for each order.

CMS is responsible for Backup Copy/Liability.

Minimum Order Acceptable - \$100

Maximum Order Limitation - \$1,000,000

Economic Price Adjustment Clause CMS will comply with the applicable clause.

Government Commercial Credit Card will be accepted, but no discount will be granted.

Price Reduction Clause: In accordance with the Price Reduction Clause 552.238-77 SNTK Document Conversions agreed to predicate this award on all commercial end users, who receive no standard discounts. SNTK Document Conversions further understands that this relationship shall be maintained throughout the contract period. Any changes in SNTK Document Conversions pricing arrangement for this customer, that disturbs this relationship, will constitute a price reduction.

Clause 552.238-77, Industrial Funding Fee: This clause will be incorporated and made a material part of this contract once award has been made. In accordance with the above clause 552.238-77 (Apr 1995), CMS shall pay the Federal Supply Service, GSA, an industrial funding fee (IFF) at the end of each quarter. The IFF shall be remitted at the same time as the GSA Form 72A Contractors Report of Sales. The IFF equals 1 percent (.75 percent as of 01/01/04) of the total sales reported on the GSA Form 72A. CMS will pay the industrial fund fee at time of receipt of payment from our customers under the contract.

SNTK Document Conversions identifies Mr. Lynn Dudinsky as Key Personnel under this contract. He is located in the SNTK Document Conversions facility in College Park, Maryland..

Telephone Numbers: Mr. Dudinsky, (301) 277-1580

E-mail addresses: Mr. Dudinsky, [Dudinsky@sntk.com](mailto:Dudinsky@sntk.com)

SNTK Document Conversions, LLC  
GSA Terms and Conditions

## 51-506 DOCUMENT CONVERSION SERVICES

**DESCRIPTION:** 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.

**PURPOSE:** This Multiple Award Schedule will offer a full range of Document Conversion Services. Contractors shall provide document conversion services in response to individual agency orders.

**SCOPE:** Document conversion consists of scanning document images and converting them into electronic digital data, which is then transferred into a new format, and media for use in a document imaging, retrieval, and storage system. This SOW addresses the "backfile and day-forward conversion" of documents, which includes both file and data format and media conversion. It does not include data processing and communications equipment (e.g., digital computers, display devices, software, LAN/WAN networks), which may be employed in a document imaging, retrieval, and storage system. The types of DCS may include, but is not limited to:

- Index data migration
- Project evaluation or discovery
- Optical mark scanning (OMR)
- PDF Electronic file forms
- Web Hosting (AS)

**GENERAL REQUIREMENTS:** Unless otherwise specified by the ordering activity, the following general requirements are applicable to document conversion performed under this contract:

- a. **Contractor Responsibility** - The Contractor shall be responsible for furnishing all items used in performing the work unless otherwise specified or approved by the Contracting Officer. The Contractor will act independently and not as an agent of the Government.
- b. **Document Conversion** - The contractor shall scan a variety of source documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, or legal instruments) from a variety of source media (e.g., paper, film, microfiche, aperture cards, magnetic tape, or Mylar) having varying degrees of image quality (e.g., crisp originals, faded, poor contrast, or overexposed photographs) using character recognition (e.g., OCR, ICR) into a compressed digital file (e.g., C4 compressed image file format) and deliver that file in a variety of output file formats (e.g., PDF, SGML, HTML, XML, CAD, word processing) on a variety of output media (e.g., optical disks, magnetic tape, or CD-ROM).
- c. **Image Enhancement** - The contractor shall perform image enhancement immediately after scanning. Image enhancement shall allow soiled, faded, deteriorated, and inferior quality images to be "cleaned-up". The image enhancement process shall reduce background noise and improve uneven line widths, dull edges, faded areas, and uneven illumination. If required by the ordering activity, special image enhancement (e.g., removal of date stamps and other markings, deskewing images to within 5 degrees or

less of skew, cropping, rotation) shall be accomplished during the document conversion process.

