



**Department of Veterans Affairs
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

**Federal Supply Schedule (FSS) 621 I
Professional & Allied Healthcare Staffing Services**

**Product Service Code Q
Contract #: V797P-2219D**

**PERIOD COVERED BY CONTRACT:
July 1, 2012 through December 31, 2018**

**DLH Solutions, Inc.
3565 Piedmont Rd NE, Building 3, Suite 700
Atlanta, GA 30305
Phone: (770) 554-3545
FAX: (770) 554-3603
www.dlhcorp.com
Primary Contact: Kevin Wilson (Kevin.wilson@dlhcorp.com)
Alternative Contact: Ken McLaren (ken.mclaren@dlhcorp.com)**

**Business Size: Large
Data Universal Number System (DUNS) Number: 959660036
System for Award Management (SAM) Cage Code: 074F2
Pricelist current through Modification P00003**

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>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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Customer Information

1. **Table of awarded special item numbers:**

SIN 621-	Description
025	Registered Nurses (Includes General and Specialized)
027	Pharmacist (Includes PharmD)
030	Physician Assistants
038	Licensed Practical/Vocational Nurse (Includes: specialty Oriented; Clinical; Med/Surg)
039	Medical Assistant (Certified /Registered) Medical Record Clerk Medical, Record Technician, Medical Transcriptionist
040	Nurse Assistant (Certified /Registered)
046	Clinical Laboratory Science / Medical Technology (Includes: Clinical Laboratory Scientist; Medical Technologist; Certified Laboratory Technician; Medical Laboratory Technician; Histologic Technician; Histotechnologist; Pathologists' Assistant; and Certified Phlebotomy Technician)
051	Certified Pharmacy Technician (Includes Unit Dose, No IV and In-patient w/IV)
054	Nurse Practitioner

2. **Maximum order:** \$1,000,000 per order.
3. **Minimum order:** 36 - 40 hours per week
4. **Geographic coverage (service area):** 48 contiguous states, District of Columbia, Alaska, Hawaii and Puerto Rico
5. **Prompt Payment Terms:** 0.5% 10 days; Net 30 Days
6. **Government Commercial Credit Card:** Contractor accepts Government-wide commercial purchase card for payment equal to or less than the micro-purchase threshold
7. **Ordering address:** 3565 Piedmont Rd NE, Building 3, Suite 700, Atlanta, GA 30305
8. **Payment address:** 3565 Piedmont Rd NE, Building 3, Suite 700, Atlanta, GA 30305

9. Prices shown herein are “net” ceiling prices-not to exceed rates. The net ceiling rates include malpractice insurance for non-personal services task-orders and **exclude travel and lodging**. Personal Services task-orders will also be accepted.
10. **Minimum Qualifications of Professionals:** See pages 7 - 16
11. **Medical Liability Insurance Limits:** \$2,000,000 per occurrence; \$5,000,000 aggregate.
12. For services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in the Federal Acquisition Regulation (FAR) 8.405-3.

Hourly Rates

SIN 621-	Position Description	FSS Net Ceiling Hourly Price
621-025	Registered Nurse (General)	\$ 67.94
621-025	Registered Nurse (Operating Room)	\$ 77.00
621-025	Registered Nurse (Medical Surgical)	\$ 67.94
621-025	Registered Nurse (Intensive Care)	\$ 77.00
621-025	Registered Nurse (Coronary Care)	\$ 77.00
621-025	Registered Nurse (Pediatric)	\$ 77.00
621-025	Registered Nurse (OB/GYN Clinical)	\$ 67.94
621-025	Registered Nurse (Psychiatric)	\$ 67.94
621-025	Registered Nurse (Emergency Room)	\$ 77.00
621-025	Registered Nurse (Geriatric)	\$ 67.94
621-027	Pharmacist	\$ 101.86
621-030	Physician Assistant	\$ 95.95
621-038	Licensed Practical/Vocational Nurse	\$ 40.36
621-039	Certified/Registered Medical Assistant	\$ 31.90
621-039	Medical Records Clerk	\$ 32.03
621-039	Medical Records Technician	\$ 33.35
621-039	Medical Transcriptionist	\$ 35.57
621-040	Certified/Registered Nurse Assistant	\$ 28.29
621-046	Medical Laboratory Technician	\$ 37.67
621-051	Certified Pharmacy Technician	\$ 39.94
621-054	Registered Nurse (Nurse Practitioner)	\$ 95.95

Note: Rates shown are ceiling rates, including malpractice insurance. The rates shown exclude lodging and transportation charges.

