

Category	Description
165 205	<p>Multimedia Office Cabinets, Displays, & Filing Systems Including Pocket Card Frames and Portfolios - Includes a wide range of multimedia office cabinets (e.g., aperture card, microfilm, microfiche, record keeping type), display and filing systems (e.g., file index desktop, powered/non rotary files, multimedia filing and storage products, racks, pocket card frames and portfolios, easel stands, plate holders) (including pocket card frames and portfolios). This SIN includes directly supplies, accessories and attachments. (MAS EXPRESS)</p>
20 220	<p>Projection Screen, Stand, Printer (Enlarger), Systems - Includes projection screens for all types of projection applications (including front and rear, portable, manual wall ceiling, or electronic wall or ceiling, or wall mount, tripod, theatre video screen, optical). Projection Stands can be used with or without electrical outlets, folding or non-folding, may be self-leveling. Projection printers (enlargers) allow vertical and/or horizontal projection and are designed for, and used specifically with, all types of projectors listed herein. The projection system is a high-definition electronic cinema projection system that delivers film-quality image and digital surround sound. This SIN also includes directly related accessories, attachments and supplies (SET ASIDE FOR SMALL BUSINESS; MAS EXPRESS)</p>
20 300	<p>Projectors & Electronic Whiteboards - Includes a wide range of projectors and electronic whiteboards. Projectors include both digital and still-picture projectors, (e.g., front screen, rear screen) and LCD, DLP multimedia, high output, theater projector wall/ceiling, opaque, tripod, palm-sized ceiling & overhead, 35mm slide projectors & viewers, and projecting sets including 16/35mm motion picture, silent/sound.</p> <p>Directly related supplies, attachments and accessories (e.g., digital memory cards, transparency viewer, transparency lenses, and wireless single/dual remote control) are also included Electronic Whiteboards are interactive electronic whiteboards that can be used in conjunction with projectors to project digital images on the electronic whiteboard. It allows the user to capture, communicate, and interact in real-time, edit, and publish, or e-mail the information right from the PC desktop. Includes directly related attachments and accessories (e.g., digital memory cards, transparency viewer, lenses, easels, slide mounters to produce 2x2 slides mounted with 35mm transparency materials, including polyester base films, and wireless single/dual remote control (MAS EXPRESS)</p>
47 145	<p>Typewriters - Includes manual, non-electric/electric types dictionary type, multilingual, electronic office, word processing, and professional/non-professional w/without disk drive, spell check.</p>

This SIN includes directly related attachments, accessories and supplies (MAS EXPRESS)

- 47 147 **Security Applications for Business Machines** - Includes security applications for office equipment (e.g., computers/monitors, keyboards, printers, fax machines, TV and VCR, calculators, copiers, medical equipment, cash registers, printers, typewriters laboratory Systems, word processors, audio/visual. This equipment is to be secured within any environment to deter unlawful removal of equipment. A combination of security solutions include (e.g., anti-theft software tracking system, - manage PC from a network location, switch for computer case, motion sensor, security hardware (e.g., metal plates and cable, strong adhesive, and other related options). This SIN includes all directly related conventional and biometric products, software, attachment, accessories and supplies (SMALL BUSINESS SET ASIDE)
- 47 355 **Dictating and Transcribing Machines and Systems** - Includes professional PC Dictation Systems that offer the user state-of-the art technology and digitize recording with a full voice recording system interface via network connected card reader with superior digital sound. No need for special telephone connections or wireless networks, superior digital sound quality, ID programmable to eliminate user input. The user has the option to instantly access deletions and re-record hands free. Restore missing information hands free without missing a word. The products may include hand-held voice/data digital recorder with multi-function LCD display, voice documents, personal voice messaging, card reader, pc-based dictation application and digital kits. Additional features for enhancement purposes are software package, high-quality microphone designed for speeches, dedicated mouse, internal speaker for voice playback, sound card etc. Units are available in standard, mini, and micro cassette configurations.
- 50 156 **Personal & Document Identification Systems** - Includes Personal and Document Identification Systems that include, but not limited to: eye, face, palm, fingerprint and voice recognition systems, public (private) key infrastructure are excluded (PKI). The Identification Systems may include but not limited to photo identification cameras & systems and embossed card systems. Systems may be PC assessable and may feature Smart Card Technology, such as, encoded magnetic strips, bar codes, signatures, etc. This SIN also includes all related software, attachments, accessories and supplies.
- 50 163 **Mail Processing Machines, Systems and Related Software** - Includes Mailing Machines that automatically or manually feed seal (including seal-only machines), postmark, meter stamps, count and stack letters and machines that print postage on wet, dry or pressure-sensitive tape for packages and bulky envelopes. Mail/Parcel Scales and Weighing Machines that are either electronic or mechanical machines used for weighing and managing weighing/shipping information for packages and envelopes. Inserting Machines that insert checks, bulletins, reports, cards, letters, etc., into envelopes and other related products. Envelope Opener/Extracting Machines that completely and easily open envelopes and allow for easy removal of the envelope's contents. Addressing Machines that print addresses, attention lines, return addresses, etc., on

