



*Fedpoint Systems LLC*  
[www.fedpointsystems.com](http://www.fedpointsystems.com)

**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: **Multiple Award Schedule**  
CONTRACT NUMBER: **47QTCA18D00EQ**  
CONTRACT PERIOD: **June 22, 2018 through June 21, 2023**

For more information on ordering from Federal Supply go to this website: [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**CONTRACTOR:**  
FEDPOINT SYSTEMS, LLC  
4571 GOSSAMER WAY  
FAIRFAX, VA, 22033-3738  
703-994-3581

**CONTRACTOR'S ADMINISTRATION SOURCE:**

Mrinal Khosla (MK), CEO  
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FEDPOINT SYSTEMS, LLC  
4571 GOSSAMER WAY, FAIRFAX, VA, 22033-3738  
301-966-3378  
SBA Certified 8(a) Program Participant  
Economically Disadvantaged Women Owned Small Business (EDWOSB)

**1. CUSTOMER INFORMATION:**

**1.a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<u>SIN</u>	<u>DESCRIPTION</u>
54151S	Information Technology Professional Services IT
54151HEAL	Health Information Technology Services
OLM	Order-Level Materials

**1.b. LOWEST PRICED LABOR CATEGORY AND PRICE FOR EACH SIN:**

<u>SIN</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
54151S	Technical Writer I	\$50.49
54151HEAL	Clinical Annotator	\$58.49

**1.c. HOURLY RATES (Services only): SIN 54151S and SIN 54151HEAL**

These services provided at the customer's site and contractor site.

<b>SIN</b>	<b>SERVICE PROPOSED (e.g. Job Title/Task)</b>	<b>PRICE OFFERED TO GSA (including IFF)</b>
54151S	Application Engineer II	\$133.89
54151S	Application Programmer I	\$80.35
54151S	Application Programmer III	\$160.69
54151S	Business Analyst Level I	\$88.82
54151S	Business Analyst Level II	\$119.78
54151S	Business Analyst Level III	\$141.01
54151S	Communication Software Specialist	\$107.03
54151S	Computer Information Research Specialist	\$103.19
32-51	Computer Programmer, Entry Level	\$61.46
54151S	Data Storage Administrator	\$209.10
54151S	Imaging Specialist	\$100.42
54151S	Information Engineer I	\$131.50
54151S	Information Engineer II	\$160.67

54151S	Program Manager	\$220.95
54151S	Project Leader	\$133.46
54151S	Project Manager I	\$148.28
54151S	Project Manager III	\$200.86
54151S	Quality Assurance Analyst	\$100.43
54151S	Quality Assurance Specialist	\$127.21
54151S	Subject Matter Expert II	\$254.42
54151S	System Administrator	\$106.33
54151S	System Architect II	\$207.56
54151S	System Engineer III	\$167.39
54151S	Technical Writer I	\$53.46
54151S	Technical Writer II	\$87.04
54151S	Telecommunication Engineer II	\$120.51
54151S	Training Specialist II	\$113.83
54151S	Web Designer	\$117.83
<b>SIN(s) PROPOSED</b>	<b>SERVICE PROPOSED (e.g. Job Title/Task)</b>	<b>PRICE OFFERED TO GSA (including IFF)</b>
54151HEAL	Clinical Annotator	\$62.53
54151HEAL	Health IT Computer Scientist	\$139.08
54151HEAL	Health IT Computer Scientist, Junior	\$106.24
54151HEAL	Health IT Data Scientist	\$171.25
54151HEAL	Electronic Health Record (EHR) Expert III	\$161.54
54151HEAL	Electronic Health Record (EHR) Expert IV	\$182.38
54151HEAL	Health IT Informatic Specialist/Bioinformatician	\$196.86

54151HEAL	Health IT Pharmacist	\$165.85
54151HEAL	Health IT System Architect and Implementation Lead	\$182.38
54151HEAL	Medical Annotator	\$108.75
54151HEAL	Medical Informaticist	\$126.06
54151HEAL	Health IT Part Time Acute Care Pharmacy Support	\$130.27
54151HEAL	Health IT Senior Survey Research Consultant	\$151.40

