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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 for GSA Advantage! is: www.GSAAvantage.gov

Office, Imaging and Document Solutions

FSC Group 36

Contract number: GS-03F-0015V

Contract period: November 20, 2008 through November 19, 2013

**ACS Federal Solutions, LLC
1800 M Street, NW
Suite 800
Washington, DC 20036**

**Attention: Chavaughn Stith
Office Phone 202.378.2631
Fax: 202.378.1804
www.acs-inc.com**

Business Size: Large

Prices Shown Herein are Net
(discount deducted)

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

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Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price:

51-504 – Records Management Services

51-506 – Document Conversion Services

51-1000 – Other Direct Costs

733-1 – Mail Room Administrative Support Services

733-3 – Miscellaneous Mail Services

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. Prices shown herein are net (discount deducted).

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. Pricing does include labor categories with corresponding hourly rates. The qualifications of each labor category are described in detail within each SIN Pricing Section of this document.

2. Maximum order: \$1,000,000 as established per clause 52.216-19 Order Limitations (OCT 1995)

3. Minimum order: \$100

4. Geographic coverage (delivery area): Domestic only

5. Point(s) of production (city, county, and State or foreign country): Service locations are identified in paragraph 21

6. Discount from prices or statement of net price: Prices Shown Herein are Net (discount deducted)

7. Quantity discounts: None

8. Prompt payment terms: 2% - 20, Net 30 days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): Not applicable.

11a. Time of delivery. (Contractor insert number of days.): 30 days ARO.

11b. Expedited delivery: Expedited delivery is negotiable on a case-by-case basis.

11c. Overnight and 2-day delivery: Not applicable.

11d. Urgent requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Agencies may contact the ACS representative to affect a faster delivery.

12. F.O.B. point(s): FOB point is Origin.

13a. Ordering address(es):

ACS Federal Solutions, LLC
Attention: Chavaughn Stith
1800 M Street, NW Suite 800
Washington, D.C. 20036

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3

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14. Payment address(es):

ACS Federal Solutions, LLC
P.O. Box 201322
Dallas, TX 5320-1322

15. Warranty Provision: Not applicable

16. Export packing charges, if applicable: Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): ACS will accept government credit cards up to the agency's limit or the micro threshold amount of \$3,000 whichever is greater.

18. Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable.

19. Terms and conditions of installation (if applicable): Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable.

20a. Terms and conditions for any other services (if applicable): Not applicable.

21. List of service and distribution points (if applicable):

1084 South Laurel Rd, London, KY, 40744

155 Otter Creek Rd, London, KY, 40744

South Highway K-11, Beattyville, KY, 41311

101 Yorkshire Blvd, Lexington, KY, 40515

2432 Fortune Drive, Lexington, KY, 40509

Hwy 90 Cumberland Dr, PO Box 789, Monticello, KY, 42633

360 Highland Park Drive, Richmond, KY, 40475

220 Commerce Drive, Montgomeryville, PA, 18936

901 South 42nd Street, Mt Vernon, IL, 62864

12453 South 265 West Ste C, Draper, UT, 84020

22. List of participating dealers (if applicable): Not applicable.

23. Preventive maintenance (if applicable): Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

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/ : Not applicable.

25. Data Number System (DUNS) number: 196014372.

26. Notification regarding registration in Central Contractor Registration (CCR) database: ACS maintains an active registration in the CCR database.

ACS Office, Imaging and Document Solutions Qualifications

ACS Federal Solutions, LLC (a wholly owned subsidiary of Affiliated Computer Services, Inc) has over 2000 employees supporting federal, state, and municipal clients. Our Mail Room Operations Solution Set includes Records Management, Document Conversion, Mail Room Administration, and Miscellaneous Mail Services. Typically, components from each of these SINS are included in the overall solution.

