



SOURCECORP BPS Inc.

Authorized Federal Supply Schedule Supply 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

OFFICE, IMAGING AND DOCUMENT SOLUTION

FSC Group 36

Contract Number: GS-25F-0054L

Contract Period: August 8, 2001 to August 7, 2021

SOURCECORP BPS Inc.
2701 E. Grauwylar Road
Irving, Texas 75061

(248) 837-7353

POC: Matt Reynolds

Direct: (248) 837-7353

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Business Size: Other Than Small

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

51-501, 51-504, 51-506, 51-1001

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See Attachment

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

"Not applicable"

2. Maximum order. For all SINS \$1,000,000 per FX13

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). Domestic only

5. Point(s) of production (city, county, and State or foreign country).

Same as Contractor

6. Discount from list prices or statement of net price.

Government Pricing is net, as shown on the attached (any discounts have already been taken from the published price list).

7. Quantity discounts. Contact Contractor

8. Prompt payment terms. ARO

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Contractor accepts Government purchase cards at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Contractor accepts Government purchase cards above the micro-purchase threshold.

10. Foreign items (list items by country of origin). Contractor does not provide foreign items.

11a. Time of delivery. (Contractor insert number of days.) Specified by Purchase Order.

11b. Expedited Delivery. Contact Contractor.

11c. Overnight and 2-day delivery. Contact Contractor.

11d. Urgent Requirements. Contact Contractor.

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

13a. Ordering address(es).

SOURCECORP BPS Inc.
1250 Fourteen Mile Road
Troy, Michigan 48083
matt.reynolds@hovservices.com

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules). Contractor will accept Purchase Orders in one of two ways: via mail (paper form) or via facsimile transmission.

14. Payment address(es).

SOURCECORP BPS Inc.
Attn: Diane Rodgers
615 Freeport Parkway
Coppell, Texas 75019
Diane.Rogers@sourcehov.com

15. Warranty provision. Contractor's standard commercial warranty.

16. Export packing charges. "Not applicable"

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). "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 (e.g., recycled content, energy efficiency, and/or reduced pollutants).** "Not applicable"
- 24b. 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/.** "Not applicable"
- 25. Data Universal Number System (DUNS) number.** 07-745-5970
- 26. Notification regarding registration in System for Award Management (SAM) database.** Contractor is registered in SAM database.

SOURCECORP OVERVIEW



SOURCECORP BPS Inc. (SOURCECORP) is a division of SOURCECORP Inc., one of the nation’s largest providers of business process solutions, specializing in document conversion and information logistics management. SOURCECORP Inc. is headquartered in Dallas TX.

On a national basis, our staff of 3,000 serves a diverse client base of approximately 2,200 customers in information-intensive industries, including financial, insurance, healthcare, government agencies, and legal. With annualized revenue close to \$400 million (2007 audited) and 80 facilities –including 18 high-powered Operations Centers– located throughout the US, Mexico, and the Philippines, SOURCECORP Inc. is one of the largest companies in the document management industry.

SOURCECORP Inc. is comprised of four divisions, each with its own group of operating companies: Business Process Solutions, Statement Solutions, Healthcare Solutions, and Legal Support.

Business Process Solutions	Statement Solutions	Healthcare Solutions	Legal Support
<ul style="list-style-type: none"> - Digital image scanning - Data capture - Mailroom processing - Lockbox/reconciliation -Web-based repository (FASTRIEVE) - Systems integration & workflow - Media-to-media conversion 	<ul style="list-style-type: none"> - Database management - Lettershop services - Creative design - Laser imaging - Electronic document presentment - Financial statements/ checks/invoices - Custom design 	<ul style="list-style-type: none"> - Records management & storage - Medical record coding, consulting, & auditing - Managed care payment compliance review - Radiology archiving & imaging 	<ul style="list-style-type: none"> - Class action claims processing & settlement administration - Legal notification - Legal consulting

Medical Coding Capabilities

SOURCECORP Inc. also provides facility and physician coding services for healthcare providers on a national basis. Our coding consultants are credential, experienced, evaluated, and trained to comply with all official AHA, AMA and CMS guidelines. Our medical coding services include:

- ☐ Centrally managed remote coding;
- ☐ Onsite coding;
- ☐ Coding Department outsourcing;
- ☐ MS-DRG services
- ☐ Concurrent and retrospective auditing;

- ❑ Professional fee (E&M) coding and auditing;
- ❑ Coder education; and
- ❑ Physician documentation awareness programs.