(outgoing) mail. Imprinter machines imprint cards (e.g., credit card slips), forms, tickets, labels, and similar material requiring multiple imprints. Addresser/imprinter machines use metal and/or plastic plates.

The mail

mobile system is an automated internal mail delivery system as well as a service. This system is basically equipped to deliver mail, supplies, packages, cash as well as classified and sensitive documents on an invisible guidepath that is stimulated by ultraviolet and tracked by photoelectric sensors. X-Ray Inspection Systems designed to identify terrorist and criminal attacks of incoming mail, parcel packages, bags, boxes, etc. These systems are mainly used in government buildings, banks, industry, television broadcasting, courtrooms, public training and workshops. This

SIN also includes a host of ancillary services, related software, attachments, accessories, supplies and solutions. All products include directly related, software accessories, attachments and supplies.

- 50 177 [Date and Time Stamps](#) - Includes electric/non-electric date and stamps which automatically print date and time (e.g., month, date, and time, number and date, TEXT stamp for signature or message and check signer. Includes directly related accessories, attachments and supplies. (MAS EXPRESS)
- 50 180 [Time and Attendance Program Systems](#) - Includes analog and digital Time and Attendance Program Systems, traditional time clocks that provide the option to manually clock in. The digital version delivers accurate attendance and a host of capabilities which allow the manager to track time and attendance through network compatible software anytime right from their PC, enter the office by using a PIN number and the employee is automatically clocked in. Payroll accounting system may be available. This SIN also includes directly related accessories, attachments and supplies (SMALL BUSINESS SET ASIDE)
- 50 205 [Rental Plan for Postage Meters and Related Mailing Equipment](#) - Includes rental plan for postage meters and related mailing equipment (e.g, mail processing and X-Ray systems, mail/parcel scales and weighing machines, inserting).
- 50 281 [Calculators](#) - Includes a wide range of calculators such as basic, business, electronic, fraction, metric conversion, programmable/non-programmable, scientific, statistical, printing, graphic, web-site/financial. This SIN includes directly related accessories, attachments, supplies and software.
- 50 287 [Money Handling & Processing Machines](#) - Includes a wide range money handling and processing equipment such as cash registers, check and money handling equipment, check endorsing, signing and writing equipment, check perforating machines, coin sorting, and paper counting, and more. This SIN includes directly related accessories, attachments and supplies (MAS EXPRESS)
- 50 7002 [Stencil Cutting Machines](#) - Includes a wide range of stencil cutting machines for all types of business applications such as industrial,

military, municipal and transportation and related accessories, attachments and supplies. (MAS EXPRESS)

51 001 **Office Products for the Impaired** - Includes turnkey products for vision, hearing, mobility and cognitive language impairments primarily used for disabilities. The purpose is to caption a subtitle from an analog and digital files format to quickly format text into individual captions, displayed on the computer screen, and video screen from one language into several languages. The files may include the following formats (e.g., Microsoft word, word perfect (any language), text with/without time code in and out, cheetah, inc. files, captions inc. files). The products may include closed captioning systems (works with closed captioning encoders to create closed captions - can be placed anywhere on the screen), open captioning systems for compressed video, real-time captioning, encoders (work closely with closed captioning software to encode captions), and decoders. Includes attachments, accessories, supplies and software.

