

Concetrance Consulting Group

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Financial and Business Solutions (FABS)

GS-23F-0012U

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Concetrance is an 8a, women-owned, small disadvantaged, management consulting firm staffed by a team of highly experienced consultants. Having achieved a very successful track record providing consulting and business improvement services in the private sector, Concetrance now offers these services to government enterprises.

At Concetrance, we strive to achieve excellence in our client engagements and nurture and reward an environment of excellence within our own company. We embrace core values among ourselves as well as with our clients that foster a collaboration, openness, and excellence. Our goal is to make Concetrance a good place to work and our associates, good people to work with who share a common focus your success.

We apply a 4Cs Model for Success to the various stages of client initiatives. By following our methodology, our consultants help clients clarify their objectives; develop solutions and outcomes that meet these objectives; and communicate their objectives and processes both to internal and external audiences. Concetrance engagements establish a platform for the on-going management and of client initiatives, which ensures a smooth transition to the successor or in-house management team.

The Concetrance 4Cs Model for Success is based on our study of and experience with successful initiatives all initiatives follow similar and iterating paths centered on the same vision. We captured these paths in the Concetrance 4Cs Model for Success, Concept Development Construction, Communication and Convergence.

Concetrance has a GSA Financial and Business Solutions (FABS) contract for SINS: 520-1, Program Financial Advisor; 520-3, Due Diligence Support Services; 520-8, Complementary Audit Services; and 520-13, Complementary Financial Management Services. The following list describes specific areas of specialty within each of these SINS.

Program Financial Advisor 520-1

- Develop and manage an asset resolution program
- Asset sales
- Develop, manage and/or implement an origination program
- Marketing and asset resolution support
- Post sale analysis and resolution support

Due Diligence Support Services 520-3

Data collection and organization
Due diligence support
Quality control/information control

Complementary Audit Services 520-8

Develop methods and approaches to be applied in evaluating a new or a proposed program
Forecast potential program outcomes under various assumptions
Perform peer reviews

Complementary Financial Management Services 520-13

Assist with implementation of corrective actions
Assess and improve financial reporting and analysis
Develop new reporting formats and pro-forma financial reports
Assist in improving and streamlining reporting and analysis processes
Perform cost-benefit or other special financial analyses
Assist with the requirements of the Government Performance & Results Act
Assist with devising and implementing performance measures and related processes and systems
Assist with strategic and operational financial planning
Resolve audit recommendations
Assist in financial policy formulation and development
Perform economic and regulatory analyses
Assist with quality assurance efforts

Labor Category Descriptions

Labor Category Descriptions (SINs 520-1, 520-3, 520-8, 520-13)

Labor Category Name: Partner/Expert Consultant II

Minimum Requirements

Years of Experience:

- 15 or more years experience in specific areas of business management and analytics.

Education:

Masters Degree or Ph. D. in business, economics, statistics or finance or equivalent experience

Experience:

The Partner/Expert Consultant II is someone known in his/her field, which is either academic, gained from publication of financial articles or has acquired broad industry recognition for successful research, design, development or implementation of highly specialized financial issues, systems or methods. The Partner/Expert Consultant II possesses unique subject matter expertise in a defined competency area with a strong history of success in the execution of those competencies. The Partner/Expert Consultant II has been responsible for applying his/her in-depth knowledge and expertise to educate

and guide clients on best practices in the areas of management, financial and operational systems and problem identification and solution implementation.

Labor Category Name: Senior Consultant

Minimum Requirements

Years of Experience:

- 10 or more years experience in the management of large scale and multiple business and financial initiatives.

Education:

Bachelor's Degree.

Experience:

The Senior Consultant has managed large, complex business and financial engagements. He has demonstrated the ability to perform in-depth financial analysis including such areas as budgets, portfolios and cost/benefit analysis. The Senior Consultant structures problem identification processes and associated solutions, prioritizes activities, delegates tasks, coaches team members, manages initiative schedule and costs and manages day-to-day interactions with clients. He/she is facile with financial concepts and is able to lead analysis of financial data. The Senior Consultant can develop and present major client reports.

Labor Category Name: Consultant III

Minimum Requirements

Years of Experience:

- 5- 10 years experience in the management, development and implementation of large scale business and financial initiatives.

Education:

Bachelor's Degree.

Experience:

The Consultant III has managed medium sized business and financial engagements and has the ability to perform in-depth financial analysis including areas such as budgets, portfolios, cost/benefit. The Consultant III structures problem identification processes and associated solutions, prioritizes activities, delegates tasks, coaches team members, manages initiative schedule and costs and manages day-to-day interactions with clients. He/she is facile with financial concepts and is able to lead analysis of financial data. The Consultant III can independently develop and present mid-sized client reports.

Labor Category Name: Consultant II

Minimum Requirements

Years of Experience:

- 3- 8 years of experience in the development and implementation of business and financial initiatives.

Education:

Bachelor's Degree or equivalent experience

Experience:

The Consultant II is experienced with either financial, banking or mortgage processes and documentation; or with operations management, quality control and regulatory compliance and can develop and deliver client reports with minimum supervision.

Labor Category Name: Consultant I

Minimum Requirements

Years of Experience:

- 2 – 4 years of experience in the development and implementation of business and financial initiatives.

