



Intelligent Fiscal Optimal Solutions® (iFOS), LLC

Authorized Federal Supply Schedule Price List

Contract No.: GS-23F-0102X

GENERAL SERVICES ADMINISTRATION

Federal Supply Service
[Authorized Federal Supply Schedule Price List](#)

Industrial Group: 00CORP
Title: Professional Services Schedule (PSS)

Contract No.: **GS-23F-0102X**
Contract Period: August 22, 2011 through August 21, 2021



Ordering Information:

Intelligent Fiscal Optimal Solutions®, LLC
dba/iFOS Managing Consultants
10632 Little Patuxent Parkway Suite 306
Columbia, MD 21044-6253
www.ifoscorp.com
301.837.9735 (Main)
888.830.iFOS (Toll)
301.837.9734 (Fax)



Business size: Small

Modification Number: 1 Effective Date: 7/08/2016

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 <https://www.gsadvantage.gov>.

CUSTOMER INFORMATION

1A. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS)

AWARDED SPECIAL ITEM NUMBERS (SINS)		
SIN #	SERVICE	Page
520 8, 520 8RC	Complementary Audit Services	6
520 9, 520 9RC	Recovery Audits	6
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1B. PROFESSIONAL HOURLY RATES/PRICE LIST

See page 11.

1C. LABOR CATEGORY DESCRIPTIONS AND QUALIFICATIONS

See page 12.

2. MAXIMUM ORDER:

There is no maximum task order for the contract. A maximum threshold value of \$1 million for each task order was established for the contract. When task orders exceed this value, agencies need to consider additional contractors and seek additional discounts. See Orders Exceeding the Maximum Order Threshold on page 19.

3. MINIMUM ORDER:

\$100.

4. GEOGRAPHIC COVERAGE:

The geographic scope of this contract includes 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington D.C., and U.S. territories.

5. POINTS OF PRODUCTION:

N/A

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE: (EXAMPLE: NET PRICES ARE INCLUDED ON THIS PRICE LIST.)

Price list shown. Discounts per individual order may be negotiated with the ordering agency.

7. QUANTITY DISCOUNTS:

SIN #	SIN Title	Discount Percentage (%)
520 8, 520 8RC	550000-999999	2.0%
520 9, 520 9RC	550000-999999	2.0%
520 11, 520 11RC	550000-999999	2.0%
520 12, 520 12RC	550000-999999	2.0%
520 13, 520 13RC	550000-999999	2.0%
520 15, 520 15RC	550000-999999	2.0%
520 21, 520 21RC	550000-999999	2.0%
520 22, 520 22RC	550000-999999	2.0%

8. PROMPT PAYMENT TERMS:

Prompt payment terms per individual order may be negotiated with the ordering agency.

9A. GOVERNMENT PURCHASE CARDS ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:

Accepted

9B. GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:

Accepted

10. FOREIGN ITEMS:

N/A

11A. TIME OF DELIVERY:

30 Days From date of award to date of completion. (Services only)

11B. EXPEDITED DELIVERY:

Negotiated at the agency level.

11C. OVERNIGHT AND 2-DAY DELIVERY:

Negotiated at the agency level.

11D. URGENT REQUIREMENTS:

See contract clause I-FSS-14-B. Agencies direct inquires to the contact for contract administration to obtain faster delivery.

12. F.O.B. POINTS:

Destination/Domestic

13A. ORDERING ADDRESS:

Same as business address.

13B. ORDERING PROCEDURES:

For supplies and services, the ordering procedures and 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).

14. PAYMENT ADDRESS:

iFOS encourages all customers to remit funds electronically. Please direct electronic remittances to the following address:

Intelligent Fiscal Optimal Solutions, LLC
Attn: Accounting Division
10632 Little Patuxent Parkway, Suite 306
Columbia, MD 21044-6253
invoices@ifoscorp.com
Account No. 5329453518
ABA No. 054000030
Swift: PNCCUS33

15. WARRANTY PROVISION:

Standard Commercial Warranty

16. EXPORT PACKING CHARGES: (INSERT ONLY IF APPLICABLE; OTHERWISE STATE "NOT APPLICABLE")

N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).

