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 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: 47QRAA20D0058

Period Covered by Contract: March 23, 2020 through March 22, 2025

Beek Consulting LTD
5898 Morganwood Sq
Hilliard, OH 43026

Contract Administrator: Kevin Perkins
614-572-7457
Kevin@beekconsulting.com

Business Size: Small Business

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.
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Beek Consulting, LTD appreciates the opportunity to present to you our qualifications and price list for the General Services Administration Multiple Award Schedule (MAS) contract for Professional Services SINs.

Our foundation is based on Financial Improvement and Audit Readiness. Beek Consulting, LTD understands your needs and is committed to providing services in a manner that assists you both financially and operationally. We firmly believe in maximizing the value of our professional relationships through effective collaboration and we’ll build a solid foundation based on partnership. Our goal is to deliver tangible and measurable results.

Providing your organization with outstanding service requires a detailed understanding of your business requirements. Beek Consulting, LTD has the skills, resources, experience and commitment to assist governmental entities in meeting the demanding requirements of today’s Federal environment. We understand the challenges agencies face while accomplishing their missions and are committed to helping agencies achieve their Financial and Operational improvement goals. We strive to provide outstanding results that are timely and responsive to your current environment and pay close attention to the unique circumstances and challenges that each agency may face. Our competitive advantage brings a wealth of experience with carefully selected professionals who understand your needs and are ready to execute.

We look forward to meeting with you and discussing potential opportunities.
FIRM OVERVIEW

Beek Consulting, LTD is a Service Disabled Veteran Owned Small Business (SDVOSB), founded in February 2012. We are headquartered in Columbus, Ohio and have personnel in the DC Metropolitan area, Richmond area, and New Cumberland, Pennsylvania.

Beek Consulting, LTD was founded by retired U.S. Air Force Chief Master Sergeant Kevin Perkins who has over forty years of experience servicing the Federal Government in a multitude of capacities in the logistics and finance arenas.

Beek Consulting, LTD applies best practices that have been refined over years on efforts across multiple task orders. We focus on areas of quality, cost, schedule, and risk management. Some of our offerings include:

FINANCIAL MANAGEMENT & REPORTING

Senior managers face several challenges across the enterprise in today’s audit environment. Beek Consulting, LTD will assist with unlocking greater insights within your organization through effective use of automation, leveraging analytics and connecting with other business units. Our goal is to bolster the rest of your organization by helping them with strategic data driven decisions by providing:

- Advice and guidance related to Planning, Programming, Budgeting, and Execution (PPBE) phases
- Technical review and analysis of transactional data and reports
- Identification and resolution of exceeded thresholds and Key Performance Indicators (KPIs) across the enterprise.
- Assistance with compiling the myriad of data through effective communication across the enterprise to produce your Agency’s Annual Financial Report.
- Automating your agency’s reporting requirements to reduce manual processes, save time, and create reports and supporting evidential matter that can pass an audit.
- Documenting policies and procedures to serve as a benchmark within your Enterprise Risk Management Program.
AUDIT READY TOOLS

To assist with addressing internal control requirements, Beek Consulting, LTD leverages Adobe® Experience Manager Forms® as a solution to help standardize and streamline the process through automation for the agency and its related business processes. Through implementing Adobe®, an agency will be able to:

- Capture and process information – reduce the total cost of automating critical business processes by helping to create easy-to-use forms that incorporate policy and workflow routing into the form, which can be used for monitoring and documenting internal control activities. This also allows for the electronic routing of evidential matter and other transactional support to a central storage repository location.

- Communicate with the end user – generate more secure, personalized electronic and paper documents, improving user engagement and standards compliance while reducing costs. This streamlines and improves user correspondence from creation to archival for system-generated, on-demand, or interactive communications.

- Protect content – guards the integrity and privacy of sensitive client and organizational information. It also improves the reporting entity’s regulatory compliance posture and user satisfaction by incorporating requirements, workflow, and the capability to document evidential matter into a single form.

