

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

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR  
FINANCIAL AND BUSINESS SOLUTIONS  
FSC 520**

**CONTRACT NUMBER:**  
GS-23F-0168N  
Modification PO-05

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

**Period Covered by Contract:**  
March 05, 2008 through March 04, 2013

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Business Size: Small, 8(a), SDB

DUNs: **105458975**

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## Information for Ordering Agencies

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

### **SIN 520-12, BUDGETING**

- Assess and improve budget formulation process
- Assess and improve budget execution process
- Conduct special reviews of budget formulation or execution issues
- Review budgetary controls
- Assist with implementation of corrective actions
- Identify overpayments
- Recover overpayments
- Analyze, process, and summarize transactions
- Assist in devising new or revised policies and procedures
- Classify transactions
- Perform special studies to improve financial operations
- Resolve financial issues
- Resolve and/or implement audit findings
- Assess or enhance financial internal controls
- Improve operating efficiency and effectiveness
- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementing 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
- 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 analyses
- 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 planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- 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
- Assist with quality assurance efforts

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Prices Shown are Net.

**Authorized Financial and Business Solutions Pricelist**

<b>GSA Approved Rates for Acuity Consulting, Inc, Site Work – Modification PO-05</b>					
<b>Labor Category</b>	<b>Year 1 3/5/08 – 3/4/09</b>	<b>Year 2 3/5/09 – 3/4/10</b>	<b>Year 3 3/5/10 – 3/4/11</b>	<b>Year 4 3/5/11 – 3/4/12</b>	<b>Year 5 3/5/12 – 3/4/13</b>
Partner	175.48	182.50	189.80	197.39	205.29
Program Manager III	129.85	135.05	140.45	146.07	151.91
Program Manager II	114.09	118.65	123.40	128.33	133.46
Auditor III	127.75	132.86	138.18	143.71	149.45
Auditor II	112.14	116.62	121.29	126.14	131.18
Auditor I	64.34	66.92	69.60	72.38	75.27
Financial Analyst III	114.09	118.65	123.40	128.33	133.46
Financial Analyst II	100.37	104.39	108.56	112.90	117.42
Financial Analyst I	88.37	91.90	95.58	99.40	103.38
Entry Level Analyst	52.64	54.75	56.94	59.22	61.59

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. Please refer to the GSA Pricing Sheets.

## LABOR CATEGORIES

Acuity Consulting, Inc. recognizes 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. More and more, we find that the skills needed to meet task order performance, address today's problems and tomorrow's challenges require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, Acuity Consulting, Inc's FABS Schedule utilizes equivalencies between experience and education that allow us to take the full measure of an individual's capabilities. The job descriptions defined in this section provide the general guidelines for each labor category; however, reasonable consideration may be used for determining the optimal combination of experience and education on a task by task basis.

### 1 . PARTNER (Modification PO01)

**Minimum Education:** B.A., or B.S. degree in accounting, business, information technology, or related field and/or equivalent experience. Master's Degree preferred. CPA preferred.

**General Experience:** Minimum twelve (12) years experience in all aspects of engagement.

**Duties:** Ultimately responsible for all client deliverables and authorized to sign the firm's name to reports. Responsible for managing the client and acts as the main liaison with senior client personnel. Essential functions include overseeing the planning, supervising, and completion of engagements, approving the timing and assigning of staff to engagements, and reviewing and approving deliverables to ensure all applicable AICPA, Government Audit Standards, Federal Financial Accounting Standards, and other applicable standards are met.

### 2 . PROGRAM MANAGER, Level III

**Minimum Education:** Master's Degree and B.A., or B.S. degree in business, information technology, or related field and/or equivalent experience.

**General 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.

### 3. PROGRAM MANAGER, Level II

**Minimum Education:** B.A., or B.S. degree in business, information technology, or related field and/or equivalent experience. Master's Degree optional.

**General Experience:** Eight years of business, accounting or financial experience, including 5 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.

### 4. AUDITOR, Level III (Modification PO01)

**Minimum Education:** B.A., or B.S. degree in accounting, business, information technology, or related field and/or equivalent experience. CPA preferred. Master's Degree Optional.

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

**Specialized Experience:** Experience in accounting, auditing, or financial management with demonstrated ability to supervise or lead a team of auditors. Possess a thorough knowledge of Federal and commercial financial and accounting policies.

