

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

*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!TM, a menu-driven database system.
The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>*

Financial and Business Solutions

FSC Group 520

Contract No. GS-23F-0051P

*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at:
<http://www.fss.gsa.gov>*

**Base Period: November 17, 2003 ~ November 16, 2008
Option Period 1: November 17, 2008 ~ November 16, 2013**



**Development Alternatives, Inc. ("DAI")
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Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through modification #PO-04 dated October 21, 2008



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to [page #6-13](#) for a more detailed description)

SIN 520-1 Program Financial Advisor Services	SIN 520-12 Budgeting
SIN 520-2 Transaction Specialist	SIN 520-13 Complementary Financial Management Services
SIN 520-5 Loan Servicing and Asset Management	SIN 520-15 Outsourcing Recurring Commercial Activities for Financial Management Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [page #22](#)

1c. Labor Category Descriptions: Please refer to [page #18](#)

2. Maximum Order: \$1,000,000 (For awarded SINs)

3. Minimum Order: \$300

4. Geographic Coverage: Domestic & Overseas

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro purchase threshold.

9b. Government Purchase Card *is* accepted above the micro purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: 30 days ARO

11b. Expedited Delivery: Not Offered

11c. Overnight and 2-Day Delivery: Not Offered

11d. Urgent Requirement: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time

permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Please contact David D. Lee at (301) 771-7927 to effect a faster delivery.

12. F.O.B. Point(s): Destination
- 13a. Ordering Address: DAI
Attn: David D. Lee/GSA Orders
7600 Wisconsin Avenue, Suite 200
Bethesda, MD 20814
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: DAI
Attn: Accounts Receivable/Ken Ashman
7600 Wisconsin Avenue, Suite 200
Bethesda, MD 20814
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Above micro purchase level as negotiated with the Ordering Activity
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable

22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable): Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor s website or other location.) The EIT standards can be found at: <http://www.Section508.gov/> Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 066781956
26. Development Alternatives, Inc. is registered in the Central Contractor Registration (CCR) database.

CONTRACT OVERVIEW

GSA awarded Development Alternatives, Inc. (“DAI”) a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract No. GS-23F-0051P. The base contract period is 11/17/2003 - 11/16/2008. GSA has exercised the first of three 5-year option periods (11/17/2008 – 11/16/2013). GSA may exercise a total of up to two additional 5- year option periods. The contract allows for the placement of Firm Fixed Price or Time & Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

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Email: Contracts@DAI.com

MARKETING AND TECHNICAL POINT OF CONTACT

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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, for worldwide use. Executive agencies, other Federal agencies, mixed ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The Contractor shall provide professional financial services as specified in individual task orders placed by ordering agencies. Services specified in a task order may be performed at the contractor s facilities or the ordering agencies facilities. The government will determine the contractor s compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Development Alternatives, Inc. has been awarded a contract by GSA to provide services under the following SINs:

SIN 520-1 Program Financial Advisor Services	SIN 520-12 Budgeting
SIN 520-2 Transaction Specialist	SIN 520-13 Complementary Financial Management Services
SIN 520-5 Loan Servicing and Asset Manager	SIN 520-15 Outsourcing Recurring Commercial Activities for Financial Management Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

520-1 PROGRAM FINANCIAL ADVISOR SERVICES

The Contractor shall provide program financial advisor services to assist the Government in crosscutting issues and considerations associated with the overall development and management of an asset program. This may include but is not limited to the following:

- Develop and manage an asset resolution program
 - review asset base or some portion thereof and provide specific recommendations/strategies as to the best management and/or disposition vehicle to use in order to maximize recoveries in the current marketplace
 - develop an Asset Resolution Plan
 - develop and/or modify task orders for financial advisory services
 - raise issues on public policy and capital markets and offer recommendations
 - implement a coherent approach to communications and interactions among policy, procurement, information systems, general counsel, Inspector General, congressional and legislative affairs, field offices, Government agencies, stakeholders, non-Government entities, and the public at large
 - analyze new products to be offered for sale to determine potential marketability
 - review appropriate laws to determine disposal authority and rights for real property
 - determine the value of an overall asset portfolio
 - identify individuals or entities that are disqualified from participating or bidding
 - provide advice on compliance, execution, or implementation issues relating to OMB Circulars A-11 and A-34, other OMB guidance, and other opinions
 - estimate and report the effects of asset programs for purposes of budget formulation and execution
 - analyze credit reform

