



Schedule 36  
Office, Imaging & Document Solutions

**GS-03F-0185V**

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Pricing & Technical Summary

for

SIN 51 507 - Destruction Services

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## About Us

Komplete Systems Integrators (KOMPSYS) is Service Disabled Veteran Owned Business (SDVOB) and holds a Small Business Administration 8(a) designation. Since 2000 Kompsys has provided services to the federal government and commercial businesses.

Kompsys provides certified degaussing and physical destruction of hard disk drives and electronic media at your location. Our solutions are turnkey, on-your-site data sanitization, degaussing and destruction of MEDIA to meet NSA, NIST, DOD, and HIPAA, specifications. Sensitive Data (media) should Never Leave Your Site or Your Sight.

### SIN 51 507 - Destruction Services

Destruction services include both on-site and off-site services of classified and unclassified paper documents, materials and magnetic media. The methods for destruction services may be obtained through these destruction options: shredding (e.g., paper documents, folders, newspapers, catalog, magazines) disintegration (e.g., microfilm, microfiche, ID cards, VHS tapes, audio cassettes, CD ROM, floppy disks, computer tapes and computer hard drives) and incineration (e.g., paper documents, maps, files, envelopes, manuals, newspapers, catalogs, magazines, blue prints).

## GSA Price List

<u>Item#</u>	<u>Description</u>	<u>List Price</u>	<u>GSA Price</u>
KS1000	INFOSEC/IA Project Manager	\$175.00/hr	<b>\$150.00/hr</b>
KS2000	INFOSEC/IA Operations Engineer	\$210.00/hr	<b>\$180.00/hr</b>
KS3000	Project Consultant	\$195.00/hr	<b>\$165.00/hr</b>
KS4000	Senior Business Analyst	\$110.00/hr	<b>\$ 90.00/hr</b>
KS5000	Task Leader	\$ 90.00/hr	<b>\$ 75.00/hr</b>
KS6000	Senior Data Technician	\$ 75.00/hr	<b>\$ 55.00/hr</b>
KS7000	Data Technician	\$ 45.00/hr	<b>\$ 35.00/hr</b>

## Service Offering

Komplete Systems Integrators Inc. has worked with customers planning and implementing data destruction procedures that follow organization goals, legal and environmental constraints.

Komplete Systems Integrators offers thorough, start-to-finish data sanitization security programs to manage the risks posed during end of life asset management and disposition. Komplete Systems Integrators performs turnkey, On-Your-Site data sanitization, degaussing and destruction of all electronic media including PC Hard Drives, Smart Cards, Microfilm, Compact Disks, Digital Video Disks, Laser Optical Media, and any type of magnetic media using NSA/CSS EPL technology equipment.. Certified degaussing and physical destruction of hard disk drives at your location using exclusively NSA EPL equipment. DoD 5220.22-M and NIST 800.88 standards are also met employing the latest sanitization and destruction techniques. Security employees are vetted through background and drug screening tests. Services are administered in secure, fully enclosed facilities monitored through surveillance networks. Same day certificate of destruction, same day video DVD of your data destruction activities, secure web reporting, asset inventory and EPA recycling included.

Komplete Systems Integrators is also in compliance with all applicable laws, including:

- Sarbanes Oxley
- HIPAA
- FACTA
- Gramm Leach Bliley
- FERPA
- FISMA
- Bank Secrecy Act (BSA)
- Patriot Act of 2002
- Identity Theft and Assumption Deterrence Act
- US Safe Harbor Provisions
- FDA Security Regulations (21 C.F.R. part 11)
- PCI Data Security Standards

### **Data Sanitization**

Komplete Systems Integrators Sanitization Service ensures the elimination of sensitive data from a wide range of equipment, including but not limited to:

- Hard Drives in PCs
- Hard Drives in Laptops
- Hard Drives in Servers
- Hard Drives in Printers
- Hard Drives in Copiers
- DAT Drives
- Microfilm
- Digital Video Disk
- Cell Phone
- PDA's
- Smart Cards
- Compact Disks
- Laser Optical Media
- Flash Drives
- Any Type of Magnetic Media Devices

### **Equipment Destruction**

Komplete Systems Integrators provides a comprehensive Destruction Service that safeguards against attempts of data recovery. It may also be used to prevent the recovery of proprietary parts, equipment, designs, or other information.