None

18. TERMS AND CONDITIONS OF RENTAL MAINTENANCE, AND REPAIR:

N/A

19. TERMS AND CONDITIONS OF INSTALLATION:

N/A

20A. TERMS AND CONDITIONS OF REPAIR PARTS:

N/A

20B. 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 ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:

iFOS business decisions give appropriate weight and consideration to social and environmental impacts for a greener tomorrow. Our professionals employ eco friendly practices and compliance in recycling and conserving energy in clients operations.

24B. SECTION 508:

N/A

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

830476854

26. NOTIFICATION REGARDING REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE

Registration valid to date in SAM.

27. COMPANY’S POLICY REGARDING UNCOMPENSATED OVERTIME

The company policy regarding uncompensated overtime is hours worked in the excess of 40 hours per week by our staff is billed to the ordering agency at a rate of 1.5 times the hourly rate in accordance with applicable U.S. Department of Labor (DOL), federal regulations and state wage standards.

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CONTRACT OVERVIEW

The General Services Administration (GSA) merged a number of service related schedules into one to create the Consolidated Schedule (Professional Services Schedule). Under the GSA federal supply schedule contract for Financial and Business Solutions (FABS), [Contract No. GS-23F-0102X](#), iFOS offers extensive accounting and financial management expertise designed specifically for federal, state, local, and other authorized organizations. iFOS was originally awarded the FABS contract on August 22, 2011. Based upon iFOS' demonstrated performance of delivering high quality services on time and within scope, GSA has exercised the option to extend the ordering period to August 22, 2021. The FABS contract is an indefinite delivery indefinite quantity multiple award schedule ordering vehicle that provides for task orders to be placed as firm fixed price or time and material (T&M) contract types using the labor categories and ceiling rates defined in our awarded contract. Contract type selected is at the discretion of the ordering agency and there is no dollar value ceiling for this contract.

Advantages of using iFOS' FABS Schedule Contract include:

EASY

- Reduced paperwork requirements.
- Ordering is as simple as a phone call - iFOS' accepts the Government Credit Card.
- All Federal Agencies and District of Columbia Government are authorized to order from GSA Schedules.
- FAR 8.405-5(a)(1) expressly states that agencies may set aside orders and BPAs for any of the small business concerns identified in 19.000(a)(3).
- No synopsis (FBO posting) is required - all competitive requirements have been met through GSA.

SIMPLE

When you use a GSA-Federal Supply Service (FSS) Schedule:

- GSA Schedule contracts are issued with a five-year base period, with the potential of three five-year options. Current ordering period is through August 22, 2021.
- GSA Schedule contracts are negotiated with the intent of achieving the contractors' "most favored customer" pricing/discounts specifically for authorized buyers under similar conditions.
- No order limitations: order for any dollar amount.
- For orders under \$2,500, order from any schedule.
- For orders over \$2,500, determine the "best value" by looking at 3 or more price lists or use GSA Advantage! For professional services, also prepare a statement of work (SOW), transmit the request for quotation to contractors appearing to offer "best value", then evaluate and select.
- Blanket Purchase Agreements (BPAs) can be established with iFOS. The long 9term relationship developed with our firm will often result in ordering agencies being able to negotiate competitive pricing.

SECURE

The GSA Multiple Award Schedule (MAS) Program assures that agencies:

- Meet all competition requirements.
- Meet all Federal Acquisition Regulations (FAR).
- Avoid long solicitation times to service...procurement cost savings.
- Receive discounts based on purchasing power. The more you order, the more you save! We offer both ordering volume and net payment discounts.
- Have access to prequalified contractors with demonstrated past performance.

AWARDED SPECIAL ITEM NUMBERS STATEMENT OF WORK SERVICES

Under our FABS schedule, iFOS is ready to receive and begin assignments as soon as a contract is awarded and we manage each task order effectively from beginning to end. Our project professionals will be available to apply their knowledge and analytical capabilities to perform tasks required in accordance with the Special Item Numbers (SIN) issued under **GS-23F-0102X**. The professionals our firm assigns to the projects we undertake have the required background checks, professional training and required knowledge to begin providing professional services immediately upon award and assignment of tasks that include but are not limited to the following:

520 8 **Complementary Audit Services** perform by auditors including assist in
520 8RC developing questions for use at hearings, develop methods and approaches in evaluating a new or proposed program and forecast potential program outcomes.

