



City Photo of St. Louis, Inc. (dba WH Group, LLC)

Federal Supply Schedule Contract

for
Office, Imaging, and Document Solutions Solicitation
Federal Supply Group 36

Contract No.: GS-25F-0056N
Special Item No. 51-409, 51-501, 51-503, and 51-504

Contract Period: June 4, 2003 through June 2, 2013

**Updated through Modification No. PO-0004, August 1, 2008,
which exercised the Government's option to extend the term of contract**

City Photo of St. Louis, Inc.
(dba WH Group, LLC)



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GENERAL SERVICES ADMINISTRATION
Federal Supply Service



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>.



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CUSTOMER INFORMATION

1a. Awarded Special Item Number(s): 51-409, 51-501, 51-503, and 51-504.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: SIN 51-409: \$157.50/month; SIN 51-501: \$171.07; SIN 51-503: \$980.00; SIN 51-504: \$122.19.

1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees: See pages 4 through 6.

2. Maximum Order: SIN 51-501, 51-503, SIN 51-504: \$1,000,000 for services; 51-409: \$350,000.

3. Minimum Order: \$100.00

4. Geographic Coverage (Delivery Area): All 50 States, Washington, DC, Puerto Rico and U.S. Territories

5. Point(s) of production (city, county, and State or foreign country): St. Louis MO. and Switzerland

6. Discount from list prices or statement of net price: Prices shown are net prices

7. Quantity discounts: Not applicable

8. Prompt payment terms: 0.5% 20 days; Net 30 days.

9a. Government purchase cards are accepted up to the micropurchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: Accepted Over \$2,500.

10. Foreign items (list items by country of origin): All items in SIN 20-320 are manufactured in Switzerland.

11a. Time of Delivery: 30 days ARO.

11b. Expedited Delivery. Consult with Contractor.

11c. Overnight and 2-day delivery: Consult with Contractor.

11d. Urgent Requirements: Consult with Contractor.

12. F.O.B. Point(s): FOB Destination

13a. Ordering address: Same as Contractor's address (see front page).

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) , and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address: Same as Contractor's address (see front page).

15. Warranty provision: Standard Commercial Warranty. (see page 6)

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Consult with Contractor.

18. Terms and conditions of rental: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance:N/A

24a. Special attributes: N/A

24b. Section 508: N/A

25. Data Universal Number System (DUNS) number: 36-065-9064.

26. Notification regarding registration in Central Contractor Registration (CCR) database: 1QFP2.



ABOUT THE WORKHORSE GROUP

In response to the rise in digital technology and need for global access to digital content and workflow, The Workhorse Group was established in 2000 as the newest division of City Photo of St. Louis, Missouri. City Photo has been a leading provider of state-of-the-art commercial imaging solutions for over 20 years.

The Workhorse Group's principals and strategic partners have over 50 years of combined experience in solving complex problems and delivering solutions for all aspects of digital content creation including:

- ❖ Digital photography and digital workflow
- ❖ Browser based application development
- ❖ Image oriented database design and implementation
- ❖ Legacy system integration
- ❖ Complex project management and quality control

Under GSA's Federal Supply Schedule, the Workhorse Group can provide Federal agencies with expert software and service solutions, optimizing digital content production and improving the control of digital records throughout the workflow process.

INTRODUCING StudioWorkhorse™

StudioWorkhorse™ is a unique and innovative solution to a wide range of real-world problems that challenge creative workers. StudioWorkhorse™ resolves these problems in a user-friendly, browser based application. It is a commercially off-the-shelf enterprise strength software application, which coordinates all aspects of digital content creation. Permission and role-based user access is gained through simple web browsers with no other client side software required. Within the creative process, StudioWorkhorse™ reduces the administrative burden by at least 15%, resulting in a fully integrated and highly efficient creative environment with no incremental labor cost.

Functions of StudioWorkhorse™

- ❖ **Content Order Placement**
- ❖ **Production Schedule planning**
- ❖ **Online Image review anytime, anywhere**
- ❖ **Order status tracking**
- ❖ **Physical object management and tracking**
- ❖ **Extensive Information/images search and retrieval**
- ❖ **Photo production communications management within the organization and with external suppliers**



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GSA-Awarded SINs and Descriptions

SIN 51-409 Network, Optical Imaging System and Solutions (Software)

StudioWorkhorse™ adds value to the image creation process by leveraging seamless communication, collaboration, and “just-in-time” functionality to all critical steps in the creative process. See pricing on page 6.

