

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List



Contract Holder

Contract GS-25F-0038T

GSA MULTIPLE AWARD SCHEDULE

Special Item Numbers:
SIN 493110RM: Physical Records Management Services

History Associates Incorporated
300 N. Stonestreet Avenue
Rockville, MD 20850
Phone: (301) 279-9697
Fax: (301) 279-9224 <https://www.historyassociates.com/>

Business Size: Small Business
Contract Number: GS-25F-0038T
Period Covered by Contract: September 13, 2017 through September 12, 2022

On-line access to contract ordering information, terms and conditions, and 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 www.GSAAdvantage.gov.

Pricelist Current through Mod PA-025 Effective 03-30-21.



ABOUT HISTORY ASSOCIATES

COMPANY PROFILE

History Associates Incorporated (HAI) is a leading professional services firm offering research, discovery, and experience services to government, corporate, legal, education, museum, and association clients.

Our staff includes nearly fifty professional researchers, storytellers, interpretive planners, archivists, and museum professionals. We are a small business headquartered just outside Washington, D.C., with remote global support centers. Since 1981, we have served hundreds of clients across the United States and around the world.

Government agencies always have multiple responsibilities to administer. Whether it's a mandate to modernize information management practices, or initiatives to discover content that supports modern program missions, a trusted partner in archival and research services can help.

HAI's services position your agency to:

- Adhere to records mandates
- Make modern decisions based on historical research and analysis
- Support program operations through information discovery
- Archive operational, web-based, and historical information
- Achieve regulatory compliance
- Discover, preserve, and interpret asset collections and sites
- Expand your in-house team through embedded historians, archivists, information professionals, and content experts

COMPANY INFO

Company Type: Private Corporation
DUNS Number: 037704574
CAGE Code: 9Y474

GOVERNMENT POC

Laura Starr

Senior Manager – Business Development
LStarr@historyassociates.com
240-514-0926

NAICS CODES

519120	Libraries and Archives
519190	All Other Information Services
541611	Administrative Management and General Management Consulting Services
541720	Research and Development in the Social Sciences and Humanities
541990	All Other Professional, Scientific, and Technical Services
561210	Facilities Support Services
712110	Museums
712120	Historical Sites

GSA SCHEDULE SERVICES

HAI assists government agencies with all aspects of federal records management functions, at both the national and regional levels. We improve existing records management programs, revive programs that have been dormant for years, and implement programs for new agencies and divisions. We also administer records management operations on behalf of federal agencies.

Program Compliance

- Promote compliance with federal standards and procedures
- Revive dormant records management programs
- Design and implement new government records management programs

Program Development

- Conduct government records surveys and inventories
- Draft records retention and disposition schedules
- Develop policies and procedures for managing records

Program Improvement

- Provide guidance on electronic records management, including digitization support
- Assess program needs by surveying records and interviewing staff
- Create customized records schedules and records management procedures based on agency requirements

Program Implementation

- Appraise government records for archival and historical value
- Execute federal records appraisal and scheduling paperwork
- Create office filing systems

OTHER SERVICES

ARCHIVES

We help you gain control of your historical materials to create an accessible and usable past. We also help preserve your digital archives to ensure that they remain accessible now and well into the future.

COLLECTIONS MANAGEMENT

We help you gain better intellectual and physical control of your art and artifact collections through program development, museum database software selection, and project support like relocation planning or inventory updates.

HISTORIES

We do the research, interview participants, and tell your story in an illustrated history, monograph, website, or oral history.

EXHIBITS

We combine imagery, text, artifacts, and multimedia to create a memorable visitor experience.

INTERPRETIVE PLANNING

We guide you through the process of creating a great visitor experience for your historic site, from preparation to implementation.

HISTORICAL RESEARCH

We navigate complex historical records systems to collect and analyze the evidence that addresses historical questions posed by attorneys, corporations, and the public.

SAMPLE CLIENTS

Hundreds of clients from all sectors of the economy have worked with us to help them preserve, interpret, and share the history that matters to them. They include federal and municipal governments, corporations, associations, law firms, museums, and universities. Here are some representative companies and organizations.

FEDERAL GOVERNMENT

American Battle Monuments Commission
Library of Congress
National Institutes of Health
National Library of Medicine
National Park Service
National Science Foundation
U.S. Army Corps of Engineers
U.S. Department of Defense

U.S. Department of Energy
U.S. Department of Homeland Security
U.S. Department of Justice
U.S. Department of State
U.S. Department of the Air Force
U.S. Department of the Navy
U.S. Department of the Treasury
U.S. National Archives and Records Admin.