- Asset sales
 - review, design, and reposition a strategic plan, business plan, and/or policies for an asset sale
 - develop asset sales schedules and financial projections for budgetary, performance management, and capacity planning purposes
 - conduct individual asset sales
 - prepare reports or analyses in support of an asset sales program

- Develop, manage and/or implement an origination program
 - perform in-depth feasibility studies and cost/benefit analysis to evaluate public/private partnership opportunities

- assess aging or deteriorating assets and develop and analyze public/private partnership scenarios to rehabilitate the assets
 - provide specific recommendations/strategies including public/private partnerships to promote rehabilitation
 - identify private entities capable of contributing sufficient financial capital and borrowing ability to redevelop or renovate assets (e.g. federal real property) in exchange for a portion of the asset
 - design and secure the most efficient financing vehicle, given market and contractual considerations, to fund real property or non-real property assets.
 - re-engineer financing structures to provide the most advantageous financing for an asset.
 - develop and/or manage a system to find a lender, select a mortgage product, originate a mortgage or choose among other settlement service providers and products
- Trust fund management/institutional trust services/investment banking
 - invest, control, and arrange for audit of trust fund asset/portfolios
 - administer benefit payments
 - buy, sell, and lend securities
 - manage collateral
 - assess risk
 - implement an agency's assessment processes in order to maximize value of an agency's funds
- Equity oversight and transaction administration
 - Cash Management: track cash generated and distributed through partnerships, from closing to post-closing and termination, to ensure effective management of cash accounts and timely and accurate distributions to the partners.
 - Asset Management: monitor the operations and performance of the partnership through review of the general partner's business plans, financial reports and projections to protect against reduction in value or mismanagement of assets.
 - Investor Reporting: Use various financial indicators to provide a detailed reporting package for each transaction representing the current financial status and performance of a portfolio.
- Marketing and asset resolution support
 - prepare a marketing plan and provide support services to ensure that a group of assets are resolved
- Post sale analysis and resolution support
 - assist on post-closing matters
 - analyze management of the portfolio in terms of credit extension and servicing to assist the agency in improving its processes
 - handle special investor/buyer and borrower problems that may arise
 - create and update Asset Sale Design Records kept by the agency and report any lessons learned
 - develop, gather, scrub, and store data relevant to support the asset resolution program
 - develop and maintain an electronic presence that will be a principal point of contact for agencies and constituencies interested in an asset resolution program

520-2 TRANSACTION SPECIALIST

The Contractor shall provide transaction specialist services to advise the Government on assets, disposal of an asset, any resulting asset sales structure, pricing, and bid acceptance. These may include but are not limited to the following:

- Pricing/valuation of an asset or group of assets
 - value or price an asset on an asset and/or portfolio basis
 - monitor an asset or group of assets

- obtain or develop a valuation/pricing model
 - estimate cash flows and net sales proceeds based on the use of the model
 - produce reports and records
 - update asset valuation/pricing
- Review of pending sale
- estimate the recovery value for each disposition option considered
 - explain the valuation methodology
 - run bid evaluation models showing advantages and disadvantages
 - estimate cost of resolution and gather and analyze data to develop and model the input assumptions
 - identify appropriate timeline for resolution of the specific asset packages
 - conduct market sensitivity analysis
 - report on relevant assumptions and issues and legal requirements for Government asset disposal
- Conduct transactions
- manage the bid process including preparing and/or controlling, reviewing receipt of bids and bid deposits, analyzing bids, addressing non-conforming bids and reporting, providing reports to track and summarize investor activities
 - respond to potential bidders and sales negotiations for third party buyers
 - draft and present a confirming sale bid on a portfolio to obtain agency authority to validate the winning bid
 - develop sales strategy in accordance with asset disposal laws and regulations and report in sufficient detail to demonstrate the feasibility of the approach
 - determine if the agency's advertisements, marketing materials, mailings and other methods employed are effective in reaching the target market and outline how they might be improved for each type of product
 - participate in the post-bid meeting with agency decision-makers and offer insights regarding consistency with stated objectives
 - review the post-sale documentation and participate in the agency review meeting
- Budget and budget analysis
- prepare and present budget proposals and plans as it relates to the resolution of an asset as well as develop, gather, verify, and store data relevant to support an asset sale
 - complete budget documents and reports
 - estimate the budgetary cost of future or on-going resolutions
- Marketing and pre/post asset resolution support
- develop the identity of the asset to be resolved and put forth a marketing plan designed to achieve the long-term objectives of a successful resolution program
 - implement a marketing plan, which may include investor/purchaser solicitations, due diligence reviews, collateral asset tours, advertising, distribution of approved marketing materials, bidder conferences, a periodic newsletter to interested investors/buyers, speaking engagements, Congressional Office briefs, and an electronic web site presence
 - review marketing plans including letters to borrowers, initial sales announcements, targeted investor/buyer calls, ad layouts, and ad placements strategies to ensure consistency with overall goals and objectives
 - recommend enhancements to the marketing effort
 - prepare and distribute marketing materials, bid packages, and supplements to potential investors
 - make available a borrower tracking system
 - draft releases of the sales results

