

520-15 Financial & Business Solutions



General Services Administration Federal Supply Service

Contract No.: GS-23W-0070W
Contract Period: 11 June 2010 - 10 June 2015
Special Item No. : 520-15
Financial & Business Solutions

Price List

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: www.GSAAdvantage.gov

Schedule Title: 520

**FSC Group: 520-15 Financial and Business Solutions, Outsourcing
Recurring Commercial Activities for Financial Management Services**

Contract number: GS-23F-0070W

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: 11 June 2010 to 10 June 2015

Contractor's name: MindLeaf Technologies, Inc

Contractor's Address: 19B Crosby Dr, Ste 330, Bedford, MA 01730

Contractor's Phone: 781-275-1845

Contractor's Fax: 781-275-1847

Contractor's Web: www.mindleaf.com

Contractor's E-Mail: bids@mindleaf.com

Business size: Small

Proposed Fee Schedule

- In accordance with Clause I-FSS-969, Economic Price Adjustment FSS Multiple Award Schedule (Jan 2002), for Years 2-5 prices are increased 3% per annum, effective January 16, of each year of the Contract.

(ii) **CUSTOMER INFORMATION:** The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

1a. 520-15

1b. See below

1c. See below

2. **Maximum order:** \$1,000,000.00

3. **Minimum order.** \$100.00

4. **Geographic coverage:** Domestic (CONUS)

5. **Point(s) of production:** NA

6. **Discount from list prices or statement of net price:** To be negotiated at task order level.

7. **Quantity discounts:** To be negotiated at task order level.

8. **Prompt payment terms:** Yes, with "Prompt Discount" = 1.00%, and "Prompt Days" = 29.

9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes

10. **Foreign items:** Not applicable

11a. **Time of delivery:** To be negotiated at task order level.

11b. **Expedited Delivery.** Items available for expedited delivery are noted in this price list.

11c. **Overnight and 2-day delivery.** Both are available, please contact the Contractor for rates for overnight and 2-day delivery.

11d. **Urgent Requirements.** See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.

12. **F.O.B. point(s):** Destination

13a. **Ordering address:** 19B Crosby Dr, Ste 330, Bedford, MA 01730

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 (fss.gsa.gov/schedules).

14. **Payment address:** 19B Crosby Dr, Ste 330, Bedford, MA 01730

15. **Warranty provision:** Not applicable

16. **Export packing charges:** Not applicable

17. **Terms and conditions of Government purchase card acceptance:** Not applicable

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
24a. **Special attributes such as environmental attributes:** Not applicable
24b. **If applicable, indicate that 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.
25. **Data Universal Number System (DUNS) number:** 869179531
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registered,**

MindLeaf Technologies, Inc (MindLeaf) is a small disadvantaged minority owned business located in Bedford, MA. MindLeaf serves customers across the country including Federal, State and commercial clients providing healthcare administrative support personnel. MindLeaf offers proven experience providing medical coding and Program management support in a clinical and Government environment.

MindLeaf Technologies Inc maintains and plans to maintain an industry of professionals that specialize in Medical coding and Auditing and Program Management Services to meet the unique business needs of our public-sector clients. We understand the challenges that public-sector hospitals leaders face and can help navigate through them. We have a private-sector client base that enables us to build innovative, business oriented solutions for federal agencies.

Our background and success in the public and private sector means that we help government agencies leverage some of the best practices of the commercial world including:

- Deep skills and experience with Medical coding and auditing services
- Strong business alliance with industry vendors in Medical Coding software.

Our goals are:

- To focus on results vs process
- To deliver measurable value
- To share risk with our clients.

Proposed Fee Schedule

- In accordance with Clause I-FSS-969, Economic Price Adjustment FSS Multiple Award Schedule (Jan 2002), for Years 2-5 prices are increased 2% per annum, effective January 16, of each year of the Contract.

	Year 1	Year 2	Year 3	Year 4	Year 5
	2010	2011	2012	2013	2014
Labor Category	GSA Price w/ IFF				
Medical Record Coder (Outpatient) SIN 520 15	50.17	51.17	52.20	53.24	54.31
Note – The labor category does not have SCA applicable.					

- Discounts are offered on workload volume at the Task Order level.
 - The discount applicable is as follows:
 - Total number of Medical Coders (Inpatient or Outpatient) – 10 FTE
 - Discount terms – 5%
 - Total number of Medical Coders (Inpatient or Outpatient) – 11 FTE or greater
 - Discount terms – 6%
- In accordance with Clause I-FSS-969, Economic Price Adjustment FSS Multiple Award Schedule (Jan 2002), for Years 2-5 prices are increased 3% per annum, effective January 16, of each year of the Contract.

Labor Categories

A key component of our ability to help our clients change to become more successful is hiring, training, and maintaining highly skilled professional personnel.

The general experience and functional responsibility requirements represent the minimum qualifications for each category.

1. Medical Record Coder (Outpatient)

General Experience:

Responsible for assignment of accurate Evaluation and Management (E&M) codes, ICD-9 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or

electronic) for outpatient visits and ambulatory procedure visits. A minimum of three years experience is required.

Functional Responsibility:

Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (inpatient and outpatient), documentation requirements, familiarity with medications and reimbursement guidelines; and encoder experience. Candidate must have ability to handle multiple projects and appropriately prioritize tasks to meet deadlines.

Minimum Education:

Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) is preferred. Certified Professional Coder (CPC) CCS-P (Certified Coder Specialist – Physician (CCS-P) are acceptable for outpatient medical coders as long as candidate has a minimum of three year experience in the outpatient setting (physician’s office or ambulatory care centers).