



**Schedule**  
Contract

**GENERAL DYNAMICS**  
Information Technology

**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!*<sup>™</sup>, a menu-driven database system. The INTERNET address for GSA *ADVANTAGE!*<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

**Multiple Award Schedule**

**Office management category**

**Contract Number: GS-25F-0016R**

**For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period: April 1, 2010 – March 31, 2025  
Pricelist effective date February 25, 2020 and current through  
Modification PS-0037 dated 4/01/2020 and A812 dated 03-20-2020**

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## **GENERAL DYNAMICS INFORMATION TECHNOLOGY, INC. (GDIT)**

### **COMPANY OVERVIEW**

General Dynamics Information Technology provides information technology, systems engineering and professional services to customers in the defense, intelligence, homeland security, federal civil and commercial sectors.

With approximately 28,000 employees worldwide, the company utilizes its deep mission understanding to deliver proven IT services and enterprise solutions in support of more than 1,000 customer communities. As a trusted systems integrator for more than 50 years, General Dynamics enables customers to achieve their expanding mission requirements, meet enterprise goals, and accomplish business objectives on-time and on-budget.

General Dynamics Information Technology uses an integrated approach to business process development, technology solutions, operations and logistics to help achieve expanding mission requirements and accomplish goals on-time and on-budget. As a top tier IT integrator, we provide a complete suite of information technology, systems engineering and professional services.

We serve all branches of the Department of Defense, more than 50 civil agencies and state and local governments. We have in-country offices in Canada, Europe, Africa, the Middle East and Asia serving DoD OCONUS sites as well as foreign governments, international organizations and commercial customers.

As a leading IT services company, General Dynamics Information Technology provides government customers with the systems integration, strategy and program management, systems engineering, operations services, and simulation and training solutions necessary to manage the development and operations of mission-critical systems.

As a world-class IT architect and systems integrator, General Dynamics Information Technology designs, builds, integrates, and operates enterprise and wireless networks for national defense, intelligence and homeland security.

General Dynamics Information Technology is one of four companies that make up General Dynamics' Information Systems and Technology Group.

Headquartered in Fairfax, Va., General Dynamics Information Technology has major offices in Aberdeen Proving Ground, MD; Annandale, VA; Arlington, VA; California, MD; Chantilly, VA; Chesapeake, VA; Fort Bragg, NC; Montgomery, AL; Needham, MA; Pax River, MD; San Diego, CA; Sierra Vista, AZ; Tampa, FL; and Washington, DC metro area.

**General Dynamics Information Technology, Inc. (GDIT)**

**Records Management and Document Services**

Office Imaging and Document Solutions contract is designed to enable government agencies to track, access, and retrieve documents or information in a timely manner. This consists of the full range of document conversion services. Under Schedule 36, contractors provide agencies with expert advice in a range of office imaging and document solutions.

These services enhance an agency's response to a multitude of critical, dynamic, and evolutionary influences and challenges, enabling the agencies to continuously receive improved responsiveness and mission performance. These efforts result in improved customer satisfaction while increasing the public's confidence in their Government.

To meet the Schedule 36 objective of providing all federal agencies with access to the office imaging and document management expertise available in the commercial sector, GDIT, Inc. provides Records Management Services and Document Conversion Services to federal clients where our corporate experience and expertise offer the greatest potential benefit.

GDIT's over-arching objective is to offer services supporting the National Archive and Records Administration (NARA) Regulations and Certifications. We consistently meet the Schedule 36 objectives of providing federal agencies with the finest imaging and document services available, ensuring increased client satisfaction.

