

(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: <http://www.gsadvantage.gov>*

**Schedule 99 Multiple Awards Schedule**  
**Large Category: Professional Services**  
**Subcategory: Financial Services, Business Administrative Services**  
**Business Size: Other Than Small**  
**Contract No.: 47QRAA18D00AD**



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

**Contract Period: June 4, 2018 – June 3, 2023**



***Haynes***  
INCORPORATED

**3701 Pender Dr., Suite 250**  
**Fairfax, VA 22030**  
**Telephone: (703) 273-2354**  
**Fax: (703) 273-5080**  
**<http://www.haynesinc.com>**  
**DUNS: 006979509**

**Business Types:**

2X - For-Profit Organization  
OY - Black American Owned  
23 - Minority Owned Business  
XS - S Corporation

**Prices shown herein are NET (discount deducted).**

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**(ii) CUSTOMER INFORMATION:**

1a. Table of Awarded Special Item Numbers (SINs):

- 541219 Budget and Financial Management Services
- OLM Order-Level Materials (OLM)
- 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #19

1c. Labor Category Descriptions: Please refer to page #7

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

3. Minimum Order: \$100

4. Geographic Coverage: Domestic

5. Point(s) of Production: VA

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: .05% on any individual purchase order at or exceeding \$1M

8. Prompt Payment Terms:  
Information for Ordering Offices: Net 30 days  
Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions per I-FSS-600.

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: Not Applicable

11a. Time of Delivery: 15 working days

11b. Expedited Delivery: Services are not available for expedited delivery.

11c. Overnight and 2-Day Delivery: Services are not available for overnight and 2-day delivery.

11d. Urgent Requirement: The contract contains the “Urgent Requirements” clause. Purchasers can contact the Contractors Main or Secondary Contact Persons to potentially affect a faster delivery.

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

13a. Ordering Address: Haynes, Inc.  
Attn: GSA Orders  
3701 Pender Dr., Suite 250  
Fairfax, VA 22030

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

- |  |  |
|--|--|
| 14. Payment Address:   | Haynes, Inc.<br>Attn: Accounts Receivable / GSA Orders<br>3701 Pender Dr., Suite 250<br>Fairfax, VA 2203 |
| 15. Warranty Provision:  | Not Applicable   |
| 16. Export Packing Charges:  | Not Applicable   |
| 17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):   | Contact Contract Administrator   |
| 18. Terms and conditions of rental, maintenance, and repair:   | 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:   | 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. Preventative 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 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:<br><a href="http://www.Section508.gov/">www.Section508.gov/</a> : | Contact Contract Administrator for more information.   |
| 25. Data Universal Number System (DUNS) Number:  | 00-6979509   |
| 26. Haynes, Inc. is registered in the System for Award Management (SAM) database.  |  |

## **CONTRACT OVERVIEW**

GSA awarded Haynes, Inc. a GSA Federal Supply Schedule contract for Schedule 99 MAS, Contract No. [47QRAA18D00AD](#). The current contract period is **June 4, 2018 – June 3, 2023**. The contract allows for the placement of Firm Fixed Price, Labor Hour, or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Aggrey R. Haynes, Chief Executive Officer  
Haynes, Inc.  
3701 Pender Dr., Suite 250  
Fairfax, VA 22030  
Telephone: (703) 273-2354  
Fax Number: (703) 273-5080  
Email: [ahaynes@haynesinc.com](mailto:ahaynes@haynesinc.com)  
*or*

Robert W. Reiley, Chief Financial Officer  
Haynes, Inc.  
3701 Pender Dr., Suite 250  
Fairfax, VA 22030  
Telephone: (703) 273-2354 x728  
Fax Number: (703) 273-5080  
Email: [rreiley@haynesinc.com](mailto:rreiley@haynesinc.com)

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Haynes, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- OLM Order-Level Materials (OLM)
- 541219 Budget and Financial Management Services
- 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

A full description of each SIN definition and examples of the types of work covered by the SIN are available on eLibrary.

## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Haynes, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MAS services, follow these simple steps:

<b>Orders under the Micro-Purchase Threshold</b>
<ul style="list-style-type: none"> <li>• Select the contractor best suited for your needs and place the order.</li> </ul>
<b>Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold</b>
<ul style="list-style-type: none"> <li>• Prepare a SOW or PWS in accordance with FAR 8.405-2(b).</li> <li>• Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>• Evaluate, then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
<b>Orders over the Simplified Acquisition Threshold</b>
<ul style="list-style-type: none"> <li>• Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>• Seek price reductions.</li> <li>• Evaluate all responses and place the order or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

### Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA’s electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and client “Ordering Information”. Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures.](#)

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## Labor Category Descriptions

\* Substitutions: Two (2) additional years of experience may be substituted for 1 year of education for qualified personnel.

### **Title: Program Manager**

General Experience: Ten (10) years of relevant experience.

Functional Responsibility: Manages the overall program. Duties may include

- Develops and leads multiple and simultaneous complex projects.
- Organizes and directs the overall performance of the contract.
- Interacts with management personnel assigned to the engagement.
- Responsible for decisions made with respect to any technical or administrative matters.
- Primary coordination with the client.
- Supervises all staff and all program projects, budgets, details in accordance with contract requirements.

Minimum Education: Bachelor's Degree

### **Title: Subject Matter Expert**

Minimum/General Experience: Ten (10) years of high level experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to systems design, information analysis, contract management, quality assurance, test and evaluation, industrial processes, acquisition management, financial analysis, financial management, cost estimating/analysis, budgeting and performance measurement. Experience in isolating and resolving problems; evaluating, developing and/or analyzing complex systems.

Functional Responsibility: Provides expert level guidance to projects and programs relevant to subject matter expertise. Duties may include

- Reduces complex issues to practical recommended options.
- Explains recommendations to decision-makers in terms that improve outcomes.
- Analyzes business and/or operating procedures and recommends efficiencies and synergies.
- Plans and executes complex tasks.
- Takes action on decisions when tasked and provides expert opinions on subject matter.
- Performs studies and analyses on subjects within the scope of work.
- Leads the effort of others when required.

Minimum Education: Bachelor's Degree

### **Title: Sr. Specialist**

Minimum/General Experience: Eight (8) years of experience in relevant discipline.

Functional Responsibility: Applies specific subject matter expertise in specialty finance field. Duties may include

- Solves complex grants, accounting and/or financial problems.
- Advises on operating processes for evaluating issues using a variety of processes including panel, questionnaires, on-line input, and distributed teams.
- Establishes and analyzes budgets and indirect costs for program and management offices.
- Analyzes financial statements, proposals, and identifies relevant costs.
- Advises on financial accounting issues.
- Performs risk analysis including operations and financial forecasting.
- Reviews, prepares and presents written and oral reports on programs and decision making processes.
- Manages subordinate consultants.

Minimum Education: Bachelor's Degree



**Title: Senior Financial Analyst**

Minimum/General Experience: Eight (8) years of relevant experience.

Functional Responsibility: Analyzes financial activities and provides recommendations. Duties may include

- Reviews and audits of financial and banking transactions in for compliance with regulations.
- Reviews and verifies the accuracy of currency purchases and settlements, insuring that they conform to policies and procedures.
- Anticipates requirements and provides guidelines for developing policy to manage financial transactions.
- Provides financial guidance.
- Reviews, interprets, and provide guidance on policies and procedures related to international and domestic electronic fund transfers.
- Provides financial insight and advice on legislation and regulations affecting purchase, disbursement and reporting.
- Supervises and trains Financial Analysts.

Minimum Education: Bachelor's Degree

**Title: Senior Supervisor**

Minimum/General Experience: Eight (8) years of relevant experience.

Functional Responsibility: Oversees procedures at program management level. Duties may include

- Supervises staff relevant to program requirements.
- Writes reports, evaluations, etc.
- Delivers training.
- Drafts engagement report prior to submission for approval.
- Conducts on-site quality control inspections.

Minimum Education: Bachelor's Degree

**Title: Senior Financial Consultant**

Minimum/General Experience: Seven (7) years of relevant experience.

Functional Responsibility: Provides expert financial advice and support. Duties may include

- Develops and delivers financial management training, creates course schedules, oversees course administration, assists Subject Matter Experts with regards to trainees, and provides instructor training.
- Develops and oversees financial policies and procedures.
- Provides broad policy advice to senior staff, reviews and updates operational procedures.
- Makes expert level recommendations regarding financial policies and protocols.

