

**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>

Financial and Business Solutions (FABS)

FSC Group: 520

Contract No.: GS-23F-0191M

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

Contract Period: May 17, 2002 - May 16, 2012



**ROI Access Management, LLC
d/b/a Langley Provider Group
9649 Belair Road, Suite 101
Baltimore, MD 21236
Telephone: (410) 248-0500
Fax: (410) 248-2040
www.langleyprov.com**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through modification #FX51 dated March 23, 2008



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GENERAL CONTRACT INFORMATION

- 1a. Table of Awarded Special Item Numbers (SINs):
520-15, 520-15RC Outsourcing Recurring Commercial Activities for Financial Management Services
(Please refer to [page #4](#) for a more detailed description)
- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates beginning on [page #8](#)
- 1c. Labor Category Descriptions: Please refer to [page #8](#)
2. Maximum Order: \$1,000,000
3. Minimum Order: \$300
4. Geographic Coverage: Domestic and Overseas Delivery
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: 90 Days ARO or as Negotiated with Ordering Agency
- 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: Langley Provider Group
9649 Belair Road, Suite 101
Baltimore, MD 21236
- 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: Langley Provider Group
9649 Belair Road, Suite 101
Baltimore, MD 21236
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contract Administrator

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|---|--|
| 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: | 070913962 |
| 26. ROI Access Management, LLC d/b/a Langley Provider Group <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded ROI Access Management, LLC d/b/a Langley Provider Group a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract No. GS-23F-0191M. The base period was completed on May 16, 2007. GSA has exercised option period one from May 17, 2007 - May 16, 2012, with two additional 5-year option periods remaining. 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

Irene Langley
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9649 Belair Road, Suite 101
Baltimore, MD 21236
Telephone: (410) 248-0500
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Email: ilangley@langleyprov.com

MARKETING AND TECHNICAL POINT OF CONTACT

Irene Langley
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9649 Belair Road, Suite 101
Baltimore, MD 21236
Telephone: (410) 248-0500
Fax Number: (410) 248-2040
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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, 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

Langley Provider Group 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 Number (SIN) 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. Langley Provider Group has been awarded a contract by GSA to provide services under the following SIN:

520-15, 520-15RC Outsourcing Recurring Commercial Activities for Financial Management Services

SPECIAL ITEM NUMBER (SIN) DESCRIPTION

520-15, 520-15RC Outsourcing Recurring Commercial Activities for Financial Management Services

In cases where the ordering agency has determined through A-76 studies that recurring financial management activities are not inherently governmental and should be commercially outsourced, the Contractor may provide such services. This may include but is not limited to the following:

- Billing Services
- Payroll Processing
- Application Processing
- Claim Processing
- Grant Application Management
- Loan Application Management
- Inventory Management

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Langley Provider Group 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 FABS 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.

HOURLY RATES AND FIXED PRICE SERVICES

Commercial Job Title: Project Manager	GSA Hourly Rate: \$54.86
<p>Minimum/General Experience: Five plus years progressive management experience in a healthcare environment. Must exhibit strong leadership, analytical, communication, and technical skills. Must demonstrate an extensive, working knowledge of the regulatory and reimbursement environment to ensure compliance with external regulations.</p>	
<p>Functional Responsibility: Ensure quality of services provided and compliance with all regulatory and client policies pertinent to assigned projects by monitoring assigned staff productivity and quality, initiating changes where required. Provide supervision and guidance of assigned staff to ensure efficient operations and quality work product. Provide current and accurate reports when required. Develop and implement procedures for all project activities. Training of staff as needed, and establish goals to ensure successful completion of assigned project. Maintain ongoing education to stay current on all third party payer policies and procedures as updates/changes occur.</p>	
<p>Minimum Education: High school diploma required. Bachelor’s Degree preferred. Certified Patient Account Manager (CPAM) certification preferred.</p>	

Commercial Job Title: Financial Counselor	GSA Hourly Rate: \$35.26
<p>Minimum/General Experience: Two to four years progressive work related experience in a health care patient accounting or financial counseling environment. Must be able to demonstrate effective communication skills (verbal, nonverbal, written). Ability to solve problems and make decisions consistent with facility policies and procedures. Ability to work independently, demonstrating effective initiative, follow-through, and organizational skills. Must possess the maturity and professionalism to interact with patients, staff and client personnel. Knowledge of third party authorization and pre-certification requirements, as well as reimbursement requirements to ensure compliance with external regulatory entities.</p>	
<p>Functional Responsibility: Perform all required financial counseling functions. Responsible for verifying eligibility, reviewing third party insurance profiles to ensure carrier policy and compliance standards are met, securing benefits for services to be rendered, communicating to the patient coverage information, system documentation of events, determining authorization requirements, and collecting patient responsible portions.</p>	
<p>Minimum Education: High school diploma or equivalent required.</p>	

