

# **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: [GSAAvantage.gov](http://GSAAvantage.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, 2017**

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

14370 Newbrook 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: 02/12/2012**

**Includes through Modification CM-A398, effective February 2, 2015**

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 14,000 employees and more than 120 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.

**51-506 and 51-506RC – Document Conversion Services**

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

**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: Services which involve actual litigation activities including entries of appearance(s) on behalf of government entities unsupervised by government counsel 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 21.

**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  
14370 Newbrook 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 418801

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Boston, MA 02241-8801

**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 System for Award Management (SAM) 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.

### Prepare, Unitize Documents for Scanning

The Contractor shall provide document preparation and unitization services, as required by the client. Document unitization, in this context, refers to identifying and marking the boundaries of "documents" within the collection, where a document is defined as the smallest fastened unit in a bundle; that is, these documents will be defined by the physical attachment (staples, clips, rubber bands, etc.) of pages within the collection. This type of unitization does not require the Contractor to determine true "logical document" boundaries. The intent of this is to prepare a collection for high speed image scanning by client staff, on a client machine.

Prior to image scanning, the Contractor shall prepare the collection for scanning by removing staples and other bindings, and by marking the boundaries of documents by inserting bar code or target sheets prior to the beginning of each document, where a document is defined as above. The client will provide guidance as to the type of marker or slip sheet which should be used. The client may also require additional preparation of the collection for image scanning, such as replacing double-sided documents with single-sided copies, replacing oversize documents such as maps with standard size copies (or standard size copies of the legend, for example), grouping together documents which require special handling during the image scanning process, such as legal size documents, onionskin, fanfold computer paper, etc.

Original source documents will need to be reassembled to their original state after scanning; Contractor preparation of the documents must anticipate this. In the case of several documents fastened together, for example, the Contractor will also need to mark where the larger fastening unit begins and ends, to enable reassembly of the larger fastening unit after scanning.

### 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 1 - Document Determination**

The client may also order digital image scanning services, including insertion of markers or grouping of page images to indicate logical document boundaries. Note that this is not the same as the “F/L” markers which record physical groupings and attachments such as staples and binder clips. Rather, “Document Determination,” in this context, means identifying true document boundaries in preparation for building a document database. For example, a stack of loose pages might be organized into a series of multipage documents of varying size, or a stapled set of pages might need to be subdivided into a cover letter and several multi-page attachments.

Document Determination under these service rates will usually be only at a single level. That is, logical document boundaries will need to be identified, but the Contractor will not usually be required also to capture “document package” or “parent/child” information. Documents of poor quality will be scanned at an hourly rate.

### **Scan to Digital Image – Level 1 - Document Determination and Date**

The Client may also order digital image scanning which includes both document determination and document date. In this instance, in addition to the logical document boundaries, the Contractor shall capture the date of each document, according to established instructions for identifying document date. Date will be delivered as part of the cross-reference file which associates page image files together as a document record. Documents of poor quality will be scanned at an hourly rate.

### **Scanning Not Contractor Site – Level 1**

This will be used when scanning takes place at a location other than the contractor site. Used for materials that has 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, or PDF) 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. Documents of poor quality will be scanned at an hourly rate.

### **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

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(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.

**Scan to Digital Image – Color Surcharge Whole Container**

Used for materials in which the entire container consists of color documents. The service requirements for the particular service the surcharge is applied to also apply. For example, scanning done under the Scan to Digital Image - Level 2 service rate that included whole containers of color documents would be subject to the document condition, image format and reassembly requirements of that service.

**Scan to Digital Image – Color Surcharge Selected Pages**

Used for materials that contains selected pages of color documents. The service requirements for the particular service the surcharge is applied to also apply. For example, scanning done under the Scan to Digital Image - Level 2 service rate that included selected pages of color documents would be subject to the document condition, image format and reassembly requirements of that service.

**OPTICAL CHARACTER RECOGNITION****OCR Surcharge**

The Contractor will process digital document images to produce computer-readable ASCII data via an optical character recognition scanning process. This service is to be used in conjunction

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with one of the scanning services, and the OCR to be conducted immediately following scanning. If OCR is not done at the time of scanning, the following service rate (OCR to ASCII Text – Machine Only) will apply. 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.

#### **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

### **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.

#### **Blowback from Digital Image - Color Surcharge – Whole Media**

Used for materials that contain only color documents. The service requirements for the particular service the surcharge is applied to also apply. Insertion of slip-sheets will be done on an hourly basis.

#### **Blowback from Digital Image - Color Surcharge – Selected Images**

Used for materials that contains some color documents. The service requirements for the particular service the surcharge is applied to also apply. Insertion of slip-sheets will be done on an hourly basis.

### **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.

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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.

**Photocopy – Color Surcharge**

Used for materials that contains color documents. The service requirements for the particular service the surcharge is applied to also apply. For example, photocopying done under the Photocopy – 1st Copy service rate which contained color documents would be subject to the quality and reassembly requirements of that service.

**ON-LINE CODING****Coding – Document Determination**

This type of “coding” will usually apply to situations in which the document pages have not already been grouped into logical document units - e.g., a three-page memo with two one-page attachments - but have been OCRed. This enables creation of a database consisting of logical document units and their associated, searchable OCR, with no other structured data fields. 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. Coders will adhere to documented rules for identifying document 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. The creation of the coding case face, coding manual/instructions, and coding tracking logs/reports are not separately billable under this service.

