



Intelligent Fiscal Optimal Solutions®, LLC

6030 Daybreak Circle Suite A-150/119 Clarksville, MD 21029
Toll: 1-888-830-iFOS Local: 301-837-9735 Fax: 301-837-9734
www.ifoscorp.com



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-0102X
GS-23F-0103X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

Contract Period: August 22, 2011 to August 21, 2016
Contractor Name: Intelligent Fiscal Optimal Solutions, LLC
Address: 6030 Daybreak Circle Suite A-150/119
Clarksville, MD 2103
Phone Number: Toll Free: 1-800-830-iFOS
Local: 301-837-9735 or 301-651-1327
Fax Number: 301-837-9734
Web Site: www.ifoscorp.com

Contact for Contract Administration:

Tawanda M. Smith
Telephone: (301) 837-9735 extension 710
Fax: (301) 837-9734
Email: tsmith@ifoscorp.com

Business Size: Small, Woman-Owned, SBA 8A

Prices Shown Herein are: Net (discount deducted)
Supplement Number: Not applicable
Date: August 26, 2011



providing **fiscal clarity** for complex operations



Intelligent Fiscal Optimal Solutions[®], LLC

6030 Daybreak Circle Suite A-150/119 Clarksville, MD 21029
Toll: 1-888-830-iFOS Local: 301-837-9735 Fax: 301-837-9734
www.ifoscorp.com



Table of Contents

CUSTOMER INFORMATION PAGE.....	3
DESCRIPTION OF LABOR CATEGORIES	4
COMPANY INFORMATION	11



providing **fiscal clarity** for complex operations



CUSTOMER INFORMATION PAGE

1a. **Awarded Special Item Number:**

- SIN 520-10 Transportation Audits
- SIN 520-11 Accounting
- SIN 520-12 Budgeting
- SIN 520-13 Complementary Financial Management Services
- SIN 520-15 Outsourcing Recurring Commercial Activities for Financial Management Services
- SIN 520-21 Program Management Services
- SIN 520-22 Grants Management Support Services

1b. **Hourly Rates for SINS 520**

Labor Category	8/22/11-8/21/12	8/22/12-8/21/13	8/22/13-8/21/14	8/22/14-8/21/15	8/22/15-8/21/16
	On-site	On-site	On-site	On-site	On-site
Project Manager	\$106.91	\$109.90	\$112.98	\$116.14	\$119.40
Accounting Manager	\$97.24	\$99.96	\$102.76	\$105.64	\$108.60
Audit Manager	\$99.25	\$102.03	\$104.89	\$107.82	\$110.84
Financial Manager	\$88.39	\$90.86	\$93.41	\$96.02	\$98.71
Senior Accountant	\$76.43	\$78.57	\$80.77	\$83.03	\$85.36
Senior Auditor	\$85.43	\$87.82	\$90.28	\$92.81	\$95.41
Accountant	\$67.35	\$69.24	\$71.17	\$73.17	\$75.22
Auditor	\$67.35	\$69.24	\$71.17	\$73.17	\$75.22
Junior Accountant	\$48.56	\$49.92	\$51.32	\$52.75	\$54.23
Financial Analyst	\$57.17	\$58.77	\$60.42	\$62.11	\$63.85
Junior Financial Analyst	\$48.30	\$49.65	\$51.04	\$52.47	\$53.94
Senior Procurement Specialist	\$76.14	\$78.27	\$80.46	\$82.72	\$85.03
Administrative Assistant	\$33.85	\$34.80	\$35.77	\$36.77	\$37.80



1c. **DESCRIPTION OF LABOR CATEGORIES**

PROGRAM MANAGER

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.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Handles transition in and out functions. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

ACCOUNTING/AUDIT MANAGER

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 FedGAAP, 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.

Duties: Develop bi-weekly status reports, participate in progress meetings, manage teams and develop work programs. Oversee service delivery in compliance with government standards, accounting principles, and multi-tiered system application standards. Analyze operational and financial data to identify opportunities and risk, determine financial and operational impact and propose recommendations for improvement of financial results. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates. Provide financial data and insight to leaders for use in making key operational decisions. Provide one level of approval for unique financial transactions (adjustments, write-offs, etc.) for assigned business areas. Recommend changes to Government Finance Operations Director regarding financial policies, practices or procedures. Responsible for managing OMB Circular A-123 Appendix A assessments, providing financial reporting support, and conducting process design and improvement. Serve as a Subject Matter Expert (SME) and mentor to others regarding Federal accounting concepts, principles and reporting requirements, and all phases of internal control assessments including: planning and scoping, documenting and assessing control design, testing controls operating effectiveness and concluding and reporting. Develops corrective action plans and remediation and monitoring procedures.



FINANCIAL MANAGER

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.

Duties: Develop bi-weekly status reports, participate in progress meetings, manage teams and develop work programs. Serves 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. Assess project deliverables for compliance with government standards, accounting principles, and multi-tiered system application standards. Prepares all milestone documentation and presentations for senior managers and other stakeholders. Responsible for team training and compliance. Attends weekly meetings, reviewing documents, drafting guidance as needed, and coordinating input with other team members.

