



**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 are available through GSA Advantage!, a menu driven database system. The Internet address for GSA Advantage! is:*

<http://www.gsaadvantage.gov>

**General Services Administration  
Federal Supply Service  
Office Imaging and Document Solutions - Schedule 36**

*51-501 Needs Assessment and Analysis Services*

*51-503 Education and Training*

*51-504 Record Management Services*

*51-506 Document Conversion Services*

*51-508 Litigation Support Services*

*51-1000 Other Direct Costs*

**Contract Number: *GS-03F-0057V***  
**Effective Period: *02/15/2014 - 02/14/2019***

**Business Size: *Small***  
**DUNS: *015390305***

**InfoVision21, Inc.**

**6077 Frantz Road, Ste 105**

**Dublin, Ohio 43017**

**Phone: (614) 761-8844**

[www.infovision21.com](http://www.infovision21.com)

General Services Administration Federal Supply List  
Pricelist current through Modification# **PO-0011**, dated **01/13/2014**

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

## Ordering Information

- 1a. Table of awarded Special Item Numbers:

51-501	Needs Assessment and Analysis Services	51-503	Education and Training
51-504	Record Management Services	51-506	Document Conversion Services
51-508	Litigation Support Services	51-1000	Direct Costs
- 1b. Lowest Priced Model Number for each awarded Special Item Number: N/A
- 1c. Labor Category Descriptions: See below
2. Maximum Order:

51-501: \$ 150,000	51-503: \$150,000
51-504: \$150,000	51-506: \$250,000
51-508: \$300,000	51-1000:\$350,000
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery area): **Domestic delivery only**
5. Point of Production (city, county, stat or foreign country): N/A
6. Discount from list, prices or statement of net price: **Prices shown NET (discount deducted)**
7. Quantity Discounts: **See Below**
8. Prompt Payment Terms: **Net 30 days**
- 9a. Notification that Government purchase card are accepted up to the micro-purchase threshold:  
**Government purchase cards are accepted up to the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Government purchase cards are accepted above the micro-purchase threshold.**
10. Foreign Items (list items by country of origin): **None**
- 11a. Standard Commercial Delivery Time: **as negotiated between the ordering agency and InfoVision21, Inc.**
- 11b. Expedited Delivery: **as negotiated between the ordering agency and InfoVision21, Inc.**
- 11c. Overnight and 2-day delivery: **as negotiated between the ordering agency and InfoVision21, Inc.**
- 11d. Urgent Requirements: **as negotiated between the ordering agency and InfoVision21, Inc.**
12. FOB Point(s): **FOB Destination**
- 13a. Ordering Address(es): **InfoVision21, Inc., 6077 Frantz Rd, Suite 105, Dublin, Ohio, 43017**
- 13b. Ordering Procedures: **For supplies & services, ordering procedures, information on Blanket Purchase Agreements (BPAs) & can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules))**
14. Payment Address(es): **InfoVision21, Inc., 6077 Frantz Rd, Suite 105 Dublin, Ohio 43017**
15. Warranty Provision: N/A
16. Export Packing Charges, if applicable
17. Terms & conditions of Govt. purchase card acceptance (thresholds above the micro-purchase level): **Same**
18. Terms and conditions of rental, maintenance and repair(if applicable): N/A
19. Terms and conditions of installation(if applicable): N/A
20. Terms & conditions of repair parts indicating price list date & any discounts from list prices N/A
- 20 a. 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): **NONE**
23. Preventive maintenance (if applicable): N/A
- 24a. Special attributes such as environmental attributes: **NONE**
- 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](http://www.Section508.gov): N/A
25. Data Universal Number System (DUNS): **015390305 CAGE: 01JN02**
26. Notification regarding registration in Central Contract Registration database: **Yes in SAM & CCR**

Experts in providing

***FOIA (Freedom of Information Act) Services***

***Litigation Support Services including eDiscovery, Hosting, Forensics***

Founded in **1996**, InfoVision21 is recognized for its achievements in Document Conversion Services, Records Management, Litigation Support Services including Electronic Data Discovery (EDD) processing, imaging, document coding/indexing and software training. **InfoVision21's** Litigation Support Services division offers solutions related to all aspects of ***Litigation Readiness and Evidence Management*** thereby helping customers provide clear visibility into discovery processing and review.

