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

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

Worldwide Federal Supply Schedule (FSS) for

OFFICE IMAGING AND DOCUMENT SOLUTIONS

Prices Shown Herein are Net (discount deducted)

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Contract Number: GS-25F-0143M

Period Covered by Contract: 08/20/2007 to 03/18/2012
Business Size: Large

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

Revision 4, effective 8/20/2007

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I. INFORMATION FOR ORDERING OFFICES

1. SERVICES AVAILABLE ON THIS PRICELIST

This Pricelist offers Office Imaging and Document Solution Services at hourly labor rates. See pages 14–29 for the available labor categories and labor rates. The following SIN's are supported:

1.a TABLE OF AWARDED SPECIAL ITEM NUMBER(S) WITH APPROPRIATE CROSS-REFERENCE TO PAGE NUMBER(S)

Description	Page Numbers
SIN 51 501—Needs Assessment and Analysis Services (NAAS)	30
SIN 51 503—Education and Training Services (ETSS)	31-35
SIN 51 504a—File Organization and File Maintenance Services (FOMS)	36
SIN 51 506—Document Conversion Services (DCS)	37
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IN 51 501—Needs Assessment and Analysis Services (NAAS): Contractors may offer this SIN for delivery on the following basis: Locally, Nationally and/or Worldwide. Contractors offering on a local geographical basis must specify the area in which services are being offered for consideration.

Geographic Service Location(s): Nationwide

NAAS provides for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services.

This SIN may include assessment services for compliance with the requirements of Section 508 of the Rehabilitation Act, which is an initiative to ensure the Accessibility of Electronic and Information Technology to individuals with disabilities.

- **Consultation Services:** Contractors provide expert advise, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative, or implementation efforts.

Note: Survey instruments may be offered in conjunction with consultation services. However, surveying services are covered under the MOBIS schedule.

- Consultation Services**:** Offerors specify the Labor Category(ies) proposed and the hourly and daily rates for each. The total price for consultation services will be established at the time the Task/Delivery Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the agency and the labor category(ies) provided will be shown on the resultant Task/Delivery Order.

SIN 51 503—Education and Training Services (ETSs): Contractors may offer this SIN for delivery on the following basis: Locally, Nationally and/or Worldwide. Contractors offering on a

local geographical basis must specify the area in which services are being offered for consideration.

Geographic Service Location(s): Nationwide

Offerors provide a schedule of available training courses. Offerors indicate the minimum number of participants per course and shall include all costs for the minimum number of participants. In cases where less than the minimum number of participants and the ordering agency has paid for the minimum indicated, any excess material becomes the property of the agency. The types of courses may be standard and/or customized to meet the agency's need but must be directly related to the product lines covered under this schedule.

Use one sheet per course unless information for different courses is identical. If it is identical, then the applicable courses must be attached to the front of each of the following price data sheets submitted (i.e., only one sheet as follows is required for each set of identical data, regardless of number of courses offered). Training must be directly related to the product lines under this schedule.

SIN 51 504a—File Organization and File Maintenance Services (FOMS): The contractor is responsible for providing personnel, materials, facilities, and equipment to perform all work as indicated in accordance with the Statement of Work (Addendum to 52.212-4) for Records Management Services. Generally, contractors will be capable of providing (a) File organization and maintenance, and/or (b) File preparation, tracking data storage, and record retrieval under this service. These services may be used on a non-mandatory basis by various Government agencies nationwide or internationally.

Pricing may be per task or unit of issue, i.e, price per page, per labor category or combinations thereof.

File Organization and File Maintenance Services: These services include on-site services but are not limited to, organization of files not for storage, tracking of files, information and document indexing, scanning, labeling, barcoding, and filing.

Geographic Service Location(s): Nationwide

SIN 51 506—Document Conversion Services (DCS): Contractors may offer this SIN for delivery on the following basis: Locally, Nationally and/or Worldwide. Contractors offering on a local geographical basis must specify the area in which services are being offered for consideration.

Geographic Service Location(s): Nationwide

DCS is the conversion of a document's text and graphic images into digital data, which is then converted to a selected format and/or output media for use in document imaging, distribution, and/or storage system.

SIN 51 508—Litigation Support Services (LSS): Contractors may offer this SIN for delivery on the following basis: Locally, Nationally and/or Worldwide. Contractors offering on a local geographical basis must specify the area in which services are being offered for consideration.

Geographic Service Location(s): Nationwide

LSS include document preparation, database development, software and systems support. The items in total comprise LSS, but they may be bundled or unbundled by ordering agencies. Therefore the items may be priced as a unit consisting of all sub-items, a combination of items, or as individual items. An offer does not have to be made on all sub-items to be eligible for award; unbundled items must be related to LSS in order to be considered for award.

SIN 733 1—Mail Room Management Services (MRMS): Contractors may offer this SIN for delivery on the following basis: Locally, Nationally and/or Worldwide. Contractors offering on a local geographical basis must specify the area in which services are being offered for consideration.

Geographic Service Location(s): Nationwide

MRMS include daily mailroom administrative services consisting of, but not limited to: accepting incoming mail from USPS and courier services such as UPS and FEDEX; accepts and signs for certified mail, registered mail & overnight mail. Makes distribution of all mail using an Office Roster. Processes outgoing mail, metering flats, letters, packages, etc.

1.b IDENTIFICATION OF LOWEST PRICE MODEL NUMBER

Not applicable.

1.c Not applicable

2. MAXIMUM ORDER

The Contractor is not obligated to honor any order for a combination of items in excess of:

ALL SINS $ 750,000

Notwithstanding the above, the Contractor honors any order exceeding the maximum unless that order(s) is returned to the ordering office within 5 working days after receipt, with written notice stating the Contractor's intent not to ship the item(s) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Notwithstanding the above, the Contractor honors any purchase card orders exceeding the maximum in paragraph, unless that order(s) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor’s intent not to ship the item(s) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3. MINIMUM ORDER

The minimum dollar value of orders is $100.

4. GEOGRAPHIC COVERAGE (DELIVERY AREA)

This contract may be used as sources of supplies or services described herein for domestic and/or overseas delivery.

Definitions:

- Domestic delivery: Delivery within the 48 contiguous United States and Washington, DC; and to a CONUS port or consolidation point for orders received from overseas activities.
- Overseas delivery: Delivery to points outside of the 48 contiguous United States, and Washington, DC.

This contract may be used on a non-mandatory basis by the following activities: Executive agencies; other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. United States territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to the Contracting Officer).

(1) The Contractor is obligated to accept orders received from activities within the Executive Branch of the Federal Government.

(2) The Contractor is not obligated to accept orders received from activities outside the Executive Branch of the Federal Government. However, the Contractor is encouraged to accept orders from such Federal activities.

5. POINT(S) OF PRODUCTION

All services provided under this contract will be originated at the STG, Inc. headquarters facility in Fairfax, Virginia.

6. DISCOUNT FROM LIST PRICES

Prices shown are NET Prices. Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS

Additional discounts may be offered based upon task order's size and scope.

