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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:

<http://www.gsaadvantage.gov>.

Financial and Business Solutions (FABS)

Federal Supply Schedule 520

FSC Group 520

Contract Number: GS-23F-0109L

Contract Period: 7 February 2011 through 6 February 2016

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at: <http://www.gsa.gov/schedules>.

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Business Size: Large Business

Price List Current through Mod CM-A384 dated October 8, 2014

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CUSTOMER INFORMATION

Financial and Business Solutions Information for Ordering Offices

Special Notice to Agencies:

Small Business Participation

The Small Business Administration (SBA) strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage![®] on-line shopping service (<http://www.gsaadvantage.gov>). The catalogs/price lists, GSA Advantage![®] and the Federal Supply Service Home Page (<http://www.gsa.gov/schedules>) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination. For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1a. SPECIAL ITEM NUMBERS AWARDED:

Special Item No. 520-5 Loan Servicing and Asset Management

Special Item No. 520-9 Recovery Audits

Special Item No. 520-11 Accounting

Special Item No. 520-12 Budgeting

Special Item No. 520-13 Complementary Financial Management Services

Special Item No. 520-15 Outsourcing Recurring Commercial Activities for Financial Management Services

Special Item No. 520-22 Grants Management Support Services

1b. Please see Appendix A & B for Labor Rates.

1c. LABOR CATEGORIES: See Appendix C for Labor Category Descriptions

2. MAXIMUM ORDER THRESHOLD: The maximum order threshold of orders to be issued is \$1,000,000.

3. MINIMUM ORDER: The minimum dollar value of orders to be issued is \$300.

4. GEOGRAPHIC COVERAGE: The geographic scope of this contract encompasses the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and such other overseas locations as determined on an order-by-order basis.

5. POINTS OF PRODUCTION: McLean, Virginia and other Booz Allen Hamilton offices in the United States.

6. DISCOUNTS: Prices shown are net prices.

7. QUANTITY DISCOUNTS: None.

8. PROMPT PAYMENT: No special discount is offered for prompt payment. Payment terms are net 30 days.

9. GOVERNMENT PURCHASE CARDS:

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: Not applicable.

11. DELIVERY SCHEDULE:

11a. Time of Delivery: Shall be specified in Schedule by ordering agency.

11b. Expedited delivery: Not applicable.

11c. Overnight and 2-day delivery: Not applicable.

11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB: Destination.

13. CONTRACTOR'S ORDERING ADDRESS:

a. Ordering Information – For mailed orders, the postal mailing address where paper form orders should be mailed is as follows:

*Contracts

Attn: FABS Schedule
Booz Allen Hamilton
8283 Greensboro Drive
McLean, VA 22102-3838

*Please mail to the attention of the contract administrator identified in the task order proposal.

b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.gsa.gov/schedules).

14. PAYMENT ADDRESS:

Payment Via Wire Transfer:

Booz Allen Hamilton Inc.
Wachovia Bank
9-Digit ABA Routing #: See Invoice
Telegraphic Abbreviation: PNB
Account #: See Invoice

Payment Via Check/U.S. Mail:

Booz Allen Hamilton Inc.
Wachovia Bank
P.O. Box 8500 (S2725)
Philadelphia, PA 19178-2725

Payment Via ACH:

Booz Allen Hamilton Inc.
Wachovia Bank
ABA Routing #: See Invoice
Account #: See Invoice

International Funds:

Booz Allen Hamilton Inc.
CHIPS Participant No. 0509
SWIFT TID: PNBPUS33

15. WARRANTY PROVISION: Not applicable.

16. EXPORT CHARGES: Not applicable.

- 17. GOVERNMENT COMMERCIAL CREDIT CARDS:** Government Commercial Credit Cards will be acceptable for payments. In addition, bank account information for wire transfer payments will be shown on the invoices.
- 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.
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS:** Not applicable.
- 22. LIST OF PARTICIPATING DEALERS:** Not applicable.
- 23. PREVENTIVE MAINTENANCE:** Not applicable.
- 24 a. SPECIAL ATTRIBUTES:** Not applicable.
- 24 b. SECTION 508 COMPLIANCE:** To be addressed on a task order basis. The Electronic and Information Technology (EIT) standard can be found at (www.Section508.gov).
- 25. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER:** 00-692-8857
- 26. CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Booz Allen Hamilton has registered with the Central Contractor Registration (CCR) Database.

The Booz Allen Advantage

Why choose Booz Allen for professional management services? Booz Allen brings unparalleled resources to its clients.

