



**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) – SIN 874**

**Federal Supply Service  
Authorized Federal Supply Schedule Price List  
Contract No. GS-10F-0244S  
Contract Period: April 25, 2006 – April 24, 2021**

Price List current through Modification PO-0013 dated January 22, 2016

**Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).**

---

<b>Contractor:</b>	<b>Ascellon Corporation</b> 8201 Corporate Drive, Suite 1200 Landover, Maryland 20785 (301) 918-4070 <a href="http://www.ascellon.com">www.ascellon.com</a>
<b>Business Size:</b>	Small, Woman Owned Business
<b>Contract Administrator:</b>	Ade Adebisi
<b>Telephone:</b>	240-737-2024
<b>Fax:</b>	301-918-4071
<b>Email:</b>	<a href="mailto:aadebisi@ascellon.com">aadebisi@ascellon.com</a>

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

**Table of Contents**

**Information for Customers**..... 1

**About the GSA Federal Supply Schedule**..... 4

**Advantages of Using the GSA Schedule** ..... 4

**Authorized Users** ..... 5

**To Order PSS Services** ..... 5

**Company Information** ..... 7

    Who We Are ..... 7

    What We Offer..... 7

    SIN 874-1 & 874-1RC: Integrated Consulting Services ..... 8

    SIN 874-7 & 874-7RC: Integrated Business Program Support Services..... 8

**Labor Categories**..... 9

**Price List (Effective January 15, 2016)**..... 17

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

**INFORMATION FOR CUSTOMERS**

1. **Special Item Numbers:** Ascellon Corporation is pleased to offer pricing for Consulting and Business Program Support expertise under the following Special Item Numbers (SINs):

SIN	Recovery	Description
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services

2. **Maximum Order:** \$1,000,000.

Requirements exceeding the maximum order may be handled pursuant to clause I-FSS-125 (August 1995).

In accordance with FAR 8.404, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a maximum order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.

- 2.a The contractor may:

1. Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19);
2. Offer the lowest price available under the contract; or,
3. Decline the order; orders must be returned in accordance with FAR 52.216-19.

- 2.b A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.

- 2.c Sales for orders that exceed the maximum order shall be reported in accordance with GSAR 552.238-72.

3. **Minimum Order:** \$100

4. **Geographic Coverage (delivery area):** Worldwide locations.

5. **Point(s) of Production:** Worldwide locations.

6. **Discount from List Prices or Statement of Net Price:** All prices herein are net.

7. **Quantity Discounts:** None

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

- 8. **Prompt Payment Terms:** 0% net 30 days. **Information for Ordering Offices:** Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Government Commercial Credit Card:** Government commercial credit cards are accepted above the above the micro-purchase threshold.
- 9b. **Discount for Payment by Government Commercial Credit Card:** None
- 10. **Foreign Items:** None.
- 11a. **Time of Delivery:** Time of delivery is specified in negotiated delivery/task orders.
- 11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list.
- 11c. **Overnight and 2-Day Delivery:** Overnight and two-day delivery are not available.
- 11d. **Urgent Requirements:** Urgent requirements are specified in negotiated delivery/task orders.
- 12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address:**
  - Ascellon Corporation
  - 8201 Corporate Drive, Suite #1200
  - Landover, Maryland 20785
  - Attention: Ade Adebisi
  - Phone: 240-737-2024
  - Fax: 301-918-4071
  - E-Mail: [aadebisi@ascellon.com](mailto:aadebisi@ascellon.com)
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. **Payment Address:** Should Electronic Funds Transfer (EFT) payment be available, Ascellon requests that the EFT remittance be specified as follows:
  - Ascellon Corporation
  - SunTrust Bank MD
  - ABA (specified at time of task order award)
  - Checking Account (specified at time of task order award) Largo, Maryland 20722Should EFT not be available, the remittance address is as follows:
  - Ascellon Corporation
  - 8201 Corporate Drive, Suite #1200
  - Landover, Maryland 20785
  - Attn: Accounts Receivable

