



U.S. General Services Administration

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

**GSA Schedule for Office Imaging & Document Solutions
FSC Group 36**

Special Item Numbers

- 51-409 – Network, Optical Imaging Systems and Solutions
- 51-501 – Needs Assessment and Analysis Services
- 51-504 – Records Management Services
- 51-506 – Document Conversion Services
- 51-507 – Destruction Services
- 51-600 – Electronic Records Management Solutions

Neubus, Inc.

2300 Greenhill Drive, STE 900
Round Rock, TX 78664

Phone: (877) Y-Neubus Fax: (512) 532-7722

Internet Address: www.neubus.com

Business Size:

Small Business

Contract Number:

GS-25F-0050S

Period Covered by Contract:

September 26, 2006 through September 25, 2021

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 *GSA Advantage!* is www.GSAAdvantage.gov.

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CUSTOMER INFORMATION

- 1a. Authorized Special Item Numbers (SINs). Pricing for offered SINs begins on page 6.
 - 51-409 – Network, Optical Imaging Systems and Solutions
 - 51-501 – Needs Assessment and Analysis Services
 - 51-504 – Records Management Services
 - 51-506 – Document Conversion Services
 - 51-507 – Destruction Services
 - 51-600 – Electronic Records Management Solutions
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract:
 - 51-409 – Network, Optical Imaging Systems and Solutions
 - 51-501 – Needs Assessment and Analysis Services
 - 51-504 – Records Management Services
 - 51-506 – Document Conversion Services
 - 51-507 – Destruction Services
 - 51-600 – Electronic Records Management Solutions
2. Maximum order:
 - 51-409 – \$1,000,000
 - 51-501 – \$1,000,000
 - 51-504 – \$1,000,000
 - 51-506 – \$1,000,000
 - 51-507 – \$1,000,000
 - 51-600 – \$1,000,000
3. Minimum order: \$1,000
4. Geographic coverage (delivery area): Nationwide
5. Point(s) of production (city, county, and state or foreign country): The United States of America
6. Discount from list prices or statement of net price: The AUTHORIZED GSA SCHEDULE CONTRACT PRICING reflects the net price with discount from list prices.
7. Quantity discounts: None
8. Prompt payment terms: 1%, 15 Days applies for SINs 51-409, 51-501, 51-504, 51-506, 51-507, 51-600
- 9a. Notification that Government purchase cards are accepted below the micropurchase threshold (\$3,000)
- 9b. Notification that Government purchase cards are accepted above the micropurchase threshold (\$3,000)

10. Foreign items (list items by country of origin): Not Applicable
- 11a. Time of delivery: Based on project requirements
- 11b. Items available for expedited delivery: Not Applicable
- 11c. Overnight and 2-day delivery: Not Applicable
- 11d. Urgent Requirements: Not Applicable
12. F.O.B. Point for 51-409, 51-501, 51-504, 51-506, 51-507, 51-600: Destination to the 48 contiguous states and Washington D. C. and Origin to Alaska, Hawaii and Puerto Rico.
- 13a. Ordering address:
Neubus, Inc.
2300 Greenhill Drive, STE 900
Round Rock, TX 78664

Phone: (877) 963-8287
Fax: (512) 532-7722
- 13b. 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.
14. Payment address:

Neubus, Inc.
2300 Greenhill Drive, STE 900
Round Rock, TX 78664

Phone: (877) 963-8287
Fax: (512) 532-7722
15. Warranty provision: Not Applicable
16. Export packing charges: Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): None
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 indicating date of parts price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any 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
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
Not Applicable
25. Data Universal Number System (DUNS) number: 797259327
26. Neibus, Inc. is registered in the Central Contractor Registration (CCR) database.
CAGE Code: 49PS1

NEUBUS, INC.