- d. **Indexing** The contractor shall provide an index (in both hardcopy and digital format) for all converted data. The index shall permit tracking, retrieval, and storage of converted documents. The index shall be as specified by the ordering activity and shall consist, as a minimum, of the document number, document title, page number, revision level, and date. The index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF Bookmarks, or provided separately, as specified by the ordering activity.
- e. **Data Entry** The contractor shall provide keystroke data entry, as required.
- f. **Delivery Media** - The contractor shall deliver the digitally converted data in an output media (e.g., CD-ROM, 4mm DAT or 8mm magnetic tape; 9-Track 1600 BPI or 6250 BPI magnetic tape; 3.5 inch, 5.25 inch, 12 inch, or 14 inch Write-Once Read-Many (WORM) optical or magnetic disks and/or Write-Many Read-Many optical disks) and output format (e.g., PDF text and/or image files, TIFF, BMP, JPEG, HTML, ASCII text, SGML tagged for electronic distribution or publishing, XML, CAD, word processing), as specified by the ordering activity. Delivery media shall be labeled in such a manner as to identify the contents of the deliverable.
- g. **Source Document Inspection** - The contractor shall inspect all source documents and shall notify the ordering activity's Contracting Officer of any condition which will likely prevent successful performance of the work required. Such notification shall be received by the Contracting Officer within ten (10) working days (or as stipulated on the individual agency task order) following receipt of the source documents.
- h. **Quality Assurance** - Unless otherwise specified by the ordering activity, the contractor shall perform 100% quality assurance of the scanned images to ensure that an image is produced for each page or microform frame; the image is equal to or better than the readability of the source page or microform frame; and the image is in accordance with the ordering activity's requirements. Marginal images (e.g., due to poor source images or film quality) shall be electronically marked and specified as such in the production reports. All indexing elements and SGML tagged data shall be parsed to ensure compliance with the requirements prior to delivery. Hollerith data shall be verified against the information contained in the title block of the document and will be edited, if necessary, to ensure the accuracy of the fields (e.g., document type, drawing number, drawing revision, sheet revision, card number, number of cards, drawing size, rights code, and security code). The ordering activity reserves the right to perform quality assurance on any products produced under this contract. Failure to meet quality assurance standards will result in re-work at the contractor's expense or contract termination, as appropriate.
- i. **Corrections** Document conversion errors caused by the contractor shall be considered corrections and shall not be charged to the ordering activity as an additional digitized item. Unless otherwise specified by the ordering activity, the contractor shall be liable for corrections for 12 months from output media delivery.
- j. **Workmanship Standards** - The quality of services rendered by the contractor shall conform to the standard commercial practice in the document scanning and conversion profession, trade, or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the document scanning and conversion profession, and holding any licenses required by law. Failure to meet workmanship standards will result in re-work at the contractor's expense or contract termination, as appropriate.
- k. **Basic Preparation and Handling** - The contractor shall be responsible for basic document preparation and handling during all phases of the document conversion effort. The pre-conversion effort shall include document receipt, inspection, inventory and document preparation for scanning and conversion (e.g., removing bindings, paper clips,

attachments, and fasteners; photocopying oversize or undersize documents; purging unnecessary information; repairing damaged originals). The conversion effort shall include all necessary document preparation and handling. The post-conversion effort shall consist of reconstruction of the documents including the attachment of fasteners and bindings, reassemble of the documents into their original configuration, preparing a document inventory listing, and packaging/packing for return shipment to the ordering activity.

- l. **Special Preparation and Handling** - When special preparation and/or handling requirements are specified by the ordering activity, the contractor shall be responsible for any special document preparation and handling requirements (e.g., staple locations being required to be marked during pre-conversion preparation and the documents being re-stapled using their original staple locations at post-conversion).
- m. **Production Reports** With each delivery, the contractor shall provide a Production Report (in hardcopy and digital format) that describes the data contained on the delivery media. The report shall be provided to the ordering activity's Contracting Officer or COTR and shall contain, at a minimum, the index for each document, number of pages for each document, and total pages.
- n. **Monthly Volume Report** The contractor shall provide a Monthly Volume Report (in hardcopy and digital format). The report shall be provided to the ordering activity's Contracting Officer and shall, at a minimum, list the number of converted documents delivered and the percentage of work completed.
- o. **Final File** The contractor shall provide a final file (in both hardcopy and digital format) upon project completion to the ordering activity's Contracting Officer. The file shall delineate those documents for which conversion has been completed; if applicable, the intermediate format in which the each document has been scanned; the applicable character recognition, compression algorithm, output storage media and file format of the stored image; and an index for all converted data. The index shall, as a minimum, consist of each document number, document title, date, revision level, and page number. This index shall be structured from the source data and may be incorporated in the raster image header, incorporated as PDF Bookmarks, or provided separately, as specified by the ordering activity.
- p. **Backup Copy** - The contractor shall maintain a backup copy of all data generated. The backup copy shall be maintained for a period of 12 months after project completion, unless otherwise specified for a different period by the ordering activity.
- q. **Returned Material** Unless otherwise specified by the ordering activity, all material provided by the ordering activity shall be returned with the delivered product in the same condition (normal wear and tear excepted) and sequence as the original submission. The contractor shall be responsible for shipping costs, unless otherwise specified by the ordering activity.
- r. **Source Document Destruction** - Upon termination or completion of all work, the Contractor shall comply with the agency requirements for disposal. All materials produced or delivered will become and remain the property of the Government. When required by the ordering activity, the contractor shall destroy (rather than return) the source documents.
- s. **Classified Documents** - The contractor shall be responsible for providing the appropriate handling, distribution, and storage of classified documents in accordance with all applicable security regulations and laws.
- t. **Page Pricing** - Unless otherwise specified in the contractor's price proposal, page pricing shall be based on an original source page size of 8.5 inches x 11 inches. Increments for oversize source document pages shall be based on the number of whole or partial 8.5" x 11" pages.

