

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! ®, a menu-driven database system. The INTERNET address of GSA Advantage! ® is:  
GSAAdvantage.gov.

Contract Number – GS-35F-013DA

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 6, 2015 through October 5, 2025  
Through Modification PO-0029, Dated October 6, 2020

Contractor: **Index Analytics, LLC**  
5520 Research Park Drive, Suite 100  
Baltimore, MD 21228  
Telephone: 703-401-3459  
[www.index-analytics.com](http://www.index-analytics.com)

**SBA 8(a) Certified Small Business, HUBZone, Small Business**

1. Awarded SINs – 54151S IT Professional Services  
54151HEAL Healthcare IT Services
- 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 Appendix A

- 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.

See Appendix B

2. Maximum Order – 54151S \$500,000; 54151HEAL \$500,000
3. Minimum Order - \$100
4. Geographic Coverage – 48 Contiguous States
5. Point(s) of Production – United States of America
6. Discount from List Prices: Prices shown are NET prices; Basic Discounts have been deducted.
7. Quantity Discount – Additional 1.0% on single task orders over \$250,000
8. Prompt payment terms – net 30 days  
Credit Card Discount terms – None
- 9a. Government Purchase cards accepted at or below micro purchase threshold – Yes
- 9b. Government Purchase cards accepted above micro purchase threshold – Yes
10. Foreign Items – None
- 11a. Time of delivery – Negotiated at the task order level
- 11b. Expedited delivery – Negotiated at the task order level

- 11c.Overnight and 2-day delivery - Negotiated at the task order level
- 11d.Urgent Requirements - Negotiated at the task order level
- 12. F.O.B. point(s) – Destination
- 13a.Ordering address(es) – 5520 Research Park Drive, Suite 100, Baltimore, MD 21228
- 13b.Ordering procedures – EDI Raghu Akkapeddi, 5520 Research Park Drive, Suite 100, Baltimore, MD 21228
- 14. Payment address(es) – 5520 Research Park Drive, Suite 100, Baltimore, MD 21228
- 15. Warranty Provision – Standard Commercial Warranty
- 16. Export Packing Charges – None
- 17. Terms and conditions of Government purchase card acceptance – Accepted for above, at or below the micro purchase threshold.
- 18. Terms and conditions of rental, maintenance, and repair – None
- 19. Terms and conditions of installation – None
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices – None
- 20a.Terms and conditions for any other services – See Appendix C
- 21. List of service and distribution points – None
- 22. List of participating Dealers – None
- 23. Preventative maintenance – None
- 24a.Special attributes such as environmental attributes – None
- 24b.Section 508 – Not Applicable
- 24. Data Universal Number System (DUNS) number – 078727384
- 26. Notification regarding registration in System for Award Management (SAM) database - Active

Appendix A **Labor Rates**

**Pricing: IT Professional Services**

<b>SIN</b>	<b>Labor Category</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>
51451S	Project Manager	\$142.89	\$147.17	\$ 151.59	\$ 156.14	\$ 160.82
51451S	Systems Analyst	\$100.94	\$103.97	\$ 107.09	\$ 110.30	\$ 113.61
51451S	Mid-Level Consultant II	\$102.95	\$106.05	\$ 109.23	\$ 112.51	\$ 115.88
51451S	Senior Consultant II	\$121.39	\$125.03	\$ 128.79	\$ 132.65	\$ 136.63
51451S	Functional Analyst I	\$63.75	\$ 65.66	\$ 67.63	\$ 69.66	\$ 71.75
51451S	Reporting Analyst	\$116.88	\$120.38	\$ 124.00	\$ 127.71	\$ 131.55
51451S	Expert Business Object (BI) Administrator	\$201.88	\$207.94	\$ 214.17	\$ 220.60	\$ 227.22
51451S	Business Objects (BOBJ) Developer	\$108.37	\$111.63	\$ 114.98	\$ 118.43	\$ 121.98
51451S	ETL Developer	\$100.94	\$103.97	\$ 107.09	\$ 110.30	\$ 113.61
51451S	BI Architect IV	\$164.93	\$169.87	\$ 174.97	\$ 180.22	\$ 185.62
51451S	Portal/Applications Architect IV	\$161.51	\$166.35	\$ 171.34	\$ 176.48	\$ 181.77
51451S	Business Analyst II	\$95.92	\$ 98.79	\$ 101.75	\$ 104.81	\$ 107.95
51451S	MicroStrategy/Business Intelligence (BI) Developer III	\$118.14	\$121.67	\$ 125.32	\$ 129.08	\$ 132.96
51451S	Portal Administrator II	\$93.51	\$ 96.31	\$ 99.20	\$ 102.17	\$ 105.24
51451S	Principal Consultant I	\$182.77	\$188.25	\$ 193.89	\$ 199.71	\$ 205.70
51451S	Data Visualization Developer IV	\$177.04	\$182.35	\$ 187.82	\$ 193.45	\$ 199.26
51451S	Data SME V	\$179.88	\$185.26	\$ 190.82	\$ 196.55	\$ 202.44
51451S	Data Visualization Developer II	\$138.10	\$142.23	\$ 146.50	\$ 150.90	\$ 155.42
51451S	Data Analyst V	\$143.91	\$148.22	\$ 152.66	\$ 157.24	\$ 161.96
51451S	MicroStrategy Developer IV	\$145.41	\$153.44	\$ 158.04	\$ 162.78	\$ 167.67
51451S	SAS Developer II	\$97.32	\$100.23	\$ 103.24	\$ 106.34	\$ 109.53
51451S	Business Analyst III	\$112.73	\$116.10	\$ 119.59	\$ 123.18	\$ 126.87
51451S	Big Data Architect IV	\$166.40	\$171.38	\$ 176.52	\$ 181.81	\$ 187.27

