

General Service Administration (GSA) Multiple Award Schedule (MAS)

Authorized Multiple Award Schedule and Price List Catalog

GSA00CORP

Professional Services Schedule

ST. MICHAEL'S

An Employee-Owned Company

St. Michael's Inc.

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SCHEDULE TITLE: Multiple Award Schedule
FSC Group: Professional Services

CONTRACT NUMBER: GS-23F- 0098V
CONTRACT PERIOD: September 22, 2009 to September 21, 2024
BUSINESS SIZE: Other than small business

For more information on ordering from Federal Supply Schedules click go to the GSA Schedules page at GSA.gov

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.

- Price list current as of MAS Modification #PA-0036, effective November 7, 2022

The Internet address for GSA Advantage! is <http://www.GSAAdvantage.gov>.



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I. Customer Information

1a. Table of Awarded Special Item Numbers (SINs):

St. Michael's Inc.'s awarded Special Item Numbers are provided in the following table. Descriptions of Services are provided in Section 1a.1 below.

Table of Awarded Special Item Numbers (SINs)	
OLM	Order-Level Materials (OLMs)
541219	Professional Services - Budget and Financial Management Services
541611	Professional Services - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional Services - Professional and Management Development Training
611512	Professional Services - Training / Flight Training

1a.1 Description of Services:

541219 – Budget and Financial Management Services.

St. Michael's accounting, budgeting, and complementary financial services include, but are not limited to the following:

- transaction analysis;
- transaction processing;

- data analysis and summarization;
- technical assistance in devising new or revised accounting policies and procedures;
- classifying accounting transactions;
- special studies to improve accounting operations;
- assessment and improvement of budget formulation and execution processes;
- special reviews to resolve budget formulation or budget execution issues; and
- technical assistance to improve budget preparation or execution processes.

541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services.

St. Michael's provides operating advice and assistance on administrative and management issues. Examples include, but are not limited to the following:

- strategic and organizational planning;
- business process improvement;
- acquisition and grants management support;
- facilitation;
- surveys;
- assessment and improvement of financial management systems;
- financial reporting and analysis;
- due diligence in validating an agency's portfolio of assets and related support services;
- strategic financial planning;
- financial policy formulation and development;
- special cost studies;
- actuarial services;
- economic and regulatory analysis;
- benchmarking and program metrics; and
- business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

611430 – Professional and Management Development Training.

St. Michael's Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include, but are not limited to the following:

- training services that are instructor led training or web-based training of education courses;
- course development and test administration;
- learning management, and internships;
- environmental training services in order to meet Federal Mandates and Executive Orders;
- training of agency personnel to deal with media and media responses;
- logistics training services related to system operations;
- automated tools for supply and value chain management;
- property and inventory management;
- distribution and transportation management;
- maintenance of equipment and facilities;
- audit & financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: <https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR <http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience – Acquisition professionals interested in completing FAC-C or DAWIA.

SIN 611512 – Training / Flight Training.

St. Michael's Services include offering aviation and flight, vocational and recreational training.



1b. Price List:

See Section II in this catalog titled “Fixed Labor Hour Price/Rates” for the list of hourly firms fixed labor category rates.

1c. Description of Labor Categories:

See Section III in this catalog titled “St. Michael’s Labor Category Descriptions” for labor category descriptions/qualifications.

2. Maximum order:

The maximum order limitation under this schedule is \$1,000,000.

3. Minimum order:

The minimum order limitation under this schedule is \$100.

4. Geographic coverage (delivery area):

Services will be furnished within the United States, or at US Government Installations worldwide.

5. Point(s) of production:

Services will be performed at Government sites, with support services provided from St. Michael’s Inc., Woodbridge, Virginia or in St. Michael’s facilities.

6. Discount from list prices or statement of net price:

Prices shown herein are net (discount deducted)

7. Quantity discounts:

Prices offered in this schedule are net all discounts.