DATA ANALYTICS

The DoD and most of its Components had a material weakness related to the financial statement compilation process. We have found that Agencies spend way too much time in compiling their financial statements. There’s the myriad of feeder systems and organizations are all using different tools to explain and analyze their data. Each profit center is running different general ledger line item queries from the reporting system, mapping in master data information, segregating the data by category, and creating pivot tables in order to review financial postings for completeness and accuracy. The challenges are abundant—a lot of Excel reports, analytic silo’s, high dependency on a small group of analysts, data blending was difficult. Teams are dependent on queries, Access and Excel for data manipulation, it’s a very manual intense process. About 75% of your time is spent on data preparation and only 25% of your time is on actual analysis.

Financial teams will need new strategies for dealing with the large volumes of data and cannot rely on legacy methods of reporting and analysis in spreadsheets. These teams will need to implement new technologies and skill sets to keep up with the exponential increase in workload.
Beek Consulting, LTD will connect to all your disparate data sources from MS Excel, Access, SAP Hana, SQL Server, etc.... and the myriad of other sources that offices within your agency are using.

**ENTERPRISE RISK MANAGEMENT**

Our goal is to understand your organizations risk management practices and to align them with best practices. We’ll evaluate your program and if necessary, integrate internal controls into your financial operations in a risk-based and cost beneficial manner. We strive to provide reasonable assurance that the entities internal control over operations, reporting, and compliance is operating effectively. It all begins with the establishment of a risk profile and developing an ERM program framework for achievable success. The activities focus on establishing or strengthening risk management governance by clarifying and documenting roles, authorities, responsibilities, competencies, functional relationships, and practices for risk management across the organization. This includes, but is not limited to:

- Creating a “tone at the top” which is critical to the success of all the other pieces of the internal control framework. Providing information and communication that’s relevant, reliable, and timely to appropriate personnel at all levels to ensure internal controls are flexible enough to respond to changes in the control environment.
- Documenting end to end process narratives, flowcharts, and reviewing system documentation.
- Creating an Enterprise Risk Matrix.
- Establishing/Evaluating Internal Control Activities (Manual & Automated) – Policies, procedures, and mechanisms in place to help ensure that the Agencies objectives are met. These control activities include information include automated general and application controls over financial transaction balances within computer applications, and manual application controls performed outside of computer applications.
- Monitoring internal controls through periodic reviews, reconciliations, or comparisons of data through the use of Test of Design and Test of Operating Effectiveness. This should be part of the
- Regular assigned duties of personnel and the normal course of business to confirm the control structure is operating as planned and fills all gaps that may exist.

**RECONCILIATIONS**

Metric reporting through Key Performance Indicators allows an organization to measure its efficiencies providing good stewardship of our tax dollars. Beek Consulting, LTD focuses on the attributes within your reports to evaluate their effectiveness in providing a true financial
picture for your agency. Reconciliations must include detailed worksheets and documentation to provide an adequate audit trail for the resolution of differences. We can assist your agency in evaluating and providing measurable results in the following:

- Aged Accounts Payable and Receivables
- Negative Payables
- Contract closeout and Negative Unliquidated Obligations
- Tri-Annual Review Process
- Fund Balance with Treasury Reconciliations
- Blocked invoices
- General Ledger Account Code Tie-Point reconciliations to validate trial balance data

**DEFICIENCY REMEDIATION**

Beek Consulting, Ltd will help your agency resolve any Notice of Findings and Recommendations (NFR) identified by the Audit firm. We’ll drill down to the issue and perform a Root Cause Analysis based on the deficiency. From there, we’ll communicate the issues with your team members and collectively develop a Plan of Action and Milestones to layout an actionable timeline. Once this is achieved, we’ll perform compliance testing based on the frequency of the internal control within the business process until it’s been determined the internal control passes the test of design and test of operating effectiveness. Closing an NFR is no small effort and Beek Consulting, Ltd can help your agency with:

