

## FEDERAL SUPPLY SERVICE

### AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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



SCHEDULE NUMBER           **00 CORP - PSS**

SCHEDULE TITLE           **SCHEDULE FOR PROFESSIONAL SERVICES**

FEDERAL INDUSTRIAL       **PSS**  
GROUP

CONTRACT NUMBER:       **47QRAA18D008Y**

CONTRACT PERIOD:       **MAY 2, 2018 – MAY 1, 2023**

CONTRACTOR:           **CHRISTOPHER J O'KEEFE CPA, LLC**  
                                  **1 NORTH 5<sup>TH</sup> STREET, SUITE 502**  
                                  **RICHMOND, VA 23219**

Point of Contact:       **Erik Harrison**  
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Business Size:           **Small**

#### **About the Company:**

Christopher J O'Keefe CPA, LLC is a professional accounting practice with offices located in Richmond and Alexandria, Virginia. The firm provides clients with executive-level ERP implementation oversight, synchronization and integration support, representation during AAA and GAO Audits, development of business cases, the ability to translate operational business processes into technical requirements with corresponding technical solutions, and provides oversight to effectively manage cost, schedule, and performance.

Services offered to Government Agencies include:

- Independent Government Cost Estimating (IGCE)
- Life Cycle Cost Estimating, Economic Analysis, and Risk/Sensitivity Analysis
- Operational Research (ORSA)
- Expert Project Planning & Preparation of Integrated Master Schedules
- Program Management Support and Facilitation

## CUSTOMER INFORMATION

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<b>1a</b>	<b>Awarded SIN(s):</b>	<b>SIN</b>	<b>Recovery</b>	<b>SIN Description</b>
		520-12	520-12RC	Budgeting
		520-21	520-21RC	Program Management Services
		874-6	874-6RC	Acquisition Management Support
<b>1b</b>	<b>Lowest Priced Item:</b>	Not Applicable		
<b>1c</b>	<b>Hourly Rates &amp; Labor Category Descriptions:</b>	See below		
<b>2</b>	<b>Maximum Order:</b>	\$1,000,000		
<b>3</b>	<b>Minimum Order:</b>	\$100		
<b>4</b>	<b>Geographic Coverage:</b>	Domestic – 48 States and Washington, DC		
<b>5</b>	<b>Point of Production:</b>	Not Applicable		
<b>6</b>	<b>Discount:</b>	Government net prices (discounts already deducted)		
<b>7</b>	<b>Volume Discount:</b>	1% on orders over \$250,000		
<b>8</b>	<b>Prompt Payment Terms:</b>	Net 30 Days Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.		
<b>9a</b>	<b>Government Purchase Cards</b>	Government Purchase Cards are accepted at or below the micro-purchase threshold.		
<b>9b</b>		Contractor will accept the Government Commercial Credit Card above the micro-purchase threshold.		
<b>10</b>	<b>Foreign Items:</b>	None		
<b>11</b>	<b>Time of Delivery:</b>			
	a. Normal:	Specified on the Task Order		
	b.	Contact Contractor		
	c. Overnight & 2-day delivery	Contact Contractor		
	d.	Contact Contractor		
<b>12</b>	<b>FOB Point(s):</b>	Destination		
<b>13a</b>	<b>Ordering Address:</b>	Christopher J O’Keeffe CPA, LLC 1 North 5 <sup>th</sup> Street, Suite 502 Richmond, VA 23219		
<b>13b</b>	<b>Ordering procedures:</b>	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.		
<b>14</b>	<b>Payment Address:</b>	Christopher J O’Keeffe CPA, LLC 1 North 5 <sup>th</sup> Street, Suite 502 Richmond, VA 23219		

- 15 **Warranty Provision:** Standard Commercial Warranty
- 16 **Export packing charges, if applicable:** Not Applicable
- 17 **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Not Applicable
- 18 **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
- 19 **Terms and conditions of installation (if applicable).** Not Applicable
- 20 **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** Not Applicable
- 20a **Terms and conditions for any other services (if applicable).** Not Applicable
- 21 **List of service and distribution points (if applicable):** Not Applicable
- 22 **List of participating dealers (if applicable):** Not Applicable
- 23 **Preventive maintenance (if applicable):** Not Applicable
- 24a **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b **Section 508 Compliance for EIT:** Not Applicable
- 25 **DUNS Number:** 021176248
- 26 **Notification regarding registration in CCR database:** Contractor has an Active Registration in the SAM database. (Cage: 303Q8)