8. Prompt payment terms:

Information for Ordering Offices: Payment terms are net 30 days for all payment types. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items:



Not applicable

10a. Time of delivery:

The time of delivery will be determined for each individual task order placed under this schedule.

10b. Expedited delivery:

Items, if available for expedited delivery, are noted in this price list.

10c. Overnight and 2-day delivery:

Agencies may contact St. Michael's Inc. for rates for overnight and 2-day delivery.

10d. Urgent requirements:

Specific timing is determined by the ordering agency. Agencies may contact St. Michael's Inc.'s Contract Representative to affect a faster delivery.

11. F.O.B. point(s):

Destination.

12a. Ordering address:

St. Michael's Inc.
13580 Groupe Drive, Suite 201
Woodbridge, VA 22192

12b. Ordering procedures:

For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's) and a sample BPA can be found in the Federal Acquisition Regulations (FAR) at 8.405-3.

13. Payment Address:

St. Michael's Inc.
13580 Groupe Drive, Suite 201
Woodbridge, VA 22192

14. Warranty Provision:

Staff furnished under contract by the Contractor shall have the experience, education and expertise as provided herein.

15. Export Packing Charges:

Packaging requirements, which exceed domestic shipment requirements, shall be charged to the customer.

16. Terms and conditions of rental maintenance and repair:

Not applicable.

17. Terms and conditions of installation:

Not applicable.

18a. Terms and conditions of repair parts:

Not applicable.

18b. Terms and Conditions for Any Other Services:

Not applicable.

19. List of Service and Distribution Points:

Not applicable.

20. List of Participating Dealers:

Not applicable.

21. Preventive Maintenance:

Not applicable.

22a. Special Attributes Such as Environmental Attributes:

Not applicable.

22b. If applicable, indicate that 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 www.Section508.gov/.

Not applicable.

23. Unique Entity Identifier (UEI) number:

CVQ6JSVQSTK1

24. Notification regarding registration in System for Award Management (SAM) database:

Contractor registered and active in SAM.

II. Fixed Labor Hour Price/Rates

- 541219: Budget and Financial Management Services
- 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- 611430: Professional and Management Development Training
- 611512: Flight Training

