

## 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!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: GSAAdvantage.gov.

*Schedule Title:* Financial and Business Solutions

*FSC Group:* 520

*Contract Number:* **GS-23F- 0101R**

*Supplement Number:* 0

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [fss.gsa.gov](http://fss.gsa.gov).

### TSR, Incorporated

4900 Ritter Road, Suite 140  
Mechanicsburg, PA 17055  
Business Size: Woman-Owned

[www.tsr-inc.com](http://www.tsr-inc.com)

### Contract Administration

Attention: **Larry Darsey**

Phone: **(717) 697-8036**

Fax: **(717) 697-7429**

Email: **[larry.darsey@tsr-inc.com](mailto:larry.darsey@tsr-inc.com)**

**Contract Period:** February 7, 2005 to February 6, 2010

Prices Shown Herein are Net (discount deducted)

Date: December 2, 2005

**CUSTOMER INFORMATION**

- 1a. **Awarded Special Item Number (SINs):** 520-15 Outsourcing Recurring Commercial Activities for Financial Management Services
- 1b. **Awarded Pricing for Entire Base Period of 5 Years:** See page 5 of this price list.
- 1c. **Labor Category Descriptions:** See page 5 of this price list.
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (Delivery Area):** TSR offers FABS services both domestically and internationally.
5. **Point(s) of Production:**  
  
TSR, Incorporated  
4900 Ritter Road, Suite 140  
Mechanicsburg, PA 17055  
  
County: Cumberland
6. **Discount from List Prices or Statement of Net Price:** N/A
7. **Quantity Discounts:** N/A
8. **Prompt Payment Terms:** Net 30
- 9a. **Government Purchase Cards Are Accepted At or Below the Micro-purchase Threshold.**
- 9b. **Government Purchase Cards Are Accepted Above the Micro-purchase Threshold.**
10. **Foreign Items:** N/A
- 11a. **Time of Delivery:** N/A
- 11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list.
- 11c. **Overnight and 2-day Delivery:** N/A
- 11d. **Urgent Requirements:** See contract clause I-FSS-14-B. Agencies can contact the TSR Contact Administrator to obtain faster delivery.

12. **F.O.B. Point(s):** Destination.
- 13a. **Ordering Address(es):**  
  
Attn: Larry Darsey  
TSR, Incorporated  
4900 Ritter Road, Suite 140  
Mechanicsburg, PA 17055
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment Address:**  
  
Attn: Susan Goodman  
TSR, Incorporated  
4900 Ritter Road, Suite 140  
Mechanicsburg, PA 17055
15. **Warranty Provision:** N/A
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Purchase Card Acceptance:** N/A
18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
19. **Terms and Conditions of Installation:** N/A
20. **Terms and Conditions of Repair Parts:** N/A
- 20a. **Terms and Conditions for Any Other Services:** N/A
21. **List of Service and Distribution Points:** N/A
22. **List of Participating Dealers:** N/A
23. **Preventative Maintenance:** N/A
- 24a. **Special/Environmental Attributes:** N/A
- 24b. **Section 508 Compliance Statement:** The Professional Services offered by TSR are technical, managerial, and advisory services and are not considered Electronic Information Technology (EIT); therefore, Section 508 compliance does not apply to these services. If these services are ordered in support of agency requirements relating to EIT applications,

products, and services provided to employees or to the public, TSR will address Section 508 compliance requirements as set out in a Task Order or Statement of Work.

25. **Data Universal Number System (DUNS) Number:** 87-868-3473
26. **Notification Regarding Registration in Central Contractor Registration (CCR) Database:** Registered. Registration valid to 11/17/2006.
27. **Corporate Synopsis**

**TSR, Incorporated (TSR)** is a woman-owned business that specializes in providing telecommunications expense management (TEM) and information technology (IT) / networking services to government clients. Our company has demonstrated experience in providing optimum technical services and solutions at competitive prices, and our employees possess the technical expertise to successfully perform lifecycle telecommunications support and IT / networking projects on-time and within budget.

TSR is a total **telecommunications expense management** company. Our goal is to reduce telecommunications costs for our clients. By combining our patented technology, successful vendor relationships with over 100 carriers, best practices, and professional experience, TSR has the means to simplify, centralize, and proactively manage your telecommunications assets. From best value analysis, through the cycle of circuit provisioning, invoice verification and consolidation, to carrier payment, departmental chargeback, and dispute resolution, TSR focuses on the roots of telecom cost control. The result is tens of millions of dollars in telecom savings for our clients, with savings per client ranging from 10% to 45% of monthly recurring charges.

TSR also offers a broad range of **IT services** to support Government requirements. Our IT services include LAN support, Desktop support, PC staging / rollout, Help Desk operations, email management, DMS, and network monitoring and management.

To learn more about how TSR's services could help you, visit our website at <http://www.tsr-inc.com> or call (717) 697-8036.

