



912 Thayer Avenue  
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**Updated - 05/03/2010**

*“Our business is about **PEOPLE**. At FM Talent Source our mission is to help you succeed. By providing world-class business solutions through our consulting, contracting and recruiting services, your obstacles become opportunities for us to identify win-win solutions. FM Talent Source understands that the right people, in the right places at the right time ensure your success.”*

**Financial and Business Solutions (FABS)  
FSC Group - 520**

**DUNS# 169727646**

**GSA Contract # GS-23F-0008V**

**GSA Contract # GS-23F-0007V (small business set aside)**

December 2, 2008 – December 1, 2013

Minimum Order: \$300 per SIN

Maximum Order: \$1,000,000 per SIN

Geographic Coverage: Domestic

Discounts Negotiated at Task Order Level

Time of Delivery Negotiated at Task Order Level

Prompt Payment Not applicable

**\*\*\*8(a) certified company\*\*\***

**Active CCR registration – valid until 01/05/2011**

**\*\*\*Government Purchase Cards are also accepted above the micro-purchase threshold\*\*\***

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Silver Spring, MD 20910  
301-495-4956 (main)  
301-495-1510 (fax)

County: Montgomery County, MD

## Financial and Business Solutions (FABS)

<b>SIN 520-3</b>	<b>Due Diligence and Support Services</b>
<b>SIN 520-5</b>	<b>Loan Servicing and Asset Management</b>
<b>SIN 520-7</b>	<b>Financial and Performance Audits</b>
<b>SIN 520-8</b>	<b>Complementary Audit Services</b>
<b>SIN 520-9</b>	<b>Recovery Audits</b>
<b>SIN 520-10</b>	<b>Transportation Audits (Small Business Set-Aside)</b>
<b>SIN 520-11</b>	<b>Accounting</b>
<b>SIN 520-12</b>	<b>Budgeting</b>
<b>SIN 520-13</b>	<b>Complementary Financial Management Services</b>
<b>SIN 520-15</b>	<b>Outsourcing Recurring Commercial Activities for Financial Management Services</b>
<b>SIN 520-17</b>	<b>Risk Assessment and Mitigation Services</b>
<b>SIN 520-18</b>	<b>Independent Risk Analysis</b>
<b>SIN 520-21</b>	<b>Program Management Services</b>
<b>SIN 520-22</b>	<b>Grants Management and Support Services</b>

Labor Category	<b>12/02/08 – 12/01/09</b>	12/02/09 – 12/01/10	12/02/10 – 12/01/11	12/02/11 – 12/01/12	12/02/12 – 12/01/13
<b>SIN: 520-3, 520-5, 520-8, 520-9, 520-10, 520-11, 520-12, 520-13, 520-15</b>					
Project Director	<b>\$ 155.13</b>	\$ 159.78	\$ 164.58	\$ 169.51	\$ 174.60
Senior Manager	<b>\$ 141.84</b>	\$ 146.10	\$ 150.48	\$ 154.99	\$ 159.64
Manager	<b>\$ 132.89</b>	\$ 136.88	\$ 140.98	\$ 145.21	\$ 149.57
Senior Analyst	<b>\$ 110.81</b>	\$ 114.13	\$ 117.56	\$ 121.09	\$ 124.72
Analyst	<b>\$ 81.00</b>	\$ 83.43	\$ 85.93	\$ 88.51	\$ 91.17
Junior Analyst	<b>\$ 62.06</b>	\$ 63.92	\$ 65.84	\$ 67.81	\$ 69.85
Administrative Assistant	<b>\$ 39.89</b>	\$ 41.09	\$ 42.32	\$ 43.59	\$ 44.90

## LABOR CATEGORIES

### FINANCIAL AND BUSINESS SOLUTIONS

**(N) PROJECT DIRECTOR**

Provides day-to-day management of the project operations. Provides management and leadership to support staff. Responsible for the planning and coordinating of the daily activities of the staff. Responsible for quality control and project reporting.

Requires a Bachelors Degree and/or a minimum 7-10 years of experience in the field or a related area.

**(N) SENIOR MANAGER**

Assists Project Director with day-to-day management of project operations. Assists Project Director with providing management and leadership to support staff. Assists with the planning and coordinating of the daily activities of the staff. Assists with the preparation of project reporting and with providing the quality control.

Requires a Bachelors Degree and/or a minimum 5-7 years of experience in the field or a related area.

**(N) MANAGER**

Implements business solutions according to goals and objectives of the project. Works closely with staff in resolving any project, personnel or planning issues. Works with agency POC to accomplish specific task orders. Conducts preliminary quality control over project deliverables and activities.

Requires a Bachelors Degree and/or 5 years of experience in the field or a related area.

**(N) SENIOR ANALYST**

Recommends and develops business solutions according to the goals and objectives of the project. Prepares documentation, reports and deliverables for manager and client approval. Actively participates in the engagement with the ability to work as an independent contributor or as a key team member with little daily supervision.

Requires a Bachelors Degree and/or 3-5 years of experience in the field or a related area.

**(N) ANALYST**

Recommends and develops business solutions according to the goals and objectives of the project. Prepares documentation, reports and deliverables for manager and client approval. Actively participates in the engagement as a key team member who is provided daily supervision and direction.

Requires a Bachelors Degree and/or 2-4 years of experience in the field or a related area.

**(N) JUNIOR ANALYST**

Assists in developing business solutions according to the goals and objectives of the project. Assists with preparing documentation, reports and deliverables for manager approval. Actively participates in the engagement as a support team member who is provided daily supervision and direction.

Requires a high school diploma or its equivalent with 0-3 years of experience in the field or a related area.

**(N) ADMINISTRATIVE ASSISTANT**

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, researches and creates presentations. Generate reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit or department.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or a related area.