



# GENERAL SERVICES ADMINISTRATION (GSA)

## Federal Supply Service (FSS) For Dancil-Jones & Associates, Inc. (DJA)

### *Authorized Federal Supply Schedule Price Effective June 07, 2010*

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 to get to GSA Advantage!® is: <http://www.gsa.gov>.



### **Office, Imaging and Document Solutions**

### **GSA Schedule 36**

**Contract Number: GS-25F-0029T**

**Contract Period: June 29, 2007 through June 28, 2012**



Contractor: Dancil-Jones & Associates, Inc.  
Address: 8121 Georgia Avenue, Suite # 350  
Silver Spring, MD 20910  
Web Site: [www.dja-inc.com](http://www.dja-inc.com)  
TIN: 59-2328314  
CAGE Code: 1XSV6  
Business Size: Small, Woman-Owned, SDB

For more information on ordering from the Federal Supply Schedules, go to <http://www.gsa.gov> and click on GSA Schedules, or E-mail [mgmt.service@gsa.gov](mailto:mgmt.service@gsa.gov). The following telephone number(s) are to be used by ordering agencies to obtain technical and/or ordering assistance from DJA.

#### ***Technical/Ordering/Contract Assistance:***

**Bobby Peterson, VP/COO**  
**Tel: (301) 434-4606, Ext. 302**  
**Fax: (301) 434-5733**

## Corporate Overview

DJA is a skilled management and technology services firm with a track record of delivering services and solutions that improve our clients' business environments. As a provider of document and information management solutions, DJA deals with the complexities of document and records management requirements, and have developed and employed practices and techniques to enhance our delivery of services. DJA is a responsive, reliable and proven provider in the areas of Cost, Order Accuracy, Delivery/Timeliness, Quality, Business Relations, Personnel, Customer Support, and Customer Care. We have a legacy of management and organizational process improvement, and will employ these capabilities to support our Schedule 36 clients.

DJA is a certified woman owned, small disadvantaged business incorporated under the laws of the State of Maryland. Mrs. Brenda Dancil-Jones, president, has been at the helm of the company since its inception. The company has seen steady growth, increased financial strength on an annual basis, and forecasts the trend to continue for the foreseeable future. DJA is very selective on the work pursued to ensure every client receives the top-quality support that has become a standard within the company. To assist Mrs. Jones, a team of seasoned senior managers with well over 100 years of combined experience are in place. These professionals embody the experience and specific operational expertise required to support office and document imaging requirements.

### a) SUITE OF SERVICES OFFERED

Special Item Number (SIN)	Description
<p><b><u>51-504</u></b></p>	<p><b>Records Management Services</b></p> <p>Record management services provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of records. The contractor provides professional management and administrative support personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or contractor equipment and facilities or a combination of both. The contractor provides those services necessary to meet the following record management objectives using Government equipment and facilities. The Record management objectives are to maintain the existing file room in a manner that permits the easy location, retrieval, and storage of files. File Organization and Maintenance Services - Generally on-site services i.e., organization of files not for storage, tracking of files, information and documents indexing, scanning, labeling, bar-coding and filing. Storage Services - (Generally preparation of files for pick-up, storage and retrieval of records. Storage Facilities must conform to NARA standards)</p>
<p><b><u>51-505</u></b></p>	<p><b>Document Production On-site and Off-site Services</b></p> <p>Document production on-site and off-site services provide customers a practical turn-key solution to a customer's requirements for production of documents. A typical document production service would include the required equipment (e.g., high-volume digital color copiers, scanners) and contractor provided operational and management personnel required for effective on-site/off-site document production. Document production services are available using either contractor provided and installed equipment, using existing Government-owned equipment, or using equipment installed in Government locations under Lease-to-Ownership Plans. In addition, single or multiple shift production operations; consumable supplies (paper and transparencies are usually not included); on-going equipment maintenance; and customized agency reports are included. Negotiated Operational Performance Standards may be jointly developed and included in the purchase order (e.g., job turn-around time, maximum number of impressions per day or month, document quality expectations, turn-around performance and accuracy ratings, management of the consumable supplies, and monthly management reports).</p>

Special Item Number (SIN)	Description
<b><u>51-506</u></b>	<p><b>Document Conversion Services</b></p> <p>The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.</p>

