

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 GSA Advantage!® is: GSAAAdvantage.gov.

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

MULTIPLE AWARD SCHEDULE
HEALTH INFORMATION TECHNOLOGY SERVICES
SPECIAL ITEM NO. 54151HEAL

Contract Number: 47QTCA18D00BY
Contract Period: 10 May 2018 – 9 May 2023
Supplement No. A812: 6 February 2020

See Page 2 for Federal Supply Codes (FSC)/Product Service Codes (PSC) by SIN
Prices Shown Herein are Net (discount deducted)

NAICS: 541511, 541512, 541519, 541513



KSJ & Associates, Inc.

DUNS: 031751811 | CAGE: 1J3U7

Business Size: Small | Website: www.ksj.us

Address	Contact
5203 Leesburg Pike	Ethan Le Chance
Suite 901	Contracts Manager
Falls Church, VA 22041-3468	Email: contracts@ksj.us
Fax: 703 824-7855	Office: 703 824-7836



About KSJ



KSJ is a small business that brings significant experience and expertise as a value proposition to the Federal agencies through the integration of people, processes and tools yielding sustainable results. KSJ has over 21 years of experience supporting Federal Government customers through expertise in Program and Project Management, Portfolio Management, Systems Engineering Architecture and Technical Services, Medical Community of Interest (MedCOI) network technology, Health Information Technology (IT) Training, Acquisition Management Support Program Affordability and Cybersecurity and Risk Management Framework (RMF) all within the area of Health Care Information Technology services. Our services includes interconnections and integration with multiple systems and services, electronic healthcare records (EHR) systems, electronic information exchanges, health analytics, personal health informatics environment, health informatics, innovative and emerging health Information Technology research and health care cyber security. KSJ has earned a highly regarded reputation for excellence and a record of repeat client business based on our excellent contract performance and the lasting relationships we build with our customers and client organizations.

Highlights of KSJ's Innovative Health Information Technology Services

Electronic Health Records (EHR). KSJ has significant experience providing EHR solutions, since 1996, which includes Health Care EHR solutions for all DoD Military Treatment Facilities (MTF) world-wide, support of the DOD Healthcare Management System (DHMS) through two Program Offices to include the DOD Healthcare Management System Modernization (DHMSM) Program Office (PMO) and the Defense Medical Information Exchange (DMIX) PMO. This initiative established the new DOD EHR solution called Genesis.

Innovative Health Information Technology Solutions. KSJ is adept at identifying areas of improvement for our customers. As an example, KSJ formulated the Military Health Service (MHS) information assurance (IA) and Cybersecurity (CS) policy, guidance, and direction and we provided IA/CS engineering support to provide Integrated Electronic Health Record (iEHR) Access, Identity, and Single Sign-On Work Streams. KSJ supported the development and maintenance of information assurance guidance to ensure security is designed-in-during the acquisition lifecycle. KSJ completed the Integrated Electronic Health Record (iEHR) IA/CS Test Plan. We worked with DHA Cybersecurity to establish direction on IA/CS regulatory compliance underdevelopment by NIST and DoD, as well as the migration to RMF.

Health Information Technology Research. KSJ has the knowledge and expertise to conduct various types of Health Information Technology research to assist our customers. We have conducted multiple research analyses including studies and analyses on data virtualization analysis, Real-User Application Performance Monitoring (RUM) analysis , application performance monitoring, Cloud Computing hosting alternatives for commercial and the Defense Information Systems Agency (DISA) milCloud research, enterprise integrated master scheduling alternatives (Primavera and MS Project enterprise scheduling), Composite Health Care System (CHCS) and AHLTA Life-Cycle Sustainment Plan (LCSP) regionalization and consolidation efforts, and other strategic topics within an health care Information Technology environment.

Health Care Information Technology Engineering and Technical Services. KSJ services encompasses engineering and architecture analysis; health Analysis of Alternatives (AoA); recommendations and changes to detailed technical documentation; identification of innovation with tools, programs, and processes, and recommendations/changes to improve quality management, risk and risk mitigation, and cybersecurity changes for health care data.

Other Health Information Technology Services. Because of KSJ's technical expertise, we are able to actively participate in our clients' Health Information Technology initiatives. As an example, KSJ actively participated in the full lifecycle development of the medical devices including, but not limited to, set up and validation of Blood Donor Software; set up and validation of Blood Transfusion Software; reviewing

specifications, collaboration with vendor and Armed Services Blood Program Offices, identification of data needs and protocols, and obtaining resource support within various TMA departments; and development, testing and evaluation of medical devices.

1a. **Table of Awarded Special Item Number (SIN) With Cross-references to Item Descriptions and Awarded Prices**

Special Item Number (SIN)	SIN Title	FSC/ PSC	Item Descriptions	Awarded Prices
54151HEAL	Health Information Technology Services	D399	Pages 5-29	Pages 30-32

1b. **Identification of Lowest Priced Model Number and Price for Each Awarded SIN:**

See Appendix A

1c. **Hourly Rates (Services Only):** See Appendix A

2. **Maximum Order Threshold:** \$500,000.00

3. **Minimum Order Threshold:** \$100.00

4. **Geographic Coverage:** Domestic Delivery

5. **Point of Production:** Not Applicable

6. **Discount From List Prices or Statement of Net Price:** The Price Matrix, shown in Appendix 1, has the applied GSA-negotiated discount. Note that the Industrial Funding Fee is included in the rate.

7. **Quantity Discount:** Agencies and Customers are encouraged to contact the Contractor's representative for discounts on contracts with values exceeding \$2M in annual revenue and/or multiple option years. Contractor also provides a discount for orders \$400,000 and more.

8. **Prompt Payment Terms:** None
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Government Purchase Cards:**

9a. Government Purchase Cards will be accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards will not be accepted above the micro-purchase threshold. Contact contractor for acceptable limit.

10: **Foreign Items:** None

11a. **Time of Delivery:** Negotiated on a Task Order Basis

- 11b. **Expedited Delivery:** Determined at Task Level
- 11c. **Overnight and 2-day Delivery:** Determined at Task Level
- 11d. **Urgent Requirements:** Agencies and customers are encouraged to contact the Contractor's representative for the purpose of requesting accelerated delivery.
- 12. **FOB Point:** Destination
- 13a. **Ordering Address:**
KSJ & Associates, Inc.
5203 Leesburg Pike, Suite 901
Falls Church, VA 22041-3468
- 13.b **Ordering Procedures:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a Blanket Purchase Agreement (BPA) for supplies or services. The ordering procedures, information on BPAs and a sample BPA can be found at GSA/FSS Schedule Homepage (www.fss.gsa.gov/schedules).
- 14. **Payment Address:**
KSJ & Associates, Inc.
5203 Leesburg Pike, Suite 901
Falls Church, VA 22041-3468
- 15. **Warranty provision:** None
- 16. **Export Packing Charges:** Not Applicable
- 17. **Terms and Conditions of Government Purchase Card Acceptance:** None
- 18. **Terms and Conditions of Rental, Maintenance and Repair (if applicable):** Not Applicable
- 19. **Terms and Conditions of Installation (if applicable):** Not applicable
- 20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices (if applicable):** Not applicable
- 20a. **Terms and Conditions for any Other Services (if applicable):** See Appendix B
- 21. **List of Service and Distribution Points (if applicable):** Not Applicable
- 22. **List of participating Dealers (if applicable):** Not Applicable
- 23. **Preventive Maintenance (if applicable):** Not Applicable
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable

- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic Information Technology (EIT) supplies and services and show where full details can be found (e.g., Contractor's website or other location.) The EIT standards can be found at www.Section508.gov/. Not Applicable**
25. **Data Universal Number System (DUNS) number:** 031751811
26. **Notification Regarding Registration in System for Award Management (SAM) Database:** KSJ & Associates, Inc. has an active registration in the System for Award Management (SAM) database.