	9/22/2019 thru 09/21/20	9/22/2020 thru 09/21/21	9/22/2021 thru 09/21/22	9/22/2022 thru 09/21/23	9/22/2023 thru 09/21/24
Program Manager	\$231.72	\$237.98	\$244.41	\$251.00	\$257.78
Subject Matter Expert	\$221.80	\$227.79	\$233.94	\$240.25	\$246.74
Executive Financial Consultant II	\$204.19	\$209.70	\$215.36	\$221.18	\$227.15
Executive Financial Consultant I	\$191.82	\$197.00	\$202.32	\$207.78	\$213.39
Executive Consultant	\$179.45	\$184.29	\$189.27	\$194.38	\$199.63
Senior Financial Manager	\$160.88	\$165.22	\$169.68	\$174.27	\$178.97
Project Lead	\$158.91	\$163.20	\$167.60	\$172.13	\$176.78
Senior Consultant	\$144.56	\$148.46	\$152.47	\$156.59	\$160.82
Financial Manager	\$136.12	\$139.79	\$143.57	\$147.44	\$151.43
Senior Financial Analyst	\$123.74	\$127.08	\$130.52	\$134.04	\$137.66
Financial Analyst	\$106.24	\$109.11	\$112.06	\$115.08	\$118.19
Consultant	\$104.83	\$107.66	\$110.56	\$113.55	\$116.61
Management Analyst	\$84.97	\$87.27	\$89.62	\$92.04	\$94.53
Business Analyst	\$80.43	\$82.61	\$84.84	\$87.13	\$89.48
Credentialed Project Manager	\$180.63	\$185.51	\$190.51	\$195.66	\$200.94
Credentialed Program Analyst	\$180.63	\$185.51	\$190.51	\$195.66	\$200.94
Senior Project Manager	\$164.17	\$168.60	\$173.15	\$177.83	\$182.63
Credentialed Program and Performance Evaluator	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30
Credentialed IT Specialist	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30
Credentialed Cost Analyst	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30
Senior Program Analyst	\$148.75	\$152.77	\$156.89	\$161.13	\$165.48
Senior Program and Performance Evaluator	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30
Senior Cost Analyst	\$136.01	\$139.68	\$143.45	\$147.32	\$151.30
Mid-Level Program Analyst	\$127.50	\$130.94	\$134.48	\$138.11	\$141.84
Senior IT Specialist	\$127.50	\$130.94	\$134.48	\$138.11	\$141.84
Mid-Level Project Manager	\$119.00	\$122.21	\$125.51	\$128.90	\$132.38
Mid-Level Cost Analyst	\$112.64	\$115.68	\$118.81	\$122.01	\$125.31
Mid-Level IT Specialist	\$100.94	\$103.67	\$106.47	\$109.34	\$112.30
Junior Project Manager	\$93.50	\$96.02	\$98.62	\$101.28	\$104.01
Mid-Level Program and Performance Evaluator	\$92.43	\$94.93	\$97.49	\$100.12	\$102.82
Junior Cost Analyst	\$92.43	\$94.93	\$97.49	\$100.12	\$102.82
Junior Program Analyst	\$85.00	\$87.30	\$89.66	\$92.08	\$94.56
Junior IT Specialist	\$79.70	\$81.85	\$84.06	\$86.33	\$88.66
Junior Program and Performance Evaluator	\$69.07	\$70.93	\$72.85	\$74.81	\$76.83
Senior Accounting Technician	\$56.98	\$58.52	\$60.10	\$61.72	\$63.39
Accounting Technician	\$52.54	\$53.96	\$55.42	\$56.91	\$58.45
Junior Accounting Technician	\$33.63	\$34.54	\$35.48	\$36.43	\$37.42



III. St. Michael's Category Descriptions

Each FABS labor category (in accordance with GSA definitions) is defined with regard to education, general experience, specialized experience requirements and duties. Training and certification requirements for a labor category have also been provided. The duties normally performed by a person assigned to a labor category position are defined.

St. Michael's recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. We find skills needed to support financial management efforts, and to meet today's problems and tomorrow's challenges, are not always supported by a traditional education and work experience combination.

Program Manager

The Program Manager has experience managing large and/or complex projects and is responsible for ensuring conformity to contractual obligations, and is responsible for establishing and maintaining technical and financial reports. The Program Manager performs day-to-day management of overall contract support operations. The Program Manager at a minimum shall have a Bachelor's degree. The Program Manager has a minimum of ten (10) years of experience in performing program management support services and/or financial support activities or any combination of the two.

Subject Matter Expert

The Subject Matter Expert has demonstrated expertise as evidenced by having an advanced degree and/or is, credentialed and/or is nationally known, i.e., published. The Subject Matter Expert provides advice, recommendations, and will assist the client in implementing recommendations. The Subject Matter Expert at a minimum shall have a Baccalaureate degree, preferably the Subject Matter Expert will have an advanced degree and will have credentials, CPA, PMP, CDFM, CGFM. The Subject Matter Expert has a minimum of ten (10) years of experience in the field they are considered an Expert.

Executive Financial Consultant II

Senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity. The Executive Financial Consultant II at a minimum shall have a Bachelor's degree. The Executive Financial Consultant II has a minimum of twenty-five (25) years of experience.



Executive Financial Consultant I

Senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity. The Executive Financial Consultant I at a minimum shall have a Bachelor's degree. The Executive Financial Consultant II has a minimum of twenty (20) years of experience.

Executive Consultant

Senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity. The Executive Consultant at a minimum shall have a Bachelor's degree. The Executive Consultant has a minimum of eighteen (18) years of experience.