8. PROMPT PAYMENT TERMS

Prompt Payment: net - 30 days from receipt of invoice or date of acceptance, whichever is later.

9. THRESHOLD ON GOVERNMENT PURCHASE CARDS

9.a NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ACCEPTED UP TO MICRO-PURCHASE THRESHOLD

Purchase card orders below the micro purchase threshold (currently $2,500) will be accepted provided they exceed the minimum order limitation listed in item 3 above.

9.b NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD

Purchase card orders exceeding the micro purchase threshold will also be accepted, unless that order(s) is returned to the ordering office within 24 hours after receipt, with written notice stating

the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Orders should be placed with the Schedule Contractor that can provide the supply or services that represent the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or services offered under Schedule contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors then selecting the delivery and other options available under the schedule that meets the agency's needs.

10. FOREIGN ITEMS

None.

11.

11.a TIME OF DELIVERY

The Contractor shall deliver within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number and Delivery Time: Based upon Task Order Requirements

11.b EXPEDITED DELIVERY

All items on the price list are available for expedited delivery.

11.c OVERNIGHT AND 2-DAY DELIVERY

Not applicable.

11.d URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor to obtain accelerated delivery. The Contractor shall reply to the inquiry within three working days after receipt. (Telephone 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 shall be delivered within this timeframe and in accordance with all other terms and conditions of the contract.

12. F.O.B. POINTS

F.O.B. Destination—to destinations within the 48 contiguous United States and Washington, DC.

13. ORDERING ADDRESS

Orders should be directed to:

Tom Gallagher, Vice President, Contracts
11710 Plaza America Drive
Suite 1200
Reston, VA 20190
Telephone: 703.691.2480
Fax: 703.691.3261

E-mail: tgallagher@stginc.com

14. PAYMENT ADDRESS

Payments can be made by check, wire transfer, or Government purchase card.

Address checks to:
STG, Inc.
Attn: Accounting
11710 Plaza America Drive
Suite 1200
Reston, VA 20190

Address ACH transfers to:
STG, Inc.
(Provided on individual orders)

For payment by Government Purchase Card:
Contact Mr. Wayne Staub at 703.691.2480 for assistance.

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties, and representations include:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance/configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract; and

(3) Any representations/warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. EXPORT PACKING CHARGES

Not applicable.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL)

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the Government purchase card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the Contractor and the customer. Therefore, contractors are encouraged to accept payment by the Government purchase card for all orders. If the Contractor is unwilling to accept payment by the Government purchase card for a delivery order, the Contractor must advise the ordering agency within 24 hours of receipt of order.

The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the Contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

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.

20.a TERMS AND CONDITIONS FOR ANY OTHER SERVICES

Not applicable.

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable.

22. LIST OF PARTICIPATING DEALERS

Not applicable.

23. PREVENTATIVE MAINTENANCE

Not applicable.

24. ENVIRONMENTAL ATTRIBUTES

Not applicable.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

78-041-4652

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

The Department of Defense (DoD) will require Contractors to register as trading partners to do business with the Government. This policy can be reviewed via the Internet at **http://acq.osd.mil/ec/nwsltr.html**. Contractors will provide regular business information, banking information, and Electronic Data Interchange (EDI) capabilities to all agencies in this single registration. A central repository of all trading partners, called the Central Contractor Registration (CCR), has been developed. All Government procurement offices and other interested parties will have access to this central repository. The database is structured to identify the types of data elements that are public information and those which are confidential.

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II. PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort of the labor proposed to perform specific tasks being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

Prepare a Request for Quotes (RFQs):

A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. An RFQ should be prepared which includes the performance-based statement of work and should request that the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The RFQ may request the contractors, if applicable, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. The RFQ shall notify the contractors of the criteria that will be used for selecting the contractor to receive the order. The notice shall include the intended use of past performance factors.

Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of

services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. The RFQ should be provided to at least three contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the RFQ should also be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to RFQs for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

Evaluate Quotes and Select the Contractor to receive the Order:

After responses have been evaluated against the factors identified in the RFQ, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of the Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

Inform contractors in the RFQ (based on the agency's requirements) if a single BPA or multiple BPAs will be established, and indicate the criteria that will be used for selecting the contractors for award.

A. **Single BPA:** Generally, a single BPA should be established when the ordering office can define the tasks being ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services being ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. **Multiple BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When the BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(i) **Review BPAs periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's overall needs.

The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If a labor-hour or time-and-materials order is placed, documentation should include the reason(s) for that type of order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

1. ORDERS

1a. Agencies may use written orders, Electronic Data Interchange (EDI) orders, BPAs, individual purchase orders, or task orders for ordering services under this contract. BPAs shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

1b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

2. PERFORMANCE OF SERVICES

2a. The Contractor shall commence performance of Office Imaging and Document Solutions on the date agreed to by the Contractor and the ordering office.

2b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

2c. The Contractor guarantees the satisfactory completion of the services performed under the task order and that all contract personnel utilized in the performance of services shall have the education, experience, and expertise as stated in the task order.

2d. Any Contractor travel required in the performance of services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

3. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for services performed during the preceding month.

4. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

III. DESCRIPTION OF LABOR CATEGORIES AND PRICING

1. LABOR CATEGORIES

This section presents descriptions of GSA 036 offerings by labor category.

36–01: Commercial Job Title: Data Entry Specialist I
Education: High school diploma or GED with clerical training in typing, word processing, and/or data processing.
Minimum/General Experience: 1 year using a keyboard or other device to input data directly into a computer system.
Functional Responsibility: • Types 45 or more wpm using a word processing or data entry program; and • Uses auxiliary or peripheral computer equipment.

36–02: Commercial Job Title: Data Entry Specialist II
Education: High school diploma or GED with clerical training in typing, word processing, and/or data processing.
Minimum/General Experience: 2 years using a keyboard or other device to input data directly into a computer system.
Functional Responsibility: • Organizes materials for efficient and effective input processing; • Types 60 or more wpm using a word processing or data entry program; • Uses auxiliary or peripheral computer equipment; and • Assists in troubleshooting and data recovery procedures.

36–03: Commercial Job Title: Records Clerk
Education: High school diploma or GED with clerical training in typing, word processing, and/or data processing.
Minimum/General Experience: 1-year general work experience; familiar with using a keyboard or other device to enter data directly into a computer system; and clear printing.
Functional Responsibility: • Uses word processing programs, printers, and label makers to make labels; • Labels file folders and boxes of files; and • Files papers in correct folders, places file folders in proper storage boxes or file cabinets, and sends boxes to appropriate locations.

36–04: Commercial Job Title: Messenger
Education: High school diploma or GED.
Minimum/General Experience: Able to understand and follow simple oral or written instructions, determine and memorize delivery routes, and locate pick up and drop off points.
Functional Responsibility: • Delivers and picks up various items to and from businesses or homes; • Travels by bicycle, motorcycle, automobile, or public transportation; and • Maintains a log of items picked up and delivered.