**Coding – Document Determination and Date**

This is similar to Logical Document Determination coding, but adds the requirement of coding the document date. 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. Coders will be required to review the document and identify the date to be used as the document date according to coding rules established in writing in the coding manual. 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. The creation of the coding case face, coding manual/instructions, and coding tracking logs/reports are not separately billable under this service.

**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

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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 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.

**Coding – Bibliographic Coding with Mentioned Names**

Bibliographic Coding with Mentioned Names includes recording the unique document number for an image (or series of images) and other easy to identify categories of information such as Date, Document Type, Title, Author(s), etc., and the additional identification and recording of case specific names, places, dates, numbers, locations, products, etc. from within the body or the text of the document. It 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. It 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 that do not have titles. 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. 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.

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The creation of the coding case face, coding manual/instructions, and coding tracking logs/reports are not separately billable under this service.

**Coding – Commercial Product - Document Determination**

This type of “coding” will usually apply to situations in which the document pages have not already been grouped into logical document units - e.g., a three-page memo with two one-page attachments - but have been OCRed. This enables creation of a database consisting of logical document units and their associated, searchable OCR, with no other structured data fields. 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. Coders will adhere to documented rules for identifying document 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; however, accuracy standards are relaxed for this service rate. The creation of the coding case face, coding manual/instructions, and coding tracking logs/reports are not separately billable under this service.

**Coding – Commercial Product - Document Determination and Date**

This is similar to Logical Document Determination coding, but adds the requirement of coding the document date. 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. Coders will be required to review the document and identify the date to be used as the document date according to coding rules established in writing in the coding manual. 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; however, accuracy standards are relaxed for this service rate. The creation of the coding case face, coding manual/instructions, and coding tracking logs/reports are not separately billable under this service.

**On-line Coding – Commercial Product - 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; however, accuracy standards are relaxed for this service rate.

**On-line Coding – Commercial Product - 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; however, accuracy standards are relaxed for this service rate.

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**On-line Coding – Commercial Product - 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 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; however, accuracy standards are relaxed for this service rate.

**Coding – Commercial Product - Bibliographic Coding with Mentioned Names**

Bibliographic Coding with Mentioned Names includes recording the unique document number for an image (or series of images) and other easy to identify categories of information such as Date, Document Type, Title, Author(s), etc., and the additional identification and recording of case specific names, places, dates, numbers, locations, products, etc. from within the body or the text of the document. It 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. It 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 that do not have titles. 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. 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; however, accuracy standards are relaxed for this service rate. The creation of the coding case face, coding manual/instructions, and coding tracking logs/reports are not separately billable under this service.

**Autocoding – Machine Only**

The client may require the Contractor to perform machine-only autocoding for some document populations. In these instances, the Contractor would not be required to perform manual QC of the autocoding product, except if it is ordered separately, on an hourly basis. Fields captured in the autocoding process will vary, but will typically include Document Number, Page Count, Document Date, Estimated Date, Title, Document Type, Author, Addressee, Copyee, Mentioned Names, Mentioned Organizations, Mentioned Dates, and Other Numbers.

**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

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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 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

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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.

### **Electronic Files Processing - Intake and Process to Load Files**

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. This service will be billed by the Gigabyte.

### **Electronic Files Processing - Intake and Process to On-Line Review**

In certain instances, the client may elect to cull electronic files by means of an on-line review tool or system, prior to actually loading the files to a traditional litigation support document database such as Concordance or Summation. This approach can offer the advantage of reducing the volume of files that need to be fully converted to loadable files (including digital images), as well as reducing the number of documents that need to be loaded to the litigation document database. Intake and processing in these instances will be similar to the kind of processing described above, and will typically include elimination of system and application files, de-duplication, automated filtering, password cracking, decrypting, etc. However, instead of producing fully converted and loadable files to deliver, in these instances, the Contractor will instead process the files into its on-

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line review system (or, perhaps, the on-line review system of a subcontractor). Files in the on-line review system will need to include at least extracted metadata and searchable text. Contractors must ensure that they do not alter the original metadata in the process.

### **Electronic Files Processing - On-Line Review Hosting**

The Contractor will provide on-line review and access to images and data via the internet. This review tool will be utilized to flag sub-sets of files to be loaded to a standard litigations support database or web repository. Access is controlled by user ID and users will have access only to authorized portions of the data.

### **Electronic Files Processing - Output from On-Line Review Hosting to Load Files**

The Contractor shall generate standard format, loadable data files from the files selected using the on-line review tool. Target system will usually be a standard database system such as Concordance, Summation, etc. Target system and load files formats will be as specified by the client. The client may also require the Contractor to provide native file versions of the documents (and links to these native files) for loading to the litigation support system.

### **Image Files Creation**

The Contractor shall provide digital image files for the documents selected for output to load file formats under the services above, as required by the client. Image format will typically be single page TIFF Group IV, 300 dpi, but other formats, such as PDF, or multi-page TIFFs, may be specified by the client. Note that document determination for these sets of images will typically be pre-determined, based on the contents of the electronic files as processed. A system of creating a unique, sequential number for each page imaged will be required. Typically, the client will direct that each document image produced carry an “endorsed” number - that is, a number that is actually part of the image itself, ideally carried in an “information channel” outside the frame of the original document image. This number will display each time the image is displayed, and will print each time the image is printed. When images are ordered, delivered load files must include necessary cross-reference files for loading images and matching them up with the correct documents.