520 9 **Recovery Audits** perform to recover funds resulting from overpayments,
520 9RC duplicate payments and underpayments. Performed under the authority of Section 354 of the National Defense Authorization Act for FY 96 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461), and Section 388 of the National Defense Authorization Act for FY 98.

520 11 **Accounting Services** includes transaction analysis, transaction processing,
520 11RC data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

- Analyze, process, reconcile and summarize U.S. Standard General Ledger (SGL) transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or realign Office and Management Budget (OMB) A-123 internal controls
- Improve operating efficiency and effectiveness
- Perform pre-audit readiness
- Provide eTravel/Defense Travel System (DTS) and travel charge card support
- Adhere to Federal Travel Regulations (FTR) and agency guidelines
- Assess travel regulations relative to domestic and foreign travel reimbursement claims
- Service Federal Personnel Pay System (FPPS)/National Finance Center (NFC) payroll & benefit operations
- Provide financial & audit compliance support
- Conduct forensic accounting for audits and investigations

520 12 **Budgeting Services** 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.

- Prepare budget exhibits and congressional budget justification books
- Prepare budget allocation recommendations and develop spend plans
- Forecast and project program budget/spending requirements
- Formulate budget data and program narratives at the specificity required in OMB A-11 months in advance of program execution
- Anticipate questions and clarification issues in response to OMB hearings and Congressional marks/testimonies
- Link budget formulation to the strategic and performance planning processes.
- Coordinate office submissions and prepare supporting documentation for OMB Exhibit 300/53
- Develop and/or update budget execution policies and procedures for funds distribution, funds control, and proprietary and budgetary reporting
- Create ad hoc reports, develop data mining techniques from several relational data systems, and design report queries as needed for budget monitoring purposes
- Prepare underlying reconciliation for OMB and Treasury reporting to ensure effective funds management
- Compile information, maintain database, track status, evaluate, and report on supplemental requirements and manage limited budget functions
- Develop business management related information and training materials needed to keep abreast of the next generation insights and planning, budgeting and analysis (PBA) tools that are computer, internet and intranet interface based

520 13 **Complementary Financial Management Services** assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

- Financial reporting and analysis
- Strategic financial planning
- Financial policy formulation and development
- Devise and implement performance measures
- Assist with financial quality assurance efforts
- Develop cost accounting (Activity Based Costing) allocation methodology and statement preparation
- Perform benchmarking

520 15

520 15RC Outsourcing Recurring Commercial Activities for Financial Management Services that an agency identifies as recurring commercial activities which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities.

- Billing
- Payroll processing
- Application processing
- Claim processing
- Inventory management
- Perform benchmarking
- Contract close out activities
- CPARS & PPIRS maintenance

520 21

520 21RC Program Management Services encompass 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.

- Develop knowledge systems, conducting searches and keeping an inventory of analysis and ongoing research for purposes of synthesis, reporting and portfolio knowledge management.
- Identify and enable management of the Government Performance and Results Act (GPRA) and related activities and analysis for collaboration or agency-wide integration.
- Facilitate procedures for headquarters business management processes such as data calls, integrated reporting and budget inquiries.
- Enhance and support fiscal capabilities to productively comply with existing and new Congressional and OMB mandates and other regulatory policies.
- Support business and financial management related analyses and communications activities (i.e., dashboard, topical and presentations).
- Provide technical assistance and communications media for management plans, operating plans, reports, and related planning and project execution documents.
- Initiate and support quality improvements in systems, services, or work processes.
- Provide program management and integration services and conduct program and organizational assessments and facilitate organizational realignment.

520 22 **Grants Management Support Services** 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 grantees responsible and accountable use of grant funds, assisting 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, 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.

