



Schedule

U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

CONTRACTOR:
CAPITOL BUSINESS SOLUTIONS INC
4327 N 18TH ST
ARLINGTON, VA 222072309
Contract Number: GS23F0007U

Schedule Title : **Professional Services Schedule (PSS)**
Product Service Code : **R704**
DUNS# : **136886673**
Contract Period : **December 14, 2007 - December 13, 2017**
Business Size : **Small**

Contract Administrator : **ESTHER L. LEHMANN**
Phone Number : **703-801-0609**
Fax Number : **703-522-4930**
Web Site : **<http://www.capitolbizsolutions.com>**

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>

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Awarded service information listed by Special Item Numbers (SINS):

SIN:520 11 / 520 11RC - Accounting

Analyst

Possess a rudimentary knowledge of accounting and financial management operations/practices. Possess knowledge of office automation tools and financial systems. Demonstrated knowledge in the creation and utilization of spreadsheets, databases, documents, and presentations. Duties: Interface with the client on day-to-day activities. Perform assigned tasks in accordance with detailed directions provided by senior engagement staff. Apply their knowledge of accounting and financial systems to record complex financial events. Apply their understanding of accounting and financial management to conduct data gathering, analysis, and reconciliation, and reporting. Support the completion and execution of planned tasks within estimated time frames, budget constraints, and client requirements. Support day-to-day project meetings and presentations to clients.

Period:	12/14/2012 - 12/13/2013	12/14/2013 - 12/13/2014	12/14/2014 - 12/13/2015	12/14/2015 - 12/13/2016	12/14/2016 - 12/13/2017
GSA Price Per Hour:	\$76.47	\$77.69	\$78.94	\$80.20	\$81.48

Consultant

Possess knowledge of accounting operations and rudimentary knowledge of federal financial management legislation, policies, standards, and financial system requirements. Demonstrated ability to independently apply knowledge to specific project tasks and provide guidance to subordinate staff on those specific tasks. Possess experience in office automation tools and financial systems. Demonstrated experience in the creation and utilization of complex spreadsheets, databases, documents, and presentations. Duties: Interface with the client on day-to-day activities. Independently perform assigned tasks. Apply their knowledge of accounting and financial systems to record complex financial events. Apply their knowledge to conduct complex data gathering, analysis, and reconciliation, and reporting. Support the completion and execution of planned tasks within estimated time frames, budget constraints, and client requirements. Support day-to-day project meetings and presentations to clients.

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GSA Price Per Hour:	\$116.96	\$118.83	\$120.73	\$122.66	\$124.63

Consultant II

Possess considerable knowledge of accounting operations and working knowledge of federal financial management legislation, policies, standards, and financial system requirements. Possess experience in one or more key project areas. Demonstrated ability to independently apply their knowledge and provide guidance in their key project area to subordinate staff. Demonstrated ability to create and utilize complex spreadsheets, databases, documents, and presentations. Duties: Interface with the client on day-to-day activities. Independently perform assigned tasks and direct subordinate staff in sub-tasks. Utilize their knowledge to conduct complex data gathering, analysis, and reconciliation, and reporting, in their area of expertise. Identify possible issues in their area of expertise and help formulate solutions. Support the execution of planned tasks within estimated time frames, budget constraints, and client requirements. Support day-to-day project meetings and presentations to clients.

Period:	12/14/2012 - 12/13/2013	12/14/2013 - 12/13/2014	12/14/2014 - 12/13/2015	12/14/2015 - 12/13/2016	12/14/2016 - 12/13/2017
GSA Price Per Hour:	\$123.70	\$125.68	\$127.69	\$129.73	\$131.81

Managing Consultant

Possess a thorough knowledge of federal financial management legislation, policies, standards, and financial system requirements. Demonstrated ability to apply financial management and accounting concepts and provide direction for multiple projects with varying complexity. Duties: Plan the

engagement to accomplish the Statement of Work. Provide the primary interface with client management on engagement issues. Consult with CBS management on the status of the engagement. Has overall Responsibility for the completion of projects within estimated time frames, budget constraints, and client requirements. Provide federal financial management guidance to the engagement staff. Review work product for completeness and adherence to applicable regulations and customer requirements. Lead all strategic engagement meetings. Present all strategic presentations to clients. Present the final work product to clients and obtain acceptance. Possibly perform highly complex project tasks when required.