Quality

Booz Allen is globally recognized as a quality provider of consulting services. We have won numerous awards across the government for business improvement initiatives, including multiple Hammer Awards, the National Intelligence Meritorious Unit Citation, the Top Contractor Award from the Defense Information Systems Agency, and the Federal Technology Leadership Award. A majority of our clients engage us for additional work, offering further testament to our strong reputation and the value we provide to our customers.

Experience

With our breadth and depth of experience, Booz Allen offers a rich consulting skill base and management commitment to applying our world-recognized capability to innovatively reach program objectives. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, high quality of service, and effective use of leading-edge information technologies. We strive to hire and maintain economic and business professional staff, allowing Booz Allen to be a premier provider of quality services to our customer. We have served civilian, military, and intelligence agencies; state and local governments; and not-for-profit agencies in projects covering a wide range of financial and business services. These services are described in more detail in the following sections.

Well-Defined Management Practices

Booz Allen has spent years refining our management practices with the goal of developing a quality product that meets or exceeds client expectations, delivered on time and within budget. Our efforts have not gone without reward: a majority of our business is follow-on tasks for existing clients. This proves that Booz Allen delivers what we promise and achieves superior customer satisfaction. Our management approach is to provide a single point of responsibility, the task manager, with the charter of delivering the final product. That is not to say that the manager works alone but rather that the manager has the full complement of Booz Allen resources available to assemble the right team to deliver the right results. Attention is paid to quality at Booz Allen, with defined standards and processes used throughout the firm. The quality assurance manager is responsible for ensuring that best practices are followed and that they meet client standards, as well as Booz Allen's standards.

Booz Allen Financial and Business Service Offerings

Under this General Services Administration (GSA) Financial and Business Solutions (FABS) contract, Booz Allen Hamilton is able to supply the full range of auditing and financial management professional services to all federal Government agencies.

Loan Servicing and Asset Management (SIN 520-5)

- Service, monitor, and maintain government held assets
- Assist in assessment and improvement of current asset management process related to:
 - Cash management
 - Inventory management
 - Government property, plant and equipment
 - Adequacy of controls, policies and procedures

Recovery Audits (SIN 520-9)

- Identify overpayments
- Recover overpayments

Accounting (SIN 520-11)

- Analyze, process and summarize 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 enhance accounting internal controls
- Improve operating efficiency and effectiveness

Budgeting (SIN 520-12)

- 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

Financial Services (SIN 520-13)

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis

Financial Services (SIN 520-13) Continued:

- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analysis
- Assist with the requirements of the Government Performance and Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial analyses
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Assist with quality assurance efforts
- Perform economic and regulatory analyses
- Develop methods for analyzing costs, benefits and impacts of regulations and policies
- Collect data and prepare Information Collection Requests for approval by OMB
- Conduct exposure and risk analyses
- Develop, modify or apply risk characterization models to analyze and evaluate policies, programs, and regulations

Outsourcing Recurring Commercial Activities for Financial Management Services (SIN 520-15)

- Services that an agency identifies as recurring commercial activities including:
 - Billing
 - Payroll processing
 - Application processing
 - Claim processing
 - Grant application management
 - Loan application management
 - Inventory management
 - Other financial management activities

Grants Management Support Services (SIN 520-22)

- Assessing compliance of grantees business and financial management systems
- Assisting awarding agencies in ensuring grantees responsible and accountable use of funds
- Payroll assisting and monitoring services ensuring grantees' performance is in full compliance with grant requirements
- Assisting government Grants Management Officers, Grant Management Specialists, and other grants management personnel
- Assisting review panels
- Advising government personnel in managing Grant Financial Management Systems
- Managing the grant project of performance schedule
- Evaluating on-going status reports, final reports, and other deliverable products required under the grant program

Terms and Conditions

The terms and conditions of Booz Allen Hamilton's Financial and Business Solutions (FABS) contract are current through Refresh 24 to Solicitation Number FCXB-F4-020002-B.