Senior Financial Manager

Provides senior government/corporate cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business re-engineering related issues. Management experience in complex large-scale financial management services (FMS) under multiple task efforts. The Senior Financial Manager at a minimum shall have a Bachelor's degree. The Senior Financial Manager has a minimum of twelve (12) years of experience.

Project Lead

Project Lead has the ability to provide guidance and direction for multiple projects in managing financial services. The Project Lead manages projects of high complexity and directs the completion of projects within estimated timeframes and budget constraints. The Project Lead coordinates all parties to tasks, reviews work products for completeness, quality, and adherence to customer requirements. The Project Lead delivers presentations and leads strategic level client meetings. The Project Lead shall have a BA/BS degree. An advanced degree is desirable. The Project Lead shall have a minimum of eight (8) years of experience in conducting business and/or financial management tasks for commercial or government organizations. The Project Lead is responsible to plan, organize, execute, control, and perform project work efforts to meet contract requirements.



Senior Consultant

Advisor to customer in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for tasks. May serve as a customer point of contact for an activity. The Senior Consultant at a minimum shall have a Bachelor's degree. The Senior Consultant has a minimum of eight (8) years of experience.

Financial Manager

Provides experience in senior government/corporate cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business re-engineering related issues. Ability to plan, manage, and execute complex FMS tasks. Capability to lead subordinate level positions. The Financial Manager at a minimum shall have a Bachelor's degree. The Financial Manager has a minimum of eight (8) years of experience.

Senior Financial Analyst

Provides experience in government/corporate cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business re-engineering related issues. Has the capability to lead subordinate level positions. The Senior Financial Analyst at a minimum shall have a Bachelor's degree. The Senior Financial Analyst has a minimum of five (5) years of experience.

Financial Analyst

Provides cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business re-engineering related issues. The Financial Analyst at a minimum shall have a Bachelor's degree. Four (4) years of experience can be substituted for the Bachelor's degree. The Financial Analyst has a minimum of three (3) years of experience.

Consultant

Provides expertise as required to the customer in areas of accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. The Consultant at a minimum shall have a Bachelor's degree. The Consultant has a minimum of five (5) years of experience.

Management Analyst

Provides financial management, accounting, business practices, technical, cost and schedule, and business re-engineering related issues. The Management Analyst at a minimum shall have a Bachelor's degree. Four (4) years of experience can be substituted for the Bachelor's degree. The Management Analyst has a minimum of two (2) years of experience.



Business Analyst

Provides support in tasks as required to meet specific customer requirements. Performs similar tasks as a Business Consultant. Performs data collection and data reduction/consolidation requirements. The Business Analyst at a minimum shall have a Bachelor's degree. Four (4) years of experience can be substituted for the Bachelor's degree. The Business Analyst has a minimum of zero (0) years of experience.

Credentialed Project Manager

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Project Manager at a minimum shall have a Bachelor's degree. The Credentialed Project Manager has a minimum of ten (10) years of experience.

Senior Project Manager

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. The Senior Project Manager at a minimum shall have a Bachelor's degree. The Senior Project Manager has a minimum of eight (8) years of experience.

Mid- Level Project Manager

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. The Mid-Level Project Manager at a minimum shall have a Bachelor's degree. The Mid-Level Project Manager has a minimum of four (4) years of experience.

Junior Project Manager

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. The Junior Project Manager at a minimum shall have a Bachelor's degree. The Junior Project Manager has a minimum of zero (0) years of experience.



Credentialed Program Analyst

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Program Analyst at a minimum shall have a Bachelor's degree. The Credentialed Program Analyst has a minimum of ten (10) years of experience.

Senior Program Analyst

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. The Senior Program Analyst at a minimum shall have a Bachelor's degree. The Senior Program Analyst has a minimum of eight (8) years of experience.

Mid-Level Program Analyst

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. The Mid-Level Program Analyst at a minimum shall have a Bachelor's degree. The Mid-Level Program Analyst has a minimum of four (4) years of experience.

