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

IPRO Price List

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Contract Number: 47QRAA20D006P
Contract Period: May 21, 2020 – May 20, 2025

Island Peer Review Organization (IPRO)
1979 Marcus Avenue
Lake Success, NY 11042-1072
Phone: 516-326-7767
ipro.org

Business Size: Other than Small

Contact:
Alan Woghin, Senior Vice President and Chief Financial Officer
516-209-5609
AWoghin@ipro.org

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is http://www.GSAAdvantage.gov. Agencies can also browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov/.
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21. Nurse Reviewer I
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26. Project Manager II
27. Project Manager III
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29. Researcher
30. Senior Data Analyst
31. Statistician
32. Technical Writer
33. Web Designer
34. Health IT Web Developer
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).
See awarded SINs and descriptions below. Awarded prices follow the Customer Information.

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<th>SIN</th>
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<td>Health Information Technology Services</td>
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<td>OLM</td>
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1b. Lowest priced model number and lowest unit prices: Prices shown in the pricelist are for 1 hour. Discounts may be made available for quantity orders.

1c. Labor category descriptions: See descriptions beginning on page 5.

2. Maximum order: $1,000,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): At IPRO’s offices in New York and at customer site as required.

6. Discount from list prices or statement of net price: Prices shown in this pricelist are Government net prices and discounts have already been deducted.

7. Quantity discounts: Discounts may be negotiated on an order-by-order basis.

8. Prompt payment terms: NET 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin): None

11a. Time of delivery (Contractor insert number of days): To be negotiated per each delivery order.
11b. Expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent requirements: Contact Contractor

12. F.O.B points(s): Destination

13a. Ordering address(es): Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as company address

15. Warranty provision: Contractor’s standard commercial warranty

16. Export packing charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/
25. Data Universal Numbering System (DUNS) number: 147627939

26. Notification regarding registration in the System for Award Management (SAM) database: Registered

27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

### Labor Category Pricing

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**Indicates SCA eligible categories.

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**Labor Category Descriptions**

**Administrative Assistant I**

**Functional Responsibility**
Provides clerical, logistical, and secretarial support services, such as travel arrangements, project reporting, scheduling, supply ordering, messaging, word processing, and photocopying. Must be proficient in Microsoft Office programs to assist in formatting, editing, and publication of reports, tables, diagrams, and presentations for Health IT and other projects.

**Education and Experience**
Associate’s degree and 1 year of experience.

**Administrative Assistant II**

**Functional Responsibility**
Provides clerical, logistical, and secretarial support services, such as travel arrangements, project reporting, scheduling, supply ordering, messaging, word processing, and photocopying. Must be proficient in Microsoft Office programs to assist in formatting, editing, and publication of reports, tables, diagrams, and presentations for Health IT and other projects.

**Education and Experience**
Associate’s degree and 3 years’ experience.
**Administrative Assistant III**

**Functional Responsibility**
Provides clerical, logistical, and secretarial support services, such as travel arrangements, project reporting, scheduling, supply ordering, messaging, word processing, and photocopying. Must be proficient in Microsoft Office programs to assist in formatting, editing, and publication of reports, tables, diagrams, and presentations for Health IT and other projects.

**Education and Experience**
Associate’s degree and 5 years’ experience.

**Compliance Reviewer I**

**Functional Responsibility**
Serves as a Health IT subject matter expert for the standards and processes under review. Reviews processes or standards for compliance.

**Education and Experience**
Bachelor’s degree or equivalent and 2 years’ experience.

**Compliance Reviewer II**

**Functional Responsibility**
Serves as a Health IT subject matter expert for the standards and processes under review. Provides overall survey methodology, survey tools and education on the intent of the standards and scoring methodology to the supporting compliance team reviewers.

**Education and Experience**
Master’s degree or equivalent and 5 years’ experience.

**Computer Programmer**

**Functional Responsibility**
Develops and/or maintains Health IT operating systems, communications software, database packages, compilers, assemblers, and utility programs. Knowledgeable of government regulations, manuals, technical orders and standards as applied to the development of government systems. Modifies existing and creates special purpose software and ensures system efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency.

**Education and Experience**
Bachelor’s degree or equivalent and 5 years’ experience.

**Contract Coordinator**

**Functional Responsibility**
Provides assistance with coordination and monitoring of various Health IT and other projects and tasks. Ensures project is being completed in a timely and cost effective manner. Creates or edits
moderately complex documents. Arranges logistics for meetings and trainings, provides outreach materials and contacts, arranges conference calls and arranges meeting participant travel. Monitors project progress through program management financial and business tools such as work hours, budgets, and expenditures. Maintains communication with project manager, team members, and clients to stay informed on project status and issues. Works under general supervision.

**Education and Experience**
Associate’s degree and 1 year of experience.

**Data Analyst I**
**Functional Responsibility**
Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs, including Health IT. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives.

**Education and Experience**
Bachelor’s degree or equivalent and 1 year of experience.

**Data Analyst II**
**Functional Responsibility**
Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs, including Health IT. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives.