**b) PRICING**

**Table 1 – Rates by Labor Category and Work Location**

Applicable **SIN** Codes:

- 51-504 - Records Management Services
- 51-505 - Document Production Services
- 51-506 - Document Conversion Services

Product Number	LABOR CATEGORY	Work Location	GSA Price with IFF
DJ001	Project Manager	On-Site	\$61.09
DJ002	QA/QC Specialist	On-Site	\$56.07
DJ003	Scanning Technician*	On-Site	\$33.03
DJ004	Records Management Specialist*	On-Site	\$46.51
DJ005	General Clerk*	On-Site	\$28.01
DJ006	Data Entry Operator*	On-Site	\$24.50
DJ007	Messenger/Courier*	On-Site	\$24.13
DJA0015	Supervisor/Team Lead	On-Site	\$43.01
DJA0016	QC Clerk*	On-Site	\$38.98
DJA0017	Scanning Clerk*	On-Site	\$30.71
DJA0018	General Clerk II*	On-Site	\$30.75
DJA0019	General Clerk III*	On-Site	\$37.02
DJA0020	Records Manager III*	On-Site	\$100.99
DJA0021	Data Entry Clerk I*	On-Site	\$25.34
DJA0022	Data Entry Clerk II*	On-Site	\$27.47
DJA0023	Medical Records Clerk*	On-Site	\$28.78
DJA0024	Duplicating Machine Operator*	On-Site	\$26.52
DJA0025	Light Truck Driver*	On-Site	\$24.30
DJA0026	Medium Truck Driver	On-Site	\$30.89
DJA0027	Document Prep Clerk*	On-Site	\$27.88
DJA0028	Records Manager I	On-Site	\$54.97
DJA0029	Records Manager II	On-Site	\$72.28
DJ008	Project Manager	Off-Site	\$72.70
DJ009	QA/QC Specialist	Off-Site	\$66.72
DJ010	Scanning Technician*	Off-Site	\$39.31
DJ011	Records Management Specialist*	Off-Site	\$55.35

Product Number	LABOR CATEGORY	Work Location	GSA Price with IFF
DJ012	General Clerk *	Off-Site	\$33.33
DJ013	Data Entry Operator*	Off-Site	\$29.16
DJ014	Messenger/Courier*	Off-Site	\$28.72
DJA1015	Supervisor/Team Lead	Off-Site	\$51.18
DJA1016	QC Clerk *	Off-Site	\$46.39
DJA1017	Scanning Clerk *	Off-Site	\$36.54
DJA1018	General Clerk II *	Off-Site	\$36.59
DJA1019	General Clerk III *	Off-Site	\$44.05
DJA1020	Records Manager III	Off-Site	\$120.17
DJA1021	Data Entry Clerk I *	Off-Site	\$30.16
DJA1022	Data Entry Clerk II *	Off-Site	\$32.69
DJA1023	Medical Records Clerk*	Off-Site	\$34.25
DJA1024	Duplicating Machine Operator*	Off-Site	\$31.56
DJA1025	Light Truck Driver*	Off-Site	\$28.92
DJA1026	Medium Truck Driver*	Off-Site	\$36.75
DJA1027	Document Prep Clerk*	Off-Site	\$33.18
DJA1028	Records Manager I	Off-Site	\$65.42
DJA1029	Records Manager II	Off-Site	\$86.02

Note 1: All above DJA labor categories are Government Site Rates, performed at the Government Site

Note 2: All non-professional labor categories must be incidental to and used solely to support services under this GSA Schedule, and cannot be purchased separately.

\* Escalation of these categories is dependent upon changes in the SCA WD's and will be adjusted as new Revisions are released. Current rates are based on 2005-2103 (Rev. 8), dated 05/26/09

## Table 2 – Conversion and Record Processing Services

Applicable **SIN** Codes:

