



U.S. General Services Administration

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

**GSA Schedule for Office Management, Document Services, and Records Management
FEDERAL SUPPLY GROUP: MAS**

Special Item Numbers

541611O Needs Assessment and Analysis Services
493110RM Physical Records Management Services
518210DC Document Conversion Services
561990 Destruction Services
518210ERM Electronic Records Management Solutions
OLM Order Level Materials

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, 2026

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.
541611O – Needs Assessment and Analysis Services
493110RM – Physical Records Management Services
518210DC – Document Conversion Services
561990 – Destruction Services
518210ERM – Electronic Records Management Solutions
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract:

541611O – Needs Assessment and Analysis Services
493110RM – Physical Records Management Services
518210DC – Document Conversion Services
561990 – Destruction Services
518210ERM – Electronic Records Management Solutions
2. Maximum order:

541611O – \$1,000,000
493110RM – \$1,000,000
518210DC – \$1,000,000
561990 – \$1,000,000
518210ERM – \$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 541611O, 493110RM, 518210DC, 561990, 518210ERM
- 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 541611O, 493110RM, 518210DC, 561990, 518210ERM: 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
5416110	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	
5416110	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	
5416110	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	
5416110	Project Setup (Per hour)	\$ 90.68
	Once the initial production has been completed and accepted, the job will be setup for ongoing production	
	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	
5416110	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	
5416110	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	

541611O	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	
541611O	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	
541611O	Senior Program Manager (Per hour)	\$ 108.81
	For details, see "Labor Category Descriptions"	
541611O	Program Manager (Per hour)	\$ 68.91
	For details, see "Labor Category Descriptions"	
541611O	Senior Business Analyst (Per hour)	\$ 106.40
	For details, see "Labor Category Descriptions"	
541611O	Business Analyst (Per hour)	\$ 87.06
	For details, see "Labor Category Descriptions"	
541611O	Senior Data/Document/Electronic Records Management Consultant (Per hour)	\$ 135.42
	For details, see "Labor Category Descriptions"	
541611O	Data/Document/Electronic Records Management Consultant (Per hour)	\$ 105.44
	For details, see "Labor Category Descriptions"	
541611O	Data/Document/Electronic Records Management Support Specialist (Per hour)	\$ 49.33
	For details, see "Labor Category Descriptions"	
493110RM	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	
493110RM	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	

493110RM	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	
493110RM	Project Setup (Per hour)	\$ 90.68
	Once the initial production has been completed and accepted, the job will be setup for ongoing production	
	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	
493110RM	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	
493110RM	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	
493110RM	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	
493110RM	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	
493110RM	Senior Program Manager (Per hour)	\$ 108.81
	For details, see "Labor Category Descriptions"	
493110RM	Program Manager (Per hour)	\$ 68.91
	For details, see "Labor Category Descriptions"	
493110RM	Senior Business Analyst (Per hour)	\$ 106.40
	For details, see "Labor Category Descriptions"	
493110RM	Business Analyst (Per hour)	\$ 87.06

	For details, see "Labor Category Descriptions"	
493110RM	Senior Data/Document/Electronic Records Management Consultant (Per hour)	\$ 135.42
	For details, see "Labor Category Descriptions"	
493110RM	Data/Document/Electronic Records Management Consultant (Per hour)	\$ 105.44
	For details, see "Labor Category Descriptions"	
493110RM	Data/Document/Electronic Records Management Support Specialist (Per hour)	\$ 49.33
	For details, see "Labor Category Descriptions"	
518210DC	Image Capture (200 dpi) (Per image) Scan paper or film to bitonal image	\$ 0.0280
518210DC	Image Capture (300 dpi) (Per image) Scan paper or film to bitonal image	\$ 0.0343
518210DC	Image Capture (400 dpi) (Per image) Scan paper or film to bitonal image	\$ 0.0343
518210DC	Image Capture (300 dpi) (Per image) Scan paper to color image	\$ 0.0634
518210DC	Image Capture (200 dpi) (Per image) Scan paper size larger than 14"	\$ 1.2090
518210DC	Image Capture (200 dpi) (Per image) Scan microfiche to image	\$ 0.2399
518210DC	Image Capture (300 dpi) (Per image) Scan microfiche to image	\$ 0.2399
518210DC	Image Capture (400 dpi) (Per image) Scan microfiche to image	\$ 0.2399
518210DC	Image Capture (300 dpi) (Per image) Scan photo or slide to image	\$ 0.3224
518210DC	Index Field Charge (barcode) (Per document) Capture barcode	\$ 0.0027
518210DC	Index Field Charge (10-15 characters) (Per document) Capture alphanumeric field	\$ 0.0210
518210DC	Index Field Charge (16-20 characters) (Per document) Capture alphanumeric field	\$ 0.0311
518210DC	Index Field Charge (21-25 characters) (Per document) or Image Redaction Charge (Per image) Capture alphanumeric field; Redact alphanumeric field per category	\$ 0.0311
518210DC	Index Field Charge (26-30 characters) (Per document) Capture alphanumeric field	\$ 0.0311
518210DC	Index Field Charge (31-35 characters) (Per document) Capture alphanumeric field	\$ 0.0402
518210DC	Index Field Charge (36-40 characters) (Per document) Capture Alphanumeric field	\$ 0.0402
518210DC	Data Entry (Per hour) Key-in data for a document	\$ 26.60
518210DC	Document Prep (Per hour) Prepare paper document for digital conversion	\$ 26.12