APPENDIX A
HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SIN 54151HEAL)
LABOR CATEGORIES, DESCRIPTION AND PRICING

Labor Categories and Description

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-001	Health Subject Matter Expert (Functional IV)	Minimum 15+ years of experience directly related work in area of expertise	<p>Definitive source of knowledge, technique, or expertise in a specific Health Information Technology subject area, such as business management, business process engineering, and financial management. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to area of expertise. Depending on the work environment, the subject matter expert may lead or be an active participant of a work-group with the need for specialized Health Information Technology knowledge. Provides guidance on how Health Information Technology areas of capability can resolve an organizational need. Generally called upon, based on specific expertise, supporting multi-million value projects.</p> <p>Education: Bachelor's Degree (minimum), Advanced degree is preferred. Certification in the individual's area of expertise desired</p>
HIT-002	Health Subject Matter Expert (Functional) III	Minimum 10+ years of experience directly related work in area of expertise	<p>Definitive source of knowledge, technique, or expertise in a specific Health Information Technology subject area, such as business management, business process engineering, and financial management. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to area of expertise. Depending on the work environment, the subject matter expert may lead or be an active participant of a work-group with the need for specialized Health Information Technology knowledge. Provides guidance on how Health Information Technology areas of capability can resolve an organizational need. Generally called upon, based on specific expertise, supporting multi-million value projects.</p> <p>Education: Bachelor's Degree (minimum), Advanced degree is preferred. Certification in the individual's area of expertise desired</p>
HIT-003	Health Subject Matter Expert (Functional) II	Minimum 7+ years of experience directly related work in area of expertise	<p>Definitive source of knowledge, technique, or expertise in a specific Health Information Technology subject area, such as business management, business process engineering, and financial management. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to area of expertise. Depending on the work environment, the subject matter expert may lead or be an active participant of a work-group with the need for</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>specialized Health Information Technology knowledge. Provides guidance on how Health Information Technology areas of capability can resolve an organizational need. Generally called upon, based on specific expertise, supporting multi-million value projects.</p> <p>Education: Bachelor's Degree. Certification in the individual's area of expertise desired</p>
HIT-004	Health Subject Matter Expert (Functional) I	Minimum 5+ years of experience of directly related work in area of expertise	<p>Definitive source of knowledge, technique, or expertise in a specific subject area, such as business management, business process engineering, and financial management. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to area of expertise. Leads or be an active participant of a work-group with the need for specialized knowledge. Provides guidance on how areas of capability can resolve an organizational need. Generally called upon, based on specific expertise, supporting large projects.</p> <p>Education: Bachelor's Degree. Certification in the individual's area of expertise desired</p>
HIT-005	Health IT Subject Matter Expert (Technical IV)	Minimum 15+ years of experience directly related work in area of expertise	<p>Accurately evaluates customers' strategic Health Information Technology business issues, identify Health Information Technology technical requirements, create business case justifications and propose appropriate Health Information Technology enterprise solutions; Analyze current and future needs for Health Information Technology/Operations environments. Develop customized solutions that address specific Health Information Technology needs and the successful management and/or delivery of engagements. Develop, promote and follow engagement methodologies. Document current state, future state and proposed roadmap between both states. Recommend technical strategy and document best practices, methodologies, and cost models for Health Information Technology; also required is ability to drive creation/support creation of tools, templates and other tools to support best practices. Generally called upon, based on specific expertise, supporting multi-million value projects.</p> <p>Education: Advanced degree required in Computer Science, Management Information Systems, Engineering, or other technical areas. Certification in the individual's area of expertise desired.</p>
HIT-006	Health IT Subject Matter Expert (Technical) III	Minimum 10+ years of experience directly related work in area of expertise	<p>Accurately evaluates customers' strategic Health Information Technology business issues, identify Health Information Technology technical requirements, create business case justifications and propose appropriate Health Information Technology enterprise solutions; Analyze current and future needs for Health Information Technology/Operations environments. Develop customized solutions that address specific Health</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>Information Technology needs and the successful management and/or delivery of engagements. Develop, promote and follow engagement methodologies. Document current state, future state and proposed roadmap between both states. Recommend technical strategy and document best practices, methodologies, and cost models for Health Information Technology; also required is ability to drive creation/support creation of tools, templates and other tools to support best practices. Generally called upon, based on specific expertise, supporting multi-million value projects.</p> <p>Education: Advanced degree required, in Computer Science, Management Information Systems, Engineering, or other technical areas.; Certification in the individual's area of expertise desired.</p>
HIT-007	Health IT Subject Matter Expert (Technical) II	Minimum 7+ years of experience directly related work in area of expertise	<p>Accurately evaluates customers' strategic business issues, identify technical requirements, create business case justifications and propose appropriate enterprise solutions; Analyze current and future needs for Information Technology/Operations environments. Develop customized solutions that address specific needs and the successful management and/or delivery of engagements. Develop, promote and follow engagement methodologies. Document current state, future state and proposed roadmap between both states. Recommend technical strategy and document best practices, methodologies, and cost models; also required is ability to drive creation/support creation of tools, templates and other tools to support best practices. Generally called upon, based on specific expertise, supporting multi-million value projects.</p> <p>Education: BS degree in Computer Science, Management Information Systems or Engineering; Advanced degree desired. Certification in the individual's area of expertise desired.</p>
HIT-008	Health IT Subject Matter Expert (Technical) I	Minimum 5+ years of experience directly related work in area of expertise	<p>Definitive source of knowledge, technique, or expertise in a specific Health Information Technology subject area, such as Information technology, information management, software development, process engineering, etc. Represents the organization to key clients on critical issues. Understands, articulates and implements best practices related to Health Information Technology areas of expertise. Leads or be an active participant of a work-group with the need for specialized knowledge. Provides guidance on how Health Information Technology areas of capability can resolve an organizational need. Generally called upon, based on specific expertise supporting large projects.</p> <p>Education: BS degree in Computer Science, Management Information Systems or Engineering; Certification in the individual's area of expertise desired.</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-009	Health General Management Professional III	Minimum 6 years of related experience.	<p>Incorporates innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability to find solutions to a myriad of Health Information Technology business issues and problems. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with office suite of computer software applications.</p> <p>Education: Bachelor's Degree in a Business Management related discipline. MA preferred.</p>
HIT-010	Health General Management Professional II	Minimum 4 years of related experience.	<p>Incorporates innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability to find solutions to a myriad of Health Information Technology business issues and problems. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with office suite of computer software applications.</p> <p>Education: Bachelor's Degree in a Business Management related discipline. MA preferred.</p>
HIT-011	Health General Management Professional I	Minimum 2 years of related experience.	<p>Incorporates innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability to find solutions to a myriad of Health Information Technology business issues and problems. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with office suite of computer software applications.</p> <p>Education: Bachelor's Degree in a Business Management related discipline. MBA preferred.</p>
HIT-012	Program Manager - Senior	Minimum 6 years of related experience.	<p>Experience managing and directing activities of a large multi-disciplinary group. Organizational ability to determine enterprise Health Information Technology needs of the customer, developing complex Health Information Technology program plans to address needs and requirements, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, managing subcontractors' staff and executing program / business plans. Act as senior resource for a specific Health Information Technology discipline or function. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Responsible for interviewing, hiring, and training contractor employees. Responsible for addressing complaints and resolving problems.</p> <p>Education: Bachelor's Degree in related discipline. MA preferred.</p>
HIT-013	Program Manager	Minimum 4 years of related experience.	<p>Experience managing and directing activities of a large multi-disciplinary group. Organizational ability to determine enterprise Health Information Technology</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>needs of the customer, developing complex Health Information Technology program plans to address needs and requirements, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, managing subcontractors' staff and executing program / business plans. Act as senior resource for a specific Health Information Technology discipline or function. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Responsible for interviewing, hiring, and training contractor employees. Responsible for addressing complaints and resolving problems.</p> <p>Education: Bachelor's Degree in related discipline. MA preferred.</p>
HIT-014	Project Manager - Senior	Minimum 6 years of related experience.	<p>Demonstrated experience and ability to oversee and orchestrate advanced Health Information Technology technology system design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Performs day-to-day management of assigned delivery order projects that involve teams of highly specialized Health Information Technology technical professionals who are involved in analyzing, prototyping, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in highly technical Health Information Technology areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.</p> <p>Education: Bachelor's Degree in related discipline. MA preferred.</p>
HIT-015	Project Manager	Minimum 4 years of related experience.	<p>Demonstrated experience and ability to oversee, orchestrate and perform day-to-day management of assigned delivery order projects that involve teams of Health Information Technology consultants and functional experts and analyst. Demonstrates proven skills in those Health Information Technology technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.</p> <p>Education: Bachelor's Degree in related discipline. MA preferred.</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-016	Quality Assurance Manager III	Minimum 10+ years of experience directly related work in area of expertise	<p>Demonstrated experience and ability to supervise or lead a team of Health Information Technology Quality Assurance specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Demonstrated experience and ability to evaluate, recommend, and use Health Information Technology software engineering processes and methodologies. Demonstrated experience and ability to determine and apply the latest Health Information Technology commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government Health Care/Health Information Technology regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Ability to develop and present Health Information Technology software and system quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a complex Health Information Technology program of reporting, tracking, and analyzing key performance-based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision.</p> <p>Education: Bachelor's Degree in related discipline. MA preferred. Certification in the individual's area of expertise.</p>
HIT-017	Quality Assurance Manager II	Minimum 6+ years of experience directly related work in area of expertise	<p>Works with a team of Quality Assurance Health Information Technology specialists in applying quality control/quality assurance management procedures, including implementing a Health Information Technology program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Assists with the evaluation, recommendation, and use of Health Information Technology software engineering processes and methodologies. Assists with the determination and application of the latest Health Information Technology commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Assists with the interpretation and application of Health Care/Health Information Technology Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>the level of quality throughout the software and system life cycle. Assists with the development and presentation of Health Information Technology software and system quality assurance plans. Ability to conduct informal reviews at predetermined points throughout the development life cycle. Duties include implementing a complex Health Information Technology program of reporting, tracking, and analyzing key performance-based system metrics; and monitoring quality procedures, evaluating system quality and efficiency.</p> <p>Education: Bachelor's Degree in related discipline. MA preferred. Certification in the individual's area of expertise.</p>
HIT-018	Quality Assurance Manager I	Minimum 4+ years of experience directly related work in area of expertise	<p>Ability to determine and apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Duties include assistance with development and implementation of a complex program of reporting, tracking, and analyzing key performance-based system metrics; and monitoring quality procedures, evaluating system quality and efficiency.</p> <p>Education: Bachelor's Degree in related discipline. MA preferred. Certification in the individual's area of expertise.</p>
HIT-019	Health IT Task Manager - Advanced Technology	Minimum 9 years of experience directly related work in area of expertise	<p>Demonstrated experience and ability to manage individual Health Information Technology advanced technology system design, prototyping, development, integration, testing, training, deployment, operation and/or maintenance tasks. Ability to present system designs for Health Information Technology users' approval at formal reviews. Ability to perform configuration management, software integration, and interpretation of software test results, as well as recommending Health Information Technology solutions for unsatisfactory test results. Ability to provide solutions to identified software problem reports. Performs day-to-day management of highly technical tasks, working with other Health Information Technology data processing or information system and management professionals. Demonstrates proven skills in Health Information Technology advanced technology areas addressed by the task to be managed. Plans, organizes, coordinates and executes all activities associated with assigned task. Demonstrates writing and oral communication skills.</p> <p>Education: Bachelor's degree (Master's preferred) or equivalent experience</p>
HIT-020	Task Manager	Minimum 5 years of experience	Under the guidance of the Program Manager, responsible for the overall management of a specific

