

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for - THE OFFICE, IMAGING AND DOCUMENT SOLUTION
Federal Supply Group: 36
Contract Number: GS-03F-067AA
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 16 2013-April 15 2018 (Base Period)

Contractor: BARNALLEN Technologies, Inc.
1700 Rockville Pike
Rockville, MD 20852

Business Size: Small Business, **8A Certified**
Telephone: 301-404-0493
Extension:
FAX Number: 240-206-3204
Web Site: www.barnallen.com
E-mail: gordon@barnallen.com
Contract Administration: Gordon Barnaby

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 51 500, 51 501, 51 503, 51 504, 51 505, 51 506
- 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.**
- 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.**
2. **Maximum Order:** \$1,000,000

(CUSTOMER INFORMATION: Continued)

3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days (No Discount)
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** No
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** 30 days
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 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).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

(CUSTOMER INFORMATION: Continued)

19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 829601645
26. **Notification regarding registration in System for Award Management database:** Registered

(CUSTOMER INFORMATION: Continued)

GSA Awarded Rates:

Labor Category	Rate (Includes IFF)
Program Manager	\$123.68
Project Manager II	\$99.69
Project Manager I	\$85.19
Data Entry Operator II	\$28.11
General Clerk II*	\$31.74
General Clerk III*	\$36.57
Document Clerk I*	\$28.01
Shipping/Receiving Clerk II *	\$26.62
General Clerk I *	\$29.09
Data Base Administrator	\$123.38
Document Center Supervisor	\$42.56
Certified Records Manager (CRM)	\$118.95
Records Manager	\$54.89
Camera Operator I	\$27.80
Camera Operator II	\$31.71
Library Technician Lead	\$39.84
Library Technician*	\$33.29

*SCA Labor Category

(CUSTOMER INFORMATION: Continued)

Labor Category Descriptions:

Education: An Associate's degree will equal - 2 years of experience. A Bachelor's degree will equal - 4 years of experience. A Master's Degree will equal - 6 years of experience. A Doctorate will equal - 8 years of experience.

Experience: For every year of applicable experience, the person shall be credited with one year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any BarnAllen employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee's labor category.

Labor Category	Education	Years of Experience	Functional Responsibility
Program Manager	BA/BS	8	Performs day-to-day management of overall contract support operations of program area possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Provides overall direction of program activities. Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.
Project Manager I	BA/BS	4	Under general supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Provides overall direction for all project level activities.
Project Manager II	BA/BS	6	Under general supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Provides overall direction for all project level activities. May be required to assume responsibility for 1-3 projects within a specific program area.

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Data Entry Operator II	High School Diploma or equivalent training and/or experience	6 mos.	<p>Enters a wide variety of source documents such as computer-generated reports, program coding sheets, and other narrative and statistical information using PC-based database management software, such as dBase IV or PARADOX. Examines and sorts documents by subject matter, category, or other specified manner. In accordance with established procedures, reviews source documents for completeness and accuracy. Detects and rejects illegible or incomplete source documents and information. Keys data rapidly and accurately. Reviews and annotates data sheets, reports, and other documents for data entry technicians. Maintains records covering verification statistics.</p> <p>Operators are required to perform all tasks with a high degree of accuracy while meeting established production goals</p>
General Clerk II	High School Diploma or equivalent training and/or experience	2	<p>General Clerk II's have responsibility general clerical functions. Task may include preparing a variety of documents for microfilming and electronic imaging using written guidelines. Document preparation procedures include:</p> <ul style="list-style-type: none"> • ensuring that each box is properly labeled; • verifying that all boxes in multiple-box sets are present prior to processing; • verifying the information on the worksheet; • removing non-essential material; • ensuring the removal of staples and paper clips and the repair of torn pages; • ordering the contents of each box according to the guidelines; • performing documents preparation quality control checks; • assisting the supervisor in the training of new employees; and • performing other records related functions as assigned by the supervisor; perform tracking of documents, assets by using simple computer systems and databases • assists in production of reports. • coordinates schedules to facilitate deliverables, briefings, and presentations; • prepares correspondence, coordinates travel, and maintains personnel and other files. • assists in answering phones, directing callers and tracking messages. • assists in development and review of program administrative operating procedures. Works under supervision of manager or project lead. <p>General Clerk II's also have responsibility for assisting in the movement of boxes and the delivery of camera-ready documents for scanning or microfilming on a continuous basis. General Clerks are also required to meet daily production goals and quality standards and accurately maintain daily production logs.</p> <p>General Clerk II's must acquire a thorough understanding of the guidelines for processing records, have an eye for detail and be meticulous in performing all document related tasks. Must also become familiar with the computer-based tracking systems and the document retrieval and re-filing procedures.</p>

(CUSTOMER INFORMATION: Continued)

