

**ABC Data Entry Systems,  
Inc.**

311 N. Aberdeen Street  
Chicago, IL 60607-1249  
312-455-1199 (Phone)  
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info@abcdataentry.com

**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 for GSA Advantage is: <http://www.fss.gsa.gov>.

GSA Schedule 36 – Office Imaging and Document Solutions  
Contract No.: **GS-03F-0148V**

Contract Period: July 15, 2009 – July 14, 2014

Contract Administrator: **Harold D. Shepard**

311 N. Aberdeen St.  
Suite 200D  
Chicago, Illinois 60607-1250  
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email: [harold@abcdataentry.com](mailto:harold@abcdataentry.com)  
web: [www.abcdataentry.com](http://www.abcdataentry.com)

**Effective Date 11/05/2009**

**Business Type: Small, Veteran Owned, Hubzone Business, DBE, MBE**

**1a. Awarded Special Item Number(s):**

- Special Item No. **51-504**: Records Management Services
- Special Item No. **51-505**: Document Production On-site and Off-site Services
- Special Item No. **51-506**: Document Conversion Services
- Special Item No. **51-508**: Litigation Support Services
- Special Item No. **733-4** : List Management Services
- Special Item No. **51-409**: Network, Optical Imaging Systems and Solutions
- Special Item No. **51-501**: Needs Assessment and Analysis Services
- Special Item No. **51-503**: Education and Training Support Services
- Special Item No. **51-507**: Document and Media Destruction
- Special Item No. **733-3** : Miscellaneous Mailing Services
- Special Item No. **51-1000**: Other Direct Costs

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:**

Not Applicable.

**1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education:**

Not Applicable.

**2. Maximum Order:**

Special Item No. **51-504**: \$1,000,000.00  
Special Item No. **51-505** \$1,000,000.00  
Special Item No. **51-506** \$1,000,000.00  
Special Item No. **51-508**: \$1,000,000.00  
Special Item No. **733-4** : \$1,000,000.00  
Special Item No. **51-409**: \$1,000,000.00  
Special Item No. **51-501**: \$1,000,000.00  
Special Item No. **51-503**: \$1,000,000.00  
Special Item No. **51-507**: \$1,000,000.00  
Special Item No. **733-3** : \$1,000,000.00  
Special Item No. **51-1000**: \$350,000.00

**3. Minimum Order:**

\$100.00

**4. Geographic Coverage:**

Domestic

**5. Point of Production:**

ABC Data Entry Systems, Inc.  
311 N Aberdeen St.  
Suite 200D  
Chicago, Illinois 60607-1250

**6. Discount from list prices or statement of net price.**

All prices have been discounted

**7. Quantity Discount:**

N/A

**8. Prompt Payment Terms:**

1 % 10 Days, Net 30 Days

**9a. Government Purchase Cards below the micro-purchase threshold.**

Government purchase cards are accepted below the micro-purchase threshold.

**9b. Government Purchase Cards above the micro-purchase threshold.**

Government purchase cards are accepted above the micro-purchase threshold.

**10. Foreign Items:**

Not Applicable

**11a. Time of Delivery:**

ABC Data Entry Systems, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order. ABC Data Entry Systems, Inc. will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.

**11b. Expedited Delivery:**

Consult with Contractor

**11c. Overnight/2-Day Delivery:**

N/A

**11d. Urgent Requirements:**

Consult with Contractor

**12. FOB Point:**

FOB Origin

**13a. Ordering Address:**

ABC Data Entry Systems, Inc.  
311 N Aberdeen St.  
Suite 200D  
Chicago, Illinois 60607-1250

**13b. Ordering Procedures:** For services, the ordering procedures, can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).

**14. Payment Address:**

ABC Data Entry Systems, Inc.  
311 N Aberdeen St.  
Suite 200D  
Chicago, Illinois 60607-1250

**15. Warranty Provisions:**

Standard Warranty

**16. Export Packing charges:**

Not applicable

**17. Terms and conditions of Government Purchase Card Acceptance:**

Contact ABC Data Entry Systems, Inc. for terms and conditions of Government Purchase Card acceptance.

**18. Terms and conditions of rental, maintenance, and repair:**

Not applicable

**19. Terms and conditions of installation:**

Not applicable.

**20a. Terms and conditions of repair parts:**

Not applicable

**20b. Terms and conditions of any other services:**

Not applicable.