We can assist Government Agencies in ***FOIA Processing*** or other legal matters creating a defensible strategy starting from *Collection* of paper based or Electronically Stored Information (ESI) and ending all the way up to *Trial*. From ***Collection to Production***, **InfoVision21** can be a critical partner in offering the technology and services required in identifying key documents and data elements. Our cost-effective solutions are designed to reduce the document population considerably for legal review. All our products and services adhere to the industry standard ***Electronic Discovery Reference Model (EDRM)***.

We have worked on multiple projects of all sizes and complexity, thereby continuously fine tuning our tools and best practices used. Our expert staff includes Records Management and Document Conversion experienced personnel, Certified Computer Programmers and Systems Administrators, CDIA+(*Certified Document Imaging Architect*) Certified Scanning Personnel, Project Managers etc...

InfoVision21 has developed state of the art infrastructure to serve all the computing, conversion requirements of our data services. Our data center is virtualized using VmWare for scalability, efficient maintenance and enhanced productivity. We use high speed private optical T1 lines for reliable and faster connectivity. We employ high performance *Storage Area Networking* devices with fault tolerant drives. All our databases have backup snapshots in real-time along with detailed periodic backups. We use highly sophisticated firewalls and routers to monitor access as well as prevent any intrusion. Physical access to our data center is controlled and limited via key code access to only a few required.

Spread across all our services, **InfoVision21** maintains a comprehensive Quality Management System (QMS). We recognize the dynamism involved and strive to continually improve the effectiveness of our QMS. Our QMS is focused entirely towards meeting the needs of our customers, securing the data as required, and providing the highest quality of services and deliverables. Our Quality Objectives include compliance with internal/external requirements as well as rigorous auditing and feedback procedures.

**InfoVision21's** Quality Management Methodologies and Procedures of all our services have been examined by external auditors and were determined to meet the highest quality standards of **ISO 9001:2008**

**InfoVision21's** Information / Data handling and Security Procedures of all our services have been examined by external auditors and were determined to meet the highest standards of **ISO:27001:2005**

These certifications and rigorous auditing combined with regular update of our tools and processed exemplifies InfoVision21's commitment to ***Quality*** and ***Data Security***.

## Service Offerings

### **SIN 51-508 Litigation Support Services**

InfoVision21 provides professional and nonprofessional litigation services and support enabling the legal group to effectively organize and manage legal documents for presenting evidence and material for trials, judgments, lawsuits, settlements and other legal matters. Through InfoVision21's use of forensic tools, eDiscovery, ESI processing, deduplication, OCR, hosting & review tools - litigation material are effectively organized to enable secure access to required data. These services can collectively be classified as electronic evidence management serving both paper based or electronic data. Our rigorous quality control protocols have been developed through practical experience, ensuring the client receives the highest level of accuracy.

### **SIN 51-501 Needs Assessment and Analysis Services**

InfoVision21, Inc. has in depth knowledge to provide an overall assessment of a comprehensive turnkey solution and the ability to clearly define requirements which are linked to strategic goals ensuring high quality, cost-effective solutions. InfoVision21, Inc. has a team of experienced professionals with a combination of legal experience, project management, network and IT support. The Company is well established in each of these areas through both academic training and the real world experience to provide the appropriate strategic guidance and planning required. Team members have trained and consulted with hundreds of people and have applied their knowledge to all aspects of the relevant project areas. In addition, the team has been active in software development both directly and as a beta tester for the products involved.

### **SIN 51-503 Education and Training**

InfoVision21 has professionals with many years of combined experience with all aspects of Summation. The Company's lead trainer has been certified by CT Summation as a trainer and has used, installed and supported the product(s) since 2001. Knowledge of the software is supported by 12 years of litigation practice and 15+ years of litigation support management and consulting experience.

