

**GENERAL SERVICES ADMINISTRATION
Federal Acquisition 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 GSAAAdvantage, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAAdvantage.gov.

**PROFESSIONAL SERVICES SCHEDULE (PSS)
INDUSTRIAL GROUP: 00CORP**

Updated: July 20, 2016

DUNS # 168421308
GSA Contract # GS-23F-0099X
Period: July 20, 2011 – July 19, 2021
Business size: 8(a) certified small business
Active CCR registration: Valid until 02/09/2017

Minimum Order: \$100 per SIN
Maximum Order: \$1,000,000 per SIN
Geographic Coverage: Domestic & overseas
Volume Discounts

Between \$100,001 and \$200,000	- 2%
\$200,001 and \$300,000	- 3%
Above \$300,000:	- 4%

Prompt Payment: 30 days; 1% discount if paid within 20 days.
Time of Delivery: Negotiated at Task Order Level
Government Purchase Cards: Accepted at or below the micro-purchase threshold.

Contact: Sanjay Shah, President
914-772-6310 or 212-683-4160
sshah@paragon-mgt.com

Website: www.paragon-mgt.com

Ordering Info and Payment Address:
Paragon Management Group Inc.
239 Buttonwood Avenue
Cortlandt Manor, NY 10567
Tel: 914-772-6310
Fax: 646-349-4028

County: Westchester County, NY

Awarded SINS:

Awarded SINS	SIN Description
520.7	Financial & Performance Audits
520.7RC	Disaster & Recovery - Financial & Performance Audits
520.8	Complementary Audit Services
520.8RC	Disaster & Recovery - Complementary Audit Services
520.9	Recovery Audits
520.9RC	Disaster & Recovery - Recovery Audits
520.11	Accounting
520.11RC	Disaster & Recovery - Accounting
520.12	Budgeting
520.12RC	Disaster & Recovery - Budgeting
520.13	Complementary Financial Management Services
520.13RC	Disaster & Recovery - Complementary Financial Management Services
520.21	Program Management Services
520.21RC	Disaster & Recovery - Program Management Services
520.22	Grant Management Support Services
520.22RC	Disaster & Recovery - Grant Management Support Services

Labor Categories:

Labor Category	7/20/16 - 07/19/17	7/20/17 - 07/19/18	7/20/18 - 07/19/19	7/20/19 - 07/19/20	7/20/20 - 07/19/21
Partner/Subject Matter Expert I/Project Manager	\$212.96	\$217.64	\$222.43	\$227.32	\$232.32
Senior Consultant/Audit Manager/Asst. Project Manager	\$167.24	\$170.92	\$174.68	\$178.52	\$182.45
Audit Supervisor/Senior Associate/Accounting Supervisor	\$152.19	\$155.54	\$158.96	\$162.46	\$166.03
Senior Accountant/Audit Senior	\$139.37	\$142.43	\$145.57	\$148.77	\$152.04
Accountant/Junior Associate	\$114.84	\$117.37	\$119.95	\$122.59	\$125.28
EDP Manager/IT Systems Consultant	\$139.37	\$142.43	\$145.57	\$148.77	\$152.04
EDP/IT Specialist	\$122.64	\$125.34	\$128.10	\$130.92	\$133.80

Labor Category Descriptions:

Partner/Subject Matter Expert I/Project Manager

Experience: Minimum twenty (20) years of accounting, auditing or consulting experience

Functional Responsibility: May function as Program/Project Manager and/or Subject Matter Expert I, depending on the project.

As program/project manager, responsible for client handling, quality control, supervision of team and resolution of significant issues. Also responsible for the overall contract management and will provide the technical and managerial skills to ensure that all products and deliverables meet the client's requirements and deadlines.

As Subject Matter Expert I, responsible for providing technical expertise & lead on multiple projects/tasks; Creates and critically evaluates performance measures. Coordinates and directs the preparation of project analysis and evaluations. Reviews pertinent documentation, identifies and requests required materials for final deliverables. Extensive knowledge of pertinent rules, guidelines and standards. Reviews expenditures and prepares operating budgets for various projects to ensure conformance to budgetary limits. Review and prepare final closeout input for contracts, grants and purchase orders. Provide support in analyzing Financial and/or budgetary and assists in the preparation of reports and presentations. Knowledge of ERP Systems.

Education Level: Requires a Minimum of a Bachelor's degree in Business, Accounting, Financial Management, or related discipline; a master's degree in related field can be substituted for 3 years of experience.

Senior Consultant/Audit Manager/Asst. Project Manager

Experience: Minimum of ten (10) years of experience in any area of accounting, auditing, budgeting, program management or a related field; a practicing CPA with at least 4 years of audit or audit-related experience required for all auditing projects.

Functional Responsibility: Senior Consultant/Audit Manager/Asst. Project Manager works under Program/Project Manager and assists in all aspects of managing audit engagement and/or project tasks and deliverables and supervises the audit engagement or project staff, as directed.