Bundled Service Offerings

Given our organizational structure, SOURCECORP Inc. is able to provide bundled service offerings consisting of multiple cross-functional competencies supported by each of our divisions. These integrations are seamless and transparent to our clients.

Company History

Founded in 1994, SOURCECORP Inc.'s initial vision was to create a national single source provider of outsourced document management services and value-added customer solutions. This was a new concept in what was a highly fragmented industry with more than 3,500 small private companies; there were no large players dominating the industry. SOURCECORP Inc. felt strongly there was a need in the market for a company to serve as a 'one-stop' shop that could provide a broad array of document management services to customers nationally. Our company's objective was to become an industry leader that could drive significant value to customers, as well as to investors.



When operations began, SOURCECORP Inc. focused on basic document management services, such as electronic imaging, document conversion, data capture and document storage. Since then, we have transformed and expanded significantly to encompass a number of new information management offerings through which we provide significant value-added customer solutions.

SAS70 Type II Certification

SOURCECORP provides assurances that our clients' confidential and personal information are safeguarded by stringent facility and electronic handling requirements. We have made significant commitments to security by ensuring that our facilities are fully HIPAA, GLBA, and Sarbanes-Oxley compliant, as well as SAS70 Type II certified.



We are confident of our clients' recognition that SAS70 Type II certification is a critical success factor in their selection of a business outsourcing partner. SOURCECORP's SAS70 program provides a strong testimony to our commitment to QA, personal information security, IT & operational robustness, and compliance with audited requirements. Our SAS70-based security program has been nationally recognized through the International Security Executive of the Year award in 2007. We have successfully completed SAS70 Type II audits since 2004, and are proud to help our customers enjoy best-in-class security throughout the business processes we support.

Six Sigma Quality Approach

SOURCECORP also utilizes a Six Sigma approach in project implementation and management. By following a continuous process of measuring results and always working to improve production processes, we can ensure that our customers receive repeatable high-quality performance.

Financial Stability

SOURCECORP recognizes that financial viability is critical to ensure the organizational longevity necessary to provide the ongoing support of our clients' internal processes. We also recognize that an organization's due diligence process in choosing a business process solutions provider and implementing a solution is costly in both time and resource allotment. Selecting and engaging a management system provider that promptly goes out of business is a very real concern in today's economy.

In a marketplace populated by small to mid-sized players, the ability to offer a nationwide presence, technology-based solutions, and financial resources –as well as the skill to manage large and complex projects– is often missing. This mix of assets, combined with local client support, enables SOURCECORP to assist organizations seeking to gain competitive advantage and maintaining long-term partner relationships.

SOURCECORP's most recent financial reports (available upon request) show the durability of our organization, the depth of our experience, and the financial stability required to take on this engagement and stand behind our performance claims. We possess the fiscal resources to maintain our systems at optimal performance and industry standards –allowing us to deliver superior products to our clients, expand our existing client relationships, and develop long-term vision that's in line with our customers' needs.

51-501 PRICE LIST: SOURCECORP

SIN	Item Number	Service Name & Description	Unit of Issue	GSA Awarded Price w/ IFF
51-501	1	Needs Analysis / Business Analyst I	Hour	\$ 125.00
51-501	2	Project/ Program Manager	Hour	\$ 125.00
51-501	3	Developer/ Programmer	Hour	\$ 125.00
51-501	4	Customer Service Representative/ ROI	Hour	\$ 36.75
51-501	5	Client Service Manager	Hour	\$ 57.75

Schedule of Items

SIN 51-501

**Business Analyst/Needs Analyst I
Item # 1**

Responsibilities and Duties

Analyzes, designs, produces, and reviews deliverables to client based on client-determined requirements. Functional responsibilities can include (among various business areas) those of business analysis, needs analysis, workflow analysis, quality assurance programs, software/technical requirements and analysis, and other client determined analysis requirements.

Qualifications

- Required — 1 to 4 years within business analyst functional areas
- Business operations and production experience, preferably with document imaging knowledge.
- Associates Degree or higher
- Competency in MS Project, Excel, Word, Visio, PowerPoint, and designated IT software applications.

**Project/Program Manager
Item # 2**

Responsibilities and Duties

A Project/Program Manager must manage the delivery of requested projects from project initiation and planning, through requirements completion, design & development, testing, implementation planning, training, and production installation. Create and maintain the project schedule or project plan. Coordinate and maintain the communication between departments and the customer.

Design and modify processes to maximize productivity while maintaining all quality and customer commitments. Determines responsibilities of assigned organization and staff positions to accomplish business objectives.