**TSR LABOR CATEGORY RATES**

TSR s supported labor categories and the published pricing list are provided below. Labor rates are hourly firm fixed prices. A 4.0% escalation rate is in effect for the base and all option periods and shall be supplied annually on the anniversary date of award.

Labor Category	02/07/05 - 02/06/06	02/07/06 - 02/06/07	02/07/07 - 02/06/08	02/07/08 - 02/06/09	02/07/09 - 02/06/10
Administrative Data Assistant	\$36.50	\$37.96	\$39.48	\$41.06	\$42.70
Billing Project Manager	\$78.85	\$82.00	\$85.28	88.70	\$92.24
Database Manager	\$76.80	\$79.87	\$83.07	\$86.39	\$89.84
Program Manager	\$91.20	\$94.85	\$98.64	\$102.59	\$106.69
Sr. Billing Analyst	\$129.50	\$134.68	\$140.07	\$145.67	\$151.50
Sr. Telecommunications Billing Analyst	\$63.46	\$66.00	\$68.64	\$71.38	\$74.24
Telecommunications Billing Analyst	\$59.13	\$61.50	\$63.96	\$66.51	\$69.17

**TSR LABOR CATEGORY DESCRIPTIONS**

Labor Category	Description
Administrative Data Assistant	<p>Must have a minimum of 2 years office administrative experience, with: experience working in a fast-paced, professional office environment utilizing general team building skills; ability to meet strict deadlines; strong interpersonal and communication skills, both written and verbal; proficiency in the use of Microsoft Office software (e.g., Excel, Access, Word, PowerPoint).</p> <p>Experience scheduling appointments, giving information to callers, compiling reports, creating spreadsheets and relieving officials of clerical work and minor administrative and business detail by performing specific administrative duties.</p>

<p>Billing Project Manager</p>	<p>Must have a Bachelor's Degree in a business-related field or four years of telecommunications experience. Responsible for overall performance and quality of client contract as well as for all phases of contract management, work flow, and resource management. Serves as the overall manager of all contractor personnel assigned to individual task orders and all contractor functions performed under any task order. Provides guidance and support to co-workers as well as resolves problem issues. Routinely interfaces with all functional departments of the company, with client personnel, and with both local exchange and long distance carriers.</p>
<p>Database Manager</p>	<p>Must have a Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with three years of specialized experience. With 10 years of general experience, of which at least seven years is specialized, a degree is not required. Provides highly technical expertise in the design, implementation, and maintenance of relational database management systems (RDBMSs) that client applications employ. Ensures logical data models are mapped effectively and efficiently into physical data models that take advantage of the characteristics of the specific database management system used.</p>
<p>Program Manager</p>	<p>Must have a Bachelor's Degree in a business-related field or six years of experience. Under indirect supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; serves as principal point of representation and liaison with external constituencies on operational matters; and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.</p>
<p>Sr. Billing Analyst</p>	<p>Must have an Associate's Degree and one year of experience in telecommunications order processing and/or billing or four years of telecommunications experience. Should also have working knowledge of telecommunications services (e.g., cellular, paging, data). Examines current month invoices for all accounts for billing errors, including rating errors, usage and configuration errors, calculation errors, overbilling, and inclusion of excess charges. Identifies variations of charges in current bills by account, either in excess or deficiency, relative to other bills for that account. Provides cost accounting support (technical and</p>

	<p>administrative) to reconcile billing activity for client circuits, as directed. Determines monthly payment amounts for each bill, by account and amounts of credits / refunds due the client. Coordinates with service providers to obtain refunds and/or credits for each account. Contacts service providers to dispute any discrepant charges found on monthly telecommunications invoices.</p>
<p>Sr. Telecommunications Billing Analyst</p>	<p>Must have an Associate's Degree and one year of experience in telecommunications order processing and/or billing or four years of telecommunications experience. Should also have working knowledge of telecommunications services (e.g., cellular, paging, data). Examines current month invoices for all accounts for billing errors, including rating errors, usage and configuration errors, calculation errors, overbilling, and inclusion of excess charges. Identifies variations of charges in current bills by account, wither in excess or deficiency, relative to other bills for that account. Provides cost accounting support (technical and administrative) to reconcile billing activity for client circuits, as directed. Determines monthly payment amounts for each bill, by account and amounts of credits/refunds due the client. Coordinates with service providers to obtain refunds and/or credits for each account.</p>
<p>Telecommunications Billing Analyst</p>	<p>Minimum of (1-3) years experience in telecommunications. Should also have working knowledge of telecommunications services (e.g., cellular, paging, data). Reconciles and validates monthly telecommunications invoices. Provides cost accounting support (technical and administrative) to reconcile billing activity for client circuits, as directed. Validates provider-billed services against contractual pricing. Contacts service providers to dispute any discrepant charges found on monthly telecommunications invoices. Determines the amount of credits or refunds due client and work with client vendors to obtain these credits/monies.</p>