

**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!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Mission Oriented Business Integrated Services

FSC Group: 874

FSC Class: R499

Contract No.: GS-10F-0323P

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>

Contract Period: 5/13/2004 - 5/12/2009



**Managed Care Advisors, Inc.
10411 Motor City Drive, Suite 475
Bethesda, MD 20817
Telephone: (301) 469-1660
Fax: (301) 469-1668
www.managedcareadvisors.com**

Business Size/Status: Small Woman-Owned

Prices shown herein are NET (discount deducted).

Pricelist current through modification #FX54 dated June 9, 2008



Contract Holder

TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION	1
CONTRACT OVERVIEW	3
CONTRACT ADMINISTRATOR	3
MARKETING AND TECHNICAL POINT OF CONTACT	3
CONTRACT USE	3
CONTRACT SCOPE	3
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS	4
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES	5
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER.....	6
BLANKET PURCHASE AGREEMENT	7
LABOR CATEGORY DESCRIPTIONS.....	8
HOURLY RATES FOR SERVICES	10

GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to [Page #4](#) for a more detailed description)

- 874-1 / 874-1RC: Consulting Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [Page #10](#)

1c. Labor Category Descriptions: Please refer to [Page #8](#)

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Not Applicable

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

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: As specified on Task Order

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

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

13a. Ordering Address: Managed Care Advisors, Inc.
Attn: GSA Orders
10411 Motor City Drive, Suite 475
Bethesda, MD 20817

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

14. Payment Address: Managed Care Advisors, Inc.
Attn: Accounts Receivable
10411 Motor City Drive, Suite 475
Bethesda, MD 20817

15. Warranty Provision: Same as Commercial Warranty

16. Export Packing Charges: Not Applicable

- | | |
|---|--|
| 17. Terms & Conditions of Government Purchase Card Acceptance: | Contact Contract Administrator |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. 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 Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 00-1727135 |
| 26. Managed Care Advisors, Inc. <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded **Managed Care Advisors, Inc.** a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract Number **GS-10F-0323P**. The current contract period is 5/13/2004 - 5/12/2009. GSA may exercise a total of 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

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MARKETING AND TECHNICAL POINT OF CONTACT

Lisa Firestone
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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated 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.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. **Managed Care Advisors, Inc.** has been awarded a contract by GSA to provide services under the following SINs:

874-1 / 874-1RC Consulting Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-1 / 874-1RC Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions, as follows:

- Management or strategy consulting
- Program planning, audits and evaluations
- Studies, analyses, scenarios, and reports relating to mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations; educational studies, regulatory studies, economic studies, and preparedness studies
- Executive / management coaching services
- Customized training as part of a consulting engagement
- Policy and regulatory development and review
- Expert witness services in support of litigation, claims, or other formal cases, and advisory and assistance services in accordance with FAR 37.203(b).

Financial audits are covered under GSA Schedule 520, Financial and Business Services, and are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.

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 **Managed Care Advisors, Inc.** 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 MOBIS services, follow these simple steps:

Step 1. Develop 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.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare 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, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

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.

LABOR CATEGORY DESCRIPTIONS

The following education / experience substitutions apply to all GSA labor categories under this schedule. These substitutions may be applied in both directions.

5 Years Experience	Equals	BS Degree
2 Years Experience + BS	Equals	Masters Degree
3 Years Experience + MS	Equals	PhD

Project Manager

Minimum/General Experience: A minimum of 15 years experience in health care management.

Functional Responsibility: Plans, directs, and coordinates all phases of multiple programs, and leads projects. Often directs or provides expertise in senior client presentations. Develops, maintains, and extends relationships with clients at top executive levels. Proficiently applies consulting approaches and remains current on emerging consulting theories and technology trends. Possesses ability to provide clients with both strategic and tactical advice relating to performing management and technical reviews, identifying and obtaining consensus on organizational vision and objectives, performing scoping analyses, and recommending new initiatives for organizational action.

