



Financial and Business Solutions (FABS) GSA Schedule 520

GSA Federal Supply Service

**Authorized Federal Supply
Schedule Price List**

Contract Number: GS-23F-0043T

Contract Period: April 17, 2007 – April 16, 2017

Business Size: Large

On-Line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage* is <http://www.gsaadvantage.gov>.

protiviti[®]
Independent Risk Consulting

**GOVERNMENT
SERVICES**

Table of Contents

Financial and Business Solutions (FABS)	3
GSA Schedule 520	3
GSA Federal Supply Service	3
Customer Information	4
Welcome.....	6
About Protiviti Government Services	7
Services.....	9
Price List.....	11
Description of the Labor Categories.....	11

Financial and Business Solutions (FABS) GSA Schedule 520

GSA Federal Supply Service

Contract Number: GS-23F-0043T

Contract Period: April 17, 2007 – April 16, 2017 (Pricelist current through Modification #PO-0006, dated April 16, 2012.)

Contractor:

Name:	Protiviti Government Services, Inc.
Address:	1640 King Street, Suite 400 Alexandria, VA 22314
Telephone:	(703) 299-3444
Fax:	(703) 299-3046
Website:	www.protiviti.com/government

Contract Administration Contact:

Name:	Mr. John Owen Contracts Administrator
Telephone:	(703) 299-3507
Fax:	(703) 299-3046
Email:	John.Owen@roberthalfgovernment.com

Authorized Negotiator:

Name:	Mr. Kevin Hawkins Managing Director
Telephone:	(703) 299-3444
Fax:	(703) 299-3046
Email:	Kevin.Hawkins@protiviti.com

Business Size: Large

On-Line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: <http://www.gsaadvantage.gov> .

Customer Information

1a. Awarded Special Item Number(s)	SIN 520-13 Complementary Financial Management Services
Descriptions Pricing Schedule	Attached Attached
1b. Lowest Unit Price	See attachment 1 for pricing of awarded Labor Categories and Other Direct Costs
1c. Labor Category Descriptions	See attachment 1
2. Maximum order:	\$1,000.000.00 per SIN
3. Minimum order:	\$100.00 per SIN
4. Geographic coverage:	Domestic
5. Point(s) of production:	Vienna, Fairfax County, VA; Alexandria, Fairfax County, VA
6. Net prices:	Discounts incorporated
7. Quantity discounts:	None
8. Prompt Payment terms:	None
9a. Government Credit Card below Micro Purchase threshold	Yes
9b. Government Credit Card above Micro Purchase threshold.	Yes
10. Foreign items:	Not Applicable
11a. Time of Delivery:	Per task order
11b. Expedited delivery:	Not Applicable
11c. Overnight and 2-day delivery:	Not Applicable
11d. Urgent Requirements:	See contract clause I-FSS-14-B. Agencies can contact the Contract Administration Contact to obtain faster delivery on a task order level.
12. F.O.B point(s):	Destination
13a. Ordering Address	Cover Sheet

- | | |
|---|--|
| 13b. Ordering Procedures: | For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found at the GSA/FSS schedule homepage (gsa.gov/schedules) |
| 14. Payment address: | Protiviti Government Services, Inc.
c/o Bank of America
14243 Collections Center Drive
Lockbox #14243
Chicago, IL 60693 |
| 15. Warranty provision: | Not applicable |
| 16. Export packing charges: | Not applicable |
| 17. Terms and conditions of Government Purchase card: | Not applicable |
| 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 services 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 information Available on Electronic and Information Technology (EIT) supplies and services: | Not Applicable |
| 25. Data Universal Number System (DUNS) number: | <u>15-7628210</u> |
| 26. Central Contract Registration (SAM): | Registered |

Welcome

Protiviti Government Services, Inc., welcomes this opportunity to present to you our qualifications and price list for the General Services Administration Financial and Business Solutions Schedule.

Governments today face many challenges, including geo-political and economic forces, market and competitiveness pressures, operational and management issues, regulatory requirements, and globalization. In response, government infrastructures and the related policies, processes and procedures are being retooled to better mirror the operations of commercial corporations. In addition, physical and logical security measures are being enhanced, significantly impacting facilities, systems and the protection of data.

