

# **GENERAL SERVICES ADMINISTRATION**

## **FEDERAL SUPPLY SERVICE**

### **AUTHORIZED FEDERAL SUPPLY SERVICE PRICELIST**

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: [GSAAAdvantage.gov](http://GSAAAdvantage.gov).

### **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-0131M**

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

**CONTRACT PERIOD: February 12, 2002 through February 11, 2012**

#### **CACI, INC. - COMMERCIAL**

14151 Park Meadow Drive  
Chantilly, VA 20151

Contacts: Ted Buford, [tbuford@caci.com](mailto:tbuford@caci.com)

Telephone: (703) 679-4177

Facsimile: (703) 697-3402

Website: [www.caci.com](http://www.caci.com)

Email: [cacigsa@caci.com](mailto:cacigsa@caci.com)

Large Business

**Pricelist effective: 5/1/2007**

**Includes through Modification FX47, dated 4/4/2008**

Prices shown herein are net (discount deducted)

CACI is the premier provider of Federal litigation support and records management services. Founded in 1962, CACI has grown from a two- person software development firm to a diversified corporation with over 9500 employees and more than 100 offices in major cities of North America and Western Europe. CACI has developed systems and applications, performed system integration, and provided a wide range of professional services to Federal, state and local agencies.

CACI offers commitment, responsiveness, data security and reliability. Our commitment to the federal legal and records management communities is validated by our support for almost 1,800 cases and projects over the past 28 years. With a commitment to continuous process improvement, we have developed standardized process and training, documented lessons learned from other contracts and cases, and applied technological solutions to records management and legal support, and information management problems. Our legacy of support to our Federal clients, as reflected by our deep functional experience and information technology expertise, has continued to bring customers increased levels of efficiency, quality, and innovation.

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## 1a. Special Item Numbers (SIN)

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

### **51-504 and 51-504RC – RECORDS MANAGEMENT SERVICES**

#### **File Organization And File Maintenance**

File Organization and Maintenance Services provides intellectual and physical support to enable the Government control of documents or information. It includes the organization of sophisticated documents or information placing them into a simplified filing system in accordance with an ordering agency's needs to improve their existing work environment. Generally, it includes gathering documents and data to be scanned and indexed into a digitized format. However, an ordering agency may simply require updating to an existing file system, maintenance of documents, or filing existing documents or information into a storage media for shipping.

#### **Storage Services**

Storage Services provides for preparation of files, pick-up, storage and retrieval of documents. As a minimum, if providing storage services for documents, the contractor's facility(ies) must meet standards established by the National Archives and Records Administration (NARA) for an agency records storage facility (refer to 36 CFR §1228.228 (including security requirements specified in Appendix A to part 1228), the fire safety requirements in §1228.230, and the environmental control requirements in §1228.232.

### **51-506 and 51-506RC – 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 and 51-508RC – Litigation Support Services**

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional staff members in the task of obtaining, organizing, analyzing and presenting evidence or materials for trials, judgments, lawsuits, settlements or other legal matters. Through the use of reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location by an agency's staff. The contractor shall provide all personnel, equipment and supplies for the performance of litigation support services (LSS).

*(NOTE: Paralegal services, attorneys, accountants, or other professional labor categories that may be construed as legal services or professional support for legal services are not included and will not be procured under this SIN.)*

**1b. Lowest Price Model Numbers:**

Not applicable

**1c. Commercial Job Titles, Experience, Functional Responsibility and Education:**

See Labor Category Descriptions starting on page 15.

**2. Maximum Order**

SIN 51-504 and 51-504RC \$750,000

SIN 51-506 and 51-506RC \$750,000

SIN 51-508 and 51-508RC \$750,000

**3. Minimum Order**

\$100

**4. Geographic Coverage:**

48 Contiguous States and the District of Columbia.

**5. Points of Production**

Not applicable

**6. Discount**

Prices shown herein are net (discount deducted)

**7. Quantity Discounts**

Additional volume discount are earned as follows:

<b>INITIAL FUNDED AMOUNT OF ORDER</b>	<b>DISCOUNT EARNED</b>
\$ 0 - \$500,000	0%
\$ 500,001 – \$1,000,000	2%
\$ 1,000,001 - \$2,500,000	3%
\$ 2,500,001 or more	5%

**8. Prompt Payment Terms**

None

**9a. Government Purchase Cards**

Accepted at or below the 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 (703) 679-4177.

**12. F.O.B. Points**

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

**13a. Ordering Address**

CACI, INC – COMMERCIAL  
Attn: GSA Sales/Ted Buford  
14151 Park Meadow Drive  
Chantilly, VA 20151  
Phone: (703) 679-4177  
Fax: (703) 679-3402

**13b. Ordering procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment Address**

CACI, INC. – COMMERCIAL  
P.O. Box 630967  
Lockbox #630967  
Baltimore MD 21263-0967

**15. Warranty Provision**

As stipulated by Inspection and Acceptance requirements of individual orders.

**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

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**

Not applicable

**24b. Section 508**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

<http://www.caci.com/Contracts/508.shtml>

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Number System (DUNS) Number**

03-026-1817

**26. Registration in Central Contractor Registration (CCR) database**

Registered

## Description of Document Conversion Services

### DOCUMENT ORGANIZATION

#### Number Documents

The Contractor will receive and log all incoming documents to be numbered and control the process to maintain the integrity of the documents at all times. Documents are sequentially numbered using a numbering machine or computer-generated sequential number labels. Placement of the number on the page will be consistent for a given document population and will not cover any information already on the document page. A record of all numbers used is maintained throughout the numbering process and provided to the client.

#### Organize, Prepare Index Document Collection

These services are usually provided prior to document scanning. Each container (ex. box, file drawer, envelope, red-weld) of materials to be scanned, OCR'd, coded and/or electronically converted is marked with a unique number; an inventory is created of all containers and used for tracking purposes during the document processing tasks. The Contractor will control the process to maintain the integrity of the documents at all times. Indices in the form of phrase labels (usually file source, file owner, file title and special production request information) or serial target sheets (same information as for phrase labels) are prepared at the file level and then associated with the images during the scanning process by adding them to the TIFF header. Electronic copies of the indices are provided with the images.

### SCANNING TO DIGITAL IMAGE

#### Scan to Digital Image – Level 1

Used for materials that have few simple binding elements (i.e., staples, binder clips, and rubber bands) throughout the collection. Materials consist of relatively new or clean standard sized (8.5" x 11" or 8.5" x 14") paper in **excellent** condition that can be machine processed at extremely high rates of speed. There is no fax paper or onionskin paper in the collection, and paper is not folded, crumpled, warped by burning or by having been wet, etc.. Digital images will be scanned and then converted to a format (tiff, jpeg, PDF, or ADIIS) as required by the delivery order. Documents will be reassembled and binding elements replaced where appropriate. Paper conversion to digital form will generally be ordered on a container basis.

#### Scan to Digital Image – Level 2

Used for materials consisting of odd-sized paper, colored paper, single and double-sided pages in **fair** condition. Binding elements can include all types such as ACCO bindings, wire-o-bind, staples, clips, rubber bands, etc. Digital images will be scanned and then converted to a format (tiff, jpeg, PDF, or ADIIS) as required by the delivery order. Documents will be reassembled and binding elements replaced where appropriate. Paper conversion to digital form will generally be ordered on a container basis.

#### Scan to Digital Image from Microfilm

The Contractor will convert microfilm images to digital image files in a format (tiff, jpeg, PDF or ADIIS), as required by the delivery order. All of the information on all of the microfilm frames - including camera-board information, but excluding blip markers - will be converted to digital form and legible in the digital image. Film conversion to digital form will generally be ordered on a whole film basis.

**Scan to Digital Image from Microfiche**

The Contractor will convert microfiche images to digital image files in a format (tiff, jpeg, PDF or ADIIS), as required by the delivery order. All of the information on all of the microfiche frames, except for blip markers -will be converted to digital form and legible in the digital image. Film conversion to digital form will generally be ordered on a whole fiche basis.

**Oversized Scanning - Black & White**

Used for materials consisting of paper larger than ledger size (11 inches by 17 inches) and up to 60 inches wide. Binding elements can include all types such as ACCO bindings, wire-o-bind, staples, clips, rubber bands, etc. Digital images will be scanned and then converted to a format (tiff, jpeg, PDF, or ADIIS) as required by the delivery order. Documents will be reassembled and binding elements replaced where appropriate. Paper conversion to digital form will generally be ordered on a container basis.

**Oversized Scanning – Color**

Used for materials consisting of paper larger than ledger size (11 inches by 17 inches) and up to 60 inches wide. Binding elements can include all types such as ACCO bindings, wire-o-bind, staples, clips, rubber bands, etc. Digital images will be scanned and then converted to a format (tiff, jpeg, PDF, or ADIIS) as required by the delivery order. Documents will be reassembled and binding elements replaced where appropriate. Paper conversion to digital form will generally be ordered on a container basis.