**21. List of service and distribution points:**

Not applicable

**22. List of participating dealers:**

Not applicable

**23. Preventive maintenance:**

Not applicable

**24a. 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 and 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.abcdentry.com](http://www.abcdentry.com)

**25. DUNS Number:**

602690901

**26. Registration in the Central Contractor Registration database(CCR).**

ABC Data Entry Systems, Inc. is registered in the Central Contractor Registration database.

## **OFFICE IMAGING AND DOCUMENT SOLUTIONS DESCRIPTIONS**

### **51-409 Network, Optical Imaging Systems and Solutions**

The contractor will provide hardware and software to enable the user to migrate unstructured paper and electronic data into an electronic document. The user will have the capability to search for documents from a variety of sources such as desktop personal computer, intranet/internet, LAN/WAN, Cloud Computing, Work flow, Online Storage, Online Data Backup. The software will support the user's needs in capturing data in typed print, handprint, mark sense and barcode, electronic data and paper documents into an electronic format and media of choice, in a reliable, secured operating environment. The contractor will provide one or more of the following software/hardware components into medium of choice: Data & Document Capture, APPs.gov, Document Imaging, COLD, Document Management, Storage Management, Document Management Scanner, and other related equipment. This SIN also includes equipment that provides solutions for small to medium size offices to allow the user to capture documents, file documents and retrieve data in seconds. This gives the user the ability to find documents anytime and does not require software installation. This information can be retrieved from the Web browser.

Document Storage Solutions are designed to deliver and maintain on/off line storage solutions for users who need to present, share, archive and distribute information on CD, DVD, DVRAM and other related mediums. Network protocols are widely used to obtain stored data. This SIN also includes directly related accessories, attachments, software and supplies.

### **51-501 Needs Assessment and Analysis Service**

Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and, funding obligations which will provide agency's recommendation(s) on how to meet or exceed organization's overall performance by providing total office solutions. Needs Assessment and Analysis Services provide for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services.

### **51-503 Education and Training Support Services**

Educational and Training Support Services provide the customer with operational knowledge of products and/or services offered under this schedule. Training is offered on site/off site, and through video conferencing, internet training or CD ROM base training.

#### **51-504 – Records Management Services**

File Organization and Maintenance Services provides intellectual and physical support to enable the Government control of documents or information. It includes the organization of sophisticated documents or information placing them into a simplified filing system in accordance with an ordering agency's needs to improve their existing work environment. Generally, it includes gathering documents and data to be scanned and indexed into a digitized format. However, an ordering agency may simply require updating to an existing file system, maintenance of documents, or filing existing documents or information into a storage media for shipping.

#### **51-505 - Document Production On-site and Off-site Services**

Document production on-site and off-site services provide customers a practical turn-key solution to a customer's requirements for production of documents. A typical document production services would include the required equipment (e.g., high-volume digital color copiers, scanners) and contractor provided operational and management personnel required for effective on-site/off-site document production. Document production services are available using either contractor provided and installed equipment, using Government-owned equipment, or using equipment installed in Government locations under Lease-to-Ownership Plans. In addition, single or multiple shift production operations; consumable supplies (paper and transparencies are usually not included); on-going equipment maintenance; and customized agency reports are included. Negotiated Operational Performance Standards may be jointly developed and included in the purchase order (e.g., job turn-around time, maximum number of impressions per day or month, document quality expectations, turn-around performance and accuracy ratings, management of the consumable supplies, and monthly management reports).

#### **51-506 – Document Conversion Services**

Document conversion consists of scanning document images and converting them into electronic digital data, which is then transferred into a new format Such as Wordperfect, Wordstar, AMI Pro, Q&A, Lotus123, DR-Dos, ADOBE PDF, Dbase, 5.25" Floppy Disc and media for use in a document imaging, retrieval, and storage system. This SOW addresses the "back file and day-forward conversion" of documents, which includes both file and data format and media conversion. It does not include data processing and communications equipment (e.g., digital computers, display devices, software, LAN/WAN networks), which may be employed in a document imaging, retrieval, and storage system.

#### **51-507 - Destruction Services**

Destruction Services offer a full range of services: Shredding of classified and unclassified materials; Incineration of paper documents, maps, blueprints, catalogs, and disintegration of microfilm, microfiche, ID cards, VHS tapes, support DOD-approved requirements.