### Pricing: Health IT

SIN	Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
54151HEAL	HIT Program Director II	\$174.94	\$180.19	\$ 185.59	\$ 191.16	\$ 196.90
54151HEAL	HIT Program Manager I	\$139.56	\$143.74	\$ 148.06	\$ 152.50	\$ 157.07
54151HEAL	HIT Program Manager II	\$132.58	\$136.56	\$ 140.65	\$ 144.87	\$ 149.22
54151HEAL	HIT Business Analyst	\$101.16	\$104.19	\$ 107.32	\$ 110.54	\$ 113.85
54151HEAL	HIT Data Architect III	\$132.09	\$136.05	\$ 140.14	\$ 144.34	\$ 148.67
54151HEAL	HIT Data Architect IV	\$154.63	\$159.27	\$ 164.05	\$ 168.97	\$ 174.04
54151HEAL	HIT Help Desk II	\$ 74.01	\$ 76.23	\$ 78.52	\$ 80.87	\$ 83.30
54151HEAL	HIT Mid-Level Developer II	\$ 98.55	\$101.51	\$ 104.55	\$ 107.69	\$ 110.92
54151HEAL	HIT Mid-Level Technical Lead III	\$166.01	\$170.99	\$ 176.12	\$ 181.40	\$ 186.85
54151HEAL	HIT MS Statistician	\$190.86	\$196.59	\$ 202.48	\$ 208.56	\$ 214.82
54151HEAL	HIT PhD Statistician	\$280.98	\$289.41	\$ 298.10	\$ 307.04	\$ 316.25
54151HEAL	HIT Security Analyst II	\$ 88.49	\$ 91.15	\$ 93.88	\$ 96.70	\$ 99.60
54151HEAL	HIT Senior Consultant II	\$116.19	\$119.67	\$ 123.26	\$ 126.96	\$ 130.77
54151HEAL	HIT Senior Developer II	\$117.36	\$120.89	\$ 124.51	\$ 128.25	\$ 132.10
54151HEAL	HIT Senior Technical Lead III	\$176.71	\$182.01	\$ 187.47	\$ 193.09	\$ 198.89
54151HEAL	HIT Subject Matter Expert I	\$145.81	\$150.19	\$ 154.69	\$ 159.33	\$ 164.11
54151HEAL	HIT Subject Matter Expert II	\$174.94	\$180.19	\$ 185.59	\$ 191.16	\$ 196.90
54151HEAL	HIT Task Manager II	\$136.77	\$140.87	\$ 145.10	\$ 149.45	\$ 153.94
54151HEAL	HIT Tester II	\$ 84.30	\$ 86.83	\$ 89.44	\$ 92.12	\$ 94.88
54151HEAL	HIT Trainer IV	\$190.86	\$196.58	\$ 202.48	\$ 208.55	\$ 214.81
54151HEAL	HIT Sr BS/Scrum Master	\$110.09	\$113.40	\$ 116.80	\$ 120.30	\$ 123.91
54151HEAL	HIT Project Coordinator	\$ 62.26	\$ 64.13	\$ 66.05	\$ 68.04	\$ 70.08
54151HEAL	HIT MSTR Developer III	\$115.38	\$118.84	\$ 122.41	\$ 126.08	\$ 129.86
54151HEAL	HIT ETL/SQL Developer III	\$118.55	\$122.11	\$ 125.77	\$ 129.55	\$ 133.43
54151HEAL	HIT Data Visualization IV	\$172.90	\$178.09	\$ 183.43	\$ 188.94	\$ 194.61
54151HEAL	HIT Data SME V	\$175.67	\$180.94	\$ 186.37	\$ 191.96	\$ 197.72
54151HEAL	HIT Data Visualization II	\$134.87	\$138.91	\$ 143.08	\$ 147.37	\$ 151.80
54151HEAL	HIT Data Analyst V	\$140.54	\$144.76	\$ 149.10	\$ 153.58	\$ 158.18
54151HEAL	HIT MSTR Architect IV	\$145.49	\$149.85	\$ 154.35	\$ 158.98	\$ 163.75
54151HEAL	HIT Data Modeler	\$213.77	\$220.18	\$ 226.79	\$ 233.59	\$ 240.60

## Appendix B

### **Labor Category Descriptions**

Index Analytics LLC offers the following Labor Category Descriptions to support the effort contemplated herein.