Minimum Education: Bachelor's Degree.

**Title: Senior Business Analyst**

Minimum/General Experience: Eight (8) years of experience of relevant experience.

Functional Responsibility: Provides high level analysis of complex business practices. Duties may include

- Performs studies to improve operations.
- Resolves accounting issues.
- Assesses or enhances internal controls.
- Analyzes business or operating procedures to devise the most efficient method to accomplish the work.

Minimum Education: Bachelor's Degree

**Title: Assistant PM**

Minimum/General Experience: Eight (8) years of relevant experience.

Functional Responsibility: Supports the Program Manager. Duties may include

- Monitors overall program goals, directives, and progress.
- Assists with scheduling, coordinating, and benchmarking.
- Supervises on-site personnel.
- Responsible for the implementation of procedures.
- Prepares reports, evaluations and other documents.
- Conducts on-site quality control inspections and facilitates day to day communications with the client.

Minimum Education: Bachelor's Degree

**Title: Business Analyst IV**

Minimum/General Experience: Eight (8) years of relevant experience.

Functional Responsibility: Provides analysis and guidance on contractual or technical matters. Duties may include

- Provides financial systems analysis to the financial management help desk or other functional requirements requiring the in-depth technical knowledge of accounting, automated financial management systems.
- Acts as lead for reports and reconciliation activities.
- Provides leadership to guide contractor staff.
- Manages and coordinates the implementation of systems applications through all phases of the system development life cycle, including planning, requirements analysis, design, development and testing, conversion, installation and evaluation.
- Ensures conformance with work standards and quality.
- Serves as technical expert for financial information management.

Minimum Education: Bachelor's Degree

**Title: Senior Accountant**

Minimum/General Experience: Eight (8) years of relevant experience. Or 5 years with CPA.

Functional Responsibility: Provides high level accounting services for complex programming. Duties may include

- Performs internal audits, prepare/reconcile ledgers, and prepare financial statements.
- Manages subordinate accountants.
- Solves complex accounting and financial problems and advises on managerial accounting issues.
- Performs job order costing and process costing analysis.
- Establishes cost-volume-profit relationships and profit planning.
- Analyzes standard costs and establishes flexible budgets and indirect costs.
- Controls decentralized operations.
- Prices products and services.
- Identifies relevant costs in decision making.
- Advises on investment decisions using net present value.
- Allocates costs to departments and analyses financial statements.
- Performs transaction analysis and consolidated financial statements.
- Value inventories, analyzes the utilization and retirement of operating assets and evaluates earnings per share.
- Prepares, accounts for, and advises on income taxes.
- Accounts for leases, pensions and other post-employment benefits.
- Analyze the impact of changing prices and performs financial forecasting.

Minimum Education: Master's or Bachelor's Degree in Accounting. \*CPA can be substituted for Degree in Accounting.

**Title: Business Analyst III**

Minimum/General Experience: Six (6) years of relevant experience.

Functional Responsibility: Provides business related analysis. Duties may include

- Designs and modifies systems to accomplish desired operations.
- Tests system accuracy and verifies design through the preparation of sample tests data and the execution of free – play and formal tests.
- Prepares flowcharts, diagrams and prepares other required documentation.
- Supervises junior staff.
- Works on complicated and simultaneous projects.

Minimum Education: Bachelor's Degree

**Title: Financial Analyst**

Minimum/General Experience: Five (5) years of relevant experience.

Functional Responsibility: Provides support similar to Senior Financial Analyst in a narrower range of operations and under closer supervision of senior contractor personnel. Duties may include

- Supports a defined operation or function, such as examination of invoices for technical errors.
- Recommends action to certifying officials.
- Processes transaction exceptions according to prescribed procedures, recording obligations, and recording expenditures.
- Prepares source documentation of requisitions for services, or maintaining memorandum records.

Minimum Education: Bachelor's Degree

**Title: Sr. Grants Specialist**

Minimum/General Experience: Six (6) years of relevant experience.

