

GSA SCHEDULE 36

THE OFFICE, IMAGING AND DOCUMENT SOLUTION SCHEDULE PRICELIST

SPECIAL ITEM NUMBER 51-504 - PHYSICAL RECORDS MANAGEMENT SOLUTIONS

SPECIAL ITEM NUMBER 51-506 - DOCUMENT CONVERSION SERVICES

SPECIAL ITEM NUMBER 51-600 - ELECTRONIC RECORDS MANAGEMENT SOLUTIONS

SPECIAL ITEM NUMBER 733-1 - MAIL ROOM ADMINISTRATIVE SUPPORT SERVICES



Brilliant Corporation

A Small Disadvantaged Business

DUNS # 134718985, CAGE 463W1

CMMI Level 3 Dev appraised

ISO 9001:2015, ISO/IEC 20000-1:2011, and ISO/IEC 27001:2013 certified

1893 Metro Center Drive, Suite 210

Reston, VA 20190

(P) 703-994-4232 (F) 703-793-0660

www.brilliant.net

Contract Number: GS-03F-097GA

Period Covered by Contract: September 15, 2017 through September 14, 2022

CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

SIN	Description
51-504	Physical Records Management Solutions
51-506	Document Conversion Services
51-600	Electronic Records Management Solutions
733-1	Mail Room Administrative Support Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Page 8.
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on Page 9.
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage: Domestic and Overseas
5. Point of Production: N/A
6. Prices Shown Herein are Net (discount deducted)
7. Quantity Discount: None
8. Prompt Payment Terms: Net 30
9. Government Purchase Cards are accepted above the micro-purchase threshold.
10. Foreign Items: None
11. Time of Delivery: Brilliant Corporation shall deliver or perform services in accordance with the terms negotiated in an agency's order.
- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: Destination

13. Ordering Address: Brilliant Corporation
Attn: GSA Orders
1893 Metro Center Drive, Suite 210
Reston, VA 20190
14. Payment Address: Brilliant Corporation
Attn: Accounts Receivable
1893 Metro Center Drive, Suite 210
Reston, VA 20190
15. Warranty Provisions: Contractor's Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact Brilliant for terms and conditions of Government Purchase Card acceptance.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Not applicable
- 20b. Terms and conditions of repair parts: Not applicable
- 20b. Terms and conditions for any other services: Not applicable
20. List of service and distribution points: Not applicable
21. List of participating dealers: Not applicable
22. Preventive maintenance: Not applicable
23. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
Not applicable
24. Section 508: Contact Brilliant Corporation for compliance information. The EIT standards can be found at: <http://www.section508.gov>
25. DUNS Number: 134718985
26. Brilliant Corporation is registered in the System for Award Management (SAM) database.



GSA Hourly Rates
SINs 51-504, 51-506, 51-600 & 733-1

Labor Category	09/15/17	09/15/18	09/15/19	09/15/20	09/15/21
	- 09/14/18	- 09/14/19	- 09/14/20	- 09/14/21	- 09/14/22
Administrative Assistant**	\$51.16	\$52.18	\$53.22	\$54.29	\$55.37
Driver Courier**	\$38.56	\$39.33	\$40.12	\$40.92	\$41.74
Forklift**	\$35.67	\$36.38	\$37.11	\$37.85	\$38.61
General Clerk I**	\$29.63	\$30.22	\$30.83	\$31.45	\$32.07
General Clerk II**	\$33.62	\$34.29	\$34.98	\$35.68	\$36.39
General Clerk III**	\$40.57	\$41.38	\$42.21	\$43.06	\$43.92
Maintenance Clerk**	\$36.55	\$37.28	\$38.03	\$38.79	\$39.57
Production Control Analyst**	\$47.39	\$48.33	\$49.30	\$50.29	\$51.29
Program Manager	\$135.98	\$138.70	\$141.47	\$144.30	\$147.18
Project Manager	\$110.19	\$112.40	\$114.65	\$116.94	\$119.28
QC Manager	\$69.83	\$71.23	\$72.65	\$74.10	\$75.59
Safety Manager	\$68.26	\$69.62	\$71.01	\$72.43	\$73.88
Shipping/Receiving Clerk **	\$32.82	\$33.48	\$34.15	\$34.83	\$35.53
Supervisor I	\$54.11	\$55.20	\$56.30	\$57.43	\$58.58
Supervisor II	\$62.97	\$64.23	\$65.51	\$66.82	\$68.16
Supervisor III	\$75.43	\$76.94	\$78.48	\$80.05	\$81.65
Trainer**	\$43.57	\$44.45	\$45.33	\$46.24	\$47.17
Truck Driver**	\$38.06	\$38.83	\$39.60	\$40.39	\$41.20

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the incorporated SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Labor Category Descriptions
SINs 51-504, 51-506, 51-600 & 733-1

Administrative Assistant III

Functional Responsibility: Under minimal supervision, the Administrative Assistant III performs highly complex clerical, administrative, and secretarial duties to assist senior and professional members of Department or Office. Assists customers and/or employees with difficult and/or complex transactions. Assists customers with regulatory compliance issues. Conducts complex research and processes complex documents in specialty areas. Composes correspondence, reports, memoranda, and other materials requiring independent judgment as to content, accuracy, and completeness. Develops office forms and procedures. Improves and updates filing system. With some supervision, composes letters, reports, newsletters, and other documents. This personnel may create spreadsheets, perform routine bookkeeping tasks, and assemble PowerPoint-based or other formal presentations. May take minutes at meetings. Performs other duties of a similar or related level as necessary or assigned. Uses computer and software applications to accurately type and edit basic correspondence; enter data; retrieve data; search databases; conduct research; create documents; and send emails. Processes various documents, ensuring that all necessary forms are complete and accurate.