**Education Substituted for Experience:** Each formal degree (i.e., Ph.D., master's, or Bachelor's.) may be substituted for 4 years of experience.

**Experience Substituted for Formal Education:** Four years of specialized experience may substitute for a bachelor's degree. Masters and Law degrees are equivalent to two (2) years of experience. Ph.D. is equivalent to four (4) years of experience. Years of experience can be traded one-for-one for degrees (e.g., Masters +12 = Ph.D. +10)

#### **Project Manager**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience managing IT projects.

**Responsibilities:** Perform Project Management tasks and act as the central point of contact for all project-wide and event-specific issues. Responsible for the issue resolution and overall project management. Manage and staff projects, create and maintain project schedules, report status and issues, and submit and gain approval for project budgets as needed. Establish regular status meeting times with management and stakeholders.

#### **Systems Analyst**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 5 years of experience (or equivalent combination of education and experience) with at least 3 years of experience performing data analysis. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Translate business requirements into system specifications, compile flow-charts, build logical models and help in developing appropriate system specific documentation. Ability to perform ad hoc data analysis using Mainframe JCL or SQL queries or Excel or other data manipulation tools. Experience in developing ETL mappings using tools like Informatica is helpful.

#### **Mid-Level Consultant II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience or a Master's degree with 2 years of experience. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:**

Experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Performs data collection from multiple sources to include the web, client databases, and other resources. Utilize programming languages like Java/Salesforce, analytical tools, and methodology to perform data analysis in support of the development of analytical products and applications using Client-Server and 3-Tier architecture.

**Senior Consultant II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience or a Master's degree with 6 years of experience. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:**

Experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Performs data collection from multiple sources to include the web, client databases, and other resources. Utilize programming languages like Java/Salesforce, analytical tools, and methodology to perform data analysis in support of the development of analytical products and applications using Client-Server and 3-Tier architecture. S/he performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools.

**Functional Analyst I**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 2 years of experience. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:**

Provide customer support services to clients on an email-based helpdesk, making outbound calls, as necessary. Analyze customer business and technical issues. Research and propose solutions, and work with end users to carry out those solutions. Respond to user questions and provide follow-up support within established timeframes and using customer approved template responses.

**Reporting Analyst**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience in IT domain. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:**

Perform expert level SQL or Excel data manipulation tasks and reporting/data analysis services. Assist with the design, development, and operation of a Relational Database. Familiarity with data visualization tools like Tableau, Qlik, Jasper soft. Provide data quality analysis and strive to enhance data accuracy and quality.

**Expert Business Objects (BI) Administrator**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience with at least 6 years of experience in SAP Business Objects.

**Responsibilities:**

Perform expert level Business Objects Administration tasks. Stand up multiple Business Objects servers in a Solaris/UNIX environment and assist with the migration of applications from one environment to another. Identify, diagnose, and help remediate application issues in these environments.

**Business Objects (BOBJ) Developer**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience using Business Objects (or any Business Intelligence software). Four years of specialized experience may substitute for a Bachelor's degree.



**Responsibilities:** Develop Business Intelligence (BI) reports using SAP Business Objects and perform unit testing of the reports developed. Work on multiple phases of the Development Life Cycle (requirements, design, development, testing, and deployment) of Business Objects Dashboard and reports. Assist in functional and systems testing of integrated reporting applications, Dashboards and KPIs. Extensive experience with building Business Objects Universes is required. Develop required documentation in support of the development life-cycle and needs to have the ability to analyze SQL queries.

### **ETL Developer**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience (or equivalent combination of education and experience) with at least 3 years of experience performing Extract, Transform and Load (ETL) development tasks. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Develop ETL mappings to extract data from a source data system (databases, files etc.), transform the data based on business requirements and load the data into a target data system (databases, files etc.). Support the successful execution of ETL workflows and mappings and fix issues as needed. Conduct performance tuning of the mappings developed to ensure that the data is extracted, transformed, and loaded in a reasonable amount of time based on the requirements. Build SQL queries as needed to conduct data analysis and testing.

### **BI Architect IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience (or equivalent combination of education and experience) with at least 4 years of experience designing and implementing Business Intelligence (BI) or other similar IT projects. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Participate and lead activities related to the design, structure, and administration of the data and analytics environments. Perform tasks related to the definition of the overall solution architecture, standards, and definitions. Demonstrate thorough understanding of how source systems integrate, conduct analysis of requirements in relation to available data, perform assessments of source system data quality, and design of logical and physical data models to meet requirements.

