



TUBA GROUP

GENERAL SERVICES ADMINISTRATION
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Multiple Award Schedule
Federal Supply Group: Professional Services

6066 Leesburg Pike Suite 700
Falls Church, VA 22041
Contract Administrator: John Tuba
Email: jtuba@tubagroup.com
Phone: (703) 417-9410
Duns: 615079147
Website: www.tubagroup.com

Business Size: Small, Disadvantaged, Business

Contract Number:
GS-00F-222CA

Period Covered by Contract:
July 22, 2015 through July 21, 2025

General Services Administration
Management Services Center Acquisition Division
Price list current as of Modification #PO-0012 effective July 22, 2020

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.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov>.



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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description
541211	Auditing Services
541219	Budget and Financial Management Services
541330ENG	Engineering Services
541380	Testing Laboratory Services
541420	Engineering System Design and Integration Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715	Engineering Research and Development and Strategic Planning
611430	Professional and Management Development Training
OLM	Order-Level Materials (OLM)

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See attached pricelist
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5
- 2. Maximum Order: \$1,000,000
- 3. Minimum Order: \$100.00
- 4. Geographic Coverage (delivery Area): Domestic only
- 5. Point(s) of production: Same as company address
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See attached pricelist.
- 7. Quantity discounts: None offered
- 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. Government purchase cards are accepted at or below the micropurchase threshold.
- 9b. Government purchase cards are accepted above the micropurchase threshold.
- 10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery Tuba Group, Inc. shall deliver or perform services in accordance with the terms negotiated in any agency's order.
- 11b. Expedited Delivery: Contact Contractor

- 11c. Overnight and 2-day delivery. Contact Contractor
- 11d. Urgent Requirements. Contact Contractor
- 12. F.O.B Points(s): Destination
- 13a. Ordering Address: Tuba Group, Inc.
6066 Leesburg Pike Suite 700
Falls Church, VA 22041
- 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 company address
- 15. Warranty provision: Contractor's standard commercial warranty
- 16. Export Packing Charges (if applicable): N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):
Contact Contractor
- 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 applicable): 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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. Section 508: N/A.
- 25. Data Universal Numbering System (DUNS) number: 615079147
- 26. Tuba Group, Inc. is registered in the System for Award Management (SAM) database.

**TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE
LABOR CATEGORY DESCRIPTIONS**

LABOR CATEGORY	SIN(s)	FUNCTIONAL RESPONSIBILITY	Education Required	Relevant Experience Required
Partner	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	The partner serves as client liaison and is responsible for ensuring that services are provided in an efficient and timely manner, and that all administrative matters are handled appropriately and expeditiously. Manages significant program/technical support operations and is responsible for execution of all engagement activities. He is responsible for contract negotiations, adherence to accounting standards, and ensuring the quality of all work products. CPA or CGFM required.	Bachelor's Degree in accounting or other related technical discipline.	12+
Senior Manager	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	The senior manager is responsible for directing the day-to-day accomplishments of the engagement. The senior manager sets priorities, ensures daily coordination among the engagement team, and monitors progress against schedules, budgets, and status reporting. Confers with government management staff regarding specific program/technical activities, issues or conflicts. CPA or CGFM (10 years of audit, audit related or relevant technical experience may be substituted for CPA/CGFM certification based on partner approval)	Bachelor's Degree in accounting or other related technical discipline	8+
Manager	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	The manager is Responsible for planning organizing, task management, technical work, quality assurance, schedule and budget monitoring of engagement. Serves as primary contact with client staff. CPA or CGFM (7 years of audit, audit related or relevant technical experience may be substituted for CPA/CGFM certification based on partner approval)	Bachelor's Degree in accounting or other related technical discipline	5+
Senior Auditor	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Under supervision of Manager or the Senior Manager, the senior auditor is responsible for planning, organizing, and oversight of all task activities to include technical work, quality assurance, schedule and budget monitoring; Supervises senior and staff accountants on task. CPA or CGFM desired.	Bachelor's Degree in accounting or other related technical discipline	4+
Senior Accountant II	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Under the direction of the Supervisory Accountant, the Senior Accountant II is responsible for conducting detailed test work and documenting their results in audit work-papers. The Senior Accountant assists the Manager in preparing the work plan and all project deliverables, and performing the more critical test procedures. Provides direct supervision to staff accountants and performs the initial review of staff accountants work-papers. Any problems, concerns, or issues that arise during the performance of test work are communicated immediately to the Manager. CPA or CGFM desired	Bachelor's Degree in accounting or other related technical discipline	4+