### **Image File Conversion**

The Contractor shall provide image files conversion and related services as specified by the client. Image conversion may be required when images are produced by client staff, opposing counsel and or third parties. The client may receive images in formats such as PDF, JPEG, or multi-page TIFFs, for example, and on different types of media such as DVD or CD; the client may elect to convert these images to single page TIFFs, for example, in preparation for production and/or loading to a document database system. These services might also be used to produce number-endorsed versions of images, where the original set of images has not been numbered.

### **Image File Conversion - OCR Surcharge**

This will be applied when OCRing to ASCII text is required in conjunction with image conversion. This is intended for situations in which the client has received images alone, but wants also to generate OCR for loading to a document database. Deliverables include separate digital files of the images and of the ASCII text associated with those converted images on a page by page basis.

### **Audiotape Digitization**

The contractor shall provide audiotape digitization. The Contractor shall have in place established procedures for ensuring that all incoming media are logged, tracked, and accounted for at all times. The Contractor shall maintain established reporting mechanisms that reflect the processing status

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of jobs. The Contractor must also ensure that all media collections are maintained in a secure manner.

**Videotape Digitization**

The contractor shall provide videotape digitization. The Contractor shall have in place established procedures for ensuring that all incoming media are logged, tracked, and accounted for at all times. The Contractor shall maintain established reporting mechanisms that reflect the processing status of jobs. The Contractor must also ensure that all media collections are maintained in a secure manner.

**Transcript Synchronization Surcharge**

The surcharge is intended to apply when digitization and synchronization can be performed by the Contractor “at the same time,” thus reducing costs for logging and control of media, and for management.

**Transcript Synchronization - Separate Pass**

A separate service rate is provided for transcript synchronization when that service is ordered on a standalone or separate pass basis.

**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. Performs an active quality assurance role to ensure high quality work delivered on time. Ensures that proper security is maintained over all project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support. 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 four years of related supervisory 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. Performs an active quality assurance role to ensure high quality work delivered on time. Ensures that proper security is maintained over all project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support. 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 four to five years of related supervisory and management 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. Directs and supervises all support resources for the performance of project assignments and activities. Consults with the client staff concerning overall scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of delivery for all work performed. 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, six to eight years of related experience including at least one year of project management.

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

**Task Supervisor 1**

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 at least two years of related work 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 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 three 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.

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**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

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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.

**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 1**

Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or

litigation support data processing resources to specific projects. Responsible for keeping the systems running. Monitors, analyzes and optimizes system performance, including making recommendations for improving performance. Performs scheduled system backups. Assigns user IDs and passwords. Allocates and tracks disk space. Provides consulting support and advice to, and coordinating with, data processing users responsible for specific applications/databases on the servers. Identifies and orders needed supplies, hardware, software and accessories. Performs hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation. Bachelor's degree or equivalent preferred and one to two years of experience.

### **Systems Administrator 2**

Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems running. Monitors, analyzes and optimizes system performance, including making recommendations for improving performance. Performs scheduled system backups. Assigns user IDs and passwords. Allocates and tracks disk space. Provides consulting support and advice to, and coordinating with, data processing users responsible for specific applications/databases on the servers. Identifies and orders needed supplies, hardware, software and accessories. Performs hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation. Bachelors degree or equivalent preferred and three years of applicable experience.

### **Systems Administrator 3**

Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. May be responsible for establishing data processing systems and facilities. Responsible for keeping the data processing systems running. Monitors, analyzes and optimizes system performance, including making recommendations for improving performance. Performs scheduled system backups. Assigns user IDs and passwords. Allocates and tracks disk space. Provides consulting support and advice to, and coordinating with, data processing users responsible for specific applications/databases on the servers. Identifies and orders needed supplies, hardware, software and accessories. Performs hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues

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having to do with the network itself. Supervises and manages subordinate staff. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation. Responsible for system implementation, orchestrating installation and testing. Works with other senior level Contractor technical staff to ensure that the system as designed and implemented meets the overall system objectives. Requires Bachelors degree or equivalent and at least five years of applicable experience.

### **Network Administrator**

Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for setting up, operating, and maintaining small scale or temporary local area networks for document management, records management and/or litigation support for specific projects. These installations will usually be proven configurations that have already been tested and assembled before being shipped out. Configurations may include more than one server to host database and other applications. May also function as a junior System Administrator on a larger system administration team, assisting with the duties of overall system administration. Responsible for troubleshooting and making necessary adjustments to the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract staff to install, test, modify, and maintain distributed processing databases on the LAN. Two years of technical training in computers preferred; one to two years of applicable 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 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.

**PC Technician**

Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for set-up, on-site maintenance, and diagnostic services for contractor support of client PC's and other data processing equipment, including printers, CD jukeboxes, scanners, etc. used for document management, records management and/or litigation support projects. Assists users in troubleshooting and where possible correcting operating and hardware problems. Recommends equipment/software improvements or fixes. Installs new hardware and software as well as upgrades. Makes relevant operating system changes to PC's. Performs requisite maintenance on equipment where necessary and not covered under maintenance or warranty. Arranges for other maintenance. Coordinates both with more senior Contractor project and data processing staff, and with client data processing staff on all of these matters, as well as on matters having to do with the connection of these PCs to the client office automation network. Computer Training Certificate or equivalent experience preferred.