- Documenting policies and procedures
- Identifying proper Evidential Matter that supports a transaction
- Creating Adobe Smart forms that provide Completeness and Accuracy of a transaction as well as a repository for EM
- Developing a Risk Control Matrix
- Developing and Testing Internal Controls
- Completing tasks to close a Corrective Action Plan (CAP)
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
</tr>
<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. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. MAXIMUM ORDER*: $1,000,000

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINT(S) OF PRODUCTION: N/A (Services Only)

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist. See Attachment.

7. QUANTITY DISCOUNT(S): None
8. PROMPT PAYMENT TERMS: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

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

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: Specified in Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. FOB POINT: Destination

13a. ORDERING ADDRESS: Same as contractor

13b. 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.

14. PAYMENT ADDRESS: Same as contractor

15. WARRANTY PROVISION: N/A for services

16. EXPORT PACKING CHARGES: Not applicable
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Contact Contractor

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): As applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): As applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): As applicable

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

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

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 Compliance for Electronic and Information Technology (EIT): If applicable, indicate that 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: www.Section508.gov/

25. DUNS NUMBER: 054072753

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database
GSA Pricing

<table>
<thead>
<tr>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Project Director</td>
<td>Both</td>
<td>$204.58</td>
<td>$208.67</td>
<td>$212.85</td>
<td>$217.10</td>
<td>$221.44</td>
</tr>
<tr>
<td>Project, Manager</td>
<td>Both</td>
<td>$177.95</td>
<td>$181.51</td>
<td>$185.14</td>
<td>$188.84</td>
<td>$192.62</td>
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<td>Senior, Consultant</td>
<td>Both</td>
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<td>$149.66</td>
<td>$152.66</td>
<td>$155.71</td>
<td>$158.83</td>
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<tr>
<td>Consultant</td>
<td>Both</td>
<td>$150.08</td>
<td>$153.08</td>
<td>$156.14</td>
<td>$159.27</td>
<td>$162.45</td>
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<tr>
<td>Senior EDP Manager</td>
<td>Both</td>
<td>$100.54</td>
<td>$102.55</td>
<td>$104.60</td>
<td>$106.69</td>
<td>$108.83</td>
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<tr>
<td>Senior Technical Subject Matter Specialist</td>
<td>Both</td>
<td>$108.57</td>
<td>$110.74</td>
<td>$112.96</td>
<td>$115.22</td>
<td>$117.52</td>
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<tr>
<td>Technical Lead</td>
<td>Both</td>
<td>$114.51</td>
<td>$116.80</td>
<td>$119.14</td>
<td>$121.52</td>
<td>$123.95</td>
</tr>
<tr>
<td>Technical Analyst</td>
<td>Both</td>
<td>$84.23</td>
<td>$85.91</td>
<td>$87.63</td>
<td>$89.79</td>
<td>$91.17</td>
</tr>
<tr>
<td>Staff Accountant/Support</td>
<td>Both</td>
<td>$64.29</td>
<td>$65.58</td>
<td>$66.89</td>
<td>$68.23</td>
<td>$69.59</td>
</tr>
</tbody>
</table>

Labor Category Descriptions

**Senior Project Director**

*Functional responsibilities:* Acts as a proactive interface between the client and project staff to ensure the planning, execution, monitoring, and control of project related tasks and activities. Can supervise project staff. Has demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity, and ensures the quality of work products and services delivered meet client requirements. Progressive experience in leading financial management services and related projects. Experience completing OMB A-123 deliverables, to include process narratives, internal control testing, identifying deficiencies, and development of corrective action plans for DoD, federal agencies, and commercial organizations.

*Minimum years of experience:* Twelve (12) years of general financial management and accounting experience. Four (4) years of this experience shall consist of experience in OMB A-123 deliverables for Federal government agencies at the management level.