**Duties:** Serves as a leader ensuring that a group of auditors are working in concert to ensure the efficient stewardship of public funds. Must be able to prepare audit programs, perform field work, prepare working papers, consolidate findings and prepare recommendations, and write audit reports. Must be able to assess processes 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.

### 5. AUDITOR, Level II

**Minimum Education:** B.S. degree in accounting, business, information technology, or related field and/or equivalent experience.

**General Experience:** Five years of auditing and financial management experience, including at least 3 years of increasing responsibilities as a team leader or first level supervisor.

**Specialized Experience:** Experience in accounting, auditing, financial management in a Federal Government environment with a demonstrated ability in areas such as government accounting and budgeting. Have a good understanding of both Federal and commercial financial and accounting policies.

**Duties:** Serves as an individual or member of group of auditors who are working to prepare audit programs, perform field work, prepare working papers, consolidate findings and prepare recommendations, and write audit reports. Must be able to assess processes 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. 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.

#### 6. AUDITOR, Level I (Modification PO01)

**Minimum Education:** B.A. or B.S. degree in accounting, business, information technology, or related field and/or equivalent experience.

**General Experience:** Up to three (3) years of audit and financial management experience.

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

**Duties:** Serves as a junior member of group of auditors who are working to prepare audit programs, perform field work, prepare working papers, consolidate findings and prepare recommendations, and write audit reports. Under supervision, should be able to assess processes and or procedures for compliance with government standards, accounting principles, internal controls, 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.

#### 7. FINANCIAL ANALYST, Level III

**Minimum Education:** B.A. or B.S. degree business, information technology, or related field and/or equivalent experience.

**General 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.

## 8. FINANCIAL ANALYST, Level II

**Minimum Education:** BA or BS degree in business, information technology, or related field and/or equivalent experience.

**General Experience:** Five years of financial management experience, including at least 3 years of increasing responsibilities.

**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 thorough 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.

## 9. FINANCIAL ANALYST, Level I

**Minimum Education:** B.A. or B.S. degree in business, information technology, or related field and/or equivalent experience.

**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.

#### 10. ENTRY LEVEL ANALYST (Modification PO01)

**Minimum Education:** B.A. or B.S. degree business, information technology, or related field and/or equivalent experience.

**General 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.

2. Maximum order. There is no maximum task order for this contract. When task Orders exceed \$1,000,000, agencies should seek additional discounts from the contractor.
3. Minimum order. \$300.00
4. Geographic coverage (delivery area). Domestic.
5. Point(s) of production is Alexandria, Fairfax County, VA.
6. Discount from list prices or statement of net price. Prices shown are NET Prices; Basic Discounts have been deducted.
7. Quantity discounts. None

8. Prompt payment terms. 1% Net 10 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Acuity Consulting, Inc will accept the Government purchase card for payments equal to or less than the micro-purchase threshold of \$2,500 for task orders.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government purchase cards will be acceptable for payment above the micro-purchase threshold.

10. Foreign items (list items by country of origin). None

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. F.O.B. point(s). Destination

13a. Ordering address(es).

Acuity Consulting, Inc  
333 North Fairfax Street, Suite 401  
Alexandria, VA 22314  
Attn: GSA Sales

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/ordering](http://fss.gsa.gov/schedules/ordering)).

14. Payment address(es).

Acuity Consulting, Inc  
333 North Fairfax Street, Suite 401  
Alexandria, VA 22314

15. Warranty provision. Not Applicable

16. Export packing charges, if applicable. Not Applicable
17. Terms and conditions of Government purchase card acceptance. 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 (if applicable). Not Applicable
19. Terms and conditions of installation (if applicable). Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 20a. Terms and conditions for any other services (if applicable). Not Applicable
21. List of service and distribution points (if applicable). Not Applicable
22. List of participating dealers (if applicable). Not Applicable
23. Preventive maintenance (if applicable). Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). Not Applicable
25. Data Universal Number System (DUNS) number. 105458975
26. Notification regarding registration in Central Contractor Registration (CCR) database. YES

**TERMS AND CONDITIONS APPLICABLE TO FINANCIAL  
AND BUSINESS SOLUTIONS (SIN 520)**

**1. ORDERING PROCEDURES:**

**a. Procedures for Financial and Business Solutions Priced on GSA Schedule at Hourly Rates:**

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SIN) within a Schedule. GSA has established special ordering procedures for Financial and Business Solutions Services that are priced on schedule at hourly rates. These special ordering procedures, which are outlined herein, take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for Financial and Business Solutions contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering Financial and Business Solutions, ordering offices shall—

(i) Prepare a Request for Quotation:

(a) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (e.g., security clearances, travel, special knowledge, etc.) should be prepared.