SENIOR ACCOUNTANT/SENIOR AUDITOR

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 FedGAAP, 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.

Duties: Analyze and design documentation including process narratives, flowcharts and risk and control matrices. Prepares design assessment including design gaps and deficiencies and making suggestive corrective actions. Review operational effectiveness testing including test plans, test documentation and test conclusions. Document and classify transaction issues and assessing audit risks. Develop corrective action plans and remediation and



monitoring procedures. 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. 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. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management systems. Develops Department-wide reports for submission to OMB, Treasury, and Congress.

ACCOUNTANT /AUDITOR

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 FedGAAP, 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.

Duties: Assists 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. Determines proper accounting classification and reconciles accounting transactions to pro forma financial statements. Performs accounting research to develop drafts on business process improvements. Performs testing procedures and prepares working papers to support business outcomes. Examines and analyzes fiscal operations, documents and procedures utilizing Federal promulgations, AICPA and/or industry best practices. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.

JUNIOR ACCOUNTANT

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.

Duties: Maintain responsibility for posting a high volume of general accounting coding entries and billing functions. Prepare account reconciliation matrix and prepare audit action item list. Coordinates audit calendar and assists in preparing working papers. Review and reconcile accounts. Respond to inquiries from internal and external sources regarding processed transactions. Design and develop spreadsheets and database models to facilitate work performance. Maintain an excellent level of knowledge of established policies and procedures. Performs functions to prepare status of funds and accounting documentation. Designs accounting forms, workflow charts, and other graphical presentations for fiscal operations. Utilizes business intelligence tools to perform business analytics on fiscal and program performance.



FINANCIAL ANALYST

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.

Duties: Support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Develop project deliverables and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Performs activity based costing, and business case analysis requirements. Support grants administration activities, including grants award reviews and processing, records tracking and reporting and customer support activities. Serve as an assistant for grants management and funding issues, regarding grant/cooperative agreement, financial processes/ policies, and agency policies/ procedures. Evaluate application packages submitted to the Grants Officer before award, including the analysis of applications requirements. Assist with the development and review of reports and correspondence in support of grant/agreement management and analysis of grant/agreement applications. Aid in the preparation of correspondence, files, approvals, and other documentation in preparation of, and relating to approved grants. Perform routine and specific budget administration functions in the review, formulation, and presentation of the program area budget. Aid in the preparation and review of various budget execution reports, schedules, and forms such as the financial plan, advice of allowance, apportionment, reapportionment, etc. Prepare data summaries for inclusion in routine and special reports on budget formulation and execution.

JUNIOR FINANCIAL ANALYST

Education: Associate or Bachelor 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.

Duties: Perform research and prepare supporting documentation and analysis. Monitor and track obligation and expenditure of funds; detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers. Works with grantees to help them invoice and manage grant funds awarded to organizations. Reconciles books and tracks data needed to invoice and manage grant funds. Performs budgetary functions for assigned areas of responsibility. Interprets budget policy, coordinates and plans budget services, manages resources, and forecasts budgetary trends and activities. Prepares backup data and works with government officials at all levels. Implements measures to ensure data is safeguarded, timely, reliable, and errors and irregularities are discovered and corrected promptly.

SENIOR PROCUREMENT SPECIALIST

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.

Duties: Develop bi-weekly status reports, participate in progress meetings, manage teams and develop work programs. Leads procurement team through good organization skills and excellent communications skills. Manages the total acquisition life cycle including deployment support, administration and final disposition. Assists Contracting Officials to negotiate complex, high-dollar value contracts and implementation strategies for developing government cost estimates. Updates and/or develops acquisition standards and processes. Partner with internal organizations in conducting product and vendor evaluations and requirements definition and supports and defends the procurements to approval authorities. Conduct Requests for Information (RFI's) and Request for Proposals (RFP's) as needed. Facilitate the development of other key commodity requirements, research products, and create and clarify specifications. For major procurements, develops contract line item structures, reduces technical requirements into logical frameworks and unambiguous specifications and statements of work, leads development of evaluation criteria and evaluation schemes, and crafts project unique contract clauses.

ADMINISTRATIVE ASSISTANT

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.

Duties. Writes and edits technical documentation to comply with Federal standards. Writes, reviews, edits, and revises presentation material and technical documentation to ensure compliance with applicable Federal standards for clarity, style, and correctness. Develops and maintains manuals establishing organizational policy. Provides administrative guidance to assist in task completion.



