

General Services Administration (GSA)
Federal Supply Service (FSS)
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 <https://www.gsaadvantage.gov>.

Federal Supply Schedule Group 36:
Office, Imaging, and Document Solutions

Office and Scientific Equipment Center (FCG)

Contract Number: 47QSMA19D08P3

SIN 51 409 Network, Optical Imaging Systems and Solutions
SIN 51 500 Managed Print Services
SIN 51 505 Document Production Services
SIN 51 506 Document Conversion Services
SIN 51 507 Document Destruction Services
SIN 51 1000 Ancillary Supplies & Services

**ILM Corporation of Virginia
1551 Jefferson Davis Hwy, Ste 200
Fredericksburg, VA 22401**

Telephone: (540) 898-1406

Fax: (540) 898-3762

E-Mail: ilmgsa@ilmcorp.com

Website: www.ilmcorp.com

Business Size: Small; SBA certified HUBZone small business

Contract Period: January 30, 2019 to January 29, 2024

Current through contract modification PO-0001,
dated January 30, 2019.

CUSTOMER INFORMATION

1. TABLE OF AWARDED ITEMS

LABOR CATEGORY SERVICES

Applicable SIN(s)	ILM Item #	Service Category (Job Title/Task)	Unit of Issue	GSA Price (excluding IFF)	IFF (GSA's Industrial Funding Fee)	GSA Price (including IFF)
51 409 - 51 500 - 51 505 - 51 506	PGM1	Program Manager	hourly rate	\$126.10	0.75%	\$127.05
51 409 - 51 500 - 51 505 - 51 506	PRJ1	Project Manager	hourly rate	\$116.40	0.75%	\$117.27
51 409 - 51 500 - 51 505 - 51 506	SAN1	Computer Systems Analyst I	hourly rate	\$72.75	0.75%	\$73.30
51 409 - 51 500 - 51 505 - 51 506	SAN2	Computer Systems Analyst II	hourly rate	\$77.60	0.75%	\$78.18
51 409 - 51 500 - 51 505 - 51 506	SAN3	Computer Systems Analyst III	hourly rate	\$92.15	0.75%	\$92.84
51 409 - 51 500 - 51 505 - 51 506	PRG1	Programmer I	hourly rate	\$63.05	0.75%	\$63.52
51 409 - 51 500 - 51 505 - 51 506	PRG2	Programmer II	hourly rate	\$72.75	0.75%	\$73.30
51 409 - 51 500 - 51 505 - 51 506	PRG3	Programmer III	hourly rate	\$82.45	0.75%	\$83.07
51 409 - 51 500 - 51 505 - 51 506	DBM1	Database Manager I	hourly rate	\$67.90	0.75%	\$68.41
51 409 - 51 500 - 51 505 - 51 506	DBM2	Database Manager II	hourly rate	\$79.54	0.75%	\$80.14
51 409 - 51 500 - 51 505 - 51 506	SAP1	Senior Applications Developer	hourly rate	\$123.19	0.75%	\$124.11
51 409 - 51 500 - 51 505 - 51 506	IMG1	Imaging Design / System Engineer	hourly rate	\$123.19	0.75%	\$124.11
51 409 - 51 500 - 51 505 - 51 506	LGM1	Logistics Manager	hourly rate	\$38.80	0.75%	\$39.09
51 409 - 51 500 - 51 505 - 51 506	DPP1	Document Preparation Clerk I	hourly rate	\$28.13	0.75%	\$28.34
51 409 - 51 500 - 51 505 - 51 506	GCL1	General Clerk I	hourly rate	\$26.19	0.75%	\$26.39
51 409 - 51 500 - 51 505 - 51 506	GCL2	General Clerk II / Doc Prep Clerk II	hourly rate	\$30.07	0.75%	\$30.30
51 409 - 51 500 - 51 505 - 51 506	GCL3	General Clerk III / Doc Prep Specialist	hourly rate	\$32.98	0.75%	\$33.23