### **Portal/Application Architect IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience (or equivalent combination of education and experience) with at least 4 years of experience designing and implementing Web Portal or CRM (like Salesforce) or websites or other similar IT applications. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Design portal interfaces and web applications using technologies like IBM Websphere, JBoss. Experience with at least one of the following technologies or tasks is required - web services development, Servlet development, XML, JSON, Spring, Hibernate and other similar and related technologies. Translate business strategy into discrete requirements compatible with current technical architectures. Defines systems, technical, and application architectures for new strategic initiatives

### **Business Analyst II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience with at least 2 years of experience understanding business processes and gathering and documenting requirements. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Elicits and documents business requirements from project stakeholders. Defines complex business requirements, understands business issues, and works closely with the development team to resolve them. Creates Requirements Document (RD) and based on the project need, develops Test Plans (TPs) and Test Cases.

### **MicroStrategy/Business Intelligence (BI) Developer III**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience using MicroStrategy (or any similar Business Intelligence (BI) software). Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Develop Business Intelligence (BI) reports using MicroStrategy or similar BI software and perform unit testing of the reports developed. Work on multiple phases of the Development Life Cycle (requirements, design, development, testing, and deployment) of BI Dashboard and reports. Assist in functional and systems testing of integrated reporting applications, Dashboards and KPIs. Extensive experience with building BI schema and universes is required. Develop required documentation in support of the development life-cycle and needs to have the ability to analyze SQL queries.

## **Portal Administrator II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 3 years of experience with at least 1 year of experience using Portal technology like IBM Websphere or JBoss (or any similar Portal technology). Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Develop and deploy high availability Portal and website architecture solutions. Install, configure, administer, and maintain application servers. Monitor and measure performance of applications and provides recommendations to improve overall user experience. Administer the user groups and deploy and maintain authentication mechanisms like Enterprise LDAP

## **Principal Consultant I**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience (or equivalent combination of education and experience) with at least 6 years of IT experience. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Extensive experience in one of the functional areas like Big Data strategy, requirements gathering, data collection, data analysis, data discovery and visualization, software development methodology, Business Intelligence and analytics, predictive analytics, or data modeling. Supervises the work of other team members and applies a wide set of disciplines for the planning, analysis, design, development, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise/organization/government agency. Utilizes analytical tools and methodologies to perform analysis in support of the development of applications, portals, website, and other software products. Performs enterprise-wide information planning and business area analysis.

## **Data Visualization Developer IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience developing data visualizations.

**Responsibilities:** Emphasize on user experience and create sophisticated data visualizations, interactive graphics, intuitive user interfaces and develop prototypes to meet customer requirements. Expert level expertise in any of the technologies like Javascript, Java, Flex, Flash, AngularJS, HTML or JQuery is needed.

### **Data SME V**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience working in the domain of Healthcare IT and data

**Responsibilities:** Demonstrate Subject Matter Expert (SME) level understanding of healthcare data in one of the domains such as claims processing (inpatient, outpatient, medicare advantage claims etc.) and Medicare beneficiary and provider enrollment and eligibility. Medicare and Medicaid policy expertise or understanding of Affordable Care Act (ACA) is preferred

### **Data Visualization Developer II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 3 years of experience developing data visualizations.

**Responsibilities:** Emphasize on user experience and create data visualizations , interactive graphics, and intuitive user interfaces and assist in testing of the prototypes. Good understanding of the technologies like Javascript, Java, Flex, Flash, AngularJS, HTML or JQuery is needed.

### **Data Analyst V**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience (or equivalent combination of education and experience) with at least 5 years of experience performing data analysis. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Expert level understanding in one of the following data analysis areas - SQL scripts, SAS code, Excel macros, Mainframe JCL, ETL code, BTEQ scripts or other similar technologies. Translate business requirements into system specifications and code, compile flow-charts build logical and physical models and help in developing appropriate system specific documentation.

### **MicroStrategy Developer IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 5 years of experience using MicroStrategy (or any Business Intelligence software like Business Objects, Cognos, SAS

EBI). Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Expert level skill in developing and architecting Business Intelligence (BI) reports using MicroStrategy or other similar BI tool and perform unit testing of the reports developed. Work on multiple phases of the Development Life Cycle (requirements, design, development, testing, and deployment) of MicroStrategy schema objects, reports, Dashboards and KPIs. Extensive experience with building and managing BI metadata is required. Develop required documentation in support of the development life-cycle and needs to have the ability to analyze SQL queries.

### **SAS Developer II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 3 years of experience with at least 2 years of experience using SAS (or any similar software like R). Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Develop SAS code like SAS stored processes and macros using specific customer requirements. Work on multiple phases of the Development Life Cycle (requirements, design, development, testing, and deployment) of SAS project development. Assist in functional and systems testing of SAS applications.

### **Business Analyst III**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience understanding business processes and gathering and documenting requirements. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Demonstrates expertise in eliciting and documenting business requirements from project stakeholders. Defines complex business requirements, translates business requirements into tasks to be performed by technical team members, understands business issues, and works closely with the development team to resolve them. Creates Requirements Document (RD) and based on the project need, develops Test Plans (TPs) and Test Cases.