APPENDIX A

Contractor Site Labor Rates

	FABS Labor Category	02/07/12- 02/06/13	02/07/13- 02/06/14	02/07/14- 02/06/15	02/07/15- 02/06/16
1	Program Manager	\$221.12	\$227.75	\$234.58	\$241.62
2	Junior Program Manager	\$150.91	\$155.44	\$160.10	\$164.90
3	Project Manager	\$173.97	\$179.19	\$184.57	\$190.11
4	Financial Manager	\$205.40	\$211.56	\$217.91	\$224.45
5	Subject Matter Expert, Level III	\$219.03	\$225.60	\$232.37	\$239.34
6	Subject Matter Expert, Level II	\$199.12	\$205.09	\$211.24	\$217.58
7	Subject Matter Expert, Level I	\$155.10	\$159.75	\$164.54	\$169.48
8	Senior Financial Analyst	\$144.62	\$148.96	\$153.43	\$158.03
9	Financial Analyst	\$102.71	\$105.79	\$108.96	\$112.23
10	Junior Financial Analyst	\$82.79	\$85.27	\$87.83	\$90.46
11	Senior Financial Systems Analyst	\$150.91	\$155.44	\$160.10	\$164.90
12	Financial Systems Analyst	\$107.93	\$111.17	\$114.51	\$117.95
13	Junior Financial Systems Analyst	\$89.08	\$91.75	\$94.50	\$97.34
14	Senior Cost Analyst	\$145.66	\$150.03	\$154.53	\$159.17
15	Cost Analyst	\$112.13	\$115.49	\$118.95	\$122.52
16	Junior Cost Analyst	\$96.42	\$99.31	\$102.29	\$105.36
17	Senior Accounting Analyst	\$144.62	\$148.96	\$153.43	\$158.03
18	Accounting Analyst	\$110.03	\$113.33	\$116.73	\$120.23
19	Junior Accounting Analyst	\$94.33	\$97.16	\$100.07	\$103.07
20	Senior Procurement Specialist	\$144.62	\$148.96	\$153.43	\$158.03
21	Procurement Specialist	\$103.75	\$106.86	\$110.07	\$113.37
22	Junior Procurement Analyst	\$76.51	\$78.81	\$81.17	\$83.61
23	Senior Training Specialist	\$137.28	\$141.40	\$145.64	\$150.01
24	Training Specialist	\$98.52	\$101.48	\$104.52	\$107.66
25	Document Specialist	\$55.55	\$57.22	\$58.94	\$60.71
26	Technical Writer	\$55.55	\$57.22	\$58.94	\$60.71
27	Information Technology Researcher	\$54.50	\$56.14	\$57.82	\$59.55
28	Entry Level Analyst	\$71.27	\$73.41	\$75.61	\$77.88
29	Research Specialist	\$55.55	\$57.22	\$58.94	\$60.71

APPENDIX B

Government Site Labor Rates

	FABS Labor Category	02/07/12- 02/06/13	02/07/13- 02/06/14	02/07/14- 02/06/15	02/07/15- 02/06/16
1	Program Manager	\$197.02	\$202.93	\$209.02	\$215.29
2	Junior Program Manager	\$126.80	\$130.60	\$134.52	\$138.56
3	Project Manager	\$148.81	\$153.27	\$157.87	\$162.61
4	Financial Manager	\$180.25	\$185.66	\$191.23	\$196.97
5	Subject Matter Expert, Level III	\$194.93	\$200.78	\$206.80	\$213.00
6	Subject Matter Expert, Level II	\$173.97	\$179.19	\$184.57	\$190.11
7	Subject Matter Expert, Level I	\$131.00	\$134.93	\$138.98	\$143.15
8	Senior Financial Analyst	\$120.51	\$124.13	\$127.85	\$131.69
9	Financial Analyst	\$89.08	\$91.75	\$94.50	\$97.34
10	Junior Financial Analyst	\$71.27	\$73.41	\$75.61	\$77.88
11	Senior Financial Systems Analyst	\$126.80	\$130.60	\$134.52	\$138.56
12	Financial Systems Analyst	\$92.23	\$95.00	\$97.85	\$100.79
13	Junior Financial Systems Analyst	\$78.60	\$80.96	\$83.39	\$85.89
14	Senior Cost Analyst	\$121.56	\$125.21	\$128.97	\$132.84
15	Cost Analyst	\$96.42	\$99.31	\$102.29	\$105.36
16	Junior Cost Analyst	\$84.89	\$87.44	\$90.06	\$92.76
17	Senior Accounting Analyst	\$120.51	\$124.13	\$127.85	\$131.69
18	Accounting Analyst	\$94.33	\$97.16	\$100.07	\$103.07
19	Junior Accounting Analyst	\$83.84	\$86.36	\$88.95	\$91.62
20	Senior Procurement Specialist	\$120.51	\$124.13	\$127.85	\$131.69
21	Procurement Specialist	\$90.14	\$92.84	\$95.63	\$98.50
22	Junior Procurement Analyst	\$63.93	\$65.85	\$67.83	\$69.86
23	Senior Training Specialist	\$110.03	\$113.33	\$116.73	\$120.23
24	Training Specialist	\$78.60	\$80.96	\$83.39	\$85.89
25	Document Specialist	\$45.06	\$46.41	\$47.80	\$49.23
26	Technical Writer	\$45.06	\$46.41	\$47.80	\$49.23
27	Information Technology Researcher	\$44.02	\$45.34	\$46.70	\$48.10
28	Entry Level Analyst	\$59.74	\$61.53	\$63.38	\$65.28
29	Research Specialist	\$45.06	\$46.41	\$47.80	\$49.23