Functional Responsibility: Provides expert analysis of approved grant applications to ensure compliance. Duties may include

- Performs initial comprehensive cost.
- Verifies indirect cost rate agreements, and evaluate specific elements of cost for necessity, and reasonableness.
- Prepares written recommendations for Grants Officer based on analysis of cost data.
- Contacts grantees when necessary to request missing or additional supporting documentation for proposed costs and revised budgets.
- Ensures grantee has been approved for funding.
- Reviews continuation grant file to ensure approval has been obtained prior to award.
- Reviews and analyzes grantees post-award requests to ensure conformance with procedures.
- Coordinates review of grantee requests with appropriate program official; prepares documentation to formalize requested post-award action.
- Reviews and analyzes the financial status submitted by grantees to ensure progress on awarded grant is adequate and funds are being spent in compliance with applicable cost principles and terms of grant award.
- Compiles relevant grant information for analysis in preparation for risk management assessment.
- Develops a plan to mitigate risk including identifying the need for technical assistance.
- Supervises junior staff.

Minimum Education: Bachelor's Degree

**Title: Business Analyst II**

Minimum/General Experience: Five (5) years of relevant experience.

Functional Responsibility: Provides business analysis under supervision. Duties may include

- Performs analysis and related tasks; gathers and analyzes information.
- Designs and modifies systems to accomplish desired operations; tests system accuracy and verifies design through the preparation of sample tests data and the execution of informal and formal tests.
- Prepares flowcharts, diagrams and prepares other required documentation.

Minimum Education: Bachelor's Degree

**Title: Accountant**

Minimum/General Experience: Five (5) years of relevant experience. \*CPA can be substituted for experience.

Functional Responsibility: Provides complex accounting support. Duties may include

- Performs audits, prepares and reconciles ledgers.
- Prepares financial statements.
- Solves accounting and financial problems.
- Advises on managerial accounting issues.
- Performs job order costing and process costing analysis.
- Establishes cost-volume-profit relationships and profit planning.
- Analyzes standard costs.
- Establishes and analyzes flexible budgets and indirect costs.
- Identifies relevant costs in decision making.
- Advises on capital budgeting decisions and investment decisions using net present value.
- Allocates costs to financial accounting categories.
- Analyzes transactions.
- Assists with valuation of inventories.

Minimum Education: Master's or Bachelor's Degree in Accounting. \*CPA can be substituted for Degree in Accounting.

**Title: Sr. Audit Specialist**

Minimum/General Experience: Five (5) years of relevant experience.

Functional Responsibility: Provides complex auditing support. Duties may include

- Reports financial information for compliance with audit requirements to ensure results are achieved and Federal resources are properly safeguarded and expended.
- Performs a variety of technical financial related analysis designed to ensure timely and effective actions are taken to establish final resolution of any monetary and management findings contained in audit reports.
- Prepares all necessary documentation to fully resolve all outstanding audit findings.
- Distributes audit resolution materials.
- Performs additional technical audit resolution activities as requested.
- Performs other financial and/or accounting related functions as necessary.

Minimum Education: Bachelor's Degree

**Title: Business Analyst I**

Minimum/General Experience: Three (3) years of relevant experience.

Functional Responsibility: Performs business analysis under supervision. Duties may include

- Performs analysis and related tasks as assigned by senior staff; gathers and analyzes information.
- Designs and modifies systems to accomplish desired operations.
- Tests system accuracy and verifies design through the preparation of sample tests data and the execution of informal and formal tests.
- Prepares flowcharts, reports, and diagrams.
- Prepares other required documentation as assigned.

Minimum Education: Bachelor's Degree

**Title: Sr. Program Specialist**

Minimum/General Experience: Four (4) years of relevant experience.

Functional Responsibility: Provides expert specialty support at the Program level. Tasks may include

- Reviews and analyzes program functions for continuation, supplemental and facilities compliance for a specific project or task.
- Analyzes program refunding and supplemental applications.
- Obtains clarification and negotiates changes with program personnel, and prepares negotiation sheets and awards.
- Provides technical assistance to stakeholders.
- Monitors ongoing performance of program.
- Provides assistance to personnel on corrective action activities and enforcement actions.
- Reviews and evaluates technical assistance plans.
- Analyzes multiple sources of data to identify performance trends and best practices; proposes areas/strategies for improvement and training/technical assistance for program.
- Promotes the goals, priorities and initiatives, of the Program Office.
- Ensures the effective and timely completion of the risk management processes.
- Oversees subordinate Program Specialists.