**OPTICAL CHARACTER RECOGNITION****OCR to ASCII Text – Machine Only**

The Contractor will process digital document images to produce computer-readable ASCII data via an optical character recognition scanning process. The Contractor will optimize the quality of the delivered text using state-of-the-art software (i.e., de-speckling, de-skewing, and voting algorithms to produce the best possible interpretation of the image files) to conform with AIIM standards. The Contractor will control the process to ensure that all images marked for OCR are processed and delivered in an orderly flow through the system

**Scan to Image (Level 1) & OCR to Text (Machine Only)**

Used for materials that have few simple binding elements (i.e., staples, binder clips, and rubber bands) throughout the collection. Materials consist of relatively new or clean standard sized (8.5” x 11” or 8.5” x 14”) paper in **excellent** condition that can be machine processed at extremely high rates of speed. There is no fax paper or onionskin paper in the collection, and paper is not folded, crumpled, warped by burning or by having been wet, etc. Digital images will be scanned and converted to a format (tiff, jpeg, PDF or ADIIS), as required by the delivery order. Documents will be reassembled and binding elements replaced where appropriate. In addition, the Contractor will process digital document images to produce computer-readable ASCII data via an optical character recognition scanning process. The Contractor will optimize the quality of the delivered text using state-of-the-art software (i.e., de-speckling, de-skewing, and voting algorithms to produce the best possible interpretation of the image files) to conform with AIIM standards. The Contractor will control the process to ensure that all images marked for OCR are processed and delivered in an orderly flow through the system. Paper conversion to digital form will generally be ordered on a container basis.

**Scan to Image (Level 2) & OCR to Text (Machine Only)**

Used for materials consisting of odd-sized paper, colored paper, single and double-sided pages in **fair** condition. Binding elements can include all types such as ACCO bindings, wire-o-bind, staples, clips, rubber bands, etc. Digital images will be scanned and then converted to a format (tiff, jpeg, PDF, or ADIIS) as required by the delivery order. Documents will be reassembled and binding elements replaced where appropriate. In addition, the Contractor will process digital document images to produce computer-readable ASCII data via an optical character recognition scanning process. The Contractor will optimize the quality of the delivered text using state-of-the-art software (i.e., de-speckling, de-skewing, and voting algorithms to produce the best possible interpretation of the image files) to conform with AIIM standards. The Contractor will control the process to ensure that all images marked for OCR are processed and delivered in an orderly flow through the system. Paper conversion to digital form will generally be ordered on a container basis.

**Scan to Image & OCR to Text (Machine Only) –From Microfilm**

The Contractor will convert microfilm images to digital image files in a format (tiff, jpeg, PDF or ADIIS), as required by the delivery order. This conversion may be required when microfilm is produced by other parties, or by third parties, or when the original image capture for a case was performed using microfilm, and a decision is later made to convert to digital images. All of the information on all of the microfilm frames - including camera-board information, but excluding blip markers - will be converted to digital form and legible in the digital image. In addition, the Contractor will process digital document images to produce computer-readable ASCII data via an optical character recognition scanning process. The Contractor will optimize the quality of the delivered text using state-of-the-art software (i.e., de-speckling, de-skewing, and voting algorithms to produce the best possible interpretation of the image files) to conform with AIIM standards. The Contractor will control the process to ensure that all images marked for OCR are processed and delivered in an orderly flow through the system. Film conversion to digital form will generally be ordered on a whole film basis.

**BLOWBACK****Blowback from Digital Image – Whole Media**

The Contractor will produce 8.5” x 11” hard copies from digital images. The hard copy will be delivered in the same order as they appear on the digital media unless otherwise directed. Work ordered under this item will be for the blowback of entire digital media (ex. whole CDs, tapes, etc.) or for an entire container (i.e., original box, file drawer) of document images on a single digital media.

**Blowback from Digital Image – Selected Images**

The Contractor will produce 8.5” x 11” hard copies from digital images. The hard copy will be delivered in the same order as they appear on the digital media unless otherwise directed. Work ordered under this item will be for the blowback of selected images or image ranges from digital media (ex. CDs, tapes, etc.). This work usually requires close operator attention and takes more time.

## **PHOTOCOPYING**

### **Photocopy – 1st Copy**

The Contractor will receive and log all incoming documents to be photocopied and control the process to maintain the integrity of the documents at all times. If required, the Contractor will disassemble the documents for copying by removing staples, paper clips, and other fasteners. The Contractor will provide high-volume photocopying and quality control of subsequent copies to ensure that the copies are of the highest standard possible and in the same order as the originals. If required, the Contractor will reassemble originals replacing staples, paper clips, and other fasteners.

### **Photocopy – 2nd & Subsequent Copies**

The Contractor will receive and log all incoming documents to be photocopied and control the process to maintain the integrity of the documents at all times. If required, the Contractor will disassemble documents for copying by removing staples, paper clips, and other fasteners. The Contractor will provide high-volume photocopying and quality control of subsequent copies to ensure that the copies are of the highest standard possible and in the same order as the originals. If required, the Contractor will reassemble originals replacing staples, paper clips, and other fasteners.

## **ON-LINE CODING**

### **On-line Coding – Mini Coding**

The Contractor will establish control of all materials to be coded to ensure that all documents marked for coding are in fact coded and that the documents are processed through the pipeline in an orderly flow. Identifying information for each document will be captured as specified in the delivery order instructions – usually no more than four to five fields of information. The fields are usually Document Number (first and last image numbers), Document Date, Document Package, and Document Title. Quality checks will be performed to ensure that the information captured accurately reflects the information on the document and is recorded in accordance with approved instructions.

### **On-line Coding – Header Coding**

The Contractor will establish control of all materials to be coded to ensure that all documents marked for coding are in fact coded and that the documents are processed through the pipeline in an orderly flow. Typical header coding involves coding the Document Number (first and last image numbers), the Document Date, First Author, First Addressee, and perhaps one or two other fields, such as Bates Number, or verbatim File Name or Document Title, or Document Type. Generally, no more than eight or ten fields are coded. Unit rate Header Coding requires the Contractor to identify document boundaries and "document package" boundaries. Quality checks will be performed to ensure that the information captured accurately reflects the information on the document and is recorded in accordance with approved instructions.

### **On-line Coding – Bibliographic Coding**

The Contractor will establish control of all materials to be coded to ensure that all documents marked for coding are in fact coded and that the documents are processed through the pipeline in an orderly flow. Identifying information for each document will be captured as specified in the delivery order instructions. Bibliographic Coding includes recording the unique document number for an image (or series of images) and other easy to identify categories of information

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such as Date, Document Type, Title, Author(s), etc. Bibliographic Coding also requires the coders to perform document determination for all documents coded, including both parent documents and attachment documents; document determination means identifying which pages constitute a document for purposes of coding. Bibliographic Coding sometimes also includes identifying and recording phrase label information or other file level data, and may require the document coders to create a title for documents which do not have titles. Bibliographic coding will normally consist of no more than 15 separate fields. Quality checks will be performed to ensure that the information captured accurately reflects the information on the document and is recorded in accordance with approved instructions.

## **STANDARD IMAGE-ENABLED DATABASES**

### **Standard Image-Enabled Document Database**

The Contractor will design and implement "standard design" imaging databases as required by the delivery order. In these databases, the database records are linked with their associated digital image files, so that the user, after retrieving a database record, can automatically bring up the appropriate images. Databases under this item will be document level databases (that is, databases in which each record represents a document). These databases typically consist of a limited amount of structured data - mini coding, header coding, or bibliographic coding - often along with the text of the documents or pages as produced through an OCR process. Specific information regarding database design requirements will be provided by the ordering agency in meetings with the Contractor. If a new database does not substantially conform to an existing standard design, database design, setup, and documentation will be ordered using hourly labor rates. In the case of document databases with header coding, "substantially conform" means that no more than three fields are added or modified; in the case of document databases with bibliographic coding, "substantially conform" means that no more than seven fields are added or modified. For imaging databases for which a standard design has not been established, the first database set up by the Contractor will be ordered using hourly rates. Subsequent applications, which substantially conform to the same standard design, will be billed using these unit rate items.

### **Standard Image-Enabled Phrase Label Database**

The Contractor will design and implement "standard design" imaging databases as required by the delivery order. In these databases, the database records are linked with their associated digital image files, so that the user, after retrieving a database record, can automatically bring up the appropriate images. Databases under this item will be at the phrase label level. These are databases in which each database record represents a file of documents, or a subdivision of a file. Structured data for these records will usually be the file level phrase label data captured during the image scanning process, including page ranges, file name, bates ranges, F/L indicators, attorney codes and flags, and comments. Records may include OCR'd text. For those situations in which a file is subdivided for database purposes, the division will usually be based on the F/L indicators captured during image scanning. Specific information regarding database design requirements will be provided by the ordering agency in meetings with the Contractor. If a new database does not substantially conform to an existing standard design, database design, setup, and documentation will be ordered using hourly labor rates.