**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. 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.

**Systems Analyst**

Works under the direction of a Project Manager on document management, records management and/or litigation support projects. Defines system and project requirements. Designs entire system

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to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures through discussions with PCAOB staff and own superiors. Translates the functional requirements into systems designs suitable for development of appropriate computer programs. Tests software, including preparation and use of sample data for testing purposes. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Develops systems documentation required in the task orders. Consults with client staff and with other Contractor staff to assure understanding of task objectives identifies problems and suggests improvements. Provides technical expertise, direction and supervision to lower level personnel. May sometimes function as a technical supervisor or team leader for a project. Reports on progress to client staff and to superiors. Provides user and technical documentation and training for systems developed. Bachelors degree or equivalent preferred and at least 3 years of relevant experience.

### **Senior Systems Analyst**

Works under the direction of a Project Manager on document management, records management and/or litigation support projects. Consults with necessary client staff as to system requirements and proposed technical approach to data processing needs. Determines system and project requirements based on information gathered from such consultations. Designs entire system to meet those requirements based on definition of system requirements. On smaller projects, may perform entire range of technical support, including data file conversions, program validations and testing, etc. Performs systems evaluations. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Plans, staffs, schedules and develops cost estimates for work to be performed under task orders. Reports on contract and task order progress. Directs and supervises personnel assigned to perform on task orders, ensuring conformance to work standards and ensuring that the technical design conforms to functional requirements. Ensures successful completion of work, timeliness of deliverables, and quality control. Prepares system/technical documentation. Works under configuration management plan. Performs and supervises the technical aspects of the tasks. Organizes and conducts user training sessions. Prepares training material and training manuals. Bachelors degree or equivalent preferred and at least 5 years of relevant 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.

### **User Support Program Manager**

Responsible for designing, implementing, and overseeing end-user support for a large organizational component employing a broad spectrum of applications and hardware. Responsible for designing, directing, and evaluating the effectiveness of the entire program. Oversees all aspects of user and system documentation, training, communications, budgeting and staffing. Proactively seeks improvements to products, technologies, and approaches, and independently provides recommendations to client managers on the best ways to make applications available, and on which packages might be best suited for particular needs or the existing technical environment. Works

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extensively and directly with client managers, clients, IT personnel, and support staff. Requires seven years of experience, of which at least two years is directly applicable to document management, records management and/or litigation support. Bachelors degree or equivalent preferred.

### **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.

### **Systems Manager**

Technical manager responsible for all technical aspects of very large projects, particularly those with unique and/or complex requirements in the area of document management, records management or litigation support systems. For example, for reasons of security, or location, or because of specialized software requirements or telecommunications access needs, some projects may require establishing a separate, dedicated local area network, with a dedicated database server. Other projects may require setting up a large number of specialized databases, or customized applications for analyzing case data, and an IT support staff dedicated to the maintenance of these systems. In such instances, the Client may order the services of a Systems Manager to manage all of the IT resources for the project, from hardware and software, to staffing, to coordination and interconnection with other, already existing systems. The Systems Manager typically reports to the Project Manager for the project. The Systems Manager must take a very proactive, leadership role in managing the IT aspects of the project, including actively coordinating with a variety of client representatives, other contractors, and other project and Contractor components, anticipating problems, hiring and training staff, etc. Manages user help desk support, system and user documentation, system and user training. Oversees development of configuration management, risk analysis, and disaster recovery solutions. Ensures that system and data security are adequately implemented and enforced. Consults with client regarding scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules, and develops cost estimates for work to be performed; reports on progress. Directs and supervises staff; ensures conformance to functional requirements, technical design, and work standards; ensures successful completion of work, timeliness of deliverables, and quality control. Requires at least five years experience including line management experience. Bachelors degree or equivalent highly preferred.

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**Technical Analyst**

The Technical Analyst is a very senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or technologies in the area of document management, records management or litigation support systems. The Technical Analyst consults with Contractor and client management to identify systems requirements and make recommendations for technical solutions to systems problems; manages a systems project through all phases including applications development, applications maintenance, systems documentation, quality assurance and user support; provides technical advice, supervision, and guidance to the IT team; evaluates programs in terms of efficiency, effectiveness, quality and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations to a variety of audiences, including non-technical personnel. May be required to perform supervisory or managerial duties. Requires a minimum of five years of relevant experience. Bachelors degree or equivalent highly preferred.

**Forensic Analyst 1**

Responsible for electronic evidence intake, inventory and other routine administrative support tasks. Provides support for the collection, identification handling, and safe-keeping of electronic evidence. Responsible for the inventory and maintenance of hardware and software tools used to conduct forensic examinations. Complies with standards, policies, and procedures established for the forensics laboratory including ASCLD/LAB accreditation requirements, supplements, criteria, and interpretations as it applies to digital evidence. Requires Bachelors degree and one to three years of relevant experience, knowledge of forensic tools, and CFCE, EnCE or IACIS certification desirable.

**Forensic Analyst 2**

Responsible for planning, organizing, directing and conducting forensic analysis on a variety of electronic media in support of agency matters. Serves as a source of technical counsel and advice for productions requiring IT forensic support across diverse types of media. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Responsible for performing complex, large-scale digital forensic examinations to include collection in a live client-server environment utilizing validated remote forensic software (e.g. EnCase® Enterprise Edition, etc.). Provides technical guidance and assistance to legal staff while ensuring that proper precautions are taken in the preservation and prevention of spoliation of electronic evidence. Provides oral and written communications to legal staff concerning results of examinations to include legal declarations as well as testimony at trial. Develops, crafts, and articulates subpoena language and partners with legal staff to develop strategies for productions and negotiate file and media formats. Requires Bachelors degree and three to five years of relevant experience plus certification in CFCE, EnCE or IACIS.

