General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule 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 are available through GSA-Advantage™, a menu-driven database system. The Internet address for GSA-Advantage™ is: http://www.gsaadvantage.gov

Multiple Award Schedule (MAS)
Contract Number: 47QTCA20D00FN

HealthTech Solutions, LLC
2030 Hoover Boulevard
Frankfort, KY 40601
Phone: (502) 352-2460
Fax: (502) 219-9000
www.healthtechsolutions.com
Contract Administrator: Penni Hays, penni.hays@healthtechsolutions.com

Contract Period: 09/28/2020 - 09/27/2025
Business Size / Status: Small Disadvantaged

Prices shown herein are NET (discount deducted).

Pricelist current through PA-0003 dated January 21, 2021

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
   Please refer to page #3 and GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions
   SIN 54151HEAL/RC/STLOC, Health Information Technology Services
   SIN 541611/RC, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
   SIN OLM/RC/STLOC, Order-Level Materials (OLMs)

1b. Lowest Priced Model Number and Lowest Price:
   Please refer to our rates beginning on page #10

1c. Labor Category Descriptions:
   Please refer to page #11

2. Maximum Order:
   SIN 54151HEAL/RC/STLOC: $ 500,000
   SIN 541611/RC: $ 1,000,000
   SIN OLM/RC/STLOC: $250,000

3. Minimum Order:
   $ 100.00

4. Geographic Coverage:
   Domestic delivery, includes Alaska, Hawaii, Puerto Rico, and US Territories

5. Point of Production:
   Not Applicable

6. Discount from List Price:
   All Prices Herein are Net

7. Quantity Discounts:
   None offered

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. Foreign Items:
   None

10a. Time of Delivery:
   As negotiated with Ordering Agency

10b. Expedited Delivery:
   Contact contractor for availability

10c. Overnight and 2-Day Delivery:
   Contact contractor for availability

10d. Urgent Requirement:
   Contact contractor for availability

11. F.O.B. Point:
   Destination

12a. Ordering Address:
   HealthTech Solutions, LLC
   Attn: Frank Lassiter, GSA Orders
   2030 Hoover Boulevard
   Frankfort, KY 40601

12b. 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.
13. Payment Address: HealthTech Solutions, LLC
   Attn: Frank Lassiter
   2030 Hoover Boulevard
   Frankfort, KY 40601

14. Warranty Provision: Not Applicable

15. Export Packing Charges: Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

17. Terms and conditions of installation (if applicable): Not Applicable

18a. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices (if applicable): Not Applicable

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventative maintenance (if applicable) Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable

22b. 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/ Contact Contractor for more information.

23. Data Universal Number System (DUNS) Number: 078423604

24. HealthTech Solutions, LLC is registered in the System for Award Management (SAM).
CONTRACT OVERVIEW
GSA awarded HealthTech Solutions, LLC Multiple Award Schedule (MAS) contract number 47QTCA20D00FN with base period 09/28/2020 - 09/27/2025. GSA may exercise up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR
Penni Hays, Contract Administrator
HealthTech Solutions, LLC
2030 Hoover Boulevard
Frankfort, KY 40601
Telephone: (502) 352-2460
Email: penni.hays@healthtechsolutions.com

CONTRACT USE
This contract is available for use by all federal government agencies, as a source for Professional Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE
The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order. Services specified in a task order may be performed at the contractor’s facilities or the ordering agencies’ facilities. The government will determine the contractor’s compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS
The Special Item Numbers (SINs) available under this contract provide services across the life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. HealthTech Solutions, LLC has been awarded a contract by GSA to provide services under the following SINs. A full description of each SIN and examples of the types of work covered thereunder are provided below.

SIN 54151HEAL, Health Information Technology Services: Includes a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.
NOTE: Subject to Cooperative Purchasing

SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services: Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial...
services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.
**TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM NUMBER 54151HEAL)**

**** NOTE: This SIN is limited to professional Health IT Services only. Any non-professional labor categories shall be offered under SIN ANCILLARY only. All non-professional labor categories must be incidental to, and used solely to support Health IT services, and cannot be purchased separately. Software and hardware products are out of scope.

****NOTE: Labor categories under the Special Item Number 54151S Information Technology Professional Services may remain under SIN 54151S unless the labor categories are specific to the Health IT SIN.