Answers and routes telephone calls where they must appropriately greet the caller, assesses the situation, and takes accurate messages. Assists the public and/or employees at front counter; appropriately greets visitors; answers routine questions; locates documents; fills out forms; and makes copies. Displays a clear attitude of customer service. This personnel processes incoming and outgoing mail, prints, copies, assembles, distributes and files documents and maintains files. Schedules appointments and maintains monthly calendar; schedules meetings and meeting rooms. Attends meetings to take and transcribes notes. Maintains supplies and stocks office forms. Interacts with other offices and departments and outside organizations to obtain and provide information. May prepare and arrange for publication of agendas and legal notices. Reviews all work products to ensure highest level of quality.

Minimum Experience: 1 year

Minimum Education: Associate's

Driver Courier

Functional Responsibility: The Driver Courier drives an automobile or light truck to deliver messages, documents, and packages and mails to various businesses or governmental agencies. May perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Minimum Experience: 1 year

Minimum Education: High School

Forklift

Functional Responsibility: The Forklift operates a manually controlled gasoline, electric, or liquid propane gas-powered forklift to transport goods and materials of all kinds within a warehouse or similar establishment. Performs other material handling duties as appropriate.

Minimum Experience: 1 year

Minimum Education: High School

General Clerk I

Functional Responsibility: The General Clerk I follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; simple posting to individual accounts; opening mail; running mail through metering machines; and calculating and posting charges to departmental accounts. Little or no subject matter knowledge is required, but the clerk needs to choose the proper procedure for each task. May be responsible for preparing a variety of documents for microfilming and electronic imaging using written guidelines. Must acquire a thorough understanding of the guidelines for processing records, have an eye for detail, and be meticulous in performing all document-related tasks. Must also become familiar with the computer-based tracking systems and the document retrieval and re-filing procedures.

Minimum Experience: 6 months

Minimum Education: High School

General Clerk II

Functional Responsibility: The General Clerk II's work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Refers recognized problems to others. Must have a thorough understanding of the guidelines for processing records, have an eye for detail, and be meticulous in performing all document-related tasks. Must also become familiar with the computer-based tracking systems and the document retrieval and re-filing procedures. Must be able to assist less experienced staff in the performance of office procedures.

Minimum Experience: 3 years

Minimum Education: High School

General Clerk III

Functional Responsibility: The General Clerk III uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers issues to other personnel. Typical duties include: assisting in a variety of administrative matters; preparing reports or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower-level clerks. Must have a thorough understanding of the guidelines for processing records, have an eye for detail, and be meticulous in performing all document-related tasks. Must also be proficient with the computer-based tracking systems and the document retrieval and re-filing procedures. Must be able to assist in training less experienced staff in the performance of office procedures.

Minimum Experience: 3 years

Minimum Education: High School

Maintenance Clerk

Functional Responsibility: The Records Maintenance Clerk provides incoming records processing, electronic control desk, filing and records center processing, and records reconciliation support to the customer. Primary duties include: coding, creating, and maintaining files; maintaining automated records databases in support of the file systems; receiving, verifying, and forwarding of incoming records; verifying and keying of records entries; reconciling; performing maintenance on specific records and ongoing processing of recurring types of records; and provides assistance to customers on an as-requested basis, as determined by the COTR. Must have comprehensive knowledge of Excel and other records-related computer software programs.

Minimum Experience: 2 years

Minimum Education: High School

Production Control Analyst

Functional Responsibility: The Production Control Analyst compiles and records production data for industrial establishments to compare records/reports on volume of production; consumption of material; Quality Control (QC); and other aspects of production. The Production Control Analyst may perform any combination of the following duties: compile and record production data from customer orders; work tickets; and create product specifications and individual worker production sheets following prescribe recording procedures and using different Word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker/department production rates using a computer, calculator, and/or spreadsheet. Additional tasks include: writing production reports based on data compiled, tabulated, and computed; following prescribed formats; maintaining files of documents used and prepared; and compiling detailed production sheets of work tickets for use by production workers, as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material and supplies, and charts production using chart, graph, or pegboard based on statistics compiled for reference by production/management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post-wage data on records used for preparation of payroll.