Appendix C

Labor Category Descriptions

Each FABS labor category is defined with regard to education, general experience, specialized experience requirements and duties. Training and certification requirements for a labor category are identified in the specialized experience description. The duties normally performed by a person assigned to a labor category position are defined.

Booz Allen recognized that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. Increasingly, we find that the skills needed to support advanced technology efforts, and to meet today's problems and tomorrow's challenges, are not always supported by a traditional education and work experience combination.

1. PROGRAM MANAGER

Education: B.A. or B.S. degree in business or information technology related field. Master's Degree optional.

Basic Experience: Twelve years of accounting or financial experience, including 8 years of increasing responsibilities in assignment supervision and management.

Specialized Experience: Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. 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.

2. JUNIOR PROGRAM MANAGER

Education: B.A. or B.S. degree in business or information technology related field.

Basic Experience: Six years of accounting or financial experience, including 4 years of increasing responsibilities in assignment supervision and management.

Specialized Experience: Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

2. JUNIOR PROGRAM MANAGER Continued

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. 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.

3. PROJECT MANAGER

Education: B.A. or B.S. degree.

Basic Experience: Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management.

Specialized Experience: Experience in the direct supervision of Cost Estimating, Procurement Strategic Planning and Execution, or Business Management.

Duties: Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and insuring that the technical/financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

4. FINANCIAL MANAGER

Education: M.B.A. or M.P.A.

Basic Experience: Twelve years of financial management experience, including 7 years of increasing responsibilities including supervisory duties.

Specialized Experience: Experience in financial management with demonstrated ability to supervise or lead a team of financial management professionals. Possess a thorough knowledge of Federal financial and accounting systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

Duties: 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. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates. Can present material before oversight authority for the client and/or prepare Program Managers for briefings and presentations. Is thoroughly familiar with activity based costing, business case analysis and outsourcing requirements.

5. SUBJECT MATTER EXPERT, LEVEL III

Education: B.A. or B.S. degree. Masters Degree or specialized field certification, in SCEA, CGFM, CPA, CISA, or equivalent.

Basic Experience: Fifteen years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems.

Duties: Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

6. SUBJECT MATTER EXPERT, LEVEL II

Education: B.A. or B.S. degree. Masters Degree or specialized field certification, in SCEA, CGFM, CPA, CISA, or equivalent.

Basic Experience: Twelve years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems.

Duties: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex financial systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

7. SUBJECT MATTER EXPERT, LEVEL I

Education: B.A. or B.S. degree. Masters Degree or specialized field certification, in SCEA, CGFM, CPA, CISA, or equivalent.

Basic Experience: Eight years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems.

Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex financial systems. 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. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, and modeling and simulation.

8. SENIOR FINANCIAL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Eight years of financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor.

Specialized Experience: Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts. Possess a thorough knowledge of Federal financial and accounting policies and systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

Duties: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity based costing, business case analysis and outsourcing requirements.

9. FINANCIAL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Five years of financial management experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment with a demonstrated ability in areas such as Cost Estimating, Procurement Strategic Planning and Execution or Business Management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements.

Duties: Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses through knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensure that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity based costing, business case analysis and outsourcing requirements.

10. JUNIOR FINANCIAL ANALYST

Education: B.A. or B.S. degree.

General Experience: Up to two years of financial management experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment.

Duties: Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses an understanding of the budget allocation, execution, and administration process. Has the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers. Under supervision, must be able to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

11. SENIOR FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree or related experience.

Basic Experience: Eight years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting for the Federal Government. Possess a thorough knowledge of Federal financial and accounting systems and current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Directs the gathering of user requirements and translating them into workable automated solutions. In-depth knowledge of database architectures, object oriented design, and systems implementation. Capable of assessing products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to lead all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

12. FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree or related experience.

Basic Experience: Five years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment. Possess a thorough knowledge of Federal financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Leads small teams of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Capable of gathering user requirements and translating them into workable automated solutions. Familiar with database architectures, object oriented design, and systems implementation. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must have understanding of all stages of a project's life cycle, including the creation of schedules, requirements documents, system designs and specifications, and project status reports.