Applicable SIN(s)	ILM Item #	Service Category (Job Title/Task)	Unit of Issue	GSA Price (excluding IFF)	IFF (GSA's Industrial Funding Fee)	GSA Price (including IFF)
51 409 - 51 500 - 51 505 - 51 506	SCP1	Document Processing I / Scanning Operator	hourly rate	\$31.04	0.75%	\$31.27
51 409 - 51 500 - 51 505 - 51 506	SCP2	Document Processing II / Scanning Specialist	hourly rate	\$40.74	0.75%	\$41.05
51 409 - 51 500 - 51 505 - 51 506	DEX1	Data Entry / Indexing Technician I	hourly rate	\$31.04	0.75%	\$31.27
51 409 - 51 500 - 51 505 - 51 506	DEX2	Data Entry / Indexing Technician II	hourly rate	\$38.80	0.75%	\$39.09
51 409 - 51 500 - 51 505 - 51 506	QAS1	Quality Assurance Specialist I	hourly rate	\$47.53	0.75%	\$47.89
51 409 - 51 500 - 51 505 - 51 506	QAS2	Quality Assurance Specialist II	hourly rate	\$56.26	0.75%	\$56.68
51 409 - 51 500 - 51 505 - 51 506	DRV1	Driver / Messenger / Courier	hourly rate	\$33.95	0.75%	\$34.20

Labor category descriptions located at the end of this document.

SERVICES PROVIDED ON A PER UNIT BASIS:

for SIN 51-506 Document Conversion Services (DCS) only

SIN	ITEM#	Item	Unit of issue	GSA UNIT PRICE
		DOCUMENT PREP & HANDLING		
51 506	DPH1	Basic	Per page	included
		SCANNING/IMAGING		
51 506	SCN1	paper to TIFF file, under 150,000 pages	Per page	\$ 0.1200
51 506	SCN2	paper to TIFF file, 150,000 pages or more	Per page	\$ 0.1176
51 506	SCN3	16mm microfilm to TIFF file	Per page	\$ 0.0588
		INDEXING/CODING		
51 506	IDX1	Standard indexing	Each index	included
51 506	IDX2	Additional indexing	Each index	\$ 0.0196
		PDF CONVERSION		
51 506	PDF1	8.5 x 11 paper to PDF image only	Per page	\$ 0.1372
51 506	PDF2	8.5 x 11 paper to PDF plus edited text	Per page	\$ 1.9110

SIN	ITEM#	Item	Unit of issue	GSA UNIT PRICE
51 506	PDF3	8.5 x 11 paper to PDF Normal	Per page	\$ 3.1850
51 506	PDF4	digital file to PDF Normal	Per page	\$ 0.7500
		PDF FILE ELEMENTS		
51 506	HYP1	Hyperlinks	Each	\$ 0.8820
51 506	BKM1	Bookmarks	Each	\$ 0.4900
51 506	GRP1	Enhanced graphics, from hardcopy	Each	\$ 2.2050
		OCR and DATA ENTRY		
51 506	OCR1	OCR with simple clean-up	Per page	\$ 0.8134
51 506	OCR2	OCR with complex clean-up	Per page	\$ 2.6950
51 506	DEA1	Data entry abstracts only	Per abstract	\$ 2.8812
51 506	DET1	Data entry tables	Per 1,000 characters	\$ 3.0800
		OUTPUT		
51 506	CDR1	Writable CD	Each	\$ 14.7000
51 506	FTP1	FTP/email	Each	\$ 0.0000
51 506	TAP1	1600 dpi 9-track tape	Each	\$ 12.0000
51 506	DSK1	3.5 diskette	Each	\$ 1.9600
51 506	ZIP1	250MB ZIP disk	Each	\$ 29.4000
51 506	ROM1	CD-ROM replication, minimum 500	Each	\$ 4.1650
		CD-ROM DEVELOPMENT		
51 506	AUT1	Auto-run or auto-install; search & navigation tools	Each	\$ 1,225.0000
51 506	GRD1	Graphic design	Per hour	\$ 63.7000

ILM Item#	SIN	for SIN 51 507 -- Destruction Services	GSA Price
DDS1	51 507	secure destruction of paper documents, per box	\$5.00
		BOX = standard, letter-sized banker's box, 1.2 cubic ft.	
ILM Item#	SIN	for SIN 51 1000 -- Ancillary Supplies and/or Services	GSA Price
		<i>to calculate price for ancillary supplies or services,</i>	
ANC1	51 1000	ILM uses a multiplier of 1.3 on cost to calculate extended price	cost * 1.3
		<i>examples of supplies or services may include:</i>	
		postage costs, paper, translation services, etc.	cost * 1.3

2. MAXIMUM ORDER

For SINs 51 500, 51 505, 51 506 and 51 507:
The maximum value per order is \$1,000,000 for each SIN.
For SINs 51 409 and 51 1000:
The maximum value per order is \$ 350,000 for each SIN.