Qualifications

- Required—Minimum of 4 years in project management or PMP certification.
- Business operations and production experience, preferably with document imaging knowledge.
- Associates Degree or higher
- 3 years of relevant experience including 1+ years of direct project management and/or consulting experience.
- Competency in MS Project, Excel, Word, Visio, and PowerPoint.

**Developer/Programmer I
Item # 3**

Responsibilities and Duties

Analyzes, plan, designs software applications and associated tasks, inclusive of documenting, writing code, configuring, testing and implementing software applications.

Qualifications

- Required — 1 to 4 years within development/programming functional areas
- Business operations and production experience, preferably with document imaging knowledge.
- Associates Degree in software development/programming
- Competency in MS Project, Excel, Word, Visio, PowerPoint, and designated IT software applications.

**Customer Service Representative (CSR)/ROI
Item # 4**

Responsibilities and Duties

Reviews corporate customers, or healthcare patients, or physicians requests for more information or healthcare Release of Information. Determines the validity of requests. In the case of healthcare information, the CSR is responsible to order, pull and duplicate records from paper charts, retrieve documents from electronic health records and save to a CD and thereafter logs requests for information into customer provided application; obtains patient and physician consents where applicable; and ensures that requests are completed within statutory requirement for accuracy and timeliness. In the case of corporate customers, the CSR will manage projects, communications between the corporate customer and

contractor and ensure adherence to quality programs and project management plans.

Qualifications

- Associate or Arts or Medical Records Technician Certificate
- Minimum 2 years experience.
- Customer Service aptitude and/or skill.
- Knowledge of Federal and State healthcare Release of Information and rules and regulations and generic project planning and management.
- Able to work independently, follow detailed instructions with little supervision.

**Client Service Manager
Item # 5**

Responsibilities and Duties

Responsible for the business and technical contract management of programs, projects and task orders. Communication is coordinated by the Client Service Manager both at client level and through various management levels within the contractor operating units, from IT department, to operating centers, to legal department, to accounting department, to human resource department or any other department having a direct or indirect input in the outcome of client deliverables.

Qualifications

- Associate or Bachelor Degree
- Minimum 4 years experience.
- Customer Service aptitude and/or skill.
- Knowledge of Federal and State regulations related to contract management and generic project planning and management.
- Able to work independently, follow detailed instructions with little supervision.

51-504 PRICE LIST: SOURCECORP

SIN	Item Number	Service Name & Description	Unit of Issue	GSA Awarded Price w/ IFF
51-504	1	Storage Service - web repository <10M images/yr	Image/yr	\$ 0.0390
51-504	2	Storage Service - web repository 10M+ images/yr	Image/yr	\$ 0.0325
51-504	3	TAP or Patient File Entry Fee	File	\$ 0.3780
51-504	4	TAP or Patient File Storage/ Communication Fee	File/yr	\$ 0.5950
51-504	5	TAP Original Jacket or Patient File, and Contents Recall/ Return	File/yr	\$ 4.9500
51-504	6	mammoTAP Scanning Services	Image	\$ 0.7000
51-504	7	Transition File Room Service	Per ft./mo	\$ 2.2500
51-504	8	Standard NARA Compliant Paper Storage - 0-3,000 boxes	Box/mo	\$ 1.5000

51-504	9	Standard NARA Compliant Paper Storage - 3,001 – 39,999 boxes	Box/mo	\$ 0.6000
51-504	10	Standard NARA Compliant Paper Storage - Over 40,000 boxes	Box/mo	\$ 0.4500
51-504	11	Record Storage - Over 40,000 boxes	CUFT/mo	\$ 0.1914
51-504	12	Emergency Scan-on-Demand - within 4 hours	Per record	\$ 36.0000
51-504	13	Emergency paper retrieval (rate does not include express shipping costs)	Per record	\$ 31.5000

NOTE: Pricing and Line Items above as per Proposed Price Schedule Attached for GSA Approval

Additionally, any postage, storage boxes and cartons, project specific supplies, transportation, travel, and any other similar types of cost is billed as a pass-through expense.

Schedule of Items

SIN 51-504

Storage Service Web Repository (images)

Item 1 (less than 10M images a year)

Item 2 (more than 10M images a year)

SOURCECORP provides digital document repository services. Unlike competitive offerings best suited for departmental solutions, SOURCECORP offers a complete enterprise-strength solution with document capture, conversion and data extraction-high bandwidth retrieval, redundancy and long-term storage options including certified destruction.

Drawing on its national footprint and vast experience in high-quality rapid document capture and integration services, SOURCECORP has deployed this truly innovative web-based document repository service.