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.

b. 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.

c. This SIN provides ordering activities with access to Health IT services.

d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

e. 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

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
a. 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” refers 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.

b. 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 Number 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.
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON
GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that HealthTech Solutions, LLC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders, facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide professional services, follow these simple steps:

### Orders under the Micro-Purchase Threshold
- Select the contractor best suited for your needs and place the order.

### Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold
- Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).
- Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors.
- Evaluate, then make a “Best Value” determination.
  **Note:** The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

### Orders over the Simplified Acquisition Threshold
- Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.
- Seek price reductions.
- Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).
  **Note:** The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

### Developing a Statement of Work (SOW)
In the SOW, include the following information:
- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Preparing a Request for Quote (RFQ)
- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA’s electronic RFQ system, eBuy

For more information related to ordering services, go to [http://www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering) and client “Ordering Information.” Also see summary guidelines in the [Multiple Award Schedule (MAS) Desk Reference Guide, Ordering Procedures](http://www.gsa.gov/schedules-ordering).
BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

**Single BPA.** If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

**Multiple BPAs.** If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA’s period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.
# SUMMARY OF AWARDED GSA RATES

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1 09/28/20-09/27/21</th>
<th>Year 2 09/28/21-09/27/22</th>
<th>Year 3 09/28/22-09/27/23</th>
<th>Year 4 09/28/23-09/27/24</th>
<th>Year 5 09/28/24-09/27/25</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151HEAL</td>
<td>Principal IT Consultant</td>
<td>$222.17</td>
<td>$226.83</td>
<td>$231.60</td>
<td>$236.46</td>
<td>$241.42</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Senior IT Consultant</td>
<td>$172.80</td>
<td>$176.42</td>
<td>$180.13</td>
<td>$183.91</td>
<td>$187.77</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>IT Consultant</td>
<td>$148.11</td>
<td>$151.22</td>
<td>$154.40</td>
<td>$157.64</td>
<td>$160.95</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Junior IT Consultant</td>
<td>$123.43</td>
<td>$126.02</td>
<td>$128.66</td>
<td>$131.37</td>
<td>$134.12</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Implementation Specialist</td>
<td>$172.80</td>
<td>$176.42</td>
<td>$180.13</td>
<td>$183.91</td>
<td>$187.77</td>
</tr>
<tr>
<td>541611</td>
<td>Principal Management Consultant</td>
<td>$222.17</td>
<td>$226.83</td>
<td>$231.60</td>
<td>$236.46</td>
<td>$241.42</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Management Consultant</td>
<td>$172.80</td>
<td>$176.42</td>
<td>$180.13</td>
<td>$183.91</td>
<td>$187.77</td>
</tr>
<tr>
<td>541611</td>
<td>Junior Management Consultant</td>
<td>$123.43</td>
<td>$126.02</td>
<td>$128.66</td>
<td>$131.37</td>
<td>$134.12</td>
</tr>
</tbody>
</table>
In accordance with its standard commercial practices, HealthTech Solutions, LLC may utilize the education / experience substitutions identified below when assigning personnel to work on a task order:

**Experience Substitutions Methodology:**

<table>
<thead>
<tr>
<th>High School Diploma + 4 years additional experience</th>
<th>➔</th>
<th>Bachelors Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates Degree + 2 years additional experience</td>
<td>➔</td>
<td>Masters Degree</td>
</tr>
<tr>
<td>Bachelors Degree + 2 years additional experience</td>
<td>➔</td>
<td>Masters Degree</td>
</tr>
<tr>
<td>Masters Degree + 3 years additional experience</td>
<td>➔</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Bachelors Degree + 5 years additional experience</td>
<td>➔</td>
<td>Ph.D.</td>
</tr>
</tbody>
</table>

**Education Substitutions Methodology:**

- A Ph.D. may be substituted for three (3) years of required experience for positions requiring a Masters Degree or five (5) years with positions requiring a Bachelors Degree.
- A Masters Degree may be substituted for two (2) years of required experience with positions requiring a Bachelors Degree.
- A Bachelors Degree may be substituted for four (4) years of required experience with positions requiring a High School Diploma.
- An Associates Degree may be substituted for two (2) years of required experience with positions requiring a High School Diploma.
- Specialized software certifications may be substituted for two (2) years of experience.
- When not a requirement of the position, a Project Management Professional (PMP) certification may be substituted for two (2) years of experience.

