



General Services Administration
Federal Supply Services
Authorized Federal Supply Schedule Price List
Industrial Groups 00CORP (PSS)

Professional Services Schedule
Industrial Group: 00CORP
Contract Number: 47QRAA18D00BW
A Square Group LLC (WOSB)

www.a2-g.com

Standard Industrial Groups: 874-1, 874-4, 874-6
Contract Period: July 3, 2018 - July 2, 2023

Contractor: A Square Group LLC
6237 Executive Blvd
Rockville, MD 20852
www.a2-g.com

Ordering: Mandeep Singh
7101 Guilford Drive Suite 100
Frederick, MD 21704
Phone: 301-770-1400
Email: gsamas@a2-g.com.

Business Size: Women-Owned Small Business



A square group (ASG) is a minority Woman Owned Small Business (WOSB). ASG is an agile business solutions provider of possibilities. Headquartered in Rockville, MD, ASG offers a variety of solutions to the Program Management, Training, Information Technology and Healthcare community. Whether your need is for traditional IT Staff Augmentation, Project Based Outsourcing, or Managed Vendor Services, ASG stands ready to listen, think and act to fulfill your organization’s needs. We take the time, learn about your business’s needs and goals; we then create a quality set of options including identifying and sourcing the most qualified candidates to meet your specific requirements. Whether you need one individual or a talented team, ASG has the capacity, reach back and the capability to provide you with world-class service.

ASG's mission is to create superior customized systems and processes, through a continuous expression of human imagination, to deliver end-to-end business solutions and services that are integrated with the businesses goals of our clients.

ASG has been rated as “STRONG” by DUNS for its financially strength.

For additional information about A Square Group, please visit ASG website at www.a2-g.com

Contact ASG Business Development at 301-770-1400 or BD@a2-g.com

TABLE OF CONTENTS

CUSTOMER INFORMATION	3
1. ESTIMATED AWARD VALUE: \$38000000	3
2. SOLICITATION NUMBER: FCO00CORP0000C	3
3. CONTRACT PERIOD: JULY 3, 2018 THROUGH JULY 2, 2023	3
4. BUSINESS SIZE: WOMEN-OWNED SMALL BUSINESS.....	3
5. BUSINESS TYPES:	3
6. SUBCONTRACTING PLAN EXPIRATION: N/A	3
7. SINS AWARDED:.....	3
8. MINIMUM ORDER QUANTITIES: N/A	4
9. MINIMUM ORDER LIMIT: \$100	4
10. MAXIMUM ORDER LIMIT: \$1,000,000.00.....	4
11. GEOGRAPHIC COVERAGE: DOMESTIC.....	4
12. PROMPT PAYMENT DISCOUNTS:.....	4
13. APPROVED EXCEPTIONS: N/A	4
14. TERMS AND CONDITIONS: N/A.....	4
15. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO PURCHASE THRESHOLD. YES	4
16. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD. YES	4
17. F.O.B. POINT(S): DESTINATION	4
18. PAYMENT ADDRESS: 6237 EXECUTIVE BLVD, ROCKVILLE, MD 20852.....	4
19. WARRANTY PROVISION: N/A	4
20. EXPORT PACKING CHARGES: N/A	4
21. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE. NONE	4
22. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 967077848.....	4
23. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: REGISTERED, AND REGISTRATION CURRENTLY VALID.	4
DESCRIPTION OF PROFESSIONAL SERVICES.....	5
LABOR CATEGORY PRICING.....	18
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	20
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE.....	22

CUSTOMER INFORMATION

1. ESTIMATED AWARD VALUE: \$38000000

Base Period: \$9500000

Option Period 1: \$9500000

Option Period 2: \$9500000

Option Period 3: \$9500000

2. SOLICITATION NUMBER: FCO00CORP0000C

3. CONTRACT PERIOD: JULY 3, 2018 THROUGH JULY 2, 2023

4. BUSINESS SIZE: WOMEN-OWNED SMALL BUSINESS

5. BUSINESS TYPES:

Business Type	Description
2X	2X - For-Profit Organization
LJ	LJ - Limited Liability Company
A2	A2 - Women Owned Business
QZ	QZ - Subcontinent Asian (Asian

6. SUBCONTRACTING PLAN EXPIRATION: N/A

7. SINS AWARDED:

874 1-Integrated Consulting Services

874-4: Training Services: Instructor Led Training, Web Based Training and Education

874-6: Acquisition Management Support

-
8. **MINIMUM ORDER QUANTITIES:** N/A

 9. **MINIMUM ORDER LIMIT:** \$100

 10. **MAXIMUM ORDER LIMIT:** \$1,000,000.00

 11. **GEOGRAPHIC COVERAGE:** DOMESTIC

 12. **PROMPT PAYMENT DISCOUNTS:**

Discount 1: 00.000 % if Payment is made within 00 days

Discount 2: 00.000 % if Payment is made within 00 days

Net 30 days

 13. **APPROVED EXCEPTIONS:** N/A

 14. **TERMS AND CONDITIONS:** N/A

 15. **NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO PURCHASE THRESHOLD.** YES

 16. **NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.** YES

 17. **F.O.B. POINT(S):** CONTACT CONTRACTOR

 18. **PAYMENT ADDRESS:** 6237 EXECUTIVE BLVD, ROCKVILLE, MD 20852

 19. **WARRANTY PROVISION:** N/A

 20. **EXPORT PACKING CHARGES:** N/A

 21. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE.** NONE

 22. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 967077848

 23. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: REGISTERED, AND REGISTRATION CURRENTLY VALID.**

DESCRIPTION OF PROFESSIONAL SERVICES

Education and Experience Substitutions

Except as noted, one (1) year of experience may be substituted for one (1) year of education and one (1) year of education may be substituted for one (1) year of experience, for the purposes of determining qualifications within a labor category description.