*Minimum educational/degree requirements:* Master’s degree in accounting or business management related field from an accredited institution.

*Recommended training and/or certifications:* Professional certification recommended (e.g. CISA, CIA, CDFM, CGFM)

**Director**

*Functional responsibilities:* Acts as a proactive interface between the client and project staff to ensure the planning, execution, monitoring, and control of project related tasks and activities. Can supervise project staff. Has demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity, and ensures the quality of work products and
services delivered meet client requirements. Progressive experience in leading financial management services and related projects. Experience completing OMB A-123 deliverables, to include process narratives, internal control testing, identifying deficiencies, and development of corrective action plans for DoD, federal agencies, and commercial organizations.

Minimum years of experience: Twelve (12) years of general financial management and accounting experience. Four (4) years of this experience shall consist of experience in OMB A-123 deliverables for Federal government agencies at the management level.

Minimum educational/degree requirements: Master’s degree in accounting or business management related field from an accredited institution.

Recommended training and/or certifications: Professional certification recommended (e.g. CISA, CIA, CDFM, CGFM).

Project Manager

Functional responsibilities: Plans, directs, and coordinates all phases of government programs and provides expert advice, assistance, and guidance in support of Task Order deliverables. The phases include planning, analysis, design, building, and implementation of new systems/projects throughout the life cycle. Experience throughout the entire OMB A-123 Deliverables process. Has the ability to direct projects through the creation of a project plan and related milestones. Provides Quality Assurance through reviews various documents that may include: Project Plan; Requirements Analysis; and Implementation Plan. Prepares, participates, and at times, conducts meetings, briefings, presentations, and walkthroughs, as requested and required by individual task orders.

Minimum years of experience: Eight (8) years of general financial management and accounting experience. Four (4) years of this experience shall consist of providing expert advice, assistance, and guidance in support of Government programs and related Task Order deliverables.

Minimum educational/degree requirements: Bachelor’s degree in accounting or business management related field from an accredited institution.

Recommended training and/or certifications: PMP or similar Professional certification recommended. (e.g. CPA, CISA, CIA, CDFM, CGFM).

Senior Consultant

Functional responsibilities: Responsible for daily management of the engagement to include audit findings with client/auditee personnel, drafting process narratives, conducting internal control testing, developing deficiencies, and corrective action plans. Provide periodic formal and informal status briefings to clients and directors, preparing status reports, and providing technical assistance on complex accounting and/or auditing issues. On non-financial audit assignments, the Senior Consultant is similarly responsible for staff supervision, overall planning, and client contacts, assisted as necessary by subject matter experts.

Minimum years of experience: Ten (10) years of general financial management and accounting
experience.

Minimum educational/degree requirements: Master’s degree in accounting or business management related field from an accredited institution.

Recommended training and/or certifications: Professional certification recommended (e.g. CISA, CIA, CDFM, CGFM)

Consultant
Functional responsibilities: Makes recommendations and advises on organization-wide process/system improvements. Performs analysis and studies, testing, and acceptance phases. Prepares reports, gives presentations to upper management, and formulates management policies relating to enterprise-wide business processes and their re-engineering. Provides technical direction to staff as needed. Provides accounting or financial experience, including supervising and directing efforts of staff. Financial statement audit experience or preparation of assertion packages is preferred.

Minimum years of experience: Four (4) years of general financial management and accounting experience.

Minimum educational/degree requirements: Bachelor’s degree in accounting or business management related field from an accredited institution.

Recommended training and/or certifications: None

Senior EDP Manager
Functional responsibilities: Defines and analyzes problems, and develops plans and requirements in the subject matter area for moderately complex systems. Develops system and program specifications. Designs solutions based on business need and technical considerations. Researches and resolves application production problems. Conducts complex documentation and user needs analysis. Studies customer environments by analyzing job tasks, organizational structure and user requirements to propose system-wide solutions. Interviews functional and technical personnel, interprets reports, specifications and drawings to increase understanding of processes and requirements.

