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## HEALTHCARE MANAGEMENT SOLUTIONS, LLC GSA IT-70 FEDERAL SUPPLY SCHEDULE PRICELIST

**Prices Shown Herein are Net (discount deducted)**

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).

**Schedule Title** General Purpose Commercial Information Technology Equipment, Software, & Services

**Schedule Number** 70

**Contract Number** GS-35F-0001Y

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period** October 3, 2011 through October 2, 2021

**Contractor** Healthcare Management Solutions, LLC  
1000 Technology Drive  
Suite 1310  
Fairmont, West Virginia 26554  
304-368-0288  
<http://www.hcmsllc.com>

**Contract Administrator** Laura Reeder  
[contracts@hcmsllc.com](mailto:contracts@hcmsllc.com)  
Phone: 304-368-0288  
Fax: 304-368-0389  
Healthcare Management Solutions, LLC  
1000 Technology Drive  
Suite 1310  
Fairmont, West Virginia 26554

**Business Size** Small Economically Disadvantaged Woman-Owned Business **DUNS** 127149784

**Pricelist current as of October 4, 2019. Expires October 2, 2021.**

**Mod PO-00033**

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## Customer Information

### 1a. Table of Awarded Special Item Numbers (SINS)

HMS has been awarded SIN 132-51 and SIN 132-56. Labor Categories and pricing are found in **Figure 1**. Labor Category Descriptions can be found starting at section 1c.

Labor Category	Hourly Rate
Project Director I	\$92.90
Project Director III	\$152.15
Project Manager I	\$52.78
IT Specialist I	\$79.61
IT Specialist II	\$104.06
IT Specialist III	\$164.12
Senior Systems Analyst I	\$83.26
Senior Data Analyst I	\$124.05
Data Analyst I	\$59.35
Junior Analyst I	\$62.63

*Figure 1 - Labor Categories and Hourly Rates*

### 1b. Lowest Price Model Numbers

Not applicable

## 1c. Labor Category Descriptions

### Project Director I

#### **Education/Years' Experience**

Bachelor's + 5 years

Masters + 2 years

#### **Description:**

Responsible for all phases of performance, including contract management, contract cost control, IT project management, coordination of resource needs, coordination with company resources and management, and has direct accountability for the technical accuracy, timeliness and quality of deliverables. Lead and manage software program development by planning and coordinating program and project efforts, providing project reports, maintaining schedules and budgets for the program. Serve as focal point of contact with the client on all IT program activities. Detect and analytically solve a wide variety of IT business problems. Provide technical leadership and guidance to resolve complex technical problems across multiple projects.

Possess the ability to manage a project from inception to deployment and a demonstrated ability to manage multi-task contracts. Supervise the project performance of staff in accordance with the company's policies and procedures. Provide quality assurance for all deliverables.

### Project Director III

#### **Education/Years' Experience**

Bachelor's + 10 years

Has substantive IT knowledge and demonstrated hands-on expertise and/or training in Information Technology system or software: planning, design, modification, development, writing, and/or implementation. Provides technical expertise and oversight in assessing project issues and developing resolutions to meet productivity, quality, and client satisfaction goals and objectives. Ensures logical and systematic conversion of client requirements into solutions within technical, schedule, and cost constraints.

### Project Manager I

#### **Education/Years' Experience**

Bachelor's + 3 years

Masters + 1 year

#### **Description:**

Direct a group of technology program or client projects, overseeing technology development. Retain responsibility for overall contract performance. Possess the ability to manage a project from inception to deployment and a demonstrated ability to manage multi-task contracts. Supervise the project performance of staff in accordance with the company's policies and procedures. Provide quality assurance for all deliverables.

## IT Specialist I

### Education/Years' Experience

Bachelor's + 2 years

10 Years

### Description:

Individual must be very knowledgeable in all aspects of IT. Oversee and coordinate the operational aspect of projects and serve as a liaison between project management and planning. Conduct or participate in multidisciplinary research and collaborate with developers in the planning, design, development, and utilization of electronic data processing systems. Assess project issues and develop resolutions to meet productivity, quality, and client satisfaction goals and objectives. Ensure the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Demonstrate very good oral and written communication skills. Prepare documentation or reports of program development. Perform work without appreciable direction, exercise considerable latitude in determining objectives and approaches to assignments, and is virtually self-initiated and self-managed. May serve as overall project manager.

