



## **NATIVE AMERICAN TECHNOLOGY CORPORATION**

**Toll Free (877)266-8625**

Small Business  
Native American  
Woman Owned  
Hub Zone  
8(a) Graduate



# Contract Holder

## **Schedule 36 Catalog**

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

**GSA Contract # GS-03F-0034V**

Effective Date: 12/30/08

Modification Date: July 1, 2011

**SIN(s):**

51 504 Records Management  
51 505 Document Production  
51 506 Document Conversion  
51 508 Litigation Support Services  
733 1 Mail Room Management  
733 3 Miscellaneous Mail Services

**990 South 2<sup>nd</sup> Street  
Coos Bay, OR 97420**

**Toll Free Phone: (877)266-8625  
Fax: (541) 266-0280**

**[www.natechcorp.com](http://www.natechcorp.com)  
[www.gsaadvantage.gov](http://www.gsaadvantage.gov)**

# Native American Technology Corporation

990 South 2<sup>nd</sup> Street  
Coos Bay, Oregon 97420



**Obtain superior administrative, legal and document management support services fast and enjoy our most favored customer prices!**

Native American Technology Corporation is proud to announce the awarding of our first GSA Schedule Contract (GS-03F-0034V) **The Office, Imaging and Document Solution.**

Through our GSA Schedule you can order the full array of administrative services:

- Administrative Assistants, Clerks and Receptionists
- Document production services
- Computer Technicians and Programmers
- Word Processing services
- Data Analyst
- Paralegal and Legal Analysts
- Warehouse, transportation , courier and messenger services

**Most favored customer prices, shorter lead times and lower administrative costs** are just a few of the benefits you will enjoy when you order Natech's services through GSA's on line shopping and ordering system. Purchasing Natech services using our GSA Schedule puts state of the art, high-quality services in your office fast and helps you meet your small business goals.

Enjoy our catalogue and discover how Natech can be your total Office, Imaging and Document solutions specialist. We look forward to hearing from you and providing you with the critical administrative support services your agency needs.

***Natech, Doing Our Job So You Can Do Yours***

Sincerely,

John Williford, President  
Native American Technology Corporation

Contact Mr. Stephen Mohorko, 360-754-9735 [stephen.mohorko@natechcorp.com](mailto:stephen.mohorko@natechcorp.com), our GSA Schedule 36 Contract Administrator, if you have any questions or would like more information on how your agency can benefit from Natech's superior administrative support solutions.

***[john.williford@natechcorp.com](mailto:john.williford@natechcorp.com)***

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



## 1 a, b and c

**TABLE OF AWARDED ITEMS AND PRICES.** All prices are hourly rates and performed on-site at the client/government agency designated location.

<b>NATECH Labor Categories</b>	<b>Washington Oregon With IFF</b>	<b>California With IFF</b>	<b>Alaska With IFF</b>	<b>DC, VA, MD With IFF</b>	<b>SCA Labor Categories</b>
Supervisor III - Admin Assistant IV	50.24	50.24	50.24	50.24	Supervisor III - Admin Assistant IV
General Clerk I	22.23	27.82	27.33	26.09	General Clerk I
General Clerk II	25.95	30.35	29.82	28.47	General Clerk II
Shipping/Receiving Clerk	31.78	31.19	31.20	26.45	Shipping/Receiving Clerk
General Clerk III	29.49	34.36	33.47	32.85	General Clerk III *
Administrative Assistant	41.58	54.12	40.92	55.06	Administrative Assistant
Messenger (Courier)	23.23	24.89	27.35	23.88	Messenger (Courier)
Receptionist	25.37	30.17	24.70	25.30	Receptionist
Document Preparation Clerk	23.84	27.19	26.98	24.91	Document Preparation Clerk
Duplicating Machine Operator	23.84	27.19	25.80	24.91	Duplicating Machine Operator
Computer Technician/Operator I	31.94	34.71	29.96	33.17	Computer Technician/Operator I
Computer Technician/Operator II	35.74	38.88	33.52	37.17	Computer Technician/Operator II
Computer Technician/Operator III	39.85	43.28	42.81	41.37	Computer Technician/Operator III
Peripheral Equipment Operator	31.94	34.71	32.15	33.17	Peripheral Equipment Operator
Imaging Transcriptionist	36.81	36.81	36.81	-	Imaging Transcriptionist
Data Analyst III	41.00	41.00	41.00	97.93	Data Analyst III
Word Processor I	29.82	36.41	28.36	27.40	Word Processor I
Word Processor II	33.47	40.88	31.84	30.98	Word Processor II
Word Processor III	37.43	45.74	35.60	34.97	Word Processor III
Media Specialist II	38.20	43.97	32.78	37.45	Media Specialist II
Paralegal/Legal Assistant I (Legal Analyst I)	40.09	41.23	38.44	46.40	Paralegal/Legal Assistant I
Paralegal/Legal Assistant II (Legal Analyst II)	49.68	51.07	47.60	56.73	Paralegal/Legal Assistant II
Warehouse Specialist (Truck Driver Light)	34.83	34.29	34.29	36.73	Warehouse Specialist (Truck Driver Light*)