Education:

Bachelor's Degree or equivalent experience

Experience:

The Consultant II is experienced with either financial, banking or mortgage processes and documentation; or with operations management, quality control and regulatory compliance and can perform business research, analyze data and contribute to the development of client reports and presentations with supervision.

Labor Category Name: Senior Analyst

Minimum Requirements

Years of Experience:

- 5 years demonstrated experience in hypothesis formulation, data gathering and manipulation using Excel or SAS. Must have demonstrated the ability to draw conclusions and discover trends within the information being mined or analyzed.

Education:

Bachelor's Degree

Experience:

The Senior Analyst supports the project team in the research and analysis of data, information, trends, and processes based upon the requirements of the particular engagement. The Senior Analyst applies specialized knowledge of practice area in areas of assignment. The Senior Analyst often takes responsibility for a defined portion of the engagement and participates in formulating the recommendations put forth by the project team. The Senior Analyst oversees the work of other Analysts. The Senior Analyst presents findings in a clear concise manner to diverse audiences. The Senior Analyst may have overall management responsibility for small to medium sized engagements.

Labor Category Name: Business Analyst III

Minimum Requirements

Years of Experience:

- 3-5 years demonstrated experience conducting business analyses that address client financial needs or systems. Business area of focus may vary including budgeting, financial systems, portfolio analysis, and cost/benefit.

Education:

Bachelor's Degree

Experience:

The Business Analyst III can identify business problems and recommend potential solutions. He/She is capable of designing tactical implementation solutions and implementing them. He/She can perform financial research, financial operations, and develop and write client status reports. The Business Analyst III can work with minimal supervision and can supervise a small to medium-sized project. The Business Analyst III can conduct general business and financial research with minimal direction and is facile with general office environment work tools such as Microsoft Office suite.

Labor Category Name: Business Analyst II

Minimum Requirements

Years of Experience:

- 2-5 years demonstrated experience conducting business and analyses that address client financial or operational needs. Business area of focus may vary including business administration and finance, economics, statistics, mortgage, or banking.

Education:

Bachelor's Degree

Experience:

The Business Analyst II performs work activities similar or identical to the Business Analyst III. The Business Analyst II requires a greater degree of direction in completing assignments than the Business Analyst III. The Business Analyst II can identify business problems and recommend potential solutions. He/She is capable of designing tactical implementation solutions and implementing them. He/She can develop and write client status reports with supervision. The Business Analyst II can conduct general business and financial research with minimal direction and is facile with general office environment work tools such as Microsoft Office suite.

Labor Category Name: Administrative Staff

Minimum Requirements

Years of Experience:

- 5+ years experience in a business environment with a role in administrative support. This position performs tactical and operational aspects of client engagements.

Education:

High School Certificate or equivalent; Associates Degree or 2 years towards a Bachelor's Degree

Experience:

Administrative Staff performs operational and tactical activities defined and supervised by the project manager or project supervisor. He/She is capable of developing and implementing operational solutions and is facile with general office environment work tools such as Microsoft Office suite and office equipment such as binding and postage equipment. Duties may include such activities as data entry tasks, report generation and distribution, and arrangements for client equipment and travel, participating in report and development and production as well a graphics development and basic research. The Administrative Staff may supervise other administrative staff and is capable of working with minimum supervision.

Labor Category Name: Support Staff

Minimum Requirements

Years of Experience:

- 1-5 years experience in a business environment with a role in administrative support or data entry and analysis. This position performs tactical aspects of client engagements.

Education:

High School Certificate or equivalent; Associates Degree or 2 years towards a Bachelor's Degree

Experience:

Support staff performs operational and tactical activities defined and supervised by the project manager or project supervisor. He/She is capable of implementing operational solutions and is facile with general office environment work tools such as Microsoft Office suite and office equipment such as binding and postage equipment. Duties may include such activities as data entry tasks, report generation and distribution, and arrangements for client equipment and travel.

**SIN 520-1 Program Financial Advisor, SIN 520-3 Due Diligence, SIN 520-8,
Complementary Audit Services, SIN 520-8 Complementary Financial Management Services**

Base Years Hourly Rates

Labor Category	Base Year 1 2008	Base Year 2 2009	Base Year 3 2010	Base Year 4 2011	Base Year 5 2012
Partner/Expert Consultant II	\$ 251.88	\$ 261.96	\$ 272.43	\$ 283.33	\$ 294.66
Senior Consultant	\$ 175.14	\$ 182.15	\$ 189.43	\$ 197.01	\$ 204.89
Consultant III	\$ 120.90	\$ 125.74	\$ 130.77	\$ 136.00	\$ 141.44
Consultant II	\$ 82.90	\$ 86.22	\$ 89.66	\$ 93.25	\$ 96.98
Consultant I	\$ 70.53	\$ 73.35	\$ 76.29	\$ 79.34	\$ 82.51
Senior Analyst	\$ 127.18	\$ 132.27	\$ 137.56	\$ 143.06	\$ 148.78
Business Analyst III	\$ 95.55	\$ 99.37	\$ 103.35	\$ 107.48	\$ 111.78
Business Analyst II	\$ 65.48	\$ 68.10	\$ 70.82	\$ 73.66	\$ 76.60
Data Analyst	\$ 36.33	\$ 37.78	\$ 39.29	\$ 40.87	\$ 42.50
Support Staff	\$ 29.48	\$ 30.66	\$ 31.89	\$ 33.16	\$ 34.49