AUTHORIZED GSA SCHEDULE CONTRACT PRICING

SIN	Service Description	GSA Price
51-409	Senior Program Manager (Per hour)	\$ 108.81
	For details, see "Labor Category Descriptions"	
51-409	Program Manager (Per hour)	\$ 68.91
	For details, see "Labor Category Descriptions"	
51-409	Senior Business Analyst (Per hour)	\$ 106.40
	For details, see "Labor Category Descriptions"	
51-409	Business Analyst (Per hour)	\$ 87.06
	For details, see "Labor Category Descriptions"	
51-409	Senior Data/Document/Electronic Records Management Consultant (Per hour)	\$ 135.42
	For details, see "Labor Category Descriptions"	
51-409	Data/Document/Electronic Records Management Consultant (Per hour)	\$ 105.44
	For details, see "Labor Category Descriptions"	
51-409	Data/Document/Electronic Records Management Support Specialist (Per hour)	\$ 49.33
	For details, see "Labor Category Descriptions"	
51-501	Needs Analysis (Per hour)	\$ 90.68
	Determines the image formats, storage types, user interface, user access, document life-cycle and response times	
	Applicable labor category: Senior Business Analyst, Business Analyst, Senior Program Manager, Program Manager, Senior Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Consultant	
51-501	Development of the Job Specification (Per hour)	\$ 90.68
	Identifies images, indexes, scanning instructions, scanning resolutions, procedure for indexing, etc.	
	Applicable labor category: Senior Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Support Specialist, Senior Business Analyst, Business Analyst, Senior Program Manager, Program Manager	
51-501	Test process and sign-off (Per hour)	\$ 90.68
	This test will ensure that all assumptions in the job specification are accurate and the final product meets all requirements.	
	Applicable labor category: Senior Business Analyst, Business Analyst, Senior Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Consultant, Senior Program Manager, Program Manager	
51-501	Project Setup (Per hour)	\$ 90.68
	Once the initial production has been completed and accepted, the job will be setup for ongoing production	

SIN	Service Description	GSA Price
	Applicable labor category: Senior Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Consultant, Senior Business Analyst, Business Analyst, Senior Program Manager, Program Manager	
51-501	On-site System Setup (Per hour)	\$ 90.68
	Setup fee for configuring, delivering, installing and testing Neubus document management on-site server.	
	Applicable labor category: Senior Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Consultant, Senior Business Analyst, Business Analyst, Senior Program Manager, Program Manager	
51-501	Program Management Services (Per hour)	\$ 68.01
	Program Management services are available to our clients for manage large document conversion services.	
	Applicable labor category: Senior Program Manager, Program Manager	
51-501	Consulting and Programming Services (Per hour)	\$ 86.14
	Additional consulting and programming services are available to our clients for supporting the implementation of additional conversion requirements.	
	Applicable labor category: Senior Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Consultant, Senior Business Analyst, Business Analyst, Senior Program Manager, Program Manager	
51-501	System Support Services (Per hour)	\$ 68.01
	Additional System Support Services are available to our clients for supporting the implementation of additional document management requirements	
	Applicable labor category: Senior Data/Document/Electronic Records Management Consultant, Data/Document/Electronic Records Management Consultant, Senior Business Analyst, Business Analyst, Senior Program Manager, Program Manager	
51-501	Senior Program Manager (Per hour)	\$ 108.81
	For details, see "Labor Category Descriptions"	
51-501	Program Manager (Per hour)	\$ 68.91
	For details, see "Labor Category Descriptions"	
51-501	Senior Business Analyst (Per hour)	\$ 106.40
	For details, see "Labor Category Descriptions"	
51-501	Business Analyst (Per hour)	\$ 87.06
	For details, see "Labor Category Descriptions"	
51-501	Senior Data/Document/Electronic Records Management Consultant (Per hour)	\$ 135.42
	For details, see "Labor Category Descriptions"	
51-501	Data/Document/Electronic Records Management Consultant (Per hour)	\$ 105.44
	For details, see "Labor Category Descriptions"	
51-501	Data/Document/Electronic Records Management Support Specialist (Per hour)	\$ 49.33
	For details, see "Labor Category Descriptions"	
51-504	Storage Services WEB includes public web hosting (per image per month up to 4M pages)	\$ 0.00076
	Web access storage for up to 4M pages	