Minimum Education: M.B.A. or M.H.S.A.

Senior Subject Matter Expert

Minimum/General Experience: A minimum of 10 years experience in health care management.

Functional Responsibility: Demonstrates expertise in a functional, technical, and/or industry- specific area. Demonstrates thought leadership and fluent issue analyses in the consulting field. Assesses scope of government issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, benchmarking, and organizational and operational issues.

Minimum Education: M.D. or Ph.D.

Senior Consultant

Minimum/General Experience: A minimum of 10 years experience in health care management.

Functional Responsibility: Demonstrates expertise in a functional, technical, and/or health care industry specific area. Demonstrates thought leadership and issue analysis in the consulting field. Assesses scope of government issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, and organizational and operational issues.

Minimum Education: M.B.A. or M.H.S.A.

Director, Case Management

Minimum/General Experience: Either a minimum of 2 years experience as a clinical registered nurse or a minimum of 5 years' experience in medical case management.

Functional Responsibility: Responsible for supervising and mentoring Nurse Case Managers. Provides training and coaching in performance of medical case management activities. Responsible for work allocation, resource management, and monitoring of medical case management activities. Maintains policies and procedures, including identification of opportunities for improvement. Ensures compliance with regulatory and program standards.

Minimum Education: B.S.N. or R.N. and CCM certification

Subject Matter Expert

Minimum/General Experience: A minimum of 5 years experience in health care management.

Functional Responsibility: Demonstrates expertise in functional, technical, or health care industry issues. Demonstrates thought leadership and fluent issue analyses in the consulting field. Assesses scope of issues and leads development and execution of strategic client programs to address these issues. Serves as functional or industry specialist within the areas of strategic planning, process analysis, benchmarking, and organizational and operational issues.

Minimum Education: Advanced degree and/or appropriate certification

Consultant

Minimum/General Experience: A minimum of 3 years experience in health care management.

Functional Responsibility: Under minimal direction, provides research and analysis support. Researches and analyzes data related to a project topic. Applies health care industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Leads in developing programs and implementing solutions to meet the client's needs. Utilizes knowledge of support technology and the health care industry to support members of the team. Develops programs and implements solutions to meet the client's needs. May lead low-risk client engagements. Plans, schedules, and controls phases of projects using established processes.

Minimum Education: M.B.A. or M.H.S.A.

Analyst

Minimum/General Experience: A minimum of 3 years experience in health care management.

Functional Responsibility: Under supervision of more senior team members, provides research and analysis support. Researches and analyzes data related to a project topic. Applies health care industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates more senior team members' knowledge of client's requirements into draft proposals for solutions.

Minimum Education: B.A. or B.S.

Technical Editor

Minimum/General Experience: A minimum of 2 years experience in writing/editing.

Functional Responsibility: Assists in the preparation of client deliverables and internal documents. Reviews, edits, and formats draft documents. Ensures deliverables comply with stated requirements and specifications.

Minimum Education: B.A. or B.S.

Administrative Assistant

Minimum/General Experience: A minimum of 2 years experience in support duties.

Functional Responsibility: Under general direction, responsible for providing analytical and specialized support functions. Prepares reports, spreadsheets and presentation materials using PC skills, knowledge of systems, and understanding of policies and procedures. Determines administrative procedures, methods, and work priorities. Coordinates meetings, conferences, and employee functions.

Minimum Education: High School degree or certification.

**HOURLY RATES FOR SERVICES
SIN 874-1 / 874-1RC**

Labor Category Title	GSA Hourly Rate
Project Manager	\$229.21
Senior Subject Matter Expert	\$238.37
Senior Consultant	\$185.48
Director, Case Management	\$172.08
Subject Matter Expert	\$203.11
Consultant	\$162.91
Analyst	\$150.22
Technical Editor	\$ 73.35
Administrative Assistant	\$ 66.29