- review proposed modifications to an agency's standard question-and-answer package and provide recommendations
- read computer tapes and diskettes for asset information
- build and maintain a database of assets offered for sale
- perform data field checks to identify problems related to improper due diligence or coding/inputting
- perform stratification considering the type of asset, its value, geographic location, and other pertinent factors
- oversee and track sales schedule and resolve problems or issues
- supervise the post-bid due diligence process
- provide written post-sales analysis
- participate in the post-bid meeting and offer insights regarding consistency with stated objectives
- review the post-sale documentation and participate in the agency review meeting

520-5 LOAN SERVICING AND ASSET MANAGEMENT

The Contractor shall provide loan servicing and asset management services needed to service, monitor, and maintain government held loans/assets; refinance government-held loans/assets; avert defaults; share and manage risk on serviced loans/assets; and/or service and monitor loans and other asset guarantees. This may include but is not limited to the following:

- Assist in assessment and improvement of current asset management processes related to cash management, inventory management, Government property, plant and equipment, adequacy of controls, policies, procedures, loan servicing practices, and review of opinions on financing and refinancing
- Verify and maintain borrower data
 - maintain data elements required to service loans
 - link all loan records and documents (e.g. letters and forms) to loans and borrower services
 - record all contacts with borrowers or borrower's representatives
 - verify data on the loan application
- Exchange data with an agency's central database and reconcile information
 - electronically exchange loan and other asset servicing/management data with an agency's central database
 - reconcile transactions and financial data elements
- Issue forms, disclosures, letters, and other materials
 - design standard correspondence
 - issue standardized forms, letters, and disclosures
 - maintain a correspondence tracking system
 - generate, store, and distribute loan materials such as deferment forms, coupon books, and income contingent waiver forms
- Cancel loans
 - reverse all financial entries on booked loans after notification that a loan is canceled and transmit the account adjustments
 - notify borrowers of loan cancellation and provide revised repayment schedule
 - confirm loan cancellation amounts and account adjustments through periodic reconciliation
- Convert loans to repayment status
 - identify loans entering the grace period through status changes
 - provide a repayment schedule to the borrower before the grace period ends

- provide the borrower a billing statement based on the repayment schedule previously disclosed
 - update borrower s account and associated asset records with changes in status and implement required changes to loan servicing
 - notify borrower of changes in status
 - contact the borrower or otherwise facilitate the borrower s compliance with the loan repayment terms
 - provide borrowers with default prevention notices
 - provide a repayment schedule before deferment or forbearance ends
 - provide loan counseling upon request and respond to inquiries
 - provide alternative repayment plans
 - notify borrower to confirm repayment plan
- Calculate interest
 - calculate and post interest on borrower s accounts
 - provide amortization schedule to the borrower
- Assess and post fees and late charges
- Bill the borrower
 - send consolidated bills, coupon books, or billing statements to borrowers
 - notify borrowers of upcoming changes in interest rates and repayment schedule changes
 - provide information regarding advance payment options
 - regenerate billing statements
 - incorporate rules into the billing and collection system
- Process borrower remittances
 - post agency data regarding payments
 - deliver payments to a specified loan lockbox
 - apply payment fees, collection costs, interest, and principal
- Process borrower requests for remittances via pre-authorized debit
- Determine income contingent repayment (ICR)
 - send borrower required forms regarding ICR
 - image and review any waiver form returned by a borrower
 - receive IRS approval to send a transaction file to the ordering agency s central database containing a request to obtain income tax data from the IRS
 - obtain, update, or accept necessary information from the IRS
 - recalculate the ICR payment
 - provide counseling information regarding repayment options
 - calculate joint repayment under the ICR plan
- Prepare annual statements
 - prepare and send an annual statement to borrowers and endorsers
 - respond inquiries
 - regenerate annual statements
- Reconvert loans
 - reconvert borrower loans from repayment into a payment-not-due status
 - reverse any late charges and interest and correct reports sent to an agency s central database and credit bureaus