- u. **Drawing Pricing** - Unless otherwise specified in the contractor's price proposal, drawing sheet pricing shall be based on the size of the drawing. Increments for oversize drawings shall be based on the number of whole or partial F size drawings.
- v. **Production Facility** - Unless otherwise specified by the ordering activity, production shall be performed at the contractor's facility. If the ordering activity requires scanning of the documents at a designated facility, the contractor shall provide all the necessary resources (e.g., personnel, equipment, material, and supplies) required to accomplish the work, unless otherwise specified by the ordering activity. However, the ordering activity will be responsible for providing adequate space and electrical power at the designated facility.
- w. **Data Rights** - All data produced in performance shall be the sole property of the Government. The Contractor agrees not to assert rights at common law or equity and not to establish any claim to statutory copyright in such data in whole or in part in any manner or form nor authorize others to do so, without prior written consent of the Contracting Officer. This does not restrict the use or publication of such data by the Contractor or its employees.

**DETAILED REQUIREMENTS:** Unless otherwise specified by the ordering activity, the following detailed requirements are applicable to the contractor's document conversion efforts under this contract:

- a. **Scanning** Images shall be scanned at 200 DPI (dots per inch) resolution for engineering drawings, 500 DPI for engineering drawings being converted to CAD, and 300 DPI for all other document types, except photographs, which shall be scanned at 400 DPI. Raster images shall be compressed using CCITT Group 4 algorithms as specified in Federal Information Processing Standard (FIPS) Publication 150 "Facsimile Coding Schemes and Coding Control Functions for Group 4 Facsimile Apparatus", prior to transfer to the storage media. The latest revision of FIPS Publication 150 in effect at the date of the order or as specified by the ordering activity shall be used. Proprietary compression algorithms are not acceptable. Hollerith data shall be read during image scanning and provided as an index to the image.
- b. **Indexing/Coding** - The index requirements (e.g., index fields, number of characters, nomenclature for the index fields) shall be specified by the agency. As a minimum (via display of the scanned image), the index shall consist of three fields having a maximum of 30 characters located peripherally on the page.
- c. **Portable Document Format (PDF) Conversion** Adobe Portable Document Format conversion shall be accomplished in compliance with the latest version of the Portable Document Format Reference Manual (e.g., Version 1.3) in effect on the date of the order or as specified by the ordering activity. PDF converted formatted documents shall replicate all visual characteristics and attributes of the source document. Graphics portions of the source document shall be included in the PDF file as raster images. Scanning of graphic portions shall be provided at a resolution of 300 DPI or greater. PDF converted documents shall contain thumbnail files.
  - (1) **Image Only Scanned:** Source documents shall be raster scanned at 300 DPI. The scanned image shall be a bitmapped image of the original document and shall be equal to the readability of the original page. The images shall be converted to PDF Image Only files prior to being written to the delivery media.
  - (2) **Image Plus Edited Text:** Source documents shall be raster scanned at 300 DPI. Textual data shall be converted to ASCII utilizing OCR technology. All free standing standard character text larger than 6 point shall be edited to ensure accuracy of 95% or greater. All converted numerics shall have an accuracy of 100%. Graphics shall be provided as 300 DPI raster graphics. The document shall be converted to PDF Plus Text files prior to be written to the delivery media.



- j. **CD-ROM Replication: Replicas** shall mark as specified by the ordering activity. Replicas shall be provided in CD-ROM.