**Education and Experience**
Bachelor’s degree or equivalent and 3 years’ experience.

**Data Analyst III**
**Functional Responsibility**
Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs, including Health IT. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives.

**Education and Experience**
Bachelor’s degree or equivalent and 5 years’ experience.
Health IT Database Administrator

Functional Responsibility
Provides technical expertise and support in planning, acquiring, implementing, and operating database management systems. Designs, configures, troubleshoots, and maintains a database system. Monitors and optimize system performance. Sets user privileges within the database environment. Evaluates and recommends available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures for the processing environments and ensures that data integrity, security, and recoverability are built into the applications. Monitors database performance and evaluates areas to improve efficiency.

Education and Experience
Bachelor’s degree or equivalent and 5 years’ experience.

Executive Sponsor I

Functional Responsibility
Experienced executive professional provides expertise in consulting services across a range of areas, including Health IT. Vast experience in a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty areas. Responsible for providing strategic direction, vision, leadership, and program management support to the project and program teams. Contributes to the overall direction of the client engagement through regular involvement with senior-level client leadership and teams. Maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge. Extensive senior-level/executive business P&L and capture experience. The individual possesses significant industry relationships and may possess experience serving on company or corporate board of directors.

Education and Experience
Bachelor’s degree or equivalent and 12 years’ experience.

Executive Sponsor II

Functional Responsibility
Experienced executive professional provides expertise in consulting services across a range of areas, including Health IT. Vast experience in a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty areas. Responsible for providing strategic direction, vision, leadership, and program management support to the project and program teams. Contributes to the overall direction of the client engagement through regular involvement with senior-level client leadership and teams. Maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge. Extensive
senior-level/executive business P&L and capture experience. The individual possesses significant industry relationships and may possess experience serving on company or corporate board of directors.

**Education and Experience**
Bachelor’s degree or equivalent and 15 years’ experience.

**Graphic Designer**

**Functional Responsibility**
Provides creative conceptualization and supports the design and development of complex graphics and illustrations, including Health IT. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, postcards, and book covers, utilizing various desktop publishing software applications.

**Education and Experience**
Associate’s degree and 1 year of experience.

**Health IT Data Analyst I**

**Functional Responsibility**
Conducts accurate and verified descriptive and statistical analysis of patterns of care and outcomes, and prepares reports for dissemination and presentations. Conducts literature searches/reviews, assists in designing statistical analysis plans, and defines case selection criteria and variable parameters.

**Education and Experience**
Bachelor’s degree or equivalent and 1 year of experience.

**Health IT Data Analyst II**

**Functional Responsibility**
Conducts accurate and verified descriptive and statistical analysis of patterns of care and outcomes, and prepares reports for dissemination and presentations. Conducts literature searches/reviews, assists in designing statistical analysis plans, and defines case selection criteria and variable parameters.

**Education and Experience**
Bachelor’s degree or equivalent and 3 years’ experience.

**Medical Director I**

**Functional Responsibility**
Provides the principal leadership to the organization in conducting reviews of previously analyzed medical claims or records for quality assurance to improve Health IT data. Identifies and prevents instances of fraud, waste, or abuse. Analyzes data to establish whether claims submitted warrant further evaluation. Coordinates and manages analyses, evaluations, and recommendations for optimization of project strategies. Working knowledge of federal, state, and private health related activities. Excellent written and oral communication and interpersonal skills. Ability to effectively interact with all professional parties with whom the employee comes
in contact. Ability to work and communicate via telecommuting/virtual office concept, which position may necessitate. Ability to read handwritten medical records and review sheets. Ability to make oral presentations to groups of healthcare professionals.

**Education and Experience**
Doctorate level degree and 5 years’ experience.

**Medical Director II**

**Functional Responsibility**
Provides clinical oversight of cooperative/continuous improvement and business process improvement projects conducted under large-scale healthcare contracts to improve Health IT data. Maintains ongoing contact with physician opinion leaders at institutions to follow the progress of improvement efforts. Assists in the development of coalitions/collaboratives to promote improvement in healthcare quality.

**Education and Experience**
Doctorate level degree and 7 years’ experience.

**Medical Director III**

**Functional Responsibility**
Provides clinical oversight of cooperative/continuous improvement and business process improvement projects conducted under large-scale healthcare contracts to improve Health IT data. Maintains ongoing contact with physician opinion leaders at institutions to follow the progress of improvement efforts. Assists in the development of coalitions/collaboratives to promote improvement in healthcare quality.

**Education and Experience**
Doctorate level degree and 10 years’ experience.

**Medical Records Coder**

**Functional Responsibility**
Assembles record and ensures all required information is available for review to improve Health IT data. Validates appropriate elements required. Assigns appropriate codes, e.g., E&M Codes, ICD-9 or ICD-10 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), and modifiers.

**Education and Experience**
Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) or appropriate coding specialty certificate and 3 years’ experience.

**Nurse Reviewer I**

**Functional Responsibility**
Abstracts healthcare data from original or photocopied medical records for accurate, detailed information specific to business process improvement within healthcare projects, and conducts ad hoc collection of specific data for cooperative projects to improve Health IT data.
Education and Experience
Associate’s degree and 3 years’ experience.