Shift Differentials

Work Week: Sunday – Saturday

Overtime Rate(s): 1.4 Overtime is 1.4 times the regular hourly rate and is based upon a 40 hour work week. Overtime billable rate for California is 1.6 times base rate.

Holiday Rate(s): 1.4 Holiday Rate is 1.4 times the regular hourly rate. This differential applies to the following holidays: New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day

On-Call Rate(s): \$10/hr Designated Pharmacist or Registered Nurse is required to carry a pager. They are available for phone consultation and to report to the facility when called upon. While on-call, they are required to remain within the community and be no further away than a reasonable drive/access time to the facility of 60 minutes or less. Minimum of 2 hours will be charged when employee is on site and begins work at the facility. If employee incurs overtime, employee will be paid overtime at 1.5 times regular hourly rate and the facility will be charged at 1.4 overtime of the applicable rate.

Call Back Rate(s): Minimum of 2 hours will be charge fro appearance at the facility. Employee will be paid overtime at 1.5 times regular hourly rate and the facility will be charged at 1.4 overtime of the applicable rate.

Minimum Qualifications of Professionals

621-025 Registered Nurse (General)

- Description** Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.
- Education** Graduation from an accredited School of Nursing. Current RN license.
- Experience** At least one year of current clinical experience.
- References** Excellent supervisory and professional references.
- Certifications** Current CPR certification.

621-025 Registered Nurse (Operating Room)

- Description** Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.
- Education** Graduation from an accredited School of Nursing. Current RN license.
- Experience** At least one year of current clinical experience.
- References** Excellent supervisory and professional references.
- Certifications** Current CPR certification.

621-025 Registered Nurse (Medical Surgical)

- Description** Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.
- Education** Graduation from an accredited School of Nursing. Current RN license.
- Experience** At least one year of current clinical experience.
- References** Excellent supervisory and professional references.
- Certifications** Current CPR certification.

621-025 Registered Nurse (Intensive Care)

- Description** Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.
- Education** Graduation from an accredited School of Nursing. Current RN license.

Experience At least one year of current clinical experience.
References Excellent supervisory and professional references.
Certifications Current CPR certification.

621-025 Registered Nurse (Coronary Care)

Description Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.
Education Graduation from an accredited School of Nursing. Current RN license.
Experience At least one year of current clinical experience.
References Excellent supervisory and professional references.
Certifications Current CPR certification.

621-025 Registered Nurse (Pediatric)

Description Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.
Education Graduation from an accredited School of Nursing. Current RN license.
Experience At least one year of current clinical experience.
References Excellent supervisory and professional references.
Certifications Current CPR certification.

621-025 Registered Nurse (OB/GYN Clinical)

Description Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.
Education Graduation from an accredited School of Nursing. Current RN license.
Experience At least one year of current clinical experience.
References Excellent supervisory and professional references.
Certifications Current CPR certification.

621-025 Registered Nurse (Psychiatric)

Description Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding

his/her own limitations, seeking advice and assistance when necessary.

Education Graduation from an accredited School of Nursing. Current RN license.

Experience At least one year of current clinical experience.

References Excellent supervisory and professional references.

Certifications Current CPR certification.

621-025 Registered Nurse (Emergency Room)

Description Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.

Education Graduation from an accredited School of Nursing. Current RN license.

Experience At least one year of current clinical experience.

References Excellent supervisory and professional references.

Certifications Current CPR certification and ACLS certification as required by client.

621-025 Registered Nurse (Geriatric)

Description Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.