51-506 - Document Conversion Services

ITEM	UNIT OF ISSUE	GSA Price with IFF
<b>001 DOC PREP</b>		
001A Doc Prep/Standard	Page	\$0.02
001B Doc Prep/Enhanced	Page	\$0.04
<b>002 SCANNING/PAPER</b>		
002A Scanning/Page/Bitonal/Standard QA	Image	\$0.09
002B Scanning/Page/Bitonal/Enhanced QA	Image	\$0.10
002C Scanning/Page/Bitonal/Oversize	Segment	\$0.19
002D Scanning/Page/Grayscale	Segment	\$0.38
002E Scanning/Page/Color	Segment	\$0.65
<b>003 INDEXING/PAPER COLLECTIONS</b>		
003A Indexing/Folders/Book Level I	Folder/Bk	\$0.14
003B Indexing/Doc Level I	Document	\$0.14
003C Indexing/Doc Level II	Document	\$0.17
003D Indexing/Document Type Level I	Document	\$0.01
003E Indexing/Document Type Level II	Document	\$0.02
003F Indexing/Document Type Level III	Document	\$0.02
003G Indexing/Enhanced Index & QA	Document	\$0.12

ITEM	UNIT OF ISSUE	GSA Price with IFF
<b>004 ADDITIONAL INDEXING &amp; KEY STROKING</b>		
004A Add'l Index/Key Stroking Level I	Keystroke	\$0.01
004B Add'l Index/Key Stroking Level II	Keystroke	\$0.01
004C Add'l Index/Key Stroking Level III	Keystroke	\$0.02
<b>005 PDF CONVERSION</b>		
005A PDF/Image Only	Page	\$0.04
005B PDF/Image plus Edited Text	Page	\$2.84
005C PDF/Normal	Page	\$3.49
005D PDF/Hyperlinking & Bookmarking	Link	\$0.25
<b>006 MEDIA</b>		
006A CD-R	Each	\$9.23
006B DVD 2.6 GB S/S	Each	\$32.92
006C DVD 2.6 GB D/S	Each	\$47.88
006D DVD-R 3.95 GB	Each	\$38.91
006E DVD-R 4.7 GB	Each	\$43.89

**Table 3 – Labor Categories Descriptions - Dancil-Jones & Associates, Inc. (DJA)**

Applicable **SIN** Codes:

- 51-504 - Records Management Services
- 51-505 - Document Production Services
- 51-506 - Document Conversion Services

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
DJA001/ DJA08	Project Manager	4 years of related experience or equivalent	Bachelor s Degree in related field or equivalent	Performs project management for mid-sized, multiple tasks. Provides competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors to ensure assignments are completed as directed. Interfaces with client counterpart when appropriate. Reports in writing and orally to Program Manager (Director) on project progress/status and various issues or problems. Trains and/or oversees training of subordinates when required.
DJA002/ DJA09	QA/QC Specialist	5 to 7 years of related experience.	Bachelor's degree or equivalent	Defines and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex in- process rejections an 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.
DJA003/ DJA010	Scanning Technician	2 to 3 years of related experience.	High School diploma or equivalent	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. Perform

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
				optical character recognition and text correction on documents requiring content-based retrieval. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the Document Management System. Functions as operative on all equipment and processes. Sets up indexes and print services and maintains accurate catalogs of materials. Prepare materials for filming; organize; pull staples, paper clips, etc. Film and edit all information. Retrieve information as requested.
DJA04/ DJA011	Records Management Specialist	1 year of related experience	High School Diploma or equivalent	Maintains and tracks records and references, organizes and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, performs routine cataloguing and codes of library materials, and retrieves information from computer databases.
DJA005/ DJA012	General Clerk	2 years of Related experience or equivalent	High School Diploma or equivalent	Performs daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Uses a computer terminal typewriter, and other word processors. Familiar with a variety of office procedures. May direct and lead the work of others. Typically reports to a manager
DJA006/ DJA013	Data Entry Operator	2 years of related experience	High School Diploma or equivalent	Operates data entry equipment for various automated systems using formatted input screens. Transcribes, deciphers and codes more complex alpha numeric data. May instruct new operators on procedures. Performs data inquiries and searches on automated systems and generates records and reports from these systems. Requires judgment in selecting procedures to be followed in searching for, interpreting, selecting, or coding items to be entered. May serve as supervisor for other operators.
DJA007/ DJA014	Messenger/ Courier	6 months of related experience.	High School Diploma or equivalent. Must have clean drivers record.	Drives van/light duty trucks to deliver and pickup files, boxes, and other materials necessary to support project. Schedules and coordinates pickups and delivers to maintain efficient routing and services level agreements. Maintains log of activities. Interfaces with internal and external customers. Must have valid driver's license with acceptable safety record. Must be able to lift up to 50 pounds repeatedly without difficulty.
DJA0015/ DJA1015	Supervisor/ Lead Specialist	3-4 years of related experience.	High School diploma or equivalent	Supervises and directs scanning staff to accomplish work. Reports on progress, troubleshoots, performs quality control, and ensures work meets contract requirements for quality and delivery schedules. Functions as expert operative on all equipment and processes. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the Document Management System. Trains staff.
DJA0016/ DJA1016	QC Clerk	2 to 3 years of experience	High School diploma or equivalent	Verifies compliance with work standards, paying particular attention to timeliness and accuracy of the work performed; screens problem documents for corrective action; maintains various logs; and uses random sampling to evaluate process efficiency. Responsible for recognizing data problems, investigating complaints and violations, preparing reports of findings and action taken or recommended and recommending changes in standards, administrative procedures,