(b) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm fixed price or a ceiling price to provide the services outlined in the statement of work. A firm fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor-hour or time-and-materials proposal may be requested. The firm fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(c) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance on similar tasks.

(d) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns, as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.

(ii) Transmit the Request for Quotation to Contractors:

(a) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates, and other factors such as contractors' locations, as appropriate). When buying Financial and Business Solutions under SIN 520 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 520. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(b) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotations for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

(a) After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

(4) The establishment of Federal Supply Schedule BPAs for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

(i) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(a) Single BPA—Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(b) Multiple BPAs—When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(ii) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm fixed price or ceiling price.

(6) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(7) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

## **2. INVOICES:**

The Contractor, upon completion of the work ordered, shall submit invoices for Financial and Business Solutions. For firm fixed price orders, partial payments shall be based upon completion of defined milestones, interim products, and/or deliverables. Invoices shall be submitted monthly for recurring services performed during the preceding month for time and materials orders.

## **3. PAYMENTS:**

For firm fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Partial payments shall be made only when authorized by the order. For time, materials, and labor hour orders, the Payments under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 apply to orders placed under this contract.

#### **4. STATEMENT OF WORK (SOW) REQUIREMENT:**

All work performed under this agreement shall be authorized through the issuance of a Statement of Work (SOW) and Delivery Order. Prior to issuance of a Delivery Order, the ordering activity may issue a Request for Proposal (RFP) or Request for Quote (RFQ). Acuity Consulting, Inc shall respond to each RFP/RFQ as appropriate. The ordering activity and Acuity Consulting, Inc shall then negotiate in good faith on a Delivery Order by Delivery Order basis, the type of order (time and materials [T&M] or fixed price) and the specific SOW. The Delivery Order will address the price or price estimate and other direct costs, payment terms, as well as additional terms or conditions specific to that order. The SOW is an integral part of the Delivery Order and will specify the products and/or services to be delivered; the schedule and applicable milestones.

**a. Mutual Agreement** — Both parties agree in writing to the work that is to be performed and deliverables that may be required.

**b. Scope of Work** — States the parameters and what is to be accomplished.

**c. Period of Performance** — Specifies the time in which the services will be performed.

**d. Deliverables** — The end products that the ordering agency may require upon the completion or during the period of performance. Deliverables include, but are not limited to, reports, studies, and design documents, and will be specified in the Delivery Order. The delivery schedule will be subject to mutual agreement.

**e. Acceptance Period** — The agreed upon time frame in which services are evaluated as to conformance with the requirements.

**f. Other Task Relevant Provisions** — Will be determined by the ordering agency and Acuity Consulting, Inc subject to mutual agreement.

#### **5. BILLABLE HOURS:**

Acuity Consulting, Inc timekeeping is based on a “total-time accounting” system in which employees record all hours worked and allocate these hours to their correct cost categories, whether direct or indirect. Acuity Consulting, Inc typically bills for all hours worked, including travel time if the employee is traveling in support of a contract (at the customer’s direction) during normal business hours. Travel time outside of normal business hours and normal commuting costs are not billed. For T&M type Delivery Orders, Acuity Consulting, Inc will bill for all hours worked, including travel time if the employee is traveling in support of a contract (at

the customer's direction) during normal business hours. Travel time outside of normal business hours and normal commuting costs are not billed.

## **6. OTHER DIRECT COSTS (ODC):**

In accordance with Acuity Consulting, Inc's accounting practices, any item used in direct support of a task order contract and not offered as a schedule item in this pricelist, may be charged as direct. These items will be identified in our task order proposal and/or negotiated prior to final contract award.