13. JUNIOR FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree, or related experience.

Basic Experience: Up to 2 years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment. Possess a thorough knowledge of Federal financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Works as a junior member of a team of analysts to optimize and automating business practices given deadlines and milestones specified by their supervisor. Must be able to research specifications and requirements and effectively report their findings. Must be able to execute individual phases of a projects life cycle.

14. SENIOR COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field.

Basic Experience: Eight years of professional experience or 8 years and M.B.A. or Masters degree in related field. SCEA certification can be substituted for Masters degree.

Specialized Experience: Experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

Duties: Must satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting status of cost analysts/estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Must have understanding of the Office of Management and Budget and Department of Defense cost estimating circulars including OMB A-11, OMB A-76, OMB A-94 and DoD 5000. May also have knowledge of cost estimating tools such as SEER, ACE-IT or their methodologies.

15. COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field.

Basic Experience: Five years of professional experience or eight years and M.B.A. or Masters degree in related field. SCEA certification can be substituted for Masters degree.

Specialized Experience: Experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

15. COST ANALYST Continued

Duties: Must satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting status of cost analysts/estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Must have understanding of the Office of Management and Budget and Department of Defense cost estimating circulars including OMB A-11, OMB A-76, OMB A-94 and DoD 5000. May also have knowledge of cost estimating tools such as SEER, ACE-IT or their methodologies.

16. JUNIOR COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field.

Basic Experience: Up to 2 years of cost analyses/estimating experience.

Specialized Experience: None

Duties: Must be able to collect and analyze data and organize it in a standard work breakdown structure. Must be knowledgeable of cost methodologies and cost modeling applications, including Microsoft Excel. Must also be knowledgeable of time value of money, net present value, real US nominal dollars and other common cost estimating practices.

17. SENIOR ACCOUNTING ANALYST

Education: B.A. or B.S. degree, CPA, CGFM or equivalent experience.

Basic Experience: Eight years of accounting and financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor.

Specialized Experience: Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts. Possess a thorough knowledge of Federal financial and accounting policies, standards, and systems requirements, such as the CFO Act 1990, OMB Regulations, GAAP, FASAB. Must demonstrate experience in working with multi-year/ no-year appropriations and differing appropriations (e.g., O&M and Procurement), and a thorough understanding of budgetary and proprietary accounting principles.

Duties: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Will be able to provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Must be able to assess operational weaknesses, perform process improvement analysis, and recommend corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Has the ability to correlate the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports

17. SENIOR ACCOUNTING ANALYST Continued

and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity based costing, business case analysis and outsourcing requirements.

18. ACCOUNTING ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Five years of accounting and financial management experience.

Specialized Experience: Experience in Accounting/Financial Management in a Federal Government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Duties: Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Can provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Possess the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Completes work within the time frame specified by the client, ensuring that all requirements are met. Is familiar with activity based costing, business case analysis and outsourcing requirements.

19. JUNIOR ACCOUNTING ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Up to 2 years of accounting experience.

Specialized Experience: Experience in Accounting/ Financial Management in the Federal Government environment.

19. JUNIOR ACCOUNTING ANALYST Continued

Duties: Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. In the performance of task work, applies an understanding of accounting practices and principles when conducts data gathering, analysis, and reconciliation. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

20. SENIOR PROCUREMENT SPECIALIST

Education: B.A. or B.S. degree. An advanced degree or acquisition certification is preferred (CPCM, CACM, or certificate program).

Basic Experience: Eight years of progressive experience supporting and developing large, major, or complex government procurements. Possess in-depth knowledge of the Federal Acquisition Regulation (FAR), agency specific regulations, and have current and demonstrated experience with acquisition streamlining initiatives and reforms. The Senior Procurement Specialist has practical knowledge of the various acquisition approaches to include full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate the appropriate documentation for the various approaches. The Senior Procurement Specialist has experience in leading and managing other acquisition professionals, and has demonstrated good organization skills and excellent communications skills.