36–05: Commercial Job Title:	Project Coordinator
Education: Bachelor's degree in an engineering, scientific, managerial, business, or other related discipline or 4 years of equivalent experience.	
Minimum/General Experience: 6 years including complete project development from inception to deployment; and ability to provide guidance and direction in tasks of similar scope and complexity.	
Functional Responsibility: • Serves as the point of contact for delivery orders, managers, and clients; • Establishes and enforces procedures to assure that subordinates perform all tasks according to applicable standards, quality requirements, estimated costs, and schedules; • Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates; and • Prepares reports and delivers briefings on the status of task assignments to managers and clients.	

36–06: Commercial Job Title:	Data Conversion Specialist
Education: Bachelor's degree in computer science, information systems, engineering, or other related discipline or 4 years of equivalent experience.	
Minimum/General Experience: 3 years in automated information systems development.	
Functional Responsibility: • Converts databases from legacy systems to relational databases; • Uses design and mapping techniques in conjunction with object-oriented concepts; • Develops user interfaces; and • Resolves various issues relating to migration of data.	

36–07: Commercial Job Title:	Site Preparation Specialist
Education: Bachelor's degree in computer science, information systems, engineering, business administration, or other related discipline or 4 years of equivalent experience.	
Minimum/General Experience: 5 years of site preparation experience.	
Functional Responsibility: • Defines technical requirements, provides accurate space measurements, determines availability of electrical power, and evaluates HVAC requirements; • Makes client aware of potential site difficulties and suggests solutions; • Arranges for installation of uninterrupted power supply, work stations, and all types of cabling; and • Inspects and reviews hardware after installation.	

36–08: Commercial Job Title:	Principal Management Consultant
Education: MBA or equivalent.	
Minimum/General Experience: 15 years providing direction to organizations on multiple complex issues and projects including 10 years of direct management experience in multidisciplined organizations.	
Functional Responsibility: • Works with customers to analyze and evaluate all aspects of management requirements; • Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and • Participates in organizational, strategic planning and analysis, change management, information systems, or program development.	

36–09: Commercial Job Title:	Senior Management Consultant
Education: MBA or equivalent.	
Minimum/General Experience: 10 years providing direction to organizations on multiple complex issues and projects including 7 years of direct management experience in multidisciplined organizations.	
Functional Responsibility: • Works with customers to analyze and evaluate all aspects of management requirements; • Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and • Participates in organizational, strategic planning and analysis, change management, information systems, or program development.	

36–10: Commercial Job Title:	Management Consultant I
Education: Bachelors in management or equivalent.	
Minimum/General Experience: 5 years providing direction to organizations on multiple complex issues and projects including 3 years of direct management experience in multidisciplined organizations.	
Functional Responsibility: • Works with customers to analyze and evaluate all aspects of management requirements; • Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and • Participates in organizational, strategic planning and analysis, change management, information systems, or program development.	

36–11: Commercial Job Title: Management Consultant II
Education: Bachelors in management or equivalent.
Minimum/General Experience: 3 years providing direction to organizations on multiple issues and projects including 1 year of direct management experience in multidisciplined organizations.
Functional Responsibility: • Works with customers to analyze and evaluate all aspects of management requirements; • Applies a broad knowledge of management theories and disciplines varying organizations of all sizes; and • Participates in organizational development, strategic planning and analysis, change management, information systems, or program development.

36–12: Commercial Job Title: Document Management Analyst
Education: Bachelor's degree or equivalent significant experience.
Minimum/General Experience: 1 year on major litigation or other similar support projects.
Functional Responsibility: • Conducts moderately complex support tasks including indexing files, drafting support staff assignment procedures, acquiring documents, and proofreading or editing; • Performs functions of document management technician or serves as team leader for larger group of document management technicians and clerical support staff; and • Uses broad knowledge of office automation environments, including telecommunications, networks, PCs, databases, word processing, spreadsheet, and imaging.

36–13: Commercial Job Title: Senior BPR Specialist
Education: Bachelor's degree in computer science, information systems, engineering, business, or other related discipline.
Minimum/General Experience: 7 years in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, data conversion implementation, and document preparation, including 2 years in business process reengineering analysis.
Functional Responsibility: • Applies business process reengineering tools to improve business practices, data flow, organizational structure, and technology throughout an organization; • Meets regularly with client's BPR team; and • Makes oral and written recommendations explaining costs, scheduling, responsibilities, and resources involved in implementing organizational changes.

36–14: Commercial Job Title:	Facilitator/Management Consultant
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.	
Minimum/General Experience: 10 years including 4 years facilitating work group and team processes.	
Functional Responsibility: • Designs scope of facilitation process, identifying level of effort required, participants, key stakeholders, and decisions points; • Diagnoses and analyzes organizational problems, often through focus or workshop groups; • Ensures that session minutes, conclusions, and decisions are documented and distributed; and • Engages in team building, coaching, leadership development, and consensus building.	

36–15: Commercial Job Title:	Senior Facilitator/Management Consultant
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.	
Minimum/General Experience: 15 years including 6 years facilitating work group and team processes.	
Functional Responsibility: • Designs scope of facilitation process, identifying level of effort required, participants, key stakeholders, and decision points; • Diagnoses and analyzes organizational problems, often through focus or workshop groups; • Ensures that session minutes, conclusions, and decisions are documented and distributed; and • Engages in team building, coaching, leadership development, and consensus building.	

36–16: Commercial Job Title:	Researcher/Interviewer
Education: Bachelor's or graduate degree in psychology, behavioral sciences, or other appropriate discipline or significant equivalent experience.	
Minimum/General Experience: 4 years of experience as a researcher or interviewer performing research in one or more subject areas.	
Functional Responsibility: • Plans and executes research strategies; • Gathers information from a variety of sources including interviews, libraries, archives, the Internet, commercial databases, government agencies, and other organizations; • Prepares written reports on findings; and • Maintains detailed logs of all activities and sources.	

36–17: Commercial Job Title: Senior Researcher/Interviewer
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.
Minimum/General Experience: 10 years including 4 years facilitating working group and team processes, conducting research, and interviewing.
Functional Responsibility: • Determines type of data or research most useful to achieve desired results or capture desired information, including focus groups, individual interviews, customer questionnaires, Internet questionnaires, or other methods; • Uses modeling and statistics to determine sample size, identify desired target demographics, and validate data reliability and results; and • Reports results understandably and usefully.

36–18: Commercial Job Title: Program Manager
Education: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or 4 years of equivalent experience.
Minimum/General Experience: 5 years.
Functional Responsibility: • Leads information systems projects in all phases including design, development, migration, conversion, testing, implementation, and maintenance; • Applies object-oriented methodology, database, and client-server architecture to achieve client's goals; • Supervises employees, allocates staff hours, enforces procedures, creates procedures as needed, and determines due dates; and • Provides client with regular status reports.

36–19: Commercial Job Title: Database Specialist
Education: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or 3 years of equivalent experience.
Minimum/General Experience: 6 years in all functions of database administration including 5 years of specialized experience in programming and design.
Functional Responsibility: • Performs all administrative functions to support the database, including software installation, testing, reorganization, configuration, system security, backups, and disaster recovery; • Develops standards, procedures, and conventions for use; • Maintains a system trouble log; and • Trains operators to use the database.

