



**AUTHORIZED PROFESSIONAL SERVICES SCHEDULE PRICELIST**

**SPECIAL ITEM NUMBER 874 1 – INTEGRATED CONSULTING SERVICES**

FSC/PSC Code R499

Note: Contractor has been awarded under the Disaster Recovery Program.

**Keystone Peer Review Organization, Inc. (“KEPRO”)**

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Contract Administrator: Barb Shearer

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Contract Number: GS-10F-0325L

Period Covered by Contract: July 17, 2001 – July 16, 2021

Pricelist current through Modification #PS-0021 July 14, 2016

Business Size: Large

General Services Administration

Federal Supply Service

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 GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).



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<b>CUSTOMER INFORMATION</b>
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- 1a. Authorized Special Item Numbers (SINs): Pricing for all offered SINs begins on page 13.  
*Special Item No. 874-1/874-1RC Integrated Consulting Services*
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: *See Item 6 below*
2. Maximum order: *\$1,000,000*
3. Minimum order: *\$100.00*
4. Geographic coverage (delivery area): *FOB Domestic only*
5. Point of production: *Same as Contractor address.*
6. Discount from list prices or statement of net price: *Government prices are net (discounts already deducted). See attached.*
7. Quantity discounts: *None*
8. Prompt payment terms: *0%--Net 30 days*
- 9a. Government purchase cards are accepted below the micropurchase threshold. *Yes*
- 9b. Government purchase cards are accepted above the micropurchase threshold. *Contact Contractor*
10. Foreign items (list items by country of origin): *None*
- 11a. Time of delivery: *Specified on the task order.*
- 11b. Items available for expedited delivery: *Contact Contractor*
- 11c. Overnight and 2-day delivery: *Contact Contractor.*
- 11d. Urgent Requirements: *Contact Contractor*
12. F.O.B. Point(s): *Destination*
13. Ordering address: *Same as Contractor address.*

14. Payment address: *Same as Contractor address.*
15. Warranty provision: *None*
16. Export packing charges: *Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *Contact Contractor*
18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*
19. Terms and conditions of installation: *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: *Not Applicable*
21. List of service and distribution points: *Not Applicable*
22. List of participating dealers: *Not Applicable*
23. Preventive maintenance: *Not Applicable*
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: *Not Applicable*
25. Data Universal Number System (DUNS) number: *155421159*
26. Keystone peer Review Organization, Inc. is registered in the Central Contractor Registration (CCR) database. *1BMP2*

# KEYSTONE PEER REVIEW ORGANIZATION, INC.

## SKILL CATEGORY DESCRIPTIONS

### 1. JOB TITLE: CHIEF OPERATING OFFICER

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**Minimum/General Experience:** Seasoned executive with a minimum of ten years' experience in private, federal, and state government health care programs, or other complex health care environment in a highly competitive market. Previous experience as a COO in the public or private health care sector is preferred.

**Functional Responsibility:** Responsibility for operational leadership to achieve company-wide goals and objectives, particularly in the areas of growth and profitability. This position plays a key role in developing and implementing strategy for the company. Accountable for the effective management and profitable growth of all operating units and supporting the CEO in the development and realization of overall company objectives. Primary focus is day-to-day operations, achievement of long and short-term financial goals, customer relations, and driving a culture that is focused on quality and service excellence.

**Minimum Education:** Master's degree in health care, business, management, education, or related field.

### 2. JOB TITLE: CONTRACT MANAGER

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**Minimum/General Experience:** Broad technical knowledge, with five years of related professional experience. Medical experience highly desirable. Experience in planning, conducting, and overseeing projects of major significance, which necessitates a thorough knowledge of contract requirements. Prior fiscal management responsibility highly desirable.

**Functional Responsibility:** Oversee and coordinate all activities associated with KePRO commercial and state government contracts. Establish action plans, budgets, timetables, and outcome measurements; obtain and allocate resources; and review progress of the program in order to accomplish objectives.

**Minimum Education:** Bachelor's degree in nursing, business, health administration, management, or public health required. Master's degree in related field preferred.