#### **51-508 – Litigation Support Services**

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional staff members in the task of obtaining, organizing, analyzing and presenting evidence or materials for trials, judgments, lawsuits, settlements or other legal matters.

Through the use of reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location by an agency's staff. The contractor shall provide all personnel, equipment and supplies for the performance of litigation support services (LSS).

### **733-3 Miscellaneous Mail Services**

Includes management, supervision, labor, and equipment; plans, schedules, coordinates, and assures effective performance of all services described. Consists of preparing/packaging mail, addressing, labeling, folding, inserting, bursting, collating, mail match, wrapping, software services, metering, and stamping mail.

### **733-4 – List Management Services**

Consists of data entry, address label printing, lists management, list cleanup and list coding

NOTE: OBJECTIVE

The purpose of this procurement and resulting contracts is to provide a contracting vehicle for Federal agencies to obtain qualified firms to accomplish their mail requirements.

SCOPE OF WORK

Contractors shall comply with all United States Postal Service (USPS) mailing standards, described in the Domestic Mail Manual (DMM) and other Postal Service directives that apply to the contractors operations. Contractors shall provide all qualified personnel, materials, equipment, facilities and services relative to Mail Management Services as specified in task orders placed by authorized users in a timely, efficient, and cost effective manner. Services specified in a task order may be performed at the contractor's facility, the ordering agency's facility, or other sites as appropriate. Contractors may provide a full range of services or choose only those services in which they specialize in one or more of the following Special Item Numbers.

SIN 733 4 LIST MANAGEMENT SERVICES

Services include, but are not limited to, data entry, address label printing, lists management, list cleanup and list coding.

### **SIN 51-1000 Other Direct Costs**

Includes Other Direct Costs (ODCs), classes or categories of supplies and services which are not included in the unit price of the Support Products or Services Special Item Numbers (SINs), but are required to complete a given purchase, delivery task order, or where the specific requirements can only be defined in the purchase, delivery or task order itself.

Office, Image and Document Solutions may require Other Direct Costs, ODCs in order to provide customers with a complete solution. ODCs are intended as supplemental costs and will be charged as pass through costs when included in a service solution involving services performed under SINS 51-409, 51-501, 51-503, 51-504, 51-505, 51-506, 51-508, and 733-4. Other direct costs approved by GSA for this contract include but not limited to:

Direct Supplies

Stationary Products

Warehouse Storage

Educational Supplies

Eco Friendly & USA Made Products

Writing Instruments

Telecommunications

Travel Expense  
 HardWare and SoftWare  
 Digital Media  
 Special Equipment  
 Identification & Credential Accessories  
 Presentation Materials  
 Promotional Items  
 Shipping Costs  
 Laser Technology  
 Equipment Maintenance  
 Recognition Awards

**GSA Price List**

Document Conversion Service Pricing Assumptions for this pricing schedule  
 Paper documents to be converted are 8 1/2 x 11 standard bond paper  
 Paper quality is good to excellent

Pricing assumes minimal document preparation  
 One Index per file @ 25 characters  
 All images are converted to TIFF Group 4 format unless otherwise indicated

Note 1: Customer Contract Discounts are for contracts that are greater than 18 months  
 Note 2: Most Favored Customer is for contracts than are longer that 18 months and customer pays in 10 days.  
 Note 3: GSA Discount terms are 1% 10 net 30 days FOB Origin and Credit cards accepted 10% discount for services rendered regardless of contract length.  
 Note 4: Volume pricing only applies where there is a volume range. "Example see 200dpi scanning  
 Note 5: For color scanning there is a 20% up Charge for this service and for Flat bed or glasswork scanning there is a 25% up charge

Service Note 5	Volume Note 4	Standard Rate	Contract Customer Discount Note 1	Contract Customer Rate	MFC Customer Discount Note 2	MFC Customer Rate	Proposed GSA Discount Note 3	GSA Rate
733 4 List Management	Per Record	.34	3%	.33	5%	.32	9.32%	.31
51-508 Litigation Support Svcs	Per Page	6.55	3%	6.35	5%	6.17	9.32%	5.75
51-505 Document Production Services	Per Page	2.50	3%	2.42	5%	2.37	9.32%	2.25
51-506 Document Conversion Services	Per Record	.30	3%	.29	5%	.285	9.32%	.27
51-505 Survey Tabulation	Per Keystroke	0.05	3%	0.048	5%	0.47	9.32%	0.045