*Course 1: Introduction to Summation      Course 2: Introduction to Concordance*

### **SIN 51-504 Record Management Services**

InfoVision21 has the combined knowledge of experienced personnel to understand the organization, storage and retrieval of documents. Through business and technology education and decades of experience working with document repositories, InfoVision21 has amassed the knowledge and experience to provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of records. InfoVision21 provides professional management and administrative support personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. File Organization and Maintenance Services provides intellectual and physical support to enable the customer to have control of documents or information. It includes the organization of sophisticated documents or information placing them into a simplified filing system in accordance with a customer's needs to improve their existing work environment. File structure and relationship of documents is essential to understanding the organization of documents. Whether in paper form or electronic, it is essential to know the location, custodian and relationship of documents. Storage goes beyond collecting documents but also requires them to be kept in perspective.

### **SIN 51-506 Document Conversion Services**

InfoVision21 provides professional and nonprofessional document conversion services (DCS) and support enabling customers to more easily organize and manage documents for various reasons. Through InfoVision21's use of reproduction equipment, data processing, image management, OCR and other technologies, documents are effectively organized, imaged using state-of-the-art scanning equipment converting the original document's text and graphic image into digital data. The key to any successful database project is the proper design and sourcing the metadata / database elements that will be utilized. Completing the project on-time and within budget are important factors however, InfoVision21 will never compromise quality for the sake of "being fast". Our rigorous quality control protocols have been developed through practical experience, ensuring the client receives the highest level of accuracy.

### **SIN 51-1000 Other Direct Costs**

This service offering covers the costs associated with the Special Item Numbers offered under this schedule.

## Labor Category Descriptions

### Project Director

**Minimum/General Experience:** Seven years of progressively more responsible experience in major data oriented or IT projects, including at least 3 years of Project Manager experience or the equivalent. Demonstrates ability to manage multiple complex and time critical support tasks in parallel, including technical/data processing support activities. Requires expert knowledge of the functional area in which support is being provided, and outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Collaborate with entire management staff in developing accurate and effective processes for each of the project requirements.

**Functional Responsibility:** Responsible for coordinating the activities of several Project Managers, or of managing a single large, complex, mission critical project. Generally reports to a high level manager in the client organization and to a senior corporate officer within InfoVision21. Directs and coordinates all resources assigned to a group of projects, corporate-wide support resources, and possibly subordinate Project Manager staff. Responsible for overall quality assurance and timeliness of all deliverables and support functions.

**Minimum Education:** Master's degree in IT or management-related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 5 years of additional, directly related work experience (over and above the minimum experience).

### Production Manager

**Minimum/General Experience:** Five years experience in supervising and coordinating one or more primary tasks. Has complete understanding of the principles, concepts, and practices of assigned tasks. Supervises and trains nonexempt staff. Organized skills including preparing schedules, frequent interaction with team, and monitor output and deliverables. Be instrumental in tracking and measuring task performance.

**Functional Responsibility:** Responsible for document receiving and shipping, document preparation, document number labeling, document photocopying, document coding, and document processing tracking and productivity reporting, except those performed within a Document Center. Also responsible for being the liaison and coordinating activities between document preparation/processing activities and document imaging. Manages all of these tasks for scope of work, schedule, budget, and adherence to accuracy and quality standards. Collaboration with entire management staff in developing accurate and effective processes for each of the project requirements.

**Minimum Education:** Bachelor's degree. Experience requirements for this position may be substituted for the Master's degree.

### Production Supervisor

**Minimum/General Experience:** Minimum Three years experience in supervising one or more primary tasks. Supervises and trains required personnel. Production management skills including preparing schedules, frequent interaction with team, and monitor output and deliverables. Be instrumental in tracking and measuring task performance.

**Functional Responsibility:** Responsible for receiving and shipping data (paper or electronic), shift supervision of document conversion as per specifications, activity monitoring and reporting. Monitor and Process Electronic Data including exception handling, error monitoring and quality control. Prepare datasets using search criteria where required. Coordinate all activities related to document conversion, between document preparation/processing activities and document imaging. Report to Production Manager or Project Director or customer contact on the shift activities and results.