**Principal IT Consultant**

<table>
<thead>
<tr>
<th>Minimum Experience:</th>
<th>10 years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Provides leadership and direction on large, integrated Health IT (HIT) projects by serving in a management capacity for all client deliverables, including ensuring overall work product quality. Maintains responsibility for managing the program team and daily operations of project development or serves in a role as a highly experienced technical expert. Leverages technical expertise, possibly in the role of a Subject Matter Expert, to successfully lead HIT projects. May develop, review, and/or update an agency's HIT strategic plans based on a deep understanding of governance, management, and operations. Creates solution sets for cost-benefit analyses, vendor selections, and other complex HIT projects. May assist or lead teams to apply Agile thinking to the specific environment and impediments they face including use of advanced HIT systems and applications.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong></td>
<td>Bachelors Degree</td>
</tr>
</tbody>
</table>

**Senior IT Consultant**

<table>
<thead>
<tr>
<th>Minimum Experience:</th>
<th>Seven (7) years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Member of project team responsible for implementing new Health IT (HIT) solutions or upgrading existing solutions. Leads small teams in providing application design, development, implementation, testing, and support. Collaborates on the implementation, support, upgrade, or optimization of clinical, financial, and/or administrative HIT systems. Experienced in a range of HIT services, which may include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative HIT solutions, health informatics, emerging HIT research, and/or other HIT services.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong></td>
<td>Bachelors Degree</td>
</tr>
</tbody>
</table>
### IT Consultant

<table>
<thead>
<tr>
<th>Minimum Experience:</th>
<th>Three (3) years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Provides technical knowledge in area of expertise and works individually or on teams to support the completion of Health IT (HIT) project-specific tasks. Assists with the design, development, implementation, and enhancement of HIT capabilities. Provides analytical and program support related to HIT technology development. Conducts analysis of tools to satisfy program requirements, and creates project deliverables. Serves as a key analytical resource on project team. Assumes responsibility for conducting relevant research, distilling data, and creating reports.</td>
</tr>
<tr>
<td>Minimum Education:</td>
<td>Bachelors Degree</td>
</tr>
</tbody>
</table>

### Junior IT Consultant

<table>
<thead>
<tr>
<th>Minimum Experience:</th>
<th>One (1) year of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Under direct supervision, reviews, analyzes, and modifies Health IT (HIT) solutions or systems employed in a healthcare/clinical environment. Assists in identifying problems, performing technical analysis, and developing solutions to support the completion of HIT tasks. Provides HIT project support and assists with development of project deliverables. May provide end-user support, training services, or technical development. May write technical documentation such as user manuals describing installation and operating procedures.</td>
</tr>
<tr>
<td>Minimum Education:</td>
<td>Bachelors Degree</td>
</tr>
</tbody>
</table>

### Implementation Specialist

<table>
<thead>
<tr>
<th>Minimum Experience:</th>
<th>Three (3) years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Assists external clients with the implementation of Health IT (HIT) systems, software, hardware, or solutions. Evaluates client needs, develops configurations that support business processes, and defines and executes on delivery and implementation plans. Responsible for system testing and troubleshooting final system setups. May be responsible for providing training and end-user support during and after the implementation process.</td>
</tr>
<tr>
<td>Minimum Education:</td>
<td>Bachelors Degree</td>
</tr>
</tbody>
</table>

### Principal Management Consultant

<table>
<thead>
<tr>
<th>Minimum Experience:</th>
<th>Seven (7) years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Experienced in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Provides program management and oversight on large scale projects. Primary responsibility for the management of project scope, schedule, and budget. Applies advanced skills and experience in systems development, detailed knowledge of business processes, technical background, and supervisory skills to implement business solutions. Works cooperatively with client and staff to achieve project goals. Assesses the status of overall project initiatives and reports key performance indicators to project sponsors. Provides strategic guidance and subject matter expertise on variety of topics. Provides general oversight of assigned staff.</td>
</tr>
</tbody>
</table>
| Minimum Education: | Bachelors Degree  
Certified Project Management Professional |
### Senior Management Consultant

<table>
<thead>
<tr>
<th><strong>Minimum Experience:</strong></th>
<th>Five (5) years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Provides program management and oversight on medium-to-large scale projects. Responsible for managing project scope, schedule and budget. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Communicates with client project sponsors and key decision makers, working cooperatively to achieve project goals. Assesses the status of project tasks and reports key performance indicators. Provides strategic guidance and subject matter expertise on area of specialization. May oversee junior staff.</td>
</tr>
</tbody>
</table>

| **Minimum Education:** | Bachelors Degree Certified Project Management Professional |

### Junior Management Consultant

<table>
<thead>
<tr>
<th><strong>Minimum Experience:</strong></th>
<th>One (1) year of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>Supports the development of solutions to address an agency’s challenges. Performs research and analytical support at the direction of more senior team members. Contributes to the evaluation, analysis, and development of recommended solutions under the guidance of senior staff. Provides project support and consulting services. Assists with developing project status reports, meeting facilitation, and project documentation.</td>
</tr>
</tbody>
</table>

| **Minimum Education:** | Bachelors Degree |

*Service Contract Labor Standards:* HealthTech Solutions uses no SCLS/SCA-eligible labor in the execution of these programs. The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.