STATE AND LOCAL GOVERNMENTS

California Rural Indian Health Board (CRIHB)
Chavez and Lincoln Counties, New Mexico
Chula Vista Public Library
City of Riverside, California
City of Santa Barbara, California
City of Ventura, California
County of Santa Clara, CA
Fauquier County, Virginia

Metropolitan Water District of Southern California
Mission La Purisima State Historic Park
Los Angeles County
Montgomery County, Maryland, Library
New Mexico State Engineer Office
Prince William County, Virginia
Santa Clara County, California

MUSEUMS

Anacostia Museum and Center for African American History and Culture
Bethel Woods Visitor's Center
Computer History Museum
International Spy Museum
Las Vegas Mob Museum
National Center for Civil and Human Rights
National Museum of American Jewish History
National World War I Museum and Liberty Memorial

National World War II Museum
New York State Museum
Normandy American Cemetery and Memorial
Visitors Center
The Maritime Administration – American Merchant Marine Museum
The Wills House Museum
United States Holocaust Memorial Museum
University Art Museum, California State University, Long Beach

UNIVERSITIES

Embry-Riddle Aeronautical University
George Washington University
Gettysburg College
Philadelphia University
Pomona College
Robert C. Byrd Center for Legislative Studies,
Shepherd University

Stevenson University
University of Mississippi
University of Oregon
University of Virginia
West Virginia University, Institute of Technology

ASSOCIATIONS, ORGANIZATIONS, AND PHILANTHROPIES

American Association for Thoracic Surgery
American Institute of Physics
Boat Owners Association of the United States
Carnegie Institution of Washington
Chemical Heritage Foundation
Civil War Trust
Eastern State Penitentiary

Foundation for the National Archives
Institute of Nuclear Power Operations
Laborers International Union of North America
National Electrical Contractors Association
National Football League Players Association
SEC Historical Society Smithsonian Institution
United Brotherhood of Carpenters

CORPORATIONS

Bausch & Lomb
Chevron
CooperVision
Deloitte Canada
DuPont
Ford Motor Company
GlaxoSmithKline
IBM Corporation

JP Morgan Chase & Co.
Legg Mason & Co., LLC
Levi Strauss & Co.
Lockheed Martin
Navistar
Sentara Healthcare
Universal Avionics

CUSTOMER INFORMATION

- 1a. Authorized Special Item Number (SIN). 493110RM – Records Management Services
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: See pricing on page 9
2. Maximum order: \$1,000,000
3. Minimum order: \$100.00
4. Geographic coverage (delivery area): Worldwide
5. Point of production (city, county, and state or foreign country): The United States of America
6. Discount from list prices or statement of net price: Prices listed herein are net
7. Quantity discounts: None
8. Prompt payment terms: None, Net 30 Days
9. Foreign items (list items by country of origin): Not Applicable
- 10a. Time of delivery: As negotiated between the Contractor and the Ordering Activity
- 10b. Items available for expedited delivery: Not Applicable
- 10c. Overnight and 2-day delivery: Not Applicable
- 10d. Urgent Requirements: Not Applicable
11. F.O.B. Point: Destination to the 48 contiguous states and Washington D. C. and port of exit to Alaska, Hawaii and Puerto Rico.
- 12a. Ordering address:
History Associates Incorporated
300 N. Stonestreet Avenue
Rockville, MD 20850
Phone: (301) 279-9697
Fax: (301) 279-9224
- 12b. Ordering Procedures: For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address:
History Associates Incorporated
300 N. Stonestreet Avenue
Rockville, MD 20850
Phone: (301) 279-9697
Fax: (301) 279-9224
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
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

- 18b. Terms and conditions for any other services: Not Applicable
- 19. List of service and distribution points: Not Applicable
- 20. List of participating dealers: Not Applicable
- 21. Preventive maintenance: Not Applicable
- 22. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not Applicable
- 23. Data Universal Number System (DUNS) number: 037704574
- 24. Notification regarding registration in the System for Award Management (SAM) database.
Registered. CAGE Code: 9Y474

GSA PRICE LIST

Labor Category	Hourly Rate
Senior Associate III	\$183.46
Senior Associate II	\$150.26
Senior Associate I	\$134.43
Senior Archivist/Records Manager III	\$116.02
Senior Archivist/Records Manager II	\$100.24
Senior Archivist/Records Manager I	\$85.07
Archivist/Records Manager III	\$83.40
Archivist/Records Manager II	\$72.40
Archivist/Records Manger I	\$64.33
Archivist/Records Tech. II	\$54.89
Archivist/Records Tech I	\$50.46
Project Support	\$59.84

LABOR CATEGORIES

Substitutions

History Associates reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.

Senior Associate III

Minimum/ General Experience: Expert in archives and/or records management with extensive knowledge of professional concepts, processes, and issues. Minimum experience of 15 years at a senior level with archives and records management implementations and research initiatives. Experience planning and managing large-scale or complex programs and demonstrated ability to set and maintain overall direction for a program; to control overall scope, budget, and schedule for complex, multi-project programs.