2. **MAXIMUM ORDER\*:**

**The maximum order is \$500,000 for SIN 54151HEAL and SIN 54151S**

NOTE TO ORDERING ACTIVITIES: \*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:**

The minimum order is \$100

4. **GEOGRAPHIC COVERAGE**

Domestic

5. **POINT(S) OF PRODUCTION**

N/A

6. **DISCOUNT FROM LIST PRICES:**

GSA Net Prices are shown above. Negotiated discount has been applied and the IFF has been added.

7. **VOLUME DISCOUNT(S):**

1% Orders equal to or greater than \$350,000

8. **PROMPT PAYMENT TERMS:**

1% Net 15 Days

9. **Government Purchase Cards must be accepted at or below the micro-purchase threshold. Government Purchase Cards are not accepted above the micro-purchase threshold.**

10. **FOREIGN ITEMS:**

N/A

11.a. **TIME OF DELIVERY:**

30 days ARO

11.b. **EXPEDITED DELIVERY:**

Negotiated Per Agency Request

11.c. **OVERNIGHT AND 2-DAY DELIVERY:**

N/A

11.d. **URGENT REQUIREMENTS:**

Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:**

Destination

13a. **ORDERING ADDRESS:**

Same as contractor address

13b. **ORDERING PROCEDURES:**

Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. **PAYMENT ADDRESS:**  
Same as contractor address
15. **WARRANTY PROVISION:**  
N/A
16. **EXPORT PACKING CHARGES:**  
N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
N/A
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 AVAILABLE):**  
N/A
- 20.a. **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
- 24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):**  
N/A
- 24.b. **Section 508 Compliance for Electronic and Information Technology (EIT):**  
N/A
25. **DUNS NUMBER:**  
078355846
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**  
Contractor has an Active Registration in the SAM database.

## Labor Category Descriptions

FedPoint Systems LLC Offers the following Labor Category Descriptions to support the effort contemplated herein.

1. **Title: Application Engineer II**

Minimum Education: Bachelors

Minimum Years of Experience: 7

Functional Responsibilities: Analyze and study complex system requirements. Design software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manage software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimate software development costs and schedule. Review existing programs and assist in making refinements, reducing operating time, and improving current techniques. Supervise software configuration management.

2. **Title: Application Programmer I**

Minimum Education: Bachelors

Minimum Years of Experience: 3

Functional Responsibilities: Assist with the analysis of information requirements. Aid in the evaluation of problems with workflow, organization, and planning and help in the development of appropriate corrective action.

3. **Title: Application Programmer III**

Minimum Education: Bachelors

Minimum Years of Experience: 7

Functional Responsibilities: Analyze functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance software to reduce operating time or improve efficiency. Provide technical direction to programmers to ensure program deadlines are met. Experience in information system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.

4. **Title: Business Analyst Level I**

Minimum Education: Bachelors

Minimum Years of Experience: 1

Functional Responsibilities: Provide expertise in business process and system analysis, design, improvement, and implementation efforts and in translating business process needs into technical requirements. Provide expertise in change management and training support. Provide organizational and strategic planning for a wide variety of technical and functional environments. Provide expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis.

5. **Title: Business Analyst Level II**

Minimum Education: Bachelors

Minimum Years of Experience: 4

Functional Responsibilities: Assist in applying common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources, Finance, Supply, and operations. Identify information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced IT. Commensurate experience and education.

6. **Title: Business Analyst Level III**

Minimum Education: Bachelors

Minimum Years of Experience: 6

Functional Responsibilities: Assist in applying common best practices for the industry to the customer using a

knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources, Finance, Supply, and operations. Identify information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generate functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participate in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as ERP implementations coordinating the resolution of highly complex problems and tasks. Commensurate experience and education.