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Functional Responsibility	Minimum Education / Certification Level	Minimum Years of Experience
874-1, 874-4, 874-6	Expert Consultant III	Provides expert services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all assigned tasks. Provides expert advice and assistance in state-of-the-art hardware, software, and telecommunications. Coordinates with management and technical personnel to ensure that problems are properly defined and that the solution developed will satisfy the customer's requirements.	Masters	10
874-1, 874-4, 874-6	IAM Business Analyst	Under direct supervision, assists in formulating and defining IAM systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary under direction of experienced Business System Analysts. Competent to consider most business implications of the application of technology to the current business environment.	Bachelors	9
874-1, 874-4, 874-6	Business Analyst I	Under direct supervision, assists in formulating and defining business scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary under direction of experienced Business System Analysts. Competent to consider most business implications of the application of technology to the current business environment.	Bachelors	7
874-1, 874-4, 874-6	Business Analyst II	Under general supervision, formulates and defines business systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing	Bachelors	9

		system logic difficulties as necessary. Guides and advises less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.		
874-1, 874-4, 874-6	Sr. IAM SME	Senior Expert of varying IAM related business areas. Knowledgeable of innovations within the field including IAM emerging technologies. Responsible for providing strategic direction, vision, leadership, and program management to the team. Develops complex solutions for customer business needs	Bachelors	8
874-1, 874-4, 874-6	T4 Sr. Business Analyst	Researches and analyzes basic and complex issues surrounding the processes and systems of an organization. Makes recommendations surrounding improving processes, efficiency and practices. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units	Bachelors	5
874-1, 874-4, 874-6	T4 Sr. Developer (Medicare claims)	Develop business guidance for Medicare claims to other staff members as well as oversees several concurrent projects involving highly complex claims management analysis, design and advanced provider payment plans. Provides expert assistance and direction to professional personnel.	Bachelors	8
874-1, 874-4, 874-6	Program Manager II	Oversees the performance of a variety of related projects. Responsible for the management of personnel, and financial resources, and is accountable for the quality and timely delivery of all contractual items; Serves as the focal point-of-contact with client regarding program activities; Operates within client guidelines, contractual limitation, and Company business and policy code of conduct. Ensures all required resources including manpower, production standard, computer time, and facilities for program implementation; Manages program consisting multiple projects including project identification, design, development, and delivery.	Bachelors	10
874-1, 874-4, 874-6	Acquisition Support Analyst I	Experienced professional with knowledge of the FAR. Provides acquisition planning, draft IGCEs, audit support, contract administration, contract close-out support, cost/pricing analysis, develops evaluation plans, develops quality assurance surveillance plans, develops solicitation packages, provides FOIA request support, invoice processing, post award conference support, preparation of files and correspondence.	Bachelors	5
874-1, 874-4, 874-6	Financial Analyst I	Assists in design and development of economic comparison criteria for use in selecting models and then determines, implements, and performs procedures for pricing the ongoing operations of selected systems, and performs economic analyses and other cost and pricing analyses as required. Develops other financial and cost related documents such as award fee plans, and be familiar with automated spreadsheet and Health IT database systems in developing analytical studies.	Bachelors	6
874-1, 874-4, 874-6	Project Manager II	Responsible for overall project management of complex, multi-task IT contracts. Plans, organizes and manages groups of employees engaged in various technical duties. Provides administrative and technical direction to personnel; Has the corporate authority to recruit, hire, terminate personnel and commit corporate resources; coordinates approved task order; establishes improved procedures and controls, where necessary, to ensure that all services meet schedule and/or production; Provides the customer representatives	Bachelors	8