### 3. JOB TITLE: ADMINISTRATIVE ASSISTANT\*

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**Minimum/General Experience:** Three to five years administrative assistant or high level secretarial experience.

**Functional Responsibility:** Provide administrative and organizational support to the director of operations. Serves as liaison with corporate support staff and handles administrative functions, such as human resources, accounting, and facilities. Processes employee paperwork and maintains employee files. Assists in recruiting efforts and new employee orientation. Processes invoices. Serves as contact person for all facility issues, including coordination of maintenance calls and requests, equipment, keys, and coordinates the procurement of goods and services. Coordinates employee travel arrangements and verifies travel vouchers. Coordinates all mailroom activities.

**Minimum Education:** High school diploma or equivalent. Post high school education in secretarial or business program desirable.

#### **4. JOB TITLE: PROGRAM DIRECTOR**

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**Minimum/General Experience:** Three to seven years of recent management experience in medical utilization review. Significant experience managing contract operations, including contract administration functions. Public and private sector health care experience and/or has involvement in providing services to government programs. Ten years of progressive operational leadership of a public and/or private sector health care entity with at least five years in a position of direct operational authority for an entire operation.

**Functional Responsibility:** This position has full P&L responsibility and provides overall planning, direction and control to assigned lines of business to achieve operating and financial goals.

**Minimum Education:** Bachelor's degree in clinical, allied health, business or related field. Master's degree in public health, public administration, hospital administration, nursing, or business administration preferred.

#### **5. JOB TITLE: DATA ANALYST**

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**Minimum/General Experience:** Three+ years analysis experience using medical and Rx claims. Four years of experience in SAS and SPSS programming. Experienced in Microsoft Excel and Access. Managerial skills to organize and integrate a variety of activities are required.

**Functional Responsibility:** Responsible for analyzing health care data and utilizing the data to identify potential business opportunities. The position will also analyze proposed and current business relationships from profitability, operations and legal perspective. The incumbent will be involved in other analytical projects that relate to business opportunities, financial reconciliation and outcomes research.

**Minimum Education:** Master of Arts or Master of Science in statistics, health service research, health economics (finance), mathematics, or the equivalent. Must have at least nine credits of statistics at the graduate level.

**6. JOB TITLE: EPIDEMIOLOGY ADVISOR**

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**Minimum/General Experience:** Five years of experience in health service research. Familiarity with research resources and use of available databases. Managerial skills to organize and integrate a variety of activities highly desirable.

**Functional Responsibility:** Apply health service research methodologies to support goals and objectives. Assist staff in conducting investigative work, collecting and analyzing data, and applying the science of epidemiology to enhance the output of our clinical decision-making tools. Responsibilities include providing and supporting analyses, making decisions and recommendations for complex issues, and providing scientific and technical knowledge in evaluating programs designed to measure the success of project efforts.

**Minimum Education:** Minimum of Master's degree in epidemiology, statistics, or health service research. Significant experience will also be considered.

**7. JOB TITLE: BIostatistician**

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**Minimum/General Experience:** Three years' experience in biostatistics, including two years supervisory/management experience.

**Functional Responsibility:** Supervises and directs the biostatistical and analytical function of all health care quality improvement activities. Provides direct supervision to analysts. Assists with program audits and evaluations.

**Minimum Education:** Master's degree in biostatistics.

**8. JOB TITLE: CODING/DRG SPECIALIST**

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**Minimum/General Experience:** Two years of experience in interpreting information contained in medical records for application of appropriate coding rules.

**Functional Responsibility:** Acts as a technical resource to internal and external customers in coding and DRG-related issues, including use of ICD-9-CM, ICD-10-CM, and CPT-4.

**Minimum Education:** RHIT or RHIA. Certified coding Specialist preferred.

**9. JOB TITLE: REVIEW MANAGER**

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**Minimum/General Experience:** Five years relevant experience and broad nursing experience, including two years of review and supervisory experience.

