

InfoVision21, Inc.

**AUTHORIZED FEDERAL SUPPLY LIST
OFFICE, IMAGING AND DOCUMENT SOLUTIONS SCHEDULE
SCHEDULE 36 – OFFICE, IMAGING AND DOCUMENT SOLUTIONS**



General Services Administration: Schedule 36

Federal Supply Service Contract # GS-03F-0057V

Effective: 02/15/2009 - 02/14/2014

**InfoVision21, Inc.
6077 Frantz Road, Ste 105
Dublin, Ohio 43017
Phone: (614) 761-8844 Fax: (614) 761-7788
www.infovision21.com**

**AUTHORIZED FEDERAL SUPPLY LIST
OFFICE, IMAGING AND DOCUMENT SOLUTIONS SCHEDULE
SCHEDULE 36 – OFFICE, IMAGING AND DOCUMENT SOLUTIONS**

Special Item Number: 51-501 Needs Assessment and Analysis Services
Special Item Number: 51-503 Education and Training
Special Item Number: 51-504 Record Management Services
Special Item Number: 51-506 Document Conversion Services
Special Item Number: 51-508 Litigation Support Services
Special Item Number: 51-1000 Other Direct Costs

InfoVision 21, Inc
6077 Frantz Road, Suite 105
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Contract Number: **GS-03F-0057V**

Period Covered by Contract: **02/15/2009 - 02/14/2014**

General Services Administration
Federal Supply List

Pricelist current through Modification # _____, dated _____.

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InfoVision21, Inc.
Ordering Information

1. 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 Other Direct Costs.

1b. Lowest Priced Model Number for each awarded Special Item Number: **N/A**

1c. Labor Category Descriptions: **See below**

2. Maximum Order: **\$1,000,000**

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: **Prices shown NET (discount deducted)**

7. Quantity Discounts: **See Below**

8. Prompt Payment Terms: **Net 30 days**

9. Notification that Government purchase card are accepted up to the micro-purchase threshold: **Government purchase cards are accepted up to the micro-purchase threshold.**

9a. 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**

11. Standard Commercial Delivery Time: **as negotiated between the ordering agency and InfoVision21, Inc.**

12. Expedited Delivery: **as negotiated between the ordering agency and InfoVision21, Inc.**

13. Overnight and 2-day delivery: **as negotiated between the ordering agency and InfoVision21, Inc.**

InfoVision21, Inc.

Ordering Information continued

14. Urgent Requirements: **as negotiated between the ordering agency and InfoVision21, Inc.**
15. FOB Point(s): **FOB Destination**
16. Ordering Address: **InfoVision21, Inc., 6077 Frantz Rd, Suite 105, Dublin, Ohio, 43017**
17. Ordering Procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)**
18. Payment Address: **InfoVision21, Inc., 6077 Frantz Rd, Suite 105, Dublin, Ohio, 43017**
19. Warranty Provision: **N/A**
20. Data Universal Number System (DUNS): **015390305**
21. Notification regarding registration in Central Contract Registration database: **InfoVision21, Inc. is registered in CCR database and ORCA.**

InfoVision21, Inc.'s

Service Offerings

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 CTSummation as a trainer and has used, installed and supported the product(s) since 2001. Knowledge of the software is supported by 9 years of litigation practice and 13 years of litigation support management and consulting experience. Other staff members have supported Summation through integration, creation of load files and troubleshooting for the past 6 years. As a service bureau, InfoVision21 has tested and delivered millions of records successfully to clients using Summation. The Company has a large staff of qualified IT personnel to customize, migrate and troubleshoot any issues relating to the technical aspects of the product(s) as well.

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 military, Federal and State government document repositories and private industry document populations, 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, computer data processing, image management, geographical information systems 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, which is transferred into new media and formatted to be utilized in a document imaging and storage system to enable rapid location by the personnel of our customers. The key to any successful database project is the proper design of both the software and the database elements that will be utilized by the client. The database design is most successful when it is a true collaboration between the customer and InfoVision21. InfoVision21 treats each project seriously and begin the process with a Project Design Meeting and utilize a Customized Project Binder and Project Tracking Binder, which are custom tailored to fit each customer's specific project needs. These are used in all our processes ensuring established guidelines are maintained and the end result is accurate, useful data. 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 51-508 Litigation Support Services