3. MINIMUM ORDER

The minimum dollar value of orders is \$100.

4. GEOGRAPHIC COVERAGE (DELIVERY AREA)

The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

5. POINT OF PRODUCTION

Production will be performed at ILM's Virginia facility:
1551 Jefferson Davis Hwy, Ste 200
Fredericksburg, VA 22401

6. DISCOUNT FROM LIST PRICES or STATEMENT OF NET PRICES

All prices quoted in this pricelist are net – discount deducted.

7. QUANTITY DISCOUNTS

ILM encourages ordering activities to seek additional discounts for orders of:

Scanning services

paper to TIFF image over 500,000 pages
microfilm to TIFF image over 500,000 frames

OCR

With simple or complex cleanup over 250,000 pages

Data Entry

Keying of abstracts only over 50,000 abstracts

8. PROMPT PAYMENT TERMS

Terms are Net 30. No discount for prompt payment.

9. GOVERNMENT PURCHASE CARD ACCEPTANCE

ILM accepts the government purchase card for orders at or below the micro-purchase threshold. No discounts offered for use of government purchase card.

10. FOREIGN ITEMS Not applicable.**11. TIME OF DELIVERY**

As stipulated in the individual task order. Delivery schedule will be determined by the scope of work for each task order.

11a. EXPEDITED DELIVERY Not applicable

11b. OVERNIGHT AND 2-DAY DELIVERY Not applicable

11c. URGENT REQUIREMENTS

There may be situations where the ordering activity requires accelerated processing and delivery. ILM may agree to provide expedited services to meet the ordering activity's urgent requirements. ILM may add a surcharge of 25% for accelerated services. Contact the contractor for information.

12. FOB POINTS

Destination - 48 contiguous states and the District of Columbia

13a. ORDERING ADDRESS

ILM Corporation of Virginia
1551 Jefferson Davis Hwy, Ste 200
Fredericksburg, VA 22401

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPAs) are found in FAR 8.405-3.

14. PAYMENT ADDRESS

ILM Corporation of Virginia
1551 Jefferson Davis Hwy, Ste 200
Fredericksburg, VA 22401

15. WARRANTY PROVISION

Contractor's standard commercial warranty:
Document processing errors caused by the contractor will be corrected at no additional charge. The time period for corrections is 12 months from date of delivery of output.

16. EXPORT PACKING CHARGES Not applicable**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE**

ILM accepts government credit cards up to the limits established by the individual cards.

18. TERMS AND CONDITIONS FOR RENTAL, MAINTENANCE AND REPAIR

Not applicable

19. TERMS AND CONDITIONS OF INSTALLATION

Not applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS

Not applicable

20a. TERMS AND CONDITIONS FOR OTHER SERVICES

Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable

22. LIST OF PARTICIPATING DEALERS Not applicable**23. PREVENTIVE MAINTENANCE** Not applicable**24a. SPECIAL or ENVIRONMENTAL ATTRIBUTES**

Not applicable

24b. SECTION 508 COMPLIANCE Not applicable**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER**

DUNS: 08-912-0133

26. CENTRAL CONTRACTOR REGISTRATION

ILM's registration is active. ILM's CAGE code is 0RZS6.

COMPANY INFORMATION

We Shine When Expert Processing Is Needed

Since 1976, ILM Corporation of Virginia has provided federal agencies with complete document conversion and management services. We employ the most qualified people, latest technology and innovative solutions to deliver quality results. We continue to grow to help our clients to meet their mission critical document management and handling requirements.

ILM's strength is complex projects that require an extremely high accuracy rate, turnaround time, attention to detail and security. We can handle large volumes, tight schedules, specialized or sensitive source documents and intricate output requirements.

- ILM has an ISO 9001:2015 quality management system, certification QSR-999.
- ILM holds a Certification and Accreditation (C&A) for handling of Security Sensitive Information (SII) from DHS/TSA.
- Our Fredericksburg, VA facility is a free-standing building with numerous security measures in place.
- ILM employees adhere to confidentiality and non-disclosure agreements. Each employee has cleared a series of pre-employment evaluations, including criminal background check, drug test and a financial history credit check.
- ILM has been in compliance with Payment Card Industry (PCI) data security standards since 2009.
- ILM is a HUBZone company, SBA HUB Zone certification 49066.
- ILM graduated from the SBA 8(a) program in 2012.

