Worldwide Federal Supply Schedule
Contract Schedule Title:
The Professional Services Schedule
FSC Group: 00CORP
Contract Number: GS-00F-134GA
Period Covered by Contract:
March 8, 2017 through March 7, 2022
Contractor:
Ijaz & Associates LLC
1001 19th Street North, Suite 1200
Arlington, VA 22209
(P) (703) 972-9110
(F) (703) 972-9111
www.ijazassociates.com

Business Size: Small Business
DUNS: 002109768

Contract Administrator:
Ahsan Ijaz, CEO
aijaz@ijazassociates.com

General Services Administration
Management Services Center
Acquisition Division
Modification #________, dated _________

How to order: 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: www.gsaadvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.
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### GSA AWARDED TERMS AND CONDITIONS

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBER (SIN)**

**SIN: 520-11 and 520-11RC – Accounting:** Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

**SIN: 520-12 and 520-12RC – Budgeting:** Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

**SIN: 520-13 and 520-13RC – Complementary Financial Management Services:** Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

**SIN: 520-15 and 520-15RC – Outsourcing Recurring Commercial Activities for Financial Management Services:** Services that an agency identifies as recurring commercial activities which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities.

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**

See attached GSA awarded Pricelist

1c. **HOURLY RATES (Services Only):**

See attached GSA Awarded Pricelist

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

*If the “best value” selection places your order over this 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 contractor 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

4. **GEOGRAPHIC COVERAGE**: All 50 States, Washington, D.C., and all U.S. Territories.

5. **POINT(S) OF PRODUCTION**: US

6. **DISCOUNT FROM LIST PRICES**: Refer to attached Awarded Pricelist
7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 0%, Net 30 Days

9a. Government purchase cards are accepted at or below the micro-purchase threshold

9b. Government purchase cards are not accepted above the micro-purchase threshold

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: To be negotiated at the task order level

11b. EXPEDITED DELIVERY: To be negotiated at the task order level

11c. OVERNIGHT AND 2-DAY DELIVERY: To be negotiated at the task order level

11d. URGENT REQUIREMENTS: To be negotiated at the task order level

12. FOB POINT: Destination

13a. ORDERING ADDRESS:
   IJAZ AND ASSOCIATES LLC
   1001 19th Street North, Suite 1200
   Arlington, VA 22209
   (P) (703) 972-9110
   (F) (703) 972-9111

13b. ORDERING PROCEDURES:
   For supplies and services, the ordering procedures, information on Blanket Purchase Agreements
   (BPA's) are found in FAR 8.405-3

14. PAYMENT ADDRESS:
   IJAZ AND ASSOCIATES LLC
   1001 19th Street North, Suite 1200
   Arlington, VA 22209
   (P) (703) 972-9110
   (F) (703) 972-9111

15. WARRANTY PROVISION: N/A

16. EXPORT PACKING CHARGES: N/A
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:
   Accepted at or below the micro-purchase threshold

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

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

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

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A

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 EIT: as applicable

25. DUNS NUMBER: 002109768

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Active
GSA AWARDED LABOR CATEGORIES

SENIOR MANAGER

Functional Responsibilities:
A Senior Manager typically manages large, complex programs that are often comprised of more than one project. They design solutions to address core client financial and business issues, and they are recognized as being on the forefront of best practices and technical expertise in their area of focus (e.g. transactions support services, internal audit and compliance, etc.). This position assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. A Senior Manager also maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Senior Managers provide expertise oversight and advice in the development of financial and business process analyses, reports, and deliverables. A Senior Manager may be involved in process and productivity improvement, systems alignment, organizational assessments, and program audits and evaluations. A Senior Manager has deep knowledge of Federal accounting, budget planning, budget formulation, and budget execution functions and is proficient with the applicable GAO, OMB, and other financial regulations. The Senior Manager is a Certified Public Accountant (CPA).

Minimum Experience:
Ten plus (10+) years of progressive experience in leading financial management services and related projects.