Minimum Experience: 2 years

Minimum Education: Associate's

Program Manager

Functional Responsibility: Responsible for the performance of a relatively significant non-technical program or multiple smaller non-technical programs with an emphasis on logistics, records management, Human Resources (HR), or other administrative focus in accordance with contract requirements and company policies, procedures, and guidelines. Ensures work procedures and standards improve efficiency and effectiveness of operation. May monitor daily operations. Has budgetary responsibilities, and is responsible for acquiring follow-on business associated with assigned programs and for supporting new Business Development (BD) by managing or leading proposals. Relies on experience and judgment to plan and accomplish goals. Supervises exempt personnel, and may supervisor non-exempt personnel. Provides direction, coaching, and disciplinary actions when required.

Minimum Experience: 10 years

Minimum Education: Bachelor's

Project Manager

Functional Responsibility: The Project Manager (PM) manages the daily operation of support services for an organization. This position oversees clerical, administrative, and logistical support tasks and establishes work procedures and standards to improve efficiency and effectiveness of assigned operations. Responsible for ensuring compliance with established customer standards. The PM may have BD and budgetary responsibilities. Familiar with a variety of the field's concepts, practices, and procedures and completes investigation, reports, and evaluations. Relies on experience and judgment to plan and accomplish goals. Supervises exempt personnel, and may supervisor non-exempt personnel. Provides direction, coaching, and disciplinary actions when required.

Minimum Experience: 5 years

Minimum Education: Bachelor's

QC Manager

Functional Responsibility: The QC Manager supports the daily operation of support services for an organization. This position assists with establishing work procedures and standards to improve efficiency and effectiveness of assigned operations and employs lean processing design models as needed. The QC Manager ensures quality compliance with established client standards and is familiar with a variety of the field's concepts, practices, and procedures. This position designs, studies, and measures the efficiency of specific processes and procedures. The QC Manager completes and analyzes reports and evaluations. This position supervises non-exempt QC personnel and non-exempt Trainer personnel providing direction, coaching, and disciplinary actions when required.

Minimum Experience: 5 years

Minimum Education: Bachelor's

Safety Manager

Functional Responsibility: The Safety Manager manages the daily operation of the Safety Program for the company. This position assists with establishing work procedures and standards to improve efficiency and effectiveness of safety operations. The Safety Manager ensures compliance with all established safety standards.

Minimum Experience: 4 years

Minimum Education: Bachelor's

Shipping/Receiving Clerk

Functional Responsibility: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method and mode of shipment to customer requirements. Prepares and expedites shipments. Successfully operates equipment to meet safety and productivity requirements. Successful in computer literacy. Must be able to understand quality standards, methods, and reporting as required.

Minimum Experience: 1 month

Minimum Education: High School

Supervisor I

Functional Responsibility: The Supervision I is responsible for managing a work force in any of the business disciplines or document management functions. Frequently provides subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulates and enforces standards, assigns schedules, reviews work production, and supervises personnel.

Minimum Experience: 2 years

Minimum Education: Associate's

Supervisor II

Functional Responsibility: The Supervisor II is responsible for managing a work force in any of the business disciplines or document management functions. Frequently provide subject matter or functional area expertise in performing technical tasks, in addition to fulfilling their supervisory duties. Formulates and enforces standards, assigns schedules, reviews work production, and supervises personnel.

Minimum Experience: 4 years

Minimum Education: Associate's

Supervisor III

Functional Responsibility: The Supervisor III performs as the senior department supervisor, plans, monitors, directs, and executes tasks and records management activities, to include all facets of NRC Retirement activities including Movement, Screening, Preparation, Retirement, and File Redirection.

Minimum Experience: 4 years

Minimum Education: Bachelor's

Trainer

Functional Responsibility: The Trainer tutors students individually or in small groups. Conducts a small amount of formal classroom instruction, provided adequate experience is possessed in the subject being tutored. Does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. May administer examinations or informal tests.

Minimum Experience: 6 months

Minimum Education: High School

Truck Driver

Functional Responsibility: The Truck Driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses/places of business. Shall also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

Minimum Experience: 2 years

Minimum Education: High School

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Experience</u>
Associate's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
PhD	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience

Vendor Certification for SIN 51 600 --- Electronic Records Management Solutions

For the purposes of the Schedule 36 Solicitation (3FNJ-C1-000001-B), eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors should include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

Brilliant Corporation
1893 Metro Center Drive, Suite 210
Reston, VA 20190

Proposed Elements of Electronic Records Management Services:

[Select all that apply]

- Element 1 - Desktop Applications
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Cloud Services
- Element 5 - Websites
- Element 6 - Digital Media (Photo)
- Element 7 - Digital Media (Audio)
- Element 8 - Digital Media (Video)
- Element 9 - Databases
- Element 10 - Shared Drives
- Element 11 - Engineering Drawings

Brilliant Corporation hereby certifies that we are capable of meeting all standards described in Solicitation -3FNJ-C1-000001-B and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.



Offeror (*To be signed only by **authorized principal**, with authority to bind the undersigned contractor*)

Sukumar R. Iyer
Name (Printed)

President and CEO
Title

November 29, 2017
Date