Junior Program Analyst

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. The Junior Program Analyst at a minimum shall have a Bachelor's degree. The Junior Program Analyst has a minimum of zero (0) years of experience.

Credentialed Program and Performance Evaluator

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Credentialed Program and Performance Evaluator has a minimum of ten (10) years of experience.



Senior Program and Performance Evaluator

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. The Senior Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Senior Program and Performance Evaluator has a minimum of eight (8) years of experience.

Mid-Level Program and Performance Evaluator

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. The Mid-Level Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Mid-Level Program and Performance Evaluator has a minimum of four (4) years of experience.

Junior Program and Performance Evaluator

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. The Junior Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Junior Program and Performance Evaluator has a minimum of zero (0) years of experience.

Credentialed Information Technology (IT) Specialist

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed IT Specialist at a minimum shall have a Bachelor's degree. The Credentialed IT Specialist has a minimum of ten (10) years of experience.

Senior Information Technology (IT) Specialist

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions / publications (electronic media), and other services. The Senior IT Specialist at a minimum shall have a Bachelor's degree. The Senior IT Specialist has a minimum of eight (8) years of experience.

Mid-Level Information Technology (IT) Specialist

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions / publications (electronic media), and other services. The Mid-Level IT Specialist at a minimum shall have a Bachelor's degree. The Mid-Level IT Specialist has a minimum of four (4) years of experience.

Junior Information Technology (IT) Specialist

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services. The Junior IT Specialist at a minimum shall have a Bachelor's degree. The Junior IT Specialist has a minimum of zero (0) years of experience.

Credentialed Cost Analyst

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Cost Analyst at a minimum shall have a Bachelor's degree. The Credentialed Cost Analyst has a minimum of ten (10) years of experience.

Senior Cost Analyst

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. The Senior Cost Analyst at a minimum shall have a Bachelor's degree. The Senior Cost Analyst has a minimum of eight (8) years of experience.

Mid-Level Cost Analyst

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. The Mid-Level Cost Analyst at a minimum shall have a Bachelor's degree. The Mid-Level Cost Analyst has a minimum of four (4) years of experience.



Junior Cost Analyst

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. The Junior Cost Analyst at a minimum shall have a Bachelor's degree. The Junior Cost Analyst has a minimum of zero (0) years of experience.

Senior Accounting Technician

Ability to understand general business operations and follow general financial guidelines and accounting rules. Collects, checks, inputs, and analyzes financial information. Maintains basic financial records and files and prepares simple financial reports and routine presentations. The Senior Accounting Technician at a minimum shall have a High School Diploma. The Senior Accounting Technician has a minimum of nine (9) years of experience.

Accounting Technician

Ability to understand general business operations and follow general financial guidelines and accounting rules. Collects, checks, inputs, and analyzes financial information. Maintains basic financial records and files and prepares simple financial reports and routine presentations. The Accounting Technician at a minimum shall have a Bachelor's degree. Degree may be substituted with an additional four (4) years of experience. The Accounting Technician has a minimum of eight (8) years of experience.

Junior Accounting Technician

Ability to understand general business operations and follow general financial guidelines and accounting rules. Collects, checks, inputs, and analyzes financial information. Maintains basic financial records and files and prepares simple financial reports and routine presentations. The Junior Accounting Technician at a minimum shall have an Associate's degree or 2 years of college. Degree or college may be substituted with an additional two (2) years of experience. The Junior Accounting Technician has a minimum of four (4) years of experience.

Experience & Degree Substitution:

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa.



IV. Overview: St. Michael's Inc.

St. Michael's Inc. is a consulting firm whose mission is to assist and advise customers with improving business processes and realizing results. St. Michael's specializes in the areas of financial management and financial systems support. St. Michael's highly experienced professionals have helped Federal customers with Audit Sustainment, Financial Management and Accounting, Program Management, Acquisition, and Back Office Support.