The SOURCECORP's digital document repository network has been built to meet the rigorous demands of our diverse customer base of large corporations and government agencies that increasingly rely on timely access to critical information using technology partners like EMC, Sun, and Oracle

Many business applications will evolve to the point that they will require a more sophisticated use of their document repository. For these organizations, SOURCECORP's repository builds a custom-tailored application layer using the offerings of many of the leading document management and workflow vendors. This enables us to ensure that your repository application is optimized for how you want to run your business.

The design of the SOURCECORP repository service ensures end-to-end security from document conversion to storage and retrieval. We can provide user security to the document, field and record level to match your application and workflow requirements.

The SOURCECORP repository infrastructure was built using world-class hardware, software and communication components so that your customized repository can grow with your business, the sophistication of your applications and the geographic spread of your location and the business partners that will share critical information with your systems.

With millions of documents already online and processing millions of documents every day, SOURCECORP has established a track record that Fortune 500 companies can rely on every hour. Learn how we can help you quickly generate operational savings by putting your documents-online to better serve your organization.

SOURCECORP Radiology provides archiving products and services focused exclusively to radiology - featuring our Total Archive Program (TAP™). The TAP™ solution provides an integrated program for cost-effective, off-site storage for your radiological files by providing on demand DICOM scanning of film studies 24/7 using VPN communications to a DICOM Clinical Review Workstation (provided with the program), or to an existing PACS Network to support comparative study review in minutes. With over 30 years of experience devoted exclusively to radiology image management solutions SOURCECORP can support your departments archiving needs.

The Solutions offered by SOURCECORP provides benefits to radiology departments by providing a strategic migration from analog film based archiving to digital DICOM image data to support PACS. Moving your file room into a digital format not only improves your patient care by having records at your finger tips but conversion will also assist your organization in controlling costs, increasing accuracy, reducing risk, and ensure compliance.

- Industry leader. A two decade track record of providing excellent service.
- Cost effective solutions. Scaleable enterprise-wide, all-inclusive services and pricing that reduce operating costs.
- Superior technology solutions. DICOM compliant.
- On-Demand Images. 24/ hours a day, 7 days a week secure access for rapid retrieval and image delivery.
- Record Management and Storage. State of the art and secure storage and record management facilities that are EPA certified and HIPAA and JCAHO compliant.
- On-Demand access to selective film recall through Telecommunications – PACS
- Eliminates Master Jacket return as patients activate
- Eliminates Labor to Manage Old Master Patient Jacket
- Eliminates space required to archive old Master Patient Jackets
- Provides digital image softcopy read and post processing capabilities
- Provides a selective conversion migration of patient recalls to PACS
- Film is stored in a facility that is compliant with Title 36 CFR subpart K

TAP® (Total Archiving Program):

Total Archiving Program (TAP™) is a unique service designed to eliminate the time, labor, and space required for long-term storage of radiological film. It allows hospitals nationwide to store radiological films off-site in SOURCECORP environmentally controlled archiving centers and to access them 24-hours-a-day via teleradiology. With radiology budgets pinched, technologists and other staff members typically need to devote their attention to patient care instead of routing and storing films. TAP enables hospitals to out source this manual film management to SOURCECORP and often reduces the average time required to access older studies.

As part of the TAP™ service, SOURCECORP *HEALTHSERVE* purges the hospital's archived radiological films, packs and transports the films to one of its archiving centers, and compiles a comprehensive hardcopy database that meets all JCAHO criteria for off-site storage and record keeping. TAP™ Clients can access our web site www.srcp-

tap.com to request patient recalls using the secure login procedures as well as track all recalls for completion and activity.

When a comparative study is requested, it is retrieved, digitized with all required DICOM demographics, and communicated by DICOM VPN to the requesting hospital on a scheduled basis within twenty-four hours or in an emergent situation within two hours. If requested for legal or other reasons, SOURCECORP *HEALTHSERVE* will return the original films and records overnight to the requesting facility.

The TAP® Program is basic in structure but unique in application. The year(s) of patient files designated to be stored in the program is purged from your file area and transported to our central storage facility. NARA compliant storage is available. (Complies with Title 36 CFR subpart K) A complete database listing indicating each patient file that we have picked up is sent to you for your records. All files are then placed on open shelves in the same filing sequence format as they were removed from your hospital using the database as a guide. Any misfiles are corrected at this time.