**Load Image and Data Files**

The Contractor will load data files and digital image files from CDs, magnetic tapes, diskettes, or other media to the imaging database as required by the delivery order, and take all the necessary steps to correct the records rejected during either the initial load or subsequent updates. Data files may include OCR'd text. Data will be edited during the load process to ensure that, for example, only valid values are loaded to fields such as Document Type and Source Code, and that dates are valid dates or authorized alternatives (e.g., all X's for unknown dates), as specified by the delivery order. Loading routines also check to make sure that no duplicate documents are loaded to the database. Data file and digital image file loads are not considered complete until all errors and error files have been corrected and loaded to the database. Digital image files will be loaded at the same time as the data files with which they are associated and are linked to their respective data records for display and print functions. The Contractor has established procedures in place for controlling and tracking the work. For example, the Contractor ensures that all files are processed completely through all data file-loading steps, including error correction and correction verification. The Contractor can identify where any given file stands in the load process at any point in time. The Contractor is able to account for every coded record and every digital image file, and is also able to verify that each has in fact been loaded to the database and is linked to its correct counterpart. All documents loaded to the database are checked against document data already loaded to the database to ensure that no duplicate document numbers or duplicate sequential document record numbers are being loaded.

**STANDARD DATABASES****Standard Document Database**

The Contractor will design and implement "standard design" document databases (i.e., text and header records only; no images) as required by the delivery order. Databases under this item will be document level databases (that is, databases in which each record represents a document). These databases typically consist of a limited amount of structured data - mini coding, header coding, or bibliographic coding - usually with the text of the documents or pages as produced through an OCR process. Specific information regarding database design requirements will be provided by the ordering agency in meetings with the Contractor. If a new database does not substantially conform to an existing standard design, database design, setup, and documentation will be ordered using hourly labor rates. In the case of document databases with header coding, "substantially conform" means that no more than three fields are added or modified; in the case of document databases with bibliographic coding, "substantially conform" means that no more than seven fields are added or modified. For document databases for which a standard design has not been established, the first database set up by the Contractor will be ordered using hourly rates. Subsequent applications, which substantially conform to the same standard design, will be billed using these unit rate items.

**Standard Phrase Label Database**

The Contractor will design and implement "standard design" phrase label databases as required by the delivery order. Databases under this item will be at the phrase label level. These are databases in which each database record represents a file of documents, or a subdivision of a file. Structured data for these records will usually be the file level phrase label data captured during the image scanning process, including page ranges, file name, bates ranges, F/L indicators, attorney codes and flags, and comments. Records may include OCR'd text. For those situations in which a file is subdivided for database purposes, the division will usually be based on the F/L

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indicators captured during image scanning. Specific information regarding database design requirements will be provided by the ordering agency in meetings with the Contractor. If a new database does not substantially conform to an existing standard design, database design, setup, and documentation will be ordered using hourly labor rates.

### **Load Data Files**

The Contractor will load data files from CDs, magnetic tapes, diskettes, or other media to the database in accordance with delivery order instructions, and take all the necessary steps to correct the records rejected during either the initial load or subsequent updates. Data files may include OCR'd text. Data will be edited during the load process to ensure that, for example, only valid values are loaded to fields such as Document Type and Source Code, and that dates are valid dates or authorized alternatives (e.g., all X's for unknown dates), as specified by the delivery order. Loading routines also check to make sure that no duplicate documents are loaded to the database. Data file loads are not considered complete until all errors and error files have been corrected and loaded to the database. The Contractor has established procedures in place for controlling and tracking the work. For example, the Contractor ensures that all files are processed completely through all data file-loading steps, including error correction and correction verification. The Contractor can identify where any given file stands in the process at any point in time. The Contractor is able to account for every coded record, and is also able to verify that each has in fact been loaded to the database. All documents loaded to the database are checked against document data already loaded to the database to ensure that no duplicate document numbers or duplicate sequential document record numbers are being loaded.

## **ELECTONIC FILES PROCESSING**

### **Electronic Files Processing – with Images**

The Contractor will review and inventory the media received to identify the number of files to be converted, file sizes, and file extensions/formats, etc. The source files will be converted to images and text using state-of-the-art software. The Contractor will deliver image files for the documents, converted text of OCR files, extracted (from already existing) metadata, and associated cross-reference files, in a format suitable for directly loading into a database system. Data will be delivered on CD, magnetic tape, diskette, optical disk, etc. as required by the delivery order. The process will be controlled to ensure that all files designated for processing are in fact processed and an orderly flow of the files through the process is maintained.

### **Electronic Files Processing – without Images**

The Contractor will review and inventory the media received to identify the number of files to be converted, file sizes, and file extensions/formats, etc. The source files will be converted to text using state-of-the-art software. The Contractor will deliver converted text of OCR files, extracted (from already existing) metadata, and associated cross-reference files, in a format suitable for directly loading into a database system. Data will be delivered on CD, magnetic tape, diskette, optical disk, etc. as required by the delivery order. The process will be controlled to ensure that all files designated for processing are in fact processed and an orderly flow of the files through the process is maintained.

### **Web Repository**

The Contractor will provide web hosting and access to images and data via the internet. Access is controlled by user ID and users will have access only to authorized portions of the data.

## **Professional Labor Category Descriptions**

### **Program Manager**

Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program area typically represents more than three functional areas such as engineering, systems analysis, quality control and administration. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals. Requires Bachelor's degree or equivalent, and twelve to fifteen years of related (technical environment) experience including five years of related management experience.

### **Project Manager 1**

Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Directs a non-technical project team usually within a matrix organization, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. May on occasion interface with external customers as well as top management for the purpose of communicating status of project throughout life cycle. Requires Bachelor's degree or equivalent, and seven to nine years of related experience.

### **Project Manager 2**

Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Directs a project team usually within a matrix organization, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. May on occasion interface with external customers as well as top management for the purpose of communicating status of project throughout life cycle. Requires Bachelor's degree or equivalent, and seven to nine years of related experience.

### **Project Manager 3**

Responsible for the performance of non-technical projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals. Requires Bachelor's degree or equivalent, and ten to twelve years of related (technical environment) experience.

### **Project Manager 4**

Responsible for the performance of technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading

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relatively small proposals or assisting with major proposals. Requires Bachelor's degree or equivalent, and ten to twelve years of related (technical environment) experience.

**Task Supervisor 2**

Responsible for the coordination and supervision of a specific non-technical task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between 10 and 30 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with project manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance. Prepares employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements. Bachelor's Degree in related field or equivalent and two to four years of related work experience.

**Task Supervisor 3**

Responsible for the coordination and supervision of a specific non-technical task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises more than 30 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with project manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance. Prepares employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements. Bachelor's Degree in related field or equivalent and a minimum of five to seven years of related work experience.

**Quality Assurance Engineer 1**

Develops, applies, revises, and maintains quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition, and implements corrective action as needed. Participates in audits. May provide technical support to inspection personnel. Requires Bachelor's degree or equivalent, and zero to two years of related experience.

**Functional Analyst 1**

Under immediate supervision, analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plan studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Performs systematic review of selected functions to determine application and design of systems or models. Prepares models of problem areas in the form of one of several equations.

Utilizes mathematical models and management plans. Specifies manipulative and computational methods of formulation and uses data processing for solving equations, programming and processing. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solutions. Writes specification manuals and user documentation for client or user personnel. Assists more senior level Functional Analysts in program design and analysis. Bachelor's Degree in related field or equivalent experience and zero to two years of related experience.

**Functional Analyst 3**

Analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plan studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Recommends improvements of modifications in sequence of operations, equipment utilization and related matters. Examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements which will satisfy the total program need. Translates user requirements into system specifications, configuration management plans, life cycle management documentation, and integrated logistics support plans and related operational summaries. Writes specifications manuals and user documentation for client or user personnel. Gathers information from users, defines work problems, and designs a system and procedures to resolve problems. May supervise and provide technical direction to lower level Functional Analyst. Bachelor's Degree in related field or equivalent experience and five to seven years of related experience.

**Technical Trainer 1**

Develops and presents basic training programs for customer and in-house employees. Coordinates with sales, marketing, and engineering to identify program needs, obtains technical data, internally develops or works with outside vendors to schedule programs and to determine the training support materials required. Tests trainees to measure their learning progress and to evaluate effectiveness of training presentations. Conducts training classes involving basic topics. Requires Bachelor's degree (in Training/Development or related field) or equivalent, and zero to two years of related (training, sales and/or technical) experience.