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

15. **Warranty Provision:** Provision for any appropriate and applicable warranties shall be specifically identified in individual orders. Such warranties are subject to the negotiation between the ordering agencies and the contractor.
16. **Export Packaging Charges:** Not Applicable
17. **Terms and Conditions of Government Commercial Credit Card Acceptance:** Ascellon accepts government commercial credit cards in accordance with government commercial credit card program guidelines.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.
19. **Terms and Conditions of Installation:** Not applicable.
20. **Terms and Conditions of Repair parts:** Not applicable.
- 20a. **Terms and Conditions for Other Services:** Not applicable.
21. **List of Services and Distribution Points:** Not applicable.
22. **List of Participating Dealers:** Not applicable.
23. **Preventive Maintenance:** Not applicable.
- 24a. **Special Attributes:** Not Applicable.
- 24b. **Section 508 Compliance Information:** Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services on contractor's website at: [www.ascellon.com](http://www.ascellon.com). The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov).
25. **Date Universal Number System (DUNS) Number:** 94-312-5435
26. **Registration in Central Contractor Registration Database:** Registered.

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

### ABOUT THE GSA FEDERAL SUPPLY SCHEDULE

GSA has improved efforts to make buying commercial services easier for federal customers by awarding GSA Schedule Contracts. Under the Federal Supply Schedule Program, GSA enters into government-wide contracts with commercial firms to provide products and services, at stated prices, for given periods of time. This streamlined procurement vehicle significantly reduces the time required to obtain services because GSA has reviewed vendors' capabilities, negotiated rates, and pre-qualified vendors to provide services and products. Therefore, federal customers can place orders directly with schedule contractors without seeking further competition, synopsis requirements, making determinations of fair and reasonable pricing, or considering small business set asides.

### ADVANTAGES OF USING THE GSA SCHEDULE

Using GSA Schedule contracts to place an order provides many benefits to the ordering agency. These benefits include:

- Flexibility
  - Wide selection of services
  - Available to ALL federal agencies and authorized users
  - No maximum order limit or contract ceiling
- Cost Savings
  - Reduced procurement lead-times and administration costs
  - No Fed Biz Ops synopsis required
  - Prices determined to be fair and reasonable
  - Easy ordering process for services
  - Blanket purchase agreement may be established for additional discounts
- Peace of Mind
  - Compliance with all applicable regulations
  - Competition requirements have been met

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

- Control
  - Direct relationship between ordering agency and contractor
  - Ordering agency determines selection criteria and selects contractor

### AUTHORIZED USERS

Authorized users of the GSA Professional Services Schedule (PSS) include:

- All federal agencies and activities in the executive, legislative, and judicial branches
- Government contractors authorized in writing by a federal agency pursuant to CFR 51.1
- Mixed ownership government corporations as defined in the Government Corporation Control Act
- The government of the District of Columbia
- Other activities and organizations authorized by statute or regulation to use the GSA as a source of supply

### TO ORDER PSS SERVICES

GSA's streamlined ordering procedures have reduced the tedious, time-consuming government procurement process to a few simple steps. GSA has accomplished this by pre-qualifying vendors to perform a wide range of services. GSA has reviewed vendor qualifications, capabilities, and cost schedules in advance of the need for services, and identified these vendors, by type of service, on its Advantage!™ Website. This approval is valid for all organizations in the federal government and other governmental agencies, and the entire process can be completed in as little as a few weeks.

To obtain GSA PSS services and products, federal agencies work directly with approved GSA PSS contractors such as Ascellon Corporation. For delivery orders under \$2,500, agencies can order services simply by placing an order directly with their contractor of choice. For delivery orders over \$2,500, agencies use the following simplified procedure for placing an order:

#### **Step 1: Prepare a Request for Quotes which includes:**

- A performance-based statement of work that outlines the work to be performed
- Type of task order-Labor Hour (LH) or Firm Fixed Price (FFP)

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

- Basis to be used for contractor selection (i.e., best value, etc.)

**Step 2: Transmit the Request for Quotes to contractors:**

- Select at least three (more if TO is over \$1M) qualified contractors on the schedule
- Send request for quotes to selected contractors

**Step 3: Evaluate quotes:**

- Evaluate responses based upon the factors identified in the request for quotes

**Step 4: Select the contractor to receive the order:**

- Place the order directly with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.)
- Issue directly from requesting government agency's contracting office to the selected contractor without GSA involvement in the procurement process. All task order reporting requirements and remission of fees to GSA are the responsibility of the contractor.



## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

### COMPANY INFORMATION

#### Who We Are

Founded in 1996, Ascellon is a widely respected Management Consulting and Information Technology (IT) company, specializing in innovative enterprise-wide solutions that address our customers' unique challenges. We provide comprehensive professional services to organizations of all sizes, applying our expertise in healthcare, IT and program management.