7. **Title: Communication Software Specialist**

Minimum Education: Masters

Minimum Years of Experience: 9

Functional Responsibilities: Analyze network and computer communications software characteristics and recommend software procurement, removals, and modifications. Add, delete, and modify as required, host, terminal, and network devices in light of discerned software needs/problems. Assist and coordinate with communications network specialists in the area of communications software.

8. **Title: Computer Information Research Specialist**

Minimum Education: Masters

Minimum Years of Experience: 3

Functional Responsibilities: Designs, develops, and tests computing tools to address research questions. Coordinates the developed tools to function with specified hardware, software, and related systems, or works with a team to improve these systems to meet the requirements of the computing tools. Collaborates with others to develop, test, refine, and apply advanced statistical, mathematical, computer programming, and data science methods including computer vision and natural language processing. Assists with designing and overseeing research studies, including setting study objectives, identifying relevant data or information sources, ensuring that study methods are scientifically sound approaches for addressing said objectives, assisting with analysis of study output, and disseminating study findings.

9. **Title: Computer Programmer, Entry Level**

Minimum Education level: Bachelors

Minimum Years of Experience: 1

Functional Responsibilities:

Responsibilities include development of new code, and refinement/trouble shooting of existing code using software such as Python, R, Stata, and SAS. Participate in team efforts to develop, test, and refine novel programming methods and toolkits that may include natural language processing (NLP) and optical character recognition (OCR) efforts.

Provide General programming support, including trouble shooting existing scripts

- Evaluate data elements for their applicability to specific projects and analyses and suggest which elements would be most useful for the intended purpose

- Organize, clean, and summarize data for further analysis

- Write Windows scripts to create workflows (and perform batch processing)

- Troubleshoot scripts and programs to ensure successful use of said scripts and programs in the SSA environment

NLP:

- Index text documents (for key words or phrases)

- Develop scripts to search/retrieve text information

- Test and evaluate developed scripts, modify algorithms as needed to improve retrieval precision

- Retrieve text information (e.g., medical decision files)

- Evaluate and analyze retrieved information

- Support the creation of NLP toolkits and algorithms

OCR:

- Scan documents/data

- Evaluate quality and accuracy of scanned documents and data and make adjustments as needed (e.g., clean up errors)

- Trial different OCR software to find the tools and workflows that work best for different projects



10. **Title: Data Storage Administrator**

Minimum Education level: Bachelors

Minimum Years of Experience: 10

Functional Responsibilities: Direct and oversee the design and development of systems used for managing data such as data warehouses, data stores, and other business intelligence systems. Responsible for maintaining and monitoring the data systems to ensure they meet organizational requirements. Familiar with a variety of the field's concepts, practices, and procedures. Rely on extensive experience and judgement to plan and accomplish goals.

11. **Title: Imaging Specialist**

Minimum Education level: Bachelors

Minimum Years of Experience: 6

Functional Responsibilities: Digitize images into databases for preservation and enhancement by imaging software. Use hardware and software to fine-tune original digital image for color and resolution and perform quality assurance. Store digital image files on various digital media. Maintain records of workflow, image creation and storage of digital files. Develop procedures for programming and execution of software to manipulate digital images.

12. **Title: Information Engineer I**

Minimum Education level: Bachelors

Minimum Years of Experience: 3

Functional Responsibilities: Apply business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Apply, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems and data warehouses. Construct sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

13. **Title: Information Engineer II**

Minimum Education level: Bachelors

Minimum Years of Experience: 6

Functional Responsibilities: Apply an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develop analytical and computational techniques and methodology for problem solutions. Perform enterprise wide strategic systems planning, business information planning, business and analysis. Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering tools. Apply reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provide technical guidance in software engineering techniques and automated support tools. Provide daily supervision and direction to staff.