- obtain required information and cease collection activities
- Loan consolidation and transfer
 - provide requested information and explain loan consolidation options
 - send records, data, and documents pertaining to any accounts transferred to a new location
 - maintain borrower loan records
 - provide a notice to the borrower of the transfer action
- Transfer defaulted loans
 - submit a transaction to the agency notifying it that the loan is in default
 - provide a notice of transfer to the borrower
- Accept and service loans from another servicer or DCS
 - link loans received to the same borrower
 - notify borrowers of the transfer
 - confirm the receipt of loan documents
- Perform skip tracing and transmit information to an agency's central database
- Report to credit bureaus
- Provide customer service
- Reconcile with an agency's central database
- Refinance Government-held loans
 - assess feasibility of refinancing
 - assess methods for lowering transaction costs
 - recommend procedures to facilitate refinancing
 - perform subsidy layering reviews
 - restructure agency-held or insured project loans
- Enforce creditor's rights under the loan
 - notify the ordering agency if any mortgaged property is out of repair or has deteriorated
 - review and report the status of required reserves or escrow accounts
 - review loan covenants and enforce them or refer them to the Government agency
- Protect loan collateral
 - pay all taxes, insurance premiums, and other required escrow expenses
 - assure all buildings and improvements securing mortgage loans are insured
 - enforce the rights of the agency under any mortgage that is in default
 - notify the agency of any false representation of warranty made in obtaining a loan
- Share and manage credit risk
- Workout or restructure troubled loans

520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- 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 managerial cost accounting
- Assist in financial policy formulation and development

- Perform economic and regulatory analyses
 - Develop methods for analyzing costs, benefits and impacts of regulations and policies
 - Collect data and prepare Information Collection Requests for approval by OMB
 - Conduct exposure and risk analyses
 - Develop, modify or apply risk characterization models to analyze and evaluate polices, programs and regulations

- Perform actuarial services and/or actuarial data analysis services
 - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded

- Assist with quality assurance efforts

520-15 OUTSOURCING RECURRING COMMERCIAL ACTIVITIES FOR FINANCIAL MANAGEMENT SERVICES

In cases where the ordering agency has determined through A-76 studies that recurring financial management activities are not inherently governmental and should be commercially outsourced, the Contractor may provide such services. This may include but is not limited to the following:

- Billing services
- Payroll processing
- Application processing
- Claim processing
- Grant application management
- Loan application management
- Inventory management

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Development Alternatives, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA s electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER (I-FSS-125)

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors catalogs/price lists or use the GSA Advantage! on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT (8.405-3)

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA s period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

DAI's commercial practices include the education/experience substitutions identified below.

No Education plus 2 years experience	Equals	AA Degree
5 years experience	Equals	Bachelor's Degree
10 years experience	Equals	Master's Degree
15 years experience	Equals	PhD Degree

Labor Category	Education	Years Experience	Description
Program Director	PhD	15	Performs overall management role at the highest level. Directs the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support program. Establishes and alters management structure to direct effective contract support activities. Ultimate responsibility for quality products and services.
Program Manager	Masters Degree	10	Oversees and manages contract support operations involving multiple projects and groups of personnel at multiple locations. Works with Project Managers to establish and maintain timelines. Provides Project Managers with adequate resources to complete assigned projects. Ensure that all programmatic reporting deadlines are met, and contractual relationships with subcontractors are established. Ensures that grant proposals and awards meet corporate guidelines and that grant awards are spent in an appropriate and timely manner, and ensures that all project deliverables are submitted in a timely fashion.
Project Manager	Masters Degree	5	Under the guidance of the Program Manager, is responsible for the overall management of the specific task orders and ensures that the technical/financial solutions and schedules in the task orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned task order. Ensures that quality products and services are delivered. Ensures that all programmatic reporting deadlines are met, and contractual relationships with subcontractors are established. Ensures that grant proposals and awards meet corporate guidelines and that grant awards are spent in an appropriate and timely manner.
Project Associate	Bachelors Degree	2	Performs management and administrative backstopping for long- and short-term overseas projects of moderate size and complexity, including overall coordination and monitoring of project activities. Assists in project start-up, recruitment, and closedown. Resolves project finance and contract issues. Provides training to field staff on home office procedures and systems on long-term projects. Provides management and logistical support in field on short-term assignments. Ensures that grant awards are spent in an appropriate and timely manner.