At Protiviti Government Services, we have the skills, resources experience and commitment to assist Federal agencies and governmental entities in meeting the demanding requirements of today's Federal environment including OMB Circular A-123 internal controls assessments; improper payments identification; continuity of operations; and data security assessments.

Our goal at Protiviti Government Services is to leverage our experience to help Federal agency managers at all levels deliver real value in making government more effective and efficient. Like our parent company, Protiviti Inc., we take great pride in our ability to deliver objective and independent, unbiased analysis and guidance and to identify, source, measure, and prioritize risks and develop risk mitigation strategies.

Truly yours,

Protiviti Government Services, Inc.

About Protiviti Government Services

Protiviti Government Services, Inc., provides internal audit, business and technology risk consulting services directly to both commercial and U.S. federal government customers. Specifically, Protiviti Government Services offerings include:

- OMB Circular A-123 and Internal Audit consulting;
- Technology risk consulting for Information Assurance, Continuity of Operations, Application Controls Effectiveness, and Information Technology Asset and Service Management; and
- Business risk consulting for corporate governance, spend risk, fraud and related consulting services.

Protiviti Government Services is a wholly owned subsidiary of Protiviti Inc. (Protiviti), specializing in delivering products and services for the special needs and unique requirements of federal, state and local governments.

Protiviti is the leading provider of risk management consulting and internal audit services. Protiviti has more than 1,000 clients worldwide, including over 35 percent of all Fortune 100 companies, over 25 percent of all Fortune 500 companies, and over 20 percent of the Fortune 1000. Since its formation in May 2002, Protiviti has grown to nearly 3,000 professionals in 15 countries and 60 cities in the Americas, Asia-Pacific, Latin America and Europe. Protiviti is a growing, financially strong company with 2008 revenues of approximately \$500 million.

Protiviti is part of a much larger family led by Robert Half International Inc. (NYSE symbol: RHI). Founded in 1948, RHI is the world's first and largest specialized staffing firm and a member of the S&P 500 index. RHI is a recognized leader in professional staffing and consulting services and, for 2007, the company reported revenues of approximately \$4 billion.

Protiviti's stature in risk consulting is verified by independent market research. In 2005, Forrester Research ranked Protiviti as one of four leaders in enterprise risk management ("ERM") consulting. Maintaining an efficient, effective, and well-controlled internal control and financial management infrastructure that provides accurate and meaningful information for decision-making and performance management is a complex undertaking that requires a full suite of skills and experience. In 2007, Forrester ranked Protiviti as a Leader in risk consulting services. We are very proud of this recognition.

The Office of Management and Budget ("OMB") revised Circular A-123 and Appendix A incorporate the internal control assessment requirements set forth in Sarbanes-Oxley Act Section 404 ("SOX 404") which was signed into law in 2002. Since 2002, unlike many large, national consultancies, Protiviti has made it its business to bring innovation, thought leadership, proven methodologies, advanced tools, and experienced personnel to all organizations and entities performing assessments of internal controls.

In the fall of 2002, Protiviti published its first publication, "Frequently Asked Questions Regarding the Sarbanes-Oxley Act Executive Certification Requirements", which was soon followed by our "Guide to the Sarbanes-Oxley Act: Internal Control Reporting Requirements" which provides answers to over 250 questions encountered while assisting clients with their compliance efforts, now in its third edition. Protiviti published its

“Frequently Asked Questions Regarding Compliance with OMB Circular A-123, Appendix A” in the Fall of 2005.

Our Protiviti Governance Portal™, a web-enabled process and knowledge management electronic repository for all internal control documentation, evaluations, testing results, corrective action plans, and progress tracking served as the foundation of our A-123 Portal introduced in 2006. The Spend Risk Assessor™ (“SRA”) is a proprietary web-based software application designed to analyze performance and assess risk across an organization’s purchase to payment process. The SRA aggregates spend data across multiple systems, agencies, departments, locations, and other units to identify such things as improper payments, unusual invoice vouchering, and inefficient purchasing activity. These web-based tools, which are available separately as open market items, are but a few of the tools we have developed and deployed to facilitate the institutionalization of cost-effective, sustainable compliance activities.

Protiviti is currently assisting hundreds of organizations with the workplan development, risk assessment, documentation, controls design evaluation, operational effectiveness testing, and corrective action activities that are part of their assessment of internal control over financial reporting. Through these experiences, we have defined a proven methodology and approach to conducting internal controls assessments and providing the basis for management’s assessment on time.