### **Big Data Architect IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 6 years of experience working in the domain of data repositories or big data solutions or analytics. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Work with large and complex data sets and work on developing real-time/near real-time analytics, and distributed big data platforms. Hands-on experience or extensive training in Big Data platforms and software like Hadoop, Apache Spark, Cassandra, HBase, HDFS, Map-Reduce, Hive, PIG, MongoDB, Sqoop, Storm or equivalent platforms. Experience with one of the popular Hadoop frameworks such as Cloudera, Hortonworks or IBM is preferred.

### **HIT Program Director II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience with at least 4 years of experience managing IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Responsible for organizing, directing, and managing all aspects of Health IT contract operational support functions involving multiple complex and inter-related project tasks (for example: projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Provide overall direction of program activities. Apply knowledge of healthcare financing, public health, healthcare systems, clinical care, and health research to oversee a project team of related subject matter experts. Monitor and review technical and financial reports to show progress of projects to management and customers, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Program Manager I**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience managing IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Responsible for organizing, directing, and managing all aspects of Health IT contract operational support functions involving complex and inter-related project tasks (for example: projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Provide overall direction of program activities. Apply knowledge of healthcare financing, public health, healthcare systems, clinical care, and health research to oversee a project team of related subject matter experts. Formulate and review task plans and deliverables with input from health subject matter experts on the project team, ensuring conformance with program and project task schedules and costs

and contractual obligations. Establish and maintain technical and financial reports to show progress of projects to management and customers, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks. Knowledge and competence in healthcare information and management systems is preferred..

### **HIT Program Manager II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience managing IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Perform Project Management tasks and act as the central point of contact for all Health IT project-wide and event-specific issues (for example: projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Responsible for the issue resolution and overall project management. Apply knowledge of health research, clinical, and public health services to coordinate with health subject matter experts to perform relevant quality control on project deliverables. Manage and staff projects, create and maintain project schedules, report status and issues, and submit and gain approval for project budgets as needed. Establish regular status meeting times with management and stakeholders. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Business Analyst**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 2 years of experience understanding business processes and gathering and documenting requirements for IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Elicits and documents business requirements from project stakeholders (for example: projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Defines complex business requirements and understands business issues such as healthcare claims processing, clinical trials, HIPAA privacy and security requirements, and health research protocols. Works closely with the development team to resolve them. Creates Requirements Document (RD) and based on the project need, develops Test Plans (TPs) and Test Cases. Familiarity with Healthcare Information Management Systems Society (HIMSS) dictionary of HIT terms is preferred.



### **HIT Data Architect III**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Designs and builds relational databases for Health IT projects (for example: projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Develops strategies for healthcare data acquisitions, archive recovery, and implementation of a database. Applies knowledge of HIPAA privacy and security requirements to protect personal health information (PHI). Works in a HIT data warehouse environment, which includes health data design (for e.g.: healthcare claims, patients, providers), database architecture, metadata, and repository creation. Translates business needs into long-term architecture solutions for business processes such as clinical trials, claims processing, or applying for healthcare insurance. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Data Architect IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience with at least 6 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Reviews and assesses the relational databases for Health IT projects (for example: projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Monitors and assesses strategies for healthcare data acquisitions, archive recovery, and implementation of a database. Applies knowledge of HIPAA privacy and security requirements to protect personal health information (PHI). Works in a HIT data warehouse environment, which includes health data design (for e.g.: healthcare claims, patients, providers), database architecture, metadata, and repository creation. Translates business needs into long-term architecture solutions for business processes such as clinical trials, claims processing, or applying for healthcare insurance. Defines, designs, and builds dimensional databases. Reviews data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for

additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Help Desk II Education:**

Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience with at least 1 year of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Provides support to end users on a variety of Health IT-related issues on projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains. Identifies, researches, and resolves technical problems with systems supporting business processes such as clinical trials, claims processing, public health services, or health research. Responds to telephone calls, email, and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution.

### **HIT Mid-Level Developer II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 5 years of experience with at least 2 years of experience supporting IT projects, Health IT implementations or development, healthcare delivery, clinical analytics, public health initiatives, or medical systems.

**Responsibilities:** Resolves problems with Health IT software and systems and responds to suggestions for improvements and enhancements (for example, projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Utilizes programming languages such as Java or other technical frameworks to develop intuitive user applications. Collaborates with health subject matter experts to elicit requirements such as HIPAA privacy and security, medical licensure, clinical protocols and treatment guidelines, health insurance eligibility, etc. Participates in development of software user manuals. Assists the team leader on managing the tasks on projects. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Mid-Level Technical Lead III**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 3 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Resolves problems with Health IT software and systems and responds to suggestions for improvements and enhancements (for example, projects that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Utilizes programming languages such as Java or other technical frameworks to develop intuitive user applications. Collaborates with health subject matter experts to elicit requirements such as HIPAA privacy and security, medical licensure, clinical protocols and treatment guidelines, health insurance eligibility, etc. Participates in development of software user manuals. Assists the team leader on managing the tasks on projects. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT MS Statistician**

**Education:** Master's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience supporting IT projects performing statistical tasks, Health IT experience preferred.