Labor Category	Education	Years Experience	Description
Project Assistant	Bachelors Degree	0	Serves as liaison between field staff and home office for long and short-term overseas projects. Assists in routine administration and backstopping assignments for projects or group initiatives. Addresses project finance and contract issues.
Economist	Masters Degree	10	Includes actuarial, macro, micro, financial, monetary, and fiscal economists as well as tax specialists, pension specialists, statisticians, and budget/forecasting specialists. Familiar with standard concepts, practices, and procedures within field. Plans, conducts, and supervises projects of major significance. Has advanced knowledge of field of economics and the ability to develop analytical methodologies and research approaches. Supplies technical advice and counsel to other professionals. Has experience in analysis of economic development projects and proposals. Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods.
Senior Financial Analyst	Masters Degree	10	Provides technical guidance and leadership to projects. Formulates strategic financial plans, prepares cost estimates and analyzes financing requirements. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands interrelationships between financial management requirements and automated solutions, considering the current system environment and potential integration for added systems.
Financial Analyst	Masters Degree	5	Under guidance of a Senior Financial Analyst, formulates strategic financial plans, prepares cost estimates and analyzes financing requirements. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands interrelationships between financial management requirements and automated solutions, considering the current system environment and potential integration for added systems.
Junior Financial Analyst	Bachelors Degree	2	Prepares cost estimates and analyzes financing requirements. Assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Prepares status reports and presentations for Financial Analyst Team.
Senior Banker	Masters Degree	10	Has significant technical experience in one or more of the following areas: providing program and transaction financial advisory services; market outreach, market analysis, and execution of asset sale transactions; conducting financial analysis for commercial loan underwriting, servicing, and/or loss mitigation; investment banking and/or corporate finance experience structuring debt or equity financing; analytical evaluation and modeling of credit risk.

Labor Category	Education	Years Experience	Description
Junior Banker	Bachelors Degree	5	Has experience in one or more of the following areas: providing transaction financial advisory services; market outreach, market analysis, and execution of asset sale transactions; conducting financial analysis for commercial loan underwriting, servicing, and/or loss mitigation; structuring debt or equity financing; Analytical evaluation and modeling of credit risk.
Attorney	J.D.	5	Includes Regulatory, Pension, Tax, International, Trade, and Commercial law. Familiar with standard concepts, practices, and procedures within particular field. Acts as representative in dealing with local and national agencies. Provides advice on commercial and government matters and on contractual terms and conditions.
Trainer	Masters Degree	5	Responsible for designing and delivering training classes and training of trainer programs. Provides specialized one on one and group training classes. Procures reference and other training material.
Technical Writer	Masters Degree	5	Prepares brochures, operating instructions, training materials and reports of a technical nature working under general direction and subject to deadlines and heavy workload. Edits documents that have been prepared by technical specialists to ensure that organization, vocabulary, and development is clear, logical, and meaningful to those with less subject matter knowledge than the authors. Combines reports and papers from several authors, determining the relationships of each component part to the whole to produce final products that are clear, logically organized, and presented in a uniform style. Reviews complex and lengthy technical material and prepares written or oral summaries that are easily understood by non-technical audiences.
Training Coordinator	Bachelors Degree	3	Organizes and conducts training and educational programs; Maintains records of training activities, employee progress and program effectiveness. Works on most phases of training and conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids), as well as student materials (course manuals, workbooks, handouts, completion certifications, and course critique forms).
Senior Financial Systems Analyst	Masters Degree	10	Provides technical guidance to complex management information systems. Assesses, designs, and implements management information systems for corporate and project needs. Using knowledge of project management concepts, practices and procedures, conducts assessment of project need, design systems that are user friendly, stable and appropriate. Provides technical support and backstopping to field, home office and clients.

