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

SCHEDULE TITLE: Multiple Award Schedule

Federal Supply Group: Professional Services

CONTRACT NUMBER: 47QRAA18D00FT

CONTRACT PERIOD: September 18, 2018 through September 17, 2023

Price list current as of Modification #PA-0012 effective February 18, 2020

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

CONTRACTOR: The Finlay Group, LLC
424 Summit Ave.
Westfield, NJ 07090-3217
Phone number: (917) 714-8554
Fax number: (888) 742-3264
E-Mail: damian.hughes@thefinlaygroup.com
Website: http://www.thefinlaygroup.com/

CONTRACTOR'S ADMINISTRATION SOURCE: Damian Hughes
424 Summit Ave.
Westfield, NJ 07090-3217
Phone number: (917) 714-8554
Fax number: (888) 742-3264
E-Mail: damian.hughes@thefinlaygroup.com

BUSINESS SIZE: Small business, SBA Certified Small Disadvantaged business
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)/NAICS

<table>
<thead>
<tr>
<th>NAICS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

**BUSINESS ANALYST:** $151.13

1c. HOURLY RATES (Services only):

*Please see Page 7.*

2. MAXIMUM ORDER*:

$1,000,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $100.00


5. POINT(S) OF PRODUCTION: Westfield, NJ

6. DISCOUNT FROM LIST PRICES: *GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.*

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 2.0% 15 Days; Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: N/A

10a. TIME OF DELIVERY: 30 days, Subject to Task Order

10b. EXPEDITED DELIVERY: Contact Contractor.

10c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor.

10d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery of services.

11. FOB POINT: Destination
12a. **ORDERING ADDRESS:** Same as contractor.

12b. **ORDERING PROCEDURES:** Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3

13. **PAYMENT ADDRESS:** Same as contractor.

14. **WARRANTY PROVISION:** N/A

15. **EXPORT PACKING CHARGES:** N/A

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** Contact Contractor

17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Contact Contractor

18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** Contact Contractor

18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b. **Section 508 Compliance for Electronic and Information Technology (EIT):** Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): N/A

   The EIT standard can be found at: www.Section508.gov/

23. **DUNS NUMBER:** 162231984

24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.
Labor Category Descriptions

Project Manager
Minimum Year Experience: 10 years
Minimum Education: Bachelors, (PMP candidate preferred)
Responsibilities: Responsible for overall execution of the task or project.

- Actively applies quality assurance measures to the management and performance of the task/delivery order.
- Organizes, directs, and coordinates planning and production of all task/delivery order support activities.
- Directs the generation, performance, and review of task/delivery order deliverable items.
- Manages task/delivery order costs and ensures conformity with contract terms and conditions.
- Assigns, schedules, and reviews the work of subordinates.
- Coordinates with appropriate management personnel, other contractor managers, and client agency representatives.
- Takes appropriate action and coordinates policies and activities with appropriate personnel as required. Manage all elements of projects from kick-off to delivery.
- Oversee and direct multiple projects at a time.
- Develop and demonstrate an understanding of the business, their needs, expectations, and requirements.
- Work with business units and project teams to estimate costs and timing for tasks creating essential documentation and tracking.
- Coordinates all activities of the project team and ensures that project tasks are completed by: scheduling and facilitating team meetings, executive updates, and required status reporting.
- Develops, maintains, reviews, and disseminates all project documentation including status reports, invoices, change orders, project schedules, budgets, and post mortem reviews.
- Provides accurate management of the portfolio of project to which assigned.
- Escalates for resolution issues impacting the successful completion of project deliverables.
- Interfaces and complies with project management office.

Senior Business Analyst
Minimum Year Experience: 8 years
Minimum Education: Bachelors, (PMP candidate preferred)
Responsibilities:

- Delivers on a portion of the overall program working independently.
- Actively applies quality assurance measures to the management and performance of the task/delivery order.
- Organizes, directs, and coordinates planning and production of all task/delivery order support activities.
- Assigns, schedules, and reviews the work of subordinates.
- Coordinates with appropriate management personnel, other contractor managers, and client agency representatives.
- Takes appropriate action and coordinates policies and activities with appropriate personnel as required. Manage all elements of projects from kick-off to delivery.
- Develop and demonstrate an understanding of the business, their needs, expectations, and requirements.
- Work with business units and project teams to estimate costs and timing for tasks creating essential documentation and tracking.
- Coordinates all activities of the project team and ensures that project tasks are completed by:
scheduling and facilitating team meetings, executive updates, and required status reporting.
- Develops, maintains, reviews, and disseminates all project documentation including status reports, invoices, change orders, project schedules, budgets, and post mortem reviews.
- Escalates for resolution issues impacting the successful completion of project deliverables.
- Interfaces and complies with project management office.