Minimum Education: Bachelor's Degree

**Title: Grants Specialist**

Minimum/General Experience: Three (3) years of relevant experience.

Functional Responsibility: Analyzes approved grant applications under supervision. Duties may include

- Performs cost analysis on approved grant applications to ensure compliance.
- Verifies indirect costs and prepares written recommendations based on analysis of cost data.
- Contacts grantees when necessary to request missing or additional supporting documentation for proposed costs and revised budgets.
- Ensures grantee has been approved for funding.
- Reviews continuation grant file to ensure approval has been obtained prior to award.
- Reviews grantees post-award requests to ensure conformance with procedures.
- Reviews of grantee requests with appropriate program official; prepares documentation to formalize requested post-award action.
- Reviews and analyzes the financial status submitted by grantees to ensure progress on awarded grant is adequate and funds are being spent in compliance with applicable cost principles and terms of grant award.
- Performs additional technical pre-award and post-award grant related activities as requested.
- Compiles relevant grant information for analysis in preparation for risk management assessment.

Minimum Education: Bachelor's Degree

**Title: Technical Writer**

Minimum/General Experience: Three (3) years of relevant experience.

Functional Responsibility: Creates technical documents and provides overall task guidance and mentors junior level technical writers. Duties may include

- Oversees and edits the development of all materials for reports, manuals briefs proposals, instructional books, catalogs and related technical and administrative documents concerned with work methods and procedures on financial projects.
- Makes recommendations to junior level staff for improvement and to management. Overseas the development of correspondence activities of junior level technical writers and provides guidance on determining operating procedures and detail improvements.
- Researches and reviews policy and procedures and interviews subject matter experts or task personnel.
- Organizes material and completes writing assignments according to set standards regarding, order, clarity, conciseness, style and terminology.
- Reviews published materials and personnel correspondence and recommend revisions or changes in scope, format, content and methods.
- Maintains and updates records, files and spreadsheets of past work assignments.
- Selects photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Assists in laying out material for publication.
- Arranges for typing, duplication, and distribution of material.
- Writes speeches, articles, and public or employee relations releases.

Minimum Education: Associates Degree

**Title: Program Specialist**

Minimum/General Experience: Three (3) years of relevant experience.

Functional Responsibility: Provides specialty support at the Program level. Duties are performed under supervision and independently and may include

- Reviews program functions for continuation, supplemental and facilities compliance.
- Analyzes program refunding and supplemental applications. Provides technical assistance to stakeholders. Monitors ongoing performance of program.
- Provides assistance to personnel on corrective action activities.
- Reviews and evaluates technical assistance plans.
- Analyzes multiple sources of data to identify performance trends and best practices; propose areas/strategies for improvement and training/technical assistance for program. Promote the goals, priorities and initiatives of the Program Office.
- Ensures the effective and timely completion of the risk management process.

Minimum Education: Bachelor's Degree

**Title: Secretary**

Minimum/General Experience: 2 years of relevant experience.

Functional Responsibility: Handles a wide variety of situations involving the clerical or administrative functions of the office that often cannot be brought to the attention of senior staff. Duties may include

- Participates in developing the work deadlines.
- Manages schedules.
- Reviews correspondence and ensures that requests for action or information are related to the appropriate staff member.
- Interprets requests and helps implement actions.
- Ensures that information is furnished in timely manner.
- Decides whether senior staff should be notified of important or emergency matters.

Minimum Education: Associates Degree

**Title: Junior Business Analyst**

Minimum/General Experience: Two (2) years relevant experience.

Functional Responsibility: Provides business analysis under supervision and independently. Duties may include

- Reviews grant applications for continuation, supplemental and facilities grants compliance.
- Provides technical assistance to grantees.
- Monitors ongoing performance of grantees.
- Provides assistance to grantees on corrective action activities.
- Supports enforcement actions.
- Reviews technical assistance plans.
- Promotes the goals, priorities and initiatives, of the Grant Office.

**Title: Junior Accountant**

Minimum/General Experience: Two (2) years of relevant experience. \*CPA can be substituted for experience.