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



**DESCRIPTIONS OF AWARDED ITEMS:** commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services:

<b>Supervisor III/Administrative Assistant IV</b>	
	Under the direction of the Project Manager, performs all necessary functions to effectively and efficiently manage the personnel under his/her supervision. Communicates areas of accountability and performance expected of personnel assigned. Oversees daily activities to maximize scheduling and real-time utilization of resources; analyzes and recommends part-time, flexible and full-time employee mix for the site. Interfaces with management to ensure coordination of schedules and schedule adherence; provides input on local conditions, identifies needs and receives direction on real-time staffing increases or decreases. Enacts contingency plans as needed; identifies potential problems, troubleshoots, escalates issues to management if required, and participates in analysis of problems providing input for future process improvements. Reviews ongoing performance results to targets, takes corrective measures as necessary. Participates in daily, weekly, monthly and annual planning process as appropriate. Keeps immediate supervisor promptly and fully formed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken. Determines standards of performance as a basis to review progress of personnel assigned. Recommends salary adjustments, transfers, promotions and dismissals. Ensures proper training of personnel assigned. Develops individuals for future advancement. Performs other duties and responsibilities as required or requested. Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of this position
<b>Minimum Experience</b>	A combination of over five years of directly related training and/or experience is typically required for carrying out the responsibilities for this job
<b>Certifications Required</b>	
<b>Minimum Education</b>	Bachelor's degree in related field
<b>General Clerk I</b>	
	Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.
<b>Minimum Experience</b>	1 year clerical experience
<b>Certifications Required</b>	
<b>Minimum Education</b>	High School Diploma or equivalent

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



<b>General Clerk II</b>	
	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.
<b>Minimum Experience</b>	1 to 3 years clerical experience
<b>Certifications Required</b>	
<b>Minimum Education</b>	High School Diploma or equivalent
<b>General Clerk III</b>	
	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. Recognized problems are referred to others
<b>Minimum Experience</b>	3 to five years clerical experience
<b>Certifications Required</b>	
<b>Minimum Education</b>	High School Diploma or equivalent
<b>General Clerk III</b>	
	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. Recognized problems are referred to others
<b>Minimum Experience</b>	3 to five years clerical experience
<b>Certifications Required</b>	
<b>Minimum Education</b>	High School Diploma or equivalent
<b>Administrative Assistant I - III</b>	
	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. Depending on level of experience, the Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
<b>Minimum Experience</b>	Requires an associate's degree in appropriate field plus one experience including supervision.
<b>Certifications Required</b>	
<b>Minimum Education</b>	Requires an associate's degree in appropriate field

