



TUBA GROUP

GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

FINANCIAL AND BUSINESS SOLUTIONS (FABS)
FSC GROUP 520

SIN 520-11 ACCOUNTING
SIN 520-12 BUDGETING
SIN 520-13 - COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

6066 Leesburg Pike Suite 640,
Falls Church, VA 22041
Contract Administrator: John Tuba
Email: jtuba@tubagroup.com
Phone: (703) 417-9410
Duns: 615079147
Website: www.tubagroup.com

Business Size: Small, Disadvantaged, 8(a) Business

Contract Number:
GS-23F-0040V

Period Covered by Contract:
March 12, 2014 through March 11, 2019

General Services Administration
Management Services Center Acquisition Division

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 <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov>.



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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:
SIN 520-11 ACCOUNTING
SIN 520-12 BUDGETING
SIN 520-13 - COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See attached pricelist
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5
2. Maximum Order: \$1,000,000
3. Minimum Order: \$300.00
4. Geographic Coverage (delivery Area): Domestic only
5. Point(s) of production: Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See attached pricelist.
7. Quantity discounts: None offered
8. Prompt payment terms: Net 30 days
- 9a. Government purchase cards are accepted up to the micropurchase threshold.
- 9b. Government purchase cards are accepted above the micropurchase threshold.
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery Tuba Group, Inc. shall deliver or perform services in accordance with the terms negotiated in any agency's order.
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. Contact Contractor
- 11d. Urgent Requirements. Contact Contractor
12. F.O.B Points(s): Destination
- 13a. Ordering Address: Tuba Group, Inc.
6066 Leesburg Pike Suite 640
Falls Church, VA 22041

- 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).
14. Payment address: Same as company address
15. Warranty provision: Contractor's standard commercial warranty
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
25. Data Universal Numbering System (DUNS) number: 615079147
26. Tuba Group, Inc. is registered in the System for Award Management (SAM) database.

**TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE
FABS LABOR CATEGORIES**

Partner

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 12 years

Certification: CPA or CGFM

Functional Responsibilities: The partner serves as client liaison and is responsible for ensuring that services are provided in an efficient and timely manner, and that all administrative matters are handled appropriately and expeditiously. Manages significant program/technical support operations and is responsible for execution of all engagement activities. He is responsible for contract negotiations, adherence to accounting standards, and ensuring the quality of all work products.

Senior Manager

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 8 years

Certification: CPA or CGFM (10 years of audit, audit related or relevant technical experience may be substituted for CPA/CGFM certification based on partner approval)

Functional Responsibilities: The senior manager is responsible for directing the day-to-day accomplishments of the engagement. The senior manager sets priorities, ensures daily coordination among the engagement team, and monitors progress against schedules, budgets, and status reporting. Confers with government management staff regarding specific program/technical activities, issues or conflicts.

Manager

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 5 years

Certification: CPA or CGFM (7 years of audit, audit related or relevant technical experience may be substituted for CPA/CGFM certification based on partner approval)

Functional Responsibilities: The manager is Responsible for planning organizing, task management, technical work, quality assurance, schedule and budget monitoring of engagement. Serves as primary contact with client staff.

Senior Auditor

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 4 years

Certification: CPA or CGFM desired

Functional Responsibilities: Under supervision of Manager or the Senior Manager, the senior auditor is responsible for planning, organizing, and oversight of all task activities to include technical work, quality assurance, schedule and budget monitoring; Supervises senior and staff accountants on task.

Senior Accountant II

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 4 years

Certification: CPA or CGFM desired

Functional Responsibilities: Under the direction of the Supervisory Accountant, the Senior Accountant II is responsible for conducting detailed test work and documenting their results in audit work-papers. The Senior Accountant assists the Manager in preparing the work plan and all project deliverables, and performing the more critical test procedures. Provides direct supervision to staff accountants and performs the initial review of staff accountants work-papers. Any problems, concerns, or issues that arise during the performance of test work are communicated immediately to the Manager.

Senior Accountant I

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 3 years

Certification: CPA or CGFM desired

Functional Responsibilities: Assists the manager in preparing the work plans for all project deliverables, and performing test procedures; examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards. Senior

accountant provides direct supervision to staff accountants and performs the initial review of staff accountants work-papers.

Staff Accountant II

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 2 years

Certification: None required. CPA or CPA Candidate preferred.

Functional Responsibilities: Assists senior accountant in performing the more critical test procedures. Examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards and prepares work-papers and supporting documentation.