### CUSTOMER INFORMATION

1(a) Awarded Special Item Number(s) SIN's:

**SIN 493110RM          Physical Records Management Services**

**SIN 518210DC          Document Conversion Services**

**SIN OLM                Order-Level Materials**

1(b) Lowest Prices Model Numbers: Not Applicable

1(c) Services Descriptions

### **PROFESSIONAL SERVICES DESCRIPTIONS**

#### **SIN 493110RM— Physical Records Management Services**

Records Management Services track, access, and retrieve information in a timely manner while ensuring compliance with all of the National Archive and records Administration's regulations, and certifications. Software systems can be tailored to meet your need for indexing, formatting, and classifying documents. This service provides the comprehensive capability to solve complex challenges posed by the movement, manipulation, archiving, security, and management of records, and professional management and administrative support for both classified and unclassified records.

File and Organization and Maintenance Services allow for easy location, retrieval, and storage of files, information and document indexing, scanning, labeling, bar coding, and filing. Storage Services include preparing files for pick-up, storage and retrieval of records.

GDIT provides technical support and solutions, i.e., file management and file storage, for managing records including files and documents by using state-of-the-art records and information management solutions. This process enables ordering agencies to track, access, and retrieve documents and information in a timely manner throughout the entire life cycle of the record.

Our services include providing personnel, materials, software, equipment, and, when needed, facilities to perform all work requirements indicated in an ordering agency's task order.

For example, GDIT specialists:

- » Support management of records at all stages of the life cycle of the file, which may be in any medium, including electronic.

- » Provide Electronic Records Management such as email messages, word processing documents, and other electronic records in accordance with DoD 5015.2 STD.

### **SIN 518210DC —Document Conversion Services**

This service transfers any type of paper, microfiche, microfilm, or engineering drawings to an electronic format, The process of document conversion involves state-of-the art scanning of the original document's text and graphic images into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Transfer text and graphic images from current document formats such as:

- » Paper
- » Aperture cards
- » Roll Film
- » ☐Microfiche
- » Microfilm

To new delivery/storage media including:

- » CD-Rom disks
- » 4 mm/8mm magnetic tape
- » ☐Microfiche
- » Magnetic storage disks
- » Aperture cards
- » Microfilm
- » ☐Roll film

These files can be stored in any format required for use in a document imaging and storage system. For example:

- » ☐Raster images
- » ASCII text
- » SGML tagged for electronic distribution or publishing PDF image files.

Customization coding and indexing options are also available as part of the document conversion process and will be used for both unclassified and classified documents using government or contract facilities or a combination of both.

GDIT provides expert, full-scale Document Conversion Services. We offer a staff fully trained on document conversion technologies and best practices. These services consist of scanning various media into electronic digital data which is converted into various formats such as, but not limited to, TIFF, JPEG, PDF, and HTML. We have converted large volumes of data into electronic documents that are then analyzed, sorted, indexed and retrieved to meet the unique and specific requirements of various clients. We provide these services for both classified and unclassified records and media.

We provide state-of-the-art scanning of original files containing both text and graphic images into digital data outputs. These files are both black and white and color. The quality of the original file is of varying quality ranging from good to poor. Images are typically scanned at 200 to 300 dpi, however, depending on the converted output they can be scanned to 500 dpi. Images are visually inspected for quality and rework is done on poor images to get the best image possible. Over-sized items are reduced if possible or scanned in sections. Once data has been captured, it is indexed. We maintain a high level of accuracy and accountability of records being processed.

GDIT is capable of processing classified data. We developed and operate a Contractor-Owned Contractor-Operated (COCO) facility dedicated to both the processing and classification of records. This facility's production area is certified by the Defense Security Service (DSS) for open storage and processing of Top Secret and Restricted Data/Formally Restricted Data (RD/FRD) materials.

### **SIN Order-Level Materials (OLMs)**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and- Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINS), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

Items awarded under ancillary supplies/services or other direct cost (ODC) SINS are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINS are for use under all order type CLINs (Fixed- Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order- Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

The Maximum Order Threshold (MOT) for the Order-Level Materials SIN is \$100,000. The MOT has no effect on the OLM cap of 33.33% of the total order value. OLMs are not limited to the MOT.