ILM offers comprehensive document life cycle management: receipt and input; conversion and production; distribution, storage and destruction.

NAICS

518210 DATA PROCESSING, HOSTING, AND RELATED SERVICES
 561410 DOCUMENT PREPARATION SERVICES
 561990 ALL OTHER SUPPORT SERVICES
 561320 TEMPORARY HELP SERVICES
 561210 FACILITIES SUPPORT SERVICES
 561110 OFFICE ADMINISTRATIVE SERVICES
 811212 COMPUTER AND OFFICE MACHINE REPAIR AND MAINTENANCE
 611420 COMPUTER TRAINING
 541519 OTHER COMPUTER RELATED SERVICES
 541511 CUSTOM COMPUTER PROGRAMMING SERVICES
 541611 ADMINISTRATIVE MGMT AND GENERAL MGMT CONSULTING SERVICES

ILM's CORE COMPETENCIES

- Document preparation
- Document scanning of paper, wide format, microfiche and microfilm
- Document indexing and coding
- Customer service verification
- Data Entry
- OCR / ICR Forms Processing
- Document editing (SGML, XML, HTML)
- e-publishing for E-readers, DVD and Internet
- Mailroom services and docketing
- Custom, laser letter generation
- Remittance and payment processing
- Confidential document destruction

LABOR CATEGORY DESCRIPTIONS**EDUCATION equivalencies:**

Associate's degree = 2 years work experience

Bachelor's degree = 4 years work experience

Master's degree = 6 years of work experience

For every year of applicable experience, the employee will be credited with one year of degree qualifications towards the values stated in the labor category descriptions.

PGM1 - PROGRAM MANAGER

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 5 years experience

Performs management of overall contract support and operations, involving multiple projects and personnel. Organizes, directs, and coordinates the planning and implementation of all contract support activities. Responsible for all aspects of contract performance. Consults with customer to ensure conformity to requirements and contractual obligations.

PRJ1 - PROJECT MANAGER

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 3 years experience

Responsible for all aspects of project performance. Assigned to a project as the dedicated lead for day-to-day management. Provides overall direction for all project level activities. Manages and supervises personnel involved in all aspects of project activity. Maintains and updates records of production data and project statistics. Oversees the successful completion of all assigned tasks, and communicates regularly with customer, as primary customer contact for project. Responsible for security of physical location and personnel.

SAN1 - COMPUTER SYSTEMS ANALYST I

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 1 to 3 years experience

Under close supervision, performs systems analysis, design, programming, documentation, or implementation of applications and related IT systems. Participates in all phases of the development life cycle with emphasis on the planning, analysis, programming, testing and acceptance phases. Uses established approaches for assignments where requirements are known.

SAN2 - COMPUTER SYSTEMS ANALYST II

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 3 to 5 years experience

Under general supervision, performs systems analysis, design, programming, documentation, or implementation of complex applications and related IT systems. Participates in all phases of the development life cycle with emphasis on the planning, analysis, programming, testing and acceptance phases. Uses standard approaches and helps define system requirements.

SAN3 - COMPUTER SYSTEMS ANALYST III

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 5 years experience

Under general direction, performs systems analysis, design, programming, documentation, or implementation of complex system applications and related IT systems. Participates in all phases of the development life cycle with emphasis on the planning, analysis, testing and acceptance phases. Defines, evaluates, and revises system requirements. Uses knowledge of a wide range of approaches for analysis. May serve as a task leader or supervisor on one or more projects.

PRG1 - PROGRAMMER I

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 0 to 1 years experience

Performs elementary or routine programming involving limited and simple data items and steps under close supervision. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

PRG2 - PROGRAMMER II

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 1 to 3 years experience

Performs routine programming that requires knowledge of established programming procedures and data processing requirements. Programmer II is provided with objectives and assignment details, and uses clear specifications to select procedures and meet requirements. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

PRG3 - PROGRAMMER III

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 5 to 7 years experience

Performs complex programming that requires detailed knowledge of established programming procedures and data processing requirements. Programmer III is provided with objectives and assignment details, and uses judgment and experience in selecting among procedures to meet requirements. Must consider and address interactions among various types of records, formats, and programs. Works independently, and may guide others. Work is reviewed upon completion for accuracy and compliance with standards.

