



**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Financial and Business Solutions (FABS)  
Federal Supply Group: 520**

**Contract No. GS-23F-0251K  
Contract Period: May 16, 2000-May 15, 2015**

**POINTS OF CONTACT**

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**Mod No. PS-0032  
Effective 08/27/2014**

**Business Size: Large**

Online 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 address for GSA Advantage! is: <http://www.gsaadvantage.gov>.



## Customer Information

1a. **Awarded Special Item Numbers (SINs):**

<u>SIN</u>	<u>Description</u>
520-11	Accounting
520-13	Complementary Financial Management Services
520-15	Outsourcing Recurring Commercial Activities for Financial Management Services
520-17	Risk Assessment and Mitigation Services
520-18	Independent Risk Analysis
520-19	Data Breach Analysis
520-20	Comprehensive Protection Solutions
520-21	Program Management Services

1b. **Price list and rates:** See page 10

1c. **Labor category descriptions and qualifications:** See page 11

2. **Maximum Order:** There is no maximum task order size for the contract. A maximum threshold value of \$1 million for each task order was established for the contract as a price point where the contractor *may* decline an order within five working days.

3. **Minimum Order:** \$300

4. **Geographic Coverage (delivery area):** Worldwide

5. **Points of Production (city, county, and state or foreign country):** N/A

6. **Discount from List Prices or Statement of Net Price:** List rates shown. Discounts per individual order may be negotiated.

7. **Quantity Discounts:** None

8. **Prompt Payment Terms:** Net 30

9a. **Notification that Government Purchase Cards are Accepted at or Below the Micropurchase Threshold:** Accepted

9b. **Notification that Government Purchase Cards are Accepted or Not Accepted Above the Micropurchase Threshold:** Accepted

10. **Foreign Items (list items for country of origin):** None

11a. **Time of Delivery:** Time of delivery is specified in negotiated delivery/task orders

11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list

11c. **Overnight and 2nd Day Delivery:** Overnight and two day delivery are not available

11d. **Urgent Requirements:** Urgent requirements are specified in negotiated delivery/task orders

12. **F.O.B. Point(s):** Destination/Domestic

13a. **Ordering Address(es):** Same as contractor



- 13b. **Ordering Procedures:** Ordering activities shall use the ordering procedures of FAR 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all Schedules.
14. **Payment Addresses:** SAIC encourages all customers to remit funds electronically. Please direct electronic remittances to SAIC in U.S. dollars to the following address:

Science Applications International Corporation  
Bank: Bank of America  
1655 Grant St.  
Concord, CA 94520  
ABA Routing Code: 122000030  
Account #1291244241  
Wire Transfer Routing # 026009593

**Remittances by Check:**

SAIC maintains a lockbox system for collecting all receipts from any customer made to the company by check. Please direct customer remittances by check to the following address:

Science Applications International Corporation  
P.O. Box 742497  
Atlanta, GA 30374

Reference information for all payments, by either electronic funds transfer or checks, must indicate the name of the customer making the payment, the contract number, and the invoice number. The following additional information, if available, should also be included to assist in the proper payment application: delivery order number, project number, and SAIC customer service representative.

15. **Warranty Provisions:** Standard Commercial Warranty
16. **Export packing charges:** N/A
17. **Terms and conditions of Government purchase card acceptance (any other thresholds above the micropurchase level):** None
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
- 20a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20b. **Terms and conditions for any other services:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A



- 24a. **Special attributes such as environmental attributes (e.g., recycle content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 compliance:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following web site [www.Section508.gov/](http://www.Section508.gov/)
- 25. **Data Universal Number System (DUNS) number:** 078883327
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** SAIC is registered in the Central Contractor Registration (CCR) database

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## Company Overview

SAIC is a FORTUNE 500® company. For more information, visit [saic.com](http://saic.com).