See clauses 552.212-4 *Contract Terms and Conditions - Commercial Items ITEMS* (OCT 2018) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION - FEB 2007) and 552.238-115 *Special Ordering Procedures for the Acquisition of Order-Level Materials* (MAY 2019) for additional information on inclusion of OLMs in task and delivery orders placed against a Schedule contract or BPA.

OLMs are only authorized for inclusion at the order level under a T&M or LH CLIN and are subject to an NTE ceiling price.

The Order-Level Materials SIN contains no items or pricing, since by definition OLMs are *unknown* at the time of Schedule contract award. The ordering activity contracting officer is responsible for defining OLMs and determining proposed OLM pricing fair and reasonable for a particular order.

OLMs are purchased under the authority of the GSA Schedules Program and are not “open market items.”

Items awarded under ancillary supplies/services and other direct cost (ODC) SINs are not OLMs. These SINs are reserved for items that can be defined and priced *upfront* at the Schedule contract level.

The Order-Level Materials SIN cannot be the only SIN awarded on a contract. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN.

The Order-Level Materials SIN is exempt from *Commercial Sales Practices* disclosure requirements.

The Order-Level Materials SIN is exempt from the following clauses:

- 552.216-70 *Economic Price Adjustment - FSS Multiple Award Schedule Contracts*
- I-FSS-969 *Economic Price Adjustment - FSS Multiple Award Schedule*
- 552.238-77 *Submission and Distribution of Authorized FSS Schedule Pricelists*
- 552.238-81 *Price Reductions*

Terms and conditions that otherwise apply to the Schedule contract also apply to the Order-Level Materials SIN. Examples include but are not limited to:

- Trade Agreements Act (TAA)
- Sales reporting and IFF remittance



- Environmental Attributes clauses
- AbilityOne Program Essentially the Same (ETS) compliance

The Order-Level Materials SIN is subject to any transactional data reporting (TDR) requirements in effect under the Schedule contract.

Prices for items provided under the Order-Level Materials SIN must be inclusive of the IFF. The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against a Schedule BPA awarded under a Schedule contract, cannot exceed 33.33%. For purposes of IFF and sales reporting, OLM products and services should be reported under the Order-Level Materials SIN. All other products or services in the task or delivery order should be reported based on the SIN under which they are awarded.

**Other Direct Costs (ODCs) that may incur additional charges:**

- » Travel
- » Truck Rental
- » Office Supplies
- » Tall Counters
- » Heavy Duty Stretch Wrap
- » Acid-Free Referral Strips

**2. Maximum Order**

The following maximum order limitations are procedural individual order. GDIT will honor orders exceed the maximum order value, or will return the order within five (5) business days receipt. Ordering offices are encouraged to follow the procedures at FAR 8.404 before placing an order that exceeds the maximum order threshold.

SIN 493110RM -\$1,000,000

SIN 518210DC -\$1,000,000

SIN OLM- \$100,000

**3. Minimum Order**

The minimum dollar value of order to be issued is:

SIN 493110RM -\$100

SIN 518210DC -\$100

SIN OLM - \$100

**4. Geographic Coverage**

CONUS, Washington National Capital Area.

**5. Point(s) of Production**

Fairfax, Virginia

**6. Discount from List Prices**

Government prices are net (any discounts have already been taken from the published price list).

**7. Quantity Discounts:** Not Applicable

**8. Prompt Payment Terms**

All invoices are paid per the terms of the Prompt Payment Act (13 U.S.C 3901 et seq.) and OMB Circular A-125, and per the terms of GSAR 552.232-74 INVOICE PAYMENTS.

**9a. Government Purchase Cards – Up To Micro-Purchase Threshold**

Government Purchase Cards are accepted up to the micro-purchase threshold.

**9b. Government Purchase Cards-Above Micro-Purchase Threshold**

Government Purchase Cards are accepted above the micro-purchase threshold.

GDIT will accept the Government Commercial Credit Card with no additional discounts attached.