DBM1 - DATABASE MANAGER I

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 0 to 1 years experience

Provides activities related to the administration of computerized databases, such as design, development, installation, monitoring, maintenance, and updates. Supports database users.

DBM2 - DATABASE MANAGER II

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 2 years experience

Provides all activities related to the administration of computerized databases, including design, development, installation, monitoring, maintenance, and updates. Supervises use of databases for project tasks, and verifies completion and accuracy of database-related work. Analyzes user needs and recommends solutions. Identifies, investigates, and resolves issues, problems or errors in data or use of data. Coordinates supplier and subcontractor activities.

SAP1 - SR. APPLICATIONS DEVELOPER

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 7 years experience

Responsible for the development of processes and applications for advanced technology solutions. Uses extensive experience and knowledge to design, code, test, debug, and document software in a variety of programming languages. Works with customers to understand business processes and needs and to evaluate options to select optimal approach. Creates strategies for developing IT solutions using knowledge of a variety of techniques and current technology. Supervises other technology professionals to ensure successful development of processes and applications. Coordinates supplier and subcontractor activities. Responsible for establishing, maintaining, and continuously improving IT security.

IMG1 - IMAGING DESIGN/SYSTEM ENGINEER

EDUCATION: Bachelor's degree or equivalent

EXPERIENCE: 10 years experience

Analyzes user and customer needs and objectives, and evaluates existing imaging systems. Identifies appropriate technologies, hardware, software, communication devices, and other tools. Designs and implements overall system improvements, establishes system and data security measures, and develops comprehensive system configuration and procedures documentation. Directs and manages system development, testing, operation, integration and maintenance.

LGM1 - LOGISTICS MANAGER

EDUCATION: High School diploma or equivalent

EXPERIENCE: 2 years experience

Coordinates schedules, assignments and routes. Confirms accurate receipt of source materials from customers and delivery of data and documents to customers. Trains other drivers. Supervises use of vehicles and oversees maintenance and replacement. Verifies safe and secure storage of hard copy documents, and ensures proper handling of personal and sensitive information. Responsible for warehouse facilities and shredding. Additional responsibilities include driving vehicles for deliveries and pickups as needed. Requires a satisfactory driving record.

DPP1 - DOCUMENT PREPARATION CLERK I

EDUCATION: High School diploma or equivalent

EXPERIENCE: 0 to 1 year experience

Under close supervision, sorts and prepares documents for various projects and processing steps, such as scanning or printing. Adds designated identifiers such as transaction separators, delimiters, or barcodes. Understands customer requirements, operates machines and accessories in accordance with requirements of the project, ensures quality output, verifies document information, maintains work area, communicates issues or problems to supervisor, and performs other tasks or duties as assigned.

GCL1 - GENERAL CLERK I

EDUCATION: High School diploma or equivalent

EXPERIENCE: 0 to 1 year experience

Follows clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as coding documents, preparing documents for processing, opening mail, and operating basic office equipment and computer programs. Tasks require an eye for detail and familiarity with clerical procedures. Recognizes problems and refers them to others for resolution. Works under close supervision, and output is routinely checked and reviewed for accuracy and quality.

GCL2 - GENERAL CLERK II/DOC PREP CLERK II

EDUCATION: High School diploma or equivalent

EXPERIENCE: 1 to 2 years experience

Follows established procedures in performing repetitive tasks in prescribed or slightly varied sequence, such as coding documents, preparing documents for processing, opening and sorting mail, calculating charges and accounts, and operating various office equipment and computer programs. Tasks require an eye for detail and knowledge of clerical procedures. Recognizes problems and refers them to others for resolution. Works under close supervision, and output is routinely checked and reviewed for accuracy and quality.