**Information Security Specialist 1**

Knowledge of information system administration. Knowledge of information network software/hardware. Basic familiarity with information security procedures. Bachelor's Degree in engineering, computer science or a related discipline and zero to two years related (information networks) experience.

**Records Analyst 1**

Assists others in performing analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote records centers. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper, microform, and electronic format. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (with an emphasis in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and zero to two years of related (records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience.

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**Records Analyst 2**

Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote records centers. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper, microform, and electronic format. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and two to four years of related (records management program which includes records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience.

**Records Analyst 3**

Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote record centers. May oversee work of junior members of team. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules. Requires Bachelor's degree (with an emphasis, preferably in Information Management, Records Management, Library Sciences or Business Administration) or equivalent, and five to seven years of related (records management program which includes records inventories, retention schedules, filing systems, filing equipment, micrographic applications and records management techniques) experience.

**Database Analyst 1**

Assists in administering database organizations, standards, controls, procedures, and documentation. Provides entry level technical consulting in the definition, design, and creation of a data base environment. Develops applications to help formulate database solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of databases. Maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design. Maintains database dictionaries. Maintains and documents JCL, shell scripts and batch processes. Ensures that documentation is complete and up-to-date. Applies procedures for periodic database backup. Requires Bachelor's degree or equivalent, and zero to two years of related experience.

**Systems Administrator 2**

Maintain data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and two to four years of related experience.

**Web Developer 1**

Assists in developing custom programs for web sites, which will attract and be appealing to users, and provide desired information. Possesses a thorough knowledge of programming and server software operations. Creates Web front-end user interface to new or existing databases using a

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combination of HTML, SQL, C, VB or other languages to make business applications accessible. Requires Bachelor's degree (in Computer Science or related field) or equivalent, and zero to two years of related work experience.

### **Program Control Analyst 1**

Assists in providing on-site project management/administrative support and coordination to a complex contract, project task(s) or business unit. Duties may include contract accounting and reporting, project schedule focus to management, tracking annual fiscal plans and monthly updates, payroll/personnel processing, maintenance and reporting, contract administration, purchasing, facility leasing and service administration. Maintains contract budgets, prepares contract billing, estimates materials, equipment, production costs and delivery schedules. Oversees personnel records, facility administration and purchases equipment and supplies. Requires Bachelor's degree (in Business Administration) or equivalent, and zero to two years of related (project support or management) experience.

### **Systems Development Specialist 2**

Devises solutions for solving basic customer problems using company or customer furnished computer systems and equipment or commercial off-the-shelf packages. Incumbents are responsible for the installation, development, implementation, and customization of hardware and software systems elements. May work on: equipment or software design, engineering evaluation or test, configuration management procedures, statistical analysis and modeling. Works with end users and may assist with training. Occasionally, may provide guidance and assistance to less experienced staff. Continues to improve technical expertise through the identification of new processes and technical alternatives to resolve problems and/or general improvements. Requires Bachelor's degree (in Computer Science, Management Information Systems or related field) or equivalent, and two to four years of related experience.

### **Facilities Supervisor**

Functions as point of contact for telephone and office equipment service providers and vendors. Regulates the use of special features and overall configuration of the phone key operator functions for copy/fax machines. Maintains office equipment and furniture inventory and warranty/guarantee records. Maintains files on repair/service contracts and equipment purchases/leases. Researches all major equipment purchases. Manages facility relocation and construction when required. Requires Bachelor's degree (in Business Administration or related field) or equivalent, and five to seven years of related experience. Supervisory/Management experience.

### **Programmer Analyst 1**

Designs, codes, tests, develops, and documents application programs and procedures for computer-based business systems. Works with users to define system scope and objectives. Develops block diagrams of program logic from program specifications. Tests resulting instructions and identifies erroneous coding and inadequate or incorrect block diagramming. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Requires Bachelor's degree (in Computer Science, Management Information Systems or related field) or equivalent, and zero to two years of related experience.

### **Programmer Analyst 2**

Designs, develops, implements, and maintains complex business, accounting, and management information systems. Develops block diagrams of program logic from program specifications.

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Tests resulting instructions and identifies erroneous coding and inadequate or incorrect block diagramming. Works on complex assignments. Works with users to define existing or new system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Provides guidance to and may supervise less experienced programmer/analyst. Requires Bachelor's degree (in Computer Science, Management Information Systems or related field) or equivalent, and two to four years of related experience.

**Applications Systems Analyst/Programmer 2**

Under direction, formulate and define system scope and objectives to develop or modify moderately complex problems to develop or enhance information systems. Prepare detailed specifications from which programs will be written. Design codes, test, debug, document, and maintain programs. Diagrams information flow, showing source and distribution of all segments, processing elements, channels, and methods of entering corrections, and data retention requirements. Requires Bachelor's degree or equivalent, and two to four years of related work experience.

**QA Specialist/QA Engineer 3**

Defines and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex in-process rejections and implements corrective action as needed. Interfaces with customers, vendors, and various company departments to resolve quality problems and provide information. Participates in and may lead audits. May provide work leadership for lower level employees. Requires Bachelor's degree or equivalent, and five to seven years of related experience.

**Information) System Engineer 2**

Participates throughout systems development at the enterprise level, with particular emphasis in the front-end phases: planning and business process reengineering. Performs strategic planning (mission, vision, goals, objectives, strategies, critical success factors), modeling (functional activity, business object, process, and workflow), data administration, data standardization, and assists in database design, development, and implementation. Follow established project standards and processes, and uses automated tools (like IE: Advantage). Applies reverse engineering and re-engineering disciplines to develop migration and strategic and planning documents. Performs business strategic systems planning, information planning, and business analysis. Often acts as user liaison and may augment test team. As information engineer progresses to higher levels, performs with increasing autonomy and activities reflect greater complexity, breadth and/or depth of expertise. Requires Bachelor's degree or equivalent, and two to four years of related experience.

**Technical Writer 2**

Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations or equivalent. Excellent written communication skills Requires Bachelor's degree (in related technical field) or equivalent, and two to four years of related (technical writing and copy editing) experience.

**Configuration Management Specialist Lead**

Designs and establishes management documentation. Authorizes the release of drawings, and software configuration changes specified by management and other functional groups. Provides advice and guidance on methods, procedures, and requirements to individuals responsible for the creation of documentation. Plans and implements methods to improve response. Participates in special studies. Provides work leadership for lower level employees. Performs data management tasks as required by contract. Requires Bachelor's degree or equivalent, and seven to nine years of related experience.

**Library Services Manager**

This position is responsible for the administrative and operational supervision of the personnel and activities associated with the company Library. Identify ways to ensure that information is easily accessible to users. Develop, implement and evaluate the library's distribution procedures. Develop, monitor, update, and recommend cost effective improvements to the library's operational procedures. Prepare and monitor publications budget. Review and approve invoices for payment; negotiate and settle disputed charges. Perform unusual or complex reference research functions for top management. Supervise computerized activities including on-line database reference searches, subscription routing and information updates. Preserve collectible works and identify new material that merits inclusion. Interview and select new staff; supervise, train and evaluate work performance of subordinate personnel. Extensive professional library experience with increasing administrative responsibility. Working knowledge of journal and subscription accounting, cataloging, reference, automated database reference systems. Requires Bachelor's degree or equivalent, and seven to nine years of related experience. Advanced degree in Library Science and supervisory experience preferred.

**Technical Librarian 1**

Provides support to users by fulfilling individual request for information and/or training in the utilization of the various databases and other resources available. Conducts technical research for information related to on-going programs and proposal efforts. Ensures that the information is current, complete, and readily retrievable. Handles special requests for information not available hard copy nor electronically. Must be proficient in the use of PC's and related software packages such as: Windows, Word Perfect 6.0, Microsoft Excel, Microsoft Powerpoint, Internet, etc. Requires Bachelor's degree or equivalent, and zero to two years of related experience.

**Technical Librarian 2**

Responsible for the overall operation of a technical/business library or resource center, including acquisition, circulation, cataloging, researches and searches requests. Orders, inventories and circulates journals and provides information to authorizes users for use in technical projects, proposal preparation, marketing and planning. Participates in the continual enhancement of library services, acquisition of equipment and improvement of methods. May have budgetary responsibilities. Knowledge of computerized search technique. Must be proficient in the use of PC's and related software packages such as: Windows, Word Perfect 6.0, Microsoft Excel, Microsoft PowerPoint, Internet, etc. Requires Bachelor's degree or equivalent and two to four years of related experience

**Technical Librarian 3**

Responsible for the overall operation of a technical/business library or resource center, including acquisition, circulation, cataloging, researches and searches requests. Orders, inventories and circulates journals and provides information to authorizes users for use in technical projects,

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proposal preparation, marketing and planning. Recommends continual enhancements of library services, acquisition of equipment and improvement of methods. Interfaces with and makes recommendations to management regarding the selection of subscription and reference material. Monitors spending and may have budgetary responsibilities. Knowledge of computerized search techniques. Requires Bachelor's degree (Library Science or a related field) or equivalent, and five to seven years of related experience.