**Functional Responsibility:** Oversees all case review activities performed under health care contracts – includes mandatory reviews, investigation of beneficiary complaints, DRG adjustments, and hospital notices of noncoverage. Ensures high performance work and continuous improvement of health care providers by monitoring performance measures and indicators. Manages human resources to ensure contract obligations and deliverables are met within budgetary constraints. Provides direct supervision to middle-level team members.

**Minimum Education:** RN, BSN, LPN, RHIA, or RHIT.

**10. JOB TITLE RECONSIDERATION/APPEALS REVIEW COORDINATOR**

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**Minimum/General Experience:** Three years health care experience, preferably in the medical/surgical setting, with medical/surgical review experience and/or utilization review or quality assurance experience.

**Functional Responsibility:** Performs nonphysician reconsideration/appeal medical/surgical review. Identifies and prepares cases requiring physician review. Prepares and issues correspondence to appropriate parties. Enters review results into data system. Ensures high performance work and continuous improvement of medical/surgical health care providers by monitoring performance measures and indicators.

**Minimum Education:** RN degree required.

**11. JOB TITLE: PHYSICIAN REVIEWER**

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**Minimum/General Experience:** Current state license as a doctor of medicine, osteopathy, dentistry, podiatry, or optometry, and Board Certified in at least one specialty recognized by the American Board of Medical Specialists or the American Osteopathic Association. Engaged in active practice at least 20 hours per week and have active staff privileges in a health care facility on a regular basis. Doctors of medicine, osteopathy, and podiatry must have staff privileges in one or more hospitals in the State. The physician reviewer must be a specialist in the same field as the physician whose services are under review.

**Functional Responsibility:** Performs reviews of medical records to determine medical necessity, appropriateness, and quality of care delivered/prescribed. The physician reviewer must consistently demonstrate appropriate and objective decisions as evidenced by monitoring of review determinations.

**Minimum Education:** MD or DO. All peer reviewers must be oriented to the principles and procedures of utilization management, peer review, and URAC standards.

**12. JOB TITLE: TECHNICAL WRITER\***

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**Minimum/General Experience:** Two years' experience as a medical writer.

**Functional Responsibility:** Prepares narrative of business process improvement/cooperative project documents, final reports of projects, and articles about improvement projects.

**Minimum Education:** Bachelor's Degree in technical writing or a health related field.

**13. JOB TITLE: MARKETING SPECIALIST**

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**Minimum/General Experience:** One to three years marketing and/or marketing research experience, preferably in health care. Expert in internet research and capabilities, as well as marketing using social media, such as Facebook, LinkedIn, Twitter, etc..

**Functional Responsibility:** Conducts market and health care research to assist with marketing efforts. The position also coordinates and/or supports internal and external marketing efforts, including but not limited to, presentation preparation, template creation and maintenance, events, and marketing campaigns (e.g., email, social media, and press release). The position is also responsible for monitoring/tracking internal and external marketing activities, such as the corporate web site, media exposure, email, and social media activities.

**Minimum Education:** B.A. degree in communications, marketing or similar field, with one to three years of marketing experience required. Social media marketing experience and marketing research experience in the health care field preferred.

**14. JOB TITLE: MEDICAL DIRECTOR**

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**Minimum/General Experience:** Ten+ years of clinical practice with preferable. Five to seven years of experience as a physician executive with significant accomplishments in developing managed care strategies, integrating delivery systems, improving quality and utilization management programs, and coaching medical staff on health care business and practice issues.

Minimum two years as a medical director in a managed care company preferred. Experience in utilization, case, and disease management with knowledge of Medicaid and Medicare programs. Prior review experience or quality assurance committee responsibility in a hospital setting preferred. Working knowledge of federal, state, and private health related activities.

**Functional Responsibility:** Provide the principal leadership to the operation on all medical aspects relating to the peer review process, utilization review activities, case management, and other activities requiring clinical leadership and consultation. While the position encompasses a wide range of clinical line responsibilities, additional key responsibilities include assisting and promoting business development and strategic planning activities.

**Minimum Education:** M.D. or D.O. with current non-restricted license to practice medicine by the Board of Medical Examiners. License must be in same state as contractually required. Board certification in a clinical specialty is required.