Our proprietary, ISO 9001:2008 Registered, Quality Management System enables Ascellon to fast-track projects, reduce risk and apply best practices so customers can achieve consistent, cost efficient, quality results, within predictable timeframes. This unique value proposition has rewarded customers with an exceptional Return on Investment (ROI). It has also rewarded Ascellon with robust growth for nearly two decades.

#### What We Offer

##### A Breadth of Integrated Capabilities

Ascellon specializes in using analytics, IT and program management to target problems and achieve breakthroughs. We can answer small, narrowly defined challenges, and we can utilize our capabilities to customize a turnkey program for gathering and analyzing data, identifying and applying best practices, educating and training, managing ongoing operations, monitoring results and supporting ongoing process improvement.

##### Compliance Monitoring, Survey and Certification

Ascellon provides direct support to government agencies as an independent monitor of healthcare facilities through regulatory and compliance surveys. Our expertise covers residential and non-residential health care facilities, including long-term care, hospice, intermediate care, adult day care, community mental health centers, psychiatric hospitals, and more.

##### Life Safety Code Consulting & Training

Ascellon offers expertise in Life Safety Code consulting, training and inspection services as they apply to healthcare facilities, specifically those that provide services, treatment and occupancy for nursing home residents. Our areas of expertise include NFPA 101® Code for safety to Life from Fire in Buildings and Structures.

##### Program Integrity

Ascellon's Program Integrity practice area offers a range of services that include review of payment systems, medical records, analysis of reimbursement patterns, and risk modeling. We perform rigorous medical records and facility audits that identify fraud, waste, and abuse

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

behaviors in government funded healthcare programs and improve the overall effectiveness of services our customers provide to their beneficiaries.

### **Program Management**

Ascillon enables customers to improve management control, responsiveness and productivity while cutting costs and risks. We work with our customers to establish performance requirements on programs and then develop meaningful metrics to measure performance. Through effective performance monitoring, we provide senior managers with the insight to evaluate program or business activities and how they affect outcomes.

We assist organizations in transforming loosely structured program management functions into high-functioning Program Management Offices (PMO) utilizing PMBOK based methodologies, ISO 9001:2008 quality management systems, and other standardized tools. We can help to align PMO infrastructure and processes with organization goals and strategies. Our services in this area also include enterprise portfolio management, governance process methodology, and development of dashboards for senior management.

### **SIN 874-1 & 874-1RC: Integrated Consulting Services**

Ascillon staff and consultants have hands-on technical experience derived from working on many highly complex consulting projects for various customers. We employ quality standards that ensure consistent high quality products on all projects.

### **SIN 874-7 & 874-7RC: Integrated Business Program Support Services**

Ascillon's Program/Project management process capitalizes on and applies concepts of standardized processes derived from our ISO 9001-2008 Quality Management System.

High-quality program/project management and integration services are a key to the success of all products and services provided to our clients. Ascillon exercises great diligence in understanding and focusing on the customer's concerns, requirements, and expectations throughout the life cycle of the program/project. Our team employs a cohesive, systematic and integrated approach to program/project management services. Our staff bridges the gap between visionary process management and technology services to optimize organizational performance.

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

### LABOR CATEGORIES

#### Program Manager

*Minimum Education and Experience:* Master's degree in relevant discipline, Master's in a technical discipline preferred. Ten or more years of progressive experience in managing and overseeing significant programs/projects and processes.

*Functional Responsibility:* Defines scope and objectives of work to be accomplished by the work team. Develops Program Management Plan (PMP), including detailed work plans, schedules, program estimates, resource plans, and status reports, Work Breakdown Structures (WBS) and work packages.

#### Project Manager

*Minimum Education and Experience:* Bachelor's degree in relevant discipline. Five or more years of progressive experience in supervision and day-to-day management of significant projects and processes.

*Functional Responsibility:* Defines scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis. Ensures adherence to quality standards, reviews and approves deliverables.

#### Task Order Manager

*Minimum Education and Experience:* Bachelor's degree. Three or more years of progressive experience in managing projects of significant scope and complexity for government and commercial customers. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors.

*Functional Responsibility:* Responsible for all aspects of the development and implementation of assigned tasks and provides a single point of contact for those tasks. Develops detailed work plans, schedules, task estimates, resource plans, and status reports.