14. **Title: Program Manager**

Minimum Education level: Masters

Minimum Years of Experience: 12

Functional Responsibilities: Serve as the program manager typically responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and inter-related project tasks that often require managing teams of contractor personnel at multiple locations. Provide overall direction of program activities. Manage and maintain contractor interface with the senior levels of the customer's organization. Consult with customer and contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules and costs and contractual obligations. Establish and maintain technical and financial reports to show progress of projects to management and customers, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks, and assume the initiative and provide support to marketing personnel in identifying and acquiring potential business.

15. **Title: Project Leader**

Minimum Education level: Bachelors

Minimum Years of Experience: 11

Functional Responsibilities: Consult in a specific functional area of project. Support the development of work plans to fulfill government requirements. Support formulation of milestone schedules or other documented plans. Commensurate education and experience.

16. **Title: Project Manager I**

Minimum Education level: Bachelors

Minimum Years of Experience: 6

Functional Responsibilities: Typically oversee all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyze new and complex project- related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.

17. **Title: Project Manager III**

Minimum Education level: Masters

Minimum Years of Experience: 8

Functional Responsibilities: Typically oversee all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyze new and complex project- related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.

18. **Title: Quality Assurance Analyst**

Minimum Education level: Bachelors

Minimum Years of Experience: 5

Functional Responsibilities: Provide technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinate with the Project Manager and/or Quality Assurance Manager to ensure that problems are solved to the user's satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepare milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

19. **Title: Quality Assurance Specialist**

Minimum Education level: Bachelors

Minimum Years of Experience: 2

Functional Responsibilities: Develop and implement quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develop and define major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establish and maintain a process for evaluating hardware, software, and associated documentation and/or assist in the evaluation. Conduct and/or participate in formal and informal reviews at pre- determined points throughout the development life cycle.

20. **Title: Subject Matter Expert II**

Minimum Education level: Masters

Minimum Years of Experience: 10

Functional Responsibilities: Analyze user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Possess requisite knowledge and expertise so recognized in the professional community that

the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrate exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

**21. Title: System Administrator**

Minimum Education level: Bachelors

Minimum Years of Experience: 4

Functional Responsibilities:

- a. Serve as a Systems administrator resource to perform the following duties:
  - i. Perform regular file archival and purges, as necessary.; Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes, or disks, and media is recycled and sent off site as necessary.; Perform daily system monitoring; verify the integrity and availability of all hardware, server resources, systems, and key processes; review system and application logs; and verify completion of scheduled jobs such as backups.
  - ii. Research and recommend innovative and automated approaches for system administration tasks. Identify approaches that leverage resources and provide economies of scale.
  - iii. Develop and maintain installation and configuration procedures.
  - iv. Install new/rebuild existing servers and configures hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
  - v. Evaluate, install, maintain, and troubleshoot application and database services for on UNIX/LINUX , WINDOWS and virtual servers.
- b. Assist with daily systems administrator tasks with an emphasis on changes driven by vulnerability analyses. Formulate and execute remediation activities for vulnerabilities found for servers, software, operating systems and other equipment.
- c. Communicate and coordinate activities for security related patches, fixes and upgrades.
- d. Work closely and collaboratively with the Security Office and assist with the implementation, usage, administration, maintenance, and/or monitoring of various perimeter security initiatives
- e. Follow established NIST and other incident escalation processes and coordinates response to computer security incidents
- f. Participate in responses to cybersecurity incidents within the pertinent domain to mitigate immediate and potential threats.
- g. Participate in Post-Incident Activities/Lessons Learned.

**22. Title: System Architect II**

Minimum Education level: Bachelors

Minimum Years of Experience: 10

Functional Responsibilities: Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the OSI and ISO reference models, and profiles of standards - such as IEEE OSE reference model - as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

**23. Title: System Engineer III**

Minimum Education level: Masters

Minimum Years of Experience: 5

Functional Responsibilities: Supervise, coordinate and/or perform additions and changes to network hardware and operating systems, and attached devices; including investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems including the evaluation of system utilization, monitoring response time and

primary support for detection and correction of operational problems. Troubleshoot at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware devices at the logical level working with communication protocols. Participate in planning design, technical review and implementation for new network infrastructure hardware and network operating systems for voice and data communication networks. Maintain network infrastructure standards including network communication protocols such as TCP/IP. Provide technical consultation, training and support to IT staff as designated by the government. Diagnose and resolve complex communication problems.