Affiliated Computer Services, Inc., (ACS) is recognized as an industry leader in Business Process Outsourcing (BPO) and Document Management solutions, providing high-quality scanning services, innovative mailroom operations solutions, excellent service, and adherence to quality standards. ACS' experience in document capture and conversion is gained from decades of direct, hands-on experience supporting government and commercial customers. ACS is a globally recognized leader in imaging technology, having provided large volume document imaging services for customers for over 33 years, customers that include Fortune 500 companies and federal, state and local government agencies.

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With over 65,000 employees in 750 offices worldwide, each day ACS processes over 10 million images (over 2.5 billion images annually), 8.3 million data capture transactions, and 6.6 million mailroom documents. ACS is the trusted custodian of over 5 billion stored documents. ACS has led the industry in application of Optical Character Recognition (OCR) to drive down data collection costs and enhance the accuracy of the data collected.

In 2006, ACS was ranked #1 in Gartner's Top BPO Vendors – Multiple Processes. In 2007, ACS was ranked # 1 on the Best Performing BPO Providers by Global Services. The following are just a few highlights regarding ACS mailroom and business process solutions:

- 33 years of experience in administrative and transactional processing
- 6.6 million mailroom documents per day
- 8.3 million data capture transactions per day
- 10.3 million images created per day
- 5 billion images stored at any given time

ACS has significant depth in administrative services such as data processing, mailroom services, scanning, data capture and document management. ACS has also been providing media conversion services for over 30 years. We have experience scanning everything from antique postage stamps to oversize blueprints. ACS can process and convert data from nearly every conceivable media, including original documents, books, maps, blueprints, CD/DVDs, optical media, magnetic media, digital media, offline media and offline hardware — allowing clients to upgrade or migrate to a new business process or platform that requires a specific media.

SIN 51-504 Service Descriptions and Pricing

Color Scanning (per page)

GSA Price \$0.1500

Scanning as color or 256 grayscale for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Data Entry (per 1000 characters)

GSA Price \$4.8000

Price is per 1,000 output characters. Price quoted to the requesting agency may be stated in terms of a per document price, based on the character pricing contained herein. Price guarantees 99% field accuracy and 72 hour turnaround. Material to be collected is located in a consistent location within the document and assumes legible hand printed or typewritten text. Capture of data does not require extensive analysis. Staff will enter items as represented on the source form. Entry methodology is single pass at an assumed minimum throughput of 6000 characters per hour. The captured data is delivered in a delimited ASCII format.

FAX Receipt (per image)

GSA Price \$0.0400

Inbound receipt of faxed documents to be systematically incorporated into workflow for subsequent indexing, data capture, or conversion to archival image format.

Imaging/Scanning (per image)

GSA Price \$0.0560

Scanning as bitonal (black and white) for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Imaging/Scanning – Large Images (per image)

GSA Price \$0.9500

Bitonal (black and white) scanning for documents in excess of 8.5" by 14" up to 300 dpi. Images will be created in TIFF Group IV format. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Indexing (per 1000 characters)

GSA Price \$4.8000

Price is per 1,000 output characters. Price quoted to the requesting agency may be stated in terms of a per document price, based on the character pricing contained herein. Price guarantees 99% field accuracy and 72 hour turnaround. Accurate index definition by document type; located in a consistent location on first page of document; with legible hand

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printed or typewritten text. Capture of data does not require extensive analysis. Staff will enter items as represented on the source form. Entry methodology is single pass at an assumed minimum throughput of 6000 characters per hour. The index database is delivered in a delimited ASCII format.

Page Rotation (per page)

GSA Price \$0.0225

Manual rotation of images to orient into an upright, read right condition. This applies to source materials with intermixed orientation (portrait and landscape) where final output requires consistent upright, read right presentation of the image.

Paper Retrieval (per document)

GSA Price \$3.3750

Pulling paper documents from post-workflow archive per a retrieval request from a customer.