36–20: Commercial Job Title:	Document Preparation Technician
Education: High school diploma or GED.	
Minimum/General Experience: Previous work experience, good organizational skills, and an understanding of document management.	
Functional Responsibility: • Prepares documents for optical scanning or photocopying; and • Works independently with minimal supervision.	

36–21: Commercial Job Title:	Document Management Supervisor
Education: Bachelor's degree or equivalent significant experience.	
Minimum/General Experience: 1 year on major litigation or other support projects.	
Functional Responsibility: • Supervises document preparation technician, ensuring that they meet production schedules and quality control requirements; • Reports on progress of all coding activities to appropriate managers; • Uses broad knowledge of office automation environments, including telecommunications, networks, PCs, databases, word processing, spreadsheet, and imaging; and • Arranges routine and emergency servicing and maintenance of office equipment.	

36–22: Commercial Job Title:	Scan Technician
Education: High school diploma or GED.	
Minimum/General Experience: 1 year in the same or related field with previous computer experience.	
Functional Responsibility: • Operates a scanner ensuring that documents are collated in the correct order; and • Works independently with minimal supervision.	

36–23: Commercial Job Title:	Quality Assurance Technician
Education: High school diploma or GED.	
Minimum/General Experience: 1 year in the same or related field with previous computer experience.	
Functional Responsibility: • Performs a page-by-page comparison of scanned documents; and • Analyzes documents for optical storage.	

36–24: Commercial Job Title: Project Manager
Education: Bachelor's degree, law degree, or appropriate graduate degree.
Minimum/General Experience: 4 years of progressively more responsible supervisory and management experience on major litigation or similar support projects.
Functional Responsibility: • Assumes primary responsibility for all support provided to a particular case or project, including monitoring work flow, preparing regular reports for managers or clients, identifying and assigning staff, creating and tracking budgets, coordinating technical or data processing support, maintaining case or project security, and obtaining other resources as needed; and • Uses broad knowledge of office automation environments, including telecommunications, networks, PCs, databases, word processing, spreadsheet, and imaging.

36–25: Commercial Job Title: Task Supervisor
Education: Bachelor's degree or equivalent significant experience.
Minimum/General Experience: 2 years on major litigation or other similar support projects with broad experience in a variety of areas, such as a document center, a coding shop, and field discovery.
Functional Responsibility: • Serves as first line supervisor for document support activities including document acquisition, binder preparation, exhibit preparation and duplication, remote site support assignments, and case or project file set up and maintenance; • Supervises document management analysts, document management technicians, clerical staff, or other support staff while performing quality control spot checking and preparing regular reports for project managers; and • Uses broad knowledge of office automation environments, including telecommunications, networks, PCs, databases, word processing, spreadsheet, and imaging.

36–26: Commercial Job Title: Law Clerk I
Education: Law degree or currently attending an ABA-accredited law school having completed the equivalent of 1 year of fulltime study.
Minimum/General Experience: Completion of the equivalent of 1 year of fulltime study at an ABA-accredited law school.
Functional Responsibility: • Employs law library resources and electronic research tools such as Westlaw or Lexis to perform complex legal research; • Prepares draft legal documents such as motions, briefs, and memoranda of law; • Assists attorneys with all phases of litigation or other legal tasks; and • Uses word processing software.

36–27: Commercial Job Title: Law Clerk II
Education: Paralegal certificate or law degree.
Minimum/General Experience: 1 year as a litigation paralegal with trial and automated litigation support experience.
Functional Responsibility: • Gathers, prepares, and summarizes materials including depositions and other transcripts for attorneys to use in preparing opinions, briefs, and other legal documents; • Conducts simple legal research using Westlaw and Lexis; • Uses standard legal citation system; • Indexes, cross-indexes, and tracks exhibits; and • Assists attorneys at depositions and in court.

36–28: Commercial Job Title: Law Clerk III
Education: Paralegal certificate or law degree.
Minimum/General Experience: 1 year as a litigation paralegal with 1 year of automated litigation support experience.
Functional Responsibility: • Conducts moderately complex legal research using Westlaw and Lexis; • Summarizes transcripts of hearings and oral arguments for attorney use; • Analyzes case related materials and identifies potentially conflicting statements or areas requiring further investigation; • Drafts simple legal memoranda and correspondence; and • Uses broad knowledge of office automation environments, including telecommunications, networks, PCs, databases, word processing, spreadsheet, and imaging.

36–29: Commercial Job Title: Law Clerk IV
Education: Paralegal certificate or law degree.
Minimum/General Experience: 3 years of litigation paralegal experience including trial experience with 1 year of automated litigation support experience.
Functional Responsibility: • Supervises paralegals and other support staff; • Performs quality control spot checking and ensures work is performed on time; • Reports regularly to Project Manager and interacts with other managers, trial attorneys, and opposing counsel; • Performs complex legal research using Westlaw and Lexis; • Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials; and • Uses broad knowledge of office automation environments, including telecommunications, networks, PCs, databases, word processing, spreadsheet, and imaging.

36–30: Commercial Job Title: Clerk I
Education: High school diploma or GED.
Minimum/General Experience: Prior use of a computer keyboard and a photocopier; capable of reading and following explicit instructions; attentive to detail; and clear printing.
Functional Responsibility: • Performs simple, routine, or repetitive tasks.

36–31: Commercial Job Title: Clerk II
Education: High school diploma or GED.
Minimum/General Experience: Ability to operate a variety of office equipment, including PCs, microfilm readers, printers, photocopiers, blowback machines, telephone systems, fax machines, numbering equipment, and binding equipment; capable of reading and following explicit instructions; attentive to detail; and clear printing.
Functional Responsibility: • Performs several related steps or tasks in varying sequences.

36–32: Commercial Job Title: Clerk III
Education: High school diploma or GED.
Minimum/General Experience: Ability to operate a variety of office equipment, including PCs, microfilm readers, printers, photocopiers, blowback machines, telephone systems, fax machines, numbering equipment, and binding equipment; capable of reading and following explicit instructions; attentive to detail; and clear printing.
Functional Responsibility: • Prioritizes work; and • Performs several related or unrelated tasks in appropriate sequences.

36–33: Commercial Job Title: Clerk IV
Education: High school diploma or GED.
Minimum/General Experience: Ability to operate a variety of office equipment, including PCs, microfilm readers, printers, photocopiers, blowback machines, telephone systems, fax machines, numbering equipment, and binding equipment; capable of reading and following explicit instructions; attentive to detail; and clear printing.
Functional Responsibility: • Supervises and prioritizes work for clerical staff at they perform such support functions as photocopying, courier services, microfilm document retrieval, and faxing; • Performs quality control and ensures timely delivery of deliverables; • Arranges routine and emergency servicing and maintenance of office equipment; and • Oversees the organization and maintenance of correspondence files.