## Contract Overview

Under the GSA federal supply schedule contract for Financial and Business Solutions (FABS), Contract No. GS-23F-0251K, SAIC's full spectrum of financial and accounting management expertise is available to all federal government and other authorized agencies using a streamlined ordering process. SAIC was originally awarded the FABS contract on May 16, 2000. Based on SAIC's superior performance, GSA has exercised the option to extend the ordering period through May 15, 2015. The FABS contract is an indefinite delivery indefinite quantity multiple award schedule contract that provides for task orders to be placed as firm fixed-price or time and material tasks using the labor categories and ceiling rates defined in the contract. Order type is at the discretion of the ordering agency. There is no dollar-value ceiling for this contract.

Under the federal supply schedule program, GSA enters into contracts with commercial firms to provide supplies and services at stated prices for given periods of time. Commercial firms place their orders directly with the schedule contractor, and deliveries are made directly to the customer. The federal supply schedule program provides customers with literally millions of state-of-the-art, high-quality commercial products and



services at volume discount pricing on a direct delivery basis. The federal supply schedule program also offers the benefits of shorter lead times, lower administrative costs, and reduced inventories.

Multiple award schedule contracts are awarded to contractors supplying comparable commercial supplies and services at government-negotiated, pre-approved prices. They provide federal agencies with the variety and the flexibility necessary to select the best valued professional services to meet their requirements.

**Advantages of Using the GSA FABS Schedule Contract Include:**

- Five-year contract-ordering period with three five-year options. Current ordering period is through May 15, 2015 with one five-year option remaining.
- Indefinite delivery indefinite quantity contract with no ceiling and no maximum order limitations
- Available to all federal agencies and authorized organizations
- No synopsis (FedBizOpps) is required Direct customer and contractor relationship — no transfer of funds to GSA required
- Reduced lead times — procurement costs savings
- Labor categories and rates for fixed price and time and materials task orders
- Provides for teaming and subcontracts
- Blanket purchase agreements may be established

**Contract Use**

Multiple award schedule contracts are awarded to contractors supplying comparable commercial supplies and services at government-negotiated, pre-approved prices. They provide federal agencies with the variety and the flexibility necessary to select the best-valued professional services to meet their requirements. Consistent with the Competition in Contracting Act, multiple award schedule contracts are competitive in that participation in the program is open to all responsible sources, and orders placed following the procedures in Federal Acquisition Regulation 8.4 result in the lowest overall cost alternative.

This contract is available to all federal agencies as a source of financial and accounting management services for domestic and overseas 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. GSA Order ADM 4800.2F provides a complete list of authorized schedule users.

Total price for services are established at the time the task order is placed and are based on the rates offered in the SAIC FABS Price List catalog. The resultant task order details the estimated number of hours, the labor categories to be provided, and any related items. If the ordering agency's contracting officer chooses to purchase services on a labor-hour-time-and-material basis, the resultant task order will specify the not-to-exceed price, the labor categories proposed (with the hourly rates for each), and any applicable travel and other direct costs.

Federal Acquisition Regulation 8.4 provides procedures for the acquisition of services using GSA schedule contracts.



## Scope of Work

Under the FABS Schedule and in accordance with Special Item Numbers 520-11, 520-13, 520-15, 520-17, 520-18, 520-19, 520-20 and 520-21, SAIC provides federal agencies with a wide variety of financial business solutions which include but are not limited to the following:

**520-11 Accounting Services** include, but are not limited to: transaction analysis and processing; data analysis and summarization; technical assistance in devising new or revised accounting policies and procedures; accounting transactions classification; special studies to improve accounting operations; accounting issues resolution; audit findings implementation; recovery reviews; accounting internal controls assessment or enhancement; and operating efficiency and effectiveness improvement.

- 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

**520-13 Complementary Financial Management Services** can assess and improve financial management systems, financial reporting and analysis, strategic financial planning and financial policy formulation and development. The contractors are also able to devise and implement performance measures, conduct special cost studies, conduct A-127 system compliance reviews, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking and much more.

