

**FEDERAL SUPPLY SERVICE AUTHORIZED
FEDERAL SUPPLY SERVICE PRICELIST OFFICE,
IMAGING AND DOCUMENT SOLUTIONS**

FSC GROUP 36

**SIN 51-504 Records Management Services
SIN 51-506 Document Conversion Services
SIN 51-508 Litigation Support Services**

CONTRACT NUMBER: GS-25F-0037P

CONTRACT PERIOD: May 21, 2009 to May 20, 2019

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Small Business

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

Prices shown herein are net (discount deducted)

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: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

microMEDIA's GSA Schedule document scanning services and document imaging capabilities include scanning and indexing. We integrate existing databases with files kept in paper, microfilm, microfiche and aperture cards. We have completed document scanning projects from paper, microfilm scanning and microfiche scanning since 1987. Most of our large conversion projects are conducted onsite at customers' facilities.

Our separate department dedicated to onsite projects is an important focus of our firm. Between five and fifteen projects are generally underway throughout the U.S. microMEDIA provides the equipment, software, personnel and, most importantly, project management.

microMEDIA offers a wide range of services for vital records ranging from outsourcing Business Continuity and Disaster Recovery plans to multi-million dollar conversion projects for in-house application workflow, records management systems, client-site facilities management and "on-demand" information retrieval.

microMEDIA's successful project management and data conversion experience is backed up by outstanding references in government and almost every paper-intensive commercial industry.

microMEDIA does not have an "out-of-the-box" approach to conversions. Our experience substantiates the commonsense premise that every client's needs are somewhat different, even within the same agency and application area. As a result, every microMEDIA conversion is customized and tailored to specific customer requirements.

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1a. Special Item Numbers (SIN)

This Contract covers the following Special Item Numbers (SIN):

51-504 – Records Management Services

Records Management Services include on-site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

51-506 – Document Conversion Services

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

51-508 – Litigation Support Services

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional and non-professional staff members in the tasks of obtaining, organizing, analyzing and presenting evidence or materials for legal matters not limited to: Freedom of Information Act (FOIA) requests, trials, judgments, lawsuits, Congressional subpoenas, or settlements. Through the use of an Electronic Discovery Reference Model (EDRM), information management systems, reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location. Services include but are not limited to document acquisition, document preparation and organization, photocopying, scanning and Optical Character Recognition (OCR), coding, database creation and development, electronic data acquisition and production, data extraction from forensic images, document analysis, software and systems support, and technical support and project management. NOTE: Services which involve actual **litigation** activities including entries of appearance(s) on behalf of government entities unsupervised by government counsel are not included and will not be procured under this SIN.

1b. Lowest Price Model Numbers:

Not applicable

2. Maximum Order

SIN 51-506 \$1,000,000.00

3. Minimum Order

\$1,500.00

4. Geographic Coverage:

48 Contiguous States and the District of Columbia.

5. Points of Production

Not applicable

6. Discount

The Government receives the below discounts:

Itemized Services per attached	1% to 76%
Labor	10%

The pricing covers on/off site services.

7. Quantity Discounts

Not applicable

8. Prompt Payment Terms

microMEDIA Imaging Systems' prompt payment terms are Net 30 days.

9a. Government Purchase Cards

Accepted up to micro-purchase threshold

9b. Government Purchase Cards

Accepted above the micro-purchase threshold

10. Foreign Items

Not applicable

11a. Time of Delivery

As indicated in individual orders.

11b. Expedited Delivery

Not applicable

11c. Overnight and 2-day Delivery

Not applicable

11.d Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Agencies can also contact the Contractor's representative at (516) 355-0300.

12. F.O.B. Points

FOB Destination for geographic scope of this contract: 48 Contiguous States and the District of Columbia.

13. Ordering Address

microMEDIA Imaging Systems Inc.
Attn. Joseph Wise
300-2 Route 17 South - Suite #4
Lodi, NJ 07644
Fax: (516) 355-0316

14. Payment Address

microMEDIA Imaging Systems Inc.
P.O. Box 360683
Pittsburgh, PA 15251

15. Warranty Provision

Agencies receive a 10 day warranty.

16. Export Packing Charges

Not Applicable

17. Terms and Conditions of Government Purchase Card acceptance

No additional discounts granted for credit card usage.