**Senior Business Analyst / Jr PM**

**Minimum Year Experience:** 8 years Minimum  
**Education:** Bachelor’s  
**Responsibilities:**  
- Responsible for ensuring that the requirements of the business are properly identified, documented and implemented within a structured project and program environment, as well as to effectively support the changes required by the business.
- Identify and establish business relations, to facilitate business decisions in the organizations best interest.
- Facilitate the identification, documentation, communication and commitment to business requirements.
- Provide a bridge between the business and project organizations by facilitating the identification, documentation and quality assurance of business requirements throughout the project lifecycle
- Facilitate the development of business requirements through discussions, workshops and interviews of business subject matter experts.
- Articulate the organizations direction, structure, requirements and analyze the organizations industry and competitive position.
- Obtain, document and analyze required information and data against the current organizational standard.
- Prepare requirements, specifications, business processes and recommendations.
- Support the development of the project initiation document and business blueprint along with the Sponsor and Project Manager.

**Technical Analyst**

**Minimum Year Experience:** 8 years  
**Minimum Education:** Bachelor’s  
**Responsibilities:** Responsible for technical recommendations and testing:

- Understand and communicate the technical standards appropriate to the business requirements under investigation and advise on the suitability of proposed solutions  
- Understand technical design specifications and defines test conditions  
- Develop accurate and complete user and business acceptance test plans and conducts testing according to plan.  
- Identify and document system deficiencies and recommend solutions.

**Business Analyst**

**Minimum Year Experience:** 4 years Minimum  
**Education:** Bachelors preferred,  
**Responsibilities:**  
- Work as directed towards project timelines and milestones  
- Actively applies quality assurance measures to the management and performance of the task/delivery order.  
- Coordinates with appropriate management personnel, other contractor managers, and client
agency representatives.

- Develop and demonstrate an understanding of the business, their needs, expectations, and requirements.
- Work with business units and project teams to estimate costs and timing for tasks creating essential documentation and tracking.
- Escalates for resolution issues impacting the successful completion of project deliverables.
- Interfaces and complies with project management office.

We provide partner review for no cost. Partner review includes examination of the deliverables, meeting with the client on an ‘as agreed’ schedule. Typically once every two months. This is an onsite visit.
## Price List

<table>
<thead>
<tr>
<th>SIN(s) Proposed</th>
<th>Service Proposed (e.g. Labor Category or Job Title/Task)</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience (cannot be a range)</th>
<th>Security Clearance Required</th>
<th>Contractor or Customer Facility or Both</th>
<th>Domestic or Overseas</th>
<th>Unit of Issue (e.g. Hour, Task, Sq Ft)</th>
<th>Price Offered to GSA (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Project Manager</td>
<td>Bachelors</td>
<td>10</td>
<td>No</td>
<td>Customer Facility</td>
<td>Domestic Only</td>
<td>Hour</td>
<td>$302.27</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Business Analyst/Jr PM</td>
<td>Bachelors</td>
<td>8</td>
<td>No</td>
<td>Customer Facility</td>
<td>Domestic Only</td>
<td>Hour</td>
<td>$302.27</td>
</tr>
<tr>
<td>541611</td>
<td>Sr. Business Analyst</td>
<td>Bachelors</td>
<td>8</td>
<td>No</td>
<td>Customer Facility</td>
<td>Domestic Only</td>
<td>Hour</td>
<td>$226.70</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Analyst</td>
<td>Bachelors</td>
<td>8</td>
<td>No</td>
<td>Customer Facility</td>
<td>Domestic Only</td>
<td>Hour</td>
<td>$264.48</td>
</tr>
<tr>
<td>541611</td>
<td>Business Analyst</td>
<td>Bachelors</td>
<td>4</td>
<td>No</td>
<td>Customer Facility</td>
<td>Domestic Only</td>
<td>Hour</td>
<td>$151.13</td>
</tr>
</tbody>
</table>