		the status and activities of personnel covered under contract; responds to administrative or technical requests from the customer representative; and applies continuous evaluation and control measures; Works without supervision.		
874-1, 874-4, 874-6	Health Claim Specialist I	Under direct supervision, gather and process information needed to complete medical insurance claims and prevent fraud waste and abuse. Processing routine claims, investigate pending claims and resolve discrepancies. Monitor claims processing regulations and rules to ensure appropriate regulations and rules are followed while processing.	Bachelors	6
874-1, 874-4, 874-6	Clinical Analyst I	Under direct supervision performs a variety of Clinical research and analysis tasks. Collects, compiles, validates, interprets and analyzes clinical data and trends using standard practices and techniques in the field(s) of specialization. Works on assignments that are moderately complex.	Bachelors	6
874-1, 874-4, 874-6	Health Quality Nurse Informatics I	Participate in the construction and maintenance of applicable healthcare data and business management for systems. Responsibilities include the analysis, design and input of healthcare vocabulary from standard universal sources as well as customers; of the health data, interfaces, systems related programs for clients; maintenance and support of the health data management for compliance; and involvement in and support of integral application development work.	Bachelors	6
874-1, 874-4, 874-6	Clinical Informaticist	Provides expert services and leadership in specialized health/medical areas. Provides expertise on an as-needed basis to all assigned tasks. Provides expert advice and assistance in state-of-the-art health related hardware, software, and telecommunications. Coordinates with management and technical personnel to ensure that problems are properly defined and that the solution developed will satisfy the customer's requirements.	Masters	10
874-1, 874-4, 874-6	Functional Expert I	Works under general direction on complex application problems involving all phases of functional analysis to provide resolution. Provides direct support to consultants and other senior personnel conducting consulting activities utilizing creativity and sound judgment involving unusual and complex management and technical problems.	Masters	8
874-1, 874-4, 874-6	Governance Manager	Responsible for overall program governance of complex programs involving multiple projects or tasks. Performs a variety of technical, managerial, and administrative activities to help ensure the successful completion/execution of the program. Recommend decisions that influence the overall direction of the program.	Bachelors	8
874-1, 874-4, 874-6	Change Manager	Create organization change management plans. Develops strategy for scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Ensures adherence to quality standards, reviews and approves deliverables.	Bachelors	6
874-1, 874-4, 874-6	Knowledge Manager	Create organization Knowledge management plans. Define and classify content to be transformed into Knowledge documents. Develops strategy for scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Ensures adherence to quality standards, reviews and approves deliverables.	Bachelors	6

874-1, 874-4, 874-6	Meeting Support I	Responsible for planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. Familiar with standard concepts, practices, and procedures within a particular field.	High School	3
874-1, 874-4, 874-6	Fiscal/Scheduling Support	Provide necessary support to project including word processing, presentation layout, consultant travel scheduling, recording minutes of meetings, billing and collections activities, expense management JTR travel regulations and assisting with or providing needed communications related to the project.	Bachelors	3
874-1, 874-4, 874-6	Risk Manager I	Creates, manages, risk and issues log. Gather data and create strategy to mitigate risks. Acts as team Leader and activity coordinator. Oversees task planning, task staffing, task monitoring, and task reporting. Monitors assigned tasks and keeps the Project Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader of risk management, provides technical direction for complete systems development effort.	Associates	4
874-1, 874-4, 874-6	Course Instructor	Develops training curriculum according to project specifications. Develops content materials and ensures information accuracy, and adapting content into job aides, training materials, or reference documentation. Applies facilitation techniques, training, methodology development and evaluation across all phases of project.	Bachelors	5
874-1, 874-4, 874-6	Trainer I	Conducts technical and/or programmatic classroom training from a prepared syllabus. Assists in the development of technical training, particularly with reference sequencing and pacing. Provides feedback on student reaction to training. Evaluates self-teaching tools (CBTs etc.).	Bachelors	2
874-1, 874-4, 874-6	Graphics Illustrator II	Responsible for planning, laying out, and executing illustrations in black and white or color, and illustrating Health IT technical or scientific materials in one or more of the commonly used art media, and using COTS computer tools applicable to support the requirements. Designs, develops, and delivers comprehensive integrated graphics to meet customer requirements; Plans presentations that typically include Health IT illustrations, photographs, video, animation, and/or text. Supervises other Graphic Illustrators.	Associates	2
874-1, 874-4, 874-6	Curriculum Developer	Designs and develops curricula for new programs. Provides expert advice on scope and sequencing of highly technical training for staff at various levels of technical expertise. Determines the level of knowledge required to function successfully in broad job categories. Designs and develops course materials, including script, exercises, and classroom or self-guided manuals and other teaching aids. Directs needs assessments of present and anticipated training needs.	Bachelors	4
874-1, 874-4, 874-6	Regulation Legal Expert	Provides expert services and leadership in specialized legal technical areas. Provides expertise on an as-needed basis to all assigned tasks. Provides expert advice and assistance in regulations. Coordinates with management and technical personnel to ensure that problems are properly defined and that the solution developed will satisfy the customer's requirements.	Masters	8