**24. Title: Technical Writer I**

Minimum Education level: Bachelors

Minimum Years of Experience: 2

Functional Responsibilities: Assist in writing and/or editing technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction.

**25. Title: Technical Writer II**

Minimum Education level: Bachelors

Minimum Years of Experience: 4

Functional Responsibilities: Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction.

**26. Title: Telecommunication Engineer II**

Minimum Education level: Bachelors

Minimum Years of Experience: 3

Functional Responsibilities: Manage the translation of business requirements into telecommunications requirements, designs and orders. Provide in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts. Provide telecommunications enhancement designs for medium and large-scale telecommunication infrastructures. Provide interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Support telecommunications infrastructure using technology, and telecommunications engineering best practices; Transport Control Protocol / Internet Protocol (TCP/IP), routing protocols, LAN switching, Internet and Intranet systems, and Simple Network Management Protocol (SNMP) based network management systems. Lead design efforts that require in-depth technical knowledge of both wide area and local area communications. Analyze network performance with tools such as Sniffers, Concord Network Health, or Network Informant; network management tools such as Hewlett Packard Openview or Tivoli; the conduct of capacity planning and performance engineering; modeling and simulation tools such as COMNET III, Netmaker Mainstation, NetRule, or OPNET products. Perform comparative analysis of systems and designs based on merit and cost (in terms of capital and ongoing operations); and/or engineering economics (engineering-related cost benefit analysis). May provide daily supervision and direction to support staff.

27. **Title: Training Specialist II**

Minimum Education level: Bachelors

Minimum Years of Experience: 3

Functional Responsibilities: Conduct the research necessary to develop and revise training courses. Develop and revise courses and prepare appropriate training catalogs. Prepare instructor materials (course outline, background material, and training aids). Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops and seminars. Prepare reports and monitor training tasks in support of the goals of the Contractor Program Manager and the government sponsor(s) using standard training standards and software and hardware programs such as modeling and simulation and prototyping efforts. Provide input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected. Commensurate education and experience.

28. **Title: Web Designer**

Minimum Education level: Bachelors

Minimum Years of Experience: 3

Functional Responsibilities: Provide support in upgrading, maintaining and creating content for Agency web-site under the guidance of Web Project Manager. Provide day-to-day site design and creation. Apply business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Apply, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems and data warehouses. Construct sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives Experience in web design and development using HTML and Java is required. Provide on-the-job training for the development, maintenance, and updating of Web pages. Must have good communication skills and the ability to work with all levels of management and technical personnel. Must possess a working knowledge of browsers, editors, graphic design software (e.g., Photoshop, Illustrator). Experience with animation software and image optimization is desirable.

29. **Title: Clinical Annotator**

Minimum Education: Bachelors

Minimum Years of Experience: 3

Functional Responsibilities: Clinical Annotator has specific expertise in medical language and interpretation, extraction of functional information from medical records, and medical coding, to support the research. The Annotator serves as a clinical expert with a strong conceptual basis in medical and functional language responsible for identifying and prioritizing technical terms relevant to whole body function, itemizing and organizing terms, and performing research to connect terms and/or identify equivalent terms.

30. **Title: Health IT Computer Scientist**

Minimum Education level: PhD

Minimum Years of Experience: 10

Functional Responsibilities:

- a. Conduct original research and use analytic methods to solve real world problems.
- b. Use advanced knowledge in machine learning, statistics, text mining, and data science to come up with creative solutions to complex real-world problems in the fields of healthcare, rehabilitation and disability.
- c. Maintain thorough understanding of the substantive research problems that relate to the scientific discipline; develop analytical and/or statistical models for use in preparing evaluation criteria or data collection/reduction requirements; apply a variety of analytic principles and techniques.
- d. Initiate, formulate, plan and execute analytic research projects; research the quality of methodologies and measures pertaining to the assessment of the subject matter being studied.
- e. Develop decision support tools based on advanced analytic methods; participate in all phases of project development and collaboration, including specification of research questions, selection of appropriate data sources, development of a plan of analysis incorporating advanced analytics, development of new analytical

methods necessary for the completion of the study, execution of the analysis, interpretation and dissemination of the findings, and development of decision support tools based on the findings; apply a variety of statistical and computational techniques to solve complex problems.