Komplete Systems Integrators Destruction Service covers the following materials:

- Hard Drives in PCs
- Hard Drives in Laptops
- Hard Drives in Servers
- Hard Drives in Printers
- Hard Drives in Copiers
- DAT Drives
- Microfilm
- Digital Video Disk
- Cell Phone
- PDA's
- Smart Cards
- Compact Disks
- Laser Optical Media
- Flash Drives
- Any Type of Magnetic Media Devices
- Proprietary Devices or Parts
- Integrated Circuits & Memory

### **Asset Tag Removal**

Komplete Systems Integrators Asset Tag Removal Service protects the identity and integrity of all clients by ensuring that no identifiers are left on retired equipment. All trace of origin is removed.

Komplete Systems Integrators uses chisels, solvents, razors, and sanding to ensure the removal of all identifiers including:

- Asset Tags
- Embedded Security Tags
- Marker Labeling
- Embossing and Branding

### **On-site Security Services**

Komplete Systems Integrators convenient On-site Security Service lessens the workload of our clients' IT staff while also ensuring security and accountability at their site.

Available On-site Services include:

- Data Sanitization
- Equipment Destruction
- Guardian Physical Hard Drive Destroyer
- Asset Tag Removal
- Serialized Reporting

### **Destroyed Hard Drives**

Komplete Systems Integrators data destruction service performs secure degaussing of hard drives using the #1 highest-rated commercial degausser listed on NSA/CSS EPL-9-12A-D and DoD approved. Erases all hard disk drives up to 5000 (L/P) Oersteds (Oe) and all other magnetic media up to 2600 Oersteds (Oe). Permanent magnet field strength: 1.4 Tesla Operation Time: 60 seconds - 24x7 operation with no-wait duty cycle.

Physical destruction includes state-of-the-art custom designed, truck mounted, continuous cut, mechanical crushing systems throughout the United States. Each provides the ultimate in secure disposal of obsolete hard drives. The unit's specially designed feed hopper is equipped with a 12" x 20" charge opening that automatically feeds the drives into the destruction chamber. The Cutter Blades are 4140 Heat Treated High Strength Steel Alloy. Drives of any size are destroyed at a rate of over 20/hour. It is also ideal for hand held electronic devices and other multimedia including computer backup tapes. Komplete Systems Integrators data destruction service utilizes patented Pro Cutter Locking System technology to destroy virtually any

media into irregularly shaped particles which cannot be reconstructed. The cutting mechanism consists of a compact integrated bearing and locking system, which provides 900% more force than the conventional nut & bolt method. Media is cut continuously before it falls into a custom aluminum collection bin. (*Optical media is destroyed using NSA/CSS 04-02 disk disintegration equipment.*)

Detail Services Description Normally Included:

- Review post award task order lists
- Holds pre-service logistical analysis planning session with Customer Project Manager
- Notification and coordination with each designated Customer site POC
- Transport and arrival of Mobile Data Security Office (Truck) at designated site
- Setup of self contained power generator, degausser and disintegrator
  
- Process up to a combination of 400 PC hard drives and 300 media pieces per day per Mobile Destruction Office on average. PC hard drives and media must be in storage area at Customer facilities listed and easily accessible for processing on the scheduled appointment day. Note: (de-installation of the equipment from the end user desk to a storage area within the facility is the responsibility of the Customer and is not covered under this agreement.)
- Capture asset data via electronic scanning on each piece of legacy equipment to be secured and/or processed. Scanning of serial number bar codes on PC hard drive to associate source relationship plus create base line for Certificate of Destruction.
- Remove all VA identifiable stickers/markings from the legacy hard disk drive.
- Capture real time video recording, via closed circuit camera, of each hard drive as it is processed. A CD/DVD of the video will be presented to the ISO along with the Certificates of Destruction at the end of each day.
- Degauss each hard disk drive using NSA/CSS EPL device. (ISO can eye witness)
- Disintegrate each hard disk drive after degaussing by physically ripping (Shredding) the case and platters (ISO can eye witness)
- Remove all related project debris from site for proper disposal
- Transport of all recycling product away from site via USDOT registered carrier
- Generate & deliver daily site video, asset processing report & certificates of destruction to ISO
- Post custom daily reports to secure web site

We will review and evaluate your needs consistent with your existing objectives, capabilities, and projected budget in order to provide a solution that will meet or exceed your overall project goals.