**Responsibilities:** Analyzes and interprets Health data from various sources (for example, sources that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Gathers healthcare data and uses established statistical techniques and methods to identify trends and patterns in health-related conditions or behaviors (e.g., disease prevention, diagnoses such as diabetes or other conditions, population health). Develops models, reports, charts, and tables based on established statistical methods that reflect knowledge of healthcare delivery, research, or evaluation. Knowledge and competence in claims or drugs data is preferred.

### **HIT PhD Statistician**

**Education:** PhD Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience supporting IT projects performing statistical tasks, Health IT experience preferred.

**Responsibilities:** Analyzes and interprets Health data from various sources (for example, sources that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Compiles reports, charts, and tables based on established statistical methods. Gathers data and uses advanced and sophisticated statistical techniques and methods to identify trends and patterns in health-related conditions or

behaviors (e.g., disease prevention, diagnoses such as diabetes or other conditions, population health). Develops and reviews models, reports, charts, and tables based on established statistical methods and enhances them as needed, applying knowledge of healthcare delivery, research, or evaluation. Knowledge and competence in claims or drugs data is preferred..

### **HIT Security Analyst II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience with at least 1 year of experience supporting IT projects performing security related tasks, Health IT experience preferred.

**Responsibilities:** Analyzes Health IT information security systems and applications (for example, systems and applications that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains) and recommends and develops security measures to protect information against unauthorized modification or loss. Applies knowledge of HIPAA privacy and security requirements to protect personal health information (PHI).

### **HIT Senior Consultant II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience or a Master's degree with 6 years of experience, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Experience in Health IT projects performing data collection, data analysis, methodology development and evaluation, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices (for example, sources that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Applies knowledge of healthcare hospital and provider systems, clinical research, public health services, health-related behavior change marketing, clinical treatment guidelines, technology tools, or analytic methods to perform or support consulting services in a health related domain.

### **HIT Senior Developer II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Resolves problems with Health IT software and systems and responds to suggestions for improvements and enhancements (for example, software or systems that involve health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Collaborates with health subject matter experts to elicit requirements such as HIPAA privacy and security, medical licensure, clinical protocols and treatment guidelines, health insurance eligibility, etc. Utilizes programming languages such as Java or other technical frameworks to develop intuitive user applications. Acts as task leader as needed and managing the tasks on projects. Participates in the design of software tools and subsystems to support reuse and domain analysis. Reviews the work performed by other junior developers within the team.

### **HIT Senior Technical Lead III**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience with at least 4 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Lead a development team for Health IT projects (for example, health IT data such as healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Apply knowledge of health-related domains (e.g., clinical care, health research, public health, healthcare financing, prevention and treatment, clinical trials) to inform technical activities that align to business needs. Provide architectural and technical leadership. Design architecture to include the software, hardware, and communications to support the total HIT requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure that the common operating environment is compliant with the Health Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

### **HIT Subject Matter Expert I**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Provide technical knowledge and analysis of highly specialized Health IT applications (for example, health IT applications that involve healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains) and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on moderately complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Apply knowledge of health-related domains (e.g., clinical care, health research, public health, healthcare financing, prevention and treatment, clinical trials) to inform technical activities that align to health-related business needs. Apply HIT principles, methods, and knowledge of the functional area of capability to specific task order requirements, and methods to narrowly define technical problems in engineering and other scientific applications to arrive at automated solutions. Assist in performance of an “as-is” state assessment and identify areas for further improvement. Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for HIT system improvements, optimization, development, and/or maintenance efforts in the following specialties: information and systems architecture; data analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Subject Matter Expert II**

**Education:** Bachelor’s Degree.

**Basic Experience:** A minimum of 10 years of experience with at least 4 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Provide technical knowledge and expertise to highly specialized Health IT applications (for example, health IT applications that involve healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains) and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on very complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Apply knowledge of health-related domains (e.g., clinical care, health research, public health, healthcare financing, prevention and treatment, clinical trials) to inform technical activities that align to health-related business needs. Apply principles, methods, and knowledge of the functional area of capability to specific task order requirements, and methods to extremely difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Perform an “as-is” state assessment and identify areas for further improvement. Direct other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following

specialties: information and systems architecture; data analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Demonstrate exceptional oral and written communication skills. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Task Manager II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience managing IT projects, Health IT experience preferred.

**Responsibilities:** Oversees all aspects of the Health IT project, leading a team on large projects or a significant segment of large and complex projects (for example, projects that involve healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Apply knowledge of healthcare financing, public health, healthcare systems, clinical care, and health research to oversee a project team of related subject matter experts. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Commensurate experience and education for the specific level. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Tester II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience with at least 2 years of experience supporting IT projects, Health IT implementations or development or healthcare delivery or clinical analytics or public health initiatives, or medical systems.

**Responsibilities:** Provide Health IT testing expertise in for the support of user requirements of complex software applications (for example, applications that involve healthcare claims or clinical trials or other health domains). Users may include doctors, nurses, phlebotomists, medical code reviewers, claims processors, clinical researchers, public health professionals, Federal or State health officers, and other health-related professionals. Participates in all phases of testing and validation activities and engages developers and other analysts with emphasis on analysis of user requirements, test design and test tools selection.