Staff Accountant I

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: Minimum of 1 year

Certification: None required. CPA or CPA Candidate preferred.

Functional Responsibilities: Under the direct supervision of the senior accountant the staff accountant performs detailed audit test work and documents their results in audit work-papers.

Associate Accountant

Education: Bachelor's Degree in accounting or other related technical discipline.

Experience: None required.

Certification: None required. CPA or CPA Candidate preferred.

Functional Responsibilities: Under the direct supervision of the staff accountant the associate accountant I posts and balances a variety of financial data in financial systems, checks and verifies transactions to ensure accuracy of accounting documents and entries.

IT Audit Manager

Education: Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.

Experience: 10 years

Certification: Certified Information Systems Auditor (CISA) desired.

Functional Responsibilities: The IT audit manager is responsible for directing the day-to-day accomplishments of the audit engagement using tailored IT audit programs. Responsible for development of work plan, scheduling, daily coordination among the audit team, monitoring progress against schedules, budgets, project/task deliverables and status reporting.

IT Audit Specialist

Education: Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.

Experience: 6 years

Certification: CISA desired.

Functional Responsibilities: Under the direct supervision of IT audit manager, the IT audit specialist is responsible for conducting detailed test work and documenting results in audit work papers, assisting the IT audit manager in preparing work plan and all project deliverables, and performing test procedures.

IT Audit Staff

Education: Bachelor's Degree in Business Administration, Information Systems or other related technical discipline.

Experience: None Required.

Certification: None Required CISA candidate preferred.

Functional Responsibilities: Performs as a member of an EDP audit team, which includes performing audit steps under the supervision of IT audit manager or IT audit specialist..

Senior Consultant / Statistician

Education: Bachelor's degree

Experience: Minimum of 5 years

Certification: As appropriate for the subject matter

Functional Responsibilities: Serve as the subject matter expert in a specific technical area. The subject area may include actuarial science, statistics, appraisals, or any areas that may be necessary for successful completion of the engagement.

Project Administrative Assistant

Education: Some College preferred

Experience: None Required.

Certification: None Required.

Functional Responsibilities: Provides general-purpose administrative and clerical support for project tasks, which include secretarial, word processing, collation, editing and coordination.

**TUBA GROUP, INC. AUTHORIZED GSA SCHEDULE
FABS PRICING**

SIN(S)	LABOR CATEGORY	3/12/2014 THROUGH 3/11/2015 (INCLUDING IFF)	3/12/2015 THROUGH 3/11/2016 (INCLUDING IFF)	3/12/2016 THROUGH 3/11/2017 (INCLUDING IFF)	3/12/2017 THROUGH 3/11/2018 (INCLUDING IFF)	3/12/2018 THROUGH 3/11/2019 (INCLUDING IFF)
520-11 520-12 520-13	Partner	\$221.52	\$225.06	\$228.66	\$232.32	\$236.04
520-11 520-12 520-13	Senior Manager	\$147.54	\$149.90	\$152.30	\$154.74	\$157.22
520-11 520-12 520-13	Audit Manager	\$135.24	\$137.40	\$139.60	\$141.84	\$144.11
520-11 520-12 520-13	Senior Accountant II	\$127.37	\$129.40	\$131.47	\$133.58	\$135.71
520-11 520-12 520-13	Senior Auditor	\$109.60	\$111.35	\$113.13	\$114.94	\$116.78
520-11 520-12 520-13	Senior Accountant I	\$95.25	\$96.77	\$98.32	\$99.90	\$101.49
520-11 520-12 520-13	Staff Accountant II	\$78.11	\$79.36	\$80.63	\$81.92	\$83.23
520-11 520-12 520-13	Staff Accountant I	\$72.29	\$73.45	\$74.62	\$75.81	\$77.03
520-11 520-12 520-13	Associate Accountant	\$58.50	\$59.44	\$60.39	\$61.35	\$62.34
520-11 520-12 520-13	IT Audit Manager	\$167.88	\$170.57	\$173.30	\$176.07	\$178.89
520-11 520-12 520-13	IT Audit Specialist	\$153.89	\$156.36	\$158.86	\$161.40	\$163.98
520-11 520-12 520-13	IT Audit Staff	\$62.96	\$63.97	\$64.99	\$66.03	\$67.09
520-11 520-12 520-13	Senior Consultant / Statistician	\$190.04	\$193.08	\$196.17	\$199.31	\$202.50
520-11 520-12 520-13	Project Administrative Assistant	\$29.15	\$29.62	\$30.09	\$30.57	\$31.06