SOLICITATION NUMBER: FCIS-JB-980001-B

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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

General Purpose Commercial Information Technology Equipment, Software and Services

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES - SUBJECT TO COOPERATIVE PURCHASING

SPECIAL ITEM NUMBER ANCILLARY – ANCILLIARY SUPPLIES AND/OR SERVICES - SUBJECT TO COOPERATIVE PURCHASING

SPECIAL ITEM NUMBER OLM – ORDER LEVEL MATERIALSS – SUBJECT TO COOPERATIVE PURCHASING

Contract Number: GS-35F-070DA

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

Contract Period: December 04, 2015 – December 03, 2020 (Base Period)

Contractor’s name, address and phone number: FileBank Inc.

23 Thornton Road, Oakland, NJ 07436-3115

Ph: 973-279-4411; Fax: 973-279-6235

Contractor’s Internet Address: www.filebankinc.com

Contract Administration Source: Gregory E Copeland

23 Thornton Road, Oakland, NJ 07436-3115

Ph: 973-279-4411; Fax: 973-279-6235

Email: gcopeland@filebankinc.com

Business Size: Small Business-Veteran Owned

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions..
1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

<table>
<thead>
<tr>
<th>SIN(s) PROPOSED</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>MINIMUM EDUCATION/CERTIFICATION LEVEL</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
<th>UNIT OF ISSUE (e.g. Hour, Task, Sq ft)</th>
<th>PRICE OFFERED TO GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Account Executive</td>
<td>BA</td>
<td>8</td>
<td>Hour</td>
<td>$103.73</td>
</tr>
<tr>
<td>54151S</td>
<td>Retention Analyst</td>
<td>HS</td>
<td>1</td>
<td>Hour</td>
<td>$45.94</td>
</tr>
</tbody>
</table>

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Rate w/ IFF Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology (IT) Manager</td>
<td>$170.43</td>
</tr>
<tr>
<td>Account Executive</td>
<td>$103.73</td>
</tr>
<tr>
<td>Customer Service Manager</td>
<td>$99.65</td>
</tr>
<tr>
<td>Customer Service Assistant</td>
<td>$65.29</td>
</tr>
<tr>
<td>FileCapture/ FileOrganize Manager</td>
<td>$71.54</td>
</tr>
<tr>
<td>Retention Analyst</td>
<td>$45.94</td>
</tr>
</tbody>
</table>

2. Maximum order:
   SIN 54151S: $500,000
   SIN 54151S: $150,000

3. Minimum order: None

4. Geographic coverage (delivery area): 50 States, DC, and Territories

5. Point(s) of production (city, county, and State or foreign country): Same as contractor address above

6. Discount from list prices or statement of net price.
Prices shown are based upon the commercial price list less discounts accepted by the Government.

7. Quantity discounts: **2% for orders greater than $250,000**

8. Prompt payment terms: Net-30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. FileBank Inc. accepts Government Purchase Card payments at or below the micro-purchase threshold.

9b. FileBank Inc. accepts Government Purchase Card payments above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

11a. Time of delivery: 30 Days ARO

11b. Expedited Delivery: Contact the Contractor for Availability

11c. Overnight and 2-day delivery: N/A

11d. Urgent Requirements: N/A

12. F.O.B. point(s). Destination*

   **All contractor travel required in the performance of this contract and orders placed hereunder must comply with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), as applicable, in effect on the date(s) the travel is performed for the IT professional labor types offered.**

13a. Ordering address(es): Same as contractor address

13b. Ordering procedures: For Supplies and Services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as contractor address

15. Warranty provision: None

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A
25. Data Universal Number System (DUNS) number: 802336867

**IT Labor Descriptions**

**Information Technology (IT) Manager:**
Minimum/General Experience: Fifteen (15) years of experience in information technology management.
Minimum Education: Bachelor’s degree in Computer Science, Systems Engineering, Computer Programming or a related field.
Functional Responsibility: Responsible for the oversight of the entire IT department. Manages a team to accomplish an assigned task(s), develop an application or ensures daily support requirements are met. Responsibilities include establishing and maintaining technical and operational requirements, researching and evaluating solutions to solve the organization's technical challenges and working with other departments to budget and allocate funds for the organizations' technical equipment and software needs.

**Account Executive:**
Minimum/General Experience: Eight (8) years of experience executing and managing small to medium sized projects.
Minimum Education: Bachelor’s degree or 5 years of industry experience.
Functional Responsibility: Manages large, complex tasks or group of tasks. Communicates with the client on project status and tracks budget items. Communicates policies, purposes and goals of the client to project staff. Assigns and supervises personnel. Determines task schedules and ensures timely implementation of technical solutions.

**Customer Service Manager:**
Minimum/General Experience: Fifteen (15) years in customer service specific to an IT related area.
Minimum Education: Bachelor’s degree or 5 years of industry experience.
Functional Responsibility: Analyses and documents user requirements. Provides technical support for clients. Establishes and maintains policies and procedures for evaluating information management systems and associated documentation. Supervises Customer Service Assistant.

**Customer Service Assistant:**
Minimum/General Experience: One (1) year of customer service experience.
Minimum Education: Bachelor’s degree or 5 years of industry experience.
Functional Responsibility: Reports to Customer Service Manager. Maintains personnel and other contract files. Supports the development of contract deliverables and reports. Coordinates meetings and presentations with clients.

**FileCapture/FileOrganize Manager:**
Minimum/General Experience: Eight (8) years of related experience.

Minimum Education: Bachelor’s degree or 5 years of industry experience.

Functional Responsibility: Packs and organizes company’s files. Manages indexing, boxing, and inventory management of all semi-active files. Scans files into a digital format and makes them available instantly to the customer through the proprietary V-Cabinet PlusT (secure web client portal).

Retention Analyst:
Minimum/General Experience: One (1) year of related experience.

Minimum Education: High School Diploma, or 2 years of minimum experience in equivalent position

Functional Responsibility: Provides archivist service for establishing retention dates. Facilitates records retention planning and inventory control. Ensures that information assets are secured and preserved. Guarantees that obsolete records are securely shredded and recycled. Must be familiar with compliance regulations unique to industry's requirements.