Education Graduation from an accredited School of Nursing. Current RN license.

Experience At least one year of current clinical experience.

References Excellent supervisory and professional references.

Certifications Current CPR certification.

621-027 Pharmacist

Description Compounds and dispenses medications within corporate and regulatory guidelines. Procures and maintains pharmaceutical supplies; supervises pharmacy employees. May consult with patients, physicians, and medical staff regarding use of medications and potential drug interactions, and monitor drug therapies.

Education BS or PharmD from an ACPE (American Council of Pharmaceutical Education) accredited school of Pharmacy or a graduate from an ACPE accredited program.

Experience On year full-time employment within the last three years or new graduate of a program that requires a one year full-time internship (completed in retail pharmacy)

References Excellent supervisory and professional references

Certifications License to practice required in all states. If this is a Nuclear Pharmacist, may or may not have a nuclear certification.

621-030

Physician Assistant

Description

Under the supervision of a physician, assesses plans and provides patient care. Examines patient, performs comprehensive physical examinations, and compiles patient medical data, including health history and results of physical examination. Familiar with standard concepts, practices and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a physician. A certain degree of creativity and latitude is required.

Education

Bachelor's degree from an accredited program.

Experience

Minimum of two years of clinical experience.

References

Excellent supervisory and professional references.

Certifications

Must meet state licensing requirements; license must be current and in good standing.

621-038

Licensed Practical/Vocational Nurse

Description

Provides services on a supplemental staffing basis; works under the direction of a Registered Nurse and participates in patient care within the objectives, standards, and policies of the department and within the parameters of the curriculum of educational preparation. Practices a systematic approach to patient care utilizing the nursing process in collaboration with the Registered Nurse. Observes, records, and reports patients' conditions, symptoms, reactions and progress to the Registered Nurse; contributes to the nursing plan of care; assists in the implementation of the plan of care; assists in evaluating patient response by documentation and communication of evaluation data to the Registered Nurse.

Education

Graduation from an accredited School of Practical Nursing or Vocational Nursing with current license; Pharmacology certification or educational transcripts from a pharmacology course as needed or required by state; current LP(V)N license.

Experience

At least one year of recent clinical experience or other as defined by Experience Requirement Policy.

References

Excellent supervisory and professional references.

Certifications

Current CPR certification

621-039

Certified/Registered Medical Assistant

Description

Provides services on a supplemental staffing basis; the Certified Nursing Assistant performs nursing procedures and patient care tasks as assigned by the facility under the direction of a Nurse or Physician.

Education

High school diploma or equivalent

Experience

Six months experience and certification OR provide documentation of the completion of a formal education program OR one year experience on-the-job training.

References

Positive reference verification

Certifications

Certified Medical Assistant Credential is preferred but not required; current CPR certification (if required by client)

621-039

Medical Records Clerk

Description

Assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information.

Education

Associated Degree preferred/ High school diploma minimum

Experience

Six months experience and certification OR provide documentation of the completion of a formal education program OR one year experience on-the-job training.

References

Positive reference verification

Certifications

current CPR certification (if required by client)

621-039

Medical Records Technician

Description

Assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information. Additionally Health information technicians use EHR software to maintain data on patient safety, patterns of disease, and disease treatment and outcome. Technicians also may assist with improving EHR software usability and may contribute to the development and maintenance of health information networks.

Education

Associated Degree preferred/ High school diploma minimum

Experience	Six months experience and certification OR provide documentation of the completion of a formal education program OR one year experience on-the-job training.
References	Positive reference verification
Certifications	current CPR certification (if required by client)

621-039

Medical Transcriptionist

Description Listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, medical history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic-imaging studies, progress notes, and referral letters. Medical transcriptionists return transcribed documents to the physicians or other healthcare professionals who dictated them for review and signature or correction. These documents eventually become part of patients' permanent files.