Specialized Experience: Experience in handling large and complex procurements in a variety of industries from procurement planning through contract execution. The Senior Procurement Specialist has demonstrated experience-offering recommendations to multiple sizes and types of organizations regarding strategies for major acquisitions. The Senior Procurement Specialist has demonstrated the ability to provide recommendations concerning the establishment of organizational partnerships, and to develop risk management strategies. The Senior Procurement Specialist has demonstrated expertise in all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, source selection and award), and post award contract administration, as well as contract problem identification, analysis and resolution.

Duties: Performs strategic planning on acquisition approaches, especially for complex and first time procurements. Participates in the structuring of RFPs for complex and technology procurements and develops RFP and contract documentation. 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. Develops the requisite planning and justification documentation for approval of major procurements, and supports and defends the procurement to approval authorities.

21. PROCUREMENT SPECIALIST

Education: B.A. or B.S. degree. Four years of experience and attendance at federal government acquisition workforce training (e.g., DAWIA) may be substituted for a degree.

Basic Experience: Four years of progressive experience supporting and developing government procurements. Possess knowledge of the organization and contents of the Federal Acquisition Regulation (FAR), agency specific regulations, and be current and knowledgeable of acquisition streamlining initiatives and reforms. The Procurement Specialist has understanding of the uses of the various acquisition approaches, e.g. full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate documentation for the various approaches. Demonstrates good organization and writing skills.

Specialized Experience: Experience in handling large and complex procurements from procurement planning through contract execution. The Procurement Specialist has demonstrated expertise in all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, source selection and award), and post award contract administration, as well as contract problem identification, analysis and resolution.

Duties: Develops Acquisition Plans and other procurement justification and approval documentation, Source Selection Plans including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications, and contract correspondence. Performs contract administration.

22. JUNIOR PROCUREMENT SPECIALIST

Education: B.A. or B.S. degree.

Basic Experience: Up to 2 years of experience and attendance at federal government acquisition workforce training (e.g. DAWIA) may be substituted for a degree. One year of experience supporting government procurement activities. Possess a basic understanding of organization and contents of the Federal Acquisition Regulation (FAR) and agency specific regulations. The Junior Procurement Specialist has a basic understanding of various contract types, e.g. cost plus fixed fee, award fee, fixed price contracts, and Government Wide Agency Contracts. The Junior Procurement Specialist is knowledgeable of the process required to issue a contract or order for services or equipment.

Specialized Experience: None.

Duties: Coordinates with more senior procurement specialists and project managers to ensure timely processing and tracking of documents as they move through the acquisition process. Incorporates changes into existing documentation. Maintains contract files for procurement requests, funding documents, formal orders and contracts, and all official correspondence.

23. SENIOR TRAINING SPECIALIST

Education: B.A. or B.S. degree

Basic Experience: Six (6) years of experience in information systems development, training or related fields

Specialized Experience: Experience developing and providing ADP, end-user training on computer hardware and application software, or training on business process improvements and procedures.

Duties: Conducts the research necessary to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision to staff.

24. TRAINING SPECIALIST/INSTRUCTOR

Education: B.A. or B.S. degree.

Basic Experience: Four years of experience in information systems development, training or related fields.

Specialized Experience: Experience developing and providing ADP, end-user training on computer hardware and application software, or training on business process improvements and procedures.

Duties: Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all instructor materials (course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

25. DOCUMENTATION SPECIALIST

Education: A.A. degree.

Basic Experience: Three (3) years of experience in technical writing and documentation.

Specialized Experience: Experience in preparing technical documentation, which is to include researching for applicable standards.

Duties: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

26. TECHNICAL WRITER

Education: B.A. or B.S. degree.

Basic Experience: Five (5) years of experience in technical writing and editing.

Specialized Experience: Experience in editing documents, including technical documents.

Duties: Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

27. INFORMATION TECHNOLOGY RESEARCHER

Education: B.A. or B.S. degree.

Basic Experience: Up to 2 years of experience in this area.

Specialized Experience: N/A

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects analyzes and summarizes data. Contributes to client reports as directed including documentation preparation, writing, editing, production coordination, and graphics.

28. ENTRY LEVEL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Up to 1 year work experience in a business environment.

Specialized Experience: None

Duties: Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. May be familiar with government financial management, activity based costing, business case analysis and/or outsourcing requirements.

29. RESEARCH SPECIALIST

Education: High School diploma or A.A. in business or related field.

Basic Experience: Up to 1 year of work experience in a business environment.

Specialized Experience: Experience in word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures.

Duties: Collates information into meaningful reports and presentation material.

Degree / Experience Equivalency

The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year relevant experience	Vocational or technical training in work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional certification
Master's	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience	Professional license
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.