SIN-504, 505, 506 Service Note 5	Volume Note 4	Standard Rate	Contract Customer Discount Note 1	Contract Customer Rate	MFC Customer Discount Note 2	MFC Customer Rate	Proposed GSA Discount Note 3	GSA Rate
Document Preparation	Per Image	.025	3%	.0237	5%	.0225	9.32%	.02
Document Indexing/Tabs	Per File per index	.25	3%	.237	5%	.225	9.32%	.20
Damaged Document Processing	Per Page	1.50	3%	1.46	5%	1.42	9.32%	1.35
Mylar and Transparencies	Per Page	.30	3%	.29	5%	.285	9.32%	.27
Additional Indexing	Per Keystroke	0.05	3%	0.048	5%	0.47	9.32%	0.045
Production Page and Spacers	Per Page	1.50	3%	1.46	5%	1.42	9.32%	1.35
File Indexing	Per File	0.16	3%	0.155	5%	0.151	9.32%	0.144
200 dpi scanning	0 - 50,000 images	0.15	3%	0.145	5%	0.143	9.32%	0.135
200 dpi scanning	51,000 - 100,000 images	0.14	3%	0.136	5%	0.135	9.32%	0.125
200 dpi scanning	> 100,000 images	0.11	3%	0.105	5%	0.107	9.32%	0.10
300 dpi scanning	0 - 50,000 images	0.175	3%	0.17	5%	0.166	9.32%	0.157
300 dpi scanning	51,000 - 100,000 images	0.16	3%	0.16	5%	0.152	9.32%	0.144
300 dpi scanning	> 100,000 images	0.14	3%	0.136	5%	0.133	9.32%	0.126
200 dpi scanning/Paper/Eng.Drawing	Per Sq. Ft.	0.34	3%	0.33	5%	0.32	9.32%	0.31
300 dpi scanning/Paper/Eng.Drawing	Per Sq. Ft.	0.37	3%	0.36	5%	0.35	9.32%	0.33
400 dpi scanning/Paper/Eng.Drawing	Per Sq. Ft.	0.45	3%	0.44	5%	0.43	9.32%	0.405
600 dpi scanning/Paper/Eng.Drawing	Per Sq. Ft.	0.60	3%	0.58	5%	0.57	9.32%	0.54
Microfilm	Per Image	0.0165	3%	0.0160	5%	0.0157	9.32%	0.015
Microfilm	Per Roll	31.00	3%	30.07	5%	29.45	9.32%	28.00
Microfilm Indexing	Per Field	0.026	3%	0.025	5%	0.025	9.32%	0.023
Microfilm Indexing	Per Character	0.0164	3%	0.0160	5%	0.0157	9.32%	0.15
Converting Image formats such as WordPerfect, AMI- Pro, Lotus 123, Wordstar, Q&A, Adobe PDF, and 50 other formats	Per Image	0.04	3%	0.039	5%	0.038	9.32%	0.036
OCR option	Per Image	0.04	3%	0.039	5%	0.038	9.32%	0.036
Data Entry	Per Page	31.00	3%	30.07	5%	29.45	9.32%	28.00
Data Entry / Key punch	Per Key Stroke	0.022	3%	0.021	5%	0.021	9.32%	0.020

SIN 507 Prices Service Note 5	Volume Note 4	Standard Rate	Contract Customer Discount Note 1	Contract Customer Rate	MFC Customer Discount Note 2	MFC Customer Rate	Proposed GSA Discount Note 3	GSA Rate
On-site destruction (Purge / Clean Out)	Per pound	0.20	3%	0.145	5%	0.19	9.32%	\$0.1812 per pound
Off-site destruction (Purge / Clean Out)	Per pound	0.18	3%	0.185	5%	0.170	9.32%	\$0.1603 per pound
On-site destruction (Purge / Clean Out)	Per box (12"x15")	6.75	3%	6.45	5%	6.35	9.32%	\$6.05 per box
Off-site destruction (Purge / Clean Out)	Per box (12"x15") 'Single / Standard Size'	6.00	3%	5.85	5%	5.70	9.32%	\$5.40 per box
On-site destruction (Purge / Clean Out)	Per box (12"x24") 'Double / Legal Size'	10.00	3%	9.70	5%	9.50	9.32%	\$9.00 per box
Off-site destruction (Purge / Clean Out)	Per box (12"x24") 'Double / Legal Size'	8.50	3%	8.00	5%	7.65	9.32%	\$7.15 per box
On-site destruction (re-occurring service)	40 inch lockable security console	19.00	3%	18.50	5%	18.00	9.32%	\$17.00 each console
Off-site destruction (re-occurring service)	40 inch lockable security console	16.00	3%	15.65	5%	15.20	9.32%	\$14.40 each console
On-site destruction (re-occurring service)	Wheeled 64 gallon lockable security toter (225lb cap.)	44.00	3%	43.00	5%	42.00	9.32%	\$40.00 each toter
600 dpi scanning/Paper/Eng.Drawing	Wheeled 64 gallon lockable security toter (225lb cap.)	36.00	3%	35.00	5%	34.20	9.32%	\$32.40 each toter
Off-site destruction (re-occurring service)	Wheeled 96 gallon lockable security toter (335 lb cap.)	66.00	3%	65.00	5%	64.00	9.32%	\$61.00 each toter
Off-site destruction (re-occurring service)	Wheeled 96 gallon lockable security toter (335 lb cap.)	55.00	3%	53.25	5%	52.50	9.32%	\$50.00 each toter