When a patient's file is required orders are placed via web-based online ordering system. For emergency and non-business hours requests a telephone order is placed. Orders may be placed 24 hours a day, seven days a week for immediate access to all files in the program. The respective patient file is pulled and sent to our digital scanning area where each film and report is laser digitized and transmitted back to your hospital via a patented DICOM teleradiology network. This system allows each image to be transmitted in seconds over VPN or conventional phone lines from our facility to your institution. Standard turnaround time for scanned images is twenty-four hours. On an emergency basis films can be digitized and transmitted within two hours.

This digitization process takes only minutes per exam being transmitted and allows the physician to request files as needed rather than wait for a delivery service schedule. If desired, air or ground courier will return the original jacket. All files will be maintained in the original hard copy format throughout your state's required retention period. At the end of this period, these files will be purged taking into consideration any special requests.

The TAP program provides DICOM compliant data communications of Diagnostic Image data of scanned analog film studies stored in its operation facility to support statutory retention requirements for its clients. Providing on demand access 24/7. On request the TAP program will retrieve the patient's master jacket and select the comparative study films, and digitize at 2k x 8 bits using JPEG lossless compression. The entire DICOM Demographics are imputed to insure proper mapping to the PACS/RIS enterprise for display. The communications to support this application use a VPN tunnel from SOURCECORP to the requesting hospital using T-1 communications bandwidth for speed and security. The setup of this communications is supported by SOURCECORP personnel and the I.S. dept. of the hospital.

Item 3 - TAP® or Patient File Entry

This is a one time fee and the services include data entry of all patient jackets, and placing all patient jackets onto open shelving at SOURCECORP Operations Facility for entry into the TAP® program. NARA compliant storage is available.

Item 4 - TAP™ or Patient File Storage/Communication Fee

This is an annual service and includes Telecommunications Device to support electronic recall (i.e., TAP DICOM Workstation, or DICOM Gateway System), NARA compliant storage for one complete year, and one hundred exam recalls via teleradiology back to the requesting facility. Equipment provided includes a full service/maintenance agreement including all parts, labor and software upgrades. Annual renewal of this service is required for continued support.

Item 5 - TAP™ Original Jacket and Contents Recall or Return

Upon request from the contracting Customer, SOURCECORP will pull the original jacket and its contents for pickup. When a film jacket is returned to the SOURCECORP facility, its identifying information is entered into the record tracking and inventory control system. The physical patient jacket is returned to its original location.

Item 6 - mammoTAP™ Scanning Fee:

Mammography Scanning Services is \$ Price per film. Scanning protocol 4k x 5k x 12 bit, jpeg 2000 Lossless compression using DICOM MG protocol

Item 7 - Transition File Room Document Management Services (bundled) –

Anyone who deals with high volumes of hardcopy documentation knows of the enormous overhead associated with on-site document storage and management. Some facilities just do not have the room to continue on-site storage. Facility Record Managers have the responsibility to store records in an environment that has the physical and procedural safeguards that comply with Title 36 CFR subpart K. Additionally; all Federal Agencies are to conform to the Federal Record Disposition Program. The Transition File Room Service includes federal record inventory control support, retention management assistance and a web-based ordering and inventory application. These facility managers are also probably aware of the many advantages of converting these documents to electronic images for viewing in real-time from an on-site workstation. SOURCECORP's Transition File Room and Document Management Services are designed with these customers in mind. They provide an ideal document management solution that relieves the client of their large storage overhead while incorporating a paper-to-image conversion process that enables secure viewing of document images at any client workstation on the network. Personnel with access to federal records have met NACI security background check requirements, executed a confidentiality agreement, and completed HIPAA, Information Security and Awareness, and Ethics training.

Whether client documents are moved to either a local or remote SOURCECORP facility, SOURCECORP's document management gives the client complete access to their document information on a schedule that fits their needs. Where storage is local, our dependable courier service is available for daily or weekly pick-up and delivery. Local delivery is included in the service price as is record retrieval. For remote locations, documents can be express mailed or pre-fetched for scan in advance allowing the client to view the document electronically. Once relocated, the client is able to request their documents on a routine basis with the added convenience of an on-line request application or sending an e-mail. The client always knows when to expect their requested documents.

For critical document needs, a 1-hour stat delivery is offered for local a site that ensures document delivery within one hour of the request, 24 hours a day, 365 days a year. To receive a document even faster, or for remote clients, the needed documents can be obtained electronically via fax or scan-on-demand where a proprietary viewer is utilized to view scanned document images. SOURCECORP guarantees compliance with JCAHO and other regulatory guidelines in the transfer of sensitive material. This service is available to clients who request a backfile conversion as well as those who wish to convert records on demand.