51 100 **Copiers** - Includes analog, engineering, digital/multi-functional copiers having single-color and/or full-color imaging in both desktop and console configurations. Analog copiers have only copying capability. Digital/Multifunctional copiers have capabilities such as copying, printing, faxing, scanning to print/file, and/or facsimile with, post finishing solutions connected to individual and network stations with solutions. The Multi-functional digital copier may have integrated functional capabilities or modular expansion capabilities that permit functional upgrading. Both analog and digital/multifunctional copiers may have image enhancement capabilities (e.g., image magnification, reduction, contrast), paper handling capabilities (e.g., automatic paper selection, multiple paper trays, duplexing, collating), and/or document finishing capabilities (e.g., stapling, folding, punching). Copier speeds may vary from under 25 copies per minute to over 100 copies per minute with copying volumes from under 1,000 copies per month to over 450,000 copies per month. Engineering copiers also include both analog and digital copiers (e.g., copiers capable of using transparent and opaque originals to produce plain paper, vellum or polyester film copies and capable of copying A to E size drawings. Full color, non-laser copiers, and other non-standard copier equipment (e.g., copy boards and easels) are included; also included are copy control devices and systems for equipment under this SIN that can be used to limit copier access to authorize users and to record copier usage. The devices include mechanical and electrical copy-controls (e.g., key counters, cartridges, interface kits) and copy-control systems (e.g., central data collection units, and related connection devices as an integrated package).

51 1000 **Other Direct Costs** - Includes Other Direct Costs (ODCs), classes or categories of supplies and services which are not included in the unit price of the Support Products or Services Special Item Numbers (SINs), but are required to complete a given purchase, delivery task order, or where the specific requirements can only be defined in the purchase, delivery or task order itself.

51 1001 **Introduction of New Products/Services (INPS SIN)** - Includes any items

considered new technology and deemed appropriate to the schedule

- 51 100C** **Cost-Per-Copy Plan for Copiers (to include Analog, Digital, Multifunctional & Engineer Copiers)** - Includes cost-per-copy plans; the customer identifies the guaranteed minimum number of copies required per month and the required functional capability of the copier equipment. As necessary to satisfy the customer's requirements, the contractor provides the required copier equipment, including accessories, attachments, copy-control devices and systems, all consumable supplies (except copying paper and transparency films), and full-service maintenance including repair parts. The customer pays a fixed monthly fee based on the customer's guaranteed minimum number of copies per month. For copies over the guaranteed minimum, the customer pays an additional fee for each copy made.
- 51 100F** **Flat-Rate Monthly Fee Copying Plan For Copiers** - Includes flat-rate monthly-fee plans; the customer identifies the approximate number of copies required per month (i.e., monthly volume level) and the required functional capability of the copier equipment. As necessary to satisfy the customer's requirements, the contractor provides the required copier equipment, accessories, attachments, copy-control devices and systems, all consumable supplies (except copying paper and transparency films), and full maintenance services including repair parts. The customer pays a flat-rate monthly fee for copier, regardless of the number of copies made each month.
- 51 101 2** **Consumable Supplies for Copiers, Computers Printers and Fax Machines** - Includes directly related supplies (e.g., toner developer, dry ink, dry imager, fuser oil and fusing rollers, cleaning blades, pickoff fingers, photoconductors, photoreceptor belts and drums, staples wire, binder material, binder adhesive) for the copier equipment available under SIN 51 100. Other directly related consumable supplies for computer printers and fax machines are toner, developer, and new manufactured single-and full-color toner cartridges) for laser and inkjet computer printers, fax machines and systems. This SIN does not include copier paper or transparency films for copiers.
- 51 101 7** **Transparency Film** - Includes wide range of transparency film, Xerographic Type, designed for single and color copiers, Thermal Type - designed for different image and background colors (e.g., infrared transparency film and Special Types - Transparency films (excluding xerographic and thermal films) for making special transparencies (e.g., transparency films for use with laser, inkjet, and dot matrix character printers, opaque films, write-on films, and thermal transfer films for use with computer generated graphics for color transparencies). This SIN also includes directly related accessories, attachments (e.g., mounts, and supplies)
(SET ASIDE FOR SMALL BUSINESS)
- 51 208** **Maintenance Service Agreement For all Other Equipment Repair, replacement, and spare parts for equipment other than copiers, including their associated accessories and attachments.** - A maintenance service agreement consists of preventative and repair