**15. JOB TITLE: CLERK\***

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**Minimum/General Experience:** One to three years prior data entry experience required. One year customer service, provider relations, or call center experience preferred.

**Functional Responsibility:** Enters and updates clerical data into designated systems and tools. Assists with other clerical and support functions as assigned

**Minimum Education:** High school diploma or equivalent. Medical terminology and/or transcription courses helpful.

**16. JOB TITLE: COMPLIANCE MANAGER**

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**Minimum/General Experience:** Recent and relevant corporate compliance experience that included staff training, developing policies/procedures, conducting compliance reviews and investigations, monitoring and audits, legal research, regulatory requirements, and contract compliance in a health care setting. Experience working on accreditation projects; e.g., URAC and/or NCQA.

**Functional Responsibility:** Functions as an independent and objective body that reviews and evaluates compliance issues/concerns. This includes reviewing, planning, and implementing initiatives related to compliance, as well as, auditing, monitoring and evaluating the effectiveness of compliance with the laws and regulations of governing bodies and accrediting agencies.

**Minimum Education:** Undergraduate studies in health-related field, business administration, or pre-law that provide a broad educational background for the diverse responsibilities for this position.

**17. JOB TITLE: PROGRAMMER I\***

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**Minimum/General Experience:** One year of progressive programming and system analysis experience including design and development of complex projects on LAN/WAN based systems preferred. Some Novell and Microsoft Office experience helpful.

**Functional Responsibility:** Under direct supervision, provide programming, testing, documentation, and information systems analysis of health care systems in support of Keystone Peer Review Organization, Inc. contracts.

**Minimum Education:** Bachelor's Degree in Computer Science or related discipline.

**18. JOB TITLE: PROGRAMMER II**

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**Minimum/General Experience:** Three years of progressive programming and systems analysis experience including design and development of complex projects on LAN/WAN based systems preferred; some Novell and Microsoft Office experience helpful but not required.

**Functional Responsibility:** Under general supervision, provide programming, testing, documentation, and information systems analysis of health care systems in support of our contracts.

**Minimum Education:** Bachelor's degree in computer science or related discipline.

**19. JOB TITLE: SENIOR SYSTEMS ANALYST**

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**Minimum/General Experience:** Five years systems design experience with management review of end results; and prior experience training, planning, assigning and reviewing the work of direct reports.

**Functional Responsibility:** Perform systems analysis for the purpose of developing automated health care utilization systems, as well as providing supervision, guidance, and direction to programmers in all programming and systems analysis efforts in support of our contracts.

**Minimum Education:** Bachelor's Degree in Computer Science, Business, or related field.

## 20. JOB TITLE: ASSISTANT PROGRAM DIRECTOR

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**Minimum/General Experience:** Five years' experience in healthcare delivery or research, QI/QA, and/or utilization review with at least two years supervisory experience.

**Functional Responsibility:** Provides back-up support to the Program Director, guides project design and implementation, networks with potential collaborators and business partners, prepares project and grant proposals/responses to Requests for Proposal (RFPs) and lends support to the program communications, support services, and review management staff. Responsible for ensuring ongoing process and productivity improvement activities conducted for Federal contracts. Assists with program audits and preparations for customer and internal evaluations.

**Minimum Education:** Nursing, Health Information Management (HIM), or other allied health degree with Master's Degree in business or a health-related field.

## 21. JOB TITLE: SENIOR PHYSICIAN REVIEWER

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**Minimum/General Experience:** Demonstrated proficiency and expertise in the specialty, including the ability to use evidence-based medicine in practice. In active practice at least 20 hours per week. Active staff privileges and regularly admit and treat patients. Previous physician peer review experience in providing expert peer review in cases of potential medicolegal liability.

**Functional Responsibility:** Performs reviews of medical records as requested for the purpose of medicolegal assessments or actions such as determinations of standard of care, patient injury causation, healthcare delivery system problems, medical literature research and evidence-based decision support. Participates in peer review or sanction panels, as requested.