Performs analysis and studies, testing, and acceptance phases (SSAE No 18) and has other accounting experience performing systems evaluations and related test work. Coordinates and may manage the preparation of analysis, evaluations, and recommendations for the proper implementation of programs and systems specifications. Provides technical and specialized guidance concerning solutions to complex business and information processing problems.

Minimum years of experience: Possess at least 10 years of experience in defining accounting system requirements and priorities with customers while ensuring daily project requirements are met.

Minimum educational/degree requirements: Master’s degree in accounting or information
systems management related field from an accredited institution.

*Recommended training and/or certifications:* CISA or similar professional certification

**Senior Technical Subject Matter Specialist**

*Functional responsibilities:* Experience acting in a managerial capacity to consult with management on strategic analysis information systems development and integration. Proficient in database planning, design and maintenance, systems analysis and design, programming, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services. Assist in the facilitation of system process improvement efforts. Responsible for directing efforts in data collection, modeling, analysis, and documentation, as required. Maintain high degree of competency in required technical skills appropriate to specific project environment.

*Minimum years of experience:* Ten (10) years of related financial management and accounting experience performing systems evaluations and related test work. Four (4) years of this experience shall consist of experience in OMB A-123 deliverables for Federal government agencies at the management level.

*Minimum educational/degree requirements:* Bachelor’s degree in information systems, accounting or business management related field from an accredited institution.

*Recommended training and/or certifications:* Professional certification recommended (e.g. CISA, CIA, CDFM, CGFM).

**Technical Lead**

*Functional responsibilities:* Provides highly technical and specialized guidance concerning solutions to complex business and information processing problem. Performs analysis and studies, testing, and acceptance phases; prepares reports and gives presentations to upper management and formulates management policies relating to enterprise-wide business processes. Responsible for functional and technical accounting and auditing, including the performance of financial statement audits in DoD, federal agencies, and/or commercial organizations.

*Minimum years of experience:* Eight (8) years of general financial management and accounting experience. Four (4) years of this experience shall consist of experience in OMB A-123 deliverables for Federal government agencies at the management level.

*Minimum educational/degree requirements:* Master’s degree in accounting or business management related field from an accredited institution.

*Recommended training and/or certifications:* CPA or similar Professional certification recommended (e.g. CISA, CIA, CDFM, CGFM).
Technical Analyst

*Functional responsibilities:* Provides highly technical and specialized guidance concerning solutions to complex business and information processing problems. Performs analysis and studies, testing, and acceptance phases; prepares reports and gives presentations to management and formulates policies relating to enterprise-wide business processes. Responsible for functional and technical accounting and auditing, including the review of financial statement audits in DoD, Federal agencies, and/or commercial organizations.

*Minimum years of experience:* Four (4) years of general financial management and accounting experience.

*Minimum educational/degree requirements:* Bachelor’s degree in accounting or business management related field from an accredited institution.

*Recommended training and/or certifications:* None

Staff Accountant/Support

*Functional responsibilities:* Responsibility encompasses vouching transactions, verifying, recalculating account balances, and account reconciliations. Can also provide administrative support for project personnel. Under general direction, responsible for providing analytical and specialized administrative support functions. Coordinates special projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of policies and procedures. Determines applicable financial procedures, methods and work priorities. Plans and coordinates meetings, conferences, and employee functions.

*Minimum years of experience:* Two (2) years of general financial management and accounting experience.

*Minimum educational/degree requirements:* Associate’s degree in accounting or business management related field from an accredited institution.

*Recommended training and/or certifications:* None
**Education/Experience Substitution Policy Outlined Below:**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Degree &amp; Experience Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td>Four (4) years of experience</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Associates plus four (4) years of experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelor’s degree plus six (6) years of experience</td>
</tr>
</tbody>
</table>