520 22RC **Grants Application Processing**

iFOS focuses on the front end of services specific to grants application in-take and processing to include technology services, solutions, and support as:

- Disseminate guidance to applicants about agency due dates and funding levels
- Receipt and track competitive applications and non-competing continuation of refunding applications; interaction and communication with grantees about submissions
- Develop grant program operational procedures with built-in quality controls at every processing phase
- Perform data entry and document management of applications
- Prepare documents for government signature and generation of award documents
- Administer awarded grants including receipt and approval of post-award change requests
- Deliver open and regular communication using progress meetings, reports, e-mail and conference calls to guarantee funding program cycle success

Grants Onsite Logistics, Peer Review and Panel Management

Our professionals provide expert travel and meeting planning services in compliance with the Federal Travel Regulations (FTR) and any specific agency regulations. We assist agencies in the stewardship over public funding to ensure the most cost-efficient means are employed for onsite logistical support that includes but is not limited to:

- Manage grant application review process
- Perform onsite and/or venue logistical support, panel management and stipend distribution
- Perform security paperwork and status processing
- Prepare travel and hotel accommodations
- Panel room setup, equipment, and support
- Organize meeting with Panel Managers to discuss peer review specifications
- Coordinate, plan and assist with panel review orientation

- Collect conflict of interest and confidentiality forms
- Ensure assigned applications are delivered to reviewers
- Monitor reviewers' progress and alert COR of potential issues
- Issue letters of appreciation to participating panel members

Grantee Technical Assistance and Monitoring Support

Based on the findings of our grant program assessments, evaluations and research, or based on agencies' requests, our technical assistance includes, but is not limited to the following:

- Compliance and desk reviews
- Corrective action, audit resolution and management plans
- Organizational development services
- Management and financial research, analysis and planning services
- Knowledge management and training assistance on 2 CFR 200
- Systems and procedures development
- Outreach strategies and campaigns
- Subject matter assistance
- Project management assistance
- Operational on-site assistance
- Logistical services

Grants Closeout Activities

iFOS provides grant closeout services in support of all Federal government agencies issuing grants and cooperative assistance agreements. Our services in this area include coordinating with the Grants Administrative office and grantees to ensure all expired grants are properly closed in accordance with 2 CFR 200 and agency-specific requirements. Our professional staff includes former Federal government grant professionals responsible for performing grant closeouts, in addition to grant management specialists who have worked for Non-Profit organizations receiving grants. Our services in this area include but are not limited to:

- Send closeout packages
- Reconcile SF-425 final status reports
- Process de-obligations
- Maintain Closeout database
- Prepare file for Federal Record Center or destruction

PROFESSIONAL HOURLY RATES

PROFESSIONAL HOURLY RATES - USD						
Labor Category	Base Period - CONUS	Option Period 1 - CONUS				
	8/22/2015-8/21/2016	8/22/2016-8/21/2017	8/22/2017-8/21/2018	8/22/2018-8/21/2019	8/22/2019-8/21/2020	8/22/2020-8/21/2021
Project Manager	\$117.13	\$120.06	\$123.06	\$126.14	\$129.29	\$132.52
Accounting Manager	\$108.73	\$111.45	\$114.23	\$117.09	\$120.02	\$123.02
Audit Manager	\$108.73	\$111.45	\$114.23	\$117.09	\$120.02	\$123.02
Financial Manager	\$102.31	\$104.87	\$107.49	\$110.18	\$112.93	\$115.75
Senior Accountant	\$92.50	\$94.81	\$97.18	\$99.61	\$102.10	\$104.66
Senior Auditor	\$92.50	\$94.81	\$97.18	\$99.61	\$102.10	\$104.66
Accountant	\$77.07	\$79.00	\$80.97	\$83.00	\$85.07	\$87.20
Auditor	\$77.07	\$79.00	\$80.97	\$83.00	\$85.07	\$87.20
Junior Accountant	\$60.32	\$61.83	\$63.37	\$64.96	\$66.58	\$68.25
Financial Analyst	\$65.37	\$67.00	\$68.68	\$70.40	\$72.16	\$73.96
Junior Financial Analyst	\$52.92	\$54.24	\$55.60	\$56.99	\$58.41	\$59.87
Senior Procurement Specialist	\$89.99	\$92.24	\$94.55	\$96.91	\$99.33	\$101.82
Administrative Assistant	\$35.98	\$36.88	\$37.80	\$38.75	\$39.72	\$40.71

LABOR CATEGORY DESCRIPTIONS AND QUALIFICATIONS

PROJECT MANAGER

Principal Duties:

1. Perform day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations.
2. Handle transition in and out functions.
3. Organize, direct and coordinate the planning and production of all contract support activities.
4. Demonstrate written and oral communication skills.
5. Has authority and responsibility to identify and commit resources required to support effort.
 - May perform other duties as assigned.