- f. Evaluate new analytic methods and software and adapts them if necessary; develop data resources, identify and acquire data sources, edit and evaluate the quality of data, convert the data to the most efficient computerized form.
- g. Perform and document computer programming to implement the analysis; upgrade statistical systems to incorporate the most current data and procedures.
- h. Plan and carry out quality control programs and select appropriate statistical methods for use in quality control analysis to ensure the reliability and consistency of the data while measuring data limitations.
- i. Identify inadequacies and inconsistencies in data, development of procedures and methodology to modify the data, and modifying or overseeing the modification of the data.
- j. Serve as an expert consultant and advisor to top-level subject matter experts and agency officials.
- k. Identify specific research areas that merit investigation, develop new hypotheses and approaches for studies, and evaluate the feasibility of such endeavors.
- l. Initiate, formulate, plan, execute, and control studies, which are designed for the purpose of identifying health and disability-related issues and improving programs and policies.
- m. Provide technical consultation and leadership on complex analytic projects and consults and collaborate with other scientists on aspects of study design, analysis, and interpretation.
- n. Analyze and prepare the more complex aspects of the projects; provide technical assistance to other professionals on the use of complex statistical and computational techniques.
- o. Examine reports and articles prepared by others within the organization as part of the peer review process.
- p. Serve as a technical expert with respect to statistical interpretation; prepare comprehensive reports of study results to include discussion of substantive research objectives; assesses the adequacy and quality of data used in analyses.
- q. Prepare an explanation of the methodologies, results, and relevance of issues and problems under study; disseminate results of research projects in a wide range of venues including publications, peer reviewed journals, summaries, manuscripts, and special reports. Present results to the scientific community at professional meetings and conferences.
- r. Maintain current knowledge of relevant new developments in statistical research, machine learning, text mining, and data science.
- s. Solve novel, obstinate and obscure problems that require extending existing methods, developing new statistical or other approaches; work under time pressure without compromising data quality.

**31. Title: Health IT Computer Scientist, Junior**

Minimum Education: PhD.

Minimum Years of Experience: 1

Functional Responsibilities: Explore, investigate, and develop new techniques and methodologies in the area of Natural Language Processing (NLP) with focus in the areas of medical information extraction, medical named entity recognition namely identifying functional named entities, and mental health prediction using social media and medical health records. Implement prototypes using Python, TensorFlow, and Java, to validate the effectiveness of the developed approaches. Deploy machine learning techniques in the area of NLP, such as Support Vector Machines (SVM), Conditional Random Field (CRF), and Deep Neural Network (DNN) models, especially for sequence labeling.

**32. Title: Health IT Data Scientist**

Minimum Education: PhD.

Minimum Years of Experience: 10

Functional Responsibilities:

Summary: Serve as technical lead/data scientist in developing advance analytical research with machine learning, data mining, and natural language processing (NLP) techniques in four areas: Case Prioritization and Eligibility, Adjudicator Support Tools, Quality and Productivity Tools, and Functional Assessment Tool. Participate, Support, and lead projects involving research with expertise spanning data mining, machine learning, natural language processing, biostatistics, computer vision, image processing, and applied mathematics.