Minimum Education: MA/MLS

Responsibilities:

- Develops project strategies.
- Oversees the identification of alternative approaches and implications thereof and the development of innovative solutions to complex problems.
- Reviews feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures.
- Functions as a technical expert.
- Serves as a senior member of consulting teams.
- Analyzes and interprets data.
- Develops, or participates in the development of assignment methodology.
- Provides management and technical direction for problem definition, analysis and requirements development and implementation for complex situations in the subject matter area.

Senior Associate II

Minimum/ General Experience: Expert in archives and/or records management with extensive knowledge of professional concepts, processes, and issues. Minimum experience of 10 years at a senior level with archives and records management implementations and research initiatives.

Minimum Education: MA/MLS

- Responsibilities:
- Participates in the development of project strategies.
 - Functions as a technical expert
 - Serves as a senior member of consulting teams.
 - Analyzes and interprets data.
 - Participates in the development of assignment methodology.
 - Participates in the design of tools and systems for projects.
 - Works with project team to interpret project requirements and specifications.
 - Provides management and technical direction for problem definition, analysis and requirements development and implementation for complex situations in the subject matter area.

Senior Associate I

Minimum/ General Experience: Eight years of progressive technical experience in complex projects, including at least 4 years in managing complex projects in archives and records management. Knowledge of professional archives and records management standards and practices including records appraisal, vital records, records retention and disposition, federal archives and records management procedures, records surveys and inventories, archival arrangement, description and preservation.

Minimum Education: Master's degree in library science or a related field with archival coursework.

- Responsibilities:
- Manages substantial contract support operations, including multiple projects.
 - Organizes, directs, and coordinates all phases of the contractor's contract support activities.
 - Communicates orally and in writing with all levels of management for planning and control of projects.
 - Reviews and recommends appropriate software and hardware systems for records management and retention.
 - Meets with government management personnel and contract managers.
 - Determines contract costs, and ensures conformance with standards.
 - Assigns, schedules, and reviews work of subordinates.
 - Explains policies, project objectives, and specific goals of the contractor organization to subordinates.
 - Formulates and reviews task order plans and deliverable items, and determines and negotiates standards.
 - Reviews products for accuracy and adherence to design and user standards.
 - Verifies program documentation to comply with government standards and requirements.
 - Assures that projects are completed in accordance with pre-set time schedules.

Senior Archivist/Records Manager

Minimum/ General Experience: Five years of progressive archival and/or records management experience. Knowledge of professional archival and records management methods, practices, and procedures. If proposed as a task leader, requires six months experience as supervisor/manager of project activities.

Minimum Education: Master's degree in library science or a related field with archival coursework.

Responsibilities:

- Works as functional leader in client technical areas.
- Applies federal information and records management regulations and policies.
- Produces/ reviews substantive and complex technical documentation reflecting detailed knowledge of technical requirements of the task
- Formulates and reviews strategic plans and studies, and ensures conformance with professional standards.
- Supervises and audits database entry of records information.
- Develops and implements project plans.
- Develops, plans, organizes, and leads major segments of and/or entire consulting projects.
- Determines technical objectives, defines data requirements and methodology, and recommends staffing levels and schedules.
- Reviews and coordinates the progress of other team members, taking corrective action as appropriate.
- Responsible for all and/or major segments of multiple project output and deliverables.
- Writes and edits descriptive tools, manuals, reports, training materials, presentations, proposals and other technical documents.
- Researches, analyzes, and composes technical data for clarity, brevity and appropriate style and terminology.
- Reviews and performs technical editing for organization, format, consistency, quality, layout and preparation for production, accuracy of content and conformance to established standards.

Archivist/Records Manager III

Minimum/ General Experience: Three years of progressive archival and/or records management experience. Knowledge of professional archival and records management methods, practices, and procedures. If proposed as a task leader, requires six months experience as supervisor/manager of project activities.

Minimum Education: Master's Degree in library science or a related field with archival coursework.

Responsibilities:

- Works as functional leader in client technical areas.

- Applies federal information and records management regulations and policies.
- Produces / reviews substantive and complex technical documentation reflecting detailed knowledge of technical requirements of the task
- Formulates and reviews strategic plans and studies, and ensures conformance with professional standards.
- Supervises and audits database entry of records information.
- Develops and implements project plans.
- Conducts structured walk-through of completed databases and works with testers and reviewers to document needed modifications.
- Participates in the design, programming, testing modification, and operation of databases.
- Provides analysis and support for internet/intranet/web site records, and electronic schedules.
- Develops and implements automated schedule systems and automated records management programs.
- Evaluates input and develops alternative design and applications proposals.
- Conducts research and develops product according to specifications.
- Identifies problems and presents and implements recommendations for their solution.
- Works independently and is able to exercise discretion, initiative, and judgment.
- Develops records schedules to according to federal regulations.
- Plans staff work schedules and coordinates assignments.
- Devises archival and records management policies and procedures.
- Appraises records for archival value.
- Develops thesauri.