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
		directly related work in area of expertise	<p>Health Information Technology Call Order, or, in the case of particularly complex Call Orders, responsible for management of a Call Order Task under the guidance of the Call Order Government Task Manager. Interfaces with Government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing Health Information Technology work standards, assigning schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. The Task Manager may also have demonstrated capability in the overall management of Health Information Technology complex tasks, and strong team building skills.</p> <p>Education: Bachelor's degree (Master's preferred) or equivalent experience</p>
HIT-021	Health IT Consultant III	9 years experience expected (5 minimum)	<p>Provide technical knowledge in their area of Health Information Technology expertise, work individually and on teams to support the completion of Health Information Technology project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, Health Information Technology Consultant III's apply their specific Health Information Technology expertise to the practical issues they identify or those presented by the client. They also help to formulate Health Information Technology solutions, prepare reports, studies, and documentation, and support presentations and client meetings.</p> <p>Education: Bachelor's degree (Master's preferred) or equivalent experience</p>
HIT-022	Health IT Consultant II	8 years experience expected (5 minimum)	<p>Provide technical knowledge in their area of Health Information Technology expertise, work individually and on teams to support the completion of Health Information Technology project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, Health Information Technology Consultant II's apply their specific Health Information Technology expertise to the practical issues they identify or those presented by the client. They also help to formulate Health Information Technology solutions, prepare reports, studies, and documentation, and support presentations and client meetings.</p> <p>Education: Bachelor's degree (Master's preferred) or equivalent experience</p>
HIT-023	Heath IT Consultant I	6 years experience expected (4 minimum)	<p>Interface with the client on a day-to-day basis, assist in identifying Health Information Technology problems, performs technical analysis, and devise feasible solutions, support the completion of project Health Information Technology specific tasks within estimated</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>time frames and budget constraints, and support presentations and client meetings.</p> <p>Education: Bachelor's degree or equivalent experience</p>
HIT-024	Health Financial Manager III	Minimum 9 years of experience directly related work in area of expertise	<p>Demonstrated experience and ability to supervise or lead a team of financial management professionals with Health Information Technology background. Demonstrated experience and ability to interpret and apply Federal Health Information Technology financial regulations and accounting systems requirements. Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex Health Information Technology business practices within the time frame specified by the customer and that all of the requirements are met. Can present material before outside Health Information Technology authorities for the client and/or prepare Program Managers for briefings and presentations. Able to evaluate and recommend Health Information Technology metrics such as activity/event based costing, and other financial management options. Demonstrated experience and ability to conduct complex Health Information Technology business case analysis and detailed financial assessment of outsourcing requirements.</p> <p>Education: Bachelor's Degree (MBA preferred) or equivalent experience.</p>
HIT-025	Health Financial Manager II	Minimum 6 years of experience directly related work in area of expertise	<p>Demonstrated experience and ability to apply Federal Health Information Technology financial guidelines and accounting rules and principles with minimal oversight. Demonstrated experience and ability to work with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement). Demonstrated experience and ability to assess products and procedures for compliance with government Health Information Technology standards, accounting principles, and multi-tiered system application standards. Demonstrated experience and ability to grasp interrelationships between financial management requirements and Health Information Technology automated solutions in place or contemplated. Prepares milestone documentation and presentations for senior managers and colleagues.</p> <p>Education: Bachelor's Degree (MBA preferred) or equivalent experience.</p>
HIT-026	Health Financial Manager I	Minimum 4 years of experience directly related work in area of expertise	<p>Ability to understand general business operations and follow general financial guidelines and accounting rules. Under supervision, must be able to assess products and procedures for compliance with government Health Information Technology standards and sound financial management principles. Ability to differentiate and work with various appropriations (e.g., O&M and</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>Procurement). Ability to understand and comply with government Health Information Technology standards, accounting principles, and system application standards. Maintains basic financial records and files. Prepares simple financial reports and routine presentations.</p> <p>Education: Bachelor's Degree (MBA preferred) or equivalent experience.</p>
HIT-027	Project Control Planner - Senior	Minimum 6 years of experience directly related work in area of expertise	<p>Demonstrated experience and ability to independently prepare and analyze financial statements, develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple Health Information Technology contracts and subcontracts. Demonstrated experience and ability to use spreadsheets and complex project management tools and systems to track deliverables, financial transactions, and management information. Ability to manage financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.</p> <p>Education: Bachelor's Degree (MBA preferred) or equivalent experience.</p>
HIT-028	Project Control Specialist	Minimum 4 years of experience directly related work in area of expertise	<p>Demonstrated experience and ability to independently prepare and analyze financial statements, develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple Health Information Technology contracts and subcontracts. Demonstrated experience and ability to use spreadsheets and complex project management tools and systems to track deliverables, financial transactions, and management information. Ability to manage financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.</p> <p>Education: Bachelor's Degree (MBA preferred) or equivalent experience.</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-029	Health Business Process Engineer III	8 years of experience in directly related work; 2-4 years of business technology experience with a variety of assignments.	<p>Identify, assess, and record near, medium and long-term Health Information Technology business needs and technology solutions. Conduct Health Information Technology requirements gathering meetings, prepare meeting notes and follow up on agreed action items. Provide Health Information Technology use-case scenarios. Prepare and track project plans for project inception to completion. Manage day-to-day individual workload, monitor milestones and critical dates. Document Health Information Technology business requirements and communicate them to build team. Facilitate the implementation of new functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Strong influencing skills are critical. Strong verbal and written communication skills including the ability to create frequent business presentations and ability to communicate verbally and in writing with business and technical personnel at all levels.</p> <p>Education: Bachelor's degree or equivalent experience</p>
HIT-030	Health Business Process Engineer II	4 years of experience in directly related work; 1-2 years of business technology experience with a variety of assignments.	<p>Assist with identification, assessment, and recording of near, medium and long-term Health Information Technology business needs and technology solutions. Prepare and track project plans for project inception to completion. Supervise day-to-day individual workload, monitor milestones and critical dates. Assist with facilitation of the implementation of new Health Information Technology functionality, training and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Strong verbal and written communication skills including the ability to create frequent Health Information Technology business presentations and ability to communicate verbally and in writing with business and technical personnel at all levels.</p> <p>Education: Bachelor's degree or equivalent experience</p>