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
				methods, and standards.
DJA0017/ DJA1017	Scanning Clerk	2 to 3 years of related experience.	High School diploma or equivalent	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. Perform optical character recognition and text correction on documents requiring content-based retrieval. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the Document Management System. Functions as operative on all equipment and processes. Sets up indexes and print services and maintains accurate catalogs of materials. Prepare materials for filming; organize; pull staples, paper clips, etc. Film and edit all information. Retrieve information as requested.
DJA0018/ DJA1018	General Clerk II	2-3 years of related experience	2 year degree or High School Diploma and equivalent experience	Supports program efforts by performing daily office tasks such as sorting internal mail and delivering it to its destination. Performs other office tasks such as filing, recording, maintaining records, copying, collating, folding and inserting material to be mailed into envelopes, posting, and other similar duties. Uses a computer terminal, typewriter, postage meter, and word processors. Familiar with standard administrative procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.
DJA0019/ DJA1019	General Clerk III	4+ years of related experience	4 year degree or High School Diploma and equivalent experience	Performs daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Uses a computer terminal typewriter, and other word processors. Familiar with a variety of office procedures. May direct and lead the work of others. Typically reports to a manager
DJA0020/ DJA1020	Records Manager III	7+ years of relevant experience	Bachelor Degree in Information Resources, Computer Science or related subject. 10 years of relevant experience may be substituted.	Establishes records management policies and procedures, provides records management training, and conducts Agency audits. Often leads teams of records analysts, file analysts, and records clerks in Agency inventories, files segregation, records schedules reviews and development, and records disposition and retirement. Develops and prepares documentation/project tracking, schedules, and management reporting. Provides tactical and strategic input on overall records management and/or information systems planning and related projects. Often leads teams of records analysts, file analysts, and records clerks in Agency inventories, files segregation, records schedules reviews and development, and records disposition and retirement.
DJA0021/ DJA1021	Data Entry Clerk I	1 year of related experience or equivalent	High School Diploma or equivalent	Operates data entry equipment for various automated systems using formatted input screens. Transcribes, deciphers and codes more complex alpha numeric data. May instruct new operators on procedures. Performs data inquiries and searches on automated systems and generates records and reports from these systems. Requires judgment in selecting procedures to be followed in searching for, interpreting, selecting, or coding items to be entered.
DJA0022/ DJA1022	Data Entry Clerk II	2 years of related	High School Diploma or	Operates data entry equipment for various automated systems using formatted input screens. Transcribes,