SIN 51-501 Needs Assessment and Analysis Services (NAAS)

Work with the client to graphically define and analyze the current workflow and illustrate specific opportunities for process improvement utilizing network based digital technology. See pricing on page 6.

| Labor Category | Function | Minimum Requirements |
|---|---|--|
| Workflow Auditor (Needs Analyst) | Duties/Responsibilities: Responsible for end-to-end customer requirements and interaction with programming and deployment team. Serves as the overall engagement manager for client’s projects. | Experience Requirements: Minimum of 10 years experience in direct customer interaction, determining system and workflow optimization. Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university. |
| Technical Specifications Writer | Duties/Responsibilities: Responsible for integration of client requirements and programming team via published documents. | Experience Requirements: Minimum of 10 years experience in programming and developing solution specifications. Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university. |

SIN 51-503 Education and Training Services)

The StudioWorkhorse™ Standard Training Program provides the customer with operational knowledge of StudioWorkhorse™. The Standard Training program is a full eight-hour day. The training model engages groups as small as one and as large as four. See pricing on page 6.

| Labor Category | Function | Minimum Requirements |
|------------------|---|--|
| Trainer 1 | Duties/Responsibilities: Delivers the full 8-hour day StudioWorkhorse™ Standard Training Program to provides the customer with operational knowledge of this tool. | Experience Requirements: Minimum of 5 years experience in providing training in use of computer tools and facilities to client personnel. Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university. |



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| Labor Category | Function | Minimum Requirements |
|----------------|--|--|
| Trainer 2 | <p>Duties/Responsibilities: Delivers the full 8-hour day StudioWorkhorse™ Standard Training Program to provides the customer with operational knowledge of this tool.</p> <p>From advance experience, is able to provide specialized guidance to client on more complex issues relating to tool’s capabilities.</p> | <p>Experience Requirements: Minimum of 10 years experience in providing training in the advanced use of computer tools and facilities to client personnel.</p> <p>Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university</p> |

SIN 51-504 File Organization and File Maintenance Services

Focus on managing the creation of digital images, digital documents, and the digital metadata that supports that content. See pricing on page 6.

| Labor Category | Function | Minimum Requirements |
|--------------------------------|---|---|
| Custom Programmer | <p>Duties/Responsibilities: Works in multiple formats, including Cold Fusion and SQL server. Responsible for developing primary software based on technical specifications.</p> | <p>Experience Requirements: Minimum of 10 years experience in programming and implementing solution requirements</p> <p>Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university.</p> |
| Technical Specification Writer | <p>Duties/Responsibilities: Responsible for integration of client requirements and programming team via published documents.</p> | <p>Experience Requirements: Minimum of 10 years experience in programming and developing solution specifications.</p> <p>Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university.</p> |
| Onsite Support Technician 1 | <p>Duties/Responsibilities: Responsible for analysis and resolution of StudioWorkhorse interaction with client network and servers.</p> | <p>Experience Requirements: Minimum of 5 years experience in supporting client installations, testing and deploying departmental and enterprise software.</p> <p>Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university.</p> |
| Onsite Support Technician 2 | <p>Duties/Responsibilities: Responsible for analysis and resolution of StudioWorkhorse interaction with client network and servers, using advanced analytical tools.</p> <p>Provides oversight to other onsite support technicians, if assigned to project</p> | <p>Experience Requirements: Minimum of 10 years experience in supporting client installations, testing and deploying departmental and enterprise software.</p> <p>Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university.</p> |





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| Labor Category | Function | Minimum Requirements |
|-------------------|--|---|
| Project Manager 1 | <p>Duties/Responsibilities: Responsible for organizing and integrating all client facing communications with company resources and insuring timely/on budget execution.</p> <p>Coordinates with other professional staff working on project.</p> | <p>Experience Requirements: Minimum of 5 years experience in working with end-to-end client deployment.</p> <p>Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university.</p> |
| Project Manager 2 | <p>Duties/Responsibilities: Responsible for organizing and integrating all client facing communications with company resources and insuring timely/on budget execution.</p> <p>Provides oversight to all other staff working on project and accepts overall full responsibility for successful completion of project team assignment.</p> | <p>Experience Requirements: Minimum of 10 years experience in working with end-to-end client deployment.</p> <p>Education Requirements: Bachelor’s degree in a relevant field from an accredited college or university.</p> |

GSA-Approved Pricing

| SIN | Labor Category | GSA Pricing |
|--------|--|---|
| 51-409 | Software | \$157.50 per month for each concurrent subscriber |
| 51-501 | Workflow Auditor (Needs Analyst) | \$171.07 per hour or \$1,368.57 per day |
| 51-501 | Technical Specifications Writer | \$171.07 per hour or \$1,368.57 per day |
| 51-503 | Trainer 1 | \$980.00 per day (Course is 8-hour block only) |
| 51-503 | Trainer 2 | \$1,368.57 per day (Course is 8-hour block only) |
| 51-504 | Custom Programmer | \$171.07 per hour or \$1,368.57 per day |
| 51-504 | Technical Specification Writer | \$171.07 per hour or \$1,368.57 per day |
| 51-504 | Onsite Support Technician 1 | \$122.19 per hour or \$977.55 per day |
| 51-504 | Onsite Support Technician 2 | \$171.07 per hour or \$1,368.57 per day |
| 51-504 | Project Manager 1 | \$122.19 per hour or \$977.55 per day |
| 51-504 | Project Manager 2 | \$171.07 per hour or \$1,368.57 per day |
| Note: | Travel/expenses billed at actual cost. | |