Details:

- a. Provide statistical guidance
- b. Oversee statistical analyses
- c. Assist project teams with problem solving related to data and analyses
- d. Conduct independent and support group statistical, mathematical, and computing research.
- e. Solve complex statistical and mathematical problems relevant to research
- f. Plan and execute research assignments, including formulating feasible analytical plans, careful data preparation, performing accurate statistical analyses, and sound interpretation of results.
- g. Based upon analytical expertise, inform development of outcome metrics and productivity standards
- h. Apply, extend or develop innovative statistical and mathematical methods for data analysis to address problems
- i. Conduct extensive and critical literature reviews of analytic methods that have been applied across a broad range of scientific fields, including but not limited to, metrics and methods to measure the quality of medical data, assessment of the relationships between medical and functional data, development of functional profiles, batch processing models, machine learning and deep learning, and automated information retrieval methods, in order to identify the most useful methods to be applied to problems.
- j. Participate as member of a team to develop approaches to address complex scientific and other technical problems, derive solutions, convert solutions to equations and then to a format processed by computer.
- k. Resolve statistical formulations and encode resultant equations for processing by applying knowledge of numerical or computational methods, or advanced mathematics with full understanding of capabilities and limitations of computer hardware and software.
- l. Optimize computational efficiency of these programs and develop solutions that are compatible with existing computing systems and processes.
- m. Work with team members to review output and confer with other scientific and technical personnel to resolve problems of intent, inaccuracy or feasibility of computer processing.
- n. Disseminate methods to top ranking, peer-reviewed statistics/biostatistics journals.
- o. Conduct tasks and maintenance associated with the security, performance, and operation of the servers.
- p. Select, price, and purchase computer hardware, software, and peripherals
- q. Perform daily tasks and maintenance associated with the security, performance, and operation of the servers
- r. Provide instruction in statistical, mathematical or computational methods including critical review and discussion of seminal publications.
- s. Provide instruction in and advice on the use of analytic software.
- t. Conduct statistical protocol review

**33. Title: Electronic Health Record (EHR) Expert III**

Minimum Education level: Bachelors

Minimum Years of Experience: 10

Functional Responsibilities: Design and develop solutions utilizing Medical Logic Modules (MLMs) and configuration strategies which support various clinical initiatives as related to medication use within the Electronic Health Record (EHR) System's medical record. Develop SQL queries to list configuration content associated with medications to ensure consistency with regard to medication ordering, dispensing and administration. Analyze clinical decision support alert data in an effort to provide recommendations to increase alert effectiveness. Assist with troubleshooting and problem solving as needed.

**34. Title: Electronic Health Record (EHR) Expert IV**

Minimum Education level: Masters

Minimum Years of Experience: 10

Functional Responsibilities: Develop clinical documentation notes within the Electronic Health Records (HER) Systems. Identify, analyze and prioritize documentation needs and requirements. Analyzes complex clinical operations and structure processes to facilitate decision making regarding clinical documentation in EHR. Participates in rounding/shadowing with a variety of clinical end users to gather requirements from and perform gap analysis. Follow the Clinical Documentation configuration management process from idea, design, development, test, implementation and maintenance.

**35. Title: Health IT Informatic Specialist/Bioinformatician**

Minimum Education level: Masters

Minimum Years of Experience: 6

Functional Responsibilities: Provide high level expertise in the application of technology to areas of interest to government health organizations including Medical Informatics or Public Health Informatics; statistics, bio-statistics, mathematics; specific tools and data resources relevant to the federal health mission including SAS, Epi Info, etc.; applying sound quantitative data and methods to support deployment of resources for massive public health surveillance, prevention and intervention campaigns and related health activities. Provide expertise across a wide variety of IT areas as applied to public health, including information retrieval technology, decision science, web technology, data mining, expert systems, networking, public health science, and education. Provide expertise in the integration of a variety of heterogeneous public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations; with national and/or international standards development activities such as HL7, X12, W3C; and in the application of advanced scientific visualization technology to public health science and practice.

**36. Title: Health IT Pharmacist**

Minimum Education level: Bachelor

Minimum Years of Experience: 6

Functional Responsibilities: Implement and maintain Information technology components and integrations of the Pharmacy Systems. This includes components of Electronic Health Record (EHR) Systems, workflows, patient safety, Clinical data systems, and learning management systems.