InfoVision21 provides professional and nonprofessional litigation services and support enabling attorneys and law firm staff members to more easily organize and manage legal documents for presenting evidence and materials for trials, judgments, lawsuits, settlements and other legal matters. Through InfoVision21's use of reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location by the personnel of our customers. The types of Support Services InfoVision21 include but are not limited to organizing, copying materials, document preparation, logical document determination, imaging & document conversion, coding & indexing, database development, document analysis, software and systems support. These services can collectively be classified as electronic evidence management. InfoVision21 treats each project seriously and begin the process with a Project Design Meeting and utilize a Customized Project Binder, Project Tracking Binder and a Coding Manual, which are custom tailored to fit each customer's specific project needs. These are used in all our processes ensuring established guidelines are maintained and the end result is accurate, useful data. Completing the project on-time and within budget are important factors however, InfoVision21 will never compromise quality for the sake of "being fast". All projects are provided with appropriate lookup table data so that InfoVision21 customer's benefit from retrieving consistent information such as: names, document types, and informative titles. 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.

InfoVision21, Inc.'s

Labor Category Descriptions

Job Title: 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).

Job Title: 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.

Job Title: 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.

Job Title: 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.

Job Title: 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.

Job Title: 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.

Job Title: 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.

Job Title: 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.

InfoVision21, Inc.
GSA Approved Pricing
SINs 51-504, 51-506, 51-508

Indexing documents to create fielded databases.

Activity	Line Item*	Labor Category/Description	GSA Approved Pricing
Coding / Indexing	CD-1	Indexing - 3 Fields (Document Number - first & last bates numbers, Actual Title & Date)	\$0.62 /document
	CD-2	Level I Coding - Basic Bibliographic Coding of 8 Fields (Document Number - first & last bates numbers, Attachment Range, Date, Type, Actual Title, Author & First Recipient).	\$1.19 /document
	CD-3	Level II Coding - Full Bibliographic Coding of 10 Fields (Document Number - first & last bates numbers, Attachment Range, Date, Type, Title - given/created/enhanced, Author(s), Recipient(s), Copyee(s), Other Identifiers and Document Properties)	\$1.77 /document
	CD-4	Each Additional Field	\$0.19 /document
	CD-5	Flagged Fields/Doc Properties	\$0.05 /entry
	CD-6	Other Identifier	\$0.14 /entry
	CD-7	Global Fields (e.g. Source)	\$0.01 /entry
	CD-8	Enhanced Re/Title	\$0.38 /document
	CD-9	Each Additional Text Field (e.g., Document Description)	\$0.48 /document
	CD-10	Text Searching	\$0.24 /page
	CD-11	Auto Coding	0.05/field
	CD-12	Auto Coding	0.12/page
	CD-13	Auto Coding	0.48/document
	CD-14	Unitization	0.04/page

**InfoVision21, Inc.
GSA Approved Pricing
SIN 51-508**

Processing needed to convert electronic documents into fielded databases, image and file sets.

Activity	Line Item*	Labor Category/Description	GSA Approved Pricing
File Processing and Screening			
Processing	EE-1	• Creating a record for each disk file or item with email / attachment fields	\$1435.69 /gigabyte
		• Internal mailbox de-duping	
		• Extracting text for filtering	
		• Creating formatted text for attachments	
		• Gathering metadata for attachments files	
		• Combining all elements to prep	\$0.14 /record
De-duplication	EE-2	Identifying and removing duplicate files	\$143.57 /gigabyte
			\$0.10 /file
Filtering -- Processing	EE-3	Search-term-based filtering of files and emails	\$143.57 /gigabyte
			\$0.10 /file
Secondary Processing	EE-4	To further limit or expand the population of selected items by adding additional criteria or search terms	\$143.57 /gigabyte
Petrification & Image-Enabled Database Development			
Creating Tiff File Images	EE-5	Generating standard Group IV TIFF file images for each page	\$1435.69 /gigabyte
			\$0.11 /page
Color and Grayscale Conversion	EE-6	For databases or repositories that do not display color images	\$1435.69 /gigabyte
Production Numbering	EE-7	Re-numbering tiff files for selected document records for production	\$1435.69 /gigabyte
			\$0.11 /page
Tiff Embossing	EE-15	Adding text to tiff files at production time -- two lines maximum, including production number	\$0.01 /page

**InfoVision21, Inc.
GSA Approved Pricing
SINs 51-504, 51-506, 51-508**

Converting images into text, including creation of word-searchable images

Activity	Line Item*	Description	GSA Approved Pricing
Image to Text Conversion	OC-1	Premium tiff to Text Conversion (using enhanced electronic image conversion tools)	0.04 /page
	OC-2	Tiff Image to PDF Image + Text Conversion	0.04 /page
QC	OC-3	Light Transcript Cleanup (from clean copy)	0.57 /page
	OC-4	Normal Document Cleanup	0.96 /page

**InfoVision21, Inc.
GSA Approved Pricing
SINs 51-504, 51-506, 51-508**

Materials required to deliver databases and image sets to recipients.