Rates shown below include the Industrial Funding Fee (IFF) of 0.75%

SIN	Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
520-12, 520-21 & 874-6	Cost Estimator	Both	\$130.26	\$132.87	\$135.52	\$138.24	\$141.00
520-12, 520-21 & 874-6	EVM Specialist / Master Scheduler	Both	\$129.92	\$132.52	\$135.17	\$137.87	\$140.63
520-12, 520-21 & 874-6	Program Analyst	Both	\$130.26	\$132.87	\$135.52	\$138.24	\$141.00
520-12, 520-21 & 874-6	Project Consultant	Both	\$168.97	\$172.35	\$175.79	\$179.31	\$182.90
520-12, 520-21 & 874-6	Sr. Budget Analyst	Both	\$123.78	\$126.25	\$128.78	\$131.35	\$133.98
520-12, 520-21 & 874-6	Budget analyst	Both	\$106.10	\$108.22	\$110.38	\$112.59	\$114.84
520-12, 520-21 & 874-6	Sr. Finance Consultant / Manager	Both	\$155.21	\$158.32	\$161.48	\$164.71	\$168.01
520-12, 520-21 & 874-6	Sr. Project Operations Manager	Both	\$136.55	\$139.28	\$142.07	\$144.91	\$147.81
520-12, 520-21 & 874-6	Financial Data Analyst	Both	\$56.98	\$58.12	\$59.28	\$60.46	\$61.67

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories/services 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 the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must 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 WD number. Failure to do so may result in cancellation of the contract.

## LABOR CATEGORY DESCRIPTIONS

### COST ESTIMATOR

**Minimum/General Experience:** 5 years of experience in operations cost/financial analysis.

**Functional Responsibility:** Provide financial/economic/cost analysis services as a member of a project team providing program management support services to the project manager. Develop and maintain cost documents in accordance with Acquisition Management policies and procedures. Documents may include Cost Analysis Requirements Documents (CARD), Economic Analysis Development Plans (EADP), and Economic Analyses (EA). Perform scenario and affordability analysis to include excursions and sensitivity analysis using historical performance measures, cost models, and program metrics. Work closely with program and acquisition managers in the development of acquisition strategies, analyses, plans, and documents. Provide cost analysis services in support of program business management services. Conduct internal cost and budgeting analyses and independent government cost estimates for contracting actions. Audit vendor pricing, billing, costing, and scheduling projections and work breakdown structures. Provide information updates/presentations to various executive offices within and outside of the program.

**Minimum Education:** Bachelor's degree in mathematics, economics, accounting, statistics, operations research or other business-related disciplines.

#### **EVM SPECIALIST / MASTER SCHEDULER**

**Minimum/General Experience:** 10 years of experience as an Operations Research Analyst.

**Functional Responsibility:** Prepare cost estimates and provide models in Government approved software in accordance with CDRL A001. Develop cost estimates by gathering cost, technical and programmatic data. Conduct cost studies and develop acquisition documentation in all aspects of lifecycle management. Perform alternative analyses to support program planning and impact assessment of program budget. Participate in cost/schedule status report reviews. Analyze contractor cost and schedule performance data.

**Minimum Education:** Bachelor's degree

#### **PROGRAM ANALYST**

**Minimum/General Experience:** 5 years

**Functional Responsibility:** Provide overall program management and analyst support including development of overall project management strategies. Perform analysis of program or project related implementation and execution plans. Develop budget documents and budget justifications. Assist in development of comprehensive plans, programs, special reports, briefing support studies, analysis, and plans.

**Minimum Education:** Bachelor's degree

#### **PROJECT CONSULTANT**

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Develop reports, studies and program documentation as directed by the client. Alert team members on project risks resulting from resources shortages, inappropriate skill sets (internal and consulting) that may impair system quality or project schedule. Provide general and analytical services, training consultation and forecasting services. Identify gaps in skills/training and communicate these with project manager and escalate issues to leadership team as appropriate. Participate as directed in the Program's development and review process to ensure Enterprise architectures are consistent and support overall client's business needs. Participate as directed in the technical oversight of the system development /implementation project from the Government perspective. Offer expertise related to coding and application of SAP software solutions.