**Forensic Analyst 3**

Responsible for planning, organizing, directing and conducting forensic analysis on a variety of electronic media in support of agency matters. Serves as a source of technical counsel and advice for productions requiring IT forensic support across diverse types of media. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake,

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acquisition, examination, presentation and disposition). Responsible for performing complex, large-scale digital forensic examinations to include collection in a live client-server environment utilizing validated remote forensic software (e.g. EnCase® Enterprise Edition, etc.). Provides technical guidance and assistance to legal staff while ensuring that proper precautions are taken in the preservation and prevention of spoliation of electronic evidence. Provides oral and written communications to legal staff concerning results of examinations to include legal declarations as well as testimony at trial. Develops, crafts, and articulates subpoena language and partners with legal staff to develop strategies for productions and negotiate file and media formats. Ensures evidence collection methods are conducted, managed, and archived in a manner consistent to maintain preservation and protection of data and evidence. Ensures all lab hardware and software is verified and validated as required by the Federal Rules of Evidence. Requires Bachelors degree and more than 5 years of relevant experience plus CFCE, EnCE or IACIS certification.

**Technical Writer**

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 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, 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.

**Litigation Support Specialist 3**

Works under the direction of a Litigation Support Specialist 4 or a Task Supervisor. Performs complex legal research for the trial staff. Prepares draft legal documents, such as motions, briefs, memoranda of law, etc. Screens documents for privilege. Assists attorneys with all phases of litigation. Requires Bachelors degree, and having completed at least one year of study at an ABA-accredited law school.

**Litigation Support Specialist 4**

Directs and supervises the work of support staff, particularly on major litigation support efforts, such as large legal research projects, or major in-courtroom support. Monitors work and reports on progress; responsible for ensuring that work meets contract and attorney requirements and is delivered on time. Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done. Reports to Task Supervisor or Project Manager; may also have significant contact with client managers, trial attorneys and staff, client staff, and opposing counsel. Performs complex legal and factual research. Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials. Assists trial staff in coordination with expert witnesses and litigation consultants. Arranges for access to appropriate libraries and other legal research facilities. Coordinates with other Contractor support components, including data processing support

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staff, in order to accomplish work. Requires three years experience in litigation support; paralegal certificate preferred.

**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 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

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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.

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

Provides technical support to staff and customers by testing software and hardware products. Assists in setting up and operating end user support program for applications in support of specific projects. Sets up overall user training programs and may deliver training, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively. Maintains software documentation. Responds and follows-up on internal and external customer support problems. Provides assistance in using hardware and software. Requires High School diploma or equivalent, and three to five years of related experience. Technical training in Computer Science preferred.

### **Trial Consultant/Graphics Specialist**

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

### **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, 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 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

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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 or equivalent. 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 up to one year of word processing 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 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 digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche,

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aperture cards and other media. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on equipment. Maintains production logs and equipment maintenance logs. Requires High School diploma or equivalent, and some experience with scanning equipment. Attention to detail extremely important.

### **Scanning/Microfilm Specialist 2**

Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on equipment. Maintains production logs and equipment maintenance logs. Requires High School diploma or equivalent, and two to three years experience with scanning equipment. Attention to detail extremely important.

### **Scanning/Microfilm Specialist 3**

Operates digital image scanning equipment to capture images and generate associated OCR text. Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on equipment. Maintains production logs and equipment maintenance logs. Requires High School diploma or equivalent, and three to four experience with scanning equipment. Attention to detail extremely important.

### **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 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

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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.

### **Litigation Support Specialist 1**

Works under the direction of a Litigation Support Specialist 2, Legal Assistant, Task Supervisor, or Project Manager. Gathers, prepares, summarizes relevant materials for use by attorneys in preparation of opinions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts. Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Assists attorneys in courtroom. Prepares exhibit cross-references. Screens documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests, subject to review by superiors and trial staff. Requires litigation support or related experience.

### **Litigation Support Specialist 2**

Works under the direction of a Legal Assistant, Task Supervisor, or Project Manager. In addition to functions performed by Legal Assistants 1 described above, performs moderately complex legal research. Synopsizes transcripts of hearings and oral arguments for attorney use. Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. Reviews case related materials and identifies potentially conflicting statements or areas requiring further investigation. Writes preliminary drafts of simple legal memoranda and correspondence. Requires two to three years of litigation support or related experience; paralegal training preferred.

### **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. Organizes and maintains correspondence files. Performs simple maintenance on machines. 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.

**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. Entry level position, no experience required. 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.

**Document Management Analyst**

Reports to Task Supervisor, or Project Manager. In addition to performing functions of Document Management Technician as described below, performs moderately complex document management or litigation support tasks, including, for example, detailed indexing of project files, drafting procedures for accomplishing support assignments, document acquisition related tasks, etc. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Requires one year of relevant experience, Bachelor's degree or equivalent preferred.

