

## **Section I:**

### **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: [www.GSAAvantage.gov](http://www.GSAAvantage.gov).

#### **FINANCIAL AND BUSINESS SOLUTIONS**

##### **SPECIAL ITEM NUMBERS (SINs):**

**520-9 – Recovery Audits**

**520-12 – Budgeting**

**520-15 – Outsourcing Recurring Commercial  
Activities for Financial Management Solutions**

**FSC Group: 520**

**CONTRACT NUMBER: GS-23F-0004V**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**CONTRACT PERIOD: NOVEMBER 3, 2008 – NOVEMBER 2, 2013**

STG INTERNATIONAL, Inc.  
99 CANAL CENTER PLAZA, SUITE 500  
ALEXANDRIA, VIRGINIA 22314-1559  
(703) 578-6030 x207  
(703) 578-4474 FAX  
[www.stginternational.com](http://www.stginternational.com)

##### **Contact for Contract Administration:**

Ms. Michelle S. Lee, President  
E-mail: [mlee@stginternational.com](mailto:mlee@stginternational.com)

*STG International Inc., is a large, woman-owned HR and consulting solutions company*

Prices Shown Herein are Net (discount deducted)

## TABLE OF CONTENTS

<b>SECTION I:</b>	Cover Page .....	Cover
<b>SECTION II:</b>	Customer Information .....	Page 1
<b>SECTION III:</b>	Pricelist.....	Page 4
<b>SECTION IV:</b>	Labor Category Position Descriptions .....	Page 6

## Section II:

### CUSTOMER INFORMATION

1. Awarded Special Item Numbers (SINs):

520-9 – Recovery Audits

520-12 – Budgeting

520-15 – Outsourcing Recurring Commercial Activities for Financial Management Services

(Please see Section III, Pricelist for hourly rate and per-chart pricing; and Section IV, Labor Category Position Descriptions for information regarding job titles, experience, functional responsibility, and education for those types of employees who will perform the services.)

2. All SINs Maximum Order: \$1,000,000.00.

3. All SINs Minimum Order: \$300.00.

4. Geographic Coverage (Delivery Area): Domestic delivery only.

5. Points of Production: Not Applicable.

6. Discount from list prices or statement of net prices: Prices herein already reflect discounts.

7. Quantity Discounts: To be negotiated at the task order level.

8. Prompt Payment Terms: Invoices for services shall be submitted by the Contractor as soon as possible after completion of the work. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each Government office ordering services under the contract. **PROMPT PAYMENT DISCOUNTS, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

9. Government purchase cards

9.a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Government purchase cards are accepted.

9.b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards are accepted.

10. Foreign Items: Not applicable.

## 11. Delivery

- 11.a. Time of Delivery: As indicated in individual orders.
- 11.b. Expedited Delivery: Not applicable.
- 11.c. Overnight and 2-day Delivery: Not applicable.
- 11.d. Urgent Requirements: Contact the Contractor for the purpose of obtaining accelerated delivery pursuant to Clause No. I-FSS-140-B, Urgent Requirements.

## 12. F.O.B Point(s): Destination.

## 13. Ordering

- 13.a. Ordering Address: STG International, Inc., Attn: Michelle S. Lee, President, 99 Canal Center Plaza, Suite 500, Alexandria, VA 22314-1559, Tel: (703) 578-6030 x207, Fax: (703) 578-4474.
- 13.b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

## 14. Payment Address: STG International, Inc., Attn: Michelle S. Lee, President, 99 Canal Center Plaza, Suite 500, Alexandria, VA 22314-1559, Tel: (703) 578-6030 x207, Fax: (703) 578-4474.

## 15. Warranty Provision: Not applicable

## 16. Export Packaging Charges: Not applicable.

## 17. Terms and Conditions of Government Purchase Card Acceptance: No additional discounts granted for credit card usage.

## 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 Indicating Date of Parts Lists and any Discounts from List Price: Not applicable.

- 20.a. Terms and Conditions for 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.

## 24. Special attributes

- 24.a. Special attributes such as environmental attributes: Not applicable.
- 24.b. Section 508 compliance information: Not applicable.

25. Data Universal Number System (DUNS) number: 17-957-0403.

26. Notification regarding registration in Central Contractor Registration (CCR) database: CCR registration complete.

Following is a list of awarded SINs and their definitions.

**520-9 – RECOVERY AUDITS**

Audits performed to recover funds resulting from overpayments, duplicate payments and underpayments. Performed under the authority of Section 354 of the National Defense Authorization Act for FY 96 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461), and Section 388 of the National Defense Authorization Act for FY 98.

**520-12 – BUDGETING**

Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

**520-15 – OUTSOURCING RECURRING COMMERCIAL ACTIVITIES FOR FINANCIAL MANAGEMENT SERVICES**

Services that an agency identifies as recurring commercial activities which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities.