For 51-501, 51-503, 733-3 Service	Per	Standard Rate	Contract Customer Discount Note 1	Contract Customer Rate	MFC Customer Discount Note 2	MFC Customer Rate	Proposed GSA Discount Note 3	GSA Rate
Archivist	Hour	\$75.00	3%	\$73.12	5%	\$71.25	9.32%	\$67.50
Data Base Administrator	Hour	\$130.00	3%	\$126.25	5%	\$123.50	9.32%	\$117.00
Document Management Analyst	Hour	\$50.00	3%	\$48.25	5%	\$47.50	9.32%	\$45.00
Information Analyst	Hour	\$65.00	3%	\$63.45	5%	\$62.00	9.32%	\$58.50
IS/DP Manager	Hour	\$140.00	3%	\$137.00	5%	\$133.00	9.32%	\$126.00
Librarian Analyst	Hour	\$50.00	3%	\$48.25	5%	\$47.50	9.32%	\$45.00
Management Analyst	Hour	\$65.00	3%	\$63.45	5%	0.32	9.32%	\$58.50
Network Administrator	Hour	\$80.00	3%	\$78.00	5%	\$76.00	9.32%	\$72.00
Operations Manager	Hour	\$80.00	3%	\$78.00	5%	\$76.00	9.32%	\$72.00
Programmer	Hour	\$80.00	3%	\$78.00	5%	\$76.00	9.32%	\$72.00
Program/Fulfillment Director	Hour	\$150.00	3%	\$146.75	5%	\$142.50	9.32%	\$135.00
Training Specialist	Hour	\$100.00	3%	\$97.00	5%	\$95.00	9.32%	\$90.00

## SIN 51-409 Pricelist

Service Note 5	Volume Note 4	Standard Rate	Contract Customer Discount Note 1	Contract Customer Rate	MFC Customer Discount Note 2	MFC Rate	Proposed GSA Discount Note 3	GSA Rate
ImageSilo Online Web based Document Management	Per gigabyte		3%		5%		9.32%	
	0-250	\$55.00		\$53.00		\$52.50		\$50.00
	251-500	\$50.00		\$48.50		\$47.50		\$45.00
Cloud Computing APPs.gov	501-999	\$45.00		\$43.75		\$42.50		\$40.50
	999+	Call for pricing		Call for pricing		Call for pricing		Call for pricing

## 51-504 Records Management Services

Service Note 5	Volume Note 4	Standard Rate	Contract Customer Discount Note 1	Contract Customer Rate	MFC Customer Discount Note 2	MFC Rate	Proposed GSA Discount Note 3	GSA Rate
Medical Coding OnSite-Person	Per Day	\$600.00	3%	\$581.00	5%	\$570.00	9.32%	\$535.00
Offsite- Out Patient	Encounter							
	0 – 60,000	\$15.00		\$14.60		\$14.25		\$13.50
	60,000 +	\$14.00		\$13.60		\$13.30		\$12.50
Offsite- In Patient	0-119,999	\$28.00		\$27.10		\$26.60		\$25.20
	120,000 +	\$26.00		\$25.30		\$24.70		\$23.40

Additionally, any postage, post office boxes, project specific supplies, transportation or travel is billed as a pass-through expense.