Stored Image and Retrieval (per image)

GSA Price \$0.0583

Utilizing ACS' custom developed SIR system. Allows client-designated access to view / retrieve images on-line via client's internet browser.

Stored Image and Retrieval Ingest (per image)

GSA Price \$0.0051

Storage of client-supplied electronic files via direct, systematic incorporation into ACS' SIR system.

Associate Documentation Technician (per hour)

GSA Price \$26.59

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Lead Data Entry Clerk (per hour)

GSA Price \$31.90

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Senior Principal Analyst/Programmer (per hour)

GSA Price \$74.00

Implements and maintains smooth operation and physical design of databases. Conducts performance tuning of indexes and databases in general. Reviews database design and integration of systems, provides backup recovery and makes recommendations regarding enhancements and/or improvements. Maintains security and integrity controls. Formulates policies, procedures, and standards relating to database management, and monitors transaction activity and utilization. May develop stored procedures and/or triggers. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master's degree. Considered an emerging authority. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

General Clerk for Mailroom and Data Entry (per hour)

GSA Price \$26.59

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High

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School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Network Engineer (per hour)

GSA Price \$65.00

Receive user requirements for telecommunications services and products. Design network solutions in accordance with those requirements which fit schedule, performance and budget constraints. Identify communications hardware and software interdependencies and resolve conflicts as appropriate. Manage large scale communications project implementations and migrations. Survey new communications technologies and service price trends and recommend changes to network architecture and topology as appropriate. Establish the necessary communications hardware and software infrastructure as necessary to support network applications including e-mail, file transfer, etc. Act as second level problem determination support for operations personnel. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Control Specialist (per hour)

GSA Price \$37.00

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Manager (per hour)

GSA Price \$53.50

Performs a variety of activities in one or more of the following and/or related areas: personal computer applications training, data control and scheduling coordination, systems administration, data security administration, and associated fields. Bachelors degree from an accredited college in a related discipline, or equivalent experience/combined education. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Quality Assurance Manager (per hour)

GSA Price \$80.22

Synthesizes customer contractual needs and requirements into system test solutions that acknowledge technical, schedule and cost constraints. Develops and directs preparation and execution of comprehensive test plans, procedures and schedules for complete aerospace systems, including spacecraft, full payloads and missiles. Coordinates integrated testing activities with affected program and outside organizations, including systems engineering, subcontractors, associate contractors, government representatives, customers, and oversight consultants. Reviews and evaluates test requirements to insure completeness of test program. Performs technical analysis of complete vehicle systems to determine procedures and processes required to verify test requirements. Performs analysis of test results and prepares comprehensive system level evaluation reports which verify and validate system performance. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, and personnel supervising this position are directly billable.

Site Manager (per hour)

GSA Price \$53.50

Manages production and client-site locations. Reviews and clarifies project specifications, prepares work schedule, assigns work, reviews employee performance, approves employee timesheets, and prepares production reports. Conducts interviews, coaching sessions, and disciplinary action. Bachelor's degree in Business or Engineering from an accredited college, or equivalent experience/combined education, with up to 3 years of supervisory experience. Performs hiring, performance management, coaching, and disciplinary actions. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

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Team Leader (per hour)

GSA Price \$41.00

Follows complex verbal and written directions and exercises moderate discretion in the performance of job duties. Assigns and oversees the work of less experienced employees. Oversees work task assignment. Delivers documents to various departments, prepares paper documents for conversion to digital format, scans documents, enhances digital images, performs data entry, and reviews work for accuracy. High school degree or equivalent is required. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

SBU Manager (per hour)

GSA Price \$88.65

Manages assigned team. Reviews and clarifies project specifications, prepares work schedule, assigns work, reviews employee performance, approves employee timesheets, and prepares production reports. Conducts interviews, coaching sessions, and disciplinary action. A Bachelor's degree in Business, Engineering, or related field from an accredited college, or equivalent experience/combined education, with 5 years of supervisory experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Technical Writer/Editor (per hour)