## ACRONYMS AND DEFINITIONS

- a. **ASCII** (American Standard Code for Information Interchange) An 8 bit code representing English letters, characters and numbers. Seven bits are used to identify each individual entity (128 maximum) with one bit for parity. Extended ASCII uses of eight bits to represent up to 256 characters with no parity bit. Most computers use ASCII to represent text, which makes it possible to transfer data from one computer to another.
- b. **BMP** (BitMaP) - The standard bit-mapped graphics format used in the Windows environment.
- c. **Backfile Conversion** - Converts existing files for use in an imaging system.
- d. **BCR** (Bar Code Recognition)- The recognition of bar code (i.e., A method of representing data by combining lines of varying width.).
- e. **CCITT** (Consultative Committee on International Telephone and Telegraphy) Sets standards for phones, faxes, modems, etc.
- f. **COLD** (Computer Output to Laser Disk) The computer system contains files of ASCII data (from input or application programs) or bit-mapped files previously scanned from microfilm documents or pictures. These output files are compress by a factor of 5-20:1 from the original documents and stored on WORM optical/laser disks.
- g. **DTD** (Document Type Definition) - A description of the types of tags allowed in a document as well as the order in which they appear.
- h. **FTP** (File Transfer Protocol) An Internet protocol to move files from one computer to another.
- i. **Grayscale** The binary range of a graphic representation between pure black and pure white. A scale of 256 shades of gray will be a better representation than 16 shades.
- j. **HTML** (Hypertext Markup Language) HTML is a W3C standard (i.e., W3C HTML Recommendations) based upon SGML that is designed to specify the logical organization of a document. HTML instructions divide the text of a document into blocks called elements that define how the body of the document is to be displayed by the browser and those that define information about the document (e.g., title, relationship to other documents). Use of HTML instructions is based on detailed rules (e.g., the names of tags/elements, how they can be used), which are defined using SGML. There are three variants of HTML 4.0 (i.e., HTML 4.0 Transitional, HTML 4.0 Strict, and HTML 4.0 Frameset).
- k. **ICR** (Intelligent Character Recognition) The conversion of scanned images (bar codes or patterns of bits) to computer recognizable codes (ASCII characters and files) by means of software/programs, which define the rules of and algorithms for conversion.
- l. **ITU-T** - CCITT renamed Telecommunication Standardization Section of the International Telecommunications Union.
- m. **JPEG** (Joint Photographic Experts Group) A compression algorithm for color image files.
- n. **Optical Character Recognition** The computer processing/conversion of scanned images both full text and forms to computer recognizable codes (ASCII letter, numbers, and characters).
- o. **PDF** (Portable Document File) PDF is a standard (i.e., Portable Document Format Reference Manual) provides a way of distributing, viewing, and printing documents with consistent appearance across a number of computer platforms. Files created from printed documents closely match the paper version including graphics, photographs, and

fonts and are compressed for easy downloading and distribution. To view a .pdf file, an Adobe Acrobat Reader must be installed on the computer.

- p. **SGML** (Standard Generalized Markup Language) - SGML is an ISO Standard (i.e., ISO 8879), which delineates a methodology of describing architecture for information exchange. SGML is a synthesis of three things: A Document Type Definition (DTD), a style sheet, and tagged data. The DTD describes which tags are allowed. The style sheet describes how the corresponding tag is to be formed. The tagged data is the document, in which every piece of data is "tagged", using tags defined in the DTD and Style Sheet.
- q. **Style Sheet** Describes how the SGML tag is to be formed.
- r. **TIFF** (Tagged Image File Format) - One of the most widely supported files formats for storing bit-mapped images (8-bit color and grayscale) on personal computers. Includes several types and groups, which are compressed and uncompressed.
- s. **XML** (extensible Markup Language) XML is a W3C standard (i.e., W3C XML Recommendations) that could revolutionize the way intranet applications and document and non-document content are built and managed. XML promises "write once, publish anywhere" simplicity to users who don't have to become experts in Web programming languages. XML is an "instance" of SGML.
- t. **WORM** (Write Once Read Many) - Permanent optical storage method where data once written, cannot be erased or altered.
- u. **W3C** (World Wide Web Consortium) W3C is an international industry consortium, which was founded in 1994 to lead the World Wide Web in developing common protocols that promote its evolution and ensure its interoperability. W3C develops standards, which are published in the form of Recommendations .