18. Terms and Conditions of Rental, Maintenance, and Repair

Not Applicable

19. Terms and Conditions of Installation

Not Applicable

20. Terms and Conditions of Repair Parts

Not Applicable

20a. Terms and Conditions of Other Services

Not Applicable

21. List of Service and Distribution Points

Not Applicable

22. List of Participating Dealers

Not Applicable

23. Preventive Maintenance

Not Applicable

24. Environmental Attributes

Not Applicable

25. Data Universal Number System (DUNS) Number

82-6321408

26. Notification regarding registration in Central Contractor Registration (CCR) database

Registered CAGE Code: 1UQF2

25. Data Universal Number System (DUNS) Number

82-6321408

26. Notification regarding registration in Central Contractor Registration (CCR) database

Registered CAGE Code: 1UQF2

Professional Data Conversion Services

Our services include all phases of document conversion and classification. We convert information from paper, books, engineering drawings, microfilm, microfiche, aperture cards, slides and migrate computer data. We offer fax to e-mail services, secure web hosting and data capture. Customers are serviced at our facility and onsite.

We focus on a wide range of document imaging services for vital records ranging from outsourcing Business Continuity and Disaster Recovery plans to multi-million dollar conversion projects for in-house records management systems, client-site facilities management and "on-demand" information retrieval. A growing number of clients use our records management and conversion expertise to integrate and deliver content into their own websites.

The following is a description on microMEDIA's document conversion services.

Microfilm scanning

Our "high-speed" film scanning equipment converts both 16mm and 35mm film. We can handle a wide spectrum of film reduction ratios. Our scanners are equipped with sophisticated image enhancement software that produces the highest possible quality electronic images.

Microfiche scanning

Microfiche formats are pre-scanned to evaluate the precise location of images. They are concurrently scanned, rotated, deskewed and despeckled. We have the capability to scan on a three shift schedule to minimize client turnaround time.

Aperture Card scanning

Engineering drawings maintained in aperture cards are scanned on high-speed automated film scanning equipment capable of up to 400dpi resolution. Key punched (Hollerith) index information is captured and recorded simultaneously with the scanning. Typed cards are keyed manually.

PDF Conversions

microMEDIA has specialized in PDF conversions for more than ten years. We use Adobe software, not competitor's products. Our conversions have included a wide spectrum of media:

- Paper (files, bound volumes, reports)
- Micrographics (microfilm, microfiche, aperture cards)
- Photographic slides and transparencies
- Engineering documents
- Electronic files

We deliver appropriately catalogued PDF files to imaging systems from Alchemy®, Documentum®, IBM® FileNet® and many others. PDF files can be transmitted directly to clients, hosted on our secure website or recorded to CD/DVD. Scanned documents are generally converted onsite by our professional staff.

Manual Data Entry

It is not always possible to automatically convert documents to digital form. Handwritten and poor quality documents are often more cost effectively done by manual key entry and verification.

Our capabilities include low-cost high-capacity offshore services to key directly from scanned images or from microfilm and microfiche. Keyed data is always linked to database extracts if a database exists.

microMEDIA has been a leading key entry marketplace for more than twenty-five years. Our infrastructure includes offsite facilities. We insist on 100% key verification, which results in 99.95% accuracy of legible characters. Further, all work done by associates is validated for quality by microMEDIA's Quality Control Department prior to delivery to our customers.

Revised October 1, 2015 / Schedule 36 - All Tasks Apply to SINs 51-504, 51-506 and 51-508