**10. Foreign Items:** Not Applicable

**11a. Time of Delivery**

GDIT will deliver to destination within the number of calendar days after receipt or order (ARO), as set forth below, or as negotiated between the ordering agency and GDIT at time of ordering. Deliver time may be modified based upon acceptable task order requirements.

Special Item No.	Delivery Time
SIN 493110RM	As negotiated in each order
SIN 518210DC	As negotiated in each order
SIN OLM	As negotiated in each order

**11b. Expedited Delivery:** Not Applicable

**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.

**12. F.O.B. Points (FOBs)**

FOB Destination applicable to special item number 493110RM and 518210DC.

**13a. Ordering Address**

General Dynamics Information Technology, Inc. (GDIT)

3150 Fairview Park Drive, Ste 100

Falls Church, VA 22042-4504

Attention: Mr. Mike McHugh, Staff Vice President

General Dynamics Information Technology, Inc.

GWACS/GSA Schedules

GWAC Center

Email: [gditgsa@gdit.com](mailto:gditgsa@gdit.com)

Tele: 703-995-5373

Fax: 703-383-6087

**13b. Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage [fss.gsa.gov/schedules](http://fss.gsa.gov/schedules).

**14. Payment Address**

General Dynamics Information Technology, Inc.

PNC Bank, N.A.

P.O. Box 643014

Pittsburgh, PA 15264-3014

**15. Warranty Provision:** GDIT warrants that all services will be performed in a professional and workmanlike manner. All other warranties are hereby disclaimed.

16. **Export Packaging Charges:** Not Applicable

17. **Terms and Conditions of Government Purchase Card Acceptance**

GDIT will accept the Government Commercial Credit Card with no additional discounts attached.

18. **Terms and Conditions of Rental, Maintenance and Repair:** Not Applicable

19. **Terms and Conditions of Installation:** Not Applicable

20. **Terms and Conditions of Repair Parts:** Not Applicable

20a. **Terms and Conditions for Any Other Services**

ODC will be included for services, transportation, and supplies.

21. **List of Service and Distribution Points:** Not Applicable

22. **List of Participating Dealers:** Not Applicable

23. **Preventive Maintenance:** Not Applicable

24a. **Special Attributes:** Not Applicable

24b. **Section 508 Compliance:** 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/](http://www.Section508.gov/).

25. **Data Universal Number System (DUNS) Number**

DUNS Number: 067641597

26. **Central Contractor Registration (CCR) Database Notification**

GDIT, Inc. is registered in the Central Contractor Registration (CCR) Database.

## COMMERCIAL JOB TITLES AND DESCRIPTIONS

### 1. Project Manager

**General Experience:** Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Interfaces with all levels of management. Demonstrated written and oral communication skills, including project plans, white papers, proposals and formal presentations.

**Duties:** Must have demonstrated experience in managing all key project areas. Has leadership responsibility for delivery of complex services. Responsibilities typically include identifying customer requirements, developing a plan for service delivery, identifying and recruiting appropriate resources, assigning individual responsibilities, developing schedules to ensure timely completion and final delivery of services to the customer.

**Requirements:** A college degree, minimum of five years of records management or archivist or declassification as required for the project, three years of supervisory/management experience, knowledge of DoD 5015.2 STD, when required, and a security clearance when required.

### 2. Archivist/Records Manager

**General Experience:** Demonstrated written and oral communication skills, including white papers and formal presentations.

**Duties:** Ensures compliance with government agencies, National Archives and Records Administration's and industrial standard records management practices and procedures. Supervises retirement of agency records to federal record centers to include all paperwork. Establishes priority for review of records. Performs records searches. A working knowledge of databases and spreadsheets required.

**Requirements:** A college degree with an advanced degree preferred, minimum of five years of records management or archivist experience, and a security clearance when required.

### 3. Records Analyst

**General Experience:** Responsible for retrieval, review, evaluation, and disposition of records at a client or corporate site.