Commercial Job Title: Billing Representative	GSA Hourly Rate: \$39.75
<p>Minimum/General experience: Three to five years’ progressive work related experience. Working knowledge of billing and hospital systems, i.e., CareMedic, POSI, PREMIS, SMS, Meditech, Keane, etc. Working knowledge of all third party payer resource systems, i.e., BCIQ, EVS, HIQA, etc. Must be able to demonstrate effective communication skills (verbal, nonverbal, written). Ability to problem solve and make decisions consistent with client policies and procedures. Ability to work independently, demonstrating effective initiative, follow-through, and organizational skills. Must possess the maturity and professionalism to interact with staff and client personnel. Working knowledge of reimbursement and regulatory environment to ensure compliance with external regulations regarding patient and insurance billing issues. Must be CPAT (Certified Patient Account Technician) certified within one year.</p>	
<p>Functional Responsibility: Perform all billing functions as required by the client’s business office. Billing services to include preparation of uniform billing form, completion of forms, documentation regarding billing activity, submission of billing forms, auditing and reconciliation for billing activity, and reporting. Billing representatives will be trained in both electronic and paper claims submission requirements.</p>	
<p>Minimum Education: High school diploma or equivalent required. Must be CPAT (Certified Patient Account Technician) certified.</p>	

Commercial Job Title: Accounts Receivable Clerk	GSA Hourly Rate: \$38.40
<p>Minimum/General Experience: Possess a thorough working knowledge of billing practices and collection protocols adhered to by third party payers, as well as knowledge of reimbursement and regulatory environment to ensure compliance with external regulations regarding patient, billing and collection issues. Working knowledge of third party resource systems, i.e., BCIQ, EVS, HIQA, etc. Must be able to demonstrate effective communication skills (verbal, nonverbal, written). Ability to problem solve and make decisions consistent with client policies and procedures. Ability to work independently, demonstrating effective initiative, follow-through and organizational skills. Must possess the maturity and professionalism to interact with staff and client personnel.</p>	
<p>Functional Responsibility: Perform accounts receivable follow-up and collections for all payer financial classes. Minimize the turnaround of third party accounts, maximize the cash flow for the client, while adhering to all government, corporate, and third party collection practices and in accordance with industry standards. This includes working vouchers, correspondence, and accounts prioritization. It requires the ability to develop a rapport with third-party payors.</p>	
<p>Minimum Education: High school diploma or equivalent required. Must be CPAT (Certified Patient Account Technician) certified within one year.</p>	

Commercial Job Title: Medical Record Coder	GSA Hourly Rate: \$43.73 (DC, MD & VA) \$74.81 (Outside DC, MD & VA)
<p>Minimum/General Experience: Two years plus coding experience in a physician or hospital setting. Working knowledge of coding rules, regulations, HCFA guidelines, and third party payer requirements. Must demonstrate effective communication skills (verbal, nonverbal, written). Ability to problem solve and make decisions consistent with organizational policies and procedures. Ability to work independently, demonstrating effective initiative, follow-through, and organizational skills. Must possess the maturity and professionalism to interact with staff and client personnel. Demonstrate understanding of, and compliance with internal Quality Assurance Plan for Coding.</p>	
<p>Functional Responsibility: Read and interpret patient medical information as documented in the medical record and apply correct ICD-9, CPT or HCPCS codes. Research documentation with physician and/or other medical personnel if clarification is required. Maintain professional affiliations and utilize continuing education opportunities by attendance to approved conferences, seminars, meetings, and review of publications. Provide the highest level of coding accuracy, integrity, and efficiency.</p>	
<p>Minimum Education: High school diploma or equivalent required. Must have obtained professional certification through either the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA).</p>	

Claims Processing - Billing Services	GSA Per Transaction Rate: \$3.00
<p>Langley Provider Group will perform all billing functions as required by the client's business office for processing medical claims. Billing services to include preparation of uniform billing form, completion of forms, documentation regarding billing activity, submission of billing forms, auditing and reconciliation for billing activity, and reporting.</p>	

Claims Processing - Coding Services	GSA Per Transaction Rate: \$4.00
<p>Langley Provider Group will perform coding services as required by the client's business office for processing medical claims. Coding services to include reading and interpreting patient medical information as documented in the medical record and applying correct ICD-9, CPT or HCPCS codes; research documentation with physician and/or other medical personnel if clarification is required.</p>	