SIN	Service Description	GSA Price
51-504	Storage Services WEB includes public web hosting (per image per month 4M+ pages)	\$ 0.00060
	Web access storage for over 4M pages	
51-504	Storage Services WEB includes public web hosting (Video or Audio per file per month)	\$ 0.19
	Web access storage for Digital Audio or Video files	
51-506	Image Capture (200 dpi) (Per image)	\$ 0.0280
	Scan paper or film to bitonal image	
51-506	Image Capture (300 dpi) (Per image)	\$ 0.0343
	Scan paper or film to bitonal image	
51-506	Image Capture (400 dpi) (Per image)	\$ 0.0343
	Scan paper or film to bitonal image	
51-506	Image Capture (200 dpi) (Per image)	\$ 0.2399
	Scan microfiche to image	
51-506	Image Capture (300 dpi) (Per image)	\$ 0.2399
	Scan microfiche to image	
51-506	Image Capture (400 dpi) (Per image)	\$ 0.2399
	Scan microfiche to image	
51-506	Index Field Charge (barcode) (Per document)	\$ 0.0027
	Capture barcode	
51-506	Index Field Charge (10-15 characters) (Per document)	\$ 0.0210
	Capture alphanumeric field	
51-506	Index Field Charge (16-20 characters) (Per document)	\$ 0.0311
	Capture alphanumeric field	
51-506	Index Field Charge (21-25 characters) (Per document) or Image Redaction Charge (Per image)	\$ 0.0311
	Capture alphanumeric field; Redact alphanumeric field per category	
51-506	Index Field Charge (26-30 characters) (Per document)	\$ 0.0311
	Capture alphanumeric field	
51-506	Index Field Charge (31-35 characters) (Per document)	\$ 0.0402
	Capture alphanumeric field	
51-506	Index Field Charge (36-40 characters) (Per document)	\$ 0.0402
	Capture Alphanumeric field	
51-506	Document Prep (Per hour)	\$ 26.12
	Prepare paper document for digital conversion	
51-506	File Packing (Per hour)	\$ 26.12
	Pack paper documents into a box	
51-506	Surcharge for On-site Document Prep (Per hour)	\$ 24.18
	Surcharge for preparing paper document for digital conversion at on-site location	
51-506	Surcharge for On-site Document Scanning (Per hour)	\$ 24.18
	Surcharge for scanning documents at on-site location	
51-506	OCR Conversion (Per image)	\$ 0.0280
	Optical Character Recognition of a single image	
51-506	CD (Per CD)	\$ 19.34
	Burn Images or Audio or Video files to CD	
51-506	DVD (Per DVD)	\$ 19.34

SIN	Service Description	GSA Price
	Burn Images or Audio or Video files to DVD	
51-506	Tape (Per tape)	\$ 19.34
	Copy Images to Tape	
51-506	FTP (Per load)	\$ 24.18
	Deliver Images to FTP Site	
51-507	Document Destruction (Per pound)	\$ 0.1511
	Off-site Shredding Paper Document	
51-600	Senior Program Manager (Per hour)	\$ 108.81
	For details, see "Labor Category Descriptions"	
51-600	Program Manager (Per hour)	\$ 68.91
	For details, see "Labor Category Descriptions"	
51-600	Senior Business Analyst (Per hour)	\$ 106.40
	For details, see "Labor Category Descriptions"	
51-600	Business Analyst (Per hour)	\$ 87.06
	For details, see "Labor Category Descriptions"	
51-600	Senior Data/Document/Electronic Records Management Consultant (Per hour)	\$ 135.42
	For details, see "Labor Category Descriptions"	
51-600	Data/Document/Electronic Records Management Consultant (Per hour)	\$ 105.44
	For details, see "Labor Category Descriptions"	
51-600	Data/Document/Electronic Records Management Support Specialist (Per hour)	\$ 49.33
	For details, see "Labor Category Descriptions"	

LABOR CATEGORY JOB DESCRIPTIONS

DEFINITIONS:

Educational/Experience Equivalency Policies:

- When specific education levels are required, one year of additional experience may be substituted for each year of required education. For example: a High School diploma or GED plus 2 years additional experience is equivalent to an Associate Degree. A High School diploma or GED plus 4 years additional experience is equivalent to a Bachelor's Degree.
- Each year of education or training beyond High School may be substituted for one year of experience. Each year of relevant education or training may be substituted for a year of relevant experience.