HIT-031	Health Business Process Engineer I	1 years of experience in directly related work	<p>Assists with identification, assessment, and recording of near, medium and long-term Health Information Technology business needs and technology solutions. Prepare and track project plans for project inception to completion. Assist with facilitation of the implementation of new Health Information Technology functionality, training and troubleshooting. Participates in effective problem solving. Good verbal and written communication skills. Participates in frequent business presentations. Ability to communicate verbally and in writing with business and technical personnel at all levels.</p> <p>Education: Bachelor's degree or equivalent experience</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-033	Health IT Cybersecurity Engineer III	6 years of experience with Cyber Security technologies including the design, building and implementing Cyber Security solutions	<p>Mentor the team in monitoring and research activities in support of an on-going Health Information Technology integrated cyber security and cyber threat program. Provide direct support to client through multi-source analysis of Health Information Technology cyber threats, identify trends and patterns within complex networks, employ analytical methods to isolate and resolve complex problem sets, proactively anticipate potential threats, and interface with the client and the larger stakeholder community, as needed, to include briefings senior leaders. Manage team's efforts result in actionable Health Information Technology cyber intelligence that positively impacts the risk mitigation and cyber security posture of the client. Provide project planning, guidance and technical expertise in the following areas pertinent to Health Information Technology: Cyber Security engineering program, policy, process, and planning; risk management, auditing, and assessments; Assessment and Authorization (A&A) using the NIST Risk Management Framework (RMF) guidelines; and quality planning and control.</p> <p>Education: Bachelor's degree in computer science, or equivalent Cyber Security certifications, to include CISSP, CISM, CEH, and ECSA,</p>
HIT-034	Health IT Cybersecurity Engineer II	5 years of experience with Cyber Security technologies including the design, building and implementing Cyber Security solutions	<p>Working under immediate supervision of the Cybersecurity Engineer III, responsible for maintaining and modifying moderately complex Health Information Technology Cyber Security technologies. Manage team's efforts result in actionable cyber intelligence that positively impacts the risk mitigation and cyber security posture of the client. Provided project planning, guidance and technical expertise in the following areas pertinent to Health Information Technology: Cyber Security engineering program, policy, process, and planning; risk management, auditing, and assessments; Assessment and Authorization (A&A) using the NIST Risk Management Framework (RMF) guidelines; and quality planning and control.</p> <p>Education: Bachelor's degree in computer science, or equivalent Cyber Security certifications, to include CISSP, CISM, CEH, and ECSA,</p>
HIT-035	Health IT Cybersecurity Engineer I	3 years of experience with Cyber Security technologies including the design, building and implementing Cyber Security solutions	<p>Working under immediate supervision of the Cybersecurity Engineer II, responsible for maintaining and modifying moderately complex Health Information Technology Cyber Security technologies. Provided project planning, guidance and technical expertise in the following areas pertinent to Health Information Technology: Cyber Security engineering program, policy, process, and planning; risk management, auditing, and assessments; Assessment and Authorization (A&A) using the NIST Risk Management</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>Framework (RMF) guidelines; and quality planning and control.</p> <p>Education: Bachelor's degree in Computer Science, or equivalent Cyber Security certifications, to include CISSP, CISM, CEH, and ECSA, Security+</p>
HIT-036	Health IT Systems Engineer III	6 years experience expected (4 minimum)	<p>Supervise the selection and installation of computer systems by providing technical advice and support, and by helping organizations acquire and set up affordable, workable data processing systems suited to current and projected Health Information Technology needs. Serves as the primary technical resource for customers. Closely involved in installation and maintain contact with their customers. Analyze the customer's daily operations and confer with managers and other personnel to determine the customer's Health Information Technology information handling needs. Recommends appropriate Health Information Technology hardware, software, and accessories to the customer. Works with the customer to develop written proposals and give product demonstrations. Oversees system installation and may develop custom software to adapt the system to special Health Information Technology applications. Evaluates the technical capabilities of the customer's staff to determine Health Information Technology training requirements, prepares and conducts classes and seminars. Responsible for monitoring systems and , and providing additional guidance. Engage in problem solving or assisting with special Health Information Technology projects, such as helping customers design and implement their own programs.</p> <p>Education: Bachelor's degree in computer science, or equivalent technical experience</p>
HIT-037	Health IT Systems Engineer II	4 years experience expected (2 years minimum)	<p>Assists with the supervision of the selection and installation of computer systems by providing technical advice and support, and by helping organizations acquire and set up affordable, workable data processing systems suited to current and projected Health Information Technology needs. Serves as a technical resource for customers. Participates in system installations. Assists with analysis of the customer's daily operations and confers with managers and other personnel to help determine the customer's Health Information Technology information handling needs. Assists the customer to develop written proposals. Participates in system installation and the development of custom software to adapt the system to special Health Information Technology applications. Assists with the evaluation of the technical capabilities of the customer's staff to determine Health Information Technology training requirements. Assists with the monitoring of systems. Participates in problem solving and assistance with special Health Information Technology projects.</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			Education: Bachelor's degree in computer science, or equivalent technical experience
HIT-038	Health IT Systems Engineer I	3 years experience expected (2 years minimum)	<p>Assists with the selection and installation of computer systems. Assists customers with the set up of affordable, workable data processing systems suited to current and projected Health Information Technology needs. Serves as a technical resource for customers. Participates in system installations and the development of custom Health Information Technology software. Assists senior system engineers with monitoring of systems. Participates in problem solving and special Health Information Technology projects.</p> <p>Education: Bachelor's degree in computer science, or equivalent technical experience</p>
HIT-039	Health IT Systems Architect III	6 years experience expected (4 minimum)	<p>Demonstrated ability to lead a team of Health Information Technology specialists in developing network and technical architectures in support of complex and highly sophisticated client/server and mainframe applications. Demonstrated ability to develop and execute architecture Health Information Technology strategies, feasibility studies, and integration analyses. Ability to supervise and provide guidance in implementing various Health Information Technology architectures. Able to independently gather and define the Health Information Technology architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate Health Information Technology organization and project standards.</p> <p>Education: Bachelor's degree in computer science, or equivalent technical experience</p>
HIT-040	Health IT Systems Architect II	4 years experience expected (2 years minimum)	<p>Demonstrated ability to develop and execute Health Information Technology architecture strategies, feasibility studies, and integration analyses with minimal oversight. Demonstrated ability to develop Health Information Technology network and technical architectures for moderate to simple client/server and mainframe applications. Ability to gather and define architecture Health Information Technology requirements and ensure that the architectures are compatible and in compliance with the appropriate Health Information Technology organization and project standards.</p> <p>Education: Bachelor's degree in computer science, or equivalent technical experience</p>
HIT-041	Health IT Systems Architect I	3 years experience expected (2 years minimum)	<p>Ability to assist in performing technical operation and testing of various types of fully integrated Health Information Technology computer-based systems in a supervised setting. Ability to operate a wide variety of Health Information Technology system components to include hardware, software, and mass storage technology. Ability to operate, under supervision, Health</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>Information Technology computer systems and install, implement, maintain and tune operating systems, disk and tape management systems, and computer operations automation software.</p> <p>Education: Bachelor's degree in computer science, or equivalent technical experience</p>
HIT-042	System Administrator III	Minimum 5 years experience of which at least 4 years must be specialized experience in administrating compliant open-systems. Minimum 12 years of experience with at least 8 years specialize with no degree.	<p>Supervises and manages the daily activities of configuration and operation of Health Information Technology business systems which may be mini or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using Health Information Technology business systems.</p> <p>Education: Bachelor's degree in computer science, information systems, engineering, business or other related discipline. Equivalent experience acceptable with more years experience.</p>
HIT-043	System Administrator II	Minimum 4 years experience of which at least 3 years must be specialized experience in administrating compliant open-systems. Minimum 8 years of experience with at least 6 years specialize with no degree.	<p>Supervises and manages the daily activities of configuration and operation of Health Information Technology business systems which may be mini or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using Health Information Technology business systems.</p> <p>Education: Bachelor's degree in computer science, information systems, engineering, business or other related discipline</p>
