

**General Services Administration  
Authorized Federal Supply Schedule  
Price List**



**Contract No.: GS-25F-0040S**

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

**FSC Group: 36  
FSC Class: 3610**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage™, a menu-driven database system. The Internet address for GSA-Advantage™ is: <http://www.gsaadvantage.gov>*

**Contract Period:  
July 21, 2016 – July 20, 2021**

<b>Amendment/Modification No.</b> PO-0029	<b>3. Effective Date:</b> Jul 21, 2016	<b>4. Requisition/Purchase Req. No.</b>	<b>5. Project No. (If Applicable)</b> 36
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<b>6. Issued By:</b> General Service Administration GSA FAS 3QSAC 100 S INDEPENDENCE MALL WEST PHILADELPHIA PA 19106	<b>7. Administered By: (If Other)</b> GSA/FAS/QVOCF 450 GOLDEN GATE AVE 5 FL. EAST SAN FRANCISCO, CA 94102
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<b>8. Name and Address of Contractor (No. Street, County, State and Zip Code)</b> COMPUTER TECHNOLOGY SERVICES, INC. 7361 CALHOUN PLACE  ROCKVILLE, MD 208552765	<b>9A Amendment of Solicitation No:</b>  <b>9B. Dated (See Item 11)</b>  <b>10A. Modification of Contract/Order No.</b> GS-25F-0040S <b>10B. Dated (See Item 13)</b> Jul 21, 2006
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<b>Code</b>	<b>Facility Code</b>
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**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers	<input type="checkbox"/> is extended	<input type="checkbox"/> is not extended.
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Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods.  
 (a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAR 43.103(b). Type of contract modifications: Unilateral
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority): See Block 13 Notes...

E. **IMPORTANT:** Contractor: is not  , is  required to sign this document and return, \_\_\_ copies to the issuing office.

**14. DESCRIPTION OF MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

In accordance with clause I-FSS-163 "option to Extend the term of the Contract (EVERGREEN)", the Government exercises its 2nd option to extend the contract for the period of performance from 07/21/2016 through 07/20/2021.

<b>15A. NAME AND TITLE OF SIGNER (Type or Print)</b> GSA Initiated Mod	<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print)</b> Michael McGraw Jr
<b>15B. CONTRACTOR/OFFEROR</b> <i>Signature Not Required</i> <small>(Signature of person authorized to sign)</small>	<b>15C. DATE SIGNED</b>
<b>16B. UNITED STATES OF AMERICA</b> By <i>Signed electronically</i> See above <small>(Signature of Contracting Officer)</small>	<b>16C. DATE SIGNED</b> Jul 12, 2016

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## GENERAL CONTRACT INFORMATION

- 1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to [page #3](#) for a more detailed description) 51-504 - Records Management Services  
51-506 - Document Conversion Services
- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates beginning on [page #10](#)
- 1c. Labor Category Descriptions: Please refer to [page #8](#)
2. Maximum Order: \$1,000,000
3. Minimum Order: \$0
4. Geographic Coverage: Washington DC, MD & VA
5. Point (s) of Production: Not Applicable
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Orders of \$1 to \$500,000 - 5% discount  
Orders of \$500,001 to \$750,000 - 8% discount  
Orders in excess of \$750,000 - 12% discount
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.
- 9b. Government Purchase Card *is* accepted above the micro – purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: 30 Days ARO
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: Computer Technology Services, Inc.  
Attn: Jeffrey Brenner/GSA Orders  
7361 Calhoun Place, Suite 505  
Derwood, MD 20855

- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Computer Technology Services, Inc.  
Attn: Accounts Receivable/GSA Orders  
7361 Calhoun Place, Suite 505  
Derwood, MD 20855
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable): Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:  
[www.Section508.gov/](http://www.Section508.gov/) :
25. Data Universal Number System (DUNS) Number: 121543755
26. Computer Technology Services, Inc. *is* registered in the Central Contractor Registration (CCR) database.