Education:

Bachelor degree in any business discipline. Master's Degree optional. PMP or other applicable credential is required.

Minimum Experience:

- 15 years of accounting or financial experience, including 8 years of increasing responsibilities in assignment supervision and management.

ACCOUNTING/AUDIT MANAGER

Principal Duties:

1. Develop bi-weekly status reports, participate in progress meetings, manage teams and develop work programs.
2. Oversee service delivery in compliance with government standards, accounting principles, and multi-tiered system application standards.
3. Analyze operational and financial data to identify opportunities and risk, determine financial and operational impact and propose recommendations for improvement of financial results.
4. Prepare all milestone documentation and presentations for senior managers, colleagues, and subordinates.
5. Provide financial data and insight to leaders for use in making key operational decisions.
 - May perform other duties as assigned.

Education:

Bachelor degree in Accounting. Master's Degree optional. CPA, CGFM, CMA, CIA or other applicable credential is required.

Minimum Experience:

- 10 years of financial management experience, including 5 years of increasing responsibilities including supervisory duties.
- Expert knowledge of Federal GAAP, GAGAS, GAO Accounting Procedures, Standard General Ledger and OMB and Treasury regulatory guidance.
- Demonstrated experience in leading agency-wide financial statement preparation, OMB A-123 assessment, fiscal operations, audit liaison coordination and business intelligence.

- Elaborate experience with the accounting and reporting requirements related to appropriations, fund balance with Treasury, and applicable budgetary execution reporting, either via direct involvement, or via direct auditing, examining and evaluating.
- Expert knowledge and experience in Federal accounting concepts and principles and Federal financial reporting requirements.

FINANCIAL MANAGER

Principal Duties:

1. Develop bi-weekly status reports, participate in progress meetings, manage teams and develop work programs.
 2. Serve as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met.
 3. Assess project deliverables for compliance with government standards, accounting principles, and multi-tiered system application standards.
 4. Prepare all milestone documentation and presentations for senior managers and other stakeholders.
 5. Responsible for team training and compliance.
 6. Attend weekly meetings, reviewing documents, drafting guidance as needed, and coordinating input with other team members.
- May perform other duties as assigned.

Education:

Bachelor degree in business discipline. Master's Degree optional. CPA, CGFM, CMA, CIA or other applicable credential is required.

Minimum Experience:

- 10 years of financial management experience, including 5 years of increasing responsibilities including supervisory duties.
- Considerable knowledge advising federal organizations on improving efficiency and effectiveness related to financial management, federal budgeting, internal/external reporting requirements and federal laws and regulations.
- Knowledge of and experience with the administration of mandatory and discretionary grant programs.
- Experience and knowledge of

automated financial and program information system.

- Experience with developing and managing spreadsheets and analyzing data.
- Capacity to navigate and utilize government web-based systems that track and monitor grantees.
- Considerable knowledge in at least one of the following focus areas: grants management, federal reporting requirements, federal laws and regulations related to financial management (FFMIA, FMFIA), federal financial systems and requirements.
- Considerable functional knowledge of business intelligence and performance management software tools.

SENIOR ACCOUNTANT/SENIOR AUDITOR

Principal Duties:

1. Analyze and design documentation including process narratives, flowcharts and risk and control matrices.
2. Prepare design assessment including design gaps and deficiencies and making suggestive corrective actions. Review operational effectiveness testing including test plans, test documentation and test conclusions.
3. Document and classify transaction issues and assessing audit risks. Develop corrective action plans and remediation and monitoring procedures.
4. Evaluate business processes to identify operating inefficiencies and make recommendations for improvement. Assist in the preparation of Federal agency financial statements, reports, analysis and supporting documentation.
5. Assist in the preparation of Federal agency financial statements, reports, analysis and supporting documentation.
6. Assist with planning, overseeing, executing audits of IT general controls and application controls. Provide expertise in consulting or remediation projects to assist clients in resolving identified control weaknesses and exposures.
7. Coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management systems.
8. Develop Department-wide reports for submission to OMB, Treasury, and Congress.
 - May perform other duties as assigned.