HIT-044	System Administrator I	Minimum 2 years experience of which at least 1 year must be specialized experience in administrating compliant open-systems. Minimum 4 years of experience with at least 2 years specialize with no degree.	<p>Supervises and manages the daily activities of configuration and operation of Health Information Technology business systems which may be mini or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using Health Information Technology business systems.</p> <p>Education: Bachelor's degree in computer science, information systems, engineering, business or other related discipline</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-045	Health Management Analyst III	4 years of related experience	<p>Demonstrated experience and ability to lead or supervise a team of Health Information Technology specialists and other management staff to incorporate requirements into new or existing Health information management systems. Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to analyze client Health Information Technology needs to determine systems requirements as they apply to the client's management systems. Ability to review client Health Information Technology requirements and participate in client problem-solving and in the recommendation process. Ability to identify Health Information Technology best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing with exceptional interpersonal skills.</p> <p>Education: BS in a management related discipline</p>
HIT-046	Health Management Analyst II	2 years of related experience.	<p>Ability to assess and apply multiple organizational, and management improvement Health Information Technology techniques in a government or commercial environment. Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to analyze client Health Information Technology needs to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in Health Information Technology client problem-solving and in the recommendation process. Ability to identify Health Information Technology best practices, effect re-engineering, change management, business management techniques, organizational development, activity. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing with excellent interpersonal skills.</p> <p>Education: BS (or equivalent experience) in management related discipline</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-047	Health Management Analyst I	1 year of related experience	<p>Assists with the assessment and application of multiple organizational, and management improvement Health Information Technology techniques in a government or commercial environment. Demonstrated ability to assist with informal reviews at pre-determined points throughout the project life cycle. Ability to analyze client Health Information Technology needs to determine systems requirements as they apply to the client's management systems. Ability to review client Health Information Technology requirements and participate in client problem-solving and in the recommendation process. Ability to assist in the creation and assessment of performance measurements. Ability to communicate effectively orally or in writing with good interpersonal skills.</p> <p>Education: BS (or equivalent experience) in management related discipline</p>
HIT-048	Health Systems Analyst III	<p>Minimum 5 years experience of which at least 4 years must be specialized to related field.</p> <p>Minimum 12 years of specialized experience with no degree.</p>	<p>Demonstrated ability to oversee analyst staff and analyze and evaluate existing Health Information Technology systems to independently define problems, data availability, report requirements and system design issues. Demonstrated ability to provide Health Information Technology technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and progress in accordance with schedules. Demonstrated ability to define Health Information Technology system objectives and prepare system design specifications to meet user requirements and satisfy interface problems. Ability to coordinate with the Program Manager to ensure Health Information Technology solutions to problems and user satisfaction. Prepares milestone status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Analyzes alternate means of deriving Health Information Technology input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines Health Information Technology controls, conversion procedures and system implementation plans including user training and orientation.</p> <p>Education: Bachelor's Degree or equivalent technical experience</p>
HIT-049	Health Systems Analyst II	<p>Minimum 4 years experience of which at least 3 years must be specialized to related field.</p> <p>Minimum 8 years</p>	<p>Demonstrated ability to analyze and evaluate existing Health Information Technology systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Ability to develop plans for Health Information Technology systems from project inception to conclusion. Ability to analyze the Health Information Technology problem and</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
		of specialized experience with no degree.	<p>the information to be processed, define the problem and develop system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Analyzes alternate Health Information Technology means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines Health Information Technology controls, conversion procedures and system implementation plans including user training and orientation. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops Health Information Technology system alternative solutions.</p> <p>Education: Bachelor's Degree or equivalent technical experience</p>
HIT-050	Health Systems Analyst I	<p>Minimum 2 years experience of which at least 1 year must be specialized to related field.</p> <p>Minimum 4 years of specialized experience with no degree.</p>	<p>Ability to assist in research and analysis of existing Health Information Technology systems to define problems, data availability and report requirements. Ability to research and analyze requirements for Health Information Technology information systems from a project's inception to its conclusion. Ability to research required Health Information Technology specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system. Analyzes alternate means of deriving Health Information Technology input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization.</p> <p>Education: Bachelor's Degree or equivalent technical experience</p>
HIT-051	Programmer III	Minimum 6-8 years experience that is directly related to functional responsibilities.	<p>Develops clear-cut and complete specifications to perform a variety of Health Information Technology programming assignments requiring knowledge of established programming procedures and data processing requirements. Manages the maintenance and modification of programs. Manages the application of approved changes such as amending flow charts, developing processing logic, and coding changes. Manages the testing and documentation of Health Information Technology modifications and writing of operational instructions. Performs complex Health Information Technology programming assignments requiring extensive knowledge of established programming procedures and data processing requirements. Refines data and formats final product which is very similar to the input or is well-defined when significantly different. Manages the maintenance and modification of routine programs; supervises the implementation of approved changes, amendment of</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>flow charts, development of detailed programming logic, and coding changes. Manages Health Information Technology testing and development of modifications and writing of operational instructions. Provides expertise for development of new Health Information Technology program code using prescribed specifications, as appropriate. Provides on-call, expert support and problem resolution for computer applications.</p> <p>Education: BA/BS; Masters degree preferred</p>
HIT-052	Programmer II	Minimum 2 years experience directly related to functional responsibility	<p>Under general supervision, follows clear-cut and complete specifications to perform a variety of Health Information Technology programming assignments requiring knowledge of established programming procedures and data processing requirements. Maintains and modifies programs. Makes approved changes by amending flow charts, developing processing logic, and coding changes. Tests and documents modifications and writes operational instructions. Performs routine Health Information Technology programming assignments requiring knowledge of established programming procedures and data processing requirements. Refines data and formats final product which is very similar to the input or is well-defined when significantly different. Maintains and modifies routine programs; makes approved changes by amending flow charts, developing detailed programming logic, and coding changes. Tests and develops modifications and writes operational instructions. Writes new program code using prescribed specifications, as appropriate. Evaluates simple interrelationships between Health Information Technology programs (e.g., whether a contemplated change in one part of a program would cause unwanted results in a related part). Analyzes performance of programs and takes action to correct deficiencies based on consultation with users and approval of supervisor. Confers with users to gain understanding of needed Health Information Technology changes or modifications of existing programs. Provides on-call support and problem resolution for Health Information Technology computer applications. Uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Maintains a broad knowledge of state-of-the-art Health Information Technology equipment, and/or systems. Performs miscellaneous job-related duties as assigned.</p> <p>Education: BA/BS, Associates Degree acceptable with equivalent years' experience</p>
HIT-053	Programmer I	Minimum of 1 year experience and/or	Under general supervision, follows clear-cut and complete specifications to perform a variety of Health