2. **Maximum Order:** \$1,000,000 per SIN
3. **Minimum Order:** \$100
4. **Geographic Coverage:** Domestic Delivery Only
5. **Point(s) of Production:** Clarksville, Howard County, MD
6. **Discount from List Prices or Statement of Net Price:** To be negotiated at the task order level.
7. **Quantity Discounts:** iFOS offers the government a 2% discount for an individual single order exceeding \$550,000.
8. **Prompt Payment Terms:** Net 30
- 9a. **Government Purchase Cards Below Micro-Purchase Threshold:** Yes
- 9b. **Government Purchase Cards Above Micro-Purchase Threshold:** Yes
10. **Foreign Items:** Not applicable.
- 11a. **Time of Delivery:** Negotiated at the task order level.
- 11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list.
- 11c. **Overnight and 2-Day Delivery:** Negotiated with Agency.
- 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. Point(s):** Destination.
- 13a. **Ordering Address(es):**
6030 Daybreak Circle Suite A-150/119, Clarksville, MD 21029
Attn: Tawanda M. Smith, CPA, CGFM
Phone: 301-837-9735 ext. 710 or 301-651-1327
Fax: 301-837-9734
Email: tsmith@ifoscorp.com

- 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).
14. **Payment Address:** 6030 Daybreak Circle Suite A-150/119, Clarksville, MD 21029
15. **Warranty Provision:** Not applicable.
16. **Export Packing Charges:** Not applicable.
17. **Terms and Conditions of Government Purchase Card Acceptance (Any Thresholds Above the Micro-Purchase Level):** Not applicable.
18. **Terms and Conditions of Rental Maintenance, and Repair:** Not applicable.
19. **Terms and Conditions of Installation:** Not applicable.
20. **Terms and Conditions of Repair Parts:** Not applicable.
- 20a. **Terms and Conditions for any Other Services:** Not applicable.
21. **List of Service and Distribution Points:** Not applicable.
22. **List of Participating Dealers:** Not applicable.
23. **Preventative Maintenance:** Not applicable.
- 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 Compliance:** Not applicable.
25. **Data Universal Number System (DUNS) Number:** 830476854
26. **Registration in Central Contractor Registration (CCR) Database:** Registered and registration valid to 4/10/12.
27. **Uncompensated Overtime:** iFOS professional employees are expected to work such hours as necessary to complete the job and are not reimbursed for hours in excess of forty. Eligible support staffs are paid for overtime hours in excess of forty in a work week in compliance with Department of Labor regulations.

COMPANY INFORMATION

iFOS offers extensive professional capabilities in project management, grants management, budget planning/execution, acquisition support, travel and payroll operations, financial reporting, accounting and auditing services. Our team of practitioners has on average 15+ years of prior Federal service or consultant expertise and has successfully completed assignments to improve the quality of accounting operations including oversight, maintenance and administration of funds control and financial reporting functions. Our professionals have provided expert assistance to Federal CFO Operations by helping iFOS' clients to increase productivity through staff augmentation, streamlining operations, leveraging technology and implementing business process improvements. *iFOS differentiates our business based upon our commitment to knowledge transfer of project operations, managing our engagements utilizing the Project Management Body of Knowledge (PMBOK) and leveraging industry best practices in financial management. We work hard to ensure our clients' successes to become self-reliant on their staffs and operations rather than continued reliance on ours.*

As a solution-oriented, results-based Certified Public Accountant (CPA) owned firm, our people are our strength. Our professionals have direct working expertise in Federal fiscal operations and demonstrated application of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and Generally Accepted Government Auditing Standards (GAGAS). Our staff has experience in analyzing and processing data, accounts, and reports in both the commercial and government environments. We resolve audit findings, document internal controls and continually seek improvements to existing operations and financial systems in adherence to:

- Federal Managers Financial Integrity Act (FMFIA) of 1982
- Inspector General Act Amendments of 1988;
- Prompt Payment Act of 1982
- Federal Credit Reform Act of 1990;
- Cash Management Improvement Act of 1990, as Amended;
- Chief Financial Officers (CFO) Act of 1990
- Government Performance Results Act of 1993
- Government Managers Reform Act (GMRA) of 1994
- Information Technology Management Reform Act of 1996;
- Federal Financial Managers' Improvement Act (FFMIA) of 1996;
- Debt Collection Improvement Act (DCIA) of 1996;
- Single Audit Act Amendments of 1996;
- Reports Consolidation Act of 2000
- Recovery Auditing Act
- Federal Information Security Management Act of 2002;
- Improper Payments Information Act (IPIA) of 2002
- Federal Acquisition Regulations & Cost Accounting Standards
- OMB Circulars A-11, A-123, A-127, A-130, A-136
- Department of Treasury, Treasury Financial Manual (TFM); U.S. Standard General Ledger (USSGL) accounts and GOALS reporting guidelines
- FACTS I and II reporting requirements



Intelligent Fiscal Optimal Solutions®, LLC

6030 Daybreak Circle Suite A-150/119 Clarksville, MD 21029
Toll: 1-888-830-iFOS Local: 301-837-9735 Fax: 301-837-9734

www.ifoscorp.com



iFOS employs individuals with Master Degrees in Business Administration, Project Management Professionals (PMP), Certified Public Accountants (CPA), Certified Government Financial Managers (CGFM), Certified Internal Auditors (CIA), Certified Information System Auditors (CISA), Certified Forensic Accountants (CFA), Certified Purchasing Manager (CPM) and other recognized credentials in the Financial Management Professions.