## **CONTRACT OVERVIEW**

GSA awarded Computer Technology Services, Inc. a GSA Federal Supply Schedule contract for Office, Imaging and Document Solutions, Contract No. GS-25F-0040S. The current contract period is July 21, 2016 - July 20, 2021. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and fixed-price service rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Anthony D. Woods  
Computer Technology Services, Inc.  
7361 Calhoun Place, Suite 505  
Rockville MD, 20855  
Telephone: (301) 774.0555  
Fax: (301) 774.0557  
Email: [awoods@ctsmd.com](mailto:awoods@ctsmd.com)

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Jeff Brenner  
Computer Technology Services, Inc.  
7361 Calhoun Place, Suite 505  
Rockville MD, 20855  
Telephone: (301) 774.0555  
Fax: (301) 774.0557  
Email: [jbrenner@ctsmd.com](mailto:jbrenner@ctsmd.com)

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Office, Imaging and Document Solutions services. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

Computer Technology Services, Inc. has been awarded a contract by GSA to provide services under the following SINS:

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

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### ***51 504 Records Management Services (RMS)***

Records Management Services - 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)

### ***51 506 Document Conversion Services (DCS)***

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.

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that **Computer Technology Services, Inc.** meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Office, Imaging and Document Solutions services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**



## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENTS

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS



Computer Technology Services, Inc.

GSA Schedule 36 / Contract#: GS-25F-0040S  
Solicitation 3FNJ-C1-000001-B Refresh 36  
Office, Imaging and Document Solutions

**Experience Substitutions:**

High School Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	PhD

**Education Substitutions:**

- A Ph.D. may be substituted for 3 years of required experience with a Masters Degree or 4 years with a Bachelors Degree.
- A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
- A Bachelors Degree may be substituted for 4 years of required experience with a High School diploma.

Labor Category	Education	Years Exp.	Description
Project Manager	Bachelors Degree	5	Responsible for all activities relating to technical guidance for planning, directing, and monitoring a contract/task operation. Plans, recommends and implements contract/task activities, modifications, or related requirements.
Database Management Specialist	Bachelors Degree	3	Installs and modifies various database applications. Provides direction to workstation operators.
Document Management Specialist	Bachelors Degree	3	Responsible for operation of complex computer based document management program. Plans, implements, supervise and controls document management procedures.
Computer Systems Analyst	Bachelors Degree	3	Writes, evaluates, analyzes, and tests new and enhanced hardware and software. When appropriate selects COTS products then installs and modifies to suit the end user environment.
Document/Records Specialist III	High School Diploma or Equivalent	5	Manages a functional area of a task or oversees a smaller or less complex task. May direct a team of less senior records management staff or a group of conversion specialists in diverse labor categories.

Labor Category	Education	Years Exp.	Description
Records Technician IV	High School Diploma or Equivalent	7	Leads inventory and other data gathering teams in support of larger-scale records management activities. Plays a senior paraprofessional role in records functions where independent decision-making and/or independent quality evaluation are required. May oversee the work of less senior paraprofessional or clerical staff.
Scanning Operator I	High School Diploma or Equivalent	0	Operates conversion equipment in a production environment. Performs less complex, more production oriented machine operations according to procedures established by more senior staff. Troubleshoots document problems and resolves using scanning hardware and software to attain the best possible image quality.
Document Preparation Clerk I	High School Diploma or Equivalent	0	Examines documents and prepares them for scanning. Updates logging and tracking systems in support of document preparation activities. Reassembles documents and prepares them for storage or shipment.
Archive Clerk	High School Diploma or Equivalent	0	Enters and maintains data directory information, data keyword lists and dictionary forms of data media. Reviews all information for correctness and maintains media library of system's recorded information.
Driver	High School Diploma or Equivalent	0	Similar responsibilities to Warehouse Clerk, but also 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 drivers license with acceptable safety record. Must be able to lift up to 50 pounds repeatedly without difficulty.

**HOURLY LABOR RATES**  
**SINs 51-504 & 51-506 /Schedule of Items**  
**July 21, 2016 - July 20, 2021**

EXEMPT LABOR CATAGORIES  
 SIN 51-504 & 51-506

CTS Inc. Site Rates	July 21, 2016- July 20, 2017	July 21, 2017- July 20, 2018	July 21, 2018- July 20, 2019	July 21, 2019- July 20, 2020	July 21, 2020- July20, 2021
Labor Category *5 Year Rates	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate
Project Manager	\$136.80	\$140.22	\$143.73	\$147.32	\$151.01
Database Management Specialist	\$105.31	\$107.94	\$110.64	\$113.40	\$116.24
Document Management Specialist	\$84.66	\$86.78	\$88.95	\$91.17	\$93.45