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
		experience or equivalent	equivalent	deciphers and codes more complex alpha numeric data. May instruct new operators on procedures. Performs data inquiries and searches on automated systems and generates records and reports from these systems. Requires judgment in selecting procedures to be followed in searching for, interpreting, selecting, or coding items to be entered. May serve as supervisor for other operators.
DJA0023/ DJA1023	Medical Records Clerk	2 years of related experience or equivalent	High School Diploma or equivalent	Under immediate supervision, maintains patient files and statistics; responds to requests for medical records; performs clerical duties. Maintains patient files and retrieves files for scheduled appointments; files study patient charts; files all patient data upon receipt of information; initiates records for new patients and creates computer index; prepares file labels; maintains filing statistics; audits filing sequence. Responds to requests for medical records; processes letters and reports; answers and directs telephone calls. Retrieves patient schedules from computer system; distributes lab reports to physicians, and materials to other departments; requests information from various departments; responds to correspondence requests. May photocopy records and documents for billing and/or legal services; sends and receives information via facsimile machine. Keeps supervisor informed of problems or issues; monitors supplies needed; performs other duties as assigned. Must possess knowledge of modern office equipment, interpersonal/human relations skills, organizational skills, and telephone etiquette skills.
DJA0024/ DJA1024	Duplicating Machine Operator	1 year of related experience or equivalent	High School Diploma or equivalent	This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.
DJA0025/ DJA1025	Light Truck Driver	1 year experience, up to 2 tons	High School Diploma or equivalent, appropriate Driver License	Will be responsible for the pickup and delivery of US Government mail including regular, bulk, classified, and pouch. At the direction of the mailroom supervisor, project manager, or dispatcher proceeds to the location(s), as instructed to pick up or deliver bulk or other materials. Ensures that materials are delivered to locations as designated in instructions and follows all additional written instructions associated with the delivery of the materials. Obtains signatures and date/time information as required for a proper receipt. Prepares a daily log with appropriate receipts. Coordinates and prioritizes all work requests. Ensures necessary follow-up steps are used to institute an effective quality control procedure for assigned work. Must be familiar with automated mail equipment, USPS rules and regulations, and UPS and Federal Express procedures; knowledgeable of packing requirements and Government mail regulations. Clean driving record.



Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
DJA0026/ DJA1026	Medium Truck Driver	2 years experience, up to 4 tons	High School Diploma or equivalent, appropriate Driver License	Will be responsible for the pickup and delivery of US Government mail including regular, bulk, classified, and pouch. At the direction of the mailroom supervisor, project manager, or dispatcher proceeds to the location(s), as instructed to pick up or deliver bulk or other materials. Ensures that materials are delivered to locations as designated in instructions and follows all additional written instructions associated with the delivery of the materials. Obtains signatures and date/time information a required for a proper receipt. Prepares a daily log with appropriate receipts. Coordinates and prioritizes all work requests. Ensures necessary follow-up steps are used to institute an effective quality control procedure for assigned work. Must be familiar with automated mail equipment, USPS rules and regulations, and UPS and Federal Express procedures; knowledgeable of packing requirements and Government mail regulations. Clean driving record.
DJA0027/ DJA1027	Document Prep Clerk	1-2 years of related experience	high school diploma or equivalent	Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.
DJA0028/ DJA1028	Records Manager I	2 years of relevant experience	4 year degree or High School Diploma and equivalent experience.	Under direct supervision, responsible for classifying, sorting, indexing, filing, scanning, storing and retrieving large volumes of organizations' documents including contracts, financings, litigation, administrative files and other records. Maintains electronic Records Management indexing system for paper and electronic records. Complete work with limited assistance and supervision thoroughly and accurately. Demonstrates continuous effort to improve operations, decrease turnaround, streamline work process and work cooperatively and jointly with team to provide quality seamless customer service. Supports the Records Management workflow by assisting with various other projects including accessioning, disposition, disaster recovery, and research and tracking items subject to legal hold. Orders and maintains inventory of supplies used by organization. Is organized, displays professionalism, quality service and a "willingness to learn" attitude. Works well with team members as well as external departments.
DJA0029/ DJA1029	Records Manager II	5+ years of relevant experience	Bachelor Degree in Information Resources,	Responsible for classifying, sorting, indexing, filing, scanning, storing and retrieving large volumes of organizations' documents including contracts, financings, litigation, administrative files and other

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
			Computer Science or related subject. High School Diploma and 5 years of relevant experience may be substituted.	records. Responds to requests, answers questions, ensures conformance with policy/procedures, instructs personnel on proper file preparation and transfer. Maintains electronic Records Management indexing system for paper and electronic records. Demonstrates continuous effort to improve operations, decrease turnaround, streamline work process and work cooperatively and jointly with team to provide quality seamless customer service. Back up and support the Senior Records Manager with various other projects including accessioning, disposition, disaster recovery, and research and tracking items subject to legal hold. Orders and maintains inventory of supplies used by organization. Is highly organized, displays professionalism, quality service and a "can do" attitude to team members as well as external departments.