Minimum Education:
Four (4) year degree in accounting or business management related field from an accredited institution.

MANAGER

Functional Responsibilities:
A Manager is involved in the planning, reporting, and budgetary activities on a client engagement. Additionally, a Manager is responsible for managing the day-to-day execution of a single project. In doing so, a Manager assumes a leadership role by evaluating alternatives, providing technical guidance to team members and client resources, developing recommendations, and reviewing the work product of the engagement or client team. A Manager assumes responsibility for selecting and using appropriate consulting tools and resources for the engagement and conducts analysis of work plan completeness, preparation of status reports, and quality control practices. A Manager may lead analysis of fundamental client issues, assessment of appropriate alternatives, and recommendation of solutions. A Manager communicates client expectations to the project team and escalates appropriate issues to senior level project staff. A Manager is responsible for finalizing financial and business process analyses, production of reports and delivering them to the Partner or Senior Manager. A Manager maintains technical knowledge within industry and service line. A Manager has experience with and knowledge of Federal accounting principles and transactions as well as budget planning, formulation and execution processes. A Manager also has deep understanding of the applicable GAO, OMB, and other financial regulations. A Manager is a Certified Public Accountant (CPA).

Minimum Experience:
Six (6) years of accounting or financial management experience, including three (3) or more years of progressive experience in leading business management and/or financial management services projects.

Minimum Education:
Four (4) year degree in accounting or business management related field from an accredited institution.
SENIOR CONSULTANT

**Functional Responsibilities:**
A Senior Consultant is proficient in performing detailed financial and business process analyses, evaluating the results, suggesting alternatives to resolve issues, and providing status reports to the engagement and client teams. A Senior Consultant is responsible for the development and supervision of Staff Consultants on engagements providing continued technical guidance and quality assurance on deliverables. Based on project scope, a Senior Consultant may: apply business modeling, process modeling, and business design techniques; formulate diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offer conclusions to Project Manager. A Senior Consultant also participates in organizational assessments, and leads performance measures and indicators analysis. Additionally, a Senior Consultant may assist Managers with planning or budgetary tasks helping to ensure that requirements are satisfied within the budget and on time. Senior Consultants help to prepare for and facilitate meetings and prepare documentation summarizing the results of their work. A Senior Consultant has knowledge of Federal accounting principles and accounting transactions and an understanding of budget planning, budget formulation, and budget execution processes. A Senior Consultant is proficient with various financial analysis methods and has an understanding of financial systems requirements.

**Minimum Experience:**
Three (3) years of accounting or financial management experience, including supervising and directing efforts of staff.

**Minimum Education:**
Four (4) year degree in accounting or business management related field from an accredited institution

STAFF CONSULTANT

**Functional Responsibilities:**
A Staff Consultant provides analytical and program support and serves as a key analytical resource on the engagement team, conducting relevant research, distilling data, and creating reports. A Staff Consultant provides analytical support to experienced staff members, including but not limited to research, financial analysis and documentation of data, project scoping, billing, and modeling. A Staff Consultant uses consulting tools and methodologies to meet project objectives and complete assigned project deliverables and activities. A Staff Consultant is capable of independently interacting with client sponsors and demonstrates technical knowledge including the methods, skills and techniques necessary for performing financial and business process analyses. A Staff Consultant maintains responsibility for quality assurance practices and may also participate in organizational assessments, process analysis and design, and performance measures and indicators. A Staff Consultant has exposure to Federal accounting principles and budget planning, budget formulation, and budget execution processes. They demonstrate a clear, concise thought process and logically analyze situations to reach objectives. A Consultant raises issues and presents solutions in order to achieve the highest quality standards, and demonstrates integrity and respect at all times. A Staff Consultant supports the completion of project specific tasks within estimated time frames and budget constraints.

**Minimum Experience:**
One (1) year of accounting or financial management experience.

**Minimum Education:**
Four (4) year degree in accounting or business management related field from an accredited institution.
The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00CORP The Professional Services Schedule and all services provided. While no specific labor categories 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 applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.