36–34: Commercial Job Title:	Office Applications Specialist
Education: High school diploma or GED.	
Minimum/General Experience: 3 years of word processing experience with 1 year in the client's specific office automation environment required, for example, Microsoft Office or Corel office products.	
Functional Responsibility: • Provides office support through expert use of specific office application packages, particularly word processing, graphics/presentation, and spreadsheet packages; and • Provides tips and assistance to other users in best use of these packages.	

36–35: Commercial Job Title:	Word Processor
Education: High school diploma or GED.	
Minimum/General Experience: Required: 1 year of word processing experience with the client's word processing package being used.	
Functional Responsibility: • Types, edits, and corrects documents, charts, and tables; • Proofreads, edits, and corrects documents scanned into word processing files; and • Answers telephones.	

36–36: Commercial Job Title:	Office Administrator/Word Processor
Education: High school diploma or GED.	
Minimum/General Experience: 2 years of supervisory experience with training in business office procedures.	
Functional Responsibility: • Supervises Clerks I–IV, Messengers, Word Processor, or Records Clerks; • Keeps office equipment expenditures within budget; • Plans and coordinates office services and related services; • Orders supplies and office equipment; and • Arranges for office equipment maintenance or repairs.	

36–37: Commercial Job Title:	Financial Analyst/Auditor
Education: Certified Public Accountant with MBA or equivalent degree in accounting or directly related field.	
Minimum/General Experience: 3 years of experience as an auditor, including 2 years of specialized experience in financial analysis and subject matter area involved; working knowledge of ADP systems.	
Functional Responsibility: • Implements and manages small and moderately sized audits; • Conducts large and complex audit investigations as part of a team; • Analyzes corporate financial and operating statements, records, and other information; • Prepares interim and final oral and written reports on the progress, status, and results of audit investigations; • Makes recommendations based on audit results; and • Directs, supervises, and guides more junior Financial Analysts or Auditors working on the same investigations.	

36–38: Commercial Job Title: Fraud Analyst
Education: Bachelor's degree.
Minimum/General Experience: 2 years of experience in performing on-line database research and telephone research; experience analyzing documents in relation to fraud cases.
Functional Responsibility: • Assists in obtaining documents and potential witnesses related to cases or projects; • Conducts telephone and database research; • Manages case or project files; and • Helps prepare interim and final reports and recommendations.

36–39: Commercial Job Title: Systems Analyst
Education: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or equivalent experience.
Minimum/General Experience: 5 years.
Functional Responsibility: • Designs, develops, and implements computer application systems in response to user requirements; • Writes application system specifications and associated documentation, including inputs, outputs, flow and block diagrams, decision logic tables, linkages with other applications, user manuals; • Tests, validates, and documents the performance of application systems; and • Trains users how to employ operating system interface commands and communications software.

36–40: Commercial Job Title: Senior Systems Analyst
Education: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or equivalent experience.
Minimum/General Experience: 6 years as a Systems Analyst with 1 year in the functional responsibilities listed below.
Functional Responsibility: • Analyzes and evaluates existing computer application systems in response to requests for changes and modifications to meet new requirements; • Establishes system requirements in terms of the objectives, functions to be served, and client's expectations; • Provides supervisory, technical, and administrative direction to systems analysts and programmers performing application system design, development, and programming; • Assures conformance with configuration management and quality assurance throughout application system development; and • Performs advanced level application system analysis and design.

36–41: Commercial Job Title:	Junior Programmer
Education: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or equivalent experience.	
Minimum/General Experience: 1 year of programming experience with large-scale database management systems.	
Functional Responsibility: • Translates program requirements and flow charts into program code; • Tests, debugs, and refines programs to increase efficiency or meet written specifications; • Produces user friendly database search and report generating command structures such as macros, formatted screens, or menus; • Provides end user and technical documentation as well as training for software programs and procedures; and • Performs database loading and backups.	

36–42: Commercial Job Title:	Programmer
Education: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or equivalent experience.	
Minimum/General Experience: 2 years.	
Functional Responsibility: • Interprets and prepares coded instructions based on flowcharts, program specifications, input-output specifications, utility routines, decision tables, and user requirements; • Analyzes and solves computer programming problems; • Tests and documents computer programs, including modifications to programs; and • Trains users.	

36–43: Commercial Job Title:	Senior Programmer
Education: Bachelor's degree in computer science, computer information systems, management information systems, information resource management, data processing, or other related discipline, or equivalent experience.	
Minimum/General Experience: 6 years of ADP experience including: 3 years of programming experience using structured programming techniques; or 3 years programming applications that interface with an EDBMS; or 3 years writing program and database specifications.	
Functional Responsibility: • Designs, develops, converts, documents, tests, implements, and maintains software applications and relational database programs; • Defines technical specifications and tasks to be performed, guides and assists team members, and ensures technical adequacy of the end product; • Modifies the database management system to increase performance; and • Prepares overall project recommendations including funding and time requirements.	

36–44: Commercial Job Title:	Digital Image Processor
Education: Bachelor's degree required; significant experience may be substituted for degree requirement.	
Minimum/General Experience: Required: 1 year working with image scanning and conversion equipment, including hands-on experience with the specific equipment being used; attentive to detail.	
Functional Responsibility: • Operates digital image processing equipment to capture images, perform optical character reading from digital images, burn CDs, create backup copies of image files, establish and maintains links between images and database files, and convert image files from one medium to another; • Conducts routine, rudimentary maintenance on equipment; and • Maintains production logs and equipment maintenance logs.	

36–45: Commercial Job Title:	User Trainer
Education: Bachelor's degree required; significant experience may be substituted for degree requirement.	
Minimum/General Experience: 2 years of experience teaching/training experience data processing topics with expert knowledge of word processing, spreadsheet, imaging, and telecommunications systems.	
Functional Responsibility: • Organizes, prepares, schedules, and conducts training sessions; and • Provides instruction on specific databases or specific software packages, including word processing and other office automation packages, but may sometimes provide instruction on team building, document center operations, or other topics.	

36–46: Commercial Job Title:	Technical Writer
Education: Bachelor's degree required; significant experience may be substituted for degree requirement.	
Minimum/General Experience: 2 years documenting software for end and technical users.	
Functional Responsibility: • Writes detailed end and technical user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and computer application systems; • Writes, edits, and/or prepares graphical presentations of technical information for technical and non-technical personnel; • Edit documents to ensure clarity, appropriate organization, and correct grammar; • Produces studies such as requirements analyses, risk analyses, technology assessments, strategic and tactical planning, market surveys, and budget reviews; and • Prepares materials for use in training sessions and seminars.	

36–47: Commercial Job Title: System Administrator
Education: High school diploma or GED.
Minimum/General Experience: 5 years in computer systems operations including 3 years of specialized experience operating and/or administering computer configurations and 2 years of specialized experience working with off-the-shelf software products.
Functional Responsibility: • Directs installation, planning, and security of computer facilities; • Develops and maintains files and systems configurations; • Analyzes, evaluates, tests, and corrects software and hardware problems; • Acts as a resource for all users; and • Organizes training.