Functional Responsibility: Perform general accounting tasks under supervision and independently. Duties may include

- Assists with audits, prepare/reconcile ledgers
- Supports the preparation of financial statements.
- Solves accounting and financial problems.
- Advises on accounting issues.
- Performs job order costing and process costing analysis.
- Analyzes standard costs.
- Analyzes flexible budgets and indirect costs.
- Prepares journal entries.
- Performs analysis of data entry and payment processing.
- Supervises junior staff.

Minimum Education: Bachelor's Degree

**Title: Junior Technical Writer**

Minimum/General Experience: Two (2) years of relevant experience.

Functional Responsibility: Provides general writing support under supervision and independently. Duties may include

- Develops, writes, and edits materials for reports, manuals, briefs, proposals, instructions books, catalogs, and related technical and administrative publications concerned with work methods and procedures in support of financial projects.
- Observes production, developmental, and experimental activities to determine operating procedure and detail.
- Interviews production and engineering personnel and reads journals reports, and other material to become familiar with product technologies and production methods.
- Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.
- Studies blueprints, sketches, drawings, parts lists, specifications, mock-ups, and project samples to integrate and delineate technology, operating procedure, and production sequence and detail.
- Organizes material and completes writing assignment according to standards regarding order, clarity, conciseness, style, and terminology.
- Reviews published materials and recommend revision or changes in score, format, content, and methods of reproduction and binding.

Minimum Education: Associates Degree

**Title: Jr. Grants Specialist**

Minimum/General Experience: Two (2) years of relevant experience.

Functional Responsibility: Analyzes approved grant applications under supervision and independently. Duties may include

- Assists with the preparation of written recommendations based on analysis of cost data.
- Contacts grantees when necessary to request missing or additional supporting documentation for proposed costs and revised budgets.
- Ensures grantee has been approved for funding.
- Reviews continuation grant file to ensure approval has been obtained prior to award.
- Reviews grantees post-award requests to ensure conformance with procedures.
- Reviews the financial status submitted by grantees to ensure progress on awarded grant is adequate and funds are being spent in compliance with applicable cost principles and terms of grant award.
- Performs additional technical pre-award and post-award grant related activities as requested.

Minimum Education: Bachelor's Degree

**Title: Sr. Voucher Examiner**

Minimum/General Experience: Three (3) years of relevant experience.

Functional Responsibility: Verifies and processes payment of vendor invoices against established obligations. Duties may include

- Reviews invoices to ensure that contractual provisions have been met, services were properly rendered, goods were supplied, and the quantities being billed and the unit costs are in accordance with the contract or purchase orders, the payee name and bank information are correct, the charges are correct through a mathematical check, and the appropriate administrative approvals are verified.
- Verifies the basic invoice information and all required accounting classification information against the data in the obligation modules of the applicable computer system.
- Ensures that charges are appropriately and accurately distributed in the case of multi-year, multi-program funded contracts.
- Provides management, direction, and training to Mid-Level Voucher Examiners and Jr. Voucher Examiners.

Minimum Education: Bachelor's Degree

**Title: Sr. Accounting Clerk**

Minimum/General Experience: Two (2) years of experience in Accounting or Office functions.

Functional Responsibility: Supports general accounting procedures. Duties may include

- Assists with audits.
- Prepares and reconciles ledgers.
- Assists with the preparation of financial statements.
- Solves accounting and financial problems.
- Advises on managerial accounting issues.
- Performs job order costing and process costing analysis.
- Analyzes standard costs, flexible budgets and indirect costs.
- Performs data entry and payment processing.

Minimum Education: Bachelor's Degree



**Title: \*\*Mid-Level Voucher Examiner (SCA 01012 Accounting Clerk II)**

Minimum/General Experience: Two (2) years of relevant experience.

Functional Responsibility: Verifies and processes payment of vendor invoices against established obligations. Works under supervision. Duties may include

- Reviews of invoices to ensure that contractual provisions have been met, services were properly rendered, goods were supplied, and the quantities being billed and the unit costs are in accordance with the contract or purchase orders.
- Ensures that the payee name and bank information are correct, the charges are correct through a mathematical check, and the appropriate administrative approvals are verified.
- Verifies the basic invoice information and all required accounting classification information against the data in the obligation modules of the applicable computer system.
- Ensures that charges are appropriately and accurately distributed in the case of multi-year, multi-program funded contracts.
- Provides direction, and training to Jr. Voucher Examiners.