Educational Level: Requires a Bachelor's degree in Business, Accounting, Financial Management, or related discipline; a master's degree in related field or a PMP (Project Management Professional) certification may be substituted for 3 years of experience.

Audit Supervisor/Senior Associate/Accounting Supervisor

Experience: Minimum of seven (7) years of experience in any area of accounting, auditing, budgeting, program management or a related field; a practicing CPA preferred but not required; proficient knowledge of GAAP, GAAS, pertinent OMB Circulars & federal rules & regulations required for all auditing projects

Functional Responsibility: Reviews all documentation prepared by more junior personnel and is responsible for initial drafting of final project reports prior to submission for approval. Assumes responsibility for coordination of subordinate activities. Monitors project performance and staff relationships. Conducts performance reviews of other less experienced staff. Corrects errors identified during acceptance process. Reports directly to Audit Manager/Asst. Project Manager or Senior Audit Manager/Project Manager.

Educational Level: Requires a Bachelor's degree in Business, Accounting, Financial Management, or related discipline; a master's degree in related field can be substituted for 3 years of experience

Senior Accountant/Audit Senior

Experience: Minimum of five (5) years of experience in any area of accounting, auditing, budgeting, program management or a related field; a practicing CPA preferred but not required; proficient knowledge of GAAP, GAAS, pertinent OMB Circulars & federal rules & regulations required for all auditing projects.

Functional Responsibility: Reviews all documentation prepared by more junior accountant or associate and is responsible for initial drafting of final project reports prior to submission for approval. Assumes responsibility for coordination of subordinate activities. Monitors project performance and staff relationships. Conducts performance reviews of other less experienced staff. Corrects errors identified during acceptance process. Reports directly to Audit/Accounting Supervisor or Senior Associate.

Educational Level: Requires a Bachelor's degree in Business, Accounting, Financial Management, or related discipline; a master's degree in related field can be substituted for 3 years of experience

Accountant/Junior Associate

Experience: Minimum of two (2) years of experience in any area of accounting, auditing, budgeting, program management or a related field

Functional Responsibility: Performs low level accounting or project tasks under the supervision of a supervisor or senior associate.

Educational Level: Requires a Bachelor's degree in Business, Accounting, Financial Management, or related discipline.

EDP Manager/IT Systems Consultant

Experience: Minimum of five (5) years of experience in any area of accounting or financial or related systems; CISA or equivalent preferred but may be substituted by relevant experience.

Functional Responsibility: Reviews and evaluates computer-based systems, audit general and application controls in complex information technology environments, perform other duties relevant to the engagement.

Educational Level: Requires a Bachelor's degree in Computer Science, Accounting, or other technical field; CISA or equivalent preferred but may be substituted by relevant experience.

EDP/IT Specialist

Experience: Minimum of four (4) years of experience in any area of accounting or financial or related systems

Functional Responsibility: Works under EDP Manager or IT Systems Consultant on computer-based systems, audit general and application controls in complex information technology environments, perform other duties relevant to the engagement.

Educational Level: Requires a Bachelor's degree in Computer Science, Accounting, or other technical field; CISA or equivalent preferred but may be substituted by relevant experience.

Overview of Paragon

Paragon Management Group (Paragon) is a certified 8(a) participant, Disadvantaged Business Enterprise (DBE) and a Minority Business Enterprise (MBE), providing a wide array of management, financial, accounting, auditing, and technology consulting services. Our team consists of seasoned professionals comprise of MBAs and CPAs who combine in-depth subject matter expertise in all areas of federal accounting, auditing and finance with exceptional dedication to meet and exceed our clients' needs and expectations.

Our management philosophy is to continually strive to be a model of excellence and be a paragon for others in the sector. This philosophy is not only our best marketing tool, as is evident in the **Open Ratings score of 95 out of 100** and in the fact that over 90% of our business is repeat business or referrals from our clients, but it is also rewarding at the individual level for all our team members because a job well done brings an immeasurable satisfaction in itself. Every member of our team is carefully selected based on subject matter expertise & a demonstrable passion and dedication for excellence.

SIN Descriptions

SIN 520-7 FINANCIAL AND PERFORMANCE AUDITS

Financial and performance audits include 1) financial statement audits 2) financial related audits and 3) performance audits. Examples include but are not limited to the following:

- **Financial Statement Audits** - CFO Act Financial Statement Audits, Forensic Audits conducted on behalf of OIG as part of its responsibilities under the IG Act. Financial Statement Audits are performed in accordance with Government Auditing Standards and other applicable standards.
- Financial statement audits provide reasonable assurance about whether the financial statements of an audited entity present fairly the financial position, results of operations, and cash flows in conformity with generally accepted accounting principles.
- Financial statement audits also include audits of financial statements prepared in conformity with standards of accounting discussed in auditing standards issued by Statement of Federal Financial Accounting Standards (SFFAS) and may also include standards issued by the American Institute of Certified Public Accountants (AICPA).
- Financial related audits include determining whether (1) financial information is presented in accordance with established or stated criteria, (2) the entity has adhered to specific financial compliance requirements, or (3) the entity's internal control structure over financial reporting and/or safeguarding assets is suitably designed and implemented to achieve the control objectives.