GSA Price \$47.54

Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

SIN 51-506 Service Descriptions and Pricing

Color Scanning (per page)

GSA Price \$0.1500

Scanning as color or 256 grayscale for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Data Entry (per 1000 characters)

GSA Price \$4.8000

Price is per 1,000 output characters. Price quoted to the requesting agency may be stated in terms of a per document price, based on the character pricing contained herein. Price guarantees 99% field accuracy and 72 hour turnaround. Material to be collected is located in a consistent location within the document and assumes legible hand printed or typewritten text. Capture of data does not require extensive analysis. Staff will enter items as represented on the source form. Entry methodology is single pass at an assumed minimum throughput of 6000 characters per hour. The captured data is delivered in a delimited ASCII format.

FAX Receipt (per image)

GSA Price \$0.04000

Inbound receipt of faxed documents to be systematically incorporated into workflow for subsequent indexing, data capture, or conversion to archival image format.

Imaging/Scanning (per image)

GSA Price \$0.0560

Scanning as bitonal (black and white) for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

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Imaging/Scanning – Large Images (per image)

GSA Price \$0.9500

Bitonal (black and white) scanning for documents in excess of 8.5" by 14" up to 300 dpi. Images will be created in TIFF Group IV format. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

Indexing (per 1000 characters)

GSA Price \$4.8000

Price is per 1,000 output characters. Price quoted to the requesting agency may be stated in terms of a per document price, based on the character pricing contained herein. Price guarantees 99% field accuracy and 72 hour turnaround. Accurate index definition by document type; located in a consistent location on first page of document; with legible hand printed or typewritten text. Capture of data does not require extensive analysis. Staff will enter items as represented on the source form. Entry methodology is single pass at an assumed minimum throughput of 6000 characters per hour. The index database is delivered in a delimited ASCII format.

Page Rotation (per page)

GSA Price \$0.0225

Manual rotation of images to orient into an upright, read right condition. This applies to source materials with intermixed orientation (portrait and landscape) where final output requires consistent upright, read right presentation of the image.

Paper Retrieval (per document)

GSA Price \$3.3750

Pulling paper documents from post-workflow archive per a retrieval request from a customer.

Associate Documentation Technician (per hour)

GSA Price \$26.59

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Lead Data Entry Clerk (per hour)

GSA Price \$31.90

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Senior Principal Analyst/Programmer (per hour)

GSA Price \$74.00

Implements and maintains smooth operation and physical design of databases. Conducts performance tuning of indexes and databases in general. Reviews database design and integration of systems, provides backup recovery and makes recommendations regarding enhancements and/or improvements. Maintains security and integrity controls. Formulates policies, procedures, and standards relating to database management, and monitors transaction activity and utilization. May develop stored procedures and/or triggers. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 10 years of professional experience; or 8 years of professional experience with a related Master's degree. Considered an emerging authority. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

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General Clerk for Mailroom and Data Entry (per hour)

GSA Price \$26.59

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Network Engineer (per hour)

GSA Price \$65.00

Receive user requirements for telecommunications services and products. Design network solutions in accordance with those requirements which fit schedule, performance and budget constraints. Identify communications hardware and software interdependencies and resolve conflicts as appropriate. Manage large scale communications project implementations and migrations. Survey new communications technologies and service price trends and recommend changes to network architecture and topology as appropriate. Establish the necessary communications hardware and software infrastructure as necessary to support network applications including e-mail, file transfer, etc. Act as second level problem determination support for operations personnel. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 9 years of professional experience; or 7 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Control Specialist (per hour)

GSA Price \$37.00

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Manager (per hour)

GSA Price \$53.50

Performs a variety of activities in one or more of the following and/or related areas: personal computer applications training, data control and scheduling coordination, systems administration, data security administration, and associated fields. Bachelors degree from an accredited college in a related discipline, or equivalent experience/combined education. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Quality Assurance Manager (per hour)

