



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION 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: The Office, Imaging and Document Solutions
FSC Group: 36
Contract Number: GS-03F-094CA
Contract Period: August 10, 2015 to August 9, 2020

For more information on ordering from Federal Supply Schedules click on the [GSA Schedules link](#) at www.gsa.gov

Contractor:
Accutype Services, Inc.
2314 Tarleton Dr.
Charlottesville, VA 22901
Phone number: 434-971-2963
Fax number: 1-855-674-1747
www.accutypeservices.com

Contractor's Administration Source:
Debbie H Walton
Business Size:
Small Business
Woman Owned Business
Women Owned (WOSB)

About Us

We at Accutype Services are proud of our long track record of providing professional, reliable, and friendly service to the healthcare community of Central Virginia. For over 30 years, we have helped doctors to focus on what matters most – their patients – while facing demands to do more work in less time at lower costs. Our partnerships with physician offices, private clinics, and hospitals give us the chance to give back to the people we care about through dependable health information management.

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
51 506	Document Conversion Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES: N/A

2. MAXIMUM ORDER*: \$1,000,000

*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

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. POINT(S) OF PRODUCTION: 2314 Tarleton Dr. Charlottesville, VA 22901

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.

7. QUANTITY DISCOUNT(S): See page 4

8. PROMPT PAYMENT TERMS: None

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

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

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: Determined on task order level

11b. EXPEDITED DELIVERY: Contact contractor

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact contractor

11d. URGENT REQUIRMENTS: 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: 2314 Tarleton Dr. Charlottesville, VA 22901

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

14. **PAYMENT ADDRESS:** PO Box 7352 Charlottesville, VA 22906
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
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 803609528
26. **Contractor has an active registration in the SAM database.**

GSA Pricing

SIN(s)	Service	Unit of Issue	GSA Price
51 506	Medical Transcription (1 - 10,000 Lines)	Per Line	\$0.202
Volume Discount Rates			
51 506	Medical Transcription (10,000 - 20,000 lines per month)	Per Line	\$0.178
51 506	Medical Transcription (20,001 - 40,000 lines per month)	Per Line	\$0.148
51 506	Medical Transcription (40,001 - 60,000 lines per month)	Per Line	\$0.138
51 506	Medical Transcription (60,001 - 250,000 lines per month)	Per Line	\$0.118
51 506	Medical Transcription (250,001 - 1,250,000 lines per month)	Per Line	\$0.099

SCA Eligible Contract Labor Category	SCA Equivalent Code and Title	WD Number
Medical Transcriptionist	12195 - Medical Transcriptionist	2005-2545

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

Job Title	Detailed Position Description and functional responsibilities	Min Years of Experience	Min Years of Education
Medical Transcriptionist	Experience with the 4 major work types is preferred (History & Physicals, Operative Notes, Consults and Discharge Summaries). Knowledge of medical terminology, AHDI guidelines and procedures. Ability to reach and maintain a high level of accuracy. Experience working with English-as-a-Second-Language (ESL) dictators is required. Experience relevant to the position must be within the last 3 years. Computer skills, including MS Word and Windows required.	Must have 5 years of medical transcription experience.	High School graduate or equivalent. MT Certification preferred.