Labor Category	Education	Years Experience	Description
Financial Systems Analyst	Bachelors Degree	5	Under a Senior Financial Systems Analyst, provides technical guidance to complex management information systems. Assesses, designs, and implements management information systems for corporate and project needs. Using knowledge of project management concepts, practices and procedures, conducts assessment of project need, design systems that are user friendly, stable and appropriate. Customizes DAI s proprietary project management system to meet particular project needs. Provides technical support and backstopping to field, home office and clients.
Junior Financial Systems Analyst	Bachelors Degree	2	Under the Financial Analyst Team, assesses, designs, and implements management information systems for corporate and project needs. Using knowledge of project management concepts, practices and procedures, conducts assessment of project need, design systems that are user friendly, stable and appropriate. Customizes DAI s proprietary project management system to meet particular project needs. Provides technical support and backstopping to field, home office and clients.
Functional Expert I	PhD	15	Has had significant development experience in a related discipline; minimum fifteen years experience working in international development, as well as significant experience working on donor-funded technical projects or for/with contractors providing technical assistance on projects. Has significant experience in planning, organization, and oversight of group of project staff; and has experience in supervising and managing large teams and complex projects.
Functional Expert II	Masters Degree	10	Possesses professional experience in a field of specialization; Substantial overseas experiences, including experience as a project manager or technical advisor; minimum of ten years working with international donors, including proposal preparation, project management, and marketing; Demonstrated negotiation skills; Experience providing direction, oversight, and coordination of project, proposal, and initiative teams.
Functional Expert III	Masters Degree	5	Possesses professional experience in a related field; has substantial overseas experience. Has minimum of five years experience working with international donors, including proposal preparation, project management, and marketing.
Functional Expert IV	Masters Degree	3	Possesses professional experience in a field of specialization; has substantial overseas experience, including experience working with systems of international donors, project management, proposals, and marketing.

HOURLY RATES FOR SERVICES

SIN 520-1	Program Financial Advisor Services
SIN 520-2	Transaction Specialist
SIN 520-5	Loan Servicing and Asset Management
SIN 520-12	Budgeting
SIN 520-13	Complementary Financial Management Services
SIN 520-15	Outsourcing Recurring Commercial Activities for Financial Management Services

These represent our ceiling rates to include labor, benefits, overhead, G & A, fee and the 0.75% Industrial Funding Fee. The Government Hourly Billable Rates for the following labor categories are for Option Period 1.

GSA FABS Labor Category	OPTION PERIOD 1				
	11/17/08 - 11/16/09	11/17/09 - 11/16/10	11/17/10 - 11/16/11	11/17/11 - 11/16/12	11/17/12 - 11/16/13
Program Director	\$430.24	\$447.45	\$465.35	\$483.96	\$503.32
Program Manager	\$265.79	\$276.42	\$287.48	\$298.98	\$310.94
Project Manager	\$203.65	\$211.80	\$220.27	\$229.08	\$238.24
Project Associate	\$135.18	\$140.59	\$146.21	\$152.06	\$158.14
Project Assistant	\$75.94	\$78.98	\$82.14	\$85.43	\$88.85
Senior Financial Analyst	\$210.95	\$219.39	\$228.17	\$237.30	\$246.79
Financial Analyst	\$147.34	\$153.23	\$159.36	\$165.73	\$172.36
Junior Financial Analyst	\$75.94	\$78.98	\$82.14	\$85.43	\$88.85
Economist	\$258.06	\$268.38	\$279.12	\$290.28	\$301.89
Senior Banker	\$211.10	\$219.54	\$228.32	\$237.45	\$246.95
Junior Banker	\$164.40	\$170.98	\$177.82	\$184.93	\$192.33
Attorney	\$198.65	\$206.60	\$214.86	\$223.45	\$232.39
Senior Financial Systems Analyst	\$194.80	\$202.59	\$210.69	\$219.12	\$227.88
Financial Systems Analyst	\$157.58	\$163.88	\$170.44	\$177.26	\$184.35
Junior Financial Systems Analyst	\$110.82	\$115.25	\$119.86	\$124.65	\$129.64
Trainer	\$211.11	\$219.55	\$228.33	\$237.46	\$246.96
Technical Writer	\$202.40	\$210.50	\$218.92	\$227.68	\$236.79
Training Coordinator	\$146.89	\$152.77	\$158.88	\$165.24	\$171.85
Functional Expert I	\$265.79	\$276.42	\$287.48	\$298.98	\$310.94
Functional Expert II	\$212.65	\$221.16	\$230.01	\$239.21	\$248.78
Functional Expert III	\$152.97	\$159.09	\$165.45	\$172.07	\$178.95
Functional Expert IV	\$136.17	\$141.62	\$147.28	\$153.17	\$159.30