GSA Price \$80.22

Synthesizes customer contractual needs and requirements into system test solutions that acknowledge technical, schedule and cost constraints. Develops and directs preparation and execution of comprehensive test plans, procedures and schedules for complete aerospace systems, including spacecraft, full payloads and missiles. Coordinates integrated testing activities with affected program and outside organizations, including systems engineering, subcontractors, associate contractors, government representatives, customers, and oversight consultants. Reviews and evaluates test requirements to insure completeness of test program. Performs technical analysis of complete vehicle systems to determine procedures and processes required to verify test requirements. Performs analysis of test results and prepares comprehensive system level evaluation reports which verify and validate system performance. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, and personnel supervising this position are directly billable.

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Site Manager (per hour)

GSA Price \$53.50

Manages production and client-site locations. Reviews and clarifies project specifications, prepares work schedule, assigns work, reviews employee performance, approves employee timesheets, and prepares production reports. Conducts interviews, coaching sessions, and disciplinary action. Bachelor's degree in Business or Engineering from an accredited college, or equivalent experience/combined education, with up to 3 years of supervisory experience. Performs hiring, performance management, coaching, and disciplinary actions. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Team Leader (per hour)

GSA Price \$41.00

Follows complex verbal and written directions and exercises moderate discretion in the performance of job duties. Assigns and oversees the work of less experienced employees. Oversees work task assignment. Delivers documents to various departments, prepares paper documents for conversion to digital format, scans documents, enhances digital images, performs data entry, and reviews work for accuracy. High school degree or equivalent is required. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

SBU Manager (per hour)

GSA Price \$88.65

Manages assigned team. Reviews and clarifies project specifications, prepares work schedule, assigns work, reviews employee performance, approves employee timesheets, and prepares production reports. Conducts interviews, coaching sessions, and disciplinary action. A Bachelor's degree in Business, Engineering, or related field from an accredited college, or equivalent experience/combined education, with 5 years of supervisory experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Technical Writer / Editor (per hour)

GSA Price \$47.54

Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 6 years of professional experience; or 4 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

SIN 51-1000 Descriptions and Pricing

Office, Image and Document Solutions may require Other Direct Costs, ODCs in order to provide customers with a complete solution. ODCs are intended as supplemental costs and will be charged as pass through costs when included in a service solution involving services performed under SINS 51-504, 51-506, 733-1, and 733-3. Other direct costs approved by GSA for this contract include:

- Direct Supplies
- Warehouse Storage
- Telecommunications
- HW and SW
- Special Equipment
- Equipment Maintenance

General Services Administration

SIN 733-1 Service Descriptions and Pricing

Mailroom Document Receipt and Prep (per page)

GSA Price \$0.0600

Price includes receiving the documents in ACS' mailroom and performing all functions required to ready the documents for scanning or other subsequent process. Assumes documents are received unfolded, may require removal of standard binding devices, and require minimal repair. Standard pre-conversion document handling includes removal of paper documents from standard bindings or file folders and minimal staple / paper clip removal (averaging one per five pages). Post conversion activities include returning source documents to file folders without rebinding.

Outsort – Receipt and Filter (per document)

GSA Price \$0.1875

Pulling a pre-defined subset of paper documents post-workflow for return to client.

General Clerk for Mailroom and Data Entry (per hour)

GSA Price \$26.59

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Control Specialist (per hour)

GSA Price \$37.00

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Manager (per hour)

GSA Price \$53.50

Performs a variety of activities in one or more of the following and/or related areas: personal computer applications training, data control and scheduling coordination, systems administration, data security administration, and associated fields. Bachelors degree from an accredited college in a related discipline, or equivalent experience/combined education. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Quality Assurance Manager (per hour)

GSA Price \$80.22

Synthesizes customer contractual needs and requirements into system test solutions that acknowledge technical, schedule and cost constraints. Develops and directs preparation and execution of comprehensive test plans, procedures and schedules for complete aerospace systems, including spacecraft, full payloads and missiles. Coordinates integrated testing activities with affected program and outside organizations, including systems engineering, subcontractors, associate contractors, government representatives, customers, and oversight consultants. Reviews and evaluates test requirements to insure completeness of test program. Performs technical analysis of complete vehicle systems to determine procedures and processes required to verify test requirements. Performs analysis of test results and prepares comprehensive system level evaluation reports which verify and validate system performance. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, and personnel supervising this position are directly billable.