## **Implementation Approach**

Depending on the organization and task order requirements, Kompsys will provide any or all of the following recommended services:

- |                        |                                    |
|------------------------|------------------------------------|
| I. Survey and Planning | II. Project Development            |
| III. Project Execution | IV. Project Reporting & Evaluation |

### **I. SURVEY AND PLANNING**

Most task orders begin with the following steps to ensure that the ordering activity is accomplishing its data destruction goals and follow all appropriate regulations.

- Analysis & Documentation Of Current Destruction Practices
- Recommended Concepts For Future Change Plus Best Practices Comparisons

### **II. PROJECT DEVELOPMENT**

Kompsys will provide the following as part of Program Development:

- Detailed Task List
- Contractor and Order Activity Assignments
- Milestone and Reporting Metrics

**III. PROJECT EXECUTION**

Kompsys will execute to the developed plans.

We will use on-site degaussing and physical destruction. Kompsys along with most of the professional data security community has demonstrated that on site degaussing and physical destruction is far superior to any “wipe and ship” methodology. The goal is to manage risk. It is best accomplished via Care, Custody and Control of the data.

“WIPE AND SHIP” POLICY	KOMPSYS SECURE SOLUTIONS
Each field location is to perform a sector by sector over write using On-Track data wipe software on every de-commissioned hard disk drive	Not required with Kompsys On-Site Service Overwriting is no longer acceptable for secure sanitization
Each field location require IRM staff to remove overwritten media (hard disk drive) from the PC and record serial numbers	Kompsys On-Site Service includes electronic capture of hard disk drive serial numbers. Removal of disk drives from PC is an available uplift option.
IRM/ISO staff locate and manage available “secure” hard disk drive storage while awaiting shipping approval	Not required with Kompsys On-Site Service
IRM/ISO staff to then package and send the drives <u>via unsecured transportation</u> in a container that is still subject to be lost or misplaced to an office building somewhere to be degaussed and shredded.	Not required with Kompsys On-Site Service No VA labor or shipping expenses required No risk of loss exposure Immediate On Site Sanitization and Destruction
IRM/ISO staff await notification of shipment receipt at the building in another state	Not required with Kompsys On-Site Service Immediate On VA Site Sanitization and Destruction
IRM/ISO staff await notification on the issuance of a Certificate of Destruction	Not required with Kompsys On-Site Service Same Day On VA Site Issuing Certificate of Destruction and facility ISO Sign off
IRM/ISO staff await delivery of receipt for Certificate of Destruction	Not required with Kompsys On-Site Service Same Day On VA Site Issuing Certificate of Destruction and real time video of process
IRM/ISO staff compare Certificate of Destruction serial numbers/shipments to validate compliance	Not required with Kompsys On-Site Service Same Day Triple Accountability Tracking before Issuing Certificate of Destruction
IRM/ISO staff must locate and manage best available “secure” storage awaiting sale/donation of PC carcasses and associated end of life electronics	No labor or storage required with On-Site Service No exposure to risk of asset loss. PC carcass removal is a Kompsys available uplift option.
Logistics /OAMM Staff to assure environmental waste is responsibility disposed	Kompsys proven green recycling processes eliminates this step

**IV. PROJECT REPORTING & EVALUATION**

Kompsys will provide reporting as proposed and approved by the Ordering Activity.

Frequently we are required provide plans and reporting for many of the following:

- Project scope management plan & Actual Performance
- Schedule management plan & Actual Performance
- Cost management plan & Actual Performance
- Quality management plan & Actual Performance
- Process improvement plan & Actual Performance
- Staffing management plan & Actual Performance
- Communication management plan & Actual Performance
- Risk management plan & Actual Performance
- Configuration management plan & Actual Performance

## Labor Category Descriptions

### **INFOSEC/IA PROJECT MANAGER**

Minimum Experience: Eight (8) years of work experience

Functional Responsibility: Manages large/complex customer facing Information Security and Information Assurance (INFOSEC/IA) projects or multiple projects or takes a business management role in an account or group of accounts. Create project schedules and plans with financial, resource and material requirements. Develops and presents proposals and final agreements, maintains and tracks scheduled events and project/program milestones, provides leadership to project staff including project engineers, vendors, partners or subcontractors, manages the project from start to completion including the resolution of escalated project issues. Accountable for the Project Budget. Training and certification on NSA equipment required.

Minimum Education: Bachelor's degree in Business, Computer Science, Engineering or or equivalent 8 years of general IT supervisory/management experience.