**Minimum Education:** Bachelor's degree. High School Diploma with 4 years of experience can be substituted for Degree.

### Database Specialist

**Minimum/General Experience:** Five years of experience designing, administering, maintaining, and updating databases.

**Functional Responsibility:** Administering database standards, controls, and procedures. Provides technical consulting in the definition, design, and creation of a database environment. Develops Data Models, Structured Query Language, Query Optimization, Performance Tuning, Backup and Recovery Procedures etc.. Hosting of data, Access Control, Culling Optimization are also required.

**Minimum Education:** Bachelor's degree. IT-related certification programs or other technical-related training with 2+ years of additional, directly relevant work experience (over and above the minimum experience requirements for this) may be substituted for the Bachelor's degree.

### Document Management Analyst

**Minimum/General Experience:** Three years of experience working on document conversion, Records management or litigation support projects. Ability to work independently and/or in a team environment. Excellent written skills and oral communication skills required. Should be proficient in office applications (MS-Office, Lotus etc..), imaging, networks, data

storage media, Should be proficient in databases (MS-Access, Oracle etc...), Structured Query Language, XML and ability to prepare output load files for various industry standard databases and applications.

**Functional Responsibility:** Performs moderately complex records management and/or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and support staff. Proofreads and edits deliverable products. Often works with minimal supervision.

**Education:** Bachelor's degree.

#### Information Specialist

**Minimum/General Experience:** Four years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires proven knowledge of information resources with clear business analysis experience. Should possess organized and excellent written and oral communications skills. Should be quality oriented and able to work under strict deadlines.

**Functional Responsibility:** Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the customer, or the customer's clients. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

**Minimum Education:** Bachelor's degree. Five years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

#### Document Processing Technician

**Minimum/General Experience:** Two years of experience working with image scanning and conversion equipment. Ability to operate and perform routine tasks, including maintenance of production logs and equipment logs. Attention to detail is important, as is the ability to produce high quality work under sudden deadlines.

**Functional Responsibility:** Operates digital image processing equipment to capture images, performs OCRing from digital images, burns CDs, creates backup copies of image files, establishes and maintains links between images and database files, converts image files from one medium to another, etc. Performs routine, rudimentary maintenance on equipment. Maintains production logs and equipment maintenance logs. May also be required to extract bibliographic information from documents.

**Minimum Education:** High school diploma.

#### Data Entry Technician I

**Minimum/General Experience:** One year of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Should be able to operate Personal Computers, different peripherals and automation equipment. For specific assignments, may also require ability to analyze documents to extract information. Quality Oriented, attention to detail and ability to work independently while following given procedures required.

**Functional Responsibility:** Works with data and/or enters data on-line a variety of computer systems. Enters data in prescribed format for subsequent processing. Operate Image Capture Equipment as well as prepare and reassemble the documents. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintains operating records, logs and controls documents, conducts first level quality control checks.

**Minimum Education:** High school diploma or GED certificate.

#### Data Entry Technician II

**Minimum/General Experience:** Two years of general data entry experience to include experience operating an alphanumeric keyboard. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Data Entry Technician II should be able to operate Personal Computers, different peripherals and automation equipment. For specific assignments, may also require ability to analyze documents to extract information. Attention to detail and ability to work independently while following prescribed procedures required.

**Functional Responsibility:** Works with data and/or enters data on-line to a variety of computer systems. Perform entry of data in predefined format for subsequent processing. May also extract bibliographic or subjective information from documents, invoices, or other source material and directly input the extracted information onto a data entry screen. Reviews error messages and makes corrections during data entry. Maintain required operating records, logs and control documents, conducts first level quality control checks.

**Minimum Education:** High school diploma or GED certificate.

#### QC Analyst I

**Minimum/General Experience:** Three years of experience in handling quality control tasks related to document conversion and processing. Experience in information technology or automated office environment and in the functional area applicable to

specific task orders preferred. Should be able to operate Personal Computers, different peripherals and automation equipment. Quality Oriented, attention to detail and ability to work independently while following given procedures required.