## CONTRACT TERMS AND CONDITIONS BY REFERENCE

52.212-4	Contract Terms And Conditions Commercial Items (May 1999)
Addendum To 52.212-4	Statements Of Work For Document Management Services Addendum
52.212-4	Terms And Conditions Applicable To Commercial Services In Full Text
52.211-11	Liquidated Damages--Supplies, Services, Or Research And Development
52.222-48	Exemption From Application Of Service Contract Act Provisions For Contracts For Maintenance, Calibration, And/Or Repair Of Certain Information Technology, Scientific And Medical And/Or Office And Business Equipment Contractor Certification (Aug 1996) 22.1006
52.228-5	Insurance Work On A Government Installation (Jan 1997)
G-FSS-920	Ordering Procedures For Services (Requiring A Statement Of Work) (May 2000)
H-FSS-FCGE-506	Service Requirements: (Mar 1999)
H-FSS-FCGE-507	Transition Requirements: (Mar 1999)
H-FSS-FCGE-509	Contractor Furnished Property/Services (Mar 1999)
H-FSS-FCGE-512	Security Clearance Requirements
H-FSS-FCGE-513	Hold Harmless And Indemnification Agreement (Mar 1999)
H-FSS-FCGE-514	Wage Rate Determination Terms And Conditions Applicable To Commercial Services Incorporated By Reference Addendum To 52.212-4 Contract Terms And Conditions Commercial Items (May 1999)
52.203-3	Gratuities (Apr 1984) 3.202
52.204-4	Printed Or Copied Double-Sided On Recycled Paper (Aug 2000)
52.207-5	Option To Purchase Equipment (Feb 1995)
52.215-6	Place Of Performance (Oct 1997) 15.209
52.215-20	Requirements For Cost Or Pricing Data Or Information Other Than Cost Or Pricing Data (Oct 1997) (Alternate Iv Oct 1997) (Variation I Sep 1999) 515.408
52.215-21	Requirements For Cost Or Pricing Data Or Information Other Than Cost Or Pricing Data Modifications (Oct 1997) (Alternate Iv Oct 1997) (Variation I Aug 1997)
52.216-19	Order Limitations (Oct 1995) (Variation I Aug 1999)
52.219-8	Utilization Of Small Business Concerns (Oct 2000) 19.708
52.219-9	Employment Reports On Special Disabled Veterans And

	Veterans Of The Vietnam Era (Jan 1999) 22.1308
52.225-5	Trade Agreements (Apr 2000)
52.225-13	Restrictions On Certain Foreign Purchases (Jul 2000)
52.229-1	State And Local Taxes (Apr 1984) 529.401
52.232-37	Multiple Payment Arrangements (May 1999)
52.247-34	F.O.B. Destination (Nov 1991) 47.303
552.211-78	Commercial Delivery Schedule (Multiple Award Schedule) (Feb 1996) Tailored Gsam Clauses Incorporated By Reference
552.216-70	Economic Price Adjustment Fss Multiple Award Schedule Contracts (Sep 1999) (Alternate I Sep 1999)
552.216-72	Placement Of Orders (Sep 1999) (Alternate li Sep 1999)
552.216-73	Ordering Information (Sep 1999) (Alternate li Sep 1999)
552.229-71	Federal Excise Tax Dc Government (Sep 1999) 529.401
552.232-74	Invoice Payments (Sep 1999) 532.908
552.232-77	Payment By Government Commercial Purchase Card (Mar 2000) (Alternate I Mar 2000)
552.233-70	Protests Filed Directly With The General Services Administration (Mar 2000)
552.238-71	Submission And Distribution Of Authorized Fss Schedule Pricelists (Sep 1999)
552.238-72	Identification Of Energy-Efficient Office Equipment And Supplies Containing Recovered Materials Or Other Environmental Attributes (Sep 1999)
552.238-73	Cancellation (Sep 1999)
552.238-74	Contractor s Report Of Sales (Sep 1999)
552.238-75	Price Reductions (Sep 1999)
552.238-76	Industrial Funding Fee (Sep 1999)
552.243-72	Modifications (Multiple Award Schedule) (Jul 2000)
552.246-73	Warranty Multiple Award Schedule (Mar 2000)
C-FSS-411	Fire Or Casualty Hazards, Or Safety Or Health Requirements (Oct 1992)
C-FSS-412	Characteristics Of Electric Current (May 2000)
D-FSS-465	Export Packing (Apr 1984)
D-FSS-471	Marking And Documentation Requirements Per Shipment (Apr 1984)
D-FSS-477	Transshipments (Apr 1984)
E-FSS-521-D	Inspection (May 2000)
F-FSS-202-F	Delivery Prices (Apr 1984)
F-FSS-202-G	Delivery Prices (Jan 1994)