36–48: Commercial Job Title: Network Engineer
Education: High school diploma or GED.
Minimum/General Experience: 4 years of general experience in computer systems operations including 2 years of specialized experience configuring and maintaining networks and 1 year of specialized experience working with off-the-shelf networking products.
Functional Responsibility: • Analyzes user requirements to design, develop, document, and install LANs and WANs; • Maintain logs of equipment and repairs to equipment; • Tests, debugs, and—in cases of crashes—repairs networks; and • Assists end-users in accessing network.

36–49: Commercial Job Title: PC Technician
Education: Graduation from a recognized computer repair training program or equivalent experience.
Minimum/General Experience: 1 year performing repairs, maintenance, and troubleshooting on DOS and UNIX based personal computers and 1 year performing repairs, maintenance, and troubleshooting LANs or WANs.
Functional Responsibility: • Performs set up, on-site maintenance, and diagnostic services for computer hardware including PCs, networks, printers, CD jukeboxes, scanners, and other data processing equipment; • Troubleshoots and corrects operating, connectivity, and hardware problems; • Recommends equipment/software improvements or fixes; • Makes operating system changes to PCs; and • Arranges for or performs equipment maintenance.

36–50: Commercial Job Title: Software Engineer
Education: High school diploma or GED.
Minimum/General Experience: 4 years in computer systems operations including 2 years of specialized experience writing, testing, and debugging software applications.
Functional Responsibility: • Analyzes user requirements; • Writes code for new computer programs or modifies code for existing programs; • Designs user interfaces; • Tests and debugs software; and • Documents newly written programs or modified programs.

36–51: Commercial Job Title: Mail Room Clerk I
Education: High school diploma or GED.
Minimum/General Experience: At least one year experience.
Functional Responsibility: Sorts and posts mail, understands postage requirements, maintains rated machine speed, operates machines and accessories in accordance with all requirements of job, ensures quality output, provides prompt courteous distribution throughout the agency, maintains work area including organizing, cleaning and performing related tasks, replenishes supplies as required for optimum machine performance, performs other tasks and duties as assigned. Some specific task may include, but are not limited to: • Receive and process U.S. Postal Service Mail in accordance prescribed Postal, approved U.S. Government procedures; • Deliver and deposit mail in Government-provided receptacles; • Certain categories of mail such as letters containing checks or registered mail are processed in accordance with special procedures; • Meter and package all outgoing mail and deliver it to the U.S. Post Office at the close of business each day; • Manage mail box receptacles to include the key control; • Operate a customer service window that services the entire Base; • Provide telephone directory service for the headquarters; • Receive, process and distribute express mail including FedEx, UPS Airborne etc.

36–52: Commercial Job Title:	Mail Room Clerk II
Education: High school diploma or GED.	
Minimum/General Experience: At least two years experience.	
Functional Responsibility: Sorts and posts mail, understands postage requirements, maintains rated machine speed, operates machines and accessories in accordance with all requirements of job, ensures quality output, provides prompt courteous distribution throughout the agency, maintains work area including organizing, cleaning and performing related tasks, replenishes supplies as required for optimum machine performance, performs other tasks and duties as assigned. May have limited Supervisory responsibilities. Some specific task may include, but are not limited to: • Receive and process U.S. Postal Service Mail in accordance prescribed Postal, approved U.S. Government procedures; • Deliver and deposit mail in Government-provided receptacles; • Certain categories of mail such as letters containing checks or registered mail are processed in accordance with special procedures; • Meter and package all outgoing mail and deliver it to the U.S. Post Office at the close of business each day; • Manage Mail Boxes Receptacles to include the key control; • Operate a customer service window that services the entire Base; • Provide telephone directory service for the headquarters; • Receive, process and distribute express mail including FedEx, UPS Airborne etc.	

36–53: Commercial Job Title:	Mail Room Clerk III
Education: High school diploma or GED.	
Minimum/General Experience: At least 3-5 years experience with some supervisory experience.	
Functional Responsibility: • Primary responsibilities include managing mail processing facility tasks, assistance, support and management of Mail Room staff and quality control of all tasks. Acts as the primary representative with agency management oversees and ensures daily duties, schedules, procedures and services are performed in a quality manner by the team coordinates workflow for maximum efficiency. Maintains rated machine speeds on one or more mail machines when necessary, ensures all machines are operating at rated speeds, manages the maintenance process with equipment vendors as needed, ensures accurate documentation through reporting systems.	

2. LABOR CATEGORY RATES

The price list effective August 20, 2007 is presented on the following pages and includes the .75% GSA IFF plus a 5% government discount. Subsequent years' prices will be negotiated with the GSA Contracting Officer based on the yearly Economic Price Adjustment (I-FSS-969).

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

FSC Group: 36—SIC: 7375, 8744, 8742, 8713, 7812, 7384, 8744, 8111, 7389, and 8243
NAICS: 519120, 519190, 541310, 541340, 541370, 541611, 641618, 561110, 561210, 561410
Geographic Service Location: Nationwide

		Government Rate Including IFF			
		Customer Site		Contractor Site	
Line Item	**Labor Category**	**Hourly**	**Daily**	**Hourly**	**Daily**
36-10	Management Consultant I	$72.75	$582	$80.20	$642
36-11	Management Consultant II	$57.14	$457	$63.00	$504
36-08	Principal Management Consultant	$145.63	$1,165	$160.53	$1,284
36-09	Senior Management Consultant	$138.52	$1,108	$152.68	$1,221
36-37	Financial Analyst/Auditor	$76.99	$616	$84.88	$679
36-36	Office Administrator/Word Processor	$38.27	$306	$42.19	$338
36-21	Document Management Supervisor	$52.48	$420	$57.88	$463
36-13	Senior BPR Specialist	$130.81	$1,046	$144.20	$1,154
36-14	Facilitator/Management Consultant	$108.99	$872	$120.14	$961
36-15	Senior Facilitator/Management Consultant	$121.27	$970	$133.67	$1,069
36-16	Researcher/Interviewer	$37.20	$298	$41.00	$328
36-17	Senior Researcher/Interviewer	$54.43	$435	$60.00	$480
36-25	Task Supervisor	$88.65	$709	$97.68	$781
36-24	Project Manager	$96.68	$773	$106.55	$852
36-18	Program Manager	$101.70	$814	$112.11	$897

SIN: 51 503
Line Item: 36–54
EDUCATION AND TRAINING SERVICES (ETSS)

GEOGRAPHIC SERVICES LOCATIONS: Nationwide

Schedule of Training

Course Price Data Sheet

Title of Course: WebCIMS Train-the-Trainer Course

Length of Course (Number of Hrs/Days): 2 Days

Total Price of Course for
Minimum Number of Participants: $1,925.44 Minimum Number of Participants: 6 (Optimal)

Commercial/Non-Government Price: _____
Applicable Government % Discount _____

Price Per Each Addition (if applicable) $_____
Participant in Excess of the Minimum: N/A $_____
(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for additional students is $1.00 each, up to the maximum number of participants (if applicable).