**Minimum Education:** Bachelor's degree

## SENIOR BUDGET ANALYST

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Oversee performance of routine programming functions such as the formulation, execution, and review of budgets of multiple projects and initiatives. Assist in the preparation of annual budgets, independent cost estimates, reports, and SmartCharts. Obtain funding approval and authorization. Develop annual operating programs and spend plans. Perform financial analyses and oversee budget execution.

**Minimum Education:** Bachelor's degree

## BUDGET ANALYST

**Minimum/General Experience:** 5 years

**Functional Responsibility:** Assist in the performance of routine programming functions such as the formulation, execution, and review of budgets of multiple projects and initiatives. Assist in the preparation of annual budgets, independent cost estimates, reports, and SmartCharts. Obtain funding approval and authorization. Develop annual operating programs and spend plans. Assist with financial analyses and oversee budget execution.

**Minimum Education:** Bachelor's degree and DAWIA II certification.

## SENIOR FINANCIAL CONSULTANT / MANAGER

**Minimum/General Experience:** 30 years

**Functional Responsibility:** Provide leadership-level guidance and recommendations to government in connection with system integrator contract performance and execution. Provide oversight and management direction to other consultant team members. Assist in research, preparation, and review of cost, benefit, and financial estimation documents applicable to the program's Acquisition level. Provide coordination for templates and samples to assist in the development of cost, benefit and finance documentation. Assist in updating and maintaining complete and accurate program level cost, cost/benefit, and financial data. Assist in the research, development, and presentation of Program Economic Analysis Development Plan (EADP), the Cost Analysis Requirements Document (CARD), and the Economic Analysis (EA), Trend Analysis, Rayleigh Analysis, and maintain version control and update as required in preparation for Program Decision Reviews. Assist in monitoring and analysis of large invoices of the program office. Assist with data gathering and analysis of SLIM reports to external stakeholders. Assist in base-lining of the program office for various reporting metrics. Assist in the research and cost analysis for the acquisition of large hardware and software purchases by the Program Office. Apply industry best practices and product knowledge in using parametric cost modeling tools to apply costing & analysis methodologies to make specific functional financial recommendations. Accompany the Program Office during briefings and meetings and offer professional guidance and analysis when program life cycle costs, cost/benefit, or financial analyses are included.

**Minimum Education:** Bachelor’s degree. Possess a regulated financial certification such as Certified Management Accountant, Certified Public Accountant, or Certified Financial Planner.

**SENIOR PROGRAM OPERATIONS MANAGER**

**Minimum/General Experience:** 20 years

**Functional Responsibility:** Provide expert knowledge to assist in the development of standard documentation which may include: Program Management Plans and Briefings covering ongoing operations, new work efforts, and status of budget funding and execution. Develop and coordinate administrative policies, procedures and standards to assure uniformity in the client’s deployments, which could include the concepts of operations planning which achieve the desired functionality. Monitor and oversee the master project plan to include completion of tasks against master project plan. Ensure inter-dependencies in project plan reflect the nature and sequence of tasks on project. When appropriate, provide general and analytical services, training, consultation and forecasting services. Identify gaps in skills/training and communicate these with project manager.

**Minimum Education:** Bachelor’s degree

**FINANCIAL DATA ANALYST**

**Minimum/General Experience:** 5 years

**Functional Responsibility:** Analyzes financial status by collecting, monitoring, and studying data. Identifies relevant insights and compiles analytical reports that enable company personnel to make sound decisions. Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions. Prepares financial reports that serve as summary information to managers. Encourages the transfer of relevant knowledge to the parties that require it the most.

**Minimum Education:** Bachelor’s degree

**DEGREE SUBSTITUTION**

The descriptions above describe the functional responsibilities, education and experience requirements for each labor category. In some instances, the experience of a resource is a valid substitute for education. The following chart indicates where experience may be substituted for the degree attained by an individual.

Degree	Experience Equivalence
Bachelor’s Degree	15 years of relevant experience