Task	Description	Unit/Quantity	Price
Implementation_Charge_Standard	Implementation of a project includes review of project specifications, feasibility analysis, modifications as required, submission of samples, approval to proceed, preparation of written operational procedures, equipment setup, operator orientation to the specific tasks and ramp-up to full production speeds.	Per Project	\$450
Implementation_Charge_Enhanced	Enhanced Implementation includes all Standard Implementation Services and additionally may include comprehensive project management procedures, conversion software scripts, integration with external databases, formatting uploads for installed imaging systems, acquisition of project-specific hardware and/or software and onsite installations.	Per Project	\$2,850 - \$28,500
Document_Preparation_Standard	Standard pre-conversion document handling includes: removal of paper documents from standard bindings and file folders, minimal staple removal (not to exceed one staple for every ten scanned images), documents will be returned to the front of the box in the same order as received and the binders or file folders will be placed at the rear of the box, the documents will not be re-stapled or reassembled	Per Page	\$0.01
Document_Preparation_Enhanced	Any document preparation including Standard Document Preparation and may additionally include such items as: removing documents from non-standard bindings, removal of more than the minimal staples, insertion of barcode separator sheets, orientation and unfolding orientation of documents, grouping documents, addition of paper clips to augment re-stapling after conversion, the handling of post-it notes and/or other non-standard size paper, return of documents to original folders	Per Page	\$.018 -.05
Scanning_Standard	Pages up to 8 1/2 X 11" will be scanned at 200 dpi to produce images that are equal to or enhanced from the original image. Images are enhanced by adjusting contrast, despeckling and deskewing. 100% of the images are quality inspected. Rework, if required, is included. Output in TIFF Group IV format.	Per Page	\$0.05
Scanning_Enhanced	Any scanning services including all Standard Scanning Services and additionally pages may be scanned at 240 dpi or higher, color scanning, two-sides of a page may be scanned concurrently, blank backsides may be removed, pages may be cropped to eliminate borders or select specific areas and/or rotated for viewing.	Per Page	\$.06 - \$.15
Scanning_Books	Scanning unbound volumes up to 8.5 X 11 inches per page	Per Page	\$0.75
Scanning_Microfilm_Standard	16mm microfilm is scanned at 200 dpi. Images are enhanced by adjusting contrast, despeckling, straightening and deskewing. 100% of the images are quality inspected. Rework, if required, is included. Output in TIFF Group IV format.	Per Image	\$0.02
Scanning_Microfilm_Enhanced	Microfilm is scanned at 240-400 dpi. Film may be 16mm or 35mm. Images are enhanced by adjusting contrast, despeckling, straightening and deskewing. Images may be selected from the roll and/or cropped. 100% of the images are quality inspected. Rework, if required, is included. Output in TIFF Group IV	Per Image	\$.04 - \$.15
Scanning_Microfiche_Standard	Microfiche is scanned at 200 dpi. Standard image quantity per microfiche (minimum 50 images average per fiche). Images are enhanced by adjusting contrast, despeckling, straightening and deskewing. 100% of the images are quality inspected. Rework, if required, is included. Output in TIFF Group IV format.	Per Image	\$.04-\$.08
Scanning_Microfiche_Enhanced	Microfiche may be scanned at 240-400 dpi. Any number of images per microfiche are accepted. Images are enhanced by adjusting contrast, despeckling, straightening and deskewing. Images may be selected from the microfiche and/or cropped. 100% of the images are quality inspected. Rework, if required, is	Per Image	\$.11-\$.18

Scanning_Aperture Card_Standard	Cards will be scanned at 200 dpi to produce images that are equal to or enhanced from the original image. Images are enhanced by adjusting contrast, despeckling and deskewing. 100% of the images are quality inspected. Rework, if required, is included. Cards punched with Hollerith Data will include an index that		Per Card	\$.25
			First 10,000	\$.20
			Next 40,000	\$.14
Scanning_Aperture Card_Enhanced	Includes all Standard Aperture Card Scanning Services and additionally may include scanning at 240-400 dpi, cropping of image sections, rotation and entry of information from data typed or handwritten on the cards or contained within the microfiche image. (Keying charged separately) Output in TIFF Group IV		Per Card	\$.46-\$.92
Indexing_Offshore	Data will be keyed from images to meet project specifications. All keying includes 100% key verification plus an additional quality inspection at microMEDIA's facility. Accuracy guaranteed at 99.95% on a character basis. Delivery in spreadsheet or text format on CD or transmitted via FTP.		Per Character	0.0018
Indexing_USA	Data will be keyed from images to meet project specifications. All keying includes 100% key verification plus an additional quality inspection at microMEDIA's facility. Accuracy guaranteed at 99.95% on a character basis. Delivery in spreadsheet or text format on CD or transmitted via FTP.		Per Character	\$0.007
PDF_Conversion_Standard	TIFF Group IV images converted to Adobe PDF.		Per Image	\$0.019
PDF_Conversion_Enhanced	TIFF Group IV images converted to Adobe PDF including text conversion.		Per Image	\$0.0285
Onsite_Conversion_Services	Project performed at client's facility. microMEDIA provides all personnel, equipment, conversion software, etc. Minimum Charge \$4,750		Overall Project Premium Charge	19%-45%
Recording_CD	Record data to ISO 9660 Standard CD format, read and verify correct recording and inclusion of all directories, create label, deliver with jewel box		Per CD	\$13.50
Recording_DVD	Record data to DVD format, read and verify correct recording and inclusion of all directories, create label, deliver with jewel box		Per DVD	\$27.00
Document_Preparation_Clerk	Prepares files for scanning by removing staples, repairing tears, sorting, removing items that are not to be scanned, etc.		Per Hour	\$ 28.69
Document_Scanning_Technician	Scans documents according to customer specifications, assures high-legibility images, cleans scanner, identifies exceptions.		Per Hour	\$ 29.18
Document_Indexer	Keys identifying data from documents		Per Hour	\$ 36.00
Quality_Control_Technician	Inspects output and deliverables, corrects errors or returns for reprocessing		Per Hour	\$ 45.00
Document_Processor	Performs computer tasks such as OCR, formatting, multi-page creation, etc.		Per Hour	\$ 45.00
Project_Supervisor	Supervises team of Clerks, Technicians and Processors		Per Hour	\$ 55.00
Project_Manager	Responsible for overall project management and control. Interfaces with client.		Per Hour	\$ 85.00