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



<b>Messenger (Courier)</b>	
	Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and 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.
<b>Minimum Experience</b>	A combination of three to six months of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required</b>	
<b>Minimum Education</b>	High School Diploma or equivalent
<b>Shipping/Receiving Clerk</b>	
	The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.
<b>Minimum Experience</b>	A combination of six to twelve months of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required</b>	
<b>Minimum Education</b>	High School Diploma or equivalent
<b>Truck Driver, Light (Warehouse Specialist)</b>	
	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 or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order . An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the

# Native American Technology Corporation

NATECH

Toll Free: (877) 866-8625



	empty weight of the vehicle:  Straight truck, less than 1 1/2 tons, usually 4 wheels.
<b>Minimum Experience</b>	A combination of one year of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required</b>	May require a commercial driver's license
<b>Minimum Education</b>	High School Diploma or equivalent
<b>Receptionist</b>	
	This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.
<b>Minimum Experience</b>	A combination of three to six months of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required</b>	
<b>Minimum Education</b>	High School Diploma or equivalent
<b>Document Preparation Clerk</b>	
	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.
<b>Minimum Experience:</b>	A combination of up to one year of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	High School Diploma or equivalent

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



Duplicating Machine Operator	
	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. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.
<b>Minimum Experience:</b>	A combination of up to one year of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	High School Diploma or equivalent
Word Processor I	
	Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.
<b>Minimum Experience:</b>	1 to 2 years of experience in entering data into automated systems and producing documents or reports using Word or Excel.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Associates degree in appropriate field
Word Processor II	
	Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or hand written drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

# Native American Technology Corporation

NATECH

Toll Free: (877) 866-8625



<b>Minimum Experience</b>	3 to 5 years of experience in entering data from a variety of sources, some narrative, maintaining spreadsheets (i.e., reports and statistics), and generating a variety of reports on an as needed basis. Experience with spreadsheet software (i.e., Access and Excel).
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Associates degree in appropriate field
<b>Word Processor III</b>	
	Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.
<b>Minimum Experience:</b>	5 to 7 years of experience in entering data from a variety of sources, some narrative, maintaining spreadsheets (i.e., reports and statistics), and generating a variety of reports on an as needed basis. Experience with spreadsheet software (i.e., Access and Excel).
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Bachelor's degree in appropriate field
<b>Media Specialist II</b>	
	This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.
<b>Minimum Experience</b>	A combination of over three years of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required</b>	
<b>Minimum Education</b>	Associates degree in appropriate field

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



<b>Computer Operator I</b>	
	<p>The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following:</p> <p>Studies operating instructions to determine equipment setup needed; loads equipment with required items (tapes, cards, paper, etc.); switches necessary auxiliary equipment into system, diagnoses and corrects equipment malfunctions; Reviews error messages and makes corrections during operation or refers problems; Maintains operating record. This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions.</p> <p>The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.</p>
<b>Minimum Experience:</b>	This position requires a high school diploma, including high school level reading, writing, and analytical skills, plus technical training and less than one year of computer operations experience. Skill with keyboard operations is required.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	High School Diploma
<b>Computer Operator II</b>	
	<p>The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.</p>
<b>Minimum Experience:</b>	This position requires a high school diploma or equivalent including high school level reading, writing, and analytical skills, plus technical training and a minimum two years of progressively responsible, applicable experience as a computer operator and thorough knowledge of emergency operating procedures. Skill with keyboard operations is required.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Associates degree in appropriate field

