Ward Circle Strategies, Inc.
2101 L Street NW, Suite 800
Washington, DC 06902-2451
Phone: 202-367-9104
Fax: 202-857-3977
Website: http://wardcirclestrategies.com

Business Size: Small Business
Veteran Owned Small Business
Contractor’s Administration Source: gsa@wardcirclestrategies.com

Contract Number: 47QTCA20D0054
Period Covered by Contract: January 28, 2020 through January 27, 2025
Price List Current through Modification PA-0003, dated February 26, 2020

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov. 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.
WARD CIRCLE STRATEGIES, INC. INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN RC</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN1</td>
<td>SIN RC</td>
<td>Health Information Technology Services</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE PER SIN: See Awarded Price List

1c. HOURLY RATES: See Awarded Price List

2. MAXIMUM ORDER: $500,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: Domestic delivery including Alaska, Hawaii, and Puerto Rico.

5. POINT OF PRODUCTION: United States

6. DISCOUNT FROM LIST PRICES: Prices are listed as GSA Net, discount deducted and IFF included.

7. QUANTITY DISCOUNT: None

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.

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: As Negotiated

11b. EXPEDITED DELIVERY: To be negotiated at the task order level.

11c. OVERNIGHT AND 2-DAY DELIVERY: To be negotiated at the task order level.

11d. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB POINT: Destination
13a. ORDERING ADDRESS: Ward Circle Strategies, Inc.
2101 L Street NW, Suite 800
Washington, DC 06902-2451
Phone: 202-367-9104
Fax: 202-857-3977
Website: http://wardcirclestrategies.com

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

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15. WARRANTY PROVISION: Not Applicable with Services

16. EXPORT PACKING CHARGES: None

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Ward Circle Strategies, Inc. will accept Government purchase cards for orders above and below the micro-purchase threshold.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND: N/A

19. TERMS AND CONDITIONS OF INSTALLATION: N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A

22. LIST OF PARTICIPATING DEALERS: N/A

23. PREVENTIVE MAINTENANCE: N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. SECTION 508 COMPLIANCE: If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and will be addressed on a task order basis. The EIT standards can be found at: www.Section508.gov

25. DUNS NUMBER: 961843807

26. NOTIFICATION REGARDING IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Ward Circle Strategies, Inc. has an Active Registration in the SAM database.
CAGE CODE: 637M5
### AWARDED LABOR RATES

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>54151HEAL</td>
<td>Health Applications Systems Analyst</td>
<td>$85.52</td>
<td>$87.83</td>
<td>$90.20</td>
<td>$92.64</td>
<td>$95.14</td>
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<tr>
<td>54151HEAL</td>
<td>Health Senior Application Systems Analyst</td>
<td>$104.56</td>
<td>$107.38</td>
<td>$110.28</td>
<td>$113.26</td>
<td>$116.32</td>
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<td>54151HEAL</td>
<td>Health Business Process Engineer - Junior</td>
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<td>$58.18</td>
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<td>$61.36</td>
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<td>Health Business Process Engineer - Middle</td>
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<td>Health Business Process Engineer - Intermediate</td>
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<td>$81.17</td>
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<td>54151HEAL</td>
<td>Health Business Process Engineer - Senior</td>
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<td>$131.89</td>
<td>$135.46</td>
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<td>54151HEAL</td>
<td>Health Performance Management/Metric Analyst</td>
<td>$86.11</td>
<td>$88.43</td>
<td>$90.82</td>
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<td>54151HEAL</td>
<td>Health Graphics Specialist I</td>
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<td>$58.06</td>
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<td>54151HEAL</td>
<td>Health Program Manager</td>
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<td>54151HEAL</td>
<td>Health Subject Matter Expert 5</td>
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<td>Health Technical Writer</td>
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<td>$52.53</td>
<td>$53.95</td>
<td>$55.40</td>
<td>$56.90</td>
</tr>
</tbody>
</table>

**Labor Category Descriptions**

**Health Applications Systems Analyst**

*Responsibilities:* With minimal supervision, has the ability to: describe techniques for building software systems to meet the needs of Government, or other organizations; identify requirements, deciding how the requirements will be met by the system, designing suitable software and/or hardware components, and implementing the system; perform in a timely and cost-effective manner, resulting in final products that meet agreed upon specifications and quality standards. Conversant in the knowledge and skills relevant to the design, implementation and delivery of software systems. Ability to analyze and produce quality solutions on time and to budget.