St. Michael's Inc. has supported clients from the Department of Defense (DoD), Department of Homeland Security (DHS) and the Intelligence Community (IC) and we operate under the belief that an efficient partnering with you requires a strong Government/contractor relationship. This relationship provides essential Government oversight and contractor responsiveness, and is mainly based on superb and highly focused organizational and management expertise, mutual trust, and a continuous two-way dialogue. St. Michael's looks forward to providing expertise in support of your financial management and accounting efforts amidst complex organizational and operational changes in today's economic environment.

A. Best Practices Implemented

St. Michael's Inc. applies best practices that have been refined over years of successful project management, on efforts across multiple task orders and clients under a variety of contract vehicles. The key contract management focus areas we highlight are quality, cost, schedule, and risk management.

Quality Management

St. Michael's has a robust approach to address our responsibilities for overall responsiveness and work quality. This process involves objectively evaluating performed processes, work products, and services against applicable standards, processes, and procedures. We also identify and document noncompliance issues and provide feedback on the results of quality control activities to staff. We address compliance issues and verify that corrective action is effective, notifying the Government on any issues that affect mission support.

Cost Management

St. Michael's captures cost and reports data to the contracting officer representative (COR). These reports will include information about cost execution versus plan, cost-to-complete information (so that no shortfalls or overruns occur), and our estimate for cost execution versus schedule for the duration of a project.

Schedule Management

St. Michael's will develop work plans for each task and will revise the plans periodically which will allow our staff to work and report on current plans. These work plans will identify major milestones and other program events. Work plans document information on the scope, approach, risks, interdependencies, schedules, and deliverables for each task and are reviewed on a regular



basis by our Program Manager. This process, coordinated with the appropriate Government lead, means that our staff adjusts rapidly to new or changing mission requirements.

Risk Management

Managing risk is a key aspect of any project's success. Risk management includes four continuous steps: identification, analysis, mitigation, and monitoring. St. Michael's management will oversee all risk management activities and will be responsible for resolving risks. When a risk is identified it will be analyzed and the potential impacts will be assessed. Mitigation approaches and prioritization issues will be developed and provided to you, the Government client.

B. Benefits of Working with St. Michael's

St. Michael's is singularly focused on providing financial management and related services to the Military, IC, and Other Defense Agencies.

St. Michael's is owned by its employees. We have an Employee Stock Ownership Plan (ESOP) which provides employees an ownership interest in the company after 1-yr of employment. Our clients benefit from motivated individuals who have a stake in the outcomes. The better the work product we produce, the more positive our performance assessments become. As a result, we send highly motivated employee-owners to our client sites every day. Our employee-owners have a vested interest in meeting and exceeding client expectations; they understand the critical linkage between superlative client delivery, corporate success, and ESOP valuation. Employee-ownership promotes retention, motivation, and commitment to client success.

We prioritize the integrity of our Core Values over the bottom line. Our clients count on us to say what we mean and mean what we say. We choose the 'hard right' over the 'easy wrong.'

St. Michael's is ready to begin as soon as an agreement is reached. St. Michael's recruiting, training and retention policies, give us the ability to provide qualified staff members that are ready to begin working on projects without staffing ramp-up issues that other companies may face.

St. Michael's understands the Government client. St. Michael's staff is comprised of a number of former Government employees. Our workforce ranges in experience from having worked for the U.S. Army, the Environmental Protection Agency, the Defense Intelligence Agency, and the Defense Contract Audit Agency. This experience provides us with an understanding of several Government agencies' operating environment and culture.

St. Michael's has Government experience. We are ready to assist you and your agency in overcoming financial management issues and improving processes. We will provide a team with the specific experience that is being sought. Our experience includes Enterprise Resource Planning (ERP) implementation, financial systems integration, functional accounting, internal controls, process improvement, program management, human capital development, financial management support, financial policy support, performance measurement, and metrics analysis.