## **7. TRAVEL, SUBSISTENCE, AND OCONUS PRICING:**

Travel required in the performance of services under this contract will be reimbursed by the ordering agency. Travel will be in accordance with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), as applicable. Established federal government per diem rates will apply to contractor travel. Acuity Consulting, Inc will provide a detailed description of all anticipated travel in response to each delivery order. The labor category rates included in the pricelist will apply to the work performed within the geographical scope of this contract. However, we recognize that work may be required that may result in markedly different costs than are normally incurred, for example, work performed in overseas locations. Acuity Consulting, Inc would expect—in conjunction with the customer—to examine these costs and negotiate appropriate pricing arrangements on a case-by-case basis. In addition, we may incur costs for such items as visas, import/export license, duties or customs fees, nonstandard liability insurance or other costs associated with personnel performing in foreign areas in accordance with Department of State Standardized Regulations. All such costs will be charged directly to the task order as ODCs.

## **8. CUSTOMER FACILITY REQUIREMENTS:**

Should work be required at the Customer site, Acuity Consulting, Inc would expect to furnish the appropriate staff members to complete the work.

## **9. RATES:**

The rates included in this Financial and Business Solutions (FABS) Schedule represent the total hourly labor rates for each skill classification for work performed at Contractor sites and Government sites. Acuity Consulting, Inc will furnish all normal supplies and services required for the work (some may be an additional direct charge to the customer), which includes facilities, supplies, personal computers, business software, and telephones.

**a. Work at Government Site** — Should work be required at the Government site, Acuity Consulting, Inc may at their discretion provide discounts to our pricelist.

**b. Work at Contractor Site** — Work performed at the Contractor's site within the geographical scope of the contract will be provided at the rates contained in the Schedule Pricelist for FABS.

**c. Security Clearance Requirements** — In the event that security requirements are necessary, the ordering activities may incorporate in their delivery orders a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the ordering agency on an open market basis outside the scope of the contract.

## **10. LIABILITY LIMITATIONS:**

**a. Injury or Damages** — The contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the services provided unless such injury is due to the fault or negligence of the contractor.

**b. Consequential Damages** — The contractor shall not be liable for any consequential damages, including strict liability, of any kind or nature, associated with any actual or alleged breach of the contract, tort or negligence, or otherwise caused. In no event shall the contractor be liable for costs or damages resulting from alleged breach of the contract even if, under applicable law, such costs or damages would not be considered consequential or special damages.

## **11. SOFTWARE AND TECHNICAL DATA:**

FAR clause 52.227-14, Rights in Data-General (Jun 1987) will govern software and technical data under this contract.

## **12. ORDERING PERIOD:**

The period of performance for placement of orders is as follows:

**Base Period:** Mar 05, 2003 to February 29, 2008

**Option Period:** 3 five-year Options (Note: Option period is not yet executed)

Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractors and Governments rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

## **13. SECURITY**

There are no DD254s associated with the basic FABS Federal Supply Services Contract. If security clearances are required for a specific delivery order, DD254s may be issued against the order.

**Contract Overview:**

Acuity Consulting, Inc has been awarded a GSA Federal Supply Schedule Financial and Business Solutions, contract no. GS-23F-0168N. The contract period is from March 05, 2003 to February 29, 2008, with 3 five-year option periods. The contract provides for task orders to be placed as Firm Fixed Price or Time and Material using the labor categories and ceiling rates defined for the contract. There is no dollar value ceiling for the contract.

**Contract Use:**

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, for worldwide use. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

**Contract Scope:**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of financial and business solutions as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Number available under this contract provides services across the entire financial management discipline. When task orders are placed, they must identify the SIN under which the task is being executed. Task orders for outsourcing of financial management services may be placed for any of the work defined below. The Government defined and awarded this contract after evaluation based on contractor experience, negotiated cost reasonableness, and past performance for the Financial and Business Solutions referenced below.

## FINANCIAL AND BUSINESS SOLUTIONS

Acuity Consulting, Inc offers a wide range of professional financial management services needed by government agencies to improve agency mission performance and support federal client's goals now and in the future. Acuity Consulting, Inc has extensive experience in government and commercial finance to include, accounting, budgeting, financial management systems, complementary financial management services such as financial planning and performance measurements, asset management, outsourcing recurring commercial activities, and other financial management services as needed by our clients.

Acuity Consulting, Inc draws from a staff of professionals with hands-on experience and capabilities and expertise to ensure that the agency's financial requirements are well defined, efficient, effective and consistent with commercial and government best practices and legislation.

## BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(INSERT CUSTOMER NAME)

In the spirit of the Federal Acquisition Streamlining Act \_\_\_\_\_ (Agency) \_\_\_\_\_ and Acuity Consulting, Inc enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.