

CSCI Consulting

Financial Management & Technology Solutions



September 30, 2016



AUTHORIZED FEDERAL ACQUISITION SERVICE THE PROFESSIONAL SERVICES SCHEDULE (PSS) SCHEDULE PRICELIST



SIN 520-11: Accounting
520-11RC: Accounting Disaster and Recovery
SIN 520-13: Complementary Financial Management Services
520-13RC: Complementary Financial Management Services Disaster and Recovery

CREATIVE SOLUTIONS CONSULTING, INC.
8415 E. 56th Street, Suite 101
Indianapolis, IN 46216
www.csciconsulting.com

Contract Number: GS-00F-234DA
Schedule Title: The Professional Services Schedule (PSS)
Contract Period: 7/21/2016 – 7/20/2021
DUNS#: 124727376
CAGE code: 4ALQ3
Business Size: Small
SBA Certified: 8(a) Small Disadvantaged Business (SDB)
8(m) Economically Disadvantaged Woman Owned Small Business (EDWOSB)

Online 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.

<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit
<http://www.gsa.gov/portal/content/197989>

Table of Contents

Table of Contents	2
INFORMATION FOR ORDERING ACTIVITIES.....	3
APPLICABLE TO ALL SPECIAL ITEM NUMBERS	3
Point of Contact	4
Geographic Scope of Contract	4
Contractor's Ordering Address and Payment Information	4
Statistical Data for Government Ordering Office Completion of Standard Form 279 4	
FOB Point(s)	5
Delivery Schedule	5
Discounts.....	5
Small Requirements	5
Maximum Order.....	5
Ordering Procedures for Federal Supply Schedule Contracts	6
Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2001).....	6
Contract Administration for Ordering Activities	7
GSA Advantage!	7
Contractor Commitments, Warranties and Representations	7
Overseas Activities.....	8
Blanket Purchase Agreements (BPAs).....	8
Contractor Team Arrangements	8
Section 508 Compliance	8
Prime Contractor Ordering from Federal Supply Schedules.....	8
Insurance – Work on a Government Installation (Jan 1997) (FAR 52.228-5).....	9
Advance Payments.....	9
Service Contract Act	9
Creative Solutions Consulting, Inc. Rates	10
Labor Category Descriptions	11
USA Commitment to Promote Small Business Participation Procurement Programs 14	

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

Special Notice to Agencies: Small Business Participation

The Small Business Administration (SBA) strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three (3) schedule contractors or consider reasonably available information by using the GSA Advantage![™] on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Acquisition Service Home Page (www.gsaadvantage.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged (SDB), and women-owned small businesses, such as EDWOSB, among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two (2) or more items at the same delivered price will satisfy their requirement.

Point-of-Contact (Contract Administrator)

Creative Solutions Consulting, Inc.

Tom Ulsas, Executive Director of Strategic Programs and Accounts

8415 E. 56th Street, Suite 101

Indianapolis, IN 46216

Phone: (317) 903-5585

Email: TomUlsas@csciconsulting

Geographic Scope of Contract

Domestic delivery is delivery within the forty-eight (48) contiguous states, Alaska, Hawaii, Puerto Rico, Washington, D.C., and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, D.C., Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
 The Geographic Scope of Contract will be overseas delivery only.
 The Geographic Scope of Contract will be domestic delivery only.

Contractor's Ordering Address and Payment Information

Creative Solutions Consulting, Inc.

8415 East 56th Street, Suite 101

Indianapolis, IN 46216

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Telephone Number: (317) 757-8764

Fax: (317) 541-8401

Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 124727376
Block 30: Type of Contractor: A = Small Disadvantaged Business
Block 31: Woman-Owned Small Business: Y = Yes
Block 37: Contractor's Taxpayer Identification Number (TIN): 61-1416829

Creative Solutions Consulting, Inc. is registered in the System for Award Management (SAM) Database, located here: www.sam.gov.

FOB Point(s)

Destination

Delivery Schedule

- a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number	Delivery Time (Days ARO)
520-11	As agreed upon between CSCI and the contracting Agency at time of Task Order
520-13	As agreed upon between CSCI and the contracting Agency at time of Task Order

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

Discounts

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Other Special Discounts (i.e. Government Educational Institutions, etc.): None
- e. Credit Card: None
- f. Other: None

Small Requirements

The guaranteed minimum dollar value of orders to be issued is \$100.00.

Maximum Order

The maximum dollar value of orders to be issued is \$1,000,000.00.

Ordering Procedures for Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a Blanket Purchase Agreement (BPA) for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1: Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2: Ordering procedures for services requiring a statement of work.

Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2001)

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. Organizational Conflicts of Interest (OCI): Where there may be an OCI as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

Contract Administration for Ordering Activities

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4).

GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- a. Manufacturer
- b. Manufacturer's Part Number
- c. Product categories

Agencies can browse GSA Advantage! by accessing the Internet at www.gsaadvantage.gov.

Contractor Commitments, Warranties and Representations

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - 1) Time of delivery/installation quotations for individual orders.
 - 2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

- 3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the forty-eight (48) contiguous states and the District of Columbia, except as indicated below:

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

Blanket Purchase Agreements (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. 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 BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the Industrial Funding Fee (IFF) for all products and services provided under its individual contract.

Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.csciconsulting.com

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

Prime Contractor Ordering from Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement: This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

Insurance – Work on a Government Installation (Jan 1997) (FAR 52.228-5)

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective:
 - 1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - 2) Until thirty (30) days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

Advance Payments

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

Service Contract Act

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 29CFR 5413.300), 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.

Creative Solutions Consulting, Inc. Rates

Creative Solutions Consulting, Inc. is proposing hourly rates and all corresponding commercial job titles (labor categories) for those individuals who will perform the services.