Financial Related Audits may, for example, include audits of the following items:

- Segments of financial statements; financial information (for example, statement of revenue and expenses, statement of cash receipts and disbursements, statement of fixed assets); budget requests; and variances between estimated and actual financial performance; Medicare and Medicaid audits; perform the reviews of Obligations and Commitments to validate the balances of unliquidated obligations, etc.
- Internal controls over compliance with laws and regulations, such as those governing the (1) bidding for, (2) accounting for, and (3) reporting on grants and contracts (including proposals,

- amounts billed, amounts due on termination claims, and so forth).
- Internal controls over financial reporting and/or safeguarding assets, including controls using computer-based systems.
- Compliance with laws and regulations.

Performance Audits may, for example, include audits of the following items:

- Economy and efficiency audits
- Program assessment and program fraud audits

SIN 520-8 COMPLEMENTARY AUDIT SERVICES

PARAGON performs services other than audits. For example, PARAGON auditors may:

- Assist a Government body by developing questions for use at hearings,
- Develop methods and approaches to be applied in evaluating a new or a proposed program,
- Forecast potential program outcomes under various assumptions without evaluating current operations,
- Conduct Peer Reviews.
- Perform the reviews of Obligations and Commitments to validate the balances of unliquidated obligations, etc.

SIN 520-9 RECOVERY AUDITS

PARAGON performs recovery audit services to identify overpayments made by Federal agencies/organizations with respect to vendors and other entities in connection with payment activity. This may include but is not limited to the following:

- Identify overpayments
- Recover overpayments
- Identify and recover third-party liabilities
- Recover disability payments
- Recover health care costs

SIN 520-11 ACCOUNTING

Examples of Accounting Services include but are not limited to:

- Transaction analysis, transaction processing, data analysis and summarization
- Technical assistance in devising new or revised accounting policies and procedures
- Classifying accounting transactions, performing special studies to improve accounting operations
- Resolve accounting issues, resolve and implement audit findings
- Recovery reviews
- Assess or enhance accounting internal controls, improve operating efficiency and effectiveness, apply information technology to provide better or more timely service
- Perform the reviews of Obligations and Commitments to validate the balances of unliquidated obligations, etc.

520 12 Budgeting

Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

- Assess and improve the budget formulation process
- Assess and improve the budget execution process
- Conduct special reviews of budget formulation or execution issues Review budgetary controls
- Assist with implementation of corrective actions

SIN 520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

Examples of Financial Management Systems Services includes but is not limited to: Assess and improve financial management systems, conduct A-127 system compliance reviews, conduct other system assessments to improve operating efficiency, effectiveness, controls, and system performance, assist management with implementing corrective actions, documenting systems, identify systems requirements, plan and develop systems, assess the integrity of financial systems and related data, provide technical assistance in meeting agency financial management system requirements, perform cost-benefit or other special financial analysis, resolve audit findings, perform actuarial services and/or actuarial data analysis services, assist with quality assurance efforts etc.

SIN 520 21 Program Management Services

Program Management Services encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

SIN 520-22 GRANT MANAGEMENT SUPPORT SERVICES-

Support and assist federal grants management personnel in all phases of the grants management process including but not limited to assessing compliance of grantees business and financial management systems, assisting awarding agencies in ensuring grantee's responsible and accountable use of grant funds, assisting with ensuring that grantee's performance is in full compliance with grant requirements, assisting government Grants Management Officers, Grant Management Specialists, and other grants management personnel, advising government personnel in managing Grant Financial Management systems, managing the project period of performance schedule, evaluating on-going status reports, final reports, and other deliverable products required under the grant program, and assisting in grant close-out procedures.

This SIN includes services specifically designed to support and assist federal grants management personnel in managing total grant programs, pre-award, award, post-award and closeout phases of the grants management lifecycle process including but not limited to:

- Planning and writing solicitations and amendments
- Assisting review panels
- Assessing compliance of grantees' business and financial management systems
- Preparing award documents
- Assisting awarding agencies in ensuring grantees' responsible and accountable use of grant funds

- Assisting and monitoring with ensuring that grantees' performance is in full compliance with grant requirements
- Assisting government Grants Management Officers, Grant Management Specialists, and other grants management personnel
- Monitor performance
- Advising government personnel in managing Grant Financial Management systems
- Managing the project period of performance schedule
- Evaluating on-going status reports, final reports, and other deliverable products required under the grant program
- Assisting in grant close-out procedures