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LABOR CATEGORY	SIN(s)	FUNCTIONAL RESPONSIBILITY	Education Required	Relevant Experience Required
Senior Accountant I	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Assists the manager in preparing the work plans for all project deliverables, and performing test procedures; examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards. Senior accountant provides direct supervision to staff accountants and performs the initial review of staff accountants work-papers. CPA or CGFM desired	Bachelor's Degree in accounting or other related technical discipline	3+
Staff Accountant II	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Assists senior accountant in performing the more critical test procedures. Examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards and prepares work-papers and supporting documentation. CPA or CPA Candidate preferred	Bachelor's Degree in accounting or other related technical discipline	2+
Staff Accountant I	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Under the direct supervision of the senior accountant the staff accountant performs detailed audit test work and documents their results in audit work-papers. CPA or CPA Candidate preferred	Bachelor's Degree in accounting or other related technical discipline	1+
Associate Accountant	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Under the direct supervision of the staff accountant the associate accountant I posts and balances a variety of financial data in financial systems, checks and verifies transactions to ensure accuracy of accounting documents and entries. CPA or CPA Candidate preferred	Bachelor's Degree in accounting or other related technical discipline	None
IT Audit Manager	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	The IT audit manager is responsible for directing the day-to-day accomplishments of the audit engagement using tailored IT audit programs. Responsible for development of work plan, scheduling, daily coordination among the audit team, monitoring progress against schedules, budgets, project/task deliverables and status reporting. Certified Information Systems Auditor (CISA) desired.	Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.	10
IT Audit Specialist	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Under the direct supervision of IT audit manager, the IT audit specialist is responsible for conducting detailed test work and documenting results in audit work papers, assisting the IT audit manager in preparing work plan and all project deliverables, and performing test procedures. CISA Desired	Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.	6+
IT Audit Staff	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Performs as a member of an EDP audit team, which includes performing audit steps under the supervision of IT audit manager or IT audit specialist.	Bachelor's Degree in Business Administration, Information Systems or	None

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LABOR CATEGORY	SIN(s)	FUNCTIONAL RESPONSIBILITY	Education Required	Relevant Experience Required
			other related technical field	
Senior Consultant/Statistician	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Serve as the subject matter expert in a specific technical area. The subject area may include actuarial science, statistics, appraisals, or any areas that may be necessary for successful completion of the engagement.	As appropriate for the subject matter	5
Project Administrative Assistant	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Provides general-purpose administrative and clerical support for project tasks, which include secretarial, word processing, collation, editing and coordination.	Some College preferred	None
Subject Matter Expert I	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, or risk mitigation. May have authored and published articles or books in field of expertise. Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.	Masters Degree with twelve years experience in the field of specialization	12
Subject Matter Expert	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, or risk mitigation. May have authored and published articles or books in field of expertise. Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations	Bachelors Degree with ten (10) years experience in the field of specialization Masters Degree is equivalent to 2 years of experience.	10
Program Manager	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.	Bachelors degree and twelve (12) years of experience	12
Task Lead	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Supervises managers and support personnel. Analyzes requirements and assigns appropriate personnel. Defines and develops task statements to identify work to be accomplished in the areas of budget and financial resource allocations, equipment acquisition, and organizational management. Establishes and maintains quality standards. Defines training requirements.	Bachelor's degree	8

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LABOR CATEGORY	SIN(s)	FUNCTIONAL RESPONSIBILITY	Education Required	Relevant Experience Required
Intermediate Analyst IV	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Capable of leading and executing task associated with acquisition, readiness, financial, legislative affairs, and international issues for complex programs. Has specialized related knowledge. Capable of working independently or leading teams in the solving of solve problems Capable of providing daily supervision and direction to support teams.	Bachelor's degree	10
Intermediate Analyst III	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Capable of applying managerial, technical, and business knowledge and judgment to acquisition, readiness, financial, legislative affairs, and international issues related to complex programs. Works as a member of team and assists with solving complex problems. Has specialized related knowledge.	Bachelor's degree and five years of related work experience. Education requirement may be substituted with an additional five years of relevant experience.	5
Administrative Analyst II	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Under limited direction performs both administrative and technical duties. Collects, evaluates, and maintains work activity data and documentation such as survey data, time activities, user guides, training materials, and other performance data reports. Presents platform training, facilitates meetings and provides limited feedback on organizational activities. Ensures minutes of meetings are accurate, responses to routine inquires using standard formats, analyzes collected data and schedules and facilitates staff meetings.	Bachelor's degree and three years of related work experience. Education requirement may be substituted with and additional five years of relevant experience.	3
Administrative Analyst I	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Take minutes of meetings	Associates degree and two years of related work experience. Education requirement may be substituted with an additional three years of relevant experience.	2
Administrative Assistant**	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Provides general-purpose administrative and clerical support for program tasks, which include secretarial, word processing, collation, editing and coordination.	High School Diploma Required, Some College Preferred	None Required, one to three years preferred