F-FSS-244-B	Additional Service Charge For Delivery Within Consignee's Premises (May 2000)
G-FSS-900-C	Contact For Contract Administration (May 2000)
G-FSS-903	E-Mail And Website Url Address (Es) (Jul 2000)
G-FSS-906	Vendor Managed Inventory (Vmi) Program (Mas) (Jan 1999)
G-FSS-907	Order Acknowledgement (Apr 1984)
G-FSS-913	Contractor's Billing Responsibilities (May 2000)
G-FSS-914-A	Contractor's Remittance (Payment) Address (May 2000)
I-FSS-40	Contractor Team Arrangements (Sep 2000)
I-FSS-50	Performance Reporting Requirements (Feb 1995)
I-FSS-60	Performance Incentives (Apr 2000)
I-FSS-91	Section 8(A) Award (Multiple Award Schedule) (Oct 2000)
I-FSS-103	Scope Of Contract Worldwide (Mar 2000)
I-FSS-106	Guaranteed Minimum (Oct 2000)
I-FSS-108	Clauses For Overseas Coverage (May 2000)
I-FSS-125	Requirements Exceeding The Maximum Order (Sep 1999)
I-FSS-140-B	Urgent Requirements (Jan 1994)
I-FSS-163	Option To Extend The Term Of The Contract (Evergreen) (Apr 2000)
I-FSS-249-B	Default (May 2000)
I-FSS-314	Foreign Taxes And Duties (Dec 1990)
I-FSS-550-B	Year 2000 Warranty Commercial Supply Items (Jan 1999)
I-FSS-594	Parts And Service (Oct 1988)
I-FSS-597	GSA Advantage! (Sep 2000)
I-FSS-598	Central Contractor Registration (Ccr) (Oct 1999)
I-FSS-599	Electronic Commerce Facnet (Apr 1997)
I-FSS-600	Contract Price Lists (Sep 2000)
I-FSS-624	Office Copier Utilization Guidelines (May 2000)
I-FSS-626	Service Points (Aug 1986)
I-FSS-639	Contract Sales Criteria (Jul 2000)
I-FSS-644	Dealers And Suppliers (Oct 1988)
I-FSS-646	Blanket Purchase Agreements (May 2000)
I-FSS-680	Dissemination Of Information By Contractor (Apr 1984)
I-FSS-965	Interpretation Of Contract Requirements (Apr 1984)
I-FSS-966	Multiple Award Schedule Price Reduction And Economic Price Adjustment Clause (Dec 1987)
K-FSS-1	Authorized Negotiators (Mar 1998)

K-FSS-9	Section 8(A) Representation For The Multiple Award Schedule Program (Sep 2000)
52.212-5	Contract Terms And Conditions Required To Implement Statutes Or Executive Orders Commercial Items (Feb 2001) Tailored Far Clauses Incorporated By Reference
52.212-6	
52.212-72	Contract Terms And Conditions Required To Implement Statutes Or Executive Orders Applicable To Gsa Acquisition Of Commercial Items (Jul 2000)

## TERMS AND CONDITIONS APPLICABLE TO COMMERCIAL SERVICES INCORPORATED BY REFERENCE

The Contractor agrees to comply with the FAR clauses in this paragraph (c), applicable to commercial services, which the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:

- 52.222-4 Contract Work Hours and Safety Standards Act Overtime Compensation (July 1995)
- 52.222-41 Service Contract Act of 1965, as amended (41 U.S.C. 351, et seq.)
- 52.222-42 Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et seq.)
- 52.222-4 Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.)
- 52.222-44 Fair Labor Standards Act and Service Contract Act Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.)
- 52.222-46 Evaluation of Compensation for Professional Employees (Feb 1993)

**SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS**

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**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and SNTK Document Conversions, enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

**Signatures**

\_\_\_\_\_  
Agency Date

\_\_\_\_\_  
Contractor Date

BPA NUMBER: \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number GS-25F-0036S, Blanket Purchase Agreements, the contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

**MODEL/PART NUMBER\*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

**DESTINATION      DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the contractor's invoice, the provisions of this BPA will take precedence.