### **INFOSEC/IA OPERATIONS ENGINEER**

Minimum Experience: Eight (8) years of work experience

Functional Responsibility: Performs work assignments on a variety of somewhat complex technical issues, requiring a comprehensive knowledge of INFOSEC laws and equipment processes as well as company policies and procedures. Utilize site tools and resources. Duties include, but are not limited to: adhere to all security policies and procedures set forth in award, operate and monitor complex equipment; troubleshoot, repair, and field maintenance of data destruction equipment; issue certified certificates of destruction, issue asset manifests, complete work orders in a timely manner; interact and communicate with customers. Must be willing to work in a 24-hour/7-day environment with the possibility of rotating shifts. Certified skills trained and in operation of NSA/CSS degaussers and truck mounted, continuous cut, mechanical crushing systems. Performs task orders on customer's premises. Training and certification on NSA equipment required and may NOT be substituted.

Minimum Education: Bachelor's degree in Business, Computer Science. Engineering or equivalent 6 years of IT INFOSEC experience

### **PROJECT CONSULTANT**

Minimum Experience: Eight (8) years of work experience

Functional Responsibility: In close consultation with the customer/ordering activity, suggests overall goals and strategies for the organization. Works independently or under the direction of the Project Manager. Designs, studies, and measures the efficiency of specific processes and procedures. Reviews interdepartmental operational interfaces to insure continuity and avoid sub-optimization. Performs site assessments. Offers recommendations for improvement. Supervises implementation of improved processes. Designs and performs post implementation assessment to determine the impact and effectiveness of recommendations. May specialize in administration, management, communications, Information Technology, document conversion, records management, accounting requirements of the organization and more. Is conversant with and expert in the application of conventional and leading-edge theories, techniques, and/or technologies. Is able to provide the customer with options for improving the projects and programs of the organization, given the constraints of budget and schedule. Typically leads a team of subject-matter specialists, Project and Program Managers, and other technical personnel to solve problems and enhance procedures.

Minimum Education: Bachelor's degree in Business, Computer Science. Engineering or equivalent 6 years of IT experience

### **SENIOR BUSINESS ANALYST**

Minimum Work Experience: Five (5) years of specialized experience.

Functional Responsibility: Analyzes and develops business components, structures, practices and policies

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from a total business perspective. Develops, implements strategic plans, policies and procedures. Collects, compiles, and assembles data for financial and analytical documents and reports. May provide Project Management and/or oversight. Establishes appropriate business evaluation criteria and models to insure quality and efficiency.

**Minimum Education:** Bachelor's degree in Business, Computer Science or Engineering or equivalent 4 years of IT experience

### **TASK LEADER**

**Minimum Work Experience:** Four (4) years of related experience.

**Functional Responsibility:** Provides management and supervision for a specific task or tasks within a project. He or she acts as a team leader. May serve as a technical expert in a specific area. Supervises a group of Data Technicians.

**Minimum Education:** Bachelor's degree in Business, Computer Science or Engineering or equivalent three (3) years experience as Senior Data Technician

### **SENIOR DATA TECHNICIAN**

**Minimum Work Experience:** Three (3) years of business or related experience.

**Functional Responsibility:** Works under the supervision of the Task Leader. Responsible for document conversion, document destruction and records management services.

These services include but are not limited to:

- o Document scanning, indexing, and conversion
- o File creation, maintenance, consolidation, tracking, searching, and inventorying
- o Process of requests for files
- o Receiving, shipping, and mailing of files
- o Mail inspection, collection, processing, sorting, and distribution
- o Status reporting preparation
- o Collection and security of materials

Senior Data Technician may also input data from source documents into a keyboard-controlled data entry device; extract, cross-reference, and prepare data for entry; compile and summarize data and perform mathematical computations; develop charts, graphs, and other statistical reports; maintain files and records; transcribe, decipher, and code alphanumeric data from source documents and verify data for accuracy and completeness. May instruct entry-level operators on procedures.

**Minimum Education:** Bachelor's degree in Business, Computer Science, Engineering or equivalent three (2) years experience as Data Technician

### **DATA TECHNICIAN**

**Minimum Experience:** Two (2) years of work experience

**Functional Responsibility:** May perform services as they relate to this offering for document conversion, document destruction, records management, and storage and mailroom functions. These services include but are not limited to:

- o Document scanning, indexing, and conversion
- o Receiving, shipping, and mailing of files
- o Mail inspection, collection, processing, sorting, and distribution
- o Supervised document scanning, indexing, and conversion
- o Supervised file creation, maintenance, searching, and inventorying
- o Supervised process of requests for files

**Minimum Education:** High school diploma.