**Document Management Technician**

Reports to Document Management Analyst, Task Supervisor, or Project Manager. Follows established procedures in filing, retrieving, and copying project file materials. Creates compilations of documents such as witness binders and prepares deposition and trial exhibits. Enters data on-line to various file tracking databases. Proofreads, edits, and corrects OCR'd text files. Retrieves and blows back documents from microfilm and digital image media. Tabs, numbers, labels, and assembles documents. Fills out log sheets and reports on progress. Performs quality control on the work of peers in all of these areas. Prepares documents for image scanning. Performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned. Performs simple database searches. Bachelor's degree or equivalent preferred. Entry level position, no experience required.

**Office Applications Specialist**

Performs functions of 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. Performs simple maintenance on machines. In addition, provides expert user services and support for specific office application packages, particularly word processing, graphics/presentation, and spreadsheet packages. Provides tips and assistance to other users in best use of these packages. Requires three years word processing experience and a High School diploma or its equivalent.

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**Electronic Files Specialist**

This is an entry-level position operating under the direction of more senior Contractor IT staff. Provides hands on file manipulation, loading, and conversion services. Creates and modifies files for upload into COTS products and performs individual file conversion in support of electronic file processing. Will be required to develop, evaluate and modify methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks. Requires one year of experience.

**Education Equivalency**

Where Schedule labor categories identify “or equivalent” for education requirements and equivalent is not defined, the following table defines that equivalency.

<b>Academic Education Required</b>	<b>Academic Education and Relevant Work Experience Equivalency</b>
High School Diploma (HS)	GED
Associate’s Degree (A)	HS + 2 years
Bachelor’s Degree (B)	HS + 4 years or A + 2 years

This table applies to all of the above labor categories.

## Labor Category Rates (Applicable to all SINS)

<b>PROFESSIONAL LABOR CATEGORIES</b>	<b>02/12/2012 to 02/11/2013</b>	<b>02/12/2013 to 02/11/2014</b>	<b>02/12/2014 to 02/11/2015</b>	<b>02/12/2015 to 02/11/2016</b>	<b>02/12/2016 to 02/11/2017</b>
<b>LABOR CATEGORY TITLE</b>	<b>Yr 11 w/ IFF</b>	<b>Yr 12 w/ IFF</b>	<b>Yr 13 w/ IFF</b>	<b>Yr 14 w/ IFF</b>	<b>Yr 15 w/ IFF</b>
PROGRAM MANAGER	\$168.29	\$173.74	\$178.94	\$184.29	\$189.80
PROJECT MANAGER 1	\$82.12	\$84.78	\$87.32	\$89.92	\$92.61
PROJECT MANAGER 2	\$83.31	\$86.01	\$88.59	\$91.24	\$93.96
PROJECT MANAGER 3	\$111.53	\$115.14	\$118.59	\$122.13	\$125.79
PROJECT MANAGER 4	\$146.41	\$151.16	\$155.68	\$160.33	\$165.13
TASK SUPERVISOR 1	\$51.62	\$53.29	\$54.88	\$56.52	\$58.21
TASK SUPERVISOR 2	\$64.96	\$67.07	\$69.08	\$71.14	\$73.27
QA ASSURANCE ENGINEER 1	\$78.68	\$81.23	\$83.65	\$86.16	\$88.73
FUNCTIONAL ANALYST 1	\$78.68	\$81.23	\$83.65	\$86.16	\$88.73
FUNCTIONAL ANALYST 3	\$113.29	\$116.96	\$120.46	\$124.06	\$127.77
TECHNICAL TRAINER	\$78.68	\$81.23	\$83.65	\$86.16	\$88.73
INFORMATION SECURITY SPEC 1	\$78.68	\$81.23	\$83.65	\$86.16	\$88.73
RECORDS ANALYST 1	\$67.89	\$70.09	\$72.18	\$74.34	\$76.56
RECORDS ANALYST 2	\$78.09	\$80.62	\$83.03	\$85.52	\$88.07
RECORDS ANALYST 3	\$93.70	\$96.74	\$99.63	\$102.61	\$105.68
DATABASE ANALYST 1	\$78.68	\$81.23	\$83.65	\$86.16	\$88.73
SYSTEMS ADMINISTRATOR 1	\$69.22	\$71.47	\$73.61	\$75.81	\$78.07
SYSTEMS ADMINISTRATOR 2	\$81.33	\$83.96	\$86.48	\$89.06	\$91.73
SYSTEMS ADMINISTRATOR 3	\$102.80	\$106.13	\$109.30	\$112.58	\$115.94
NETWORK ADMINISTRATOR	\$61.97	\$63.97	\$65.88	\$67.85	\$69.88
WEB DEVELOPER 1	\$78.68	\$81.23	\$83.65	\$86.16	\$88.73
PROGRAM CONTROL ANALYST 1	\$78.68	\$81.23	\$83.65	\$86.16	\$88.73
SYSTEMS DEVELOPMENT SPEC 2	\$94.41	\$97.47	\$100.39	\$103.39	\$106.48
FACILITIES SUPERVISOR	\$93.70	\$96.74	\$99.63	\$102.61	\$105.68
PC TECHNICIAN	\$49.96	\$51.58	\$53.13	\$54.71	\$56.35
PROGRAMMER ANALYST 1	\$67.24	\$69.42	\$71.50	\$73.64	\$75.84
PROGRAMMER ANALYST 2	\$83.42	\$86.12	\$88.70	\$91.36	\$94.08
SYSTEMS ANALYST	\$95.25	\$98.34	\$101.28	\$104.31	\$107.43
SENIOR SYSTEMS ANALYST	\$105.99	\$109.43	\$112.70	\$116.07	\$119.55
APPLICATIONS SYST ANALYST/PROG 2	\$83.05	\$85.74	\$88.31	\$90.94	\$93.66
USER SUPPORT PROGRAM MANAGER	\$93.92	\$96.96	\$99.86	\$102.85	\$105.92
QA SPEC/QA ENGINEER 3	\$113.29	\$116.96	\$120.46	\$124.06	\$127.77
INFORMATION SYSTEM ENGINEER 2	\$94.41	\$97.47	\$100.39	\$103.39	\$106.48
SYSTEMS MANAGER	\$119.56	\$123.44	\$127.12	\$130.92	\$134.84
TECHNICAL ANALYST	\$118.85	\$122.71	\$126.37	\$130.15	\$134.04
FORENSIC ANALYST 1	\$69.22	\$71.47	\$73.61	\$75.81	\$78.07
FORENSIC ANALYST 2	\$119.78	\$123.67	\$127.36	\$131.17	\$135.09
FORENSIC ANALYST 3	\$159.72	\$164.90	\$169.83	\$174.91	\$180.14
TECHNICAL WRITER	\$65.02	\$67.13	\$69.14	\$71.21	\$73.34