### **HIT Trainer IV**



**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 3 years of experience supporting IT projects specifically conducting training related tasks, Health IT experience preferred.

**Responsibilities:** Conduct the research necessary to develop and revise Health IT-related training courses (for example, training sources that involve healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Applies knowledge of health-related disciplines (e.g., clinician, social worker, insurance broker, therapist, researcher, mid wife); health-related systems (e.g., hospitals, rural health clinics, telemedicine, quality improvement organizations, substance abuse treatment and prevention, drug development); and health-related legislation or regulations (e.g., HIPAA, MACRA, ACA) to develop and revise courses and prepare appropriate training catalogs. Prepare instructor materials (course outline, background material, and training aids). Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops, and seminars. Prepare reports and monitor training tasks using standard training standards and software and hardware programs such as modeling and simulation and prototyping efforts. Knowledge and competence in health domain is preferred.

### **HIT Sr. BA/Scrum Master**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience understanding HIT business processes and gathering and documenting requirements.

**Responsibilities:** Coordinates an agile development team, ensures all activities use the principles of the Scrum Framework (for example, agile teams that involve healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Applies knowledge of a broad range of health domains to facilitate development teams that are designing software to meet the needs of diverse stakeholders who may include healthcare professionals (e.g., clinicians or hospital administrators); health researchers (e.g., clinical research organizations or clinical trials investigators); public health professionals (e.g., HIV/AIDS educators); or government health officials (e.g., Federal agency staff, state health department employees). Actively identifies and removes impediments in order to ensure that assigned sprints and projects are completed on time. Tracks and reports daily schedules. Demonstrates expertise in eliciting and documenting HIT business requirements from project stakeholders. Defines complex HIT business requirements, translates business requirements into tasks to be performed by technical team members, understands business issues, and works closely with the



development team to resolve them. Creates Requirements Document (RD) and based on the project need, develops Test Plans (TPs) and Test Cases. Knowledge and competence in healthcare information and management systems is preferred.

### **HIT Project Coordinator**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience with at least 2 years of experience supporting IT projects, Health IT experience preferred.

**Responsibilities:** Coordinates all IT projects and ensures company resources are utilized appropriately in support of projects executed for a health-related mission such as healthcare policy, healthcare care financing, public health, clinical research, or clinical care. Compiles weekly and monthly project status reports, manages project meetings, and identifies and resolves technical problems. Assists in submitting the necessary paperwork to grant system access and addresses follow-up questions or issues. Coordinates project activities and ensures all project phases are documented appropriately.

### **HIT MSTR Developer III**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience using MicroStrategy (or any similar Business Intelligence (BI) software), Health IT experience preferred. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Collaborates with health subject matter experts to understand and apply relevant requirements such as HIPAA privacy and security, medical licensure, clinical protocols and treatment guidelines, health insurance eligibility, etc., to develop Business Intelligence (BI) reports using MicroStrategy or similar BI software and perform unit testing of the reports developed (for example, reports that involve healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Work on multiple phases of the Development Life Cycle (requirements, design, development, testing, and deployment) of BI Dashboard and reports. Assist in functional and systems testing of integrated reporting applications, Dashboards and KPIs. Extensive experience with building BI schema and universes is required. Develop required documentation in support of the development life-cycle and needs to have the ability to analyze SQL queries.

### **HIT ETL/SQL Developer III**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 4 years of experience (or equivalent combination of education and experience) with at least 3 years of experience performing Extract, Transform and Load (ETL) development tasks, Health IT experience preferred.

**Responsibilities:** Collaborates with health subject matter experts to understand and apply relevant requirements such as HIPAA privacy and security, medical licensure, clinical protocols and treatment guidelines, health insurance eligibility, etc., to develop ETL mappings to extract data from a source data system (databases, files, etc.), transform the healthcare related data based on HIT business requirements and load the data into a target data system (databases, files, etc.). Support the successful execution of ETL workflows and mappings and fix issues as needed. Conduct performance tuning of the mappings developed to ensure that the data is extracted, transformed, and loaded in a reasonable amount of time based on the requirements. Build SQL queries as needed to conduct healthcare related data analysis and testing.

### **HIT Data Visualization IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 6 years of experience with at least 4 years of experience developing data visualizations, Health IT experience preferred.

**Responsibilities:** Emphasize user experience and create sophisticated data visualizations, interactive graphics, intuitive user interfaces and develop prototypes to meet customer requirements (for example, customers associated with healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Collaborates with health-related subject matter and domain experts to design data visualizations that depict relevant analytic concepts (e.g., disease prevalence, emergency room utilization, Medicare claims processing time, drug treatment efficacy, drug adverse event reporting). Expert level expertise in any of the technologies like Javascript, Java, Flex, Flash, AngularJS, HTML or JQuery is needed.

