

**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 are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: GSAAvantage.gov.

**Schedule Title:** Financial and Business Solutions

**FSC Group:** 520

**Contract Number:** GS-23F-0005W

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [fss.gsa.gov](http://fss.gsa.gov).

**Contractor Name:** Willdan Financial Services

**Address:** 27368 Via Industria, Ste 110  
Temecula, CA 92590

**Phone Number:** 951-587-3500

**Fax Number:** 888-326-6864

**Web site:** [www.willdan.com](http://www.willdan.com)

**Email:** [mrisko@willdan.com](mailto:mrisko@willdan.com)

**Contact for contract administration:** Mark Risco

**Contract Period:** October 19, 2009 – October 18, 2014

**Business size:** Large Business

Prices Shown Herein are Net (discount deducted)

Date: November 4, 2009

## CUSTOMER INFORMATION PAGE

- 1a. **Special Item Numbers:**
- 520-11 – Accounting
  - 520-13 – Complementary Financial Management Services
  - 520-15 – Outsourcing Recurring Commercial Activities for Financial Management Services
  - 520-16 – Business Information Services
- 1b. **Pricing:** Please See Page 4.
- 1c. **Labor Category Descriptions:** Please See Page 5.
2. **Maximum order:** \$1,000,000
3. **Minimum order:** \$300.00
4. **Geographic coverage:** Domestic Only
5. **Point(s) of production:** Not Applicable
6. **Discount from list prices or statement of net price:** Prices listed herein are Net.
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 Days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. **Notification that Government purchase cards are accepted above the micro-purchase threshold.**
10. **Foreign items:** Not applicable.
- 11a. **Time of delivery:** Please contact Willdan Financial Services, Inc.
- 11b. **Expedited delivery:** Please contact Willdan Financial Services, Inc.
- 11c. **Overnight and 2-day delivery:** Please contact Willdan Financial Services, Inc.
- 11d. **Urgent requirements:** See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.
12. **F.O.B. point(s):** Destination



- 13a. **Ordering address(es):**
- By Mail:**  
Willdan Financial Services  
27368 Via Industria, Suite 110  
Temecula, CA 92590
- Fax:** 888-326-6864
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address:**
- Willdan Financial Services  
27368 Via Industria, Suite 110  
Temecula, CA 92590
15. **Warranty provision:** Not Applicable
16. **Export packing charges:** Not Applicable
17. **Terms and conditions of Government purchase card acceptance:** None
18. **Terms and conditions of rental maintenance, and repair:** Not Applicable
19. **Terms and conditions of installation:** Not Applicable
20. **Terms and conditions of repair parts:** Not Applicable
- 20a. **Terms and conditions for any other services:** Not Applicable
21. **List of service and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventative maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **Section 508 compliance:** Not Applicable
25. **Data Universal Number System (DUNS) number:** 62-065-8823
26. **Willdan Financial Services, Inc. is registered in the CCR database.**



### Pricing

<b>SIN PROPOSED</b>	<b>SERVICE PROPOSED</b>	<b>MIN ED</b>	<b>MIN EX</b>	<b>GSA PRICE</b>
520-11, 520-13, 520-15, 520-16	Division Manager	BS	7	\$179.54
520-11, 520-13, 520-15, 520-16	Pricipal Consultant	MA	4-10	\$144.63
520-11, 520-13, 520-15, 520-16	Sr. Project Manager	BA	6	\$124.68
520-11, 520-13, 520-15, 520-16	Project Manager	BA	4	\$104.73
520-11, 520-13, 520-15, 520-16	Sr. Project Analyst	BS	4	\$94.76
520-11, 520-13, 520-15, 520-16	Senior Analyst	BS	4	\$84.78
520-11, 520-13, 520-15, 520-16	Analyst	BS	2	\$74.81
520-11, 520-13, 520-15, 520-16	Analyst Assistant	AA	2	\$64.83



# Labor Category Descriptions

## 1. **Division Manager**

Functional Responsibility: Manages an area of specialty within the organization and is responsible for all staff, quality of projects and profit and loss by performing the following duties personally or through subordinate supervisors. May include direct project related quality control responsibilities for client engagements.

Experience: 7 years working in area of specialty or equivalent combination of education and experience. Requires at least two years supervisory experience.

Minimum Training: Minimum of 7 years working in area of specialty or equivalent combination of education and experience. Requires at least two years supervisory experience.

Certification: None

Education/Degree: Master's degree (M.A.) or equivalent

## 2. **Principal Consultant**

Functional Responsibility: Consults with client to define need or problem, conducts studies and surveys to obtain data and analyzes data to advise on or recommend solution by performing the following duties. Project duties may include highly advanced quantitative and analytical skills for data analysis, accounting transactions, financial reporting and analysis, economic and regulatory analysis and other financial management activities. Also coordinates and assists with Marketing and Business Development activities, to support the objective as defined by the President of the company. Additionally, the Principal Consultant manages subordinate analysts, and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and addressing complaints and resolving problems.

Experience: 4 to 10 years related experience and/or training; or equivalent combination of education and experience.

