

# Central Business Equipment Company

## 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 are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**GSA Price List (# GS-25F-0179M) – Effective October 28, 2007**

### **Contract Information**

**Contract Number:** ..... GS-25F-0179M

(For more information on order from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov))

**Contract Period:**..... June 28, 2007 - June 27, 2012

**Contact Information:**..... Central Business Group  
10839 Indeco Drive  
Cincinnati, OH 45241

Tel: (800) 582-4667

Fax: (513) 891-7029

**Web Address:**..... [www.centralbusinessgroup.com](http://www.centralbusinessgroup.com)

**Email Address:**..... [sales@centralbusinessgroup.com](mailto:sales@centralbusinessgroup.com)

**Size of Business:** ..... Small

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# INFORMATION FOR ORDERING ACTIVITIES

- 1a.) **Special Item Number (SIN):** ..... 51-504: Record Management Services
- 1b.) **Lowest Priced Item:** ..... Not applicable
- 1c.) **Hourly Rates** ..... See page 5 for rates and 6-9 for Position Descriptions
- 2.) **Maximum Order:** ..... \$1,000,000.00
- 3.) **Minimum Order:** ..... No order accepted less than \$100.00 net
- 4.) **Geographic Delivery Area:** ..... Ohio, Kentucky, Indiana, Tennessee, Illinois, West Virginia, Michigan & Georgia
- 5.) **Production Points:** ..... Cincinnati, Ohio
- 6.) **Discount from List Prices:** .....
- | <u>Final Project List Price</u>  | <u>Discount</u> |
|----------------------------------|-----------------|
| \$100.00-\$50,000.00 .....       | 6%              |
| \$50,000.01-\$150,000.00 .....   | 9%              |
| \$150,000.01-\$1,000,000.00..... | 11%             |
- 7.) **Quantity Discounts:** ..... Included above
- 8.) **Prompt Payment Terms:** ..... Net 30 Days from date of invoice
- 9a.) **Government Credit Card:** ..... Accepted
- 9b.) **Discount Offered for Credit Card:** ..... No additional discount
- 10.) **Foreign Items:** ..... None
- 11a.) **Time of Delivery** ..... Per statement of work – minimum of 30 days
- 11b.) **Expedited Delivery:** ..... Not applicable
- 11c.) **Overnight and 2-day delivery** ..... Not applicable
- 11d.) **Urgent Requirements** ..... Not applicable
- 12.) **FOB Points:** ..... Destination
- 13a.) **Ordering Address:** ..... Central Business Group  
10839 Indeco Drive  
Cincinnati, OH 45241
- 13b.) **Ordering Procedures** ..... Fax orders to 513-890-7029
- 14.) **Payment Address:** ..... P.O. Box 643057  
Pittsburgh, PA 15264-3057
- 15.) **Warranty:** ..... At the completion of each project a walk-through is conducted with the CBG/PBS Project Management Team and an authorized client representative. The Statement of Work/Project Plan will be reviewed and any outstanding items will be addressed in the form of a punch list.

Once the punch list is completed the client representative will sign off on completion.

- 16.) **Export Charges:**..... Not applicable
- 17.) **Terms and Conditions of Government Credit Card:**..... See 9a & 9b
- 18.) **Maintenance and Repair:**..... Not applicable
- 19.) **Installation:**..... Not applicable
- 20.) **Repair Parts:** ..... Not applicable
- 20a.) **Other Services**..... Not applicable
- 21.) **Service and Distribution Points:**..... Not applicable
- 22.) **Participating Dealers:** ..... Not applicable
- 23.) **Preventative Maintenance:**..... Not applicable
- 24.a) **Special Attributes**.....Not applicable
- 24b.) **Section 508 Compliance Info**.....Not applicable
- 25.) **Data Universal Number System (DUNS) #:**..... 07-288-3937
- 26.) **Central Business Group is registered** in the Central Contractor Registration (**CCR**) database. Notifications are to be sent to

**Central Business Group  
PROFESSIONAL BUSINESS SERVICES COMMERCIAL PRICE LIST  
October 28, 2007**

**Labor Rates\***

<b>CONTRACT CATEGORY</b>	<b>Hourly Rate</b>
Senior Records Management Consultant	145.64
Records Management Consultant	129.68
Project Coordinator	89.78
Senior Project Manager	100.75
Project Manager	94.76
Project Supervisor	67.83
Technical Consultant	168.58
Technical Analyst	107.73
Data Conversion Specialist	100.75
Label Design Specialist	83.79
Installation Consultant	123.69
Installation Manager	129.68
Records Clerk	35.91
Records & Administrative Technician	38.90
Data Entry Specialist	38.90
Storage System Installer	58.85
Information Relocation Supervisor	73.82
Information Relocation Specialist	58.85

\*Rates are for straight time, Monday thru Friday, during normal business hours (non-union).