General Services Administration

Site Manager (per hour)

GSA Price \$53.50

Manages production and client-site locations. Reviews and clarifies project specifications, prepares work schedule, assigns work, reviews employee performance, approves employee timesheets, and prepares production reports. Conducts interviews, coaching sessions, and disciplinary action. Bachelor's degree in Business or Engineering from an accredited college, or equivalent experience/combined education, with up to 3 years of supervisory experience. Performs hiring, performance management, coaching, and disciplinary actions. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Team Leader (per hour)

GSA Price \$41.00

Follows complex verbal and written directions and exercises moderate discretion in the performance of job duties. Assigns and oversees the work of less experienced employees. Oversees work task assignment. Delivers documents to various departments, prepares paper documents for conversion to digital format, scans documents, enhances digital images, performs data entry, and reviews work for accuracy. High school degree or equivalent is required. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

SBU Manager (per hour)

GSA Price \$88.65

Manages assigned team. Reviews and clarifies project specifications, prepares work schedule, assigns work, reviews employee performance, approves employee timesheets, and prepares production reports. Conducts interviews, coaching sessions, and disciplinary action. A Bachelor's degree in Business, Engineering, or related field from an accredited college, or equivalent experience/combined education, with 5 years of supervisory experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

SIN 733-3 Service Descriptions and Pricing

General Clerk for Mailroom and Data Entry (per hour)

GSA Price \$26.59

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Control Specialist (per hour)

GSA Price \$37.00

Performs a variety of routine administrative/clerical tasks in such functional areas as finance, purchasing, or human resources or for a specific project/business/technical unit. Gathers, collects, records, tracks and verifies data and information from multiple sources. Compiles, reviews and analyzes data. Uses personal computer and commercial software packages, and/or proprietary software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence and presentations. May design processes to enhance workflow. Provides data and information to others on functional unit processes and procedures. High School diploma or equivalent experience/combined education, with additional specialized training in specific aspects of job functions and/or demonstrated ability to perform assigned tasks and 1 year of experience. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

Production Manager (per hour)

GSA Price \$53.50

Performs a variety of activities in one or more of the following and/or related areas: personal computer applications training, data control and scheduling coordination, systems administration, data security administration, and associated fields. Bachelors degree from an accredited college in a related discipline, or equivalent experience/combined education. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, quality assurance activities, and personnel supervising this position are directly billable.

General Services Administration

Quality Assurance Manager (per hour)

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Synthesizes customer contractual needs and requirements into system test solutions that acknowledge technical, schedule and cost constraints. Develops and directs preparation and execution of comprehensive test plans, procedures and schedules for complete aerospace systems, including spacecraft, full payloads and missiles. Coordinates integrated testing activities with affected program and outside organizations, including systems engineering, subcontractors, associate contractors, government representatives, customers, and oversight consultants. Reviews and evaluates test requirements to insure completeness of test program. Performs technical analysis of complete vehicle systems to determine procedures and processes required to verify test requirements. Performs analysis of test results and prepares comprehensive system level evaluation reports which verify and validate system performance. Bachelor's degree from an accredited college in a related discipline, or equivalent experience/combined education, with 5 years of professional experience; or 3 years of professional experience with a related Master's degree. Assumes pricing on a time and materials basis, whereby all job-related supplies, production equipment, and personnel supervising this position are directly billable.

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