LABOR CATEGORIES:

Senior Program Manager (SIN 51-409, 51-501, 51-600)

Minimum Work Experience: Ten (10) years of experience planning and managing commercial or Government programs and projects.

Functional Responsibility: Senior Program Manager maintains close consultation with the customer and senior management; ensures the success of the goals and objectives of the program; plans and directs technological improvements and project management implementation; manages a diverse group of functional activities and subordinate groups of technical and administrative personnel; and organizes and controls the overall activities of the contract. Senior Program Manager is responsible for overall program management, technical oversight, quality control, contract administration and costs. Senior Program Manager combines solid grounding in accepted program management methodology with experience in both private and Government programs. Senior Program Manager consults with the customer to ensure conformity to contractual obligations and establishes and maintains technical and financial reports to show progress of projects to management and customers.

Minimum Education: Bachelor's degree or equivalent professional experience and/or training.

Program Manager (SIN 51-409, 51-501, 51-600)

Minimum Work Experience: Two (2) years of experience planning and managing commercial or Government programs and projects.

Functional Responsibility: Program Manager works independently or under the direction of the Senior Program Manager. Program Manager maintains close consultation with the customer and senior management; ensures the success of the goals and objectives of the program; plans and directs technological improvements and project management implementation; manages a diverse group of functional activities and subordinate groups of technical and administrative personnel; and organizes and controls the overall activities of the contract. Program Manager is responsible for overall program management, technical oversight, quality control, contract administration and costs. Program Manager combines solid grounding in accepted program management methodology with experience in both private and Government programs. Program Manager consults with the customer to ensure conformity to contractual obligations and establishes and maintains technical and financial reports to show progress of projects to management and customers.

Minimum Education: Bachelor's degree or equivalent professional experience and/or training.

Senior Business Analyst (SIN 51-409, 51-501, 51-600)

Minimum Work Experience: Five (5) years of experience in business and/or system analysis.

Functional Responsibility: Senior Business Analyst analyzes and develops business components, structures, practices and policies from a total business perspective. Senior Business Analyst develops, implements strategic plans, policies and procedures; collects, compiles, and assembles data for financial and analytical documents and reports; may provide project management and/or oversight; establishes appropriate business evaluation criteria and models to insure quality and efficiency. While conducting needs analysis for customers, Senior Business Analyst determines the image formats, storage types, user interface, user access, document and Electronic Records life-cycle and response times. Senior Business Analyst can also develop job specification that identifies images, electronic records, indexes, scanning instructions, scanning resolutions, procedure for indexing, records retention, etc.

Minimum Education: Bachelor's degree or equivalent professional experience and/or training.

Business Analyst (SIN 51-409, 51-501, 51-600)

Minimum Work Experience: Three (3) years of experience in business and/or system analysis.

Functional Responsibility: Business Analyst works independently or under the direction of the Senior Business Analyst. Business Analyst analyzes and develops business components, structure, practices and policies from a total business perspective. Business Analyst develops, implements strategic plans, policies and procedures; collects, compiles, and assembles data for financial and analytical documents and reports; may provide project management and/or oversight; establishes appropriate business evaluation criteria and models to insure quality and efficiency. While conducting needs analysis for customers, Business Analyst determines the image formats, storage types, user interface, user access, document and Electronic Records life-cycle and response times. Business Analyst can also develop job specification that identifies images, electronic records, indexes, scanning instructions, scanning resolutions, procedure for indexing, records retention, etc.

Minimum Education: Bachelor's degree or equivalent professional experience and/or training.