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



<b>Computer Operator III</b>	
	The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.
<b>Minimum Experience:</b>	This position requires a high school diploma or equivalent, including high school level reading, writing, and analytical skills, plus technical training and a minimum five years of progressively responsible, applicable experience as a computer operator and thorough knowledge of emergency operating procedures. Keyboard operations skill is required.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Bachelor's degree in appropriate field
<b>Peripheral Equipment Operator</b>	
	The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment. The following duties characterize the work of a Peripheral Equipment Operator: Loads printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy; Labels tape reels, or disks; Checks labels and mounting and dismounting designated tape reels or disks on specified units or drives; Sets controls which regulate operation of the equipment; Observes panel lights for warnings and error indications and taking appropriate action; Examines tapes, cards, or other material for creases, tears or other defects that could cause processing problems.
<b>Minimum Experience:</b>	A combination of up to one year of directly related training and/or experience is typically required for carrying out the responsibilities for this job.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Associates degree in appropriate field
<b>Data Analyst III</b>	
	Work requires initiative, judgment, knowledge of procedures and the ability to function independently. May supervise, direct, or lead lower level personnel. The individual in this position must have the demonstrated ability to review and analyze data and information from multiple sources; establish case and project files; enter and retrieve data from data bases; prepare and format management reports; manipulate, transfer, compute, and print information; create and manipulate spreadsheets; and prepare and correct reports using word processing software and electronic spreadsheets and databases such as Microsoft Word, Excel, and Access.

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



<b>Minimum Experience:</b>	five years work experience (preferably in a paralegal or legal field) and one year of supervisory experience. Position requires good verbal and written communication skills including the ability to interact well with all levels of staff.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Must possess an associates degree or higher
<b>Paralegal/Legal Assistant I (Legal Analyst I)</b>	
	Tasks include but are not limited to: Electronic evidence processing; Building and maintaining case databases; Coding data in preparation for importing information into case databases; Analyzing discovery data; Organizing and bates numbering discovery; Scanning discovery; OCR'g documents; Preparing exhibits for trial software; Synchronizing audio and video tapes with transcripts of recordings; Duplicating audio/video; Converting audio/video to digital formats; Creating PowerPoint presentations; Burning as well as duplicating CDs/DVDs; Creating charts, timelines, spreadsheets, cheat sheets, maps, etc.; Preparing and executing all aspects of electronic courtroom presentations; Running quality control checks throughout every phase of the litigation process; Researching and analyzing legal issues
<b>Minimum Experience:</b>	A minimum of four (4) years relevant experience. Requires in-depth knowledge in employing automated legal research tools, such as Lexis-Nexis, Westlaw and Juris. Position requires excellent verbal and written communication skills including the ability to interact well with all levels of staff.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Legal Analyst I must possess a B.S./B.A. degree in a related field or paralegal certificate
<b>Paralegal/Legal Assistant II (Legal Analyst II)</b>	
	Tasks include but are not limited to: Electronic evidence processing; Building and maintaining case databases; Coding data in preparation for importing information into case databases; Analyzing discovery data; Organizing and bates numbering discovery; Scanning discovery; OCR'g documents; Preparing exhibits for trial software; Synchronizing audio and video tapes with transcripts of recordings; Duplicating audio/video; Converting audio/video to digital formats; Creating PowerPoint presentations; Burning as well as duplicating CDs/DVDs; Creating charts, timelines, spreadsheets, cheat sheets, maps, etc.; Preparing and executing all aspects of electronic courtroom presentations; Running quality control checks throughout every phase of the litigation process; Researching and analyzing legal issues
<b>Minimum Experience:</b>	A minimum of five-seven years relevant experience. Requires in-depth knowledge in employing automated legal research tools, such as Lexis-Nexis, Westlaw and Juris. Position requires excellent verbal and written communication skills including the ability to interact well with all levels of staff.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	must possess a B.S./B.A. degree in a related field or paralegal certificate

# Native American Technology Corporation

NATECH

Toll Free: (877) 866-8625



Imaging Transcriptionist	
	The Document Imaging Specialist's role is to perform production activities for supporting in-house document retention policies and procedures. This includes preparing documents for scanning, operating scanning equipment, and assuring the quality control of corporate images and files. Duties could also include conversion of analog film images into digital formats, training users in voice recognition systems and document maintenance. The Document Imaging Specialist is also responsible for troubleshooting, diagnosing, repairing, maintaining, and upgrading all scanning hardware and software, while ensuring its optimal performance
<b>Minimum Experience:</b>	A minimum of 1 - 3 years relevant experience.
<b>Certifications Required:</b>	
<b>Minimum Education:</b>	Must possess at least an associate's degree in a related field or equivalent