SCA LABOR CATAGORIES

CTS Inc. Site Rates	July 21, 2016- July 20, 2017	July 21, 2017- July 20, 2018	July 21, 2018- July 20, 2019	July 21, 2019- July 20, 2020	July 21, 2020- July20, 2021
Computer Systems Analyst	\$98.33	\$100.78	\$103.30	\$105.89	\$108.53
Document/Records Specialist III	\$71.20	\$72.98	\$74.80	\$76.67	\$78.59
Records Technican IV	\$78.76	\$80.73	\$82.75	\$84.82	\$86.94
Scanning Operator I	\$49.83	\$51.08	\$52.35	\$53.66	\$55.00
Document Preparation Clerk	\$49.83	\$51.08	\$52.35	\$53.66	\$55.00
Archive Clerk	\$49.83	\$51.08	\$52.35	\$53.66	\$55.00
Driver	\$53.58	\$54.92	\$56.29	\$57.70	\$59.14

Government Site Rates	July 21, 2016- July 20, 2017	July 21, 2017- July 20, 2018	July 21, 2018- July 20, 2019	July 21, 2019- July 20, 2020	July 21, 2020- July20, 2021
Labor Category *5 Year Rates	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate
Project Manager	\$118.96	\$121.94	\$124.98	\$128.11	\$131.31
Database Management Specialist	\$91.57	\$93.86	\$96.21	\$98.61	\$101.08
Document Management Specialist	\$73.62	\$75.46	\$77.34	\$79.28	\$81.26

SCA LABOR CATAGORIES

Government Site Rates	July 21, 2016- July 20, 2017	July 21, 2017- July 20, 2018	July 21, 2018- July 20, 2019	July 21, 2019- July 20, 2020	July 21, 2020- July20, 2021
Computer Systems Analyst	\$85.50	\$87.63	\$89.82	\$92.07	\$94.37
Document/Records Specialist III	\$61.91	\$63.46	\$65.04	\$66.67	\$68.34
Records Technican IV	\$68.49	\$70.20	\$71.96	\$73.76	\$75.60
Scanning Operator I	\$43.33	\$44.41	\$45.52	\$46.66	\$47.82
Document Preparation Clerk	\$43.33	\$44.41	\$45.52	\$46.66	\$47.82
Archive Clerk	\$43.33	\$44.41	\$45.52	\$46.66	\$47.82
Warehouse Clerk	\$43.96	\$45.06	\$46.19	\$47.34	\$48.53
Driver	\$46.59	\$47.75	\$48.94	\$50.17	\$51.42

\*All Above Rates Includes IFF@ 0.75%

**DOCUMENT CONVERSION SERVICES PRICING**  
**SIN 51-506**

<b>Item #</b>	<b>Service</b>	<b>Unit</b>	<b>Rate</b>
CTS506036A	<b>Scanning at 200 DPI Pages up to 8.5"X17"</b> ➤ TIF image only	Per Image	\$0.0900
CTS506036AO	<b>Scanning at 200 DPI Pages other than 8.5"X17"</b> ➤ TIF image only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.0900
CTS506036B	<b>Converting Scanned Document 200 DPI Pages up to 8.5"X17"</b> ➤ Converted to PDF image only	Per Image	\$0.0225
CTS506036BO	<b>Converting Scanned Document 200 DPI Pages other than 8.5"X17"</b> ➤ Converted to PDF image only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.0225
CTS506036C	<b>Scanning at 300 DPI Pages up to 8.5"X17"</b> ➤ TIFF Image only	Per Image	\$0.1350
CTS506036CO	<b>Scanning at 300 DPI Pages other than 8.5"X17"</b> ➤ TIFF Image only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.1350
CTS506036D	<b>Converting Scanned Document 300 DPI Pages up to 8.5"X17"</b> ➤ Scanned TIFF image converted to PDF Image Only	Per Image	\$0.0225
CTS506036DO	<b>Converting Scanned Document 300 DPI Pages other than 8.5"X17"</b> ➤ Scanned TIFF image converted to PDF Image Only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.0225
CTS506036F	<b>Scanning at 300 DPI Pages up to 8.5"X17"</b> ➤ OCR of TIFF ➤ No clean up ➤ TIFF converted to PDF image plus exact searchable text	Per Image	\$0.0562
CTS506036FO	<b>Scanning at 300 DPI Pages other than 8.5"X17"</b> ➤ OCR of TIFF ➤ No clean up ➤ TIFF converted to PDF image plus exact searchable text	Per Image	\$0.0562