**Legal Assistant 1**

Provides assistance to attorneys in preparing legal documents. Performs legal research and compiles data from a variety of reference sources such as digests, encyclopedias, and practice manuals. Performs computer-assisted research on systems such as Lexis and Westlaw. Formal training in legal research and writing methods. Requires Bachelor's degree or equivalent, and zero to two years of related experience.

**Legal Assistant 2**

Provides assistance to attorneys in preparing legal documents. Performs legal research and compiles data from a variety of reference sources such as digests, encyclopedias, and practice manuals. Performs computer-assisted research on systems such as Lexis and Westlaw. Formal training in legal research and writing methods. Requires Bachelor's degree or equivalent, and two to four years of related experience.

**Accountant 2**

Maintains or oversees the maintenance of accounts and records in such areas as disbursements, expenses, tax payments, and income. Examines assigned accounting documents to verify accuracy of computations and uniform application of policies, procedures and acceptable accounting standards. Reviews and verifies accuracy of journal entries and accounting classifications assigned to various records. Prepares income and balance sheet statements, consolidated statements, and other accounting statements and reports. May design, modify, install, and/or maintain general accounting systems to provide records of assets, liabilities, and financial statements. Requires Bachelor's degree (in Accounting, Finance or Business Administration) or equivalent, and two to four years of related experience.

**Auditor 1**

Responsible for assisting with financial and compliance audits for internal analysis or for contract projects. Performs audit tasks in accordance with specific audit programs and under the direct supervision of a higher-level auditor. Evaluates the level of compliance with identified policies, contract requirements, laws and regulations and identifies departures there from. Prepares and submits reports on the results of audits, recommending improvements in policies and procedures. Interfaces with external auditors. Requires a good working knowledge of accounting, auditing, tax and financial ADP systems and applications. Requires Bachelor's degree or equivalent, and zero to two years of related (auditing, accounting or contracts) experience. Current or in progress CPA license preferred.

**Auditor 2**

Assists with financial and compliance audits at all levels of complexity with supervision. Performs routine compliance audits and financial reviews in accordance with specific approved audit scopes and programs. May work on internal audits or on contract project audits. Requires a specific subject matter expertise to serve as project auditor. Evaluates the level of compliance with identified policies, contract requirements, laws and regulations and identifies departures there

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from, and suggests improvements to correct identified deficiencies and/or improve controls and procedures. Interacts with outside auditors. Requires Bachelor's degree or equivalent, and two to four years of related (auditing, accounting or contracts) experience. CPA preferred.

**Program Financial Analyst 1**

Assists in developing plans including budgets and schedules to meet contractual/project requirements for an assigned portion of a program. Assists senior personnel in establishing and defining program requirements. Monitors progress of program requirements. Reports, analyzes, and interprets financial and operating data. Requires Bachelor's degree (Finance, Accounting, Business Administration or Engineering/Science) or equivalent, and zero to two years of related (technical program planning and implementation, contract interpretation, budget development, and/or government project administration) experience.

**Program Financial Analyst 2**

Develops plans including budgets and schedules to meet contractual/project requirements for an assigned portion of a program. Conducts program plan studies. Participates in establishing and defining program plan requirements. Coordinates interdepartmental development of program plans and interfaces with vendors and customers as required. Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met. Reports, analyzes, and interprets financial and operating data. Requires Bachelor's degree (in Finance, Accounting, Business Administration or Engineering/Science) or equivalent, and two to four years of related (technical program planning and implementation, contract interpretation, budget development, and/or government project administration) experience.

**Senior Records Technician**

Oversees and directs the work efforts of individual records technicians. Must be able to perform all duties of a records technician. Performs quality review of the work of the records technicians. Deals directly with the client on resolution of issues and seeks help from appropriate managers. Ascertains and reports special needs and requests. Performs complex assignments that require planning and organization. Reviews and accounts for file sections. Trains personnel. Requires high school diploma and two years of previous experience in records management or filing functions. Two years of college or three years of experience working in a government or private law office and two years of supervisory experience.

**Records Supervisor**

Supervises the operation of a facility or a unit within a facility. Coordinates the work of records technicians and clerks. Plans and organizes the work of the contractor staff. Investigates problems, determines causes, and designs and conducts tasks and changes necessary to correct problems and prevent reoccurrence. Makes arrangements for urgently needed special requests. Conducts special research projects. Oversees the effort to secure return of files. Trains personnel. Coordinates review of materials, pending request files, the collection and compilation of reports, and quality assurance reviews. Working in a government or private law office Makes contact with appropriate parties for retirement of files. Requires college diploma and at least two years working in an office environment.

**Graphics Specialist**

Consults with the trial team, including attorneys, paralegals, and expert witnesses to conceptualize and develop appropriate graphics and other media for presenting evidence at trial, including oversize charts for display in the courtroom, computer-generated graphics for

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projection or display on computer monitors, animations, simulations, multi-media slide shows, audio and video clips, etc. Digitizes audio and video clips. Synchronizes clips with written transcripts. Recommends effective presentation formats, color schemes, scripting, and sequencing. Using computer and other graphics tools, generates graphics and other exhibits and presentation materials in a format that can be used in the courtroom or other presentation venue. Oversees and coordinates production of highly technical and complex items such as computer simulations and animations which require a production studio. Requires demonstrated ability to recommend and produce high-quality graphics and other presentation media, using computer tools and other professional graphics and multi-media development tools. Must be fully trained in the tools used. Demonstrated ability to evaluate the effectiveness of graphic and multi-media presentations, and to make constructive suggestions for improving. Must be able to understand the arguments being supported by the graphic materials, and to translate that understanding into effective media presentations. Must have outstanding oral communications skills for discussing case and exhibits with the trial team, including expert witnesses. Prior experience in the trial support environment is expected, as is familiarity with standard courtroom presentation packages such as Trial Director and Sanction.

**Courtroom AV/Hardware Specialist**

Consults with the trial team, court and courthouse staff, court reporters, and opposing counsel to develop plans for equipping a courtroom for a "paperless trial." Recommends appropriate equipment, software, etc., taking into account courtroom layout and lighting, whatever equipment may already be available, requirements for cost sharing between the parties, requirements for portability, trial schedule, the preferences of the judge, etc. Obtains, installs, integrates, tests, and maintains equipment, cabling, and software, particularly for complex installations. Requires demonstrated ability to develop and execute plans for setting up "paperless trial" courtrooms. Requires outstanding oral communications skills; for example, may be required to meet with the trial team, court reporters, opposing counsel, or the judge to discuss courtroom requirements, to explain clearly the capabilities and limitations of various equipment and distribution options, and to make a compelling case for the optimum solution. Needs to be able to anticipate in-courtroom problems with hardware and software so as to minimize their impact. Must be thoroughly familiar with standard courtroom presentation software packages, such as Trial Director and Sanction. Must be thoroughly familiar with the state of the art in courtroom presentation hardware, distribution systems, techniques, and procedures.

**Courtroom Presentation Specialist**

Works with the trial team, including expert witnesses, to develop plans for presenting a case in the courtroom using a courtroom presentation system. Works with the trial team both before trial and during trial to develop scripts for presenting exhibits in a particular order to support testimony. Scans exhibits into courtroom presentation system. Prepares exhibit images for particular uses-- by, for example, zooming in on or highlighting a particular paragraph, or setting up two exhibits side by side on the screen. Develops simple graphic images/exhibits using standard off the shelf software packages. Advises attorneys on the effectiveness of certain exhibits or sequences of exhibits. Operates courtroom presentation system in the courtroom. Advises attorneys on equipment, distribution system, and software requirements for limited or routine courtroom configurations. Obtains, installs, tests, sets up appropriate equipment and software. Performs all trial and courtroom support functions, including equipment set up, scripting, advising on graphics presentations, and in-courtroom operation of equipment. Requires

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demonstrated ability to work effectively with a trial team through the entire pretrial and trial cycle, identifying and scanning exhibits, scripting with the attorneys, setting up the courtroom, operating and troubleshooting the system in the courtroom. Must be thoroughly familiar with standard courtroom presentation packages such as Trial Director and Sanction. Must have excellent oral communication skills. Must be able to work effectively as a team member in an extremely pressured environment. Must be able to travel for long periods of time. Must be able to work long hours for an extended period of time. Trial experience very strongly preferred.