Education:

Bachelor degree in Accounting. CPA, CGFM, CMA, CIA, CFE or other applicable credential is required.

Minimum Experience:

- 8 years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics including 3 years of increasing responsibilities including team leader or supervisory duties.
- Auditors must have 5 years of fieldwork experience. Working knowledge of Federal GAAP, GAGAS, GAO Accounting Procedures, Standard General Ledger and OMB and Treasury regulatory guidance.
- Experience in leading agency-wide financial statement preparation, OMB A-123 assessment, fiscal operations, audit liaison coordination and business intelligence.
- Experience with the accounting and reporting requirements related to appropriations, fund balance with Treasury, and applicable budgetary execution reporting, either via direct involvement, or via direct auditing, examining and evaluating.

ACCOUNTANT/AUDITOR

Principal Duties:

1. Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems.
 2. Determine proper accounting classification and reconciles accounting transactions to pro forma financial statements.
 3. Perform accounting research to develop drafts on business process improvements. Performs testing procedures and prepares working papers to support business outcomes.
 4. Examine and analyzes fiscal operations, documents and procedures utilizing Federal promulgations, AICPA and/or industry best practices.
 5. Utilize business intelligence tools to perform business analytics on fiscal and program performance.
- May perform other duties as assigned.

Education:

Bachelor degree in Accounting.

Minimum Experience:

- 5 years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications.
- Auditors must have 3 years of fieldwork experience.
- Knowledge of at least two of the required areas in Federal GAAP, GAGAS, GAO Accounting Procedures, Standard General Ledger and OMB and Treasury regulatory guidance.
- Experience with the accounting and reporting requirements related to appropriations, fund balance with Treasury, and applicable budgetary execution reporting, either via direct involvement, or via direct auditing, examining and evaluating.

JUNIOR ACCOUNTANT

Principal Duties:

1. Maintain responsibility for posting a high volume of general accounting coding entries and billing functions.
 2. Prepare account reconciliation matrix and prepare audit action item list. Coordinates audit calendar and assists in preparing working papers.
 3. Review and reconcile accounts. Respond to inquiries from internal and external sources regarding processed transactions.
 4. Design and develop spreadsheets and database models to facilitate work performance.
 5. Maintain an excellent level of knowledge of established policies and procedures.
 6. Perform functions to prepare status of funds and accounting documentation. Designs accounting forms, workflow charts, and other graphical presentations for fiscal operations.
- May perform other duties as assigned.

Education:

Associate or Bachelor in Accounting.

Minimum Experience:

- 2 years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications.
- Entry-level auditing experience is required.

FINANCIAL ANALYST

Principal Duties:

1. Support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets.
 2. Develop project deliverables and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.
 3. Perform activity based costing, and business case analysis requirements.
 4. Support grants administration activities, including grants award reviews and processing, records tracking and reporting and customer support activities.
 5. Serve as an assistant for grants management and funding issues, regarding grant/cooperative agreement, financial processes/ policies, and agency policies/ procedures.
- May perform other duties as assigned.

Education:

Bachelor degree in business discipline.

Minimum Experience:

- 5 years of financial management experience.
- Working knowledge in at least one of the following focus areas: grants management, federal reporting requirements, federal laws and regulations related to financial management (FFMIA, FMFIA), federal financial systems and requirements.
- Functional knowledge of business intelligence and performance management software tools.

JUNIOR FINANCIAL ANALYST

Principal Duties:

1. Perform research and prepare supporting documentation and analysis.
 2. Monitor and track obligation and expenditure of funds; detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers.
 3. Work with grantees to help them invoice and manage grant funds awarded to organizations.
 4. Reconcile books and tracks data needed to invoice and manage grant funds. Performs budgetary functions for assigned areas of responsibility.
 5. Interpret budget policy, coordinates and plans budget services, manages resources, and forecasts budgetary trends and activities.
 6. Prepare backup data and works with government officials at all levels.
 7. Implement measures to ensure data is safeguarded, timely, reliable, and errors and irregularities are discovered and corrected promptly.
- May perform other duties as assigned.