Archivist/Records Manager II

Minimum/ General Experience:	One years of progressive archival and/or records management experience. Knowledge of professional archival and records management methods, practices, and procedures.
Minimum Education:	Master's Degree in library science or a related field with archival coursework.
Responsibilities:	<ul style="list-style-type: none">• Conducts structured walk-through of completed databases and works with testers and reviewers to document needed modifications.• Participates in the design, programming, testing modification, and operation of databases.• Provides analysis and support for internet/intranet/web site records, and electronic schedules.• Develops and implements automated schedule systems and automated records

- management programs.
- Evaluates input and develops alternative design and applications proposals.
- Conducts research and develops product according to specifications.
- Identifies problems and presents and implements recommendations for their solution.
- Works independently and is able to exercise discretion, initiative, and judgment.
- Develops records schedules to according to federal regulations.
- Plans staff work schedules and coordinates assignments.
- Devises archival and records management policies and procedures.
- Appraises records for archival value.
- Develops thesauri.
- Assists in the preparation of processing plans and records retention schedules.
- Implements processing plans, retention schedules, and file plans individually or as a member of a team.
- Performs requirements analysis as part of a team.
- Synthesizes analysis results and program specifications as part of a team. Confers with technical personnel in planning and integrating database design and program modules.
- Assists in the development of records disaster recovery plans.
- Creates descriptive materials through application of metadata standards.
- Creates EAD encoded finding aids
- Conducts research and develops solutions for simple to moderately complex problems.
- Performs basic archival processing under supervision including determining proper level of arrangement within record groups and series and organizes records accordingly.
- Provides reference services under supervision, explains holdings and finding aids to researchers, enforces security regulations.
- Conducts records surveys under supervision.
- Boxes and prepares records for transfer to the archives/records center.
- Prepares records transfer lists.

Archivist/Records Manager I

- Minimum/ General Experience: Three months of archival or records management experience. Basic knowledge of professional archival and records management methods, practices, and procedures.
- Minimum Education: Master's Degree in library science or a related field with archival coursework.
- Responsibilities:
- Assists in the preparation of processing plans and records retention schedules.
 - Implements processing plans, retention schedules, and file plans individually or

- as a member of a team.
- Performs requirements analysis as part of a team.
- Synthesizes analysis results and program specifications as part of a team. Confers with technical personnel in planning and integrating database design and program modules.
- Assists in the development of records disaster recovery plans.
- Creates descriptive materials through application of metadata standards.
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- Provides reference services under supervision, explains holdings and finding aids to researchers, enforces security regulations.
- Conducts records surveys under supervision.
- Boxes and prepares records for transfer to the archives/records center.
- Prepares records transfer lists.

Archivist/Records Tech II

Minimum/ General Experience:	Minimum six months of archival or records management experience. Basic knowledge of professional archival and records management methods, practices, and procedures.
Minimum Education:	Bachelor's Degree
Responsibilities:	<p>Under supervision:</p> <ul style="list-style-type: none">• Rehouses collections material• Performs rudimentary preservation work including fastener removal and preservation photocopying• Assists in records inventories• Conducts research and develops solutions for simple problems• Assists in boxing and preparing records for transfer to the archives/records center• Scans documents

Archivist/Records Tech I

Minimum/ General Experience: Three months of archival or records management experience. Basic knowledge of professional archival and records management methods, practices, and procedures.

Minimum Education: Bachelor's Degree

Responsibilities: Under supervision:

- Re-houses collections material
- Performs rudimentary preservation work including fastener removal and preservation photocopying
- Assists in records inventories
- Conducts research and develops solutions for simple problems
- Assists in boxing and preparing records for transfer to the archives/records center
- Scans documents

Project Support

Minimum/ General Experience: Two years general office experience.

Minimum Education: Bachelor's Degree

Responsibilities: Under supervision:

- Interfaces with contractor and government personnel.
- Identifies work flow requirements and schedules job streams.
- Interprets technical documentation standards and prepares documentation according to standards.
- Reviews programs and products to ensure quality.
- Controls records and source data used in preparation of recurring reports, records, and schedules.
- Operates reproduction equipment to provide document support functions.
- Prepares graphic presentations of data.
- Performs writing and editing functions.
- Enters and verifies data.
- Provides indexing and abstracting of documents.