**Nurse Reviewer II**
**Functional Responsibility**
Abstracts healthcare data from original or photocopied medical records for accurate, detailed information specific to business process improvement within healthcare projects, and conducts ad hoc collection of specific data for cooperative projects to improve Health IT data.

Education and Experience
Associate’s degree and 5 years’ experience.

**Project Director I**
**Functional Responsibility**
Provides strategic and corporate leadership as the key decision maker for programs and contracts, including Health IT. Functions as a corporate monitor overseeing all deliverables and ensuring that all products and deliverables are timely, within scope and of the highest quality. Provides oversight and ensures appropriate execution of all major project activities. Ensures that client relations are positive and productive and that strategic goals are met throughout the contract. Manages the client’s overall budget, provides strategic guidance and participates in key face to face meetings.

Education and Experience
Master’s degree or equivalent and 5 years’ experience.

**Project Director II**
**Functional Responsibility**
Provides strategic and corporate leadership as the key decision maker for programs and contracts, including Health IT. Functions as a corporate monitor overseeing all deliverables and ensuring that all products and deliverables are timely, within scope and of the highest quality. Provides oversight and ensures appropriate execution of all major project activities. Ensures that client relations are positive and productive and that strategic goals are met throughout the contract. Manages the client’s overall budget, provides strategic guidance and participates in key face to face meetings.

Education and Experience
Master’s degree or equivalent and 10 years’ experience.

**Project Manager I**
**Functional Responsibility**
 Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work and/or Health IT encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight.
Acts as liaison with the technical representative of the agency and all partner organizations and staff in performance of requirements of the tasks assigned under the contract. May assist the Program Manager or Director as required in managing contract performance.

**Education and Experience**
Bachelor’s degree or equivalent and 2 years’ experience.

**Project Manager II**

**Functional Responsibility**
Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work and/or Health IT encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Acts as liaison with the technical representative of the agency and all partner organizations and staff in performance of requirements of the tasks assigned under the contract. May assist the Program Manager or Director as required in managing contract performance.

**Education and Experience**
Bachelor’s degree or equivalent and 4 years’ experience.

**Project Manager III**

**Functional Responsibility**
Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work and/or Health IT encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Acts as liaison with the technical representative of the agency and all partner organizations and staff in performance of requirements of the tasks assigned under the contract. May assist the Program Manager or Director as required in managing contract performance.

**Education and Experience**
Bachelor’s degree or equivalent and 7 years’ experience.

**Registered Nurse / Nurse Practitioner**

**Functional Responsibility**
Conducts performance measurement and quality improvement activities to improve Health IT data, which may include, but are not limited to, design of medical record abstraction tools; medical record abstraction; development, conduct and validation of performance improvement projects and studies of healthcare quality, timeliness, and access; and development and validation of performance measures.
Education and Experience
Associate’s degree and 5 years’ experience.

Researcher
Functional Responsibility
Possesses expertise and experience in designing and implementing all phases of the research process, including Health IT. Plans and conducts literature and data review, data collection, data analysis, program evaluation and assessment, writing, and quality assurance review. Makes recommendations for policy, program, or process improvements.

Education and Experience
Master’s degree or equivalent and 5 years’ experience.

Senior Data Analyst
Functional Responsibility
Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles which can lead to improved quality of Health IT data. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Education and Experience
Master’s degree or equivalent and 2 years’ experience.

Statistician
Functional Responsibility
Possesses expertise and experience in quantitative data collection and analysis including Health IT data. Manages data collection efforts, including programming software. Cleans and prepares data for analysis. Develops statistical findings from data sets. Monitors project expenditures and performs project management functions.

Education and Experience
Master’s degree or equivalent and 5 years’ experience.

Technical Writer
Functional Responsibility
Develops materials such as reports, memos, manuals and guides, summaries, proposals, etc., which may include Health IT, to meet the needs of clients. May also develop charts, diagrams, graphs, tables, and other visual supports to primary documents. May involve synthesis of information and materials from a variety of persons and sources.

Education and Experience
Bachelor’s degree or equivalent and 4 years’ experience.
**Web Designer**

**Functional Responsibility**
Creates, designs, and manages website content to ensure the site is engaging, accurate, and incorporates appropriate themes and messaging related to Health IT data. May be the first responder to technical problems on the website. May also provide integral support and content for social media.

**Education and Experience**
Bachelor’s degree or equivalent and 5 years’ experience.

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**Health IT Web Developer**

**Functional Responsibility**
Oversees multi-faceted, Internet media-based communications program area. Heads development of integral product and service strategy. Lends support in building and sustaining successful cross-team management structure capable of providing full range of integrated Internet and communications services. Designs, builds and manages websites. Develops code for front-end and back-end digital/web and technology projects. Develops installation programs for websites. Has knowledge of a variety of concepts, practices, and procedures within a particular field (e.g., SQL, C++, HTML, CGI, JavaScript).

**Education and Experience**
Bachelor’s degree or equivalent and 2 years’ experience.