**Section III:****PRICELIST**

The following list specifies Labor Categories and their associated approved loaded rates. Rates listed are On-Site rates. Full description of each labor category is included as Section IV: Labor Category Position Descriptions.

<b>SIN</b>	<b>LABOR CATEGORY</b>	<b>YEAR 1 11/3/08 - 11/2/09</b>	<b>YEAR 2 11/3/09 - 11/2/10</b>	<b>YEAR 3 11/3/10 - 11/2/11</b>	<b>YEAR 4 11/3/11 - 11/2/12</b>	<b>YEAR 5 11/3/12 - 11/2/13</b>
9	Project Manager	\$101.55	\$105.61	\$109.83	\$114.22	\$118.79
9	Task Leader	\$83.81	\$87.16	\$90.65	\$94.28	\$98.05
9	Subject Matter Expert I	\$121.00	\$125.84	\$130.87	\$136.10	\$141.54
9	Subject Matter Expert II	\$140.97	\$146.61	\$152.47	\$158.57	\$164.91
9	Subject Matter Expert III	\$181.50	\$188.76	\$196.31	\$204.16	\$212.33
9	Auditor I	\$55.10	\$57.30	\$59.59	\$61.97	\$64.45
9	Auditor II	\$82.65	\$85.96	\$89.40	\$92.98	\$96.70
9	Biller - Hourly	\$25.66	\$26.69	\$27.76	\$28.87	\$30.02
9	Collector - Hourly	\$22.04	\$22.92	\$23.84	\$24.79	\$25.78
12	Project Manager	\$101.55	\$105.61	\$109.83	\$114.22	\$118.79
12	Task Leader	\$83.81	\$87.16	\$90.65	\$94.28	\$98.05
12	Subject Matter Expert I	\$121.00	\$125.84	\$130.87	\$136.10	\$141.54
12	Subject Matter Expert II	\$140.97	\$146.61	\$152.47	\$158.57	\$164.91
12	Subject Matter Expert III	\$181.50	\$188.76	\$196.31	\$204.16	\$212.33
12	Auditor I	\$55.10	\$57.30	\$59.59	\$61.97	\$64.45
12	Auditor II	\$82.65	\$85.96	\$89.40	\$92.98	\$96.70
12	Budget Analyst I	\$58.78	\$61.13	\$63.58	\$66.12	\$68.76
12	Budget Analyst II	\$78.15	\$81.28	\$84.53	\$87.91	\$91.43
12	Budget Analyst III	\$110.21	\$114.62	\$119.20	\$123.97	\$128.93
15	Project Manager	\$101.55	\$105.61	\$109.83	\$114.22	\$118.79

<b>SIN</b>	<b>LABOR CATEGORY</b>	<b>YEAR 1 11/3/08 - 11/2/09</b>	<b>YEAR 2 11/3/09 - 11/2/10</b>	<b>YEAR 3 11/3/10 - 11/2/11</b>	<b>YEAR 4 11/3/11 - 11/2/12</b>	<b>YEAR 5 11/3/12 - 11/2/13</b>
15	Task Leader	\$83.81	\$87.16	\$90.65	\$94.28	\$98.05
15	Subject Matter Expert I	\$121.00	\$125.84	\$130.87	\$136.10	\$141.54
15	Subject Matter Expert II	\$140.97	\$146.61	\$152.47	\$158.57	\$164.91
15	Subject Matter Expert III	\$181.50	\$188.76	\$196.31	\$204.16	\$212.33
15	Auditor I	\$55.10	\$57.30	\$59.59	\$61.97	\$64.45
15	Auditor II	\$82.65	\$85.96	\$89.40	\$92.98	\$96.70
15	Inpatient Coder I - Hourly	\$64.28	\$66.85	\$69.52	\$72.30	\$75.19
15	Inpatient Coder II - Hourly	\$82.65	\$85.96	\$89.40	\$92.98	\$96.70
15	Outpatient Coder I - Hourly	\$33.06	\$34.38	\$35.76	\$37.19	\$38.68
15	Outpatient Coder II - Hourly	\$40.41	\$42.03	\$43.71	\$45.46	\$47.28
15	Inpatient Coder I - Per Chart	\$7.14	\$7.43	\$7.73	\$8.04	\$8.36
15	Inpatient Coder II - Per Chart	\$13.78	\$14.33	\$14.90	\$15.50	\$16.12
15	Outpatient Coder I - Per Chart	\$3.01	\$3.13	\$3.26	\$3.39	\$3.53
15	Outpatient Coder II - Per Chart	\$3.67	\$3.82	\$3.97	\$4.13	\$4.30

## **Section IV:**

### **LABOR CATEGORY POSITION DESCRIPTIONS**

The following paragraphs are position descriptions for each of the 16 anticipated personnel categories to be provided by STG International under this contract.