<b>2</b>	<b>Maximum order</b>	<p>The maximum order limit for this contract is \$1 million. Notwithstanding this limit, agencies may place and NATECH may honor orders exceeding this limit in accordance with FAR 8.404. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.</p> <p>This maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days, with written notice stating the contractor's intent not to ship the item (or items) called for and the reason.</p> <p>Upon receiving this notice, the Government may acquire the supplies or services from another source. For purchase card orders exceeding the maximum order value, NATECH will provide written notice within 24 hours after receipt if we intend to decline the</p>
----------	----------------------	---

# Native American Technology Corporation

NATECH

Toll Free: (877) 866-8625



		order.
3	<b>Minimum order</b>	\$100 unless NATECH agrees to accept a smaller order amount. When the Government requires supplies or services by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is NATECH obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed accepted by NATECH, unless returned to the ordering office within 5 workdays after receipt by NATECH.
4	<b>Geographic coverage (delivery area)</b>	All government locations within the scope of the contract. The geographic scope of this contract is the states of: Alaska, California, Oregon, Washington, Virginia, Maryland and the District of Columbia
5	<b>Point(s) of production (city, county, and State or foreign country)</b>	n/a
6	<b>Discount from list prices or statement of net price</b>	n/a
7	<b>Quantity discounts</b>	none
8	<b>Prompt payment terms</b>	none
9 a	<b>Government purchase cards are accepted at or below the micro-purchase threshold</b>	Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.
9 b	<b>Government purchase cards are accepted or not accepted above the micro-purchase threshold</b>	Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payment will be shown on the

# Native American Technology Corporation

**NATECH**

**Toll Free: (877) 866-8625**



		invoice.
<b>10</b>	<b>Foreign items</b>	none
<b>11 a</b>	<b>Time of delivery</b>	Negotiable per order. Time of delivery depends on customer requirements
<b>11 b</b>	<b>Expedited Delivery</b>	Items available for expedited delivery are noted in this price list
<b>11 c</b>	<b>Overnight and 2-day delivery</b>	none
<b>11 d</b>	<b>Urgent Requirements</b>	
<b>12</b>	<b>F.O.B. point(s)</b>	Alaska California Oregon Washington Virginia Maryland District of Columbia
<b>13 a</b>	<b>Ordering address</b>	990 South 2 <sup>nd</sup> Street Coos Bay, OR 97420
<b>13 b</b>	<b>Ordering procedures</b>	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
<b>14</b>	<b>Payment address</b>	990 South 2 <sup>nd</sup> Street Coos Bay, OR 97420
<b>15</b>	<b>Warranty provision</b>	Native American Technology Corp. accepts warranty in that if services provided are not acceptable to the government, we will make the necessary adjustments and provide the services in a satisfactory manner without additional charges.

**Native American Technology Corporation**

*NATECH*

*Toll Free: (877) 866-8625*



16

Export packing charges

n/a

# Native American Technology Corporation

NATECH

Toll Free: (877) 866-8625



17	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).	Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. .
18	Terms and conditions of rental, maintenance, and repair	n/a
19	Terms and conditions of installation	n/a
20	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices	n/a
20 a	Terms and conditions for any other services	n/a
21	List of service and distribution points	n/a
22	List of participating dealers	n/a
23	Preventive maintenance	n/a
24 a	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	n/a

# Native American Technology Corporation

*NATECH*

*Toll Free: (877) 866-8625*



---

24 b	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> .-	n/a
25	Data Universal Number System (DUNS) number	00-760-2840
26	Notification regarding registration in Central Contractor Registration (CCR) database.-	Native American Technolgoy Corp. is registered in the CCR and Certifications and Representations can be viewed at <a href="http://www.orca.bpn.gov">www.orca.bpn.gov</a>