Quantity Discount for additional participants in excess of the minimum (if applicable):

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for 11-15 students is $9.50 each then the discount for 11-15 students is 5%. If the price for 16-20 participants is $9.00 each then the discount for 16-20 participants is 10%)

Maximum Number of Participants (if applicable): 8

Note 1: Travel, Per Diem, Hotel/Motel Accommodations, Parking, Car Rental, and Mileage expenses are not included in the above noted course price. These items will be negotiated and/or determined at the time the task is awarded.
Note 2: The above rates are intended for base year 1 only. Rates will be re-negotiated for courses offered after base year 1.

SIN: 51 503
Line Item: 36–55
EDUCATION AND TRAINING SERVICES (ETSS)

GEOGRAPHIC SERVICES LOCATIONS: Nationwide

Schedule of Training

Course Price Data Sheet

Title of Course: WebCIMS End-User Training

Length of Course (Number of Hrs/Days): 1 Day

Total Price of Course for
Minimum Number of Participants: $962.73 Minimum Number of Participants: 6 (Optimal)

Commercial/Non-Government Price: _____
Applicable Government % Discount _____

Price Per Each Addition (if applicable) $_____
Participant in Excess of the Minimum: N/A $_____
(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for additional students is $1.00 each, up to the maximum number of participants (if applicable).

Quantity Discount for additional participants in excess of the minimum (if applicable):

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for 11-15 students is $9.50 each then the discount for 11-15 students is 5%. If the price for 16-20 participants is $9.00 each then the discount for 16-20 participants is 10%)

Maximum Number of Participants (if applicable): 8

Note 1: Travel, Per Diem, Hotel/Motel Accommodations, Parking, Car Rental, and Mileage expenses are not included in the above noted course price. These items will be negotiated and/or determined at the time the task is awarded.
Note 2: The above rates are intended for base year 1 only. Rates will be re-negotiated for courses offered after base year 1.

SIN: 51 503
Line Item: 36–56
EDUCATION AND TRAINING SERVICES (ETSS)

GEOGRAPHIC SERVICES LOCATIONS: Nationwide

Schedule of Training

Course Price Data Sheet

Title of Course: WebCIMS Administrator Training

Length of Course (Number of Hrs/Days): 2 Days

Total Price of Course for
Minimum Number of Participants: $1,925.44 Minimum Number of Participants: 4 (Optimal)

Commercial/Non-Government Price: _____
Applicable Government % Discount _____

Price Per Each Addition (if applicable) $_____
Participant in Excess of the Minimum: N/A $_____
(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for additional students is $1.00 each, up to the maximum number of participants (if applicable).

Quantity Discount for additional participants in excess of the minimum (if applicable):

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for 11-15 students is $9.50 each then the discount for 11-15 students is 5%. If the price for 16-20 participants is $9.00 each then the discount for 16-20 participants is 10%)

Maximum Number of Participants (if applicable): 4

Note 1: Travel, Per Diem, Hotel/Motel Accommodations, Parking, Car Rental, and Mileage expenses are not included in the above noted course price. These items will be negotiated and/or determined at the time the task is awarded.
Note 2: The above rates are intended for base year 1 only. Rates will be re-negotiated for courses offered after base year 1.

SIN: 51 503
Line Item: 36–57
EDUCATION AND TRAINING SERVICES (ETSS)

GEOGRAPHIC SERVICES LOCATIONS: Nationwide

Schedule of Training

Course Price Data Sheet

Title of Course: TRIM Administration Training

Length of Course (Number of Hrs/Days): 3 Days

Total Price of Course for
Minimum Number of Participants: $4,184.70 Minimum Number of Participants: 4 (Optimal)

Commercial/Non-Government Price: _____
Applicable Government % Discount _____

(if applicable) Price Per Each Addition $_____
Participant in Excess of the Minimum: N/A $_____
(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for additional students is $1.00 each, up to the maximum number of participants (if applicable).

Quantity Discount for additional participants in excess of the minimum (if applicable):

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for 11-15 students is $9.50 each then the discount for 11-15 students is 5%. If the price for 16-20 participants is $9.00 each then the discount for 16-20 participants is 10%)

Maximum Number of Participants (if applicable): 5

Note 1: Travel, Per Diem, Hotel/Motel Accommodations, Parking, Car Rental, and Mileage expenses are not included in the above noted course price. These items will be negotiated and/or determined at the time the task is awarded.
Note 2: The above rates are intended for base year 1 only. Rates will be re-negotiated for courses offered after base year 1.

SIN: 51 503
Line Item: 36–58
EDUCATION AND TRAINING SERVICES (ETSS)

GEOGRAPHIC SERVICES LOCATIONS: Nationwide

Schedule of Training

Course Price Data Sheet

Title of Course: TRIM End-User Training

Length of Course (Number of Hrs/Days): 1 Day

Total Price of Course for
Minimum Number of Participants: $1,465.00 Minimum Number of Participants: 6 (Optimal)

Commercial/Non-Government Price: 5%
Applicable Government % Discount _____

(if applicable) Price Per Each Addition $_____
Participant in Excess of the Minimum: N/A $_____
(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for additional students is $1.00 each, up to the maximum number of participants (if applicable).

Quantity Discount for additional participants in excess of the minimum (if applicable):

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

_____quantity _____% _____quantity _____% _____quantity _____% _____quantity _____%

(i.e., If the total price of the course is $100 and the minimum number of participants is 10, then the base price of the course is $10 per participant. However, the price for 11-15 students is $9.50 each then the discount for 11-15 students is 5%. If the price for 16-20 participants is $9.00 each then the discount for 16-20 participants is 10%)

Maximum Number of Participants (if applicable): 8

Note 1: Travel, Per Diem, Hotel/Motel Accommodations, Parking, Car Rental, and Mileage expenses are not included in the above noted course price. These items will be negotiated and/or determined at the time the task is awarded.
Note 2: The above rates are intended for base year 1 only. Rates will be re-negotiated for courses offered after base year 1.

SIN 51 504a: File Organization and File Maintenance Services (FOMS)

FSC Group: 36—SIC: 7375, 8744, 8742, 8713, 7812, 7384, 8744, 8111, 7389, and 8243
NAICS: 519120, 519190, 541310, 541340, 541370, 541611, 641618, 561110, 561210, 561410
Geographic Service Location: Nationwide

		Government Rate Including IFF			
		Customer Site		Contractor Site	
Line Item	**Labor Category**	**Hourly**	**Daily**	**Hourly**	**Daily**
36-01	Data Entry Specialist I	$24.03	$192	$26.49	$212
36-02	Data Entry Specialist II	$26.21	$210	$28.90	$231
36-03	Records Clerk	$26.02	$208	$28.69	$230
36-04	Messenger	$19.40	$155	$21.39	$171
36-05	Project Coordinator	$51.65	$413	$56.91	$455
36-12	Document Management Analyst	$55.22	$442	$60.86	$487
36-21	Document Management Supervisor	$52.48	$420	$57.88	$463
36-39	Systems Analyst	$80.97	$648	$89.26	$714
36-40	Senior Systems Analyst	$91.92	$735	$101.33	$811
36-06	Data Conversion Specialist	$61.71	$494	$68.01	$544
36-07	Site Preparation Specialist	$68.20	$546	$75.17	$601
36-14	Facilitator/Mgmt. Consultant	$108.99	$872	$120.14	$961
36-15	Senior Facilitator/Mgmt. Consultant	$121.27	$970	$133.67	$1,069
36-30	Clerk I	$26.02	$208	$28.69	$230
36-31	Clerk II	$29.06	$232	$32.03	$256
36-32	Clerk III	$35.54	$284	$39.19	$314
36-33	Clerk IV	$35.17	$281	$38.75	$310
36-24	Project Manager	$96.68	$773	$106.55	$852
36-18	Program Manager	$101.70	$814	$112.11	$897