874-1, 874-4, 874-6	Program Manager I	Oversees the performance of a variety of related projects, which are arranged by client; directs the development of application, marketing and resource allocation within the program. Responsible for the management of personnel, and financial resources, and is accountable for the quality and timely delivery of all contractual items; Serves as the focal point-of-contact with client regarding program activities; Operates within client guidelines, contractual limitation, and Company business and policy code of conduct. Ensures all required resources including manpower, production standard, computer time, and facilities for program implementation; Manages program consisting of multiple projects including project identification, design, development, and delivery. Maintains the development and execution of business opportunities based on broad, general guidance; Collaborates with project manager to provide technical guidance and problem resolution; Also, responsible for marketing new Technology and follow-on business acquisitions; Perform other duties as assigned.	Bachelors	6
874-1, 874-4, 874-6	Subject Matter Expert II (Logistics)	Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements.	Masters	5
874-1, 874-4, 874-6	Sr. Logistics Architect	General knowledge in specialized field. High level of technical knowledge and analytical skill. Designs / validates system components. Accomplishes data gathering and analysis in assigned areas of responsibility under minimal supervision. Areas of specialization includes but not limited to: acquisition and sustainment management; resource management; logistics.	Bachelors	8
874-1, 874-4, 874-6	Sr. Logistics Analyst	General knowledge and experience in the particular specialization with an understanding of the latest developments in the field. Generally, performs routine work on broader tasks assigned to an experienced analyst or engineer. Uses industry best practices for standards, techniques, and procedures unless otherwise prescribed by specific requirements.	Bachelors	6
874-1, 874-4, 874-6	Task Manager/Project Manager I	Acts as a Team Leader and activity coordinator. Oversees task planning, task staffing, task monitoring, and task reporting. Monitors assigned tasks and keeps the Project Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for complete systems development effort. May serve as a technical authority for a designated area. Schedules and assigns duties to subordinates. Interacts with customer technical and management personnel on a regular basis. Reports in writing and orally to contractor management and government representatives.	Bachelors	8
874-1, 874-4, 874-6	Sr. Functional Analyst	Conducts examinations of business requirements to assess needs, collect information, and identify alternative methods and solutions. Provides research and analytical support to strategic planning, training development, problem solving, quality management, financial analysis, and business process reengineering.	Bachelors	6

874-1, 874-4, 874-6	Technical Writer IV	Plans, manages, and coordinates documentation of all aspects of the system engineering life cycle for projects. Writes, edits, and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentations. Possesses excellent writing skills, is knowledgeable of project lifecycle operations, and is able to verbally communicate effectively with technical and non-technical teams.	Bachelors	5
874-1, 874-4, 874-6	Graphics Illustrator III	Responsible for planning, laying out, and executing illustrations in black and white or color, and illustrating technical or scientific materials in one or more of the commonly used art media, and using COTS computer tools applicable to support the requirements. Designs, develops, and delivers comprehensive integrated graphics to meet customer requirements; Plans presentations that typically include Health IT illustrations, photographs, video, animation, and/or text. Supervises other Graphic Illustrators.	Bachelors	5
874-1, 874-4, 874-6	Requirements Analyst	Acts as liaison / facilitator with internal and external teams and customers for purposes of planning, decision making, issue resolution, prioritization, and overall contract activity in the support and achievement of customer goals. Provides technical or content expertise to customers by applying specific program knowledge and/or subject matter expertise to execution of program management tasks.	Bachelors	5
874-1, 874-4, 874-6	Program Director	Oversees initiatives from strategy and planning phase to the integration and deployment phase. Schedules and allocates work, develops and enforces work standards, provides quality assurance and configuration management, develops and reviews implementation, plans work schedules, and is responsible for the overall staffing, training, execution and performance issues.	Bachelors	10
874-1, 874-4, 874-6	Business Solution Architect	Manages the overall business architecture of a technical solution, as defined by the project requirements. Leads the solution architecture for medium to large complex projects and major phases of very large projects. Manages the fact-finding, analysis and development of hypothesis/conclusions, production of final reports, and delivery of presentations. Responsible for ensuring sound business architectural design and solution integration, and that the project meets client expectations on time and to budget.	Bachelors	10
874-1, 874-4, 874-6	Administrative Assistant	Provides general-purpose administrative and clerical support for project tasks. Duties may include word-processing, graphics, desktop publishing, editing, meeting coordination and facilitation, answering telephones, photocopying, coordination of communications materials, and additional support tasks. Meeting coordination centers around a series of continuous, ad hoc and regular meetings for various working groups.	Associates	4
874-1, 874-4, 874-6	Advisor	Provides expert services and leadership in specialized program management areas. Provides expertise on an as-needed basis to all assigned tasks. Provides expert advice and assistance in program management of health technology state-of-the-art hardware, software, and telecommunications. Coordinates with management and technical personnel to confirm that problems are properly defined and that the solution developed will satisfy the customer's requirements.	Bachelors	8