Minimum Education: Associates Degree

**Title: \*\*Jr. Voucher Examiner (SCA 01011 Accounting Clerk I)**

Minimum/General Experience: Experience in office environment.

Functional Responsibility: Verifies and processes payment of vendor invoices under supervision. Tasks and duties may include

- Review of invoices to ensure that contractual provisions have been met, services were properly rendered, goods were supplied, and the quantities being billed and the unit costs are in accordance with the contract or purchase orders.
- Ensures the payee name and bank information are correct, the charges are correct through a mathematical check, and the appropriate administrative approvals are verified.
- Verifies the basic invoice information and all required accounting classification information against the data in the obligation modules of the applicable computer system.
- Ensures that charges are appropriately and accurately distributed in the case of multi-year, multi-program funded contracts.

Minimum Education: Associates Degree

**Title: \*\*Staff Assistant (SCA 99050 Desk Clerk)**

Minimum/General Experience: Experience with office functions.

Functional Responsibility: Supports day-to-day administrative office operations. Works under supervision. Tasks and duties may include

- Performs word processing, proofreading, editing to correspondence and reports.
- Organizes and formats reports into final deliverables.
- Assists with graphics support of reports, briefings, and documentation.
- Assists with the production of training and user manuals.
- Performs other related duties as assigned.

Minimum Education: High School Diploma

**Title: Document Control Clerk (SCA 10070 Document Preparation Clerk)**

Minimum/General Experience: Experience with computers.

Functional Responsibility: Receives and manages incoming vendor invoices. Works under supervision. Tasks and duties may include

- Logs invoices into the applicable computer system to provide document tracking.
- Inputs vital information for the invoices in the computer system to permit ultimate payment, including vendors name, date of receipt, due dates, discount due dates, contract or purchase order number, invoice amount, invoice number and date, description of goods/services, and period covered in the invoice.
- Obtains/validates bank information during registration of the invoices against the vendor profile.
- Prepares administrative approval transmittal cover sheet and the forwarding invoices to appropriate offices for administrative approval.
- Takes appropriate follow-up actions if administrative approval is not received within prescribed deadlines.
- Returns incomplete or non-compliant invoices to vendors with appropriate explanations.
- Provides assistance to vendors and handle vendor inquiries.
- Forwards invoices along with relevant administrative approval to the payment section for processing.
- Prepares necessary documentation and takes follow-up action to resolve undelivered checks, stop payment procedures, cancelled checks and ACH payments.