## **Service Contract Act Labor Category Descriptions**

### **User Technical Support Specialist 1**

Provides basic technical support to staff and customers by testing software and hardware products. Maintains software documentation. Responds and follows-up on internal and external customer support problems. Requires High School diploma or equivalent, and three to four years of related experience. Technical training in Computer Science preferred.

### **User Technical Support Specialist 2**

Provides technical support to staff and customers by testing software and hardware products. Maintains software documentation. Responds and follows-up on internal and external customer support problems. Requires High School diploma or equivalent, and four to five years of related experience. Technical training in Computer Science preferred.

### **Data Technician 1**

Under close supervision, provides repository related support functions and customer service functions using existing databases. Performs repository and technical library functions, using reproduction equipment, and performs data entry functions. Prepares technical documents for distribution to users. Classifies, indexes, stores and circulates of books, periodicals, papers, microfiche, classified reports and documents stored on various electronic media. Collects, compiles, and organizes technical data. Performs manual collation, data entry, word processing using database or computer application software as necessary to update indices and technical documents. Reviews technical documents in library to identify obsolete documents. Identifies documents to proper technical authority for disposition. Processes and scans aperture cards. Performs routine cataloging functions. Answers routine inquiries. Responds to requests for engineering drawings, technical manuals and other materials. Maintains materials for circulation. Understands and provides support with general supervision in one or more commercially available software programs. Requires High School diploma or equivalent, and three to four years of related experience.

### **Data Entry Operator 1**

Enters, transcribes, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature and work parameters are typically well defined. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media. Requires High School diploma or equivalent, and zero to six months of related experience.

### **Data Entry Operator Lead**

Coordinates lower level clerks activities, such as entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are somewhat complex in nature and work parameters are usually well defined. Assists in designing and implementing data entry program. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media. Requires High School diploma or equivalent, and three to four years of related experience.

### **Warehouse Clerk 1**

Performs a variety of order fulfillment and warehouse functions including shipping, receiving, stocking, storing, and inventory of materials. Receives material and verifies count against accompanying documents. Process requests for items, pulls and assembles kits for shipping,

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prepares and packs items for shipment. May assist in loading shipments. While performing the duties of this job, the employee is frequently required to handle; reach with hands and arms; stoop, kneel, bend, crouch or crawl. The employee must also occasionally lift and/or move up to 50 pounds or more. Requires High School diploma or equivalent, and zero to six months related experience.

**Programmer Technician 1**

Designs, develops, implements, and maintains complex business, accounting, and management information systems. Works on complex assignments. Analyzes detailed systems factors, including input and output requirements, information flow, hardware and software requirements, and alternative methods of problem resolution. Works with users to define existing or new system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Provides guidance to and may supervise less experienced programmer/analysts. Requires Bachelor's degree (in Computer Science, Management Information Systems or related field) or equivalent, and five to seven years of related experience.

**Technical Librarian, Assistant**

Responsible for routine functions of the library on a daily basis. Develop and maintain an electronic and physical library filing system for all technical documentation. Maintain accurate Library indexes and records. Assist engineering personnel with the preparation of all documentation such as specifications, technical publications, vendor contracts, and corporate and technical briefings. Provide graphics support for technical presentations and briefings. Edit documents for grammatical and contextual correctness. Requires High School diploma or equivalent, and four to five years of related experience.

**Technical Information Specialist**

Provides support directly to users by fulfilling individual requests for information and/or training in the utilization of the various databases available. Conducts technical research for source of information required in support of request for information related to ongoing programs and proposal efforts. Ensures that the information is current, complete, and readily retrievable. Handles special requests for information not available. Proficiency in the use of personal computers and related software packages such as Windows, Word Perfect 6.0, Microsoft Excel, Microsoft PowerPoint, Internet, etc. Requires High School diploma or equivalent and four to five years of related (library environment) experience. An Associate's degree (in Business Administration) with additional course work in Library/Cataloging, or equivalent, is preferred.

**Accounting Assistant 1**

Performs a variety of routine accounting functions in accordance with standard procedures. Reconciles bank accounts, posts to and balances general or subsidiary ledgers, processes payments, and compiles segments of monthly closings, annual reports, etc. May contact other departments and/or outside agencies to resolve common problems. Familiarity with accounting and bookkeeping procedures. Requires High School diploma or equivalent, and one to two years of related experience.

**Accounting Assistant 2**

Performs a variety of accounting functions in accordance with standard procedures. Reconciles bank accounts, posts to and balances general or subsidiary ledgers, processes payments, and compiles segments of monthly closings, annual reports, etc. Identifies discrepancies and

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determines alternative courses of action. Classifies and/or codes transactions to appropriate accounts. May contact other departments and/or outside agencies to resolve common problems. Familiarity with accounting and bookkeeping procedures. Requires High School diploma or equivalent, and two to three years of related experience.

**Audio Visual Technician**

Under close supervision, assists more senior level audio-visual technicians in providing audio-visual and photographic support. Duties include learning how to use video equipment, edit tapes, and set up lighting and sound recording devices. Assists more senior level audio-visual specialists by: setting up and adjusting equipment to meet production requirements. Performs routine maintenance of audio-visual equipment. Assists in editing tapes, incorporating graphic enhancements, videotaping and photographing events, training in television studio production, and setting up lighting and sound recording devices. Maintains a library of audio and videocassettes. Requires High School diploma or equivalent, and one to two years of related experience.

**Records Clerk**

Includes clerks and messengers

**Clerk** - Creates, receives, and processes files. Records information in manual and automated logs. Identifies, organizes, and labels records. Maintains files, including removal of duplicate copies of records, replaces worn or improperly labeled folders, and redistributes files on shelves. Retrieves files and prepares them for delivery to requestors. Prepares files for transfer to other locations or for retirement. Requires high school diploma and two years of previous experience in records management or filing functions or one year of college. . Able to lift boxes weighing 30 pounds.

**Messenger** – May have the same responsibilities as a clerk, but drives a van to deliver files and records to various sites. Obtains the signatures of all recipients for delivered materials. Moves supplies and files, schedules sequence of deliveries and pickups, plans efficient routes, and keeps logs of deliveries. Requires high school diploma and two years of previous experience in records management or filing functions or one year of college. Must have a valid driver's license and a driving license without repeated accidents and violations and is acceptable to the insurance company that insures the driver for this position. Able to lift boxes weighing 30 pounds.

**Receptionist**

Operates multiple-call telephone switchboard console and directs calls to appropriate person or department. Must have sufficient knowledge of business to direct caller. Greets visitors, vendors, customers, job applicants, and other visitors, and ensures that they are escorted to the proper office. Maintains pertinent telephone and visitor records. May perform various clerical tasks, light typing, or related duties as assigned. Requires High School diploma or equivalent, and zero to six months of related experience.

**Records Technician**

Prepares case files for closure and shipment to retirement facilities. Organizes files by category and chronological date and packages files in appropriate folders and boxes. Receives disposition or closure forms, stamps them as received, and routes them to appropriate locations. Reviews, identifies, and routes materials to appropriate locations. Identifies special media that needs conversion, labels and sends media to conversion staff or outside vendor, and tracks receipt of converted and source media. Requires high school diploma and two years of previous experience in records management or filing functions. One year of additional schooling, such as college or paralegal training or one year working in a government or private law office. Ability to identify

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and distinguish different kinds of legal documents and to organize large masses of materials according to a logical scheme or established procedure.

**Scanning/Microfilm Specialist 1**

Operates microfilm equipment to perform efficient storage and retrieval of records, documents, and drawings by means of microfilm process. Functions as trainee operative on equipment and processes. Prepare internal and external documents for scanning including fastener removal, repair of damage, and legibility enhancement. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Helps to set up indexes and print services and maintains accurate catalogs of materials. Prepare materials for filming: organize; pull staples, paper clips, etc. Film and edit all information. Retrieve information as requested. Maintain card file and storage of films. Requires High School diploma or equivalent, and one to two years of related experience.

**Scanning/Microfilm Specialist 2**

Operates microfilm equipment to perform efficient storage and retrieval of records, documents, and drawings by means of microfilm process. Prepare internal and external documents for scanning including fastener removal, repair of damage, and legibility enhancement. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Perform optical character recognition and text correction on documents requiring content-based retrieval. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the Document Management System. Functions as operative on all equipment and processes. Sets up indexes and print services and maintains accurate catalogs of materials. Prepare materials for filming: organize; pull staples, paper clips, etc. Film and edit all information. Retrieve information as requested. Maintain card file and storage of films. Requires High School diploma or equivalent, and two to three years of related experience.