**Functional Responsibility:** Works with verification, validation and cleanup of data or images. Performs quality assurance tasks related to imaged output including skewing and enhancements. Performs cleanup tasks related to automated conversion processes including OCR, auto indexing, or auto coding. Verifies the data for highest accuracy as per specifications. Validation and verification of manual indexing data as well as testing the data sets as required. Updates required data logs for tracking error rates and related items.

**Minimum Education:** High school diploma or GED certificate.

#### QC Analyst II

**Minimum/General Experience:** Minimum Five years of experience in handling quality control tasks related to document conversion and processing. Perform Global or Project wide quality checks and establish quality procedures and feedback mechanisms. Experience in information technology or automated office environment and in the functional area applicable to specific task orders preferred. Quality Oriented, attention to detail and ability to work independently while following given specifications and project expectations.

**Functional Responsibility:** Develop and implement clear quality control procedures for document conversion, manual indexing, auto indexing, OCR tasks etc... Works with verification, validation and cleanup of data or images. Performs quality assurance tasks related to imaged output including skewing and enhancements. Train Data Entry technicians / Coders in achieving highest quality as per project specifications. Perform cleanup tasks related to automated conversion processes including OCR, auto indexing, or auto coding. Verifies the data for highest accuracy as per specifications. Validation and verification of manual indexing data as well as testing the data sets as required. Updates required data logs for tracking error rates and related items.

**Minimum Education:** High school diploma or GED certificate.

#### Records Management Specialist I

**Minimum/General Experience:** Four years of experience in Records Management functions including Filing Methods, Retention rule implementation, Cataloging, Taxonomy, Indexing, and Statistical Techniques. Should be able to design workflows and offer optimization solutions. Experience in implementing or using Electronic Document/Records Management Systems is essential.

**Functional Responsibility:** Develop required RM practices, train and co-ordinate in proper implementation. Design Workflow with required checks and balances and compliance. Co-ordinate with IT and user groups in smooth implementation of internal RM programs. Maintain internal standards and ensure updates and version control as required for all forms, web content etc... Co-ordinate required backup/archive of records (physical, electronic) as mandated.

**Minimum Education:** Bachelor's degree.

#### Records Management Specialist II

**Minimum/General Experience:** Six years of experience in Records Management functions including defining Retention rules and ensure compliance. Design process automation including workflow, document conversion, Quality Assurance, Electronic System procurement etc... Experience in Metadata, Taxonomy, Indexing, and Statistical Techniques is required. Assist in administration of budgets, contracts, Staff etc...

**Functional Responsibility:** Develop required retention rules, train and co-ordinate in proper implementation. Co-ordinate with IT and user groups in smooth implementation of internal RM programs. Co-ordinate/Implement essential Storage and Retrieval systems along with required conversion procedures. Implement best practices and Trustworthy procedures. Co-ordinate required backup/archive of records (physical, electronic) as mandated. Interpret required regulations and compliance laws as applicable with legal group and update user groups accordingly.

**Minimum Education:** Bachelor's degree

#### LSS Project Director

**Minimum/General Experience:** Ten years of expertise in Litigation Support Services including at least 3 years as a Project Manager of medium to Large litigation projects. Demonstrate total understanding of the EDRM model and ability to manage multiple projects and time critical tasks in parallel. Requires expert level knowledge in Identification, Electronic Data Discovery aspects from Collection to Hosting. Should possess excellent written and oral communication skills. Ability to negotiate and co-ordinate with multiple vendors as well as supervision and budgeting as required.

**Functional Responsibility:** Responsible for coordinating the activities of several Litigation Support Service Project Managers, or manage large complex projects. Provide guidance for repeatable and defensible processes as required. Develop best practices for each phase of EDRM and implement them. Review data gathering and processing strategies for regulatory compliance. Co-ordinate with multiple parties including law firms or user groups to provide required data access as required. Supervise court imposed requirements and deadlines.

**Minimum Education:** Bachelor's degree. Experience requirements for this position may be substituted for the Master's degree.