What sets us apart from our competitors:

- 1) **Focus** – Internal controls, internal audit, and risk management is all that we do. Our clients receive proven, timely, and innovative knowledge and tools to meet their compliance mandates while our competitors are positioning systems integration, business process outsourcing, or other upstream services.
- 2) **Objectivity** – Our clients don’t have to defend their decision to engage us because of potential independence or segregation of key functions concerns. We are the only organization that brings the resources, quality, and capabilities of the large accounting firms without any of the regulatory concerns or conflicts of interest under close scrutiny by Congress, the Government Accountability Office, and the general public.
- 3) **Value** – Our clients gain unique insight into their risk portfolio and even more insight into how well they are managing those risks which allows them to more effectively deploy the limited resources they have available into value-added activities.

Services

520-7: Financial & Performance Audits

Protiviti Government Services internal and compliance audit services include but are not limited to the following:

- Internal controls assessments including:
 - audits for compliance with laws and regulations such as those governing the bidding for, accounting for, and reporting on grants and contracts including proposals, amounts billed, and amounts due on termination claims, and
 - audits of financial reporting and/or safeguarding assets including controls using computer-based systems;
- Compliance with laws and regulations;
- Economy and efficiency audits to:
 - assess business practices,
 - evaluate acquisition of appropriate type, quality, and amount of resources at an appropriate cost,
 - assess duplication of effort by employees and work that serves little or no purpose,
 - evaluate the optimum amount of resources (staff, equipment, and facilities) in producing or delivering the appropriate quantity and quality of goods or services in a timely manner,
 - evaluate compliance with requirements of laws and regulations that could significantly affect the acquisition, protection, and use of the entity's resources,
 - assess management control systems for measuring, reporting, and monitoring a program's economy and efficiency, and
 - evaluate reported measures of economy and efficiency;
- Program results and program fraud audits to:
 - assess whether the objectives of a new or ongoing program are proper, suitable, or relevant,
 - determine the extent to which a program achieves a desired level of program results,
 - assess the effectiveness of the program and/or individual program components,
 - determine whether the program complements, duplicates, overlaps, or conflicts with other related programs, and
 - assess compliance with laws and regulations applicable to the program.

520-13: Complementary Financial Management Services

Protiviti Government Services complementary financial management services include but are not limited to the following:

- Assess and improve financial management systems,
- Assist with implementation of corrective actions,
- Document systems,
- Identify systems requirements,
- Assist in meeting agency financial management system requirements,
- Assess and improve financial reporting and analysis,
- Assist in improving and streamlining reporting and analysis processes,
- Assist with the requirements of the Government Performance & Results Act,
- Assist with devising and implementing performance measures and related processes and systems,
- Resolve audit recommendations,
- Assist in financial policy formulation and development,
- Conduct exposure and risk analyses,
- Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations, and
- Assist with quality assurance efforts.

Price List

Contract Years
April 17, 2007 – April 16, 2017
(Prices are inclusive of the .75% Industrial Funding Fee)

LABOR CATEGORY	PRICE*	UNIT/ISSUE
Managing Director	\$329.17	per hour
Director	\$264.33	per hour
Associate Director	\$239.40	per hour
Senior Manager	\$219.45	per hour
Manager	\$199.50	per hour
Senior Consultant	\$159.60	per hour
Consultant	\$109.72	per hour

Description of the Labor Categories

<i>Title</i>	<i>Description</i>	<i>Education</i> ¹	<i>Years Experience</i> ²
Managing Director	Responsible for the overall scope, direction, planning and completion of the project, as well as committing the correct resources to the engagement. Responsibilities also include communications with the client; ensuring project management takes place in a timely manner; and presentation of the final work product to the client. Usually provides strategic direction and high-level expertise on risk management engagements. Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has experience with Federal directives and industry standards such as FMFIA, CFO Act, FFMIA, and FISMA. Managing Directors typically have at least 12 years of experience, with several years on assignments as the Director in-charge of client service delivery. Additionally has supported clients in projects that were undertaken in preparation for providing management certifications required by Section 404 of the Sarbanes – Oxley Act.	<i>Masters or equivalent years experience</i>	12
Director	Responsible for scope, direction and completion as well as committing appropriate resources to the assignments in accordance with the plans. Also responsible for communication with client, project management and presentation of the final products. Normally responsible for guiding multiple projects. Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has experience with Federal directives and industry standards such as FMFIA, CFO Act, FFMIA, and FISMA. Generally, Directors have at least 10 years of experience with several years as engagement managers. Additionally has supported clients in projects that were undertaken in preparation for providing management certifications required by Section 404 of the Sarbanes – Oxley Act.	Masters or equivalent years experience	10