<b>PROFESSIONAL LABOR CATEGORIES LABOR CATEGORY TITLE</b>	<b>02/12/2012 to 02/11/2013</b>	<b>02/12/2013 to 02/11/2014</b>	<b>02/12/2014 to 02/11/2015</b>	<b>02/12/2015 to 02/11/2016</b>	<b>02/12/2016 to 02/11/2017</b>
	<b>Yr 11 w/ IFF</b>	<b>Yr 12 w/ IFF</b>	<b>Yr 13 w/ IFF</b>	<b>Yr 14 w/ IFF</b>	<b>Yr 15 w/ IFF</b>
CONFIGURATION MANAGEMENT SPEC, LEAD	\$135.97	\$140.38	\$144.59	\$148.91	\$153.36
LIBRARY SERVICES MANAGER	\$112.42	\$116.07	\$119.55	\$123.12	\$126.80
TECHNICAL LIBRARIAN 1	\$67.89	\$70.09	\$72.18	\$74.34	\$76.56
TECHNICAL LIBRARIAN 2	\$78.09	\$80.62	\$83.03	\$85.52	\$88.07
TECHNICAL LIBRARIAN 3	\$93.70	\$96.74	\$99.63	\$102.61	\$105.68
LITIGATION SUPPORT SPECIALIST 3	\$68.12	\$70.33	\$72.43	\$74.59	\$76.82
LITIGATION SUPPORT SPECIALIST 4	\$69.51	\$71.76	\$73.90	\$76.12	\$78.39
ACCOUNTANT 2	\$78.09	\$80.62	\$83.03	\$85.52	\$88.07
AUDITOR 1	\$67.89	\$70.09	\$72.18	\$74.34	\$76.56
AUDITOR 2	\$78.09	\$80.62	\$83.03	\$85.52	\$88.07
PROGRAM FINANCIAL ANALYST 1	\$67.89	\$70.09	\$72.18	\$74.34	\$76.56
PROGRAM FINANCIAL ANALYST 2	\$78.09	\$80.62	\$83.03	\$85.52	\$88.07
SENIOR RECORDS TECHNICIAN	\$67.89	\$70.09	\$72.18	\$74.34	\$76.56
RECORDS SUPERVISOR	\$67.89	\$70.09	\$72.18	\$74.34	\$76.56
USER TECHNICAL SUPPORT SPEC 2	\$55.54	\$57.34	\$59.06	\$60.82	\$62.64
TRIAL CONSULTANT/GRAPHICS SPECIALIST	\$93.78	\$96.82	\$99.72	\$102.70	\$105.77
COURTROOM AV/HARDWARE SPECIALIST	\$71.61	\$73.93	\$76.15	\$78.42	\$80.76
COURTROOM PRESENTATION SPECIALIST	\$68.74	\$70.96	\$73.09	\$75.27	\$77.52

<b>SERVICE CONTRACT ACT CATEGORIES</b>		<b>Hourly</b>
<b>CONTRACT CATEGORY</b>		<b>Rate</b>
USER TECHNICAL SUPPORT SPEC 1	SCA	\$54.46
DATA TECHNICIAN I	SCA	\$33.03
DATA ENTRY OPERATOR 1	SCA	\$31.17
DATA ENTRY OPERATOR, LEAD	SCA	\$34.23
WAREHOUSE CLERK 1	SCA	\$35.93
PROGRAMMER TECHNICIAN 1	SCA	\$54.46
TECHNICAL LIBRARIAN, ASSISTANT	SCA	\$41.31
TECHNICAL INFORMATION SPECIALIST	SCA	\$41.31
ACCOUNTING ASSISTANT 1	SCA	\$35.53
ACCOUNTING ASSISTANT 2	SCA	\$45.42
AUDIO VISUAL TECHNICIAN	SCA	\$59.01
RECORDS CLERK	SCA	\$37.49
RECEPTIONIST	SCA	\$32.02
RECORDS TECHNICIAN	SCA	\$43.30
SCANNING/MICROFILM SPECIALIST 1	SCA	\$34.77