- Assess and improve financial management systems
- Financial reporting and analysis
- Strategic Financial Planning
- Financial policy formulation and development
- Devise and implement performance measures
- Conduct special cost studies
- Perform actuarial services
- Perform economic and regulatory analysis
- Assist with financial quality assurance efforts
- Perform benchmarking

**520-15 Outsourcing for Recurring Commercial Activities for Financial Management Services** may include, but are not limited to: billing services, payroll processing, application processing, claims processing, grant application management, loans application management, inventory management and other financial management activities of an agency identified as recurring commercial activities. Still, other industry experts under the FABS Schedule provide access to accurate and timely financial and business information to assist the Government in making responsible and sound business decisions. The contractors will collect, organize and store the information and then provide the data to you in a customized format. The different reports listed below help you conduct background checks for hiring purposes, process business and consumer loan applications, obtain past performance history and assess the financial stability of potential contractors.

- Billing
- Payroll Processing
- Application Processing
- Claim Processing
- Grant Application Management



- Loan Application Management
- Inventory Management
- Other Financial Management Activities

**520-17 Risk Assessment and Mitigation Services** may include but are not limited to the following:

- Documentation of disclosure responsibilities for PII and PHI type information
- Deployment of risk assessment and mitigation strategies and techniques
- Improvement of capabilities through the reduction, identification, and mitigation of risks
- Detailed risk statements, risk explanations and mitigation recommendations
- Design and development of new business applications, processes, and procedures in response to risk assessments
- Ensuring compliance with governance and regulatory requirements
- Evaluation of threats and vulnerabilities to the protection PII and PHI type of information
- Training of government personnel on how to prevent data breaches and identity theft
- Information assurance of PII and PHI type information
- Vulnerability assessments
- Privacy impact and policy assessments
- Review and creation of privacy and safeguarding policies
- Prioritization of threats
- Maintenance and demonstration of compliance
- Evaluation and analysis of internal controls critical to the detection and elimination of weaknesses to the protection of PII and PHI type of information

**520-18 Independent Risk Analysis** includes a review of all information compromised by a data breach for trends and unusual patterns. The circumstances surrounding the breach are investigated to determine whether it appears to be incidental, accidental or targeted. The breached data itself is analyzed to determine if there is any current evidence of organized misuse. The analysis ultimately provides a determination as to the probability that breached data may be used to harm the individuals whose data has been compromised. The tasks involved in independent risk analysis include but are not limited to the following:

- Monitoring of multiple data elements and sources
- Metadata analysis
- Pattern analysis
- Risk analysis
- Privacy impact analysis
- Statistical analysis
- Data structure development
- Notification services
- Probability analysis that breached data has been used to cause harm
- Determination of the level of risk for potential misuse of sensitive PII and PHI type of information
- Certification of findings regarding misuse of compromised data
- Investigation of circumstances surrounding breach, including digital forensic analysis
- Collection of evidence regarding data breaches
- Development of a risk mitigation plan

**520-19 Data Breach Analysis** includes the monitoring and detection of breached identities and PII and PHI type of information across multiple industries in order to detect patterns of misuse related to a specific data loss. The breached files are continuously monitored over a period of weeks, months, or years. It can provide the locations of potential misuse for further law enforcement action, as well as a listing of consumers likely to be fraud victims. The tasks involved include but are not limited to the following:



- Monitoring of multiple non-credit data elements and sources
- Fraud detection and protection solutions
- Fraud resolution and assistance for affected individuals
- Fraud alerts
- Corrective actions
- Notification services
- Identity theft insurance (as allowed by applicable State statutes)
- Social Security Number monitoring
- Credit card monitoring

**520-20 Comprehensive Protection Solutions** allows for customized solutions that integrate the services found under SINs 520 16 Business Information Services (Credit Monitoring Services), 520 17 Risk Assessment and Mitigation Services, 520 18 Independent Risk Analysis and 520 19 Data Breach Analysis. This SIN CANNOT be used to fulfill requirements that only fall within the scope of one of the other four SINs. It may only be used to fulfill agency requirements that span across multiple SINs.