(remedial) services. Preventative consists of those scheduled service calls necessary to maintain the equipment in first-class operating condition (e.g., cleaning, lubricating, adjusting, and replacing parts when needed). Repair (remedial) service consist of those unscheduled service calls necessary for repairs not caused by fire, water, accident, fluctuations in electrical power or the customer. The maintenance service agreement includes the cost of labor, replacement parts, and supplies (excluding expendable operating supplies). In the event the Government's equipment requires initial repair or overhaul prior to acceptance by the contractor for coverage under a maintenance service agreement, the charges for such repairs, including replacement parts and labor, will usually not be covered under the initial maintenance service agreement. In addition, charges for labor and replacement parts for complete rebuilding or overhauling of the Government's equipment are usually not included in the maintenance service agreement.

- 51 212 **Post Copying/Finishing Equipment and Supplies** - Includes paper folding, paper gathering, inserting, collating and finishing, paper cutting and all other related equipment.
- 51 229 **Digital Duplicating Equipment** - Digital duplicators scan original documents and automatically form an intermediate stencil master that transfers liquid ink to the paper to produce the desired number of copies at speeds up to 150+ copies per minute. Digital duplicators are capable of fast, large-size copying runs in single- color and/or full-color. When connected directly to a digital computer for desktop publishing applications, many digital duplicators can operate as high-speed (e.g., 120 copies per minute), high-quality printers capable of producing copies equivalent to those produced on high-speed, laser-quality printers with high resolution prints. Digital duplicators fill the gap between conventional copiers, which are used for a small number of copies and offset presses, which are used for a large number of copies. This SIN includes directly related supplies, accessories and attachments (e.g., cabinets, digital duplicator and color drums, automatic document feeders, edit boards, computer interface equipment, paper tray, tape marker, high capacity sheet feeders, interface kits, sorters, tape dispensers, and controllers for imaging processing, spirit fluids, spirit correction fluids, masters, black and color inks, job separator colored tape.
- 51 402 **Multi-Media Readers, Reader-Printers and Systems** - includes a wide range of Readers and Reader-Printers - electronic reader scanner systems, aperture card, microfilm, microfilm and universal, microfiche, microfilm - automated retrieval, microfiche, high-volume output reader-printers, sorter/collators and other related equipment. Includes directly accessories, and attachments (e.g., microfilm reel, cartridges/magazines and aperture cards (with/without film).
- 51 409 **Network, Optical Imaging Systems and Solutions** - The contractor will provide hardware and software to enable the user to migrate unstructured paper and electronic data into an electronic document. The user will have the capability to search for documents from a variety of sources such as desktop personal computer, intranet/internet, LAN/WAN.

The software will support the user's needs in capturing data in typed print, handprint, mark sense and barcode, electronic data and paper documents into an electronic format and media of choice, in a reliable, secured operating environment. The contractor will provide one or more of the following software/hardware components into medium of choice: Data & Document Capture, Document Imaging, COLD, Document Management, Storage Management, Document Management Scanner, and other related equipment. This SIN also includes equipment that provides solutions for small to medium size offices to allow the user to capture documents, file documents and retrieve data in seconds. This gives the user the ability to find documents anytime and does not require software installation. This information can be retrieved from the Web browser.