#### Subject Matter Expert

*Minimum Education and Experience:* An advanced degree (Masters or Doctoral degree) from an accredited college or university in the field of expertise related to the actual Statement of Work or Statement of Need. At least four years of hands-on experience in the specific discipline of the field of expertise. Knowledge and skills recognized in the professional community that the customer is able to qualify the individual as an expert in the field (for example: publications, speeches at conferences, research, teaching, etc.).

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

*Functional Responsibility:* Performs as a consultant in highly specialized, leading-edge technologies and/or methodologies. Provides highly technical and specialized guidance concerning solutions to complex problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team.

### **Senior Executive**

*Minimum Education and Experience:* An advanced degree (Masters or Doctoral degree) from an accredited college or university in the field of expertise relevant to client's requirements. Fifteen or more years of progressive experience in guiding customers through enterprise-wide implementations, transitions and/or initiatives.

*Functional Responsibility:* Senior intellectual and strategic leader. Determine mission and method of operation. Leads organization toward objectives; advises clients, subordinates, and consultants; and reviews results of business operations. Represents organization to major stake holders, government agencies, business and academic communities, and the public.

### **Management Consultant 1**

*Minimum Education and Experience:* Bachelor's or advanced degree in relevant field. Three years of relevant experience. Demonstrated exceptional written and oral communications skills, including White Papers and formal presentations. Must have demonstrated experience in managing all key project areas. Demonstrated ability to work independently or under only general direction.

*Functional Responsibility:* Serves as Technical Manager of a multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Directs enterprise wide systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools.

### **Management Consultant 2**

*Minimum Education and Experience:* Bachelor's or advanced degree in relevant field. Five years of relevant experience. Demonstrated exceptional written and oral communications skills, including White Papers and formal presentations. Must have demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction. Has both technical and management experience, from inception to deployment, of two or more large-scale complex Projects.

*Functional Responsibility:* Serves as a Technical Project Lead or Manager across major technical areas of the project, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools.

### **Management Consultant 3**

*Minimum Education and Experience:* Master's degree in relevant field. Five years of relevant experience that includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas. Has managed two or more large projects from inception to deployment.

*Functional Responsibility:* Serves in a senior supervisory role on a large multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions.

### **Business Systems Analyst**

*Minimum Education and Experience:* Bachelor's degree in Computer Science, Business, or related discipline. Three or more years of experience as Business Systems Analyst working directly with system users and customers. Experience with requirements gathering, system documentation, creating specification for programmers, and system testing. Two or more years of experience with relational databases, including writing moderately complex relational database SQL queries. Superior interpersonal skills and the ability to work well in a team environment consisting of differing skills and interests.

*Functional Responsibility:* Under general direction, analyzes and defines business processes, systems scope, and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements.

### **Senior Analyst**

*Minimum Education and Experience:* Bachelor's degree in Science, Business, or related discipline. Seven or more years of experience as an Analyst working directly with stakeholders customers. Must demonstrate the ability to work independently or under general direction on the analysis and design of solutions to complex business issues, including experience in data management concepts.

*Functional Responsibilities:* Works independently on complex business problems involving all phases of systems analysis to provide resolutions. Provides direction for personnel performing development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

### **Statistician**

*Minimum Education and Experience:* Master's degree in economics, social sciences, mathematics, or other quantitative field is much preferred. At least three years' experience.

*Functional Responsibility:* Applies analytical principles to the collection, analysis, and presentation of numerical data. Contributes to scientific inquiry by applying mathematical and statistical knowledge to the design of surveys and experiments; the collection, processing, and analysis of data; and the interpretation of the results. Prepares written or verbal questionnaires and establish sampling rules and other technical aspects of the survey, and later analyze the results to make them usable for decision makers.

### **Quality Assurance Analyst**

*Minimum Education and Experience:* Bachelor's degree or equivalent education. Minimum of two years' experience in quality control and quality assurance positions. Demonstrated experience in performing quality assurance and quality control of product and management processes. Experience in quality control verification and validation, and product testing validation.

*Functional Responsibility:* Implements Quality Assurance procedures to ensure that all information systems products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. Performs complex workflow analysis and recommends quality improvements.

### **Quality Assurance Manager**

*Minimum Education and Experience:* Bachelor's degree or equivalent education. Four years of experience developing and implementing quality programs. In-depth experience in quality control and quality assurance positions. At least two years supervising Quality Assurance Analysts in a structured QA environment.