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
		training in the programmer field.	<p>Information Technology programming assignments requiring knowledge of established programming procedures and data processing requirements. Assists with the testing and documentation of Health Information Technology modifications and writing of operational instructions. Performs routine programming assignments. Assists with the maintenance and modification of routine programs; with making approved changes by amending flow charts, developing programming logic, and coding changes. Assists with the testing and development of modifications and writing operational instructions. Participates in user conferences to gain understanding of needed Health Information Technology changes or modifications of existing programs. Maintains an expanding knowledge of state-of-the-art Health Information Technology equipment, and/or systems. Performs miscellaneous job-related duties as assigned.</p> <p>Education: Associates degree, or equivalent experience.</p>
HIT-054	Administrative Assistant III **	Minimum 6 years experience performing related work	<p>Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interact with senior level managers such as high-level military and civilian medical, health care and technical personnel. Coordinates and directs a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations.</p> <p>Education: Associates Degree (Bachelor's Degree desired) with experience in related work</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-055	Administrative Assistant II **	Minimum 4 years experience performing related work	<p>Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Familiarity with Health Information Technology practices. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interacts with senior level managers as directed. Coordinates a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations.</p> <p>Education: Associates Degree with experience in related work</p>
HIT-056	Administrative Assistant I **	Minimum 2 years experience performing related work	<p>Demonstrated experience in filing techniques, administrative typing, and using word processing equipment. Experience with computer graphics or computer terminals can be used as substitute for experience with word processing equipment. Familiarity with Health Information Technology practices. Prepares and edits technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing and editing management support documentation in hard copy or using software such as Microsoft Project or Primavera. Performs a variety of support services such as visitor access control, answering telephones, receptionist, ordering and receiving office supplies and equipment, editing or maintaining technical, budget, programmatic and administrative documentation and references, preparing travel documentation and coordinating travel arrangements, operation of reproduction equipment to produce large volumes of documents, courier service and mail service, etc. Interacts with senior level managers as directed.</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>Coordinates a variety of support services such as use of reproduction equipment, scheduling maintenance for equipment, scheduling courier runs, ensuring approved security practices are applied relative to personnel and document control and scheduling, ensuring efficient operation of conference facilities and efficient conduct of office operations.</p> <p>Education: Associates Degree with experience in related work</p>
HIT-057	Technical Writer III	6+ years of technical writing/editing experience	<p>Responsible (either individually or with other team members) for the writing of major portions of technical Health Information Technology publications. Supports the complete workflow process to ensure successful completion of each revision cycle and distribution of technical Health Information Technology publications. Complies with established quality processes to ensure accuracy, ease of use and timely delivery of each revision cycle content. Writes technical Health Information Technology publications content as directed. Conducts reviews and analyzes technical documents to gain a thorough understanding of how complex systems operate and how they are to be integrated into technical manuals to provide the end user with the level of text and graphics. Consults with internal/external customers and engineering to create/revise Health Information Technology technical manuals to support the department/corporate operating priorities. Provide input to management on new Health Information Technology processes or technology for integration into the technical publications business model. Assist in developing Health Information Technology solutions for overcoming the technology/technical issues introduced by outside suppliers for incorporation into existing manuals.</p> <p>Education: Bachelor's Degree or equivalent experience in the authoring of technical publications required.</p>
HIT-058	Technical Writer II	4 years of technical writing/editing experience; 6 years additional experience in lieu of bachelor's degree	<p>Prepare and edit Health Information Technology documentation incorporating information provided by specialist, analyst, architect, engineer, and management personnel. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverable and documents. Develop documentation based on existing documentation templates or develop new templates based on requirements and direction. Review materials and recommend revisions or changes in scope, format, and content. Work as a member of a Health Information Technology team to ensure production of quality written products. Coordinate, validate, and update existing documents, to include version control, document repository maintenance, and standards compliance.</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
			<p>Work with subject matter experts and facilitate document review meetings to verify content.</p> <p>Education: Bachelor's degree, preferably in technical writing. Associate degree is acceptable with addition related work experience.</p>
HIT-059	Technical Writer I	2 years of technical writing/editing experience; 4 years additional experience in lieu of bachelor's degree	<p>Prepares and/or provides editorial and quality assurance for Health Information Technology technical manuals, identification guides, preliminary employment manuals, specifications, technical reports, training materials, and other technical documentations in accordance with applicable customer Health Information Technology specifications. Must be able to work independently and in a group setting.</p> <p>Education: Bachelor's degree, preferably in technical writing. Associate degree is acceptable with addition related work experience.</p>
HIT-060	Health IT Trainer III	5-7 years experience as a writer and/or trainer for related work	<p>Provides consultation, training, and curriculum development on Health Information Technology research-informed, data driven strategies to meet business, management and/or technical requirements. Leads in training and adaptation of content for diverse Health Information Technology subjects and audiences. Writes and maintains easy-to-understand Health Information Technology technical documentation, user guides, administrator guides, and implementation guides for a variety of audiences, internal and external. Improves knowledge delivery systems and processes to meet audience needs while minimizing rework and maintenance. Serves as a point of contact for technical assistance related to Health Information Technology business, management and/or technical strategies. Contributes, as a team member, to the development of diverse Health Information Technology program requirements including media development, CBTs and other required media. Collaborates with Program Management Teams to ensure that all Health Information Technology training materials are accurate and conducive to the needs of training participants and are reflective of new developments in the field.</p> <p>Education: Bachelor's degree or experience in related field</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-061	Health IT Trainer II	3-5 years experience as a writer and/or trainer for related work	<p>Provides consultation, training, and curriculum development on research-informed, data driven strategies to meet business, management and/or technical requirements. Writes and maintains easy-to-understand technical documentation, user guides, administrator guides, and implementation guides for a variety of audiences, internal and external. Improves knowledge delivery systems and processes to meet audience needs while minimizing rework and maintenance. Serves as a point of contact for technical assistance related to business, management and/or technical strategies. Contributes, as a team member, to the development of diverse program requirements including media development, CBTs and other required media. Works with large project teams to ensure that all training materials are accurate and conducive to the needs of training participants and are reflective of new developments in the field.</p> <p>Education: Bachelor's degree or experience in related field</p>
HIT-062	Health IT Trainer I	1-3 years experience as a writer and/or trainer for related work	<p>Provides consultation, training, and curriculum development on research-informed, data driven strategies to meet business, management and/or technical requirements. Writes and maintains easy-to-understand technical documentation, user guides, administrator guides, and implementation guides for a variety of audiences, internal and external. Improves knowledge delivery systems and processes to meet audience needs while minimizing rework and maintenance. Serves as a point of contact for technical assistance related to business, management and/or technical strategies. Contributes, as a team member, to the development of diverse program requirements including media development, CBTs and other required media. Works with large project teams to ensure that all training materials are accurate and conducive to the needs of training participants and are reflective of new developments in the field.</p> <p>Education: Bachelor's degree or experience in related field</p>