GCL3 - GENERAL CLERK III/DOC PREP SPECIALIST III

EDUCATION: High School diploma or equivalent

EXPERIENCE: 3 years experience

Performs repetitive tasks that may require the selection of an appropriate method from a variety of procedures, based on interpretation of established guidelines. Clerical and document preparation steps often vary in type, sequence and complexity, depending on task. Recognized problems are referred to supervisors. May assist less experienced staff in performance of clerical and document preparation tasks. May verify and resolve others' work for accuracy and completeness. Tasks require an eye for detail, plus detailed understanding of clerical procedures, project details, and subject area knowledge. Recognizes problems and refers them to management for resolution. Works under general supervision, and output is routinely checked and reviewed for accuracy and quality.

SCP1 - DOCUMENT PROCESSING I/SCANNING OPERATOR

EDUCATION: High School diploma or equivalent

EXPERIENCE: 0 to 1 year experience

Operates one or more duplicating office machines, such as scanners or printers, to create documents that meet customer requirements. Operates machines in accordance with established procedures and project specifications, monitors machine operation, performs routine cleaning and maintenance tasks, and keeps records of tasks completed. Additional responsibilities can include performing clerical duties associated with document processing and scanning.

SCP2 - DOCUMENT PROCESSING II/SCANNING SPECIALIST

EDUCATION: High School diploma or equivalent

EXPERIENCE: 2 years experience

Operates multiple, specialized duplicating office machines, including high-speed, wide format, flat bed, microfilm and fiche scanners, to create digital images of documents that meet customer requirements. Tests and revises procedures for scanning to meet project specifications, and operates machines in accordance with procedures. Adjusts machine settings to output best possible images during scanning and re-scanning if needed. Responsible for efficient operation of specialized machines by ensuring completion of maintenance and cleaning tasks. Keeps records of tasks completed. Additional responsibilities can include performing clerical duties associated with document processing and scanning, including verification and quality control.

DEX1 - DATA ENTRY/INDEXING TECHNICIAN I

EDUCATION: High School diploma or equivalent

EXPERIENCE: 0 to 1 year experience

Operates alphanumeric keyboard to enter data accurately and quickly from different types of source documents to meet project specifications. Examines and sorts documents and data by source, subject, or other specified index data. Enters index information into established data entry programs. Reviews source documents as needed and rejects illegible or incomplete records. Maintains records and statistics as needed for verification. Works from various standardized source documents under close supervision, and input is routinely checked and verified for quality and accuracy. Work is routine and repetitive.

DEX2 - DATA ENTRY/INDEXING TECHNICIAN II

EDUCATION: High School diploma or equivalent

EXPERIENCE: 1 to 2 years experience

Operates alphanumeric keyboard to enter data accurately and quickly from different types of source documents to meet project specifications. Examines and sorts documents and data by source, subject, or other specified index data. Enters index information into established data entry programs. Reviews source documents as needed and rejects illegible or incomplete records. Maintains records and statistics as needed for verification. Position requires the application of experience and judgment in selecting procedures to be followed. Uses knowledge of project details and clerical procedures to code items to be entered from a variety of source documents. Works under general supervision, and input is routinely checked and verified for quality and accuracy.

QAS1 - QUALITY ASSURANCE SPECIALIST I

EDUCATION: High School diploma or equivalent

EXPERIENCE: 1 year experience

Performs various routine tasks to ensure compliance with customer and company standards and with project requirements. Checks, reviews, validates, and verifies data and images produced using standard methods. Uses clerical processes and software programs to identify errors and omissions, and to correct mistakes. Tasks require an eye for detail and understanding of clerical work.

QAS2 - QUALITY ASSURANCE SPECIALIST II

EDUCATION: High School diploma or equivalent

EXPERIENCE: 2 years experience

Performs various routine and complex tasks to ensure compliance with customer and company standards and with project requirements. Validates, verifies, evaluates, and analyzes data and images produced using a variety of methods. Uses clerical processes and software programs to identify errors and omissions, to correct mistakes, and to resolve problems. Determines causes of mistakes or problems. Works with clerical and technical staff to develop resolutions and improvements. Tasks require an eye for detail and knowledge of clerical work.

DRV1 - DRIVER/MESSENGER/COURIER

EDUCATION: High School diploma or equivalent

EXPERIENCE: 1 year experience

Drives automobile or light truck to deliver and pick up messages, documents, packages and mail to various business concerns or governmental agencies. May occasionally transport office personnel and visitors. Performs miscellaneous tasks, such as carrying mail to and from the post office, and sorting or opening incoming and outgoing mail. Keeps records of tasks as appropriate. Requires a satisfactory driving record.