Standard NARA-compliant Paper Storage.

Item 8 – 0 to 3,000 boxes

Item 9 – 3,001 – 39,999 boxes

Item 10 – More than 40,000 boxes

This service provides sensitive document storage by the box during document conversion, or permanently. For companies or agencies that are required to comply NARA safety and security requirements and with the Federal Record Disposition Program, program compliance support, online inventory control and ordering services and NARA compliant (Title 36 CFR subpart K) security are all included in this service.

- a. 0 – 3,000 boxes
- b. 3001 – 39,999 boxes
- c. 40,000 boxes ore more

Standard Records Storage (non-NARA compliant)

Item 11 - More than 40,000 boxes

Item 12 Emergency Scan -on- Demand (within 4 hours)

This service provides the ability to scan documents upon request.

Item 13 Emergency paper retrieval. (rate does not include express mailing costs)

This service provides the ability to retrieve paper documents in liner or box storage upon request.

PRICE LIST: SOURCECORP

SIN	Item Number	Service Name & Description	Unit of Issue	GSA Awarded Price w/ IFF
51-506	1	Document Scanning	Image	\$ 0.3435
51-506	2	Document Preparation Clerk I*	Hour	\$ 32.5000
51-506	3	Driver/Delivery Service I*	Hour	\$ 47.8000
51-506	4	Records Technician/ Warehouse Clerk I*(hourly)	Hour	\$ 32.5000
51-506	5	Document Scanning Clerk I* (hourly)	Hour	\$ 32.5000
51-506	6	Bi-tonal Scanning (scan only)	Image	\$ 0.0300
51-506	7	Grey Scale Scanning (up to 600 DPI, 11x17)	Image	\$ 1.7900
51-506	8	Color Scanning (scan only)	Image	\$ 0.1750
51-506	9	Indexing / data entry	Keystroke	\$ 0.0097
51-506	10	Data Entry/Indexing Technician I*	Hour	\$ 32.5000
51-506	11	OCR by field for index capture	Field	\$ 0.0074
51-506	12	OCR Full Text	Image	\$ 0.0199
51-506	13	Standard Quality Control	Image	\$ 0.0200
51-506	14	Exception/Quality Control Clerk I*	Hour	\$ 32.5000
51-506	15	Digital to Film	Image	\$ 0.0100
51-506	16	Film to Digital	Image	\$ 0.0250
51-506	17	CD/DVD	Each	\$ 25.0000
51-506	18	Document Destruction	Box	\$ 1.9647

Additionally, any postage, storage boxes and cartons, project specific supplies, transportation, travel, and any other similar types of cost is billed as a pass-through expense.

Additionally, per hour is based on eight hour day and a forty hour work week. Overtime rate, where requested and applicable, is calculated by multiplying the per hour rate by 1.5.

Schedule of Items

SIN 51-506

Item 1 - Document Scanning/Conversion Output

SOURCECORP is America's largest and most experienced provider of document scanning services with:

- 34 high volume centers located domestically and internationally producing over 4.5 million images per day
- Over 325 high-production scanners including IBM, Kodak and Bell & Howell
- Capabilities to scan any type of source media, and produce any output format

SOURCECORP utilizes customized software to deliver the unique scanning and data capture workflow requirement needs for each individual customer with an intense focus on creating efficiencies of our large scale coupled with superior quality output.

Backfile and Day-Forward Conversion: Whether converting millions of documents from historical files, or capturing day-forward information; whether outsourcing a single function, or an entire conversion process, SOURCECORP has the experience, bandwidth and functional competencies necessary to meet and exceed all expectations.

This line item includes all items of scanning and conversion, including simple prep, scan, and indexing of six fields. The indexing component, based on six fields is limited to an average of 54 keystrokes.

Item 2 - Document Preparation Clerk I*

Responsibilities and Duties

Responsible for gathering, sorting, and batching documents according to work types and client specifications. Prepping documents may include: alphabetizing, putting documents in numerical order and/or date order, removing staples, etc., maintaining a record of completed work, and maintaining confidentiality and security of client information per client guidelines.

Qualifications

- GED or 1 year High School and one additional year of clerical experience

Minimum 1 year clerical experience

Item 3 - Driver Delivery Service I*

Responsibilities and Duties

Responsible for picking up and delivering materials to and from specified locations within designated timelines and 30 miles. Maintains a log of materials delivered and received, maintain positive client relationships and represents Company in a professional manner. Monitors vehicle maintenance, complete maintenance log, and inform management of mechanical needs to ensure safety and longevity of the vehicle. Must be able to understand and comply with document security plans relative to transportation and logistics.