**Duties:** Evaluates and makes a disposition determination based on applicable guidance. Prepares necessary forms to record contents and disposition of documents or does this electronically. Responsible for compliance with operational and security procedures required at the records site.

**Requirements:** High school diploma or equivalent. Requisite security clearance must be able to lift boxes weighing 40 pounds, ability to quickly read and comprehend a variety of documents addressing complex issues. One to three years general experience.

#### 4. Records Analyst Supervisor

**General Experience:** Performs analysis and inventories of records in general office, field offices, plants, and corporate and remote record centers. Oversee work of members of team.

**Duties:** Supervises the records analysts as they analyze records in accordance with applicable procedures. Ensures entries are properly made for each record. Conducts quality assurance reviews as required. Ability to teach new employees to be records analysts or to perform quality assurance reviews.

**Requirements:** High school diploma or equivalent. Minimum of three years of experience as a Records Analyst. Experience applying DoD Information Security Standards; knowledge of DoD 5015.2 STD; knowledge of Executive Order 12958 as amended knowledge of DoD 5015.2 STD; knowledge of the Freedom of Information Act and Privacy Act as applicable. A security clearance when required.

#### 5. Subject Matter Expert

**General Experience:** Provides specific technical and/or functional guidance, reflecting detailed, expert knowledge of a specific area or function. Demonstrated written and oral communication skills, including white papers and formal presentations.

**Duties:** Possesses requisite knowledge and expertise in related subject matter.

**Requirements:** A college degree with advanced degree preferred a minimum of 5 years experience in the subject matter, and the requisite security clearance.

#### 6. Administrative Assistant

**General Experience:** Provides clerical/administrative support to project manager or customer. This includes clerical duties such as photocopying, compiling records, filing, and posting information.

**Duties:** Applies knowledge of department policies and procedures and utilizes a general understanding of other departments' functions. Maintains records, prepares forms, verifies information, orders supplies, and resolves routine problems.

**Requirements:** High school diploma or equivalent. Ability to type 80 words a minute, knowledge of MS Office suite, a general understanding of standard office equipment, and a security clearance if required. One to three years general experience.

## 7. Database Administrator

**General Experience:** Perform database and applications systems support, including design, definition and application development. Supervise monitoring and tuning, integration assurance and recovery.

**Duties:** Supervise the installation, maintenance and support of system software. Serve as primary point of contact to the client and outside agencies on database issues.

**Requirements:** A Bachelor's Degree in Computer Science or related field, or equivalent experience. Training and at least one to three years of experience with MS SQL 2000 or higher databases and query language. Training and at least one to three years of experience with MS Access 97 and MS Excel 97 or higher application. A security clearance if required.

## 8. Data Entry Technician

**General Experience:** Requires basic computer skills and attention to detail.

**Duties:** Operates a data entry device to enter and/or verify a variety of standard and/or complex coded or un-coded data into a computer with speed and accuracy. May require interpretation of source documents.

**Requirements:** High school diploma or equivalent. Ability to type 60 words a minute and use standard data entry equipment. A security clearance if required.

## 9. Configuration Management Specialist

**General Experience:** Designs and establishes management documentation. Authorizes the release of drawings, and software configuration changes specified by management and other functional groups

**Duties:** Develops and maintains computer or web based classification or other user guides and publications. Maintains and safeguards software.

**Requirements:** A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498, Software Development and Documentation and DoD Regulation 5015.2 Records Management Directives, when required. Experience with Visual Studio, on-line help systems and web mastering and HTML development also required for this position. A security clearance if required. One to three years general experience.

## 10. Systems Analyst

**General Experience:** Formulates system scope and objectives. Analyzes and evaluates existing or proposed systems and software and devises or modifies procedures to process data and solve problems.

**Duties:** Monitors performance of computing equipment, network operations and physical environment; coordinates equipment installation, delivery and maintenance schedules.