LCAT #	Health IT Labor Category	Minimum/General Years of Experience	Functionality Responsibility and Education
HIT-063	Health IT Database Administrator	Minimum 3-5 years System and/or database administrator. Strong knowledge of Oracle/SQL databases Strong communication, multi-tasking, written and teamwork skills Proficient with Microsoft Office products (Excel, Word, Power Point, and Outlook) High degree of customer service awareness	Manage the day to day database administration. Add/remove users. Assist with Health Information Technology Information Assurance Annual Review and Risk Management Framework. Coordinate effort with Health Information Technology user groups and vendor. Supports databases including Health Information Technology database design, performance tuning, database backup and restore, database replication, and developing plans and procedures to support those activities. Education: Bachelors' Degree in Computer Science and a security+ Certification are highly desired.

Labor Categories and Rates

KSJ Labor Categories and Rates with 2.6% Annual Escalation						
LCAT #	Labor Category	Price Offered to GSA (Includes IFF)	May 10 2019 - May 9 2020	May 10 2020 - May 9 2021	May 10 2021 – May 9 2022	May 10 2022- May 9 2023
HIT-001	Health Subject Matter Expert (Functional IV)	\$285.70	\$293.13	\$298.49	\$306.25	\$314.22
HIT-002	Health Subject Matter Expert (Functional) III	\$193.70	\$201.09	\$207.12	\$213.33	\$219.73
HIT-003	Health Subject Matter Expert (Functional) II	\$159.44	\$165.50	\$170.47	\$175.58	\$180.85
HIT-004	Health Subject Matter Expert (Functional) I	\$129.91	\$134.87	\$138.91	\$143.08	\$147.37
HIT-005	Health IT Subject Matter Expert (Technical IV)	\$295.25	\$300.65	\$308.47	\$316.49	\$324.72
HIT-006	Health IT Subject Matter Expert (Technical) III	\$193.96	\$201.34	\$207.38	\$213.61	\$220.01
HIT-007	Health IT Subject Matter Expert (Technical) II	\$157.11	\$163.09	\$167.98	\$173.02	\$178.21
HIT-008	Health IT Subject Matter Expert (Technical) I	\$125.30	\$130.08	\$133.98	\$138.00	\$142.14
HIT-009	Health General Management Professional III	\$230.37	\$234.58	\$240.68	\$246.94	\$253.36
HIT-010	Health General Management Professional II	\$167.34	\$177.37	\$182.69	\$188.17	\$193.81
HIT-011	Health General Management Professional I	\$77.15	\$80.09	\$82.50	\$84.97	\$87.52
HIT-012	Program Manager - Senior	\$195.75	\$203.21	\$209.30	\$215.58	\$222.05
HIT-013	Program Manager	\$180.48	\$187.36	\$192.98	\$198.77	\$204.73
HIT-014	Project Manager - Senior	\$180.48	\$187.36	\$192.98	\$198.77	\$204.73
HIT-015	Project Manager	\$151.14	\$156.90	\$161.61	\$166.46	\$171.45
HIT-016	Quality Assurance Manager III	\$153.93	\$159.80	\$164.60	\$169.54	\$174.62