Qualifications

- High School Diploma or GED.
- Minimum of two years driving experience.
- Possess valid driver's license and proof of insurance
- Ability to successfully pass annual motor vehicle background check.

Item 4 - Records Technician/Warehouse Clerk I*

Responsibilities and Duties

A Records Technician/Warehouse Clerk is responsible for completing assigned duties of the warehouse operation, or file storage operation areas, ensuring accurate filing and distribution of records per client's request. Sorts, files, retrieves and organizes files.

Qualifications

- High School Diploma or GED.
- Previous warehouse experience and/or training, 0 – 1 years.
- Ability to use personal computer or pass training program

Item 5 - Document Scanning Clerk I*

Responsibilities and Duties

Responsible for calibrating, cleaning, and operating digital scanners to produce images, and to scan all documents received from Prepping Department according to client specifications, identify and communicate prepping errors to supervisor, identify and troubleshoot scanning equipment and document malfunction and maintain a record of completed work. Must be able to evaluate and troubleshoot scanning systems as they relate to quality image output according to client specifications; identify and communicate issues/errors to supervisor; and maintain service and support logs/reports.

Qualifications

- High School Diploma or GED.
- Minimum of 1 year experience.
- Ability to use personal computer

Item 6 - Bi-tonal Scanning (scan only)

Description: Black and white document scanning by the image for documents up to 8.5" by 14" up to 300 dpi with a minimum document count for on-site scanning is 10,000 documents per day.

Item 7 - Grey Scale Scanning (scan only)

Description: Grey Scale document scanning for documents up to 8.5" by 14" up to 300 dpi with a minimum document count for on-site scanning is 10,000 documents per day.

Item 8 - Color Scanning (scan only)

Description: Color document scanning for documents up to 8.5" by 14" up to 300 dpi with a minimum document count for on-site scanning is 10,000 documents per day.

Item 9 - Indexing/Data Entry (by keystroke)

Description: Based on SOURCECORP's experience with indexing documents, we understand that there may be many different document types that may require different levels of indexing. SOURCECORP provides three options for how document indexing is accomplished and understands the importance of the index information as it relates to the scanned image. Index fields' specifications will be defined as part of the conversion process and based on the content of the data and the government organizational requirement.

Item 10 - Data Entry/Indexing Technician I*

Responsibilities and Duties

Data Entry is responsible for reviewing and keying information into software applications (often related to record management systems), inputting lists of items, numbers, or other data into the computer; or completing forms that appear on a computer screen. Must be able to manipulate existing data, edit current information, and proficient in proofread new entries to a database for accuracy or transcribing information from computer screens and hardcopy documents while maintaining a high level of accuracy in transcribing the keyed information.

Qualifications

- High school Diploma or GED.
 - Type a minimum of 10,000 alpha numeric and 10-key strokes per hour (KSPH) at a 98% accuracy or better.
- Detail-oriented.
- 0 – 1 year production experience

Item 11 - OCR by field for index capture

Description: Automated capture by field from images (on forms or other) and based on established client rules.

Item 12 - OCR Full-text (by image)

Description: Full-text capture of all machine print character data in single pass OCR scans.

Item 13 - Standard Quality Control (by image)

Description: Quality control review or quality assurance review of image data as established by client rules and samplings.

Item 14 - Exception/Quality Control Clerk I*

Responsibilities and Duties

Responsible for performing audits and identifying issues/errors or work-in-process or completed scanning and/or data entry of document attributes (based on client designated specifications). Responsible for documenting and reporting findings, review, verify, and document audit errors reported by client. May also be required to further track, audit, resolve, and communicate issues/errors for all work-in-process.

Qualifications

- High school Diploma or GED.
- 1 – 3 years production experience preferred.
- Type a minimum of 10,000 alpha numeric and 10-key strokes per hour (KSPH) at a 98% accuracy or better.
- Good communication skills

Item 15 - Digital to Film

Description: Digital images (pre-existing or captured) are written out to microfilm for deep archival or other reasons.

Item 16 - Film to Digital

Description: Microfilm frame images are captured digitally and written out to customer specified format.

Item 17 – CD/DVD Outputs

Item 18 - Document Destruction by the box

Description: If the original documents received for imaging or filming are no longer required in paper, SOURCECORP can provide document destruction services. The document destruction service includes the NIST, NAID and HITECH Act compliant shredding and/or burning of all paper documents based on an agreed upon time frame with our clients. The end-product of destruction method is particles that are no larger than 1 x 5mm in size.