Minimum Education: High School Diploma

## HOURLY RATES FOR SERVICES

SIN(s)	Labor Categories	Year 1 June 4, 2018 – June 3, 2019	Year 2 June 4, 2019 – June 3, 2020	Year 3 June 4, 2020 – June 3, 2021	Year 4 June 4, 2021 – June 3, 2022	Year 5 June 4, 2023 – June 3, 2024
541219, 541611, OLM	Program Manager	\$ 214.90	\$ 219.84	\$ 224.90	\$ 230.07	\$ 235.36
541219, 541611, OLM	Subject Matter Expert	\$ 166.67	\$ 170.50	\$ 174.42	\$ 178.44	\$ 182.54
541219, 541611, OLM	Senior Specialist	\$ 118.13	\$ 120.85	\$ 123.63	\$ 126.47	\$ 129.38
541219, 541611, OLM	Senior Financial Analyst	\$ 118.13	\$ 120.85	\$ 123.63	\$ 126.47	\$ 129.38
541219, 541611, OLM	Senior Supervisor	\$ 110.74	\$ 113.29	\$ 115.89	\$ 118.56	\$ 121.29
541219, 541611, OLM	Senior Financial Consultant	\$ 106.40	\$ 108.85	\$ 111.35	\$ 113.91	\$ 116.53
541219, 541611, OLM	Senior Business Analyst	\$ 101.31	\$ 103.64	\$ 106.03	\$ 108.47	\$ 110.96
541219, 541611, OLM	Assistant PM	\$ 99.62	\$ 101.91	\$ 104.25	\$ 106.65	\$ 109.10
541219, 541611, OLM	Business Analyst IV	\$ 88.59	\$ 90.62	\$ 92.71	\$ 94.84	\$ 97.02
541219, 541611, OLM	Senior Accountant	\$ 79.71	\$ 81.54	\$ 83.42	\$ 85.34	\$ 87.30
541219, 541611, OLM	Business Analyst III	\$ 76.77	\$ 78.53	\$ 80.34	\$ 82.19	\$ 84.08
541219, 541611, OLM	Financial Analyst	\$ 76.77	\$ 78.53	\$ 80.34	\$ 82.19	\$ 84.08
541219, 541611, OLM	Senior Grants Specialist	\$ 67.63	\$ 69.18	\$ 70.78	\$ 72.40	\$ 74.07
541219, 541611, OLM	Business Analyst II	\$ 63.60	\$ 65.06	\$ 66.56	\$ 68.09	\$ 69.66
541219, 541611, OLM	Accountant	\$ 61.66	\$ 63.08	\$ 64.53	\$ 66.02	\$ 67.54
541219, 541611, OLM	Senior Audit Specialist	\$ 60.34	\$ 61.73	\$ 63.15	\$ 64.60	\$ 66.08
541219, 541611, OLM	Business Analyst I	\$ 59.05	\$ 60.41	\$ 61.80	\$ 63.22	\$ 64.67
541219, 541611, OLM	Senior Program Specialist	\$ 58.33	\$ 59.67	\$ 61.05	\$ 62.45	\$ 63.89
541219, 541611, OLM	Grants Specialist	\$ 56.59	\$ 57.89	\$ 59.22	\$ 60.58	\$ 61.98
541219, 541611, OLM	Technical Writer	\$ 50.81	\$ 51.98	\$ 53.18	\$ 54.40	\$ 55.65
541219, 541611, OLM	Program Specialist	\$ 47.55	\$ 48.64	\$ 49.76	\$ 50.91	\$ 52.08
541219, 541611, OLM	Secretary	\$ 45.52	\$ 46.56	\$ 47.63	\$ 48.73	\$ 49.85
541219, 541611, OLM	Junior Business Analyst	\$ 45.45	\$ 46.49	\$ 47.56	\$ 48.65	\$ 49.77
541219, 541611, OLM	Junior Accountant	\$ 43.62	\$ 44.62	\$ 45.65	\$ 46.70	\$ 47.77
541219, 541611, OLM	Junior Technical Writer	\$ 42.23	\$ 43.20	\$ 44.20	\$ 45.21	\$ 46.25
541219, 541611, OLM	Junior Grants Specialist	\$ 42.09	\$ 43.06	\$ 44.05	\$ 45.07	\$ 46.10

541219, 541611, OLM	Senior Voucher Examiner	\$ 38.26	\$ 39.14	\$ 40.04	\$ 40.96	\$ 41.91
541219, 541611, OLM	Senior Accounting Clerk	\$ 38.14	\$ 39.02	\$ 39.92	\$ 40.84	\$ 41.78
541219, 541611, OLM	**Mid Level Voucher Examiner (01012 Accounting Clerk II)	\$ 33.30	\$ 34.06	\$ 34.85	\$ 35.65	\$ 36.47
541219, 541611, OLM	**Junior Voucher Examiner ( 01011 Accounting Clerk I)	\$ 31.92	\$ 32.65	\$ 33.40	\$ 34.17	\$ 34.96
541219, 541611, OLM	**Staff Assistant (99050 Desk Clerk)	\$ 31.07	\$ 31.79	\$ 32.52	\$ 33.27	\$ 34.03
541219, 541611, OLM	**Document Control Clerk (10070 Document Preparation Clerk)	\$ 26.01	\$ 26.61	\$ 27.22	\$ 27.85	\$ 28.49

\*\*The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor Categories and fixed price services marked with a (\*\*) in this pricelist are based on the US Department of Labor Wage Determination Numbers identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.d., nationwide) per FPR document and MAS Solicitation.

<b>SCA Eligible Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>Wage Determination No</b>
Mid-level Voucher Examiner	01012 Accounting Clerk II	2015-4281 Rev 3 (4/8/2016)
Jr. Voucher Examiner	01011 Accounting Clerk I	2015-4281 Rev 3 (4/8/2016)
Staff Assistant	99050 Desk Clerk	2015-4281 Rev 3 (4/8/2016)
Document Control Clerk	10070 Document Preparation Clerk	2015-4281 Rev 3 (4/8/2016)