SIN 51 506: Document Conversion Services (DCS)

FSC Group: 36—SIC: 7375, 8744, 8742, 8713, 7812, 7384, 8744, 8111, 7389, and 8243
NAICS: 519120, 519190, 541310, 541340, 541370, 541611, 641618, 561110, 561210, 561410
Geographic Service Location: Nationwide

		Government Rate Including IFF			
		Customer Site		Contractor Site	
Line Item	**Labor Category**	**Hourly**	**Daily**	**Hourly**	**Daily**
36-19	Database Specialist	$71.20	$570	$78.47	$628
36-20	Document Preparation Technician	$24.18	$193	$26.66	$213
36-22	Scan Technician	$29.55	$236	$32.56	$260
36-23	Quality Assurance Technician	$34.31	$274	$37.82	$303
36-01	Data Entry Specialist I	$24.03	$192	$26.49	$212
36-02	Data Entry Specialist II	$26.21	$210	$28.90	$231
36-30	Clerk I	$26.02	$208	$28.69	$230
36-31	Clerk II	$29.06	$232	$32.03	$256
36-32	Clerk III	$35.54	$284	$39.19	$314
36-33	Clerk IV	$35.17	$281	$38.75	$310
36-21	Document Management Supervisor	$52.48	$420	$57.88	$463
36-10	Management Consultant I	$72.75	$582	$80.20	$642
36-06	Data Conversion Specialist	$61.71	$494	$68.01	$544
36-07	Site Preparation Specialist	$68.20	$546	$75.17	$601
36-44	Digital Image Processor	$34.79	$278	$38.34	$307
36-43	Senior Programmer	$85.73	$686	$94.50	$756
36-24	Project Manager	$96.68	$773	$106.55	$852
36-18	Program Manager	$101.70	$814	$112.11	$897

SIN 51 508: Litigation Support Services (LSS)

FSC Group: 36—SIC: 7375, 8744, 8742, 8713, 7812, 7384, 8744, 8111, 7389, and 8243
NAICS: 519120, 519190, 541310, 541340, 541370, 541611, 641618, 561110, 561210, 561410
Geographic Service Location: Nationwide

		Government Rate Including IFF			
		Customer Site		Contractor Site	
Line Item	**Labor Category**	**Hourly**	**Daily**	**Hourly**	**Daily**
36-12	Document Management Analyst	$55.22	$442	$60.86	$487
36-21	Document Management Supervisor	$52.48	$420	$57.88	$463
36-01	Data Entry Specialist I	$24.03	$192	$26.49	$212
36-02	Data Entry Specialist II	$26.21	$210	$28.90	$231
36-26	Law Clerk I	$37.99	$304	$41.88	$335
36-27	Law Clerk II	$47.07	$377	$51.90	$415
36-28	Law Clerk III	$57.56	$460	$63.46	$508
36-29	Law Clerk IV	$69.66	$557	$76.80	$614
36-16	Researcher/Interviewer	$37.20	$298	$41.00	$328
36-30	Clerk I	$26.02	$208	$28.69	$230
36-31	Clerk II	$29.06	$232	$32.03	$256
36-32	Clerk III	$35.54	$284	$39.19	$314
36-33	Clerk IV	$35.17	$281	$38.75	$310
36-34	Office Applications Specialist	$35.91	$287	$39.57	$317
36-36	Office Administrator/Word Processor	$38.27	$306	$42.19	$338
36-35	Word Processor	$26.10	$209	$28.77	$230
36-37	Financial Analyst/Auditor	$76.99	$616	$84.88	$679
36-38	Fraud Analyst	$65.76	$526	$72.49	$580
36-14	Facilitator/Management Consultant	$108.99	$872	$120.14	$961
36-15	Snr. Facilitator/Management Consultant	$121.27	$970	$133.67	$1,069
36-39	Systems Analyst	$80.97	$648	$89.26	$714
36-40	Snr. Systems Analyst	$91.92	$735	$101.33	$811
36-41	Junior Programmer	$48.67	$389	$53.65	$429
36-42	Programmer	$52.38	$419	$57.75	$462
36-43	Senior Programmer	$85.73	$686	$94.50	$756
36-44	Digital Image Processor	$34.79	$278	$38.34	$307
36-45	User Trainer	$56.47	$452	$62.26	$498
36-46	Technical Writer	$46.98	$376	$51.79	$414
36-47	Systems Administrator	$69.83	$559	$76.97	$616
36-48	Network Engineer	$75.36	$603	$83.08	$665
36-49	PC Technician	$41.10	$329	$45.31	$362
36-50	Software Engineer	$59.38	$475	$65.45	$524
36-04	Messenger	$19.40	$155	$21.39	$171
36-23	Quality Assurance Technician	$34.31	$274	$37.82	$303
36-03	Records Clerk	$26.02	$208	$28.69	$230
36-25	Task Supervisor	$88.65	$709	$97.68	$781
36-24	Project Manager	$96.68	$773	$106.55	$852
36-18	Program Manager	$101.70	$814	$112.11	$897

SIN 733 1: Mail Room Management Services (MRMS)

FSC Group: 36—SIC: 7375, 8744, 8742, 8713, 7812, 7384, 8744, 8111, 7389, and 8243
NAICS: 519120, 519190, 541310, 541340, 541370, 541611, 641618, 561110, 561210, 561410
Geographic Service Location: Nationwide

		Government Rate Including IFF			
		Customer Site		Contractor Site	
Line Item	**Labor Category**	**Hourly**	**Daily**	**Hourly**	**Daily**
36-51	Mail Room Clerk I	$27.42	$219	$30.24	$242
36-52	Mail Room Clerk II	$29.32	$235	$32.33	$259
36-53	Mail Room Clerk III	$31.22	$250	$34.42	$275

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IV. BLANKET PURCHASE AGREEMENT (BPA)

(GSA/FSS-Suggested BPA Format)

BEST VALUE

BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, _(Agency)_ and STG enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less**.

Signatures

_____		_____	
Agency	Date	Contractor	Date

BPA NUMBER_____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Model Number/Part Number	***Special BPA Discount/Price**
_____	_____
_____	_____

(2) Delivery:

Destination	**Delivery Schedule/Dates**
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

Office	**Point of Contact**
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor:

(b) Contract Number:

(c) BPA Number:

(d) Model Number or National Stock Number (NSN):

(e) Purchase Order Number:

(f) Date of Purchase:

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.