874-1, 874-4, 874-6	Research Analyst	Gathers information and statistical data, analyzes data on past performance to predict future results, devises methods and procedures for obtaining the data they need, and often designs surveys to assess preferences through Internet, telephone, or mail responses. Evaluates data and makes recommendations to project team.	Bachelors	8
874-1, 874-4, 874-6	Scientist II	Broad experience in all areas of the subject matter. Plans schedules, conducts, or coordinates detailed phases of the work as part of a project. Devises new approaches to problems encountered. Independently performs most assignments with instructions as to the general results expected. Receives Health IT technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.	PhD	10
874-1, 874-4, 874-6	Enrollment Specialist	Under general supervision performs enrollment tasks. Validates, formulates, and / or defines enrollment scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, may develop or modify moderately complex information systems and provide support for analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.	Bachelors	5
874-1, 874-4, 874-6	Cost Analyst	Assists in design and development of economic comparison criteria for use in selecting information systems and determines, implements, and performs procedures for pricing the ongoing operations of selected information systems, and performs economic analyses and other cost and pricing analyses as required. Develops financial and cost related documents such as award fee plans, and be familiar with automated spreadsheet and database systems in developing analytical studies.	Bachelors	5
874-1, 874-4, 874-6	Training Specialist	Provides expertise in behavior and adult learning for the design and development of training programs. Advises and assists project teams in identifying target audiences for training, defining learning objectives, establishing effective curricula, and evaluating training sessions. Assists in the development of curricula, particularly with reference to scope, sequencing and pacing, for technical training. Assists in the design and development of self-teaching tutorials.	Bachelors	5
874-1, 874-4, 874-6	Business Consultant	Works in support of more senior team members who engage with executive management to define strategies, needs, business cases, and issues as well as with other senior management consultants to help set overall project priorities and budget allocations, improve overall performance, efficiency & delivery, and expand capabilities & capacity.	Masters	10
874-1, 874-4, 874-6	Management Consultant	Assists in the planning, organizing, executing, controlling and performing project work efforts to meet project requirements using broad industry experience and broad vendor experience, including overall industry best practices and extensive product knowledge.	Masters	10

874-1, 874-4, 874-6	Strategic Advisor	Provides expert services and leadership in specialized health technology areas. Provides expertise on an as-needed basis. Provides expert advice and assistance in state-of-the-art hardware, software, and telecommunications. Coordinates with management and technical personnel to confirm that problems are properly defined and that the solution developed will satisfy the customer's requirements.	Masters	12
874-1, 874-4, 874-6	Medical Doctor (M.D. Informaticist)	Provides expert services and leadership in specialized health/medical areas. Provides expertise on an as-needed basis Provides expert advice and assistance in state-of-the-art health related hardware, software, and telecommunications. Coordinates with management and technical personnel to ensure that problems are properly defined and that the solution developed will satisfy the customer's requirements.	PhD	10
874-1, 874-4, 874-6	Medical Revenue Cycle Claims Specialist	Under general supervision performs operation of patient business services, insurance verification, and workers compensation authorizations. Coordinates activities of staff responsible for charge capture, coding, charge entry, insurance follow up, reimbursement analysis, or other financial functions. Identify revenue cycle problems and implement solutions for improvement.	Masters	8
874-1, 874-4, 874-6	Health Quality Specialist	Provides technical assistance to health centers to meet reporting requirements, works intensively with health IT center teams participating in assigned projects to refine delivery system and identify best practice concepts, identifies teaching resources and techniques appropriate for assigned projects, coordinates collection, analysis and write-up of evaluation of the project deliverables, and aggregates and analyzes project level qualitative and quantitative data for reporting purposes.	Masters	8
874-1, 874-4, 874-6	Program Manager & SME	Oversees the performance of a variety of related projects, which may be arranged by Health Information Technology, program, or client; directs the development of Health IT and/or application, marketing, and resource allocation within the program. Responsible for the management of personnel, and financial resources, and is accountable for the quality and timely delivery of all contractual items; Serves as the focal point-of-contact with client regarding program activities; Operates within client guidelines, contractual limitation, and Company business and policy code of conduct. Ensures all required resources including manpower, production standard, computer time, and facilities for program implementation. Collaborates with Health IT project manager to provide Health IT technical guidance and problem resolution.	Bachelors	8
874-1, 874-4, 874-6	Project Manager	Responsible for the management of personnel, and financial resources, and is accountable for the quality and timely delivery of all project work products. Serves as the focal point-of-contact with stakeholders regarding project activities, operates within client guidelines, contractual limitation, and Company business and policy code of conduct. Ensures all required resources including manpower, production standard, computer time, and facilities for program implementation. Collaborates with Health IT project manager to provide Health IT technical guidance and problem resolution.	Bachelors	8

874-1, 874-4, 874-6	Operations Manager Engineer	Responsible for overall program performance and ensures compliance with contractual requirements. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves identified issues impacting service delivery. Primary POC with government for reporting project/contract/task order status/administration.	Bachelors	8
874-1, 874-4, 874-6	Business Analyst	Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.	Bachelors	5
874-1, 874-4, 874-6	Technical Analyst	Possesses knowledge of varying IT systems. Applies analytical methodologies to address client's needs. Functions include data analysis, collection, modeling, testing, performance metrics development, and other project activities. Possesses at least a Bachelor's degree with one-year relevant experience.	Bachelors	6
874-1, 874-4, 874-6	Tester	Builds / follows test plans, oversees implementation plans with test teams and reporting results for healthcare model application systems. Tests systems performance and/or oversees testing of health models. Reviews new requirements of systems applications, reads systems diagrams. Monitors / reviews automated testing results.	Bachelors	5
874-1, 874-4, 874-6	Call Center Technician	Call Center troubleshooting of call queue configuration. Performs tasks in support of the call management lifecycle including operations, maintenance, and core system functionality sustainment. Responds to reported issues in a timely manner and records issue, resolution, and status; escalates as necessary to an appropriate member of a team or work group.	Associates	3
874-1, 874-4, 874-6	Call Center Supervisor	Isolates and advises users on services and technical assistance available and coordinates the provision of such assistance. Identifies causes of job failures and provides consultation with regard to problem resolution. Maintains records of all contacts with members of the user community, specifically the nature of the contact, the resolution of the problem, personnel involved and such other details as necessary to identify the types of problems encountered and the resolution of problems. Ascertains patterns and develops proposed procedural and operational changes to minimize or eliminate common or recurring problems. Develops or provides support for the development of guidance and training materials and updates. Implements developmental assignments covering studies and analysis of customer concerns and problems of a limited nature or participates as a member of a team or work group in the analysis of broad policy, planning or problem issues that affect the user community. Supervises Junior level help desk personnel.	Associates	5