**Scanning/Microfilm Specialist 3**

Operates microfilm equipment to perform efficient storage and retrieval of records, documents, and drawings by means of microfilm process. Functions as expert operative on all equipment and processes. Prepare internal and external documents for scanning including fastener removal, repair of damage, and legibility enhancement. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Perform optical character recognition and text correction on documents requiring content-based retrieval. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the Document Management System. Assists with training and guidance of less experienced operators. Sets up indexes and print services and maintains accurate catalogs of materials. Prepare and organize materials for filming: pull staples, paper clips, etc. Film and edit all information. Retrieve information as requested. Maintain card file and storage of films. Requires High School diploma or equivalent, and three to four years of related experience.

**Scanning Supervisor**

Supervises and directs scanning staff to accomplish work. Reports on progress, troubleshoots, performs quality control, ensures work meets contract requirements for quality and delivery schedules. . Functions as expert operative on all equipment and processes. Determine appropriate

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scanner and scanner settings based on document type, planned processing, and document characteristics. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the Document Management System. Trains staff. Requires High School diploma or equivalent, and three to four years of related experience.

### **Document Control Specialist 1**

This position is responsible for the assisting in the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates forms by using computer design software. Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts. Requires High School diploma or equivalent, and one to two years of related experience.

### **Document Control Specialist 2**

This position is responsible for the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates forms by using computer design software. Assists in the administration of the company's Records Retention Management program, including researching, analyzing, negotiating and distributing retention schedules. Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts. Requires High School diploma or equivalent, and two to three years of related experience.

### **Document Control Specialist 3**

File and retrieve documents within a standardized system that allows for the efficient storage of and accessibility to large volume of records. This involves categorizing records and storing them in alphabetical or numerical sequence or a combination of the two. Some centralized records units maintain more than one system. Some require cross referencing among files and/or indexing. Respond to requests for items from files by locating and retrieving the item, sending or delivering it to the requester, and documenting the transaction. If item is not available, document that it has been requested, and when available, send to the requester. Most requests are received through the mail, but some, such as quick research questions, are handled by telephone, and some information is entered into a computer terminal. Requires High School diploma or equivalent, and three to four years of related experience.

### **Senior Word Processor**

Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCR'd text files. Backs up files as prudent. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Works fairly independently - does not require constant, close supervision. Requires at least two years of word processing experience. High school diploma or GED required. Excellent oral and written communication skills required.

### **Word Processor**

Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCR'd text files. Backs up files as prudent. Performs quality control over own work and work of peers. Performs simple maintenance on machines. Answers phones. Requires at least

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one year of word processing experience. High school diploma or GED required. Excellent oral and written communication skills required.

**Document Coder**

Extracts bibliographic and/or subjective information from documents, invoices, phone records or other source material and records the extracted information onto a DCF or directly inputs the information into a data entry screen. Requires High school diploma or GED certificate, undergraduate degree preferred. Must have demonstrated ability to analyze documents to extract appropriate level of information. Must have typing skills and familiarity with office automation systems, especially data entry programs. Must be able to pay attention to detail; and must understand oral and written instructions, and follow instructions explicitly and consistently.

## Labor Category Rates (Applicable to all SINS)

CONTRACT CATEGORY	SCA	Year 6 5/1/07-2/11/08		Year 7 2/12/08-2/11/09		Year 8 2/12/09-2/11/10		Year 9 2/12/10-2/11/11		Year 10 2/12/11-2/11/12	
		Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
		PROGRAM MANAGER		\$149.59	N/A	\$155.58	N/A	\$161.80	N/A	\$168.27	N/A
PROJECT MANAGER 1		\$93.55	N/A	\$97.28	N/A	\$101.17	N/A	\$105.22	N/A	\$109.43	N/A
PROJECT MANAGER 2		\$112.26	N/A	\$116.75	N/A	\$121.42	N/A	\$126.28	N/A	\$131.33	N/A
PROJECT MANAGER 3		\$113.12	N/A	\$117.65	N/A	\$122.35	N/A	\$127.25	N/A	\$132.34	N/A
PROJECT MANAGER 4		\$130.09	N/A	\$135.29	N/A	\$140.70	N/A	\$146.33	N/A	\$152.18	N/A
TASK SUPERVISOR 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A	\$76.00	N/A
TASK SUPERVISOR 3		\$77.96	N/A	\$81.08	N/A	\$84.33	N/A	\$87.70	N/A	\$91.21	N/A
QA ASSURANCE ENGINEER 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
FUNCTIONAL ANALYST 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
FUNCTIONAL ANALYST 3		\$94.26	N/A	\$98.03	N/A	\$101.95	N/A	\$106.03	N/A	\$110.27	N/A
TECHNICAL TRAINER 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
INFORMATION SECURITY SPEC 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
RECORDS ANALYST 1		\$56.49	N/A	\$58.75	N/A	\$61.09	N/A	\$63.54	N/A	\$66.08	N/A
RECORDS ANALYST 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A	\$76.00	N/A
RECORDS ANALYST 3		\$77.96	N/A	\$81.08	N/A	\$84.33	N/A	\$87.70	N/A	\$91.21	N/A
DATABASE ANALYST 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
SYSTEMS ADMINISTRATOR 2		\$78.55	N/A	\$81.70	N/A	\$84.96	N/A	\$88.36	N/A	\$91.89	N/A
WEB DEVELOPER 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
PROGRAM CONTROL ANALYST 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
SYSTEMS DEVELOPMENT SPEC 2		\$78.55	N/A	\$81.70	N/A	\$84.96	N/A	\$88.36	N/A	\$91.89	N/A
FACILITIES SUPERVISOR		\$77.96	N/A	\$81.08	N/A	\$84.33	N/A	\$87.70	N/A	\$91.21	N/A
PROGRAMMER ANALYST 1		\$65.47	N/A	\$68.09	N/A	\$70.81	N/A	\$73.64	N/A	\$76.58	N/A
PROGRAMMER ANALYST 2		\$78.55	N/A	\$81.70	N/A	\$84.96	N/A	\$88.36	N/A	\$91.89	N/A
APPLICATIONS SYST ANALYST/PROG 2		\$78.55	N/A	\$81.70	N/A	\$84.96	N/A	\$88.36	N/A	\$91.89	N/A
QA SPEC/QA ENGINEER 3		\$94.26	N/A	\$98.03	N/A	\$101.95	N/A	\$106.03	N/A	\$110.27	N/A
(INFORMATION) SYSTEM ENGINEER 2		\$78.55	N/A	\$81.70	N/A	\$84.96	N/A	\$88.36	N/A	\$91.89	N/A

CONTRACT CATEGORY	SCA	Year 6 5/1/07-2/11/08		Year 7 2/12/08-2/11/09		Year 8 2/12/09-2/11/10		Year 9 2/12/10-2/11/11		Year 10 2/12/11-2/11/12	
		Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
		TECHNICAL WRITER 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A
CONFIGURATION MANAGEMENT SPEC, LEAD		\$113.12	N/A	\$117.65	N/A	\$122.35	N/A	\$127.25	N/A	\$132.34	N/A
LIBRARY SERVICES MANAGER		\$93.55	N/A	\$97.28	N/A	\$101.17	N/A	\$105.22	N/A	\$109.43	N/A
TECHNICAL LIBRARIAN 1		\$56.49	N/A	\$58.75	N/A	\$61.09	N/A	\$63.54	N/A	\$66.08	N/A
TECHNICAL LIBRARIAN 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A	\$76.00	N/A
TECHNICAL LIBRARIAN 3		\$77.96	N/A	\$81.08	N/A	\$84.33	N/A	\$87.70	N/A	\$91.21	N/A
LEGAL ASSISTANT 1		\$56.49	N/A	\$58.75	N/A	\$61.09	N/A	\$63.54	N/A	\$66.08	N/A
LEGAL ASSISTANT 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A	\$76.00	N/A
ACCOUNTANT 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A	\$76.00	N/A
AUDITOR 1		\$56.49	N/A	\$58.75	N/A	\$61.09	N/A	\$63.54	N/A	\$66.08	N/A
AUDITOR 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A	\$76.00	N/A
PROGRAM FINANCIAL ANALYST 1		\$56.49	N/A	\$58.75	N/A	\$61.09	N/A	\$63.54	N/A	\$66.08	N/A
PROGRAM FINANCIAL ANALYST 2		\$64.96	N/A	\$67.56	N/A	\$70.26	N/A	\$73.07	N/A	\$76.00	N/A
SENIOR RECORDS TECHNICIAN		\$56.49	N/A	\$58.75	N/A	\$61.09	N/A	\$63.54	N/A	\$66.08	N/A
RECORDS SUPERVISOR		\$56.49	N/A	\$58.75	N/A	\$61.09	N/A	\$63.54	N/A	\$66.08	N/A
GRAPHICS SPECIALIST		\$108.22	N/A	\$112.55	N/A	\$117.05	N/A	\$121.74	N/A	\$126.60	N/A
COURTROOM AV/HARDWARE SPECIALIST		\$97.88	N/A	\$101.80	N/A	\$105.87	N/A	\$110.10	N/A	\$114.50	N/A
COURTROOM PRESENTATION SPECIALIST		\$66.61	N/A	\$69.27	N/A	\$72.04	N/A	\$74.92	N/A	\$77.91	N/A