## IT Specialist II

### Education/Years' Experience

Bachelor's + 8 years

Masters + 5

### Description:

Individual must be very knowledgeable in all aspects of IT. Oversee and coordinate the operational aspect of projects and serve as a liaison between project management and planning. Conduct or participate in multidisciplinary research and collaborate with developers in the planning, design, development, and utilization of electronic data processing systems. Assess project issues and develop resolutions to meet productivity, quality, and client satisfaction goals and objectives. Ensure the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Demonstrate very good oral and written communication skills. Prepare documentation or reports of program development. Perform work without appreciable direction, exercise considerable latitude in determining objectives and approaches to assignments, and is virtually self-initiated and self-managed. May serve as overall project manager.

### **IT Specialist III**

#### **Education/Years' Experience:**

Bachelor's + 10 years

Masters + 6

#### **Description:**

Individual must be very knowledgeable in all aspects of IT. Oversee and coordinate the operational aspect of projects and serve as a liaison between project management and planning. Conduct or participate in multidisciplinary research and collaborate with developers in the planning, design, development, and utilization of electronic data processing systems. Assess project issues and develop resolutions to meet productivity, quality, and client satisfaction goals and objectives. Ensure the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. Demonstrate very good oral and written communication skills. Prepare documentation or reports of program development. Perform work without appreciable direction, exercise considerable latitude in determining objectives and approaches to assignments, and is virtually self-initiated and self-managed. May serve as overall project manager.

### **Senior Systems Analyst I**

#### **Education/Years' Experience**

Bachelor's + 4 years

Masters + 1 year

#### **Description:**

This individual is competent to work at the highest level of all phases of IT applications systems analysis and programming activities. Formulate and define technical system scope and objectives. Translate operational requirements into specific hardware and software designs or process solutions. Perform all necessary functions including end user interface, requirements analysis and definition, functional description development, test plan development and implementation, and the development of final documentation. Apply management and financial expertise, Federal government financial methodologies, regulations, and principles to government projects.

## Senior Data Analyst I

### Education/Years' Experience

Bachelor's + 6 years

### Description:

Perform support services for technology projects involving specific development, maintenance, and troubleshooting activities in support of new or legacy data systems or databases according to project requirements or specifications. Ensure workstation/ server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Also, ensure data and media recoverability by implementing a schedule of system backups and database archive operations. Revise company definition of data as defined in data dictionary and updates data dictionary. Develop and update functional or operating manuals outlining established methods of performing work in accordance with the organizational policy. Specify user and user access levels for each segment of the database. Modifies database programs to increase processing performance. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.

## Data Analyst I

### Education/Years' Experience

Bachelor's + 3 years

### Description:

Perform support services for technology projects involving specific development, maintenance, and troubleshooting activities in support of new or legacy data systems or databases according to project requirements or specifications. Ensure workstation/ server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Also, ensure data and media recoverability by implementing a schedule of system backups and database archive operations. Revise company definition of data as defined in data dictionary and updates data dictionary. Develop and update functional or operating manuals outlining established methods of performing work in accordance with the organizational policy. Specify user and user access levels for each segment of the database. Modifies database programs to increase processing performance. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.

## Junior Analyst I

### Education/Years' Experience

Bachelor's  
4 Years

### Description:

Consult with user to identify current IT operating procedures and clarify program objectives based on both user technical needs and sufficient understanding of applicable business systems and industry requirements. Analyze and alter software to increase operating efficiency or adapt to new requirements. Prepare detailed technical specifications from which programs will be written. Design, code, test, debug, document, and maintain those programs. Develop system requirements and program specifications from inception to conclusion.

