



*ATA SERVICES, INC.*

## 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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>

## Federal Supply Schedule 00Corp - The Professional Services Schedule

### Special Item Numbers

520 11 - Accounting

520 15 - Outsourcing Recurring Commercial Activities for Financial Management Services

871 7 - Construction Management and Engineering Consulting Services Related to Real Property

**CONTRACT NUMBER: *GS-23F-0088V***

**CONTRACT PERIOD: *08/20/2014 through 08/19/2019***

For more information on ordering from this Federal Supply Schedule contract, please visit: [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**CONTRACTOR:** **ATA Services, Inc.**  
405 Urban St Ste 150  
Lakewood, CO 80228  
Tel: 866-550-4282  
Web: [www.ataservices.net](http://www.ataservices.net)

### **CONTRACTOR'S POINT OF CONTACT FOR CONTRACT ADMINISTRATION:**

**Kari Knowles**  
Director, Administrative Services  
405 Urban St Ste 150  
Lakewood, CO 80228  
Tel: 866-550-4282

E-mail: [kknowles@ataservices.net](mailto:kknowles@ataservices.net)

**BUSINESS SIZE: Small Business, Veteran Owned Small Business**

# Contractor Information

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- 1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):** *520 11, 520 15, and 871 7*
- 1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN:** *See Appendix A*
- 1c. **HOURLY RATES (Services only):** *See Appendix A*
2. **MAXIMUM ORDER THRESHOLD:** *\$1,000,000*
3. **MINIMUM ORDER THRESHOLD:** *\$300.00*
4. **GEOGRAPHIC COVERAGE:** *50 States, DC*
5. **POINT(S) OF PRODUCTION:** *Lakewood, CO*
6. **DISCOUNT FROM BEST MARKET RATE:** *GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.*
7. **QUANTITY DISCOUNT(S):** *Additional 2% discount on orders over \$500,000*
8. **PROMPT PAYMENT TERMS:** *Net 30*
- 9.a **Government Purchase Cards will be accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards will not be accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** *None*
- 11a. **TIME OF DELIVERY:** *30 Days ARO*
- 11b. **EXPEDITED DELIVERY:** *Contact Contractor if Available*
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** *Contact Contractor if Available*
- 11d. **URGENT REQUIRMENTS:** *Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.*
12. **FOB POINT:** *N/A*
- 13a. **ORDERING ADDRESS:**  
ATA Services, Inc.  
ATTN: Kari Knowles  
405 Urban St Ste 150  
Lakewood, CO 80228
- 13b. **ORDERING PROCEDURES:** *Ordering Activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).*

- 14. PAYMENT ADDRESS:** ATA Services, Inc.  
ATTN: Kari Knowles  
405 Urban St Ste 150  
Lakewood, CO 80228
- 15. WARRANTY PROVISION:** *N/A*
- 16. EXPORT PACKING CHARGES:** *None*
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** *None*
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** *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 (IF AVAILABLE):** *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. PREVENTIVE 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 FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):** *Compliant. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).*
- 25. DUNS NUMBER:** *879563229*
- 26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** *Contractor has an active registration in the System for Award Management (SAM) database.*

# Appendix A

## Price List

<b>Labor Category</b>	<b>Rate (including IFF)</b>
SINs 520 11 & 520 15	
Accounting Clerk I**	\$24.86
Accounting Clerk II**	\$24.69
Accounting Clerk III**	\$29.49
Accounting Clerk IV	\$33.72
Accountant I	\$33.23
Accountant II	\$38.75
Accountant III	\$47.58
Financial Analyst I	\$28.94
Financial Analyst II	\$41.60
Financial Analyst III	\$43.04
Financial Analyst IV	\$65.33
Project Manager	\$67.49
SIN 871 7	
Consultant Project Manager	\$73.15
Consultant Project Management Services	\$146.10
Project Assistant**	\$41.09
Project Assistant Lead**	\$41.09
Office Manager**	\$41.09
Tenant Agreement Specialist	\$41.09
Project Controls Engineer	\$58.23
Project Superintendent	\$58.23

<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent</b>	<b>WD Number</b>
Accounting Clerk I	01011 - Accounting Clerk I	WD 15-5419
Accounting Clerk II	01012 - Accounting Clerk II	WD 15-5419
Accounting Clerk III	01013 - Accounting Clerk III	WD 15-5419
Project Assistant	01111 - General Clerk I	WD 15-5419
Project Assistant Lead	01112 - General Clerk II	WD 15-5419
Office Manager	01113 - General Clerk III	WD 15-5419

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

# Appendix B

## Labor Category Descriptions

### SINs 520 11 & 520 15

SERVICE PROPOSED	EDUCATION/ CERTIFICATION LEVEL	YEARS OF EXPERIENCE	DESCRIPTION OF DUTIES
Accounting Clerk I	High School Diploma	0	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Accounting Clerk II	High School Diploma	2	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Accounting Clerk III	High School Diploma	5	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Accounting Clerk IV	High School Diploma	7	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
Accountant I	BS Degree	0	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Accountant II	BS Degree	2	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and

			judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Accountant III	BS Degree	4	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Financial Analyst I	BS Degree	0	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Financial Analyst II	BS Degree	2	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Financial Analyst III	BS Degree	4	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.
Financial Analyst IV	BS Degree	6	Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

**SIN 871 7**

<b>SERVICE PROPOSED</b>	<b>EDUCATION/ CERTIFICATION LEVEL</b>	<b>YEARS OF EXPERIENCE</b>	<b>DESCRIPTION OF DUTIES</b>
Consultant Project Manager	BS Degree	5	Oversees and directs construction management. Communicates directly with contractors/designers concerning project cost, staffing, and scheduling. Prepares project status reports and works to ensure plans adhere to contract specifications.
Consultant Project Management Services	BS Degree	7	The major duties and responsibilities of project control engineer are controlling the progress of the project, ensuring resource availability and allocating the same, coordinating with various departments and external agencies, and reporting.
Project Assistant	High School Diploma	3	Support the Construction Site team by performing project administrative duties related to the projects.
Project Assistant Lead	High School Diploma	5	Support the Construction Team by performing administrative tasks related to the projects. Manages and oversees the work product of other Project Assistants.
Office Manager	High School Diploma	5	Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
Tenant Agreement Specialist	High School Diploma	5	Maintains effective relationships between tenants and the occupants of the facilities.
Project Controls Engineer	BS Degree	6	Schedule preparation, pre-planning and resource forecasting for engineering and other technical activities relating to the project
Project Superintendent	BS Degree	8	Supervise the field construction of a project and to complete the work on schedule, within the budget and to the quality of workmanship specified.