### **HIT Data SME V**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience with at least 4 years of experience working in the domain of Healthcare IT and data.

**Responsibilities:** Demonstrate Subject Matter Expert (SME) level understanding of healthcare data in a health-related domain such as claims processing (inpatient, outpatient, Medicare Advantage claims, etc.); Medicare beneficiary or healthcare provider enrollment and eligibility; clinical trials; drug treatment adverse events; population health; or other HIT domains.

Knowledge and competence in healthcare information and management systems is preferred.

## **HIT Data Visualization II**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 3 years of experience developing data visualizations, Health IT experience preferred.

**Responsibilities:** Emphasize user experience and create sophisticated data visualizations, interactive graphics, intuitive user interfaces and develop prototypes to meet customer requirements (for example, customers associated with healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Collaborates with health-related subject matter and domain experts to design data visualizations that depict relevant analytic concepts (e.g., disease prevalence, emergency room utilization, Medicare claims processing time, drug treatment efficacy, drug adverse event reporting). Good understanding of any of the technologies like Javascript, Java, Flex, Flash, AngularJS, HTML or JQuery is needed..

## **HIT Data Analyst V**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 8 years of experience (or equivalent combination of education and experience) with at least 5 years of experience performing data analysis in Health IT domain. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Collaborates with health-related subject matter and domain experts to perform analyses (e.g., disease prevalence, emergency room utilization, Medicare claims processing time, drug treatment efficacy, drug adverse event reporting) of data sets in a health-related domain such as claims processing (inpatient, outpatient, Medicare Advantage claims, etc.); Medicare beneficiary or healthcare provider enrollment and eligibility; clinical trials; drug treatment adverse events; population health; or other health domains. Expert level understanding in one of the following healthcare data analysis areas – SQL scripts, SAS code, Excel macros, Mainframe JCL, ETL code, BTEQ scripts or other similar technologies. Translate HIT business requirements into system specifications and code, compile flow-charts, build logical and physical models and help in developing appropriate system specific documentation.

## **HIT MSTR Architect IV**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience (or equivalent combination of education and experience) with at least 4 years of experience designing and implementing

Business Intelligence (BI) or other similar IT projects. Health IT experience preferred. Four years of specialized experience may substitute for a Bachelor's degree.

**Responsibilities:** Applies knowledge of HIPAA privacy and security requirements to protect personal health information (PHI). Participate and lead activities related to the design, structure, and administration of the data and analytics environments (for example, data and analytics environments that involve healthcare claims or healthcare providers such as doctors and hospitals or other HIT domains). Perform tasks related to the definition of the overall solution architecture, standards, and definitions for business processes such as clinical trials, claims processing, or applying for healthcare insurance. Demonstrate thorough understanding of how source systems integrate, conduct analysis of requirements in relation to available data, perform assessments of source system data quality, and design of logical and physical data models to meet requirements.

### **HIT Data Modeler**

**Education:** Bachelor's Degree.

**Basic Experience:** A minimum of 10 years of experience with at least 6 years of experience developing data models, Health IT experience preferred.

**Responsibilities:** Develops healthcare data models to meet the needs of the organization's information systems. Engages the Product Owner and Business Analyst to thoroughly understand the HIT requirements and designs information assets and data models. Applies knowledge of broad health domains (e.g., clinical care, claims processing, clinical trials, healthcare research, public health) to collaborate with health professionals serving as Product Owners and Business Analysts or other SMEs. Maintains data integrity by working to eliminate data redundancy. Educates the team on the best practices surrounding data storage and ensures that the data structures are optimized for efficient data retrieval. Knowledge and competence in healthcare information and management systems is preferred..

## Appendix C

### **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

**\*\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

#### **1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

#### **2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

#### **3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

**In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.**

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.



An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries, and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR

9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements— Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general, and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts, and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

**TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM NUMBER 54151HEAL)**

\*\*\*\* NOTE: This SIN is limited to professional Health IT Services only. Any non-professional labor categories shall be offered under SIN 132 100 only. All non-professional labor categories must be incidental to, and used solely to support Health IT services, and cannot be purchased separately. Software and hardware products are out of scope.

\*\*\*\*NOTE: Labor categories under the Special Item Number 54151S Information Technology Professional Services may remain under SIN 54151S unless the labor categories are specific to the Health IT SIN.

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)Critical Information Specific to Schedule # 70– Information Technology, Software & Services
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

**1. SCOPE**

- a. The labor categories, prices, terms, and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. ORDER**

- a. Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of

Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **3. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of Health IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. All travel will be agreed upon with the client prior to the Contractor's travel.

### **4. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIALITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008)(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

### **5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

### **6. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

### **7. INDEPENDENT CONTRACTOR**

All Health IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

### **8. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries, and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Health IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **10. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **11. INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **12. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 54151HEAL Health IT Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the

Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all Health IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: Health IT Subject Matter Expert

Minimum Experience: Ten (10) years.

Functional Responsibilities: Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/ redesign, clinical content development, and communications and training strategies for information technology solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.