Education To understand and accurately transcribe dictated reports, medical transcriptionists must understand medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments. They also must be able to translate medical jargon and abbreviations into their expanded forms. To help identify terms appropriately, transcriptionists refer to standard medical reference materials—both printed and electronic; some of these are available over the Internet. Medical transcriptionists must comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential. Completion of a 2-year associate's degree or 1-year certificate program—including coursework in anatomy, medical terminology, legal issues relating to healthcare documentation, and English grammar and punctuation—is highly recommended, but not always required. Many of these programs include supervised on-the-job experience. Some transcriptionists, especially those already familiar with medical terminology from previous experience as a nurse or medical secretary, become proficient through refresher courses and training.

Formal accreditation is not required for medical transcription programs. However, the Approval Committee for Certificate Programs (ACCP)—established by the Association for Healthcare Documentation Integrity (AHDI) and the American Health Information Management Association—offers voluntary accreditation for medical transcription

programs. Although voluntary, the completion of an ACCP-approved program may be required for transcriptionists seeking certification.

Experience	Six months experience and certification OR provide documentation of the completion of a formal education program OR one year experience on-the-job training.
References	Positive reference verification
Certifications	Medical Transcriptionist such as ACCP or AHDI is preferred but not required; current CPR certification (if required by client)

621-040 Certified/Registered Nurse Assistant

Description	Provides services on a supplemental staffing basis; the Certified Nursing Assistant performs nursing procedures and patient care tasks as assigned by the facility under the direction of a Nurse or Physician.
Education	High school diploma or equivalent preferred. Successful completion of a nursing assistant course and current CPR certification if required by client or nursing students who have successfully completed at least 3 clinical rotations.
Experience	Minimum of six months of full-time current clinical experience.
References	Excellent supervisory and professional references.
Certifications	Current CPR certification if required by client.

621-046 Medical Laboratory Technician

Description	Under the guidance of the designated section head, performs clinical laboratory procedures, quality assurance, and instrument maintenance; reports to laboratory manager through the section head. Maintains cooperative working relationships with intradepartmental and interdepartmental personnel.
Education	Baccalaureate degree and successful completion of a Medical Technology Program that is accredited by the Committee on Allied Health Education and Accreditation (CAHEA), or equivalent training, education, and experience; ASCP certification or equivalent nationally recognized medical technology certification or categorical certification and current CPR.
Experience	One year of full-time clinical experience.
References	Excellent supervisory and professional references.
Certifications	ASCP certification or equivalent nationally recognized medical technology certification or categorical certification and current CPR certification.

621-051

Pharmacy Technician

Description

Receive written prescription or refill requests and verify that information is complete and accurate. Establish or maintain patient profiles, including lists of medications taken by individual patients. Maintain proper storage and security conditions for drugs. Answer telephones, responding to questions or requests. Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels. Mix pharmaceutical preparations, according to written prescriptions. Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods. Price and file prescriptions that have been filled. Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information. Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.

Pharmacy technicians work under the supervision of pharmacists, who must review all prescriptions before they are given to patients. If a customer's question is about the medication or health matters, the pharmacy technician arranges for the customer to speak with the pharmacist. Pharmacy technicians working in hospitals and other medical facilities prepare a greater variety of medications, such as intravenous medications. They may make rounds in the hospital, giving medications to patients.

Education Minimum of a High School Degree is preferred.

Experience Certified by NPTCB; OR One year experience in hospital or retail setting; OR Be a graduate of an Academic Technician Training Educational Program.

Certification

Accreditation by certified program such as American Society of Health-Pharmacists "ASHP"; Institute for the Certification of Pharmacy technicians "ICPT", Pharmacy Technician Certification Board "PTCB"; or other nationally recognized program.

621-054

Registered Nurse (Nurse Practitioner)

Description

Practice of safe and ethical nursing care within the scope of his/her profession as defined by the state Nursing Practice Act, understanding his/her own limitations, seeking advice and assistance when necessary.

Education Graduation from an accredited School of Nursing. Current RN license.

Experience At least one year of current clinical experience.

References Excellent supervisory and professional references.

Certifications Current CPR certification and ACLS certification as required by client.