874-1, 874-4, 874-6	Database Administrator	Provides technical expertise for design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products. Determines file organization, indexing methods, and security procedures for specific applications and Health IT solutions. Monitors the global view of databases, access to the databases, assures the safekeeping of the databases. Defines required database administration policies, procedures, standards, and guidelines. Prepares and delivers presentations on DBMS concepts. Installs, tests and implements vendor DBMS software including new releases. Manages Health IT database administration tasks.	Bachelors	5
874-1, 874-4, 874-6	Configuration Manager	Responsible for facilitation and implementation of configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/ system acceptance plans. Evaluates and recommends configuration management tools and standards.	Bachelors	5
874-1, 874-4, 874-6	Content Manager	Conducts both functional and physical audits of configuration items. Coordinates recording of modifications for management control. Analyzes proposed part-design changes and exhibits to prepare report of effect. Systematically controls changes to the configuration of system/product.	Bachelors	5
874-1, 874-4, 874-6	Computer Security Specialist	Analyzes criteria for access controls, storage, reproduction, transmission, and destruction of data maintained by automated systems requiring protection. Performs computer security assessments and evaluations of computer systems. Plans and conducts formal on- site program evaluations of large complex information processing systems. Plans and conducts quantitative and qualitative security risk analyses, security evaluations and audits of information processing systems. Determines computer security compliance and effectiveness of information processing systems.	Bachelors	8
874-1, 874-4, 874-6	Communications Specialist	Provides technical guidance for enterprise-wide telecommunications systems activities. Evaluates requirements and specifications for data communication equipment systems and/or networks. Assists with the design, development and installation of unique data transmission systems. Develops procedures governing the operation and management of data communications programs and systems. Reviews telecommunication policies, procedures, and standards.	Bachelors	5
874-1, 874-4, 874-6	Sr. Curriculum Development Specialist	Designs and develops curricula for health and medical process and procedures and related hardware, software, and LAN technologies. Designs and develops curricula for new programs. Provides expert advice on scope and sequencing of highly technical training for staff at various levels of technical expertise. Determines the level of knowledge required to function successfully in broad job categories. Designs and develops course materials, including script, exercises, and classroom or self-guided manuals and other teaching aids. Directs needs assessments of present and anticipated training needs.	Bachelors	8

874-1, 874-4, 874-6	Sr. Training Specialist	Provides expertise in behavior and adult learning for the design and development of training programs. Advises and assists project teams in identifying target audiences for training, defining learning objectives, establishing effective curricula and evaluating training sessions. Assists in the development of curricula, particularly with reference to scope, sequencing and pacing, for medical and health technical training. Assists in the design and development of self-teaching tutorials.	Bachelors	5
874-1, 874-4, 874-6	Project Manager	Have a minimum of ten (10) years of IT experience with at least five (5) years' experience in a management position and (3) years in IAM positions. Responsible for overall project management of multi-task IAM contracts. Plans, organizes and manages groups of contracts/projects engaged in various Identity, Access, Single Sign on, Compliance Audit and Reporting, LDAP and other duties. Provides administrative and technical direction to personnel; Has the corporate authority to recruit, hire, terminate personnel and commit corporate resources; coordinates approved task order; establishes improved procedures and controls, where necessary, to ensure that all services meet schedule and/or production; Provides the customer representative the status and activities of personnel covered under contract; responds to administrative or technical requests from the customer representative; and applies continuous evaluation and control measures; Works without supervision.	Bachelors	10
874-1, 874-4, 874-6	Analyst I	Under general direction, serves as a subject matter expert (PKI) associated with content, processes, and procedures. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Details requirements through the product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs.	Bachelors	6
874-1, 874-4, 874-6	Analyst II	Under general direction, serves as a subject matter expert (PKI) associated with content, processes and procedures. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Details requirements through the product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs.	Bachelors	8
874-1, 874-4, 874-6	Jrules Developer	Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems / business rules and creates the rules for the automation of systems.	Bachelors	6
874-1, 874-4, 874-6	JRules Architect	Extensive experience with designing and implementing business rules, plans and processes. Leading team members, including project managers, system engineers, and functional consultants, in defining and meeting business rules goals. Managing a solution's objective throughout the program	Masters	8