### Schedule of Items

#### 51-504: Medical Coding (Medical Records Coding)

In today's new healthcare environment, coding has become more important than ever. It is a vital part of the financial integrity and clinical profiling of all healthcare providers. Healthcare facilities and providers cannot afford to have anything less than the most timely, accurate coding available.

To ensure accuracy, revenue accountability and compliance, health care providers across the country turn to ABC Data Entry Systems, Inc. for coding expertise and assistance.

ABC Data Entry Systems, Inc. has a national staff of thoroughly trained, experienced and credentialed (RHIA, RHIT, CCS, CCS-P) coding professionals who are ready to step into your coding department to help you through a temporary crunch, consult on problem areas, or to assume complete management of your coding operation.

### **Onsite Medical Records Coding**

ABC Data Entry Systems, Inc. provide medical record coding services for all coding systems (e.g., ICD-9-CM, CPT, Evaluation and Management) and payment methodologies (e.g., DRG, APC). This service is available for the following provider settings:

#### **Hospital Based**

- Inpatient
- Outpatient Surgery
- Emergency Department
- Outpatient Ancillary

#### **Physician Based**

- Inpatient
- Office Setting
- Emergency Department

### **Offsite (Remote) Medical Records Coding**

ABC Data Entry System, Inc. offers a wide variety of offsite or remote medical record coding options that are customized based on the needs of our clients. Our remote coding clients include healthcare facilities across the country including Veterans Hospitals (VA facilities).

Our Remote Coding Center is secure, HIPAA compliant, complete with the latest technology and places credentialed consultants at your service whenever you need them – whether you need to outsource your entire coding department or to simply eliminate a coding backlog.

Remote Options include:

- Securely accessing electronic medical record (EMR) systems
- Interfacing with other e-coding software
- Onsite records scanning with remote indexing and coding of medical records
- Other customized remote coding solutions

### **Other Medical Records and HIM Coding Services**

Other HIM coding and consulting services include:

- Onsite and offsite (remote) medical record coding services

- As needed coding support
- Complete coding department outsourcing
- Coding compliance reviews/Coding validation
- Customized HIM consulting
- Interim managers and supervisors
- Physicians and staff coding education and training
- Coding backlog elimination
- Inpatient professional fee review for 3<sup>rd</sup> party billing
- Outpatient professional fee review for 3<sup>rd</sup> party billing
- Pre-bill and retrospective DRG reviews
- Pre-accreditation surveys
- Tumor and trauma registry support

**Job Title: Archivist**

**Minimum/General Experience:** Four years of experience in archiving records, including two years of experience in document and data management using automation. Appraises and edits permanent records and historically valuable documents. Participates in research activities based on archival materials and directs safekeeping of permanent records, documents, and other archival materials. Requires familiarity with archival cataloging in automated systems and with applying such standards for cataloging; knowledge of basic archival processes, including selection of materials for retention and organization of materials into logical groupings; research and reference expertise; and experience in computerized management of electronic records.

**Functional Responsibility:** Implements, administers, and manages the system to classify and retrieve archived records and manuscripts, including developing and maintaining the database of these records in the collection management system. Provides research and reference services; develops, administers, and enhances all electronic systems created for tracking data involving the accessioning and deaccessioning of archived materials; develops, negotiates, monitors, and oversees rules and procedures for maintenance of records following National Archives and Records Administration guidelines; develops and monitors standards, guidelines, and formal agreements for accessioning records and material and deaccessioning records to other repositories; and prepares and updates operating manuals and guidelines that ensure the protection of documents at every stage of their life cycle. Performs random evaluations of archives for quality control of document processing and maintenance; maintains a sustained high level of customer service; attends and contributes to relevant professional activities and meetings dealing with archives and archival preservation; and prepares statistical and narrative reports.

**Minimum Education:** Graduate degree in History or Archival Studies or in Library and Information Science (MLS).

**Job Title: Database Administrator**

**Minimum/General Experience:** Three years of experience designing, administering, maintaining, and updating databases.

**Functional Responsibility:** Assists in administering database organizations, standards, controls, and procedures. Provides technical consulting in the definition, design, and creation of a database environment. Maintains documentation and develops database dictionaries.