Document Storage Solutions are designed to deliver and maintain on/off line storage solutions for users who need to present, share, archive and distribute information on CD, DVD, DVRAM and other related mediums. Network protocols are widely used to obtain stored data. This SIN also includes directly related accessories, attachments, software and supplies.

51 417 [Micro photographic Film, Paper, Chemical Preparation and Equipment](#) - Includes a wide range of film, paper chemical preparation, related equipment and supplies. The film includes (silver halide used to process permanent records, computer output microfilm for COM units, duplicating film ? for direct/indirect silver duplicators), dry silver film and paper (including aperture cards that have dry silver film in the opening), standard size microfilm copy prints paper. Chemical preparations include (e.g., developers, fixers, and specialties for reader-printer paper and a host of accessories, attachments and consumable supplies (e.g., leaders, trailers, splice, tab). The Related Equipment includes (e.g., micro photographic, duplicating, and developing equipment - used in the duplication of Diazo, Thermal and Silver Gelatin Microfilms), Black and White Negatives or Color Wet-Processing Equipment, Microfilm Finishing and Editing Equipment includes microfilm finishing and editing equipment including (e.g., microfilm cutters, trimmers notches, and splicers, jacket/aperture, card loaders and filler (e.g., mounters and inserters, magazine and cartridge loaders, manual motorized, table model station) and Micro photographic Inspection and Quality Control Equipment (used for cleaning equipment, test kits, rewinds, test targets). This SIN includes directly related accessories and attachments (e.g., MicroFilm Reel, Cartridges/Magazines and Aperture Cards (without film).

51 501 [Needs Assessment and Analysis Services](#) - Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and, funding obligations which will provide agency's recommendation(s) on how to meet or exceed organization's overall performance by providing ?total office solutions?. Needs Assessment and Analysis Services provide for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall

include consulting services, and other related services.

- 51 503 **Education and Training Support Services** - Educational and Training Support Services provide the customer with operational knowledge of products and/or services offered under this schedule. Training is offered on site/off site, and through video conferencing, or CD ROM base training.
- 51 504 **Records Management Services** - Records Management Services include on-site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing.
- 51 505 **Document Production On-site and Off-site Services** - Document Production Services include facsimile service, on-demand copying, high-quality digital color printer, large format scanning and copying, facilities management, document binding and finishing, desk-top transmission, document imaging & electronic storage
- 51 506 **Document Conversion Services** - Document Conversion Services convert from an original paper document, data, or graphics into digital data, and transferred to a new media and format for use in a document imaging and storage system. These services may include: (1) back file and day forward conversion, data entry, state-of-the art scanning, and/or (2) indexing, hyper link, web hosting, media of choice, blowback, classified and non-classified documents.
- 51 507 **Destruction Services** - Destruction Services offer a full range of services: Shredding of classified and unclassified materials; Incineration of paper documents, maps, blueprints, catalogs, and disintegration of microfilm, microfiche, ID cards, VHS tapes, support DOD-approved requirements.
- 51 508 **Litigation Support Services** - Litigation Support Services cover a full range of services: document preparation, imaging and coding, digitized documents, database management, electronic and multimedia courtroom presentation, aid attorneys in high-volume copying, and present customized files, specialize in presentation equipment and software used in courtroom arena.
- 51 509 **Network Connectivity Support Services** - Network Connectivity Support Services is designed to manage and support customer's software applications, network operating systems as it relates to digital equipment. With this solution, the customer has the ability to search, view, access, print and communicate right from your desktop.
- 51 55 **Rental Plan for Copiers** - Includes rental plans for all copier equipment. Rental rates cover unrestricted normal use of the rented equipment up to the maximum number of copies (e.g., number of copies per month) identified in the rental agreement. An excess charge per copy is usually assessed for copies over the maximum number of copies provided for under the rental agreement. The rental rate includes full-maintenance service (repairs, adjustments, replacements) by authorized service technicians, at no additional cost to the customer. Rental rates do not usually include the cost of consumable supplies.