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LABOR CATEGORY	SIN(s)	FUNCTIONAL RESPONSIBILITY	Education Required	Relevant Experience Required
Business Consultant	541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	<p>Possesses specialized expertise in a technical discipline, sub-discipline and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise</p> <p>Develops and implements the planning, organizing, controlling, integrating and reporting of recommendations for operational, engineering, and/or technical or functional programs processes. Insures proper organizational and or systems alignment for task planning and completion to meet organizational goals/objectives.</p> <p>Develops and implements performance measures and processes and establishes and conducts training programs. Supervises a professional and non-professional staff in the research and design of business improvement efforts involving several projects or one major program. Work activities are performed under operating work goals and objectives. Serves as the expert within the functional tasks assigned. Advises and directs the program manager in the development of the task implementation plan which includes the organizational assessment and process improvement recommendations. Participates in the review and acceptance of the plan by the PM and the client.</p>	Bachelor's degree in relevant field and 15 years of related work experience. Masters' Degree is the equivalent of 2 years of experience	15

**TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE
SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX**

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (***) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s). The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

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TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE RATES

SIN(s)	Awarded Labor Category	July 22, 2020 - July 21, 2021	July 22,2021 – July 21, 2022	July 22,2022 – July 21, 2023	July 22,2023 – July 21, 2024	July 22,2024 – July 21, 2025
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Partner	\$243.65	\$247.55	\$251.51	\$255.53	\$259.62
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Senior Manager	\$162.28	\$164.88	\$167.52	\$170.20	\$172.92
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Manager	\$148.75	\$151.13	\$153.55	\$156.00	\$158.50
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Senior Auditor	\$140.09	\$142.33	\$144.61	\$146.92	\$149.27
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Senior Accountant II	\$120.55	\$122.48	\$124.44	\$126.43	\$128.45
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Senior Accountant I	\$104.76	\$106.44	\$108.14	\$109.87	\$111.63
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Staff Accountant II	\$85.92	\$87.29	\$88.69	\$90.11	\$91.55
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Staff Accountant I	\$79.52	\$80.79	\$82.08	\$83.40	\$84.73
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Associate Accountant	\$64.35	\$65.38	\$66.43	\$67.49	\$68.57
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	IT Audit Manager	\$184.66	\$187.61	\$190.62	\$193.67	\$196.76
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	IT Audit Specialist	\$169.28	\$171.98	\$174.74	\$177.53	\$180.37
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	IT Audit Staff	\$69.25	\$70.36	\$71.49	\$72.63	\$73.79
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Senior Consultant/ Statistician	\$209.03	\$212.37	\$215.77	\$219.22	\$222.73
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Project Administrative Assistant	\$32.07	\$32.58	\$33.10	\$33.63	\$34.17
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Subject Matter Expert I	\$149.41	\$152.10	\$154.84	\$157.62	\$160.46
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Subject Matter Expert	\$129.81	\$132.14	\$134.52	\$136.94	\$139.41
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Program Manager	\$147.39	\$150.04	\$152.74	\$155.49	\$158.29
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Task Lead	\$89.76	\$91.38	\$93.02	\$94.69	\$96.40
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Intermediate Analyst IV	\$127.17	\$129.46	\$131.79	\$134.16	\$136.58
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Intermediate Analyst III	\$82.42	\$83.91	\$85.42	\$86.96	\$88.52
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Administrative Analyst II	\$71.63	\$72.92	\$74.23	\$75.57	\$76.93
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Administrative Analyst I	\$53.94	\$54.91	\$55.90	\$56.91	\$57.93
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Administrative Assistant**	\$28.03	\$28.54	\$29.05	\$29.58	\$30.11
541211, 541219, 541330ENG, 541380, 541420, 541611, 541715, 611430	Business Consultant	\$164.26	\$167.21	\$170.22	\$173.29	\$176.41