Senior Data/Document/Electronic Records Management Consultant (SIN 51-409, 51-501, 51-600)

Minimum Work Experience: Seven (7) years of experience in at least two of the following disciplines: system analysis, system programming, application programming, database management, document management, electronic records management, system configuration, and network management.

Functional Responsibility: Senior Data/Document/Electronic Records Management Consultant is in close consultation with the customer, suggests overall goals and strategies for the organization. Senior Data/Document/Electronic Records Management Consultant is an expert in the document and electronic records management strategies, information technology, and data management. Senior Data/Document/Electronic Records Management Consultant can provide the customer with options for improving the business process of the organization, given the constraints of budget and schedule. Senior Data/Document/Electronic Records Management Consultant provides technical expertise for project setup and test process to ensure that all assumptions in the job specification are accurate and final product meets all requirements, on-site system setup for configuring, delivering, installing and testing Neubus document and electronic records management on-site server, consulting and programming services for additional customer requirements, and system support services.

Minimum Education: Bachelor's degree or equivalent professional experience and/or training.

Data/Document/Electronic Records Management Consultant (SIN 51-409, 51-501, 51-600)

Minimum Work Experience: Three (3) years of experience in at least two of the following disciplines: system analysis, system programming, application programming, database management, document management, electronic records management, system configuration, and network management.

Functional Responsibility: Data/Document/Electronic Records Management Consultant works independently or under the direction of the Senior Data/Document/Electronic Records Management Consultant. Data/Document/Electronic Records Management Consultant provides oversight and guidance for the development and implementation of enterprise-wide document and electronic records management policies and procedures. Data/Document/Electronic Records Management Consultant may specialize in administration, management, communications, Information Technology, document conversion, records management, accounting requirements of the organization and more. Data/Document/Electronic Records Management Consultant provides technical expertise for project setup and test process to ensure that all assumptions in the job specification are accurate and final product meets all requirements, on-site system setup for configuring, delivering, installing and testing Neubus document and electronic records management on-site server, consulting and programming services for additional customer requirements, and system support services.

Minimum Education: Bachelor's degree or equivalent professional experience and/or training.

Data/Document/Electronic Records Management Support Specialist (SIN 51-409, 51-501, 51-600)

Minimum Work Experience: One (1) years of experience in at least one of the following disciplines: system analysis, system programming, application programming, database management, document management, electronic records management, system configuration, and network management.

Functional Responsibility: Data/Document/Electronic Records Management Support Specialist works independently or under the direction of the Senior Data/Document/Electronic Records Management Consultant or Data/Document/Electronic Records Management Consultant. Data/Document/Electronic Records Management Support Specialist may specialize in administration, management, communications, Information Technology, document conversion, records management, accounting requirements of the organization and more. Data/Document/Electronic Records Management Support Specialist provides technical expertise for project set up and test process to ensure that all assumptions in the job specification are accurate and final product meets all requirements, on-site system setup for configuring, delivering, installing and testing Neubus document and electronic records management on-site server, consulting and programming services for additional customer requirements, and system support services.

Minimum Education: Bachelor's degree or equivalent professional experience and/or training.

Vendor Certification for SIN 51 600 --- Electronic Records Management Solutions

For the purposes of the Schedule 36 Solicitation (3FNJ-C1-000001-B), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

Neubus, Inc.
11700 Stonehollow Drive, STE 100, Austin, TX 78758

Proposed Elements of Electronic Records Management Services:

[Select all that apply]

- Element 1 - Desktop Applications
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Cloud Services
- Element 5 - Websites
- Element 6 - Digital Media (Photo)
- Element 7 - Digital Media (Audio)
- Element 8 - Digital Media (Video)
- Element 9 - Databases
- Element 10 - Shared Drives
- Element 11 - Engineering Drawings

Neubus, Inc. hereby certifies that we are capable of meeting all standards described in Solicitation -3FNJ-C1-000001-B and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.



Offeror (To be signed only by **authorized principal**, with authority to bind the undersigned contractor)

I-Hsing Tsao
Name (Printed)

CTO
Title

11/29/2017_____
Date