- 51 56 [Repair of Government-Owned Equipment \(all equipment covered under this schedule\) for equipment not under Maintenance Service Agreement](#) - This SIN covers repair of any type of copier equipment offered under this schedule and not covered under a maintenance service agreement. Includes directly related attachments, supplies and accessories.
- 51 57 [Maintenance Service Agreement For Copiers](#) - This SIN includes a maintenance service agreement consisting of preventative and repair (remedial) services. Preventative consists of those scheduled service calls necessary to maintain the equipment in first-class operating condition (e.g., cleaning, lubricating, adjusting, and replacing parts when needed). Repair (remedial) services consist of those unscheduled service calls necessary for repairs not caused by fire, water, accident, and fluctuations in electrical power or customer abuse. The Maintenance Service Agreement and Repair Service include the cost of labor, transportation, replacement/spare parts, (excluding consumable operating supplies). The greater the distance from the maintenance facility to the user the higher the monthly fees. In the event the Government's equipment requires initial repair or overhaul prior to acceptance by the contractor for coverage under a maintenance service agreement, the charges for such repairs, including replacement parts and labor, and for a complete rebuilding or overhauling of Government's equipment are usually not included in the preventative service agreement.
- 51 58 [Lease to Ownership Plans \(LTOP\) Copiers](#) - Lease-to-Ownership Plans(LTOP) are intended for customers who want to lease all types of copiers to secure ownership. At the end of the lease period and upon final payment of all charges due, the Title: and the leased equipment is immediately transferred from the contractor to the government customer. The lease rate does not include the cost of maintenance or consumable supplies.
- 51 58A [Operating Lease Plan For Copiers](#) - Includes Operating Lease plans applicable to copiers only. An operating Lease plan allows Federal customers to lease the equipment for a monthly rate over a period of time, with NO intent to purchase the equipment at the end of the lease agreement period. Ownership of the asset remains with the lessor.
- 51 58B [Operating Lease Plan - \(All Other Products\)](#) - Includes Operating Lease plans applicable to copiers only. An operating Lease plan allows Federal customers to lease the equipment for a monthly rate over a period of time, with NO intent to purchase the equipment at the end of the lease agreement period. Ownership of the asset remains with the lessor.
- 51 B36 2A [International - All Equipment under this Schedule](#) - Includes overseas purchase of copiers, accessories, supplies; rental/lease of copiers; and maintenance and repair and other directly related requirements. This SIN includes all directly related accessories, attachments, and supplies.
- 733 1 [Mail Room Administrative Support Services](#) - Includes daily mailroom administrative services consisting of, but not limited to, accepting incoming mail from USPS and courier services such as UPS and FEDEX; accepts and signs for certified mail, registered mail & overnight mail.

Makes distribution of all mail using an Office Roster. Processes outgoing mail, metering flats, letters, packages, etc.

- 733 2 **Presort Mail** - Includes management, supervision, labor, materials, supplies, and equipment, as well as planning, scheduling, coordinating, and assuring effective performance of all services described herein. Contractors will be required to provide a minimum of presort mail and barcode services applicable to the postage discount level offered, for domestic First Class Federal Government Mail, for various Federal Agencies in accordance with standard commercial practices and all USPS regulations. Contractors are required to have and continually maintain an USPS Coding Accuracy Support System (CASS) certification.
- 733 3 **Miscellaneous Mail Services** - Includes management, supervision, labor, and equipment; plans, schedules, coordinates, and assures effective performance of all services described. Consists of preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering, and stamping mail.
- 733 4 **List Management Services** - Includes data entry, address label printing, lists management, list cleanup and list coding.
- 733 5 **Mailroom Ergonomic Analysis Services** - Includes Mailroom ergonomic analysis services that may include, but are not limited to, workflow analyses, studying and improving mailroom processes, productivity studies, task analysis, time & motion studies, determining optimal mailroom layout, site-specific ergonomic training, space planning, and process equipment assessments.
- 733 6 **Mail Screening and Inspection Services** - Involves on-site and off-site examination of incoming mail, packages, etc. to detect any form of contamination (e.g., hazardous materials, chemicals, or explosives). This service includes personnel, materials, equipment, and facility to properly screen and inspect all incoming mail.