**Minimum Education:** MD or DO in conjunction with a current state license as a doctor of medicine, osteopathy, dentistry, podiatry or optometry and Board certified in at least one specialty recognized by the American Board of Medical Specialists or the American Osteopathic Association.

## 22. JOB TITLE: SENIOR REVIEW COORDINATOR

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**Minimum/General Experience:** A minimum of three years of Utilization Review/Quality Assurance (QA) experience in addition to three years of practical healthcare experience, preferably in the medical/surgical setting. Demonstrated proficiency and expertise in peer review and measured by exceeding quality standards for validity and inter-reviewer reliability.

**Functional Responsibility:** Performs nonphysician case review, which includes review of complex cases. Coordinates and corresponds with external contracting agencies on status and

outcomes of reviews to be performed. Collaborates with the Medical Director and peer reviewers for case summaries and report completion. Prepares and issues correspondence, including case summaries/determinations, to appropriate parties. Enters review results into the information system. Ensures high performance work through meeting malpractice performance measures and indicators.

**Minimum Education:** RN

### **23. JOB TITLE: SENIOR NON-PHYSICIAN REVIEWER**

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**Minimum/General Experience:** Demonstrated proficiency and expertise in the specialty, including the ability to use evidence-based medicine in practice. In active practice at least 20 hours per week. Peer review experience or training in providing expert peer review in cases of potential medicolegal liability.

**Functional Responsibility:** Performs reviews of medical records as requested for the purpose of medicolegal assessments or actions such as determinations of standard of care, patient injury causation, healthcare delivery system problems, medical literature research and evidence-based decision support. Participates in peer review or sanction panels, as requested.

**Minimum Education:** Appropriate undergraduate and graduate degrees in conjunction with current state license and certification as required by specialty for physician assistants, nurse practitioners, nurse anesthetists, registered nurses, physical therapists, pharmacists, occupational therapists, speech and language pathologists, psychologists, social workers and other specialists as required by the specific case under review.

### **24. JOB TITLE: NETWORK ADMINISTRATOR**

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**Minimum/General Experience:** 3-5 years of progressive experience in network administration. 3-5 years of progressive experience with various PC systems applications, hardware and software is required.

**Functional Responsibility:** Installs, configures and maintains organization's network. Builds networks and maintains external and internal web presence. Designs and supports server system(s) and supporting software. Maintains WAN architecture to include T1 and Frame Relay connectivity. Responsibility for company telecommunications network including switch management, call routing, and general telephony.

**Minimum Education:** Associates degree in computer science or equivalent required; Bachelor's degree preferred. MCSE Certification highly desirable.

**25. JOB TITLE: DATABASE ADMINISTRATOR**

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**Minimum/General Experience:** Two or more years’ experience with SQL, working with Database and Database Management Tools (Oracle, MS Access, and SQL Server).

**Functional Responsibility:** To support the database needs by creating, updating and modifying databases through the use of Oracle tools, MS Access, and SQL to provide end users with efficient and effective access to all necessary data.

**Minimum Education:** Bachelor’s degree in Computer Science or related field

**SCA MATRIX**

<b>Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Administrative Assistant	01312 – Secretary II	05-2447
Clerk	01111 – General Clerk	05-2447
Technical Writer	30461 – Technical Writer I	05-2447
Programmer I	14071 – Computer Programmer I	05-2447
"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 awarded 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 with be discounted accordingly "		

**SUBSTITUTIONS**

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Keystone Peer Review Organization, Inc. (“KEPRO”) reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. Two years of specifically related work experience is the equivalent of one year of formal education.
2. One year of formal education is the equivalent of two years of specifically related work experience.
3. Certification related to the field is equivalent to one year of the experience/education requirement.