		lifecycle and maintenance phases of automation of business rules / process.		
874-1, 874-4, 874-6	Curriculum Development Specialist III	Designs and develops curricula for IAM hardware, software, and PKI technologies. Designs and develops curricula for new programs. Provides expert advice on scope and sequencing of highly technical training for staff at various levels of technical expertise. Determines the level of knowledge required to function successfully in broad job categories. Designs and develops course materials, including script, exercises, and classroom or self-guided manuals and other teaching aids. Directs needs assessments of present and anticipated training needs.	Bachelors	8
874-1, 874-4, 874-6	Training Specialist	Provides expertise in behavior and adult learning for the design and development of training programs. Advises and assists project teams in identifying target audiences for training, defining learning objectives, establishing effective curricula and evaluating training sessions. Assists in the development of curricula, particularly with reference to scope, sequencing and pacing, for technical training. Assists in the design and development of self-teaching tutorials.	Bachelors	7
874-1, 874-4, 874-6	Program Manager I	Oversees the performance of a variety of related projects, which are arranged by Health Information Technology, program, or client; directs the development of Health IT and/or application, marketing and resource allocation within the program. Responsible for the management of personnel, and financial resources, and is accountable for the quality and timely delivery of all contractual items; Serves as the focal point-of-contact with client regarding program activities; Operates within client guidelines, contractual limitation, and Company business and policy code of conduct. Ensures all required resources including manpower, production standard, computer time, and facilities for program implementation; Manages program consisting multiple projects including project identification, design, development, and delivery. Maintains the development and execution of Health IT business opportunities based on broad, general guidance; Collaborates with Health IT project manager to provide Health IT technical guidance and problem resolution; Also, responsible for marketing new Health Information Technology and follow-on business acquisitions; Perform other duties as assigned.	Masters	10
874-1, 874-4, 874-6	Expert Consultant VI	Provides lead specialty strategic guidance and direction on specific projects involving multiple tasks, timelines, and deliverables. Develops alternative technical concepts and operational capabilities for consideration. Delineates pros and cons, and implications of solutions to position executive management to select the optimal course of action.	Masters	15
874-1, 874-4, 874-6	Expert Consultant IV	Possess knowledge and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks. Supports the development of solutions to address organization’s challenges. Support project objectives and helps access the impact of industry trends, policy, or methodologies.	Masters	12

<p>874-1, 874-4, 874-6</p>	<p>Sr. Program Management Specialist</p>	<p>Provides expert analysis and support to mid- and senior-level management and members of the technical staff to solve highly complex, difficult program management and information system problems. Provides quality assurance reviews and performs risk analyses of major systems development issues. Establishes standards for management functions. Directs other technical personnel on feasibility studies, systems planning, management and technical problems, priorities, and methods associated with the management of large system development activities. Analyzes existing and planned management systems and makes recommendations to enhance performance to meet client requirements.</p>	<p>Bachelors</p>	<p>10</p>
------------------------------------	---	---	------------------	-----------

LABOR CATEGORY PRICING

Item	SIN	Awarded Labor Category	Site	Awarded Prices
1	874-1, 874-4, 874-6	Expert Consultant III	Contractor	\$192.36
2	874-1, 874-4, 874-6	IAM Business Analyst	Contractor	\$157.49
3	874-1, 874-4, 874-6	Business Analyst I	Contractor	\$144.00
4	874-1, 874-4, 874-6	Business Analyst II	Contractor	\$158.82
5	874-1, 874-4, 874-6	Sr. IAM SME	Contractor	\$167.47
6	874-1, 874-4, 874-6	T4 Sr. Business Analyst	Customer	\$96.90
7	874-1, 874-4, 874-6	T4 Sr. Developer (Medicare claims)	Customer	\$123.46
8	874-1, 874-4, 874-6	Program Manager II	Contractor	\$172.89
9	874-1, 874-4, 874-6	Acquisition Support Analyst I	Contractor	\$95.23
10	874-1, 874-4, 874-6	Financial Analyst I	Contractor	\$113.56
11	874-1, 874-4, 874-6	Project Manager II	Customer	\$145.71
12	874-1, 874-4, 874-6	Health Claim Specialist I	Customer	\$108.10
13	874-1, 874-4, 874-6	Clinical Analyst I	Customer	\$128.50
14	874-1, 874-4, 874-6	Health Quality Nurse Informatics I	Customer	\$135.78
15	874-1, 874-4, 874-6	Clinical Informatics	Customer	\$240.09
16	874-1, 874-4, 874-6	Functional Expert I	Customer	\$182.64
17	874-1, 874-4, 874-6	Governance Manager	Customer	\$127.98
18	874-1, 874-4, 874-6	Change Manager	Customer	\$122.97
19	874-1, 874-4, 874-6	Knowledge Manager	Customer	\$118.14
20	874-1, 874-4, 874-6	Meeting Support I	Customer	\$52.83
21	874-1, 874-4, 874-6	Fiscal/Scheduling Support	Customer	\$86.00
22	874-1, 874-4, 874-6	Risk Manager I	Customer	\$69.29
23	874-1, 874-4, 874-6	Course Instructor	Customer	\$97.72
24	874-1, 874-4, 874-6	Trainer I	Customer	\$69.49
25	874-1, 874-4, 874-6	Graphics Illustrator II	Customer	\$59.21
26	874-1, 874-4, 874-6	Curriculum Developer	Customer	\$86.62
27	874-1, 874-4, 874-6	Regulation Legal Expert	Contractor	\$196.07
28	874-1, 874-4, 874-6	Program Manager I	Contractor	\$148.26