Period:	12/14/2012 - 12/13/2013	12/14/2013 - 12/13/2014	12/14/2014 - 12/13/2015	12/14/2015 - 12/13/2016	12/14/2016 - 12/13/2017
GSA Price Per Hour:	\$202.42	\$205.66	\$208.95	\$212.29	\$215.69

Senior Consultant

Possess a working knowledge of federal financial management legislation, policies, standards, and financial system requirements. Demonstrated ability to independently apply accounting and financial management concepts to issues and provide direction to subordinate staff. Duties: Participate in engagement planning. Provide the day-to-day interface with the client and manage the daily activities. Consult with the Managing Consultant on the detailed status of the engagement. Direct the execution of planned tasks within estimated time frames, budget constraints, and client requirements. Identify potential issues and formulate solutions. Supervise subordinate staff and provide federal financial management guidance on specific tasks. Review daily work product for completeness and adherence to applicable regulations and customer requirements. Lead all day-to-day project management meetings. Present all task-specific presentations to clients. Perform complex to highly complex project tasks.

Period:	12/14/2012 - 12/13/2013	12/14/2013 - 12/13/2014	12/14/2014 - 12/13/2015	12/14/2015 - 12/13/2016	12/14/2016 - 12/13/2017
GSA Price Per Hour:	\$145.07	\$147.39	\$149.75	\$152.15	\$154.58

SIN:520 13 / 520 13RC - Complementary Financial Management Services

Analyst

Possess a rudimentary knowledge of accounting and financial management operations/practices. Possess knowledge of office automation tools and financial systems. Demonstrated knowledge in the creation and utilization of spreadsheets, databases, documents, and presentations. Duties: Interface with the client on day-to-day activities. Perform assigned tasks in accordance with detailed directions provided by senior engagement staff. Apply their knowledge of accounting and financial systems to record complex financial events. Apply their understanding of accounting and financial management to conduct data gathering, analysis, and reconciliation, and reporting. Support the completion and execution of planned tasks within estimated time frames, budget constraints, and client requirements. Support day-to-day project meetings and presentations to clients.

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GSA Price Per Hour:	\$145.07	\$147.39	\$149.75	\$152.15	\$154.58

Terms and Conditions:

1. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

SIN	Description
520 11 / 520 11RC	Accounting / Accounting - Recovery Act
520 13 / 520 13RC	Complimentary Financial Services / Complimentary Financial Services - Recovery Act

2. Maximum Order:

\$1,000,000

3. Minimum Order:

\$100

4. Geographic Coverage:

50 St,DC,Terri.

5. Point(s) of production (city, county, and State or foreign country):

Not Applicable

6. Quantity Discounts:

7. Prompt Payment Terms:

0%-0 0%-0 NET 30

8. Government purchase cards accepted above the micro-purchase threshold:

Yes

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

Yes

10. Foreign Items:

Not Applicable

11. Time of Delivery:

365 Days From date of award to date of completion (services only)

12. Expedited Delivery:

Time of Delivery specified on the Task Order supersedes Time of Delivery indicated in 10a. Items available for Expedited Delivery are noted in the price list.

13. Overnight and 2-Day Delivery:

Not Applicable

14. Urgent Requirements:

Contact Contractor to affect a faster delivery.

15. F.O.B. Points:

- Alaska : D - Destination
- Continental US : D - Destination
- Hawaii : D - Destination
- Puerto Rico : D - Destination

16. Ordering Addresses:

1	Capitol Business Solution Esther L Lehman 4327 18th ST N Arlington, VA 22207 USA Ph:703-801-0609 Fax:703-522-4930 elehman@capitolbizsolutions.com
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17. Ordering Procedures:

Ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found on the GSA Website (<http://www.gsa.gov/portal/category/100623>).

18. Payment Addresses:

1	Capitol Business Solution Esther L Lehman 4327 18th ST N Arlington, VA 22207 USA Ph:703-801-0609 Fax:703-522-4930 elehman@capitolbizsolutions.com
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19. Warranty Provision:

Contractor's Standard Commercial Warranty

20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

Contact Contractor for information regarding terms and conditions of Credit Card acceptance above the micro-purchase level.

21. Terms and conditions of repair parts:

Not Applicable

22. Terms and conditions for any other services:

Contact Contractor for information regarding terms and conditions of services.

23. Terms and conditions of rental, maintenance, and repair:

Not Applicable

24. Terms and conditions of installation:

Not Applicable

25. List of service and distribution points:

Not Applicable

26. List of Participating Dealers:

Not Applicable

27. Preventative Maintenance:

Not Applicable

28. Special attributes such as environmental attributes:

Not Applicable

29. Section 508 compliance information:

Not Applicable

30. Data Universal Number System (DUNS) Number:

136886673

31. Service Contract Act (SCA) Statement:

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 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.