Minimum Training: 4 to 10 years related experience and/or training; or equivalent combination of education and experience.

Certifications: None

Education/Degrees: Master's degree (M.A.) or equivalent



### 3. **Senior Project Manager**

**Functional Responsibility:** In conjunction with Division Manager, plans, directs and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties or delegating to Analyst as appropriate. Project duties may include advanced level quantitative and analytical skills for data analysis, accounting transactions, financial reporting and analysis, economic and regulatory analysis and other financial management activities. Additionally, the Senior Project Manager may direct the work of other Project Managers and Senior Analysts, manage the daily workflow of the department in the absence of Division Manager, assist in invoicing and reviewing of invoices for services, assist the Division Manager with staff performance reviews, attend client interviews as required, and conduct team meetings and follow up to ensure compliance by staff in meeting deadlines.

**Experience:** 4 to 6 years relevant work experience or equivalent combination of education and experience, or 2 years experience as a Project Manager.

**Minimum Training:** Minimum of four years relevant work experience or equivalent combination of education and experience, or 2 years experience as a Project Manager.

**Certifications:** None

**Education/Degrees:** B.S. Degree

### 4. **Project Manager**

**Functional Responsibility:** In conjunction with Division Manager, plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters by performing the following duties or delegating to Analyst as appropriate. Project duties may include quantitative and analytical skills for data analysis, accounting transactions, financial reporting and analysis, economic and regulatory analysis and other financial management activities.

**Experience:** 4 years relevant work experience or equivalent combination of education and experience. Or 1 to 2 years experience as a Senior Analyst.

**Minimum Training:** Minimum of 4 to 6 years relevant work experience or equivalent combination of education and experience. Or 1 to 2 years experience as a Senior Analyst.

**Certifications:** None

**Education/Degree:** B.S. Degree



5. **Senior Project Analyst**

Functional Responsibility: Under limited supervision develops, interprets, and implements complex financial and accounting concepts, or techniques for financial planning and control, by performing the following duties or delegating to Analysts, as appropriate. Assigned tasks may include, but are not limited to, transaction analysis and processing, data analysis and summarization, classifying accounting transactions and special studies to improve accounting operations. Tasks may also include such duties as financial reporting and analysis, strategic financial planning, financial policy formulation and development as well as conducting special cost studies, performing economic and regulatory analysis, financial quality assurance efforts, billing, payroll processing, application processing, data processing and other financial management activities. The Senior Project Analyst works closely with Project Manager, and may cover some Project Manager responsibilities in absence of Project Manager. Additionally, they manage project completion to remain within department profitability goals, assist the Project Manager with invoicing for services, and revenue acceptance functions, and follow up on accounts receivable. They assist the Project Manager in proposal generation and preparation for prospective client interviews and provide technical training to analysts.

Experience: 4 years relevant work experience or equivalent combination of education and experience or 1-2 years experience as a Senior Analyst.

Minimum Training: Minimum of 4 years relevant work experience or equivalent combination of education and experience or 1-2 years experience as a Senior Analyst.

Certifications: None

Education/Degree: B.S. Degree

6. **Senior Analyst**

Functional Responsibility: Under limited supervision develops, interprets, and implements complex financial and accounting concepts, or techniques for financial planning and control, by performing the following duties. Assigned tasks may include, but are not limited to, transaction analysis and processing, data analysis and summarization, classifying accounting transactions and special studies to improve accounting operations. Tasks may also include such duties as financial reporting and analysis, strategic financial planning, financial policy formulation and development as well as conducting special cost studies, performing economic and regulatory analysis, financial quality assurance efforts, billing, payroll processing, application processing, data processing and other financial management activities.

Experience: 4 years relevant work experience or equivalent combination of education and experience or 1-2 years experience as an Analyst II.

Minimum Training: Minimum of 4 years relevant work experience or equivalent combination of education and experience or 1-2 years experience as an Analyst II.

Certifications: None

Education/Degrees: B.S. Degree



**7. Analyst**

Functional Responsibility: Under close supervision develops, interprets, and implements financial and accounting concepts, or techniques for financial planning and control. Assigned tasks may include, but are not limited to, transaction analysis and processing, data analysis and summarization, classifying accounting transactions and special studies to improve accounting operations. Tasks may also include such duties as financial reporting and analysis, strategic financial planning, financial policy formulation and development as well as conducting special cost studies, performing economic and regulatory analysis, financial quality assurance efforts, billing, payroll processing, application processing, data processing and other financial management activities.

Experience: 2 years relevant work experience or equivalent of education and experience.

Minimum Training: Minimum of 2 years relevant work experience or equivalent of education and experience.

Certifications: None

Education/Degrees: B.S. Degree

**8. Analyst Assistant**

Functional Responsibility: Develops, interprets, and implements complex financial and accounting concepts, or techniques for financial planning and control, by performing the following duties.

Experience: Two years of work experience and six months to one year related experience and/or training; or equivalent combination of education and experience.

Minimum Training: Must have two years of work experience and six months to one year related experience and/or training.

Certifications: None

Education/Degrees: Associate's degree (A.A.) or equivalent from two-year college or technical school.