**SERVICE CONTRACT ACT CATEGORIES**

USER TECHNICAL SUPPORT SPEC 1	SCA	48.21	N/A								
USER TECHNICAL SUPPORT SPEC 2	SCA	56.83	N/A								
DATA TECHNICIAN I	SCA	31.36	N/A								
DATA ENTRY OPERATOR 1	SCA	28.56	N/A								
DATA ENTRY OPERATOR, LEAD	SCA	31.42	N/A								
WAREHOUSE CLERK 1	SCA	34.60	N/A								
PROGRAMMER TECHNICIAN 1	SCA	48.21	N/A								

CONTRACT CATEGORY	SCA	Year 6		Year 7		Year 8		Year 9		Year 10	
		5/1/07-2/11/08		2/12/08-2/11/09		2/12/09-2/11/10		2/12/10-2/11/11		2/12/11-2/11/12	
		Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate	Hourly Rate	Daily Rate
TECHNICAL LIBRARIAN, ASSISTANT	SCA	38.34	N/A	38.34	N/A	38.34	N/A	38.34	N/A	38.34	N/A
TECHNICAL INFORMATION SPECIALIST	SCA	38.34	N/A	38.34	N/A	38.34	N/A	38.34	N/A	38.34	N/A
ACCOUNTING ASSISTANT 1	SCA	33.26	N/A	33.26	N/A	33.26	N/A	33.26	N/A	33.26	N/A
ACCOUNTING ASSISTANT 2	SCA	38.92	N/A	38.92	N/A	38.92	N/A	38.92	N/A	38.92	N/A
AUDIO VISUAL TECHNICIAN	SCA	47.31	N/A	47.31	N/A	47.31	N/A	47.31	N/A	47.31	N/A
RECORDS CLERK	SCA	36.91	N/A	36.91	N/A	36.91	N/A	36.91	N/A	36.91	N/A
RECEPTIONIST	SCA	28.89	N/A	28.89	N/A	28.89	N/A	28.89	N/A	28.89	N/A
RECORDS TECHNICIAN	SCA	42.72	N/A	42.72	N/A	42.72	N/A	42.72	N/A	42.72	N/A
SCANNING/MICROFILM SPECIALIST 1	SCA	30.06	N/A	30.06	N/A	30.06	N/A	30.06	N/A	30.06	N/A
SCANNING/MICROFILM SPECIALIST 2	SCA	35.68	N/A	35.68	N/A	35.68	N/A	35.68	N/A	35.68	N/A
SCANNING/MICROFILM SPECIALIST 3	SCA	41.34	N/A	41.34	N/A	41.34	N/A	41.34	N/A	41.34	N/A
SCANNING SUPERVISOR	SCA	45.93	N/A	45.93	N/A	45.93	N/A	45.93	N/A	45.93	N/A
DOCUMENT CONTROL SPECIALIST 1	SCA	31.36	N/A	31.36	N/A	31.36	N/A	31.36	N/A	31.36	N/A
DOCUMENT CONTROL SPECIALIST 2	SCA	36.91	N/A	36.91	N/A	36.91	N/A	36.91	N/A	36.91	N/A
DOCUMENT CONTROL SPECIALIST 3	SCA	42.72	N/A	42.72	N/A	42.72	N/A	42.72	N/A	42.72	N/A
SENIOR WORD PROCESSOR	SCA	40.15	N/A	40.15	N/A	40.15	N/A	40.15	N/A	40.15	N/A
WORD PROCESSOR	SCA	35.10	N/A	35.10	N/A	35.10	N/A	35.10	N/A	35.10	N/A
DOCUMENT CODER	SCA	31.35	N/A	31.35	N/A	31.35	N/A	31.35	N/A	31.35	N/A

Note: SCA category prices are based on US Department of Labor Wage Determination No: 05-2103 REV (02) Area: DC, District-Wide. Revision No: 02 (effective 11/07/2006)

## Office, Imaging and Document Solutions Services and Rates (Applicable to All SINs)

Item	Unit of issue	Year 6	Year 7	Year 8	Year 9	Year 10
		5/1/07-2/11/08	2/12/08-2/11/09	2/12/09-2/11/10	2/12/10-2/11/11	2/12/11-2/11/12
		Government Price				
<b>DOCUMENT ORGANIZATION</b>						
Number Documents	Page	\$0.075	\$0.078	\$0.081	\$0.084	\$0.088
Prepare, Unitize Documents for Scanning	Page	\$0.095	\$0.099	\$0.103	\$0.107	\$0.111
<b>SCANNING TO DIGITAL IMAGE</b>						
Scan to Digital Image - Level 1	Page	\$0.128	\$0.133	\$0.138	\$0.144	\$0.150
Scan to Digital Image - Level 2	Page	\$0.168	\$0.175	\$0.182	\$0.189	\$0.197
Scan to Digital Image from Microfilm	Image	\$0.049	\$0.051	\$0.053	\$0.055	\$0.057
Scan to Digital Image from Microfiche	Image	\$0.092	\$0.096	\$0.100	\$0.103	\$0.108
Oversized Scanning - Black & White	Page	\$5.990	\$6.230	\$6.479	\$6.738	\$7.007
Oversized Scanning - Color	Page	\$22.500	\$23.400	\$24.336	\$25.309	\$26.322
<b>OPTICAL CHARACTER RECOGNITION</b>						
OCR to ASCII Text - Machine Only	Image	\$0.042	\$0.044	\$0.045	\$0.047	\$0.049
Scan to Image (Level 1) & OCR to Text	Page	\$0.160	\$0.166	\$0.173	\$0.180	\$0.187
Scan to Image (Level 2) & OCR to Text	Page	\$0.201	\$0.209	\$0.217	\$0.226	\$0.235
Scan to Image & OCR to Text - From Microfilm	Frame	\$0.266	\$0.277	\$0.288	\$0.299	\$0.311
<b>BLOWBACK</b>						
Blowback from Digital Image - Whole Media	Page	\$0.094	\$0.098	\$0.102	\$0.106	\$0.110
Blowback from Digital Image - Selected Images	Page	\$0.143	\$0.149	\$0.155	\$0.161	\$0.167
<b>PHOTOCOPYING</b>						
Photocopy - 1st Copy	Page	\$0.159	\$0.165	\$0.172	\$0.179	\$0.186
Photocopy - 2nd & Subsequent Copies	Page	\$0.092	\$0.096	\$0.100	\$0.103	\$0.108

Item	Unit of issue	Year 6	Year 7	Year 8	Year 9	Year 10
		5/1/07-2/11/08	2/12/08-2/11/09	2/12/09-2/11/10	2/12/10-2/11/11	2/12/11-2/11/12
		Government Price				
<b>ON-LINE CODING</b>						
OLC - Mini-Coding	DCF	\$1.908	\$1.984	\$2.064	\$2.146	\$2.232
OLC - Header Coding	DCF	\$2.895	\$3.011	\$3.131	\$3.256	\$3.387
OLC – Bibliographic Coding	DCF	\$4.074	\$4.237	\$4.406	\$4.583	\$4.766
<b>STANDARD IMAGE-ENABLED DATABASES</b>						
Standard Image-Enabled Document Database	Database	\$4,462.801	\$4,641.313	\$4,826.966	\$5,020.044	\$5,220.846
Standard Image-Enabled Phrase Label Database	Database	\$1,556.966	\$1,619.245	\$1,684.014	\$1,751.375	\$1,821.430
Load Image and Data Files - Contractor site	Image + Data	\$194.898	\$202.694	\$210.802	\$219.234	\$228.003
<b>STANDARD DATABASES</b>						
Standard Document Database	Database	\$3,835.275	\$3,988.686	\$4,148.233	\$4,314.163	\$4,486.729
Standard Phrase Label Database	Database	\$1,360.619	\$1,415.044	\$1,471.646	\$1,530.511	\$1,591.732
Load Data File - Contractor Site	Data File	\$120.866	\$125.701	\$130.729	\$135.958	\$141.396
<b>ELECTONIC FILES PROCESSING</b>						
Electronic Files Processing - With Images	E-file	\$0.211	\$0.219	\$0.228	\$0.237	\$0.247
Electronic Files Processing - No Images	E-file	\$0.148	\$0.154	\$0.160	\$0.166	\$0.173
Web Repository	GB/mo	\$26.440	\$27.498	\$28.598	\$29.741	\$30.931