St. Michael's ability to avoid time-consuming levels of hierarchy. St. Michael's Inc. is able to avoid time-consuming, costly levels of hierarchy within the organization due to our size. Company President, Mr. Todd Brymer (PMP, CMA, CFM) brings recognized leadership in industry and military service for the US Government. He is readily available to present project-orientated, on-site solutions should the need arise. This direct contact from St. Michael's upper management presents you with a "full resource" solution to your consulting needs, while avoiding the levels of hierarchy that other companies may not be able to circumvent.

When all of these benefits are considered, St. Michael's provides a clear choice: St. Michael's is a low-risk option that presents a high probability of success for your agency's efforts. St. Michael's provides responsive management with experience in your business and cleared professionals at honest rates. Our team is ready to assist your agency and looks forward to working with you.

C. Our Accomplishments

Enhancing Systems Controls: St. Michael's developed automated system reconciliation tools as a key control to reconcile data between several integrated financial systems. These tools supported the development of systems controls and entity level controls over feeder systems that produced a material input to agency level financial statements.

Integrating Business Systems: St. Michael's integrated the Defense Travel System with agency accounting systems in support of a DoD client which automated the travel process.

Performing Reconciliation of Contracts: St. Michael's supported the Government's largest contract payment operation by reconciling out-of-balance conditions between payment and accounting systems and which identified improper payments.

Measuring Performance: St. Michael's created metrics for measuring the effectiveness of the integration of systems. We determined which key performance indicators to track, researched appropriate benchmarks, designed reports and graphs, and compiled and analyzed the data.

Improving Processes: St. Michael's implemented a new, digitized signature as a means for a Defense Agency to sign Un-Liquidated Obligation letters. We saved the Agency tens of thousands of dollars in time and materials per year by digitizing the signing process.

Functional Training: St. Michael's developed and delivered functional training to support the rollout of a Financial ERP and custom software applications. We delivered training to numerous civilian, military, and contractor users.

Testing Systems: St. Michael's tested integration software that interfaced legacy system financial data into PeopleSoft financials. Key tasks included developing testing scenarios, writing test scripts, creating test files to create the test conditions, running the actual tests, and recording and evaluating the outcomes.

Writing and Publishing Procedures: St. Michael's supported the publication of a Resource Manager's guide for a PeopleSoft implementation and financial policy for a military Department.

Creating Standard Operating Procedures: St. Michael's Inc. created standard operating procedures (SOPs) and flowcharts for a Defense Agency, which allowed them to identify and correct weaknesses in current procedures. Other consulting firms working for the Agency adopted the SOP formatting created by St. Michael's to use as their own.

St. Michael's Inc. is an employee-owned company that developed CrossPoint® to provide our practitioners and clients consistent, reliable methodologies for effective solutions relating to program/project management, audit readiness and financial management for our federal government clients.



St. Michael's developed CrossPoint® to help our project leaders and customers achieve a comprehensive environment that complies with legislative, regulatory and policy guidance and professional standards while providing our execution teams with a toolkit specifically tailored to achieve delivery of consistently superior audit readiness, program management and financial management services.

CrossPoint® consolidates St. Michael's collective experience into an easy to use reference sources that allows consistent and superior assistance to our federal government clients through a unified and comprehensive resource. CrossPoint® is applicable to technically challenging requirements and provides a pathway through complex business environment to improve levels of financial and program management success. CrossPoint® enhances our ability to assist clients in the following areas:

- Manage and improve multiple, highly complex processes simultaneously
- Respond to standard and unanticipated requirements
- Achieve and maintain compliance with legislation, regulations, policy guidance, and standards
- Achieve synergies, cost-savings, and economies of scale
- Plan for and adapt to evolving financial and business systems and processes
- Migrate successful solutions from one office or directorate to others with similar, but distinct needs in a timely, cohesive manner

Ask St. Michael's how we can leverage CrossPoint® to help you to place your organization's "Success on Target™".