### LSS Project Manager

**Minimum/General Experience:** Six years experience in supervising and coordinating Litigation Support Services primarily of electronic data. Has complete understanding of the principles, concepts, and practices of EDRM model. Develop project timelines and supervises as needed. Provide training to support staff as needed.. Organized skills including preparing schedules, frequent interaction with team, and monitor output and deliverables. Be instrumental in tracking and measuring task/team performance.

**Functional Responsibility:** Responsible for creating detailed project execution specifications. Prepare required project documents detailing the input variables along with defined options for execution. Specify output deliverables and create a detailed user acceptance document. Assist in Quality control strategies and thresholds and perform periodic review. Supervise the daily execution of the tasks along with monitoring the project schedules/timelines and update senior management accordingly. Assist in post production support via assisting the users in proper usage of the delivered data.

**Minimum Education:** Bachelor's degree. Experience requirements for this position may be substituted for the Master's degree.

### LSS Technical Analyst

**Minimum/General Experience:** Four years experience in hands on Litigation Support Services primarily of electronic data or very complex data (paper or electronic) conversion projects. Has complete understanding of the principles, concepts, and practices of EDRM model. Provide production support, training to support staff as needed. Organized skills including frequent interaction with team, end user support and training, and create output deliverables.

**Functional Responsibility:** Responsible for defining workflow detailing tasks to complete Litigation Support Services or complex document conversion projects. Develop customizations of screens or perform complex data conversions tasks. Perform tasks involving electronic data discovery, hosting, metadata searching, optimization etc... Define user access controls and assist in implementing them. Support end users via training or adhoc basis in assisting the best usage of the data. Create subsets of data based on user criteria, assist in developing search terms or criteria, perform simple to complex data searches, and assist in various production support tasks.

**Minimum Education:** Bachelor's degree. High School Diploma with 4 years of experience can be substituted for Degree.

### Forensics Analyst I

**Minimum/General Experience:** Four years experience in hands on Litigation Support Services primarily of data collection. Has complete understanding of principles, concepts, and practices of the Identification, Preservation and Collection phases of the EDRM model. Provide training to support staff as needed. Should be willing to travel on short notice. Detailed documentation of tasks and steps to execute it are mandatory. Organized skills including frequent interaction with team and create output deliverables. Training in industry standard Forensics procedures is required. Any related industry certification is desirable.

**Functional Responsibility:** Responsible for defining and executing tasks as well as documenting in detail. Implement and use best practices for task execution as well as detailed documentation to be defensible. Tasks include forensics data collection, drive duplication, password protection issues etc.. Must be willing to learn with dynamic changes in the input sources of tablets, smart phones, social media etc...

**Minimum Education:** Bachelor's degree.

### Forensics Analyst II

**Minimum/General Experience:** Six years experience in hands on Litigation Support Services including data collection. Has complete understanding of principles, concepts, and practices of the Identification, Preservation, and Collection phases of the EDRM model. Should be willing to travel on short notice. Detailed documentation of tasks and steps to execute it are mandatory. Organized skills including frequent interaction with team and create output deliverables. Training in industry standard Forensics tools and procedures is required along with at least one industry Certification.

**Functional Responsibility:** Responsible for defining and executing tasks as well as documenting in detail. Implement and use best practices for task execution as well as detailed documentation to be defensible. Must be willing to testify if required. Tasks include forensics data collection, drive duplication, password protection issues etc. Must be willing to learn with dynamic changes in the input sources of tablets, smart phones, social media etc...