**KEYSTONE PEER REVIEW ORGANIZATION, INC.  
FSS AUTHORIZED PSS SCHEDULE PRICELIST**

SIN	Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Contractor or Customer Facility or Both	Domestic or Overseas	GSA Rate 7/17/16 - 7/16/17	GSA Rate 7/17/17 - 7/16/18	GSA Rate 7/17/18 - 7/16/19	GSA Rate 7/17/19 - 7/16/20	GSA Rate 7/17/20 - 7/16/21
874-1	Chief Operating Officer	Masters	10	Customer Facility	Domestic Only	\$188.66	\$194.51	\$200.54	\$206.76	\$213.17
874-1	Contract Manager	Bachelors	5	Customer Facility	Domestic Only	\$94.57	\$97.51	\$100.54	\$103.66	\$106.88
874-1	Administrative Assistant*	High School	3	Customer Facility	Domestic Only	\$50.31	\$51.87	\$53.48	\$55.14	\$56.85
874-1	Program Director	Bachelors	3	Customer Facility	Domestic Only	\$157.22	\$162.10	\$167.13	\$172.32	\$177.67
874-1	Data Analyst	Masters	3	Customer Facility	Domestic Only	\$71.48	\$73.70	\$75.99	\$78.35	\$80.78
874-1	Epidemiology Advisor	Masters	5	Customer Facility	Domestic Only	\$116.54	\$120.16	\$123.89	\$127.74	\$131.70
874-1	Biostatistician	Masters	3	Customer Facility	Domestic Only	\$91.70	\$94.55	\$97.49	\$100.52	\$103.64
874-1	Coding/DRG Specialist	Professional Certification	2	Contractor Facility	Domestic Only	\$57.59	\$59.38	\$61.23	\$63.13	\$65.09
874-1	Review Manager	Professional Certification	5	Customer Facility	Domestic Only	\$94.57	\$97.51	\$100.54	\$103.66	\$106.88
874-1	Reconsideration/Appeals Nurse Reviewer	Professional Certification	3	Customer Facility	Domestic Only	\$62.32	\$64.26	\$66.26	\$68.32	\$70.44
874-1	Physician Reviewer	PhD	1	Customer Facility	Domestic Only	\$250.33	\$258.10	\$266.11	\$274.36	\$282.87
874-1	Technical Writer*	Bachelors	2	Customer Facility	Domestic Only	\$81.77	\$84.31	\$86.93	\$89.63	\$92.41
874-1	Marketing Specialist	Bachelors	1	Customer Facility	Domestic Only	\$61.37	\$63.28	\$65.25	\$67.28	\$69.37
874-1	Medical Director	PhD	10	Customer Facility	Domestic Only	\$218.92	\$225.71	\$232.71	\$239.93	\$247.37
874-1	Clerk*	High School	1	Customer Facility	Domestic Only	\$35.82	\$36.94	\$38.09	\$39.28	\$40.50
874-1	Compliance Specialist	Bachelors	1	Customer Facility	Domestic Only	\$72.25	\$74.49	\$76.80	\$79.19	\$81.65
874-1	Programmer I*	Bachelors	1	Customer Facility	Domestic Only	\$64.18	\$66.17	\$68.23	\$70.35	\$72.54
874-1	Programmer II	Bachelors	3	Customer Facility	Domestic Only	\$69.17	\$71.32	\$73.54	\$75.82	\$78.18
874-1	Senior Systems Analyst	Bachelors	5	Customer Facility	Domestic Only	\$91.71	\$94.56	\$97.50	\$100.53	\$103.65
874-1	Assistant Program Director	Masters	5	Customer Facility	Domestic Only	\$93.89	\$96.80	\$99.80	\$102.90	\$106.09
874-1	Senior Physician Reviewer	PhD	2	Customer Facility	Domestic Only	\$312.91	\$322.61	\$332.61	\$342.92	\$353.55
874-1	Senior Review Coordinator	Professional Certification	3	Customer Facility	Domestic Only	\$72.62	\$74.87	\$77.19	\$79.59	\$82.05
874-1	Senior Non-Physician Reviewer	Masters	2	Customer Facility	Domestic Only	\$237.82	\$245.19	\$252.79	\$260.63	\$268.71
874-1	Network Administrator I	Associates	3	Customer Facility	Domestic Only	\$86.11	\$88.78	\$91.53	\$94.37	\$97.29
874-1	Database Administrator I	Bachelors	2	Customer Facility	Domestic Only	\$84.94	\$87.57	\$90.29	\$93.09	\$95.97