Below are all rates, which are inclusive of the IFF:

		GSA Price per hour units	GSA Price per hour units	GSA Price per hour units	GSA Price per hour units	GSA Price per hour units
SIN	Labor Category	Base Year: 7/21/2016 - 7/20/2017	OY1: 7/21/2017 - 7/20/2018	OY2: 7/21/2018 - 7/20/2019	OY3: 7/21/2019 - 7/20/2020	OY4: 7/21/2020 - 7/20/2021
520-11 520-13	Manager-Senior	\$167.88	\$171.07	\$174.32	\$177.63	\$181.00
520-11 520-13	Auditor-Associate	\$111.65	\$113.77	\$115.93	\$118.13	\$120.38
520-11 520-13	Auditor-Advanced	\$148.36	\$151.18	\$154.05	\$156.98	\$159.96
520-11 520-13	Auditor-Senior	\$173.50	\$176.80	\$180.16	\$183.58	\$187.07
520-11 520-13	Information Systems Auditor-Advanced	\$113.01	\$115.16	\$117.35	\$119.58	\$121.85
520-11 520-13	Information Systems Auditor-Senior	\$168.25	\$171.45	\$174.70	\$178.02	\$181.41
520-11 520-13	Staff Accountant-Advanced	\$83.07	\$84.64	\$86.25	\$87.89	\$89.56
520-11 520-13	Staff Accountant-Senior	\$99.32	\$101.21	\$103.13	\$105.09	\$107.09

Labor Category Descriptions

Creative Solutions Consulting is proposing commercial job titles and descriptions (labor categories) for those individuals who will perform the services below under SINS 520-11, 520-11RC, 520-13, and 520-13RC:

Manager – Senior

Minimum Experience

Ten (10) years of relevant experience and a Bachelor's degree. Fifteen (15) years of relevant work experience can equate to a Bachelor's degree.

Functional Responsibilities

Provides direction and is responsible for the daily execution of business and/or financial management projects for commercial or government organizations that require experience in auditing, financial management, and/or financial analysis. Ensures project-specific assignments are completed on-time and within budget. Responsible for the project team, including planning and managing project staff and resources, and reviews work products for completeness, quality, and adherence to customer requirements. Interfaces with the client on project-specific needs. Delivers presentations and leads client meetings.

Auditor – Associate

Minimum Experience

Three (3) to five (5) years of relevant experience and Bachelor's degree. Eight (8) years of relevant work experience can equate to a Bachelor's degree.

Functional Responsibilities

Under general direction, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Auditor – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and Bachelor's degree. Ten (10) years of relevant work experience can equate to a Bachelor's degree.

Functional Responsibilities

Under minimal direction, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates,

implements, and monitors corrective action plans. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Auditor – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience, Bachelor's degree, and is a Certified Public Accountant. Fifteen (15) years of relevant work experience can equate to a CPA certification.

Functional Responsibilities

Through self-directed activities, responsible for financial management and auditing tasks. Prepares financial statements and performs transaction review and analysis. Provides assessments and reviews of internal controls over financial reporting and financial systems. Performs voucher-level detailed reconciliations, including financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Information Systems Auditor – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and a Bachelor's degree. Ten (10) years of relevant work experience can equate to a Bachelor's degree.

Functional Responsibilities

Under minimal direction, completes comprehensive analysis of financial systems, assesses requirements for systems, and identifies technical risks, mitigation strategies, and recommendations. Assists in converting accounting systems by performing data cleansing, researching missing financial information, and performing reconciliations. Performs voucher-level detailed reconciliations, including analysis and reconciliation of financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management tasks.

Information Systems Auditor – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience, Bachelor's degree, and is eligible to receive a Certified Information Systems Auditor (CISA) certification. Fifteen (15) years of relevant work experience can equate to a Bachelor's degree.

Functional Responsibilities

Through self-directed activities, responsible for comprehensive analysis of financial systems, assesses requirements for systems, and identifies technical risks, mitigation strategies, and

recommendations. Assists in converting accounting systems by performing data cleansing, researching missing financial information, and performing reconciliations. Performs voucher-level detailed reconciliations, including analysis and reconciliation of financial statements and related financial reports. Conducts risk assessments, documents and tests control activities, creates narratives and flowcharts of processes. Documents and assesses environments and creates presentations and findings. Creates, implements, and monitors corrective action plans. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

Staff Accountant – Advanced

Minimum Experience

Five (5) to eight (8) years of relevant experience and a Bachelor's degree. Ten (10) years of relevant work experience can equate to a Bachelor's degree.

Functional Responsibilities

Under minimal direction, performs financial management, accounting and auditing tasks. Provides assessments and reviews of financial and accounting system procedures, reports and other financial management requirements. Requires knowledge of financial statements, general ledgers and budget execution. A certain degree of creativity and latitude is required. Consults with team managers and typically reports to the Manager-Senior on financial management and accounting tasks.

Staff Accountant – Senior

Minimum Experience

Eight (8) to ten (10) years of relevant experience and a Bachelor's degree. Fifteen (15) years of relevant work experience can equate to a Bachelor's degree.

Functional Responsibilities

Through self-directed activities, performs financial management, accounting and auditing tasks. Provides assessments and reviews of financial and accounting system procedures, reports and other financial management requirements. Requires knowledge of financial statements, general ledgers and budget execution. A wide degree of creativity and latitude is required. Typically reports to the Manager-Senior and directs the completion of projects in coordination with the Manager-Senior.

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Creative Solutions Consulting, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts.

To accelerate potential opportunities please contact:

Michele D. Meyer

Phone: (317) 757-8764

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