<i>Title</i>	<i>Description</i>	<i>Education</i> ¹	<i>Years Experience</i> ²
Associate Director	Responsibilities include engagement planning, supervision, review of final product and performance of work. Monitors the status of the engagement, and advises the Managing Director and Director on all significant developments. Acts as a liaison to the client. Usually provides strategic guidance on individual projects and makes certain the technical expertise of the team is appropriate. Oversees the drafting of reports and findings during the course of the review. Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has proficiency with Federal directives and industry standards such as FMFIA, CFO Act, FFMIA, and FISMA. Associate Directors typically have at least 8 years of experience with at least 3 as a manager of engagements. Additionally has supported clients in projects that were undertaken in preparation for providing management certifications required by Section 404 of the Sarbanes – Oxley Act .	Bachelors or equivalent years experience	8
Senior Manager –	Responsibilities include engagement planning, supervision, review of work papers, technical research and completion of draft reports. Monitors the status of the engagement and advises those at the Director level of key developments. Acts as the primary liaison with the client. Manages complex projects. Provides perspective and suggestions on technical issues to make certain that client risks are properly addressed. Offers technical recommendations pertaining to complex subjects. Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has proficiency with Federal directives and industry standards such as FFMIA, CFO Act, FFMIA and FISMA. Senior Managers have at least 6 years of experience with at least 2 years of experience as a manager of an engagement or of a specific task order. Additionally has supported clients in projects that were undertaken in preparation for providing management certifications required by Section 404 of the Sarbanes – Oxley Act.	Bachelors or equivalent years experience	6

<i>Title</i>	<i>Description</i>	<i>Education</i> ¹	<i>Years Experience</i> ²
Manager	<p>Responsibilities include engagement planning, supervision, review and completion of work. Monitors the status of the engagement and advises the Directors and Senior Manager of important developments. Manages one to two projects and makes certain that potential risks are identified and the organization is on target relative to defined goals and objectives. Offers solutions to technical problems. Serves as the day-to-day liaison with the client and manages the fieldwork of the engagement. Reviews work papers, researches technical issues and oversee the drafting of reports. Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has proficiency with Federal directives and industry standards such as FMFIA, CFO Act, FFMIA, and FISMA. Managers have at least 4 years of experience, with at least one year of experience of engagement management. Additionally has supported clients in projects that were undertaken in preparation for providing management certifications required by Section 404 of the Sarbanes – Oxley Act.</p>	Bachelors or equivalent years experience	4
Senior Consultant	<p>Performs fieldwork and supervises the consultant professionals. Completes the more complicated technical assignments. Analyzes the engagement progress and meets regularly with Manager and Director-level individuals as well as with principal members of the client staff. Possesses expertise in linking financial elements to internal control processes; creating flow charts; and identifying relevant risks and controls. Has a working knowledge of state-of-the-art tools and techniques available to assess an organization’s internal control processes and provides remedies for findings identified. Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has general knowledge with Federal directives and industry standards such as FMFIA, CFO Act, FFMIA, and FISMA. Generally, a senior consultant has 2-4 years of experience. Additionally has supported clients in projects</p>	Bachelors or equivalent years experience	2

<i>Title</i>	<i>Description</i>	<i>Education</i> ¹	<i>Years Experience</i> ²
	that were undertaken in preparation for providing management certifications required by Section 404 of the Sarbanes – Oxley Act.		
Consultant	Performs tasks at the direction of the Senior Consultant or the Manager assigned to the project. Provides support and conducts basic analysis. Possesses the ability to understand a client’s processes; create flow charts of those processes; and identify relevant risks and controls. Has a general understanding of Section 404 of the Sarbanes – Oxley Act.	Bachelors or equivalent years experience	1