## Customer Information Page

*(with Terms & Conditions)*

<b>1a. Awarded SIN:</b>	51-504 - Records Management Services 51-505 - Document Production Services 51-506 - Document Conversion Services								
<b>1b. Awarded Pricing:</b>	See "Pricing Tables"								
<b>2. Maximum Order:</b>	\$1,000,000.00								
<b>3. Minimum Order:</b>	\$100.00								
<b>4. Geographic Coverage (delivery area):</b>	The geographic scope of the contract is the 48 contiguous states, and excludes <ul style="list-style-type: none"> <li>• Alaska</li> <li>• Hawaii</li> <li>• Puerto Rico</li> </ul>								
<b>5. Point(s) of production (city, county, and state or foreign country):</b>	Primarily based in Silver Spring, Montgomery County, Maryland, USA								
<b>6. Discount from list prices or statements of net price:</b>	Prices shown herein are NET prices								
<b>7. Quantity discounts:</b>	Negotiated on a task-by-task order basis, based on size and complexity of the scope of work								
<b>8. Prompt payment terms:</b>	Not Offered								
<b>9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:</b>	Government purchase cards will not be accepted for payment at and below the micro-purchase threshold.								
<b>9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:</b>	Government purchase cards will be accepted for payment at and above the micro-purchase threshold.								
<b>10. Foreign items:</b>	Not Applicable (N/A)								
<b>11a. Time of Delivery:</b>	DJA will deliver to destination all service related deliverables within the number of calendar days after receipt of order (ARO), unless otherwise stated on the individual task order, as set forth below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="background-color: #2c4e64; color: white;">Special Item Numbers (SIN)</th> <th style="background-color: #2c4e64; color: white;">Delivery Time (Days ARO)</th> </tr> </thead> <tbody> <tr> <td>51-504</td> <td>30 Days or as Stated on Order</td> </tr> <tr> <td>51-505</td> <td>30 Days or as Stated on Order</td> </tr> <tr> <td>51-506</td> <td>30 Days or as Stated on Order</td> </tr> </tbody> </table>	Special Item Numbers (SIN)	Delivery Time (Days ARO)	51-504	30 Days or as Stated on Order	51-505	30 Days or as Stated on Order	51-506	30 Days or as Stated on Order
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51-504	30 Days or as Stated on Order								
51-505	30 Days or as Stated on Order								
51-506	30 Days or as Stated on Order								
<b>11b. Expedited Delivery:</b>	Not Applicable (N/A)								
<b>11c. Overnight and 2-day delivery:</b>	Not Applicable (N/A)								
<b>11d. Urgent requirements: See contract clause I-FSS-14-B.</b>	Not Applicable (N/A)								
<b>12. F.B.O. Point(s):</b>	Destination								

<b>13a. Ordering address(es):</b>	Dancil-Jones & Associates, Inc. 8121 Georgia Avenue, Suite #350 Silver Spring, MD 20910
<b>13b. Ordering procedures:</b>	For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) can be found on the GSA Schedules page, under Ordering Guidelines ( <a href="http://www.gsa.gov/portal/category/100639">http://www.gsa.gov/portal/category/100639</a> )
<b>14. Payment Address:</b>	Dancil-Jones & Associates, Inc. 8121 Georgia Avenue, Suite #350 Silver Spring, MD 20910
<b>15. Warranty Provision:</b>	Not Applicable (N/A)
<b>16. Export packing charges:</b>	Not Applicable (N/A)
<b>17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):</b>	Not Applicable (N/A)
<b>18. Terms and conditions of rental maintenance, and repair:</b>	Not Applicable (N/A)
<b>19. Terms and conditions of installation:</b>	Not Applicable (N/A)
<b>20. Terms and conditions of repair parts:</b>	Not Applicable (N/A)
<b>20a. Terms and conditions for any other services:</b>	Not Applicable (N/A)
<b>21. List of service and distribution points:</b>	Not Applicable (N/A)
<b>22. List of participating dealers:</b>	Not Applicable (N/A)
<b>23. Preventative maintenance:</b>	Not Applicable (N/A)
<b>24a. Special attributes such as environmental attributes:</b>	Not Applicable (N/A)
<b>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 <a href="http://www.Section508.gov/">www.Section508.gov/</a> :</b>	Not Applicable (N/A)
<b>25. Data Universal Number System (DUNS) number:</b>	147444053
<b>26. Notification regarding registration in Central Contractor Registration (CCR) database:</b>	DJA has registered with the Central Contractor Registration (CCR) database.