**Minimum Education:** Bachelor's degree. IT-related certification programs or other technical-related training plus 2 years of additional, directly relevant work experience (over and above the minimum experience requirements for this position)

**Job Title: Document  
Management Analyst**

**Minimum/General Experience:** One year of experience working on records management or litigation support projects. Demonstrated ability to work independently in a team environment. Excellent writing skills and oral communication skills required. Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems and have hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, server-based database and other applications, especially ORACLE and BRS.

**Functional Responsibility:** Performs moderately complex records management or litigation support tasks, including, detailed indexing of case files, drafting procedures for accomplishing assignments, and document acquisition related tasks. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff. Often works with minimal supervision.

**Education:** Bachelor's degree.

**Job Title: Information Specialist**

**Minimum/General Experience:** Three years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources, excellent analytical capabilities and written and oral communications skills, and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.

**Functional Responsibility:** Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

**Minimum Education:** Bachelor's degree. Three years of additional, directly relevant work experience

### **Job Title: IS/DP Manager**

**Minimum/General Experience:** Five years of experience in designing, implementing, and troubleshooting applications using the software or technology for which consulting services are required. For example, if a project involves a large-scale Oracle application in a Unix environment, the candidate will have experience in developing large-scale Oracle applications employing and integrating a variety of Oracle products, features, and capabilities, such as Forms and Reports, PL/SQL functions and procedures, and Intermediate Text, together with user exits to other programs, and interactions with operating system shell scripts. Other projects will require other sets of skills and competencies. Candidates must demonstrate a successful history of difficult and complex problem solving with respect to the appropriate systems. Excellent oral and written communications skills required. Litigation support experience helpful.

**Functional Responsibility:** Consults with Contractor and Government management to identify systems requirements and makes recommendations for technical solutions to system problems. Manages a systems project through all phases, including applications development, applications maintenance, systems documentation, quality assurance, and user support; provides technical advice, supervision, and guidance to the data processing team; evaluates programs in terms of efficiency, effectiveness, quality, and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations to a variety of audiences, including non-technical personnel. May have supervisory or managerial responsibilities.

**Minimum Education:** Bachelor's degree. Ten years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) ok

### **Job Title: Librarian Analyst**

**Minimum/General Experience:** Two years of experience in maintaining collections of books, serial publications, audiovisuals, periodicals, documents, films, recordings, and other materials, and in assisting groups and individuals with locating and obtaining these materials. Knowledge of records management, library, and database management systems required. Requires ability to furnish reference information, organize collections, and contribute to and follow established written procedures. Experience working with electronic records and record keeping systems and cataloging records required. Excellent oral and written communication skills and excellent end-user interaction skills required.

**Functional Responsibility:** Participates in developing policies, plans, and objectives for carrying out programs to operate a document delivery and archive system for agency collections. Organizes and implements systems for managing the basic flow of information requests to provide efficient services. Assists users by responding to inquiries for materials not contained in the collections and consults all available sources, including indexes, abstracts, bibliographies, and the World Wide Web and determines which tools will efficiently produce accurate information. Participates in determining policy regarding extent to which the library records information centers can provide services and advises user groups on the strengths and

limitations in the collections. In addition, explores and maintains awareness of new technologies; provides database support to add new records and edit existing records in the collection management system; classifies and retrieves archived records; provides assistance in establishing computerized indexes; suggests enhancements to any electronic system created for tracking statistical data involving the accessioning and deaccessioning of archived materials; and processes records into the archives following documented NARA procedures and guidelines.

**Minimum Education:** Graduate degree in Library and Information Science (MLS).

**Job Title: Management Analyst**

**Minimum/General Experience:** Three years of experience performing business management and financial accounting-related work, with 1 year of related experience specifically on Government contracts. Knowledge of Excel, Lotus, and/or other spreadsheet software applications required.

**Functional Responsibility:** Performs financial tracking and management tasks, including using spreadsheets to develop and monitor budgets, reviewing all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.

**Minimum Education:** Bachelor's degree in a business-related field.

**Job Title: Network Administrator**

**Minimum/General Experience:** Five years of experience in the set-up, installation, testing, debugging, modification, and maintenance of networks using industry-standard technologies and protocols such as TCP/IP, Ethernet, or Token Ring, and widely used networking products such as Novell Netware and MS Network. Demonstrated experience in the use of LAN-to-LAN and LAN-to-WAN connectors such as bridges, routers, and gateways. Experience in the installation of cabling. Demonstrated experience in data communications and related hardware such as modems, encryption devices, and multiplexers. A sub-specialty under this labor category is the administration of Internet sites, for which experience in the Internet technologies, protocols, and products is required in addition to or in place of LAN experience.