**Requirements:** A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required. One to three years general experience.

#### 11. Document Specialist

**General Experience:** Responsible for the assisting in the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management

**Duties:** Processes and fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates forms by using computer design software. Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts.

**Requirements:** A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required. One to three years general experience.

#### 12. Functional Area Analyst

**General Experience:** Must have a minimum of five (5) years related functional experience in an area such as computer science, engineering, logistics, finance, procurement, materiel management.

**Duties:** Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related managerial and technical areas. Expertise is required in specialty areas.

**Requirements:** Bachelor's degree. Advanced professional military education in computer science, engineering, logistics, finance, procurement, materiel management. A security clearance if required.

#### 13. Document Preparation Clerk

**General Experience:** Responsible for the preparation of documents in the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management System. Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts.



**Duties:** Prepares documents for scanning, fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees.

**Requirements:** High school diploma or equivalent. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required. One to five years general experience.

#### 14. Scanning Clerk

**General Experience:** Operates scanning equipment to perform efficient storage and retrieval of records, documents, and drawings. Functions as trainee operative on equipment and processes.

**Duties:** Prepare internal and external documents for scanning including fastener removal, repair of damage, and legibility enhancement. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Helps to set up indexes and print services and maintains accurate catalogs of materials. Prepare materials: organize; pull staples, paper clips, etc. Edit all information. Retrieve information as requested. Maintain card file and storage.

**Requirements:** High School diploma or equivalent, one to two years of related experience, and a security clearance if required.

#### 15. Indexing Clerk

**General Experience:** Requires basic computer skills and operation of scanning equipment to perform efficient storage and retrieval of records, documents, and drawings. Functions as trainee operative on equipment and processes.

**Duties:** Validates Scanning Clerk's work, compares data for accuracy by visual inspection, and crops image. Stores image and text files within Document Management System file structure and creates/updates properties to provide retrieval. Sets up indexes and print services and maintains accurate catalogs of materials. Prepares materials: organizes; pulls staples, paper clips, etc. Edits all information. Retrieves information as requested. Maintains card file and storage.

**Requirements:** Requires High School diploma or equivalent, one to two years of related experience, and a security clearance if required. One to three years general experience.

## 16. Quality Control Monitor/Clerk

**General Experience:** Develops, applies, revises, and maintains quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements.

**Duties:** Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition, and implements corrective action as needed. Participates in audits. May provide technical support to inspection personnel.

**Requirements:** Bachelor's degree or equivalent, two to five years of related experience, and a security clearance if required.

## 17. Quality Assurance Tech

**General Experience:** Defines and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements.

**Duties:** Reviews and evaluates complex in-process rejections and implements corrective action as needed. Interfaces with customers, vendors, and various company departments to resolve quality problems and provide information. Participates in and may lead audits. May provide work leadership for lower level employees.

**Requirements:** Bachelor's degree or equivalent, five to seven years of related experience, and a security clearance if required.

## 18. Systems Engineer

**General Experience:** Position may require expertise in the following areas: 4GL object-oriented client server technology (e.g., Visual Basic C++, etc.); database technology (e.g., SQL, ODBMS, RDBMS (e.g., INFORMIX, MS Access, ODBC); network operating systems (e.g., Windows, UNIX, Novell, etc.); electronic publishing tools, techniques, and environments (e.g., Folio Views, MS WOSA, etc.); and Internet Web technology.

**Duties:** Performs professional assignments in the general areas of computer hardware and software such as analysis of computer systems, protocols, computer operations, interfaces, programming and database structuring and management, evaluation of computer test plans and procedures. He/she translates user requirements into hardware, software, and communications requirements and solutions.

**Requirements:** A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required.

## 19. Network Engineer

**General Experience:** Maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe.

**Duties:** Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information.

**Requirements:** Bachelor's degree (in Computer Science or related field) or equivalent, two to four years of related experience, and a security clearance if required.