General Clerk III	High School Diploma or equivalent training and/or experience	3	<p>The General Clerk III uses subject-matter knowledge and judgment to complete assignments varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.</p> <ul style="list-style-type: none"> • assisting in a variety of administrative matters; • maintaining a wide variety of financial or other records (stored both manually and electronically); • Verifying statistical reports for accuracy and completeness; compiling information; • May also direct lower level clerks, • Typical jobs covered include administrative assistants, clerical supervisors, and office managers.
Camera/Scanner Operator I	High School Diploma or equivalent training and/or experience	1	<p>Position requires the operation of high-speed scanner or cameras to perform imaging or microfilming. Scanning and microfilming must be carried out according with established, written procedures. Operators must become thoroughly familiar with document preparation procedures. Operators are required to perform daily, weekly, and monthly maintenance routines including minor repair service on cameras.</p> <p>Operators are expected to meet daily production goals and quality standards. Operators must have an eye for detail and be meticulous in task performance. Operators are required to accurately maintain daily production logs.</p>
Camera/Scanner Operator II	High School Diploma or equivalent training and/or experience	2	<p>Position requires the operation of high-speed scanner or microfilm cameras to perform imaging or microfilming. Scanning and microfilming must be carried out according to established, written procedures. Operators must become thoroughly familiar with document preparation procedures. Operators are required to perform daily, weekly, and monthly maintenance routines including minor repair service on cameras. Operators are expected to meet daily production goals and quality standards. Must have an eye for detail and be meticulous in task performance. Operators are required to accurately maintain daily production logs. Will perform training on scanner and camera operation.</p>
Shipping/Receiving Clerk II	High School Diploma or equivalent training and/or experience	1	<p>Performs clerical and physical tasks in connection with receiving and sending mail and receiving incoming shipments of documents. Shipping duties involve the following:</p> <ul style="list-style-type: none"> • Verifying that received shipments match shipping documents; • Verifying the identity of records received; • Updating the computer database or log book; • Unboxing, re-packages, bar code incoming documents; • Maintaining log of records received; • Performing x-ray scans of incoming mail • Maintaining security awareness at all times; • Performing record searches as needed; and • Performing other shipping and receiving tasks as assigned.
Document Clerk I	High School Diploma or equivalent training and/or experience	1	<p>Performs document processing clerical services in one or more of the following areas: document coding and quality control; logging and control; copying and binding; facsimile operation; trial exhibit tracking system support; field discovery; numbering; and, document pulling and refiling. Generates numbering/address labels and formats address disks using software, for use in automated photocopier processing of addresses. Maintains minimum production and quality standards for assigned tasks. Assists the Document Center Supervisor in maintaining logs and production statistics. Makes daily and weekly time and activity reports</p>

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Data Base Administrator	BS/BA	4	Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects. As a result of the above functions, a Secret clearance may be required for the position.
Document Center Supervisor	BS/BA	5	Provides training and direct supervision to subordinate staff in one or more of several areas, e.g., search and retrieval, filing, document check in/ check out procedures, file retirement, document coding, document center operations. Ensures that tasks are understood and are completed correctly and on-time, and that employees make daily and weekly time and activity reports. Ensures that documentation for procedures is complete and up-to-date and that employees are thoroughly familiar with procedures (e.g., coding manuals and filing systems) and trained to operate equipment or process documents to perform their tasks. Uses a computer to generate lists, reports, memos, etc., using word processing, spreadsheet or other similar software. Ensures customer service procedures are maintained. Performs quality control functions. Coordinates the Document Center's activities. Reports to the Project Director and other senior management the status of Document Center activities, and to the Project Director on the Center's activities.
Certified Records Manager (CRM)	BS/BA/CRM	5	Records management is the creation and organization of records for a department, company or other organization. Records Manager oversees the processes involved with the storage and retrieval of records and work to create efficiency and reliability in storage and filing systems. Records Manager manages organizational records life cycle - as they are created, maintained for a certain period of time and eventually destroyed. Records Manager is also responsible for designing processes for the orderly creation, maintenance, storage and destruction of organization's records. The records may include physical paper, electronic files, website content and database information. CRM must adhere to NARA and other applicable agency procedures for documentation, retention schedules, document destruction and electronic records standards. CRM will also review agency procedures and perform needs analysis and assessment and make recommendation to management. Develops and manages the maintenance and operation of a large complex records management system. Processes, organizes, converts, and integrates County records for storage; supervises the storage and retrieval of all files; constructs filing systems, and retention and disposal schedules; assists employees in locating, viewing, or assembling filmed, scanned or archived documents and/or information, etc. Protects County records; ensures that the records management program is in compliance with all applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc; gives advice on issues such as the Freedom of Information Act, and other legislation; Assists with the development and maintenance of a records management information system. Enables appropriate access to information; advises on records storage and records media; manages the changeover from paper to electronic records management

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			<p>systems.</p> <p>Works with Director of Information Technology to implement records management policies and/or procedures; provides a policy framework for how people are expected to manage their records and use the system in place.</p> <p>Resolves problems with records management. Receives, researches and responds to incoming questions or complaints; provides information, explains policy and procedures, and/or facilitates a resolution.</p> <p>Maintains an awareness of new products, technologies, trends and advances in the profession. Reads professional manuals and publications to increase knowledge of records management; attends professional meetings, conferences and training seminars to stay abreast of changes and trends in archives and records management practices.</p> <p>Delivers presentations, training, or instruction to staff, management, clients, or the general public as necessary; collates and writes reports as required</p> <p>Communicates with supervisor, employees, other departments, County officials, users vendors, manufacturer representatives public outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchanges information, or resolve problems.</p>
Records Manager	BS/BA	3	<p>Records management is the creation and organization of records for a department, company or other organization. Records Manager oversees the processes involved with the storage and retrieval of records and work to create efficiency and reliability in storage and filing systems. Records Manager manages organizational records life cycle - as they are created, maintained for a certain period of time and eventually destroyed. Records Manager is also be responsible for designing processes for the orderly creation, maintenance, storage and destruction of organization's records. The records may include physical paper, electronic files, website content and database information.</p>
Library Technician	High School Diploma or equivalent training and/or experience	1	<p>Experience with tasks related to mail handling or processing library materials; database searching and maintenance. Experience with an integrated library system and Microsoft Office is desirable.</p>
Lead Library Technician	High School Diploma or equivalent training and/or experience	3	<p>Experience with tasks related to mail handling or processing library materials; database searching and maintenance; and Microsoft Office. Experience with an integrated library system is highly desirable. Some previous experience in a lead role with a project is required.</p>