**GSA Discount from List Prices**

<b>FINAL PROJECT LIST PRICE</b>	<b>DISCOUNT</b>
\$100.00-\$50,000.00	6%
\$50,000.01-\$150,000.00	9%
\$150,000.01-\$750,000.00	11%

## *Commercial Price List Position Descriptions*

### **Professional Categories:**

#### **Senior Records Management Consultant**

Responsible for the development of a comprehensive records management program. Key responsibilities may include designing and overseeing a detailed records inventory, performing staff interviews to gather needed information, development of file classification schemes (on a departmental level or company-wide), development and research of record retention schedules, establishment of policies and procedures for records management programs (from record creation to destruction), and overall development of the implementation plan. Requires a Bachelor's degree and Certified Records Manager (CRM) designation from the Association of Records Managers and Administrators (ARMA).

#### **Records Management Consultant**

Responsible for the development of a particular records management strategy within a client organization. Can assist the Senior Consultant by developing the comprehensive project plans including milestones for performance. Directs all implementation team members by monitoring activities and financial performance. Interacts with external clients as well as Central Business Group executives to communicate project status throughout the project's life cycle. Key responsibilities may include system design and consultation, implementation design and consultation and workflow analysis. Requires a Bachelor's degree or equivalent, plus 10-15 years of related records management experience.

#### **Project Coordinator**

Responsible for the tactical design and programming for each Professional Business Services division project. Identifies, acquires and utilizes the necessary resources to meet specific project goals. Communicates tactical needs to field representatives to ensure project success. Coordinates and maintains schedule data to ensure correct timing for deliverables. Requires a Bachelor's degree or equivalent, plus 2-5 years of related project coordination experience in a service-oriented environment.

#### **Senior Project Manager**

Responsible for the successful implementation of projects at field locations. Key responsibilities include training and development of Project Managers, job set-up and workflow development, conducting staff orientations, staff assignment, high-level auditing, high-level progress reporting in order to ensure quality and productivity standards are maintained while meeting client schedules. Prepares employee performance evaluations and handles field-based human resources issues. High level of client visibility to communicate progress and ongoing project changes throughout the cycle. Requires a Bachelor's degree or equivalent experience and 5-10 years of related project management experience.

#### **Project Manager**

Working under the Senior Project Manager, responsible for the successful implementation of projects at field locations. Key responsibilities include ongoing staff training, workflow analysis and reporting, handling daily staffing issues, in-depth auditing, and daily progress reporting to ensure quality and productivity standards are maintained while meeting client schedules. Responds to specific client needs and questions and manages the project facilities as dictated by the project plan. Requires a Bachelor's degree or equivalent experience and 1-5 years of related experience.

**Project Supervisor**

Working under the Project Manager and/or Senior Project Manager, responsible for managing a specific portion of the project at a field location. Key responsibilities include workflow analysis and reporting, in-depth auditing, training and re-training as needed and daily progress reporting to ensure quality and productivity standards are maintained while meeting client schedules. In conjunction with the Project Manager, communicates directly with the client contact on specific project-related matters. Requires a Bachelor's degree or equivalent experience, and 0-2 years of related on specific project-related matters. Requires a Bachelor's degree or equivalent experience, and 0-2 years of related experience.

**Technical Consultant**

Performs comprehensive business analysis in order to make high-level recommendations as to what technical features and functionalities are necessary in order to satisfy key client / project objectives. Focused on solving business problems, may provide company-wide consulting including equipment/software design, evaluation, configuration management procedures, and statistical analysis. Incumbents are responsible for the installation, development, implementation and customization of hardware and software elements. Requires a Bachelor's degree or equivalent experience, and 10-15 years of related experience, preferably in the Records and Information Management field.