*Functional Responsibility:* Administers change control process and ensures adequate product testing prior to implementation. Administers problem management process including monitoring and reporting on problem resolution. Makes recommendations regarding the acquisition and/or implementation to improve systems efficiency.

### **Configuration Management Analyst**

*Minimum Education and Experience:* Bachelor's degree in Science or Business and three years' experience as a Configuration Management Analyst.

*Functional Responsibility:* The Configuration Management Analyst identifies and documents system risks, tracks changes to the operational baseline, and coordinates builds through the appropriate Configuration Management Board (CMB). Maintains ongoing process of accepting requests, analyzing them, submitting to management and processing according to feedback. Develops processes for all aspects of change management.

## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

### **Configuration Control Manager**

*Minimum Education and Experience:* Bachelor's degree in a technical discipline or equivalent with at least seven years of professional experience in document control and configuration management. Requires interpersonal skills with a variety of people, and flexibility of duties.

*Functional Responsibility:* Establishes and manages electronic project document control and baseline configuration management activities, and project library. Enters data into document control system, scans documents and posts the images to system, files hard copies, and maintains files.

### **Healthcare Consultant 1**

*Minimum Education and Experience:* Bachelor's degree, master's preferred. Must have a professional license in a healthcare discipline in one or more States. At least five years' experience working in the field of specialty. Experience in accrediting or certifying facilities that serve the residents or patients of health care facilities. Demonstrated history of independent decision-making skills to direct and effectively manage the review and accreditation process, and ability to set priorities independently and collectively.

*Functional Responsibility:* Under general supervision, conducts initial, follow-up/revisits, reviews complaints or conducts special investigations or monitoring reviews, and is available to conduct a crisis review affecting residents and patients of healthcare facilities. Coordinates the surveillance and regulation of health care providers to ensure that care provided meets professional standards of practice and complies with State and Federal statutes and regulations.

### **Healthcare Consultant 2**

*Minimum Education and Experience:* Master's degree from an accredited college. Must have a professional license in a healthcare discipline in one or more States. At least five years of experience and specialized training in data collection and research.

*Functional Responsibility:* Evaluates medical documentation, treatment and staffing to ensure providers and facilities meet conditions of quality care as specified in the regulations. Provides continuous improvement, training consulting services to healthcare providers.

### **Healthcare Consultant 3**

*Minimum Education and Experience:* Must hold a Masters or Doctorate in the field of healthcare or public health, or M.D. degree from an accredited institution, plus five years of experience serving as a healthcare technical expert consultant.

*Functional Responsibility:* Provides expertise to in reviewing treatment plans, medical necessity of treatments, and adherence to Federal and State regulations in the areas of quality of patient care. Provide expert testimony and review complex medical cases, including the adjudication of medical coverage (Medicare or Medicaid) appeals.



## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

### **Compliance and Privacy Consultant**

*Minimum Education and Experience:* Bachelor's degree in Science, Business, Social Sciences, Health Sciences, or other relevant analytical, technical or scientific disciplines. With a minimum of 5 years' experience and professional certification.

*Functional Responsibility:* Under general direction develops and monitors programs, policies and practices to ensure compliance with statutory and regulatory compliance and privacy/security requirements. Also responsible for analyzing Federal and State regulations and collaborating successfully with customers in the design, development and deployment of privacy policy, processes and systems.

### **Healthcare Reimbursement Specialist/Auditor**

*Position Qualifications:* Bachelor's degree from an accredited college. At least seven years of progressive experience in healthcare reimbursement setting.

*Functional Responsibility:* Provide expertise in the area of reimbursement policies and practices, healthcare billing, cost reimbursement; government healthcare recovery audit processes; electronic data systems related to billing, reimbursement and medical records; and internal compliance systems to ensure appropriate billing.

### **Trainer**

*Minimum Education and Experience:* Bachelor's degree in Business, Social Sciences, Health Sciences, Human Resources, or other relevant analytical, technical or scientific disciplines. At least three years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.

*Functional Responsibility:* Under supervision of Senior Trainer or Project Manager, develops instructor materials (course outline, background material, and training aids); assists in the development of student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training.

### **Senior Trainer**

*Minimum Education and Experience:* Bachelor's degree in Business, Social Sciences, Health Sciences, Human Resources, or other relevant analytical, technical or scientific disciplines. At least five years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.

*Functional Responsibility:* Develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training; and provides daily supervision and direction to training staff.