29	874-1, 874-4, 874-6	Subject Matter Expert II (Logistics)	Contractor	\$173.02
30	874-1, 874-4, 874-6	Sr. Logistics Architect	Contractor	\$146.69
31	874-1, 874-4, 874-6	Sr. Logistics Analyst	Contractor	\$128.47
32	874-1, 874-4, 874-6	Task Manager/Project Manager I	Contractor	\$123.37
33	874-1, 874-4, 874-6	Sr. Functional Analyst	Contractor	\$104.42
34	874-1, 874-4, 874-6	Technical Writer IV	Contractor	\$98.22
35	874-1, 874-4, 874-6	Graphics Illustrator III	Contractor	\$96.10
36	874-1, 874-4, 874-6	Requirements Analyst	Contractor	\$128.47
37	874-1, 874-4, 874-6	Program Director	Contractor	\$152.76
38	874-1, 874-4, 874-6	Business Solution Architect	Contractor	\$128.51
39	874-1, 874-4, 874-6	Administrative Assistant	Contractor	\$48.33
40	874-1, 874-4, 874-6	Advisor	Contractor	\$177.66
41	874-1, 874-4, 874-6	Research Analyst	Contractor	\$183.22
42	874-1, 874-4, 874-6	Scientist II	Contractor	\$221.97
43	874-1, 874-4, 874-6	Enrollment Specialist	Contractor	\$79.36
44	874-1, 874-4, 874-6	Cost Analyst	Contractor	\$81.45
45	874-1, 874-4, 874-6	Training Specialist	Contractor	\$87.21
46	874-1, 874-4, 874-6	Business Consultant	Contractor	\$183.43
47	874-1, 874-4, 874-6	Management Consultant	Contractor	\$183.43
48	874-1, 874-4, 874-6	Strategic Advisor	Contractor	\$226.83
49	874-1, 874-4, 874-6	Medical Doctor (M.D. Informatics)	Contractor	\$380.76
50	874-1, 874-4, 874-6	Medical Revenue Cycle Claims Specialist	Contractor	\$167.02
51	874-1, 874-4, 874-6	Health Quality Specialist	Contractor	\$185.38
52	874-1, 874-4, 874-6	Program Manager & SME	Contractor	\$154.76
53	874-1, 874-4, 874-6	Project Manager	Contractor	\$138.80
54	874-1, 874-4, 874-6	Operations Manager Engineer	Contractor	\$143.98
55	874-1, 874-4, 874-6	Business Analyst	Contractor	\$122.77
56	874-1, 874-4, 874-6	Technical Analyst	Contractor	\$128.50
57	874-1, 874-4, 874-6	Tester	Contractor	\$84.14
58	874-1, 874-4, 874-6	Call Center Technician	Contractor	\$70.01
59	874-1, 874-4, 874-6	Call Center Supervisor	Contractor	\$78.87

60	874-1, 874-4, 874-6	Database Administrator	Contractor	\$108.67
61	874-1, 874-4, 874-6	Configuration Manager	Contractor	\$97.15
62	874-1, 874-4, 874-6	Content Manager	Contractor	\$82.12
63	874-1, 874-4, 874-6	Computer Security Specialist	Contractor	\$122.90
64	874-1, 874-4, 874-6	Communications Specialist	Contractor	\$80.16
65	874-1, 874-4, 874-6	Sr. Curriculum Development Specialist	Contractor	\$100.96
66	874-1, 874-4, 874-6	Sr. Training Specialist	Contractor	\$87.21
67	874-1, 874-4, 874-6	Project Manager	Contractor	\$138.88
68	874-1, 874-4, 874-6	Analyst I	Contractor	\$120.29
69	874-1, 874-4, 874-6	Analyst II	Contractor	\$132.15
70	874-1, 874-4, 874-6	Jrules Developer	Contractor	\$138.83
71	874-1, 874-4, 874-6	JRules Architect	Contractor	\$142.51
72	874-1, 874-4, 874-6	Curriculum Development Specialist III	Contractor	\$101.02
73	874-1, 874-4, 874-6	Training Specialist	Contractor	\$87.27
74	874-1, 874-4, 874-6	Program Manager I	Contractor	\$148.71
75	874-1, 874-4, 874-6	Expert Consultant VI	Contractor	\$221.70
76	874-1, 874-4, 874-6	Expert Consultant IV	Contractor	\$195.63
77	874-1, 874-4, 874-6	Sr. Program Management Specialist	Contractor	\$128.66

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

A Square Group, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact.

**A Square Group LLC
6237 Executive Blvd
Rockville, MD 20852**

**Mandeep Singh
Chief Technology Officer (CTO)
7101 Guilford Drive Suite 100
Frederick, MD 21704
Tel 301- 770 -1400
Fax: 301-263-7896
bd@a2-g.com**

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date