**Technical Analyst**

On a client-direct basis, provides entry-level technical consulting in the definition, design and creation of a file tracking database or print system solution. May assist salespeople in the solution development and by performing technical demonstrations in the field. May be responsible for the installation, development, implementation and customization of hardware and software elements needed. Develops and conducts basic training programs (internal and external) to ensure recommended solutions are well-understood by the client staff and supported by the organization. Provides ongoing post-implementation technical support. Requires a Bachelor's degree or equivalent experience, and 1-3 years of related technical and field experience.

**Data Conversion Specialist**

When needed, data is taken from the client's host system and manipulated to meet specific criteria needed for tracking and/or label production applications. Requires a Bachelor's degree or equivalent experience, and 1-3 years of related technical and field experience.

**Label Design Specialist**

Based upon criteria and objectives developed by CBG Records Management Consultants / Sales Consultants, provides technical programming and graphic layout of record identification label designs. Often requires multiple revisions; may perform color mapping in order to match existing color-coded systems. Requires a Bachelor's degree or equivalent experience, and 1-3 years of related technical and field experience.

**Installation Consultant**

Reviews and/or recommends overall system design and Project Workflow Plan. Reviews and approves all system drawings, creates milestones for successful project completion. In special circumstances, may provide support to the field by performing special surveys or site visits to determine project feasibility. Requires a Bachelor's degree or equivalent experience, and 10-15 years of related field experience.

## **Installation Manager**

On a regional basis, responsible for overseeing the entire installation project. Supervises all crew on site; functions as the key client contact. Coordinates shipment of product, receiving at work site, labor requirements, and human resources issues in the field. Responsible for quality project results as well as timely, on-budget completion according to the Project Plan. Requires an Associates degree or equivalent experience, and 10 years of related field experience.

## **Non-Professional Categories:**

### **Records Clerk**

Working under the direct supervision of the Project Manager and/or Project Supervisor, required to carry out the tactical tasks as described in the Project Plan. Tasks may include loading and unloading records, delivering records to the work area, matching records, verifying the match, document preparation, scanning records, applying labels, creating boxes, and packing and labeling boxes. Must meet established goals for productivity and accuracy on an hourly and daily basis. Receives comprehensive training and close supervision throughout the project. Requires a high school diploma.

### **Records & Administrative Technician**

Working under the direct supervision of the Project Manager and/or Project Supervisor, required to carry out the more records-intensive tasks as described in the Project Plan. Tasks may include matching records, verifying the match, system audits, classifying and auditing documents, re-sorting labels, project documentation, and purging records. Must meet established goals for productivity and accuracy. Receives comprehensive training and close supervision throughout the project. Requires a high school diploma.

### **Data Entry Specialist**

Working under the direct supervision of the Project Manager and/or Project Supervisor, required to carry out all data entry and verification functions at the client site as described in the Project Plan. Must meet established goals for productivity and accuracy of entries. Requires a high school diploma.

### **Storage System Installer**

Working under the direct supervision of the Installation Manager, required to carry out all necessary tasks in order to successfully complete the installation per the Project Plan. Tasks may include product unpack and stage, assembly of product, and clean-up of work area. Receives comprehensive training and close supervision throughout the project. Must meet established goals for productivity, accuracy of work, and conform with all safety guidelines. Requires a high school diploma.

### **Information Relocation Supervisor**

Working in conjunction with the Project Manager and/or Project Supervisor, required to direct all move-related tasks required to satisfy the requirements of the Project Plan. Key responsibilities include ongoing staff training, workflow analysis and reporting, handling daily staffing issues, and daily progress reporting to ensure quality and productivity standards are maintained while meeting client schedules. May respond to specific client needs and questions relating to workflow, timing, and schedule requirements. Responsible for ensuring all Information Relocation Specialists are meeting the established goals for productivity, accuracy, and are conforming with all safety guidelines. Requires a high school diploma.

**Information Relocation Specialist**

Working under the direct supervision of the Project Manager, Project Supervisor, and/or Information Relocation Supervisor, required to carry out all necessary tasks in order to successfully complete a detailed file relocation per the Project Plan. Tasks may include product unpack and stage, packing of records, securing on transport vehicles, and unpacking according to the established file mapping scheme. Receives comprehensive training and close supervision throughout the project. Must meet established goals for productivity, accuracy of work, and conform with all safety guidelines. Requires a high school diploma.

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BUSINESS GROUP s/ /b/ 51 504 FILE ORGANIZATION AND MAINTENANCE SERVICES