## General Service Administration Schedule Contract Price List Professional Services Schedule (PSS) - SIN 874

### **Data Analyst/Data Custodian**

*Minimum Education and Experience:* Bachelor's degree and four years' experience in setting and conducting detail and general data analyses in support of major database implementations. Has experience in data design and management procedures, including database conversion support and data modeling.

*Functional Responsibility:* Provides technical expertise and support in the use of database management systems. Defines file organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database back-up recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications.

### **Documentation Specialist**

*Minimum Education and Experience:* Bachelor's degree or equivalent. Two or more years of progressive experience in the design and creation of technical, operational, and user documentation.

*Functional Responsibility:* Produces major documentation, technical and non-technical writing/editing, graphics, brochures, and/or manuals. Determines schedule for document submission and coordinate final printing and distribution. Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals.

### **Technical Writer**

*Minimum Education and Experience:* Bachelor's degree in English, literature, business, engineering, journalism, or related analytical, scientific, or technical disciplines, and four years' experience.

*Functional Responsibility:* Assists in collecting and organizing information required for preparation of reports, studies, and analyses for (a) documenting proposed managerial or organizational improvements including developmental, consultative, or implementation efforts; (b) for documenting workshop results; and (c) for description and summary of survey results with associated graphs, charts, tables, and briefings.

### **Administrative Assistant**

*Minimum Education and Experience:* Associate's degree and three years of experience in a professional environment. Requires knowledge of applicable policies, procedures, operations, and organization. Also requires experience using automation tools including word processing and graphics, such as Microsoft Word, and PowerPoint.

*Functional Responsibility:* Under general direction, performs diversified clerical, administrative, and general office duties. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

disseminates schedules and work plans, and coordinates arrangements for meetings and conferences, transcribes dictation, often of a confidential nature.

**Senior Administrative Assistant**

*Minimum Education and Experience:* Associate's degree and six years of experience in a professional environment. Requires knowledge of applicable policies, procedures, operations, and organization. Also requires experience using automation tools including word processing and graphics, such as Microsoft Word, and PowerPoint.

*Functional Responsibility:* Provide administrative support to business and management personnel working closely with the Project Director and other project staff. This includes, but is not limited to project administration, program management support, producing all project related correspondence, maintaining web sites and databases, scheduling meetings and reservations, and maintaining document libraries.

---

**Experience/Education Substitution**

Ascillon may substitute years of experience to satisfy minimum education requirements for any labor category with customer approval and in accordance with our company practices.

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

**PRICE LIST (EFFECTIVE JANUARY 15, 2016)**

No.	Labor Category Title	Approved Hourly Rate
1.	Program Manager	\$ 169.76
2.	Project Manager	\$ 118.81
3.	Task Order Manager	\$ 95.64
4.	Subject Matter Expert	\$ 260.25
5.	Senior Executive	\$ 274.03
6.	Management Consultant 1	\$ 79.21
7.	Management Consultant 2	\$ 101.86
8.	Management Consultant 3	\$ 118.83
9.	Business Systems Analyst	\$ 95.04
10.	Senior Analyst	\$ 112.06
11.	Statistician	\$ 103.73
12.	Quality Assurance Analyst	\$ 86.66
13.	Quality Assurance Manager	\$ 111.11
14.	Configuration Management Analyst	\$ 73.55
15.	Configuration Control Manager	\$ 96.19
16.	Healthcare Consultant 1	\$ 84.87
17.	Healthcare Consultant 2	\$ 107.52
18.	Healthcare Consultant 3	\$ 198.04
19.	Compliance and Privacy Consultant	\$ 88.14
20.	Healthcare Reimbursement Specialist /Auditor	\$ 106.11
21.	Trainer	\$ 73.55

**General Service Administration Schedule Contract Price List  
Professional Services Schedule (PSS) - SIN 874**

No.	Labor Category Title	Approved Hourly Rate
22.	Senior Trainer	\$ 88.27
23.	Data Analyst/Data Custodian	\$ 68.63
24.	Documentation Specialist	\$ 46.20
25.	Technical Writer	\$ 79.21
26.	Administrative Assistant	\$ 43.93
27.	Senior Administrative Assistant	\$ 51.49

**THE SERVICE CONTRACT ACT (SCA) APPLICABILITY:** The SCA is applicable to this contract as it applies to the entire PSS and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when SCA labor categories/employees are added to the contract through the modification process, the contractor will inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number.