#### **Project Manager**

Has overall responsibility for the day to day operations of a specific project. Works with senior leadership and client organizations to plan and implement new strategies, and ensure quality products and services are provided in a timely manner. Works with clients to identify and resolve complex problems or contractual issues. Must have at least 10 years of relevant work experience and a Bachelor's degree in a related discipline. A graduate degree is preferred.

#### **Task Lead**

Leads a team of analysts and/or consultants in accomplishing specific tasks in support of management, organizational and business improvement efforts. Must have at least five years of related work experience and a Bachelor's degree in a related field. Five additional years of relevant work experience may be substituted for the degree requirement.

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

Utilizes expertise in a subject matter area to develop project requirements from a project's inception to its conclusion. Works with senior consultants to prepare recommendations for program improvements. Must have a Master's degree and eight years of experience in a specialized field.

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

Uses expertise in a complex, specific subject matter area to define problems and develop plans and requirements in the completion of a project. Coordinates and manages analyses, evaluations and recommendations for optimization of project strategies. Must have a Master's degree and twelve years of experience in a specialized field.

#### **Subject Matter Expert III**

Works in extremely complex, specific subject matter areas providing technical, managerial and administrative direction for problem definition, analysis, requirement development and implementation. Advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Must have a Master's degree and fifteen years of experience in a specialized field.

**Auditor I**

Performs claims recovery activities, including account research functions, as directed, and helps correct claims that have been filed incorrectly. Provides assistance as needed throughout the entire audit and recovery process. Must have a Bachelor's degree in a related field, and at least three to four years of experience claims processing and/or performing audit recoveries.

**Auditor II**

Performs claims recovery activities, including account research functions, and provides guidance for lower-level auditors. Performs supervisory functions over entire audit and recovery process. Must have a Bachelor's degree in a related field, and at least six to eight years of experience claims processing and/or performing audit recoveries.

**Biller**

Performs review and analysis of claims to identify claims that may require a healthcare recovery action. Uses knowledge of medical billing codes to assess errors made in billing. Must have high school diploma or GED, one year of coding experience, and one to two years of claims auditing experience. Requires current certification with the American Health Information Management Association (AHIMA) as a Certified Coding Specialist (CCS), Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA), or current certification with the American Academy of Professional Coders (AAPC) as Certified Procedural Coder (CPC). Knowledge of ICD-9, CPT, HCPCS, dental and medical terminology and anatomy, and healthcare billing standards and procedures required.

**Collector**

Performs reviews of healthcare claims utilizing knowledge of current coding guidelines. Researches and performs in-depth review of complex claims requiring an assessment of the validity and accuracy of the claim and its billing codes. Uses knowledge of specialty coding to ensure that documentation by providers is accurate with respect to expenses charged to the customer. Reports discrepancies related to expenses and costs to the customer to resolve potential fraud or negligence issues. Must have an Associate's degree, two years coding experience, and one to two years of claims auditing experience. Requires current certification with the AHIMA as a CCS, RHIT, RHIA or current certification with the AAPC as a CPC. Knowledge of ICD-9, CPT, HCPCS, dental and medical terminology and anatomy, and healthcare billing standards and procedures required.

**Budget Analyst I**

Provides analytical support as a part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, and/or similar activities. Assists in the preparation of a variety of reports, assessments, or evaluations to support management decision-making and business process improvements. Must have a Bachelor's degree in a related field and at least one year of work experience.

## **Budget Analyst II**

Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Prepares a variety of reports, assessments, or evaluations to support management decision-making and business process improvements. Must have a Bachelor's degree in a related field and at least four years of work experience.

## **Budget Analyst III**

Conducts complex analyses independently or as part of a team of analysts to support completion of management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Responsible for the development of work plans and methodologies to facilitate the collection and analyses of data. Leads data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvement. Must have a Bachelor's degree in a related field and at least six years of work experience. A Master's degree is preferred.

## **Inpatient Coder I**

Processes medical encounters using standard medical coding and billing practices in an inpatient environment. Must have a high school diploma or GED, and at least one year of coding experience. Requires current certification with the AHIMA as a CCS or CCA or current certification with the AAPC as a CPC.

## **Inpatient Coder II**

Processes medical encounters using standard medical coding and billing practices in an inpatient environment. Must have an Associate's Degree and two years coding experience. Requires current certification with the AHIMA as a CCS or CCA or current certification with the AAPC as a CPC.

## **Outpatient Coder I**

Processes medical encounters using standard medical coding and billing practices in an outpatient environment. Must have a high school diploma or GED, and at least one year of coding experience. Requires current certification with the AHIMA as a CCS or CCA or current certification with the AAPC as a CPC.

## **Outpatient Coder II**

Processes medical encounters using standard medical coding and billing practices in an outpatient environment. Must have an Associate's Degree, and two years coding experience. Requires current certification with the AHIMA as a CCS or CCA or current certification with the AAPC as a CPC2.0 Commercial sales practice format.