



Department of Veterans Affairs
Authorized Federal Supply Schedule Price List

******* Modification #25*******

Effective April 15, 2011

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

Federal Supply Schedule (FSS) 621 I
Professional and Allied Healthcare Staffing Services

Product Service Code Q
Contract #: V797P-4467A

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

April 24, 2008 through April 23, 2013

Business Size: Large
Data Universal Number System (DUNS) number: 800844086
CCR Database Cage Code: 1PAC8

Top Echelon Contracting, Inc.

P.O. Box 20990
Canton OH 44701-0990
(Physical address is 800 Market Ave. N, Canton OH 44702)

www.TopEchelonContracting.com

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330-454-3508 Phone

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Top Echelon Contracting, Inc.
Contract #: V797P-4467A

1. Table of awarded Rates, Terms and Conditions:

SIN 621- Position Description		FSS Net Ceiling Price
025	Registered Nurse - General	\$ 59.75
025	Registered Nurse - Clinical Research Coordinator	\$ 65.29
027	Pharmacist	\$ 85.31
035	Physical Therapist	\$ 56.53
037	Occupational Therapist	\$ 54.00
038	Licensed Practical Nurse	\$ 36.80
040	Certified Nurse Assistants	\$ 25.50
051	Certified Pharmacy Technician	\$ 30.93

Note: Prices shown herein are “net” ceiling prices-not to exceed rates. The net ceiling rates include malpractice insurance for non-personal services task-orders and excludes travel and lodging.

- 2. Maximum order.** \$1,000,000 per order.
- 3. Minimum order:** Minimum assignment period of 4 weeks at full time staffing level of 36 – 40 hours per week.
- 4. Geographic coverage:**
 Service coverage for the 29 states of: Arkansas, Alabama, Arizona, California, Colorado, Washington DC, Florida, Georgia, Iowa, Illinois, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Mississippi, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Washington, and Wisconsin.
- 5. Payment terms.** Net 30 days.
- 6. Government Commercial Credit Card:**
 At the minimum, Top Echelon Contracting, Inc. *Does Accept* the Government Credit Card up to the Micro-Purchase Threshold.
- 7. Ordering address.**
 Top Echelon Contracting, Inc.
 Attention: Debra M. Fledderjohann
 PO Box 20990
 Canton, OH 44701-0990
- 8. Payment address.**
 Top Echelon Contracting, Inc.
 P.O. Box 71-4489
 Columbus, OH 43271-4489
- 9. Medical Liability Insurance:** \$ 6 million per occurrence / \$ 8 million aggregate
- 10. Non Personal and Personal Services Task-Orders are both Accepted**

Top Echelon Contracting, Inc.
Contract #: V797P-4467A

11. **Cancellation Policy:** Termination for convenience.
Termination for cause.
12. **Permanent Placement Fees:** No permanent placement fees are authorized
13. **Cancellation Fees:** No cancellation fees are authorized
14. **Service Contract Act of 1965, as Amended:** The Service Contract Act of 1965, as amended in applicable to this contract per FAR 52.222-41.
15. **Background Investigations:** Top Echelon Contracting standard operating procedure is to conduct background screenings for all newly hired or rehired contractors. We conduct a “criminal super search” on every contractor which consists of a criminal and sexual offender statewide database search. If the contractor has lived in a specific County that is not part of the criminal super search, we conduct a criminal search at the County level. We also conduct a social security number verification. If the employee is driving a vehicle for a Client, we conduct a MVR search.

The established FSS net ceiling price does not include any costs for obtaining and/or possessing any additional levels of security clearances in the performance of potential task orders issued against this contract. Such additional costs are negotiated at the level of the task order contracting field office.
16. **Overtime Rate:** 1.4x the normal hourly rate for hours worked over 8 per day in California or over 40 hours per week, consistent with state and local labor laws.
17. **Holiday Rate:** Billed at regular hourly rate or overtime rate, is applicable based on the number of hours worked during the week.
18. **Workweek:** Sunday through Saturday
19. **Shift Differentials:** No shift differentials
20. **On-Call:** Not applicable
21. **Call Back:** Standard hourly rate unless placement has already worked 40 hours and then overtime rate is applied. Call back rate will apply once individual is physically on-site.
22. **Special Ordering Procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in the Federal Acquisition Regulation (FAR) 8.405-3.

Minimum Qualifications of Professionals:

Detailed Description per SIN:

621-025

Registered Nurse – General

Education:	Minimum education would be an associates or bachelors degree in a RN Program from a National League of Nurses (NLN) accredited institution.
Certification:	Candidate must have Basic Life Support (BLS).
Experience:	Minimum of 1 year experience.
Licensure:	Valid license in at least one state.

621-025 **Registered Nurse - Clinical Research Coordinator**

Education: Minimum degree required would be an ASRN or ASLVN from an accredited institution.
Minimum if not an LVN/RN would be a BS Respiratory Therapy; BS Med Tech; BS Micro; BS in any Life Science.

Certification: Through ACRP: CCRC (Certified Clinical Research Coordinator) preferred, not required. Candidate must have Basic Life Support (BLS).

Experience: Minimum two years experience as a CRC or as a Clinical Research Project Associate.

Licensure: Valid license in at least one state.

621-027 **Pharmacist**

Education: A Bachelor's Degree in Pharmacy from an accredited college of pharmacy or graduate of an accredited pharmacy program. Both must be accepted by the American Council of Pharmaceutical Education. Continued completion of ACPE continuing education (CEU credit requirements are determined by each state where licensure is issued.) A pharmacist with a PharmD degree is one who has graduated with a Doctor of Pharmacy Degree from an accredited college of pharmacy approved by the ACPE.

Certification/License: Registered/Licensed to practice as a pharmacist as required by each state. Candidate must have Basic Life Support (BLS).

Experience: Must be licensed and have worked in a pharmacy within the last two (2) years.

621-035 **Physical Therapist**

Education: BS degree in Physical Therapy from an accredited institution.

Certification: Candidate must have Basic Life Support (BLS).

Experience: Candidate must have a minimum of one year experience as a practicing Physical Therapist.

Licensure: Candidate must have a license to practice Physical Therapy within the appropriate state.

621-037 **Occupational Therapist**

Education: BS degree in Occupational Therapy from an accredited institution.

Certification: Candidate must have Basic Life Support (BLS).

Experience: Candidate must have a minimum of one year experience as a practicing Occupational Therapist.

Licensure: Candidate must have a license to practice Occupational Therapy within the appropriate state.

621-038

Licensed Practical Nurse

Education: Minimum education would be degree in an LPN Program from a National League of Nurses (NLN) accredited institution.
Certification: Candidate must have Basic Life Support (BLS).
Experience: Minimum of 1 year experience.
Licensure: Valid license in at least one state.

621-040

Certified Nurse Assistant

Education: Minimum education would be high school diploma or equivalent. Completion of a state recognized Certified Nurse Assistant program.
Certification: Candidate must have current certification as a nursing assistant (CNA) and Candidate must have Basic Life Support (BLS).
Experience: Minimum of one year experience.
Licensure: Valid license in at least one state.

621-051

Certified Pharmacy Technician

Education: Minimum of a high school graduate from an accredited high school, or equivalent.
Certification/License: Certification by each state. (As required by statute.) In states where required, training from an accredited program leading to an AS degree and Certification by the Pharmacy Technician Certification Board (CPhT) or equivalent. Candidate must have Basic Life Support (BLS).
Experience: Recent graduate is acceptable, but prefer individuals with at least six months experience in a hospital or retail pharmacy.