**Functional Responsibility:** Sets up, installs, modifies, and maintains local area networks, primarily for Aspen staff use in the performance of contracted efforts. Troubleshoots and makes necessary adjustments in the network operating system, networked software, and related hardware components to maintain reliability of all systems and hardware. Works with other contract ADP staff to install, test, modify and maintain distributed processing databases on the LAN. Receives task assignments from the Project Manager or from other more senior data processing staff. A sub-specialty within this labor category is the set-up, installation, modification, and maintenance of Internet nodes, sites, and Web pages, as well as interconnections to the Internet.

**Minimum Education:** Bachelor s degree; computer science or related discipline preferred. An Associate s degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and 3 years of additional directly related work experience may be substituted for the Bachelor s degree.

**Title: Operations Manager**

**Minimum/General Experience:** Four years experience in document processing activities, two years of which involved progressively more responsible supervisory and management experience. Possesses a demonstrated ability to manage numerous complex and time-critical activities simultaneously.

**Functional Responsibility:** Responsible for management oversight of the following activities: document acquisition, document processing/indexing, and data reduction. Coordinates resource planning and scheduling for these functional areas and manages the s cope of work, schedules, budgets, and adherence to quality standards. Other specific duties include: collaboration with direct subordinates in order to plan resources and schedule personnel and other resources to meet delivery order deadlines, acquisitions and training of staff, creation of appropriate written procedures and controls, monitoring of the quality of the work produced by his staff, and acting as an advisor to senior management for operational tasks.

**Education:** Bachelor s degree.

**Job Title: Programmer**

**Minimum/General Experience:** Five years of progressively more complex programming experience, including 3 years of experience in the specific programming language, database management system, or software package to be used for a given assignment, and 2 years of experience in the general functional area addressed by the task requirement.

**Functional Responsibility:** Working under the direction of more senior Aspen IT personnel, develops, modifies, and maintains complex computer application programs, which may produce several different but interrelated products. The programs may be oriented to transaction processing, database creation and maintenance, management and tracking systems, analytical applications, or other specialized requirements. Translates program requirements from specification documents into program code. Codes, tests, and debugs pro grams, and also tests complete systems or system components as directed. Documents programs and system logic in accordance with contractual specifications or industry standards.

**Minimum Education:** Bachelor s degree; computer science or related discipline preferred. An Associate s degree in a related field and 3 years of additional directly related work experience or an IT-related Certificate Program and 3 years of additional dir ectly related work experience may be substituted for the Bachelor s degree.

**Job Title: Project/Fulfillment Director**

**Minimum/General Experience:** Six years of progressively more responsible experience in major IT support projects, including at least 3 years of Project Manager experience or the equivalent.

Demonstrated ability to manage numerous complex and time critical support activities simultaneously, including technical/data processing support activities. Requires expert knowledge of the functional area in which support is being provided, and outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Requires broad knowledge of the Government's document and imaging environments and standards, and familiarity with the specific environment of the client agency.

**Functional Responsibility:** Responsible for coordinating the activities of several Project Managers, or of managing a single large, complex, mission critical project. Generally reports to a high level manager in the Government client organization and to a senior corporate officer within Aspen. Directs and coordinates all resources assigned to a group of projects, corporate-wide support resources, and possibly subordinate Project Manager staff. Consults with the COTR and other Government managers concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of all deliverables and support functions.

**Minimum Education:** Master's degree in IT or management-related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 5 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

#### **Job Title :Training Specialist**

*Description:* Develops and delivers training programs, materials, and tools, relating to records management projects and activities. Duties include presenting classroom instruction using established course materials, providing informal orientation and user assistance, and developing course materials, supporting documentation, and computer-based training. Conducts training for customers and project staff in classroom, small group, and one-on-one settings, evaluates training effectiveness, coordinates training schedules and facilities, and manages participant registration and attendance, and other activities to support training program objectives. Develops customized curriculum to meet project and customer requirements, works with subject matter experts as needed for technical content and effective training delivery. Requires strong verbal and written communication skills, experience with customer relations and training. *Other Attributes for Success:* Experience with a variety of classroom and computer-based training techniques, and Web-based training tools.

*Minimum Education:* Bachelors Degree

*Minimum Work Experience:* 3-5 years training experience