## 20. Computer Maintenance Tech

**General Experience:** Maintains, repairs, and installs various types of electronic equipment and related devices. Possesses a detailed understanding of the interrelationships of circuits and is able to exercise independent judgment in performing such tasks as making circuit analysis, calculating wave forms, and tracing relationships in signal flow.

**Duties:** Maintains, repairs, and installs various types of electronic equipment and related devices. Applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operations.

**Requirements:** An Associate's degree, vocational, or certification or equivalent, one to three years of related experience, and a security clearance if required.

**PRICE LIST**

SIN 493110RM – Physical Records Management Services

SIN 518210DC – Document Conversion Services

SIN(s)	Labor Category	4/1/2020-3/31/2021	4/1/2021-3/31/2022	4/1/2022-3/31/2023	4/1/2023-3/31/2024	4/1/2024-3/31/2025
493110RM 518210DC	Project Manager	\$179.38	\$183.50	\$187.73	\$192.04	\$196.46
493110RM 518210DC	Archivist/Record Manager	\$135.43	\$138.55	\$141.73	\$144.99	\$148.33
493110RM 518210DC	Subject Matter Expert	\$117.65	\$120.36	\$123.13	\$125.96	\$128.86
493110RM 518210DC	Database Administrator	\$102.16	\$104.51	\$106.92	\$109.38	\$111.89
493110RM 518210DC	Configuration Management Specialist	\$102.16	\$104.51	\$106.92	\$109.38	\$111.89
493110RM 518210DC	System Analyst	\$88.74	\$90.78	\$92.87	\$95.00	\$97.19
493110RM 518210DC	Functional Area Analyst	\$117.65	\$120.36	\$123.13	\$125.96	\$128.86
493110RM 518210DC	Quality Control Monitor/Clerk	\$102.14	\$104.49	\$106.90	\$109.36	\$111.87
493110RM 518210DC	Quality Assurance Technician	\$135.43	\$138.55	\$141.73	\$144.99	\$148.33
493110RM 518210DC	Systems Engineer	\$102.16	\$104.51	\$106.92	\$109.38	\$111.89
493110RM 518210DC	Network Engineer	\$117.65	\$120.36	\$123.13	\$125.96	\$128.86
493110RM 518210DC	Records Analyst**	\$50.54	\$51.71	\$52.90	\$54.11	\$55.36
493110RM 518210DC	Records Analyst Supervisor	\$135.43	\$138.55	\$141.73	\$144.99	\$148.33
493110RM 518210DC	Administrative Assistant**	\$58.19	\$59.53	\$60.89	\$62.29	\$63.73
493110RM 518210DC	Data Entry Technician**	\$43.85	\$44.86	\$45.89	\$46.95	\$48.03
493110RM 518210DC	Document Specialist**	\$88.74	\$90.78	\$92.87	\$95.00	\$97.19
493110RM 518210DC	Document Preparation Clerk**	\$58.19	\$59.53	\$60.89	\$62.29	\$63.73
493110RM 518210DC	Scanning Clerk**	\$58.19	\$59.53	\$60.89	\$62.29	\$63.73
493110RM 518210DC	Index Clerk**	\$58.19	\$59.53	\$60.89	\$62.29	\$63.73
493110RM 518210DC	Computer Maintenance Technician**	\$88.74	\$90.78	\$92.87	\$95.00	\$97.19

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Records Analyst	General Clerk II (01112)	2015-4281
Administrative Assistant	General Clerk III ( 01113)	2015-4281
Data Entry Technician	Data Entry Operator I (01051)	2015-4281
Document Specialist	Administrative Assistant (01020)	2015-4281
Documentation Preparation Clerk	Document Preparation Clerk (01070)	2015-4281
Scanning Clerk	Peripheral Equipment Operator (14150)	2015-4281
Indexing Clerk	Peripheral Equipment Operator (14150)	2015-4281
Computer Maintenance Technician	Personal Computer Support Technician (14160)	2015-4281

\*The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.