*Minimum Education:* Bachelors Degree

*Minimum Experience:* 2 years experience

**Health Senior Application Systems Analyst**

*Responsibilities:* Demonstrated experience and ability to describe techniques for building complex software systems to meet the needs of Government, or other organizations. Demonstrated experience and ability to identify requirements, deciding how the requirements will be met by the system, designing suitable software and/or hardware components, and implementing the system. Ability to perform in a timely and cost-effective manner, resulting in final products that meet agreed upon specifications and quality standards. Possesses knowledge and skills relevant to the design, implementation and delivery of sophisticated software systems. Ability to tackle complex problems and produce high-quality solutions on time and to budget.

*Minimum Education:* Bachelors Degree

*Minimum Experience:* 7 years experience
Health Business Process Engineer - Junior
*Responsibilities:* Assist with identification, assessment, and recording of near, medium and long-term business needs and health technology solutions. Prepare and track project plans for project inception to completion. Assist with facilitation of the implementation of new functionality, training and troubleshooting. Participates in effective problem solving.
*Minimum Education:* Bachelors Degree
*Minimum Experience:* 1 years experience

Health Business Process Engineer - Middle
*Responsibilities:* Assist with identification, assessment, and recording of near, medium and long-term business needs and health technology solutions. Prepare and track project plans for project inception to completion. Supervise day-to-day individual workload, monitor milestones and critical dates. Assist with facilitation of the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving.
*Minimum Education:* Bachelors Degree
*Minimum Experience:* 2 years experience

Health Business Process Engineer - Intermediate
*Responsibilities:* Identify, assess, and record near, medium and long-term business needs and health technology solutions. Conduct requirements gathering meetings, prepare meeting notes and follow up on agreed action items. Provide use-case scenarios. Prepare and track project plans for project inception to completion. Manage day-to-day individual workload, monitor milestones and critical dates. Document business requirements and communicate them to build team. Facilitate the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving.
*Minimum Education:* Bachelors Degree
*Minimum Experience:* 5 years experience

Health Business Process Engineer - Senior
*Responsibilities:* Identify, assess, and record near, medium and long-term business needs and health technology solutions. Conduct requirements gathering meetings, prepare meeting notes and follow up on agreed action items. Provide use-case scenarios. Prepare and track project plans for project inception to completion. Manage day-to-day individual workload, monitor milestones and critical dates. Document business requirements and communicate them to build team. Facilitate the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving.
*Minimum Education:* Bachelors Degree
*Minimum Experience:* 7 years experience

Health Performance Management/Metric Analyst
*Responsibilities:* Provides analytical management assistance by planning, coordinating, and directing programs, conducting surveys and studies, and special projects. Performs responsible administrative research and analyses and provides recommendations.
*Minimum Education:* Bachelors Degree
*Minimum Experience:* 5 years experience
Health Graphics Specialist I

**Responsibilities:** Demonstrated experience and ability to create graphic design, artwork and documentation layout and augment existing documents with value-added visuals, including on-line, interactive, Internet and World Wide Web documents. Demonstrated ability to apply creativity and resourcefulness and the regular use of independent judgment when interfacing with customers and staff. Ability to apply a wide variety of software tools to resolve complex design problems.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 1 year experience

Health Program Manager

**Responsibilities:** Manage the activities of a group of management, direct multiple activities of a group of management, organize and provide business process improvement staff to execute the business plans, developing plans and projects, determining needs, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, and managing staff. Should be able to act as senior resource for a specific discipline or function. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Directly supervises contractor employees. Responsible for interviewing, hiring, and training contractor employees. Responsible for staff development, planning, assigning and directing work. Responsible for addressing complaints and resolving problems

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 10 years experience

Health Subject Matter Expert 5

**Responsibilities:** Provide enterprise-wide technical management and direction for problem definition, analysis and requirements development and implementation for very complex systems in the subject matter area. Provide workable recommendations and advice to client executive management on emerging health technology, system improvements, optimization and maintenance in the following areas: Information Systems Architecture, Automation, Telecommunications, Networking, Communication Protocols, Software, Electronic Email, Modeling and Simulation, Data Storage and Retrieval.

**Minimum Education:** Masters Degree  
**Minimum Experience:** 10 years experience

Health Technical Writer

**Responsibilities:** Write a wide assortment of technical documents. Plan, develop, maintain, rewrite, and produce computer software/systems related documentation including tailoring style and readability to user requirements. Assist programmers and engineers in developing on-line documentation. Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Writes reports, documentation (e.g., system specifications, operator manuals, reference manuals, and pamphlets) for information management systems and new releases of technical material; applying word processing, graphics and audio visual communications techniques for technical or scientific subject matter; and assisting programmers and engineers in developing on-line documentation.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 1 years experience

**Substitution:**  
4 years of experience or an Associate’s Degree and 2 years of experience may be substituted for a Bachelor’s degree.  
A Bachelor’s degree and 2 years of experience may be substituted for a Master’s degree.