SCANNING/MICROFILM SPECIALIST 2	SCA	\$40.65
SCANNING/MICROFILM SPECIALIST 3	SCA	\$46.80
SCANNING SUPERVISOR	SCA	\$48.00
DOCUMENT CONTROL SPECIALIST 1	SCA	\$33.03
DOCUMENT CONTROL SPECIALIST 2	SCA	\$37.49
DOCUMENT CONTROL SPECIALIST 3	SCA	\$43.30
LITIGATION SUPPORT SPECIALIST 1	SCA	\$43.66
LITIGATION SUPPORT SPECIALIST 2	SCA	\$38.32
SENIOR WORD PROCESSOR	SCA	\$34.16
WORD PROCESSOR	SCA	\$45.82
DOCUMENT CODER	SCA	\$56.62
DOCUMENT MANAGEMENT ANALYST	SCA	\$48.28
DOCUMENT MANAGEMENT TECHNICIAN	SCA	\$35.16
OFFICE APPLICATIONS SPECIALIST	SCA	\$41.38
ELECTRONIC FILES SPECIALIST	SCA	\$53.17

Note: SCA category prices are based on US Department of Labor Wage Determination No: 05-2103 Area: DC, District-Wide. Revision No: 13 (effective 06/13/2013)

**Office, Imaging and Document Solutions Services and Rates  
(Applicable to All SINS)**

Item	Unit of issue	Government Price
<b>DOCUMENT ORGANIZATION</b>		
Number Documents	Page	\$0.064
Prepare, Unitize Documents for Scanning	Page	\$0.068
Organize, Prepare, Index Document Collection	Page	\$0.072
<b>SCANNING TO DIGITAL IMAGE</b>		
Scan to Digital Image - Level 1	Page	\$0.062
Scan to Digital Image - Level 1 - Document Determination	Page	\$0.178
Scan to Digital Image - Level 1 - Document Determination and Date	Page	\$0.181
Scan to Digital Image - Level 1 - Not Contractor Site	Page	\$0.103
Scan to Digital Image - Level 2	Page	\$0.198
Scan to Digital Image from Microfilm	Image	\$0.058
Scan to Digital Image from Microfiche	Image	\$0.108
Oversized Scanning - Black & White	Page	\$7.008
Oversized Scanning - Color	Page	\$26.322
Scan to Digital Image - Contr. Site - Color Images Surcharge - Whole Container	Page	\$0.020
Scan to Digital Image - Contr. Site - Color Images Surcharge - Selected Pages	Page	\$0.031
<b>OPTICAL CHARACTER RECOGNITION</b>		
OCR Surcharge	Page	\$0.016
OCR to ASCII Text - Machine Only	Image	\$0.025
<b>BLOWBACK</b>		
Blowback from Digital Image - Whole Media	Page	\$0.069
Blowback from Digital Image - Selected Images	Page	\$0.070
Blowback from Digital Image - Color Surcharge - Whole Media	Page	\$0.110
Blowback from Digital Image - Color Surcharge - Selected Images	Page	\$0.110
<b>PHOTOCOPYING</b>		
Photocopy - 1st Copy	Page	\$0.110
Photocopy - 2nd & Subsequent Copies	Page	\$0.080
Photocopy - Color Surcharge	Copy	\$0.090
<b>ON-LINE CODING</b>		
Coding - Document Determination	DCF	\$0.606

Item	Unit of issue	Government Price
Coding - Doc. Determination & Date	DCF	\$0.663
OLC - Mini-Coding	DCF	\$0.967
OLC - Header Coding	DCF	\$1.701
OLC - Bibliographic Coding	DCF	\$1.849
Coding - Bibliographic with Mentioned Names	DCF	\$2.409
Coding - Commercial Product - Document Determination	DCF	\$0.553
Coding - Commercial Product - Doc. Determination & Date	DCF	\$0.600
Coding - Commercial Product - Mini-Coding	DCF	\$0.880
Coding - Commercial Product - Header Coding	DCF	\$1.547
Coding - Commercial Product - Bibliographic	DCF	\$1.681
Coding - Commercial Product - Bibliographic with Mentioned Names	DCF	\$2.189
AutoCoding - Machine Only	DCF	\$0.086
<b>STANDARD IMAGE-ENABLED DATABASES</b>		
Standard Image-Enabled Document Database	Database	\$1,242.00
Standard Image-Enabled Phrase Label Database	Database	\$1,105.096
Load Image and Data Files - Contractor site	Image + Data	\$138.020
<b>STANDARD DATABASES</b>		
Standard Document Database	Database	\$4,486.728
Standard Phrase Label Database	Database	\$1,591.73
Load Data File - Contractor Site	Data File	\$141.396
<b>ELECTONIC FILES PROCESSING</b>		
Electronic Files Processing - With Images	E-file	\$0.249
Electronic Files Processing - No Images	E-file	\$0.282
EFP - Intake and Process to Load Files	Gigabyte	\$100.000
EFP - Intake and Process to On-Line Review	Gigabyte	\$100.000
EFP - On-Line Review Hosting	GB Stored/Month	\$23.484
EFP - Output from On-Line Review Hosting to Load Files	Gigabyte	\$117.299
EFP - Image Files Creation	Image	\$0.025
Image File Conversion	Image	\$0.015
Image File Conversion - OCR Surcharge	Image	\$0.016
Audiotape Digitization	Tape Hour	\$21.150
Videotape Digitization	Tape Hour	\$21.150
Transcript Synchronization Surcharge	Tape Hour	\$69.266

Item	Unit of issue	Government Price
Transcript Synchronization - Separate Pass	Tape Hour	\$69.266
Web Repository	GB/mo	\$23.484