**520-21 Program Management Services** encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

Note: Services that are not authorized for purchase under this SIN are services where the primary purpose or the preponderance of work performed is specifically covered by another GSA Schedule, such as: mission-oriented business services covered by GSA Schedule 874; engineering services covered by GSA Schedule 871; IT services covered by GSA Schedule 70; advertising and marketing services covered by GSA Schedule 541; human resources services covered by GSA Schedule 738 X; logistics services covered by GSA Schedule 874 V; security services covered by GSA Schedule 84; transportation services covered by GSA Schedule 48; travel services covered by GSA Schedule 599, environmental services covered by GSA Schedule 899; language services covered by GSA Schedule 738 II; and training services covered by GSA Schedule 69. For more information on these or other GSA Schedules, visit the GSA Schedules E-Library website: [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov).

**Related Areas of Expertise Offered by SAIC to Support our Customers through the GSA FABS Contracts are:**

A-76 Study Support	Account Managing
Accounting and Finance Services	Accounting Systems
Acquisition Management	Activity Based Costing, Management, Budgeting, and Planning
Analysis of Alternatives	Asset Management and Database Design
Balanced Scorecards	Benchmarking
Budgeting and Reporting	Business Case Development
Business Support Systems	Clinger-Cohen Act, Government Performance Results Act (GPRA), and Government Paperwork Elimination Act (GPEA) Compliancy Audits and Reviews



Contract Management	Cost Benefit Analyses (CBA)
Cost Estimating	Customer Financing Systems
Customer Relationship Management	Data Mining and Warehousing
Distributed Enterprise Management	Document and Records Management
DoD Budget Process (PPBS)	Earned Value Management
Economic Analysis	Enterprise Architecture Design and Implementation
Enterprise Management Assessments	Financial Accounting
Financial Management Services	Financial Management System Application Development
Financial Management Training, Course Design, Curriculum Development, ISD, CBT, Instructional Development, Course Maintenance, Distance Learning, Training, Professional Development and Course Delivery to Support Financial Management Operations	Full Suite of ERP Services in PeopleSoft HRMS, Financial, Supply Chain, Manufacturing, and Enterprise Planning Applications, Software Selection, Planning, Implementation, Performance Analysis and Outsourcing
Full Lifecycle Support for Financial and Budget Systems	Financial Reporting and Analysis
Global Leasing and Finance of Equipment	Integration/Engineering
Investment Strategy Development	Issue Management
Knowledge Management	Life Cycle Management and Documentation
Logistics and Financial Systems Development	Long-range Financial Planning and Requirements Analysis
Management Information Systems	Operations and Programming for Financial Systems
Outsourcing	Performance Management and Metrics Development
Process Improvement and Reengineering Services	Program Management Services
Quantitative Analyses and Assessments	Risk Analysis and Management
Security Management	Special Programs
Special Study Support	Strategic Planning
Supply Chain Management Services	Total Cost of Ownership
Web-Based Management Applications	Work Measurement



**Price List**

If the agency Contracting Officer purchases from the Special Item Numbers (SINs) on a firm fixed price Task/Delivery Order basis, total price will be established at the time of the order and will be based on the prices offered.

If the agency Contracting Officer chooses to purchase from the SINs on a labor hour basis, the Task/Delivery Order will specify a not to exceed price for the labor category(ies) proposed (with the hourly rates for each), including other direct costs.