518210DC	File Packing (Per hour)	\$ 26.12
	Pack paper documents into a box	
518210DC	Advanced Document Prep (Per hour)	\$ 40.30
	Advanced or specialized Document Preparation services	
518210DC	Surcharge for On-site Image Capture (Per image)	\$ 0.0806
	Surcharge for image capture at on-site location	
518210DC	Surcharge for On-site Document Prep (Per hour)	\$ 24.18
	Surcharge for preparing paper document for digital conversion at on-site location	
518210DC	Surcharge for On-site Document Scanning (Per hour)	\$ 24.18
	Surcharge for scanning documents at on-site location	
518210DC	OCR Conversion (Per image)	\$ 0.0280
	Optical Character Recognition of a single image	
518210DC	CD (Per CD)	\$ 19.34
	Burn Images or Audio or Video files to CD	
518210DC	DVD (Per DVD)	\$ 19.34
	Burn Images or Audio or Video files to DVD	
518210DC	Tape (Per tape)	\$ 19.34
	Copy Images to Tape	
518210DC	FTP (Per load)	\$ 24.18
	Deliver Images to FTP Site	
561990	Document Destruction (Per pound)	\$ 0.1511
	Off-site Shredding Paper Document	
518210ERM	Senior Program Manager (Per hour)	\$ 108.81
	For details, see "Labor Category Descriptions"	
518210ERM	Program Manager (Per hour)	\$ 68.91
	For details, see "Labor Category Descriptions"	
518210ERM	Senior Business Analyst (Per hour)	\$ 106.40
	For details, see "Labor Category Descriptions"	
518210ERM	Business Analyst (Per hour)	\$ 87.06
	For details, see "Labor Category Descriptions"	
518210ERM	Senior Data/Document/Electronic Records Management Consultant (Per hour)	\$ 135.42
	For details, see "Labor Category Descriptions"	
518210ERM	Data/Document/Electronic Records Management Consultant (Per hour)	\$ 105.44
	For details, see "Labor Category Descriptions"	
518210ERM	Data/Document/Electronic Records Management Support Specialist (Per hour)	\$ 49.33
	For details, see "Labor Category Descriptions"	
518210ERM	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	
518210ERM	Storage Services WEB includes public web hosting (per image per month 4M+ pages)	\$ 0.00060
	Web access storage for over 4M pages	

518210ERM	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	
518210ERM	Add Electronic Images to Repository (per image)	\$ 0.0302
	Electronic upload to web hosting storage	

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 541611O, 493110RM, 518210ERM)

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 541611O, 493110RM, 518210ERM)

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 541611O, 493110RM, 518210ERM)

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 541611O, 493110RM, 518210ERM)

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 541611O, 493110RM, 518210ERM)

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 541611O, 493110RM, 518210ERM)

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 541611O, 493110RM, 518210ERM)

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 Electronic Records Management Solutions

For the purposes of the MAS Solicitation, 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.

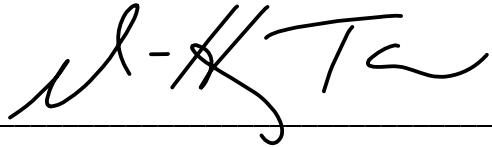
2300 Greenhill Drive, STE 900, Round Rock, TX 78664

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 the solicitation 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)

Co-owner and CTO____
Title

3/19/2021_____
Date