**37. Title: Health IT System Architect and Implementation Lead**

Minimum Education level: Bachelors

Minimum Years of Experience 10

Functional Responsibilities: Creates extension systems for Electronic Health Record (EHR) Systems. Use Web-based, Windows.NET, Ruby on Rails, and ASP technologies to implement secure, replicable, managed extensions to the EHR to provide image display, portal access, and functional extension of the basic system. Implement to provide architecturally sound and integrated solutions that support and augment the existing workflows.

**38. Title: Medical Annotator**

Minimum Education: PhD.

Minimum Years of Experience: 2

Functional Responsibilities: Mining functional information for elements of interest such as Mobility, Self-care, and Domestic life from electronic medical records from different sources using the International Classification of Functioning, Disability and Health (ICF) as a framework and using tools such as GATE Developer or other open software that allows the user to create a schema for the extraction of this information.

**39. Title: Medical Informaticist**

Minimum Education level: MD

Minimum Years of Experience: 10

Functional Responsibilities: Function as part of a team converting clinical data to research data and subsequently distributing that data to a large research community. Manage technical relationships with customer systems. Spearhead an effort to optimize data delivery to a clinical trial management system. Maintain a research coding system of clinical laboratory tests. Provide input on various aspects of research database development including search strategies and documentation.

**40. Title: Health IT Part Time Acute Care Pharmacy Support**

Minimum Education: Bachelor's

Minimum Years of Experience: 5

Functional Responsibilities:

- Manage dictionaries in Electronic Health Record (EHR) system related to medication orders. (UOMs, frequencies, routes, user defined dictionaries, user defined data items, etc.)
- Build order forms and task forms.



- Configure new medications (formulary and investigational) in EHR System
- Create medication order sets for chemotherapy, investigational meds, and others meds that need to be grouped together.
- Build order set forms for medication order sets. Create entries in list catalog for ‘messages’ to appear on order set forms.
- Manage the security required to limit access to investigational medications.
- Manage Environmental Profile settings related to medication orders, administration, and bar coding.
- Deactivate order sets for protocols that have been terminated.
- Medical Logic Module (MLM) build for form-called MLMs related to pharmacy

41. **Title: Health IT Senior Survey Research Consultant**

Minimum Education: PhD.

Minimum Years of Experience: 10

Functional Responsibilities: Support and consult on statistical, mathematical, epidemiological and survey research operations. Conduct research reviews, prepare papers for peer review in high impact scientific journals. Provide consultation and advice and prepare documents for Board review, operational documents, and DbGap and other databases. Recommend appropriate statistics and mathematical approaches and develop guidelines for Federal regulations. Consult on designing, planning and implementing of epidemiologic survey research. Prepare statistical reports, data user codebooks, and various other reports and verify reliability, validity and precision of survey estimates.

## **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

### **1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

### **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either
  - i. Cancel the stop-work order; or

- ii. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - i. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - ii. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refer to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be

consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products.

Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time- and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

24. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

25. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- The offeror;
- Subcontractors; and/or
- Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## 14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## 15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## 16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts

and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

## **TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM NUMBER 54151HEAL)**

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

### **1. SCOPE**

- a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- a. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8)
- b. This SIN provides ordering activities with access to Health IT services.
- c. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- d. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. ORDER**

- a. Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **3. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of Health IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. All travel will be agreed upon with the client prior to the Contractor's travel.

### **4. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT

## TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009)

(ALTERNATE I – OCT 2008)

(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

### **5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

### **6. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

### **7. INDEPENDENT CONTRACTOR**

All Health IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.\

### **8. ORGANIZATIONAL CONFLICTS OF INTEREST**

Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refer to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

### **9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Health IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

### **10. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **11. INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **12. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 54151HEAL Health IT Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all Health IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: Health IT Subject Matter Expert Minimum Experience: Ten (10) years. Functional Responsibilities: Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/ redesign, clinical content development, and communications and training strategies for information technology solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.