**Minimum Education:** Bachelor's degree.



# InfoVision21, Inc.

**GSA Schedule 36 Price list**

**Contract No: GS-03F-0057V**

LINE ITEM	DESCRIPTION	UNIT	GSA Approved Price	SIN NUMBER
<b>Electronic Data Discovery Services</b>				
ED-1	eDiscovery / ESI Processing - Native File processing, de-duplication, Metadata, Text Extraction Upto 250 GB	GB	\$526.42	51-508
ED-2	eDiscovery / ESI Processing - Native File processing, de-duplication, Metadata, Text Extraction > 250 GB	GB	\$382.85	51-508
ED-3	TIFF Creation - Page	Page	\$0.07	51-508
ED-4	TIFF Creation - GB	GB	\$1,196.41	51-508
ED-5	Color TIFF Creation	Page	\$0.11	51-508
ED-6	Mix or Color Tiff Creation	GB	\$1,933.39	51-508
ED-7	Endorsement / Electronic Bates Numbering	Page	\$0.02	51-508
ED-8	Load File Creation	File	\$71.78	51-508
<b>Scanning / Document Conversion Services</b>				
SN-1	Document Labeling or Stamping	page	\$0.05	51-504, 51-506, 51-508
SN-2	Normal Document Preparation	page	\$0.03	51-504, 51-506, 51-508
SN-3	Heavy Document Preparation	page	\$0.05	51-504, 51-506, 51-508
SN-4	Scanning (upto 300 DPI & upto 8.5" X 14")	page	\$0.08	51-504, 51-506, 51-508
SN-5	Scanning B&W upto 300 DPI & 11" X 17"	page	\$0.14	51-504, 51-506, 51-508
SN-6	Scanning B&W upto 300 DPI > 11" X 17"	Sq Ft	\$2.63	51-504, 51-506, 51-508
SN-7	Color Scanning up to 8.5" X 14" 300 DPI	page	\$0.65	51-504, 51-506, 51-508
SN-8	Color Scanning upto 11" x 17" and upto 600 DPI	page	\$3.83	51-504, 51-506, 51-508
SN-9	Normal Document Reassembly	page	\$0.03	51-504, 51-506, 51-508
SN-10	Heavy Document Reassembly	page	\$0.05	51-504, 51-506, 51-508
SN-11	Manual / Glasswork Scanning	page	\$0.18	51-504, 51-506, 51-508
SN-12	Simple Image Conversions	page	\$0.01	51-504, 51-506, 51-508
SN-13	PDF Conversions (TIFF to PDF, PDF to TIFF)	page	\$0.03	51-504, 51-506, 51-508
SN-14	Microfilm	image	\$0.05	51-504, 51-506, 51-508
SN-15	Mircrofiche upto 40 frames	fiche	\$3.83	51-504, 51-506, 51-508
SN-16	Mircrofiche > 40 frames	frame	\$0.10	51-504, 51-506, 51-508
SN-17	Onsite Scanning (upto 300 DPI & upto 8.5" X 14")	page	\$0.12	51-504, 51-506, 51-508
SN-18	Onsite Preparation	page	\$0.07	51-504, 51-506, 51-508
SN-19	Onsite Reassembly	page	\$0.07	51-504, 51-506, 51-508
SN-20	Onsite Manual / Glasswork Scanning	Page	\$0.27	51-504, 51-506, 51-508
<b>Indexing / Coding / OCR Services</b>				
CO-1	Coding/Indexing - upto 3 Fields	document	\$0.62	51-504, 51-506, 51-508
CO-2	Coding / Indexing - upto 8 Fields	document	\$1.19	51-504, 51-506, 51-508
CO-3	Each Additional / Custom Field	field	\$0.19	51-504, 51-506, 51-508
CO-4	Flagged Fields/Doc Properties	entry	\$0.05	51-504, 51-506, 51-508
CO-5	Enhanced Re/Title	document	\$0.38	51-504, 51-506, 51-508
CO-6	Each Additional Text Field (e.g., Document Description)	field	\$0.48	51-504, 51-506, 51-508
CO-7	Text Searching	page	\$0.24	51-504, 51-506, 51-508
CO-8	Auto Coding - field	field	\$0.05	51-504, 51-506, 51-508
CO-9	Auto Coding - page	page	\$0.12	51-504, 51-506, 51-508
CO-10	Auto Coding - doc	document	\$0.48	51-504, 51-506, 51-508
CO-11	Unitization / LDD	page	\$0.04	51-504, 51-506, 51-508
CO-12	Redaction - Automated	page	\$0.05	51-504, 51-506, 51-508
CO-13	TIFF to TEXT Conversion (OCR)	page	\$0.04	51-504, 51-506, 51-508
CO-14	Light Transcript Cleanup (from clean copy)	page	\$0.57	51-504, 51-506, 51-508
CO-15	Normal Document Cleanup	page	\$0.96	51-504, 51-506, 51-508