Education: Associate or Bachelor in business discipline.
in a Business Discipline

Minimum Experience:

- 3 years of financial management experience.
- Working knowledge in at least one of the following focus areas: grants management, federal reporting requirements, federal laws and regulations related to financial management (FFMIA, FMFIA), federal financial systems and requirements.
- Possesses a general understanding of the budget allocation, execution, and administration process.

SENIOR PROCUREMENT SPECIALIST

Principal Duties:

1. Develop bi-weekly status reports, participate in progress meetings, manage teams and develop work programs.
 2. Lead procurement team through good organization skills and excellent communications skills.
 3. Manage the total acquisition life cycle including deployment support, administration and final disposition.
 4. Assist Contracting Officials to negotiate complex, high-dollar value contracts and implementation strategies for developing government cost estimates.
 5. Update and/or develop acquisition standards and processes.
- May perform other duties as assigned.

Education:

Bachelor degree in business discipline. C.P.M. certification is required or other applicable certification.

Minimum Experience:

- Ten years of progressive experience supporting and developing large, major, or complex government procurements.
- Possess in-depth knowledge of the Federal Acquisition Regulations (FAR), agency specific manuals pertaining to

procurement and demonstrated experience with acquisition streamlining initiatives and reforms.

- Demonstrated ability in planning and coordination of procurement activities for the pre-award, post-award, or other contractual functions.
- Extensive knowledge of a variety of contract types to include full and open competition, set-asides, GWACs, BPAs and price/cost analysis; analyzes difficult contracting issues and recommends appropriate course of action.
- Demonstrated successful decision-making, negotiation, supplier management, analytical, and planning skills with a solid understanding of procurement processes, and business relationships.

ADMINISTRATIVE ASSISTANT

Principal Duties:

1. Write and edit technical documentation to comply with Federal standards.
 2. Write, review, edit, and revise presentation material and technical documentation to ensure compliance with applicable Federal standards for clarity, style, and correctness.
 3. Develop and maintain manuals establishing organizational policy.
 4. Provide administrative guidance to assist in task completion.
- May perform other duties as assigned.

Education:

High School Diploma with 3 years of experience or Associates in a business discipline.

Minimum Experience:

- 3 years work experience of Federal documentation standards and administrative procedures.

CONTRACT CLAUSES

GSA MAS contracts are awarded in accordance with the provisions of FAR Part 12 - Acquisition of Commercial Items. To the maximum extent practicable, GSA MAS contracts include only those clauses either required to implement provisions of law or executive orders applicable to the acquisition of commercial items or determined to be consistent with customary commercial practice. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (security, hazardous material handling, key personnel, etc.) provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law. For a list of clauses and terms and conditions included in the FABS contract, contact the iFOS FABS points of contact listed below or visit our website at <http://www.ifoscorp.com/contract-vehicles/> .

THE SERVICE CONTRACT ACT (SCA)

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

ORDERS EXCEEDING THE MAXIMUM ORDER THRESHOLD

All GSA multiple award schedule contracts contain a price point called a maximum order threshold. This threshold is not a ceiling on an order size; rather, it is the point at which the ordering agency needs to consider additional contractors (more than three) and seek discounts from the listed catalog rates. When placing an order that exceeds the maximum order threshold, ordering offices shall follow the standard ordering procedures, and the following additional procedures: 1) Consider additional schedule contractors (more than three) 2) Seek price reductions from the schedule contractor(s) offering the best value (considering price and other factors) 3) Selected contractor(s) may choose to offer a lower price for the requirement (the price reduction clause is not applicable to orders placed over the maximum order threshold) 4) 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. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

GSA FABS Points of Contact

Contract Manager

Ms. Kathy Fletcher

301-651-1565

contracts@ifoscorp.com

Program Manager

Mr. Brian Schwartz

301-651-2198

bschwartz@ifoscorp.com