Labor Category	Hourly Rates				
	May 16, 2010 to May 15, 2011	May 16, 2011 to May 15, 2012	May 16, 2012 to May 15, 2013	May 16, 2013 to May 15, 2014	May 16, 2014 to May 15, 2015
Contract Manager	\$174.00	\$176.61	\$179.26	\$181.95	\$184.68
Task Manager	\$143.66	\$145.81	\$148.00	\$150.22	\$152.47
Senior Financial Analyst	\$109.97	\$111.62	\$113.29	\$114.99	\$116.71
Senior Systems Analyst	\$113.65	\$115.35	\$117.08	\$118.84	\$120.62
Senior Program Analyst	\$107.54	\$109.15	\$110.79	\$112.45	\$114.14
Sr. BPR/ABC/ABM* Analyst	\$233.62	\$237.12	\$240.68	\$244.29	\$247.95
BPR/ABC/ABM Analyst	\$98.02	\$99.49	\$100.98	\$102.49	\$104.03
Financial Analyst	\$92.26	\$93.64	\$95.04	\$96.47	\$97.92
Systems Analyst	\$92.99	\$94.38	\$95.80	\$97.24	\$98.70
Program Analyst	\$82.20	\$83.43	\$84.68	\$85.95	\$87.24
Jr. Analyst	\$54.93	\$55.75	\$56.59	\$57.44	\$58.30
Admin/Program Control Support	\$45.64	\$46.32	\$47.01	\$47.72	\$48.44

\* Business Process Re-engineering/Activity Based Costing/Activity Based Management

**Differentials/Allowances**

The rates included herein do not include Danger Pay or Hardship/Hazardous Duty Pay, War Hazards Compensation Act (WHCA) benefits, nor do they include Site Differentials, Cost of Living Allowance, Housing Allowance, or Relocation Costs. These costs shall be negotiated separately on a case-by-case basis with the ordering agencies.



## **Labor Categories – Minimum Labor Qualifications**

### **CONTRACT MANAGER**

#### **GENERAL SUMMARY**

Directs the performance of a variety of related projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
2. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities.
3. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
4. Manages program consisting of multiple projects including project identification, design, development and delivery.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
6. Confers with project manager to provide technical advice and to assist with problem resolution.
7. May perform other duties as assigned.

#### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and 12 years of general experience.\*

### **TASK MANAGER**

#### **GENERAL SUMMARY**

Manages task or project operations. Ensures schedules are met. Ensures system resources are used effectively.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Coordinates the resolution of problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of services. Provides users with computer output. Supervises staff operations.

#### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and 10 years of general experience.\*

### **SENIOR FINANCIAL ANALYST**

#### **GENERAL SUMMARY**



Includes all labor efforts identified as business and finance in nature, including but not limited to project control, finance and accounting, project planning and scheduling, cost estimating

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to administrative staff.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and 10 years of general experience.\*

### **SENIOR SYSTEMS ANALYST**

#### **GENERAL SUMMARY**

Performs a variety of projects or tasks, either independently or under supervision, which are broad in nature and are concerned with the planning, analysis and implementation, including personnel, hardware, software and support facilities and/or equipment. Supervises team of analysts through project completion.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Plans and performs project/task related research, development, and other assignments in conformance with task performance specifications and requirements.
2. Supervises team of analysts through project completion.
3. Responsible for major projects of higher complexity and importance than those normally assigned to lower level analysts.
4. Coordinates the activities of analysts and Jr. Analysts assigned to specific projects.
5. May perform other duties as assigned.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and 12 years of general experience.\*

### **SENIOR PROGRAM ANALYST**

#### **GENERAL SUMMARY**

Includes all labor efforts identified as programmatic and analytical in nature, including but not limited to program analysis and documentation, project control, finance and accounting, project planning and scheduling, risk analysis, technology planning, process improvement, workload analysis, or cost estimating.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Supervise and/or performs complex evaluations of existing program options, acquisition strategies, management procedures, processes, techniques, models, and/or systems related to program issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work



breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to analysts, Jr. analysts and administrative staff.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and 10 years of general experience.\*

#### **Sr. BPR/ABC/ABM ANALYST**

### **GENERAL SUMMARY**

Directs the performance of a variety of BPR/ABC or process improvement related projects which may be organized by technology, program or client. Oversees or reviews project approach, products, plan, the technology development and/or application, marketing, and resource allocation within program client base. Provides senior technical advisory capabilities to a related project team.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. May be responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items or perform senior technical advisory services to a project team.
2. Operates within client guidance, contractual limitations, and Company business and policy directives.
3. Ensures that all program technical approaches are compliant with company and customer requirements.
4. Manages program consisting of multiple projects including project identification, design, development and delivery.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
6. Confers with project manager to provide technical advice and to assist with problem resolution.
7. May perform other duties as assigned.