LINE ITEM	DESCRIPTION	UNIT	GSA Approved Price	SIN NUMBER
<b>Secure Hosting Services</b>				
HO-1	Project Setup	Project	\$478.56	51-508
HO-2	User Access Fee per Proj Per Calendar Month	User	\$143.57	51-508
HO-3	Data Hosting Fee per Calendar Month Upto 250 GB	GB	\$57.43	51-508
HO-4	Data Hosting Fee per Calendar Month 251 GB+	GB	\$45.94	51-508
HO-5	Analytics Processing	GB	\$239.28	51-508
<b>Forensic Services</b>				
FR-1	Preservation of Desktop, Laptop, External Drives etc..	Unit	\$669.99	51-508
FR-2	Preservation of Removable Media (USB, SD, DVD etc..)	Unit	\$263.21	51-508
FR-3	Preservation of Mobile Devices(Cellular, Tablets etc..), Servers, NAS, Fileshares	Unit	\$1,196.41	51-508
FR-4	Mailboxes Acquisition	User	\$239.28	51-508
FR-5	Drive Duplication	Drive	\$382.85	51-508
<b>Project Management / Production Support / Labor</b>				
LB-1	Project Director	hour	\$177.07	51-504, 51-506, 51-508
LB-2	Production Manager	hour	\$105.28	51-504, 51-506, 51-508
LB-3	Production Supervisor	hour	\$76.57	51-504, 51-506, 51-508
LB-4	Database Specialist	hour	\$134.00	51-504, 51-506, 51-508
LB-5	Document Management Analyst	hour	\$51.68	51-501, 51-504, 51-506, 51-508
LB-6	Information Specialist	hour	\$95.71	51-501, 51-504, 51-506, 51-508
LB-7	Document Processing Technician	hour	\$38.29	51-504, 51-506, 51-508
LB-8	Data Entry Technician 1	hour	\$30.63	51-504, 51-506, 51-508
LB-9	Data Entry Technician II	hour	\$36.37	51-504, 51-506, 51-508
LB-10	QC Analyst 1	hour	\$40.20	51-504, 51-506, 51-508
LB-11	QC Analyst II	hour	\$44.98	51-504, 51-506, 51-508
LB-12	Records Management Specialist I	hour	\$191.43	51-501,51-504, 51-506, 51-508
LB-13	Records Management Specialist II	hour	\$239.28	51-501,51-504, 51-506, 51-508
LB-14	LSS Project Director	hour	\$334.99	51-508
LB-15	LSS Project Manager	hour	\$239.28	51-508
LB-16	LSS Technical Analyst	hour	\$191.43	51-508, 51-504,51-506
LB-17	Forensics Analyst II	hour	\$311.07	51-508
LB-18	Forensics Analyst I	hour	\$239.28	51-508
<b>Training Services</b>				
TR-1	Concordance Training	hour	\$191.43	51-503
TR-2	Summation Training	hour	\$191.43	51-503
<b>Output Copies / Supplies</b>				
CP-1	CD-ROM Master or Copy	CD	\$23.93	51-504, 51-506, 51-508
CP-2	DVD Master or Copy	DVD	\$47.86	51-504, 51-506, 51-508
CP-3	Data on Removable Drive (Upto 20 GB) (Drive not incl)	DRIVE	\$239.28	51-504, 51-506, 51-508
CP-4	Additional Data for Copying	GB	\$0.96	51-504, 51-506, 51-508
CP-5	Paper Prints from Image	page	\$0.10	51-504, 51-506, 51-508
CP-6	Add Slipsheets	page	\$0.07	51-504, 51-506, 51-508
CP-7	Contract Specific Supplies(bindings, boxes, Special Software, folders, <b>media drives</b> etc..)	Unit	at cost	51-1000