KSJ Labor Categories and Rates with 2.6% Annual Escalation						
LCAT #	Labor Category	Price Offered to GSA (Includes IFF)	May 10 2019 - May 9 2020	May 10 2020 - May 9 2021	May 10 2021 – May 9 2022	May 10 2022- May 9 2023
HIT-017	Quality Assurance Manager II	\$142.36	\$147.78	\$152.22	\$156.78	\$161.49
HIT-018	Quality Assurance Manager I	\$114.52	\$118.88	\$122.45	\$126.12	\$129.91
HIT-019	Health IT Task Manager - Advanced Technology	\$159.91	\$166.01	\$170.99	\$176.11	\$181.40
HIT-020	Task Manager	\$115.56	\$119.96	\$123.56	\$127.27	\$131.09
HIT-021	Health IT Consultant III	\$252.58	\$267.72	\$275.75	\$284.02	\$292.54
HIT-022	Health IT Consultant II	\$183.39	\$190.37	\$196.09	\$201.97	\$208.03
HIT-023	Health IT Consultant I	\$82.81	\$85.96	\$88.54	\$91.20	\$93.93
HIT-024	Health Financial Manager III	\$157.45	\$163.44	\$168.34	\$173.39	\$178.60
HIT-025	Health Financial Manager II	\$120.23	\$124.81	\$128.55	\$132.41	\$136.38
HIT-026	Health Financial Manager I	\$109.74	\$113.93	\$117.35	\$120.87	\$124.49
HIT-027	Project Control Planner - Senior	\$140.15	\$145.49	\$149.85	\$154.35	\$158.98
HIT-028	Project Control Specialist	\$89.39	\$92.79	\$95.58	\$98.44	\$101.40
HIT-029	Health Business Process Engineer III	\$172.47	\$189.21	\$194.89	\$200.73	\$206.76
HIT-030	Health Business Process Engineer II	\$129.91	\$134.87	\$138.91	\$143.08	\$147.37
HIT-031	Health Business Process Engineer I	\$102.07	\$105.95	\$109.12	\$112.40	\$115.77
HIT-033	Health IT Cybersecurity Engineer III	\$151.34	\$157.11	\$161.82	\$166.67	\$171.67
HIT-034	Health IT Cybersecurity Engineer II	\$130.45	\$135.41	\$139.48	\$143.66	\$147.97
HIT-035	Health IT Cybersecurity Engineer I	\$104.05	\$108.01	\$111.25	\$114.58	\$118.02
HIT-036	Health IT Systems Engineer III	\$165.44	\$171.74	\$176.89	\$182.20	\$187.67
HIT-037	Health IT Systems Engineer II	\$131.84	\$136.87	\$140.97	\$145.20	\$149.56
HIT-038	Health IT Systems Engineer I	\$103.58	\$107.52	\$110.75	\$114.07	\$117.49
HIT-039	Health IT Systems Architect III	\$147.21	\$152.82	\$157.41	\$162.13	\$166.99
HIT-040	Health IT Systems Architect II	\$113.86	\$118.20	\$121.75	\$125.40	\$129.16
HIT-041	Health IT Systems Architect I	\$84.05	\$87.25	\$89.87	\$92.56	\$95.34
HIT-042	System Administrator III	\$121.74	\$126.38	\$130.17	\$134.08	\$138.10
HIT-043	System Administrator II	\$99.18	\$102.96	\$106.05	\$109.23	\$112.51
HIT-044	System Administrator I	\$80.49	\$83.55	\$86.06	\$88.64	\$91.30

KSJ Labor Categories and Rates with 2.6% Annual Escalation						
LCAT #	Labor Category	Price Offered to GSA (Includes IFF)	May 10 2019 - May 9 2020	May 10 2020 - May 9 2021	May 10 2021 – May 9 2022	May 10 2022- May 9 2023
HIT-045	Health Management Analyst III	\$164.98	\$174.86	\$180.11	\$185.51	\$191.08
HIT-046	Health Management Analyst II	\$137.26	\$145.49	\$149.85	\$154.35	\$158.98
HIT-047	Health Management Analyst I	\$89.39	\$92.79	\$95.58	\$98.44	\$101.40
HIT-048	Health Systems Analyst III	\$156.14	\$165.50	\$170.47	\$175.58	\$180.85
HIT-049	Health Systems Analyst II	\$115.14	\$119.52	\$123.11	\$126.80	\$130.60
HIT-050	Health Systems Analyst I	\$102.07	\$105.95	\$109.12	\$112.40	\$115.77
HIT-051	Programmer III	\$171.18	\$177.70	\$183.03	\$188.52	\$194.17
HIT-052	Programmer II	\$110.56	\$114.76	\$118.21	\$121.75	\$125.40
HIT-053	Programmer I	\$84.74	\$87.96	\$90.60	\$93.32	\$96.12
HIT-054	Administrative Assistant III **	\$76.65	\$79.57	\$81.95	\$84.41	\$86.95
HIT-055	Administrative Assistant II **	\$60.84	\$63.16	\$65.05	\$67.01	\$69.02
HIT-056	Administrative Assistant I **	\$51.92	\$53.89	\$55.51	\$57.17	\$58.89
HIT-057	Technical Writer III	\$100.53	\$104.37	\$107.50	\$110.73	\$114.05
HIT-058	Technical Writer II	\$92.93	\$96.46	\$99.35	\$102.33	\$105.40
HIT-059	Technical Writer I	\$88.37	\$91.73	\$94.48	\$97.32	\$100.24
HIT-060	Health IT Trainer III	\$120.15	\$124.73	\$128.47	\$132.33	\$136.30
HIT-061	Health IT Trainer II	\$112.01	\$116.28	\$119.77	\$123.36	\$127.06
HIT-062	Health IT Trainer I	\$79.47	\$82.49	\$84.97	\$87.52	\$90.14
HIT-063	Health IT Database Administrator	\$142.11	\$147.52	\$151.94	\$156.50	\$161.20

** The Service Contract Act (SCA) is applicable to asterisked (**) labor categories. The prices for the indicated SCA labor category is based on the U.S. Department of Labor Wage Determination Number 05-2103. The prices offered are based on the preponderance of where work is performed. Should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

APPENDIX B

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

NOTE 1: This SIN is limited to professional Health Information Technology Services only. Any non-professional labor categories shall be offered under SIN ANCILLARY only. All non-professional labor categories must be incidental to, and used solely to support Health Information Technology services, and cannot be purchased separately. Software and hardware products are out of scope.

NOTE 2: 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 Information Technology Services SIN.

Vendor suitability for offering services through the new Health Information Technology Services 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)
- 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 Information Technology Services within the scope of this Multiple Award Schedule.
- b. This SIN is limited to Health Information Technology Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on the Multiple Award Schedule (e.g. 511210 and 33411).
- c. This SIN provides ordering activities with access to Health Information Technology services.
- d. Health Information Technology 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 Information Technology 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--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACTTERMS 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 Information Technology Services.

7. INDEPENDENT CONTRACTOR

All Health Information Technology 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 Information Technology 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 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 INFORMATION TECHNOLOGY SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of Health Information Technology Service offered under Special Item Number 54151HEAL Health Information Technology 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 Information Technology 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 description of a commercial job title:

EXAMPLE: Commercial Job Title: Health Information Technology 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 IT solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.