### **JOB SPECIFICATIONS**

Master's degree or equivalent and 10 years of general experience.\*

#### **BPR/ABC/ABM ANALYST**

### **GENERAL SUMMARY**

Includes all labor efforts identified as BPR/ABC/ABM related in nature, including but not limited to process improvement, program planning, cost estimating, schedule analysis, decision management analysis, business case development, performance management, program and management reporting.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts,



tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to administrative staff.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and five years of general experience.\*

### **FINANCIAL ANALYST**

#### **GENERAL SUMMARY**

Includes all labor efforts identified as business and finance in nature, including but not limited to project control, finance and accounting, project planning and scheduling, cost estimating

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to administrative staff.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and five years of general experience.

### **SYSTEMS ANALYST**

#### **GENERAL SUMMARY**

Under supervision performs a variety of projects or tasks which are broad in nature and are concerned with the analysis and implementation. Performs with some latitude for unreviewed actions and decisions.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs project/task related research, development, and other assignments in conformance with task performance specifications and requirements.
2. Responsible for major projects of higher complexity and importance than those normally assigned to lower level analysts.
3. Coordinates the activities of Jr. Analysts assigned to specific projects.
4. May perform other duties as assigned.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and five years of general experience.\*

### **PROGRAM ANALYST**

#### **GENERAL SUMMARY**

Under supervision, performs all labor efforts identified as programmatic and analytical in nature, including but not limited to program analysis and documentation, project control, finance and accounting, project planning



and scheduling, risk analysis, technology planning, process improvement, workload analysis, or cost estimating.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Performs complex evaluations of existing program options, acquisition strategies, management procedures, processes, techniques, models, and/or systems related to program issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and five years of general experience.\*

### **JR. ANALYST**

#### **GENERAL SUMMARY**

Under supervision, assists in defining and executing activities within a project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, engineering, and development and staffing of a management plan.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs planning, performance management, capacity planning, testing and validation, benchmarking, directed analytical tasking, data collection, data base development.
2. Related analysis, development and staffing of project/task documents.
3. Supports project analysts as required.
4. May perform other duties as assigned.

### **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and two years of general experience.\*

### **ADMINISTRATIVE/PROGRAM CONTROL SUPPORT**

#### **GENERAL SUMMARY**

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Specializes in coordinating and planning office administration and support.
2. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments.
3. May perform other duties as assigned.



## **JOB SPECIFICATIONS**

Bachelor's degree or equivalent and one year of general experience.\*

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\* Six (6) years of general experience is considered equivalent to a bachelor's degree. Four (4) years of general experience plus a bachelor's degree is equivalent to a master's degree.

## **Contract Clauses**

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

## **Blanket Purchase Agreements**

Ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract. A GSA Schedule BPA simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

BPAs are established in accordance with the procedures in FAR Part 8.405-3. An ordering activity may request a price reduction based on the total estimated volume of the BPA, regardless of the size of individual orders. BPAs may be established with one or more schedule contractors at the discretion of the ordering activity. When establishing multiple BPAs, the ordering activity must specify the procedures for placing orders under the BPAs.

A GSA Schedule BPA should not exceed five years in length, but may do so to meet program requirements. A BPA may extend beyond the current term of its GSA Schedule contract, so long as there are option periods in the GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

## **Subcontracting to Small Business**

Recognizing both the social and economic benefits, SAIC is committed to the maximum practicable utilization of small business (SB), small disadvantaged business (SDB) woman-owned business (WO), veteran-owned business (VO), service-disabled-veteran-owned business (SDVOB), small businesses located in historically underutilized business zones (HUBZone) as well as historically black colleges and universities and minority institutions (HBCUs/MIs).