51-1001 PRICE LIST: SOURCECORP

SIN	Item Number	Service Name & Description	Unit of Issue	GSA Awarded Price w/ IFF
51-1001	1	Medical Coding Associate - Daily Rate based on normal 8-hour workday ¹	Hour	\$ 52.5000

Per day rate is based on an eight hour day and a forty hour work week. Overtime rate is calculated by dividing the day rate by eight and multiplying the result by 1.5.

Additionally, any postage, boxes, project specific supplies, transportation or travel is billed as a pass-through expense.

Schedule of Items

Item 1 - Medical Coding Associate

Responsibilities and Duties

Codes ICD-9-CM, CPT and Evaluation and Management and payment methodologies. Additional or alternate responsibilities may include Tumor registry, Health Information Management consulting, medical billing, medical accounts receivable or insurance verification for inpatient or outpatient professional fee 3rd party billing, documentation audits and education, or patient communication regarding billing.

Qualifications

- RHIA, RHIT, CCS, CCS-P or Billing Certificate
- Two years experience
- Ability to use personal computer and coding or billing software
- Knowledge of medical terminology

- Knowledge of relationship between medical codes and medical billing

In today's new healthcare environment, coding has become more important than ever. It is a vital part of the financial integrity and clinical profiling of all healthcare providers. Healthcare facilities and providers cannot afford to have anything less than the most timely, accurate coding available.

To ensure accuracy, revenue accountability and compliance, health care providers across the country turn to the SOURCECORP LexiCode for coding expertise and assistance.

SOURCECORP LexiCode maintains a national staff of thoroughly trained, experienced and credentialed (RHIA, RHIT, CCS, CCS-P) coding professionals who are ready to step into your coding department to help you through staff shortages, vacation coverage, unexpected illness or a temporary crunch. We can also consult on problem areas or assume complete management of your coding operation

SOURCECORP Deliverex provides staffing augmentation services, recruiting and placing temporary, experienced, qualified and NACI processed personnel for the following positions within the Department of Veterans Affairs Billing Departments:

Medical Billers

Accounts Receivable Specialists

Insurance Verifiers

Customer Service Receivables Personnel

Medical Records Coding Consulting

SOURCECORP LexiCode provides medical record coding services for all record types (e.g., Inpatient, Outpatient Surgery, Emergency Room, Ancillaries and E & M) and payment methodologies (e.g., MS-DRG, APR-DRG, AP-DRG, APC). This service is available for the following provider settings:

Hospital Based

- Inpatient
- Outpatient Surgery
- Emergency Department
- Outpatient Ancillary

Physician Based

- Inpatient
- Office Setting
- Emergency Department

Offsite (Remote) Medical Records Coding

SOURCECORP LexiCode offers a wide variety of offsite or remote medical record coding options that are customized based on the needs of our clients. Our remote coding clients include healthcare facilities across the country. SOURCECORP LexiCode's Remote Coding Center is secure, HIPAA compliant, complete with the latest technology and places credentialed consultants at your service whenever you need them – whether you need to outsource your entire coding department or to simply eliminate a coding backlog.

Remote Options include:

- Secure access to electronic medical record (EMR) systems
- Interfacing with other e-coding software
- Onsite records scanning with remote indexing and coding of medical records
- Other customized remote coding solutions

Other Medical Records and HIM Coding Services

In addition to onsite and remote coding services, we also offer the following HIM Consulting Services:

- Compliance and Reimbursement Audits
- Preparation for ICD-10
- Provider Documentation Integrity Programs
- Interim HIM Management
- Customized Physician and Coding Education
- Tumor and trauma registry support
- Inpatient billing and billing review
- Outpatient billing and billing review
- Insurance verification
- Insurance denials management
- Customized HIM consulting

The Service Contract Act (SCA)

SCA Matrix		
Contract Labor Category	SCA Equivalent Code Title	WD Number
Document Preparation Clerk I*	01111 - General Clerk I	05-2221 Rev. 22
Driver/Delivery Service I*	31043 - Driver Courier	05-2221 Rev. 22
Records Tech/Warehouse Clerk I*	01111 - General Clerk I	05-2221 Rev. 22
Document Scanning Clerk I*	01111 - General Clerk I	05-2221 Rev. 22
Data Entry/Indexing Technician I*	01051 - Data Entry Operator I	05-2221 Rev. 22
Exception/Quality Control Clerk I*	01112 - General Clerk II	05-2221 Rev. 22

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 above. 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.