## Equivalencies

### Educational Equivalencies (Substituting Work for Education)

One year of relevant work experience may be substituted for one year of required education. As an example of relevant work experience, if the position requires a Bachelor's degree in finance, the work experience must be finance-related, such as research and analysis of financial data, performing financial projections, or other related work. Two or four years of relevant work experience can be substituted for Master's or Doctorate degree respectively.

### Work Equivalencies (Substituting Education for Work Experience)

Relevant completed college education can be substituted on a year-for-year basis.

### Other Equivalencies

The following certifications and licenses may be substituted for degrees:

- Technical Certifications may be substituted for an Associate's degree or two years of experience;
- Professional Certifications may be substituted for a Bachelor's degree or four years of experience; and/or
- Professional Licenses may be substituted for a Master degree or six years of experience.

## Chart

The chart below demonstrates sample equivalencies.

Degree	Experience Equivalence	Other Equivalence
Associate's	Two years' relevant experience	Technical Certification
Bachelor's	Associate's degree and two years' relevant experience, or four years of relevant experience	Professional certification
Master's	Bachelor's and two years of relevant experience, or Associate's and four years of relevant experience, or six years of relevant experience	Professional license
Doctorate	Master's and two years of relevant experience, or Bachelor's and four years of relevant experience, or Associate's and six years of relevant experience, or eight years of relevant experience	

*Figure 2 - Education and Experience Equivalencies*

### 2. Maximum Order

\$1,000,000

### 3. Minimum Order

\$100

### 4. Geographic Scope of Contract

The geographic scope of this contract is domestic and international.

Offerors are requested to check one of the following boxes:

The Geographic Scope of Contract will be domestic and overseas delivery.

The Geographic Scope of Contract will be overseas delivery only.

The Geographic Scope of Contract will be domestic delivery only.

### 5. Points of Production

Not applicable

### 6. Statement of Net Price

Prices shown are NET Prices.

### 7. Quantity Discounts

Quantity discounts may be available on a task order-by-task order basis.

### 8. Prompt Payment Terms

Net/30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Cards

Government Purchase Cards are accepted for amounts below the micro-threshold.

9b. Government Purchase Cards

Government Purchase Cards are accepted for amounts above the micro-threshold.

10. Foreign Items

None

11a. Time of delivery

As negotiated in individual Task Orders.

11b. Expedited Delivery

As negotiated in individual Task Orders.

11c. Overnight and 2-day delivery

As negotiated in individual Task Orders.

11d. Urgent Requirements

As negotiated in individual Task Orders.

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

As negotiated in individual Task Orders.

13a. Ordering address

For mailed orders, the postal mailing address where written orders will be received is as follows:

Healthcare Management Solutions, LLC  
Attn: Contracts  
1000 Technology Drive, Suite 1310  
Fairmont, WV 26554

For orders by facsimile transmission, the point of contact is:

Healthcare Management Solutions, LLC  
Attn: Contracts  
(304) 368-0389

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.

14. Payment addresses

Healthcare Management Solutions, LLC  
Attn: Finance

1000 Technology Drive  
Suite 1310  
Fairmont, WV 26554  
Ph: 304-368-0288  
Fax: 304-368-0389  
[finance@hcmsllc.com](mailto:finance@hcmsllc.com)

15. Warranty Provision  
Not applicable
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. Preventative maintenance  
Not applicable
- 24a. Special attributes such as environmental attributes  
Not applicable
- 24b. Section 508 compliance information  
Not applicable
25. Data Universal Number System (DUNS) number

127149784

26. System for Award Management (SAM)

HMS is registered in the SAM database.

27. Non-Local travel & Other Direct Costs (ODCs)

Consistent with HMS' cost accounting practices, ODCs will be invoiced at actual cost incurred plus G&A. Reimbursable non-local travel will be invoiced in the following manner:

- a) Lodging will be invoiced at the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR) rates as applicable and where available plus any applicable taxes. If lodging is not available at the FTR/JTR rate, HMS will seek prior written approval to exceed that amount.
- b) Meals and Incidental Expenses (M&IE) will be invoiced in accordance with the FTR or JTR as applicable.
- c) Transportation will be invoiced at actual amounts incurred.
- d) G&A will be applied to items a, b, and c.