Activity	Line Item*	Description	GSA Approved Pricing
CD-ROM	DE-1	CD-ROM Master + Archive	\$23.93 /CD
	DE-2	Duplicate CD	\$23.93 /CD
DVD	DE-3	DVD Master + Archive	\$47.86 /CD
	DE-4	Duplicate DVD	\$47.86 /CD
Hard Drive	DE-5	Data / Images + Archive (Up to 20 GB) (+HD cost)	\$239.28 /DRIVE
	DE-6	Data / Images + Archive (Each additional GB)	\$0.96 /gigabyte
Blowbacks	DE-7	Paper Prints from Image (8.5" x 11")	\$0.10 /page
	DE-8	Paper Prints from Image (8.5" x 14")	\$0.11 /page
	DE-9	Paper Prints from Image (11" x 17")	\$0.11 /page
	DE-12	Add Blank Slipsheets to Blowbacks	\$0.07 /page
	DE-13	Add Informative Slipsheets	\$0.08 /page

**InfoVision21, Inc.
GSA Approved Pricing
SIN 51-503 Training Courses**

Maximum of 8 Individuals Per Course. Hourly, Half Day and Full Day sessions. Costs do not include travel related expenses.

Activity	Line Item*	Description	GSA Approved Pricing
Training Courses up to 8 individuals per Course			
Course #1	TN-1	Concordance Training	\$191.43
Course #2	TN-2	Summation Training	\$191.43

InfoVision21, Inc.
GSA Approved Pricing
SINs 51-501, 51-504, 51-506, 51-508

Labor needed for Contract Support, including managing to ensure compliance with contract terms; programming and providing technical support for specific project activities.

Activity	Line Item*	Description	GSA Approved Pricing
Project Management	LA-1	Project Director	\$177.07
	LA-2	Production Manager	\$105.28
	LA-3	Production Supervisor	\$76.57
Technical Support	LA-4	Database Specialist	\$134.00
	LA-5	Document Management Analyst	\$51.68
	LA-6	Information Specialist	\$95.71
	LA-7	Document Processing Technician	\$38.29
Administrative Support	LA-8	Data Entry Technician 1	\$30.63
	LA-9	Data Entry Technician II	\$36.37
	LA-10	QC Analyst 1	\$40.20
	LA-11	QC Analyst II	\$44.98

**InfoVision21, Inc.
GSA Approved Pricing
SIN 51-1000**

Direct expenses for materials, supplies and travel needed to deliver products in accordance with work orders.

Activity	Line Item*	Description	GSA Approved Pricing
Project Materials & Expenses	ME-1	Contract Specific Supplies (necessary, specially purchased software, ring binders, boxes, redwells, folders, etc.)	at cost
Photocopies	ME-2	Copies Needed to Manage the Specific Project	\$0.19/copy

InfoVision21, Inc.
GSA Approved Pricing
SINs 51-501, 51-504, 51-506, 51-508

Labor needed for Contract Support, including managing to ensure compliance with contract terms; programming and providing technical support for specific project activities.

Activity	Line Item*	Description	GSA Approved Pricing
Project Management	LA-1	Project Director	\$177.07
	LA-2	Production Manager	\$105.28
Technical Support	LA-3	Database Specialist	\$134.00
	LA-4	Document Management Analyst	\$51.68
	LA-5	Information Specialist	\$95.71
	LA-6	Document Processing Technician	\$38.29
Records Support	LA-8	Data Entry Technician 1	\$30.63
	LA-9	Data Entry Technician II	\$36.37

**InfoVision21, Inc.
GSA Approved Pricing
SIN 51-1000**

Direct expenses for materials, supplies and travel needed to deliver products in accordance with work orders.

Activity	Line Item*	Description	GSA Approved Pricing
Project Materials & Expenses	ME-1	Contract Specific Supplies (necessary, specially purchased software, ring binders, boxes, redwells, folders, etc.)	at cost
Photocopies	ME-2	Copies Needed to Manage the Specific Project	\$0.19/copy