

# GENERAL SERVICES ADMINISTRATION

## *Professional Services Schedule*

### **CONTRACT # GS-23F-027AA**

*Schedule Title:* Professional Services Schedule (PSS)

Financial Services SINS: 520-8; 520-11; 520-12; 520-13; 520-21; 520-22

*Contract Number:* GS-23F-027AA

*Contract Period:* April 18, 2013 to April 17, 2018

*Contractor:* Watkins Government Services LLC  
6720-B Rockledge Drive, Suite 750  
Bethesda, MD 20817  
<http://www.watkinsgov.com>

*Contract Administration Contact:* Susan M. Miller  
(240) 752-7540  
[Susan.Miller@watkinsgov.com](mailto:Susan.Miller@watkinsgov.com)

*Business Size:* Small Business  
Woman Owned Business  
Woman Owned Small Business (WOSB)

Prices shown herein are Net (Discount Deducted)

For more information on ordering from Federal Supply schedules click on FSS Schedules at <http://www.gsa.gov/portal/category/100611>. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is <http://www.gsaadvantage.gov>.

**Federal Supply Service**  
*Authorized Federal Supply Schedule Price List*

**CUSTOMER INFORMATION**

1a.	Awarded Special Item Number(s) Descriptions Pricing	520 11 Accounting 520 12 Budgeting 520 13 Complementary Financial Management Services 520 21 Program Management Services 520 22 Grants Management Support Services 520 8 Complementary Audit Services
1b.	Lowest Unit Price	Pricing List
1c.	Labor Category Descriptions	Attached
2.	Maximum Order	\$1,000,000
3.	Minimum Order	\$100
4.	Geographic Coverage	Domestic
5.	Point(s) of Production	Bethesda, Montgomery County, MD
6.	Quantity Discount	None
7.	Prompt Payment Terms	Net 30 Days
8.	Government purchase cards accepted above the micro- purchase threshold	Yes
9.	Government purchase cards are accepted at or below the micro-purchase threshold	Yes
10.	Foreign Items	N/A
11.	Time of Delivery	10 Days Delivered (after receipt of order)
12.	Expedited Delivery	Per Task Order
13.	Overnight and 2-Day Delivery	N/A
14.	Urgent requirements:	Contact POC
15.	F.O.B. points.	Alaska: D - Destination Continental US: D - Destination Hawaii: D - Destination Puerto Rico: D - Destination
16.	Ordering Address:	Susan M. Miller Managing Member 6720-B Rockledge Drive, Ste 750 Bethesda, MD 20817-1883 USA Ph: 240-752-7540 <a href="mailto:Susan.miller@watkinsgov.com">Susan.miller@watkinsgov.com</a>
17.	Ordering Procedures	<a href="https://gsaadvantage.gov">https://gsaadvantage.gov</a>

18.	Payment Address	Watkins Government Services LLC Susan M Miller 6720-B Rockledge Drive, Ste 750 Bethesda, MD 20817-1883 USA Ph:240-752-7540 <a href="mailto:Susan.miller@watkingov.com">Susan.miller@watkingov.com</a>
19.	Warranty Provision	N/A
20.	Terms and conditions of Government purchase card acceptance (any threshold above the micro-purchase level)	N/A
21.	Terms and conditions or repair parts	N/A
22.	Terms and conditions for any other services:	N/A
23.	Terms and conditions of rental, maintenance, and repair:	N/A
24.	Terms and conditions of installation:	N/A
25.	List of service and distribution points:	N/A
26.	List of participating dealers:	N/A
27.	Preventative maintenance:	N/A
28.	Special attributes such as environmental attributes:	N/A
29.	Section 508 compliance information:	N/A
30.	Data Universal Number System (DUNS) number	796495922

### Firm Overview

Watkins Government Services LLC (WGS), organized in 2006, is a woman-owned small business certified public accounting firm, focused on delivering financial management services to federal, state and local government agencies.

We provide our clients a full range of financial management services including, but not limited to, financial reporting, technical assistance in accounting procedures, transaction analysis, resolving audit findings and implementing solutions, program management, internal control reviews, business intelligence and financial data analysis.

WGS consistently demonstrates sound management capabilities and has established a track record of timely and efficient completion of engagements. Our objective in all engagements is to respond to our clients' needs, meet project deadlines, and solve problems to enable our clients to achieve success. As a regional firm, WGS is able to streamline processes to maximize efficiency and become true, quick reaction consultants.

Our history of delivering quality services is a direct reflection of the capability of our professionals. WGS professionals have an average of 15 years of experience with credentials such as Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Internal Auditor (CIA), and Project Management Professional (PMP).

#### Financial Management

- Audit Readiness and Remediation
- Financial Reporting
- Internal Controls
- Audit Liaison Support
- Budget Management Support

#### Grants Management

- Program Assessment
- Full lifecycle grants management
- Grantee Compliance
- OMB Circular A-50 Follow-up

#### Business Process Reengineering

- Document “As-Is” business processes
- Identify gaps between current performance/desired targets
- Design, document and implement improved business processes
- Identify opportunities to use technology solutions to support revised processes

#### Data Analytics

- Business Intelligence (BI) Strategy and Readiness Assessment
- Dashboard, Reports, and Analytics Development and Deployment
- Metric and Key Performance Indicator (KPI) Development
- Implementation Support Services

## Labor Categories

### Professional Services

(SINS 520-8; 520-11; 520-12; 520-13; 520-21; 520-22)

**Administrative Support** – Associate degree, some college level courses or technical training in a relevant field. Some level of general business or administrative experience. Provides general computer, financial, word-processing, graphics, and administrative support directly to project teams as necessary.

**Consultant I** – An undergraduate degree, with less than 1 year of experience.

**Consultant II** – This individual has a minimum one-three year experience and has an advanced degree or four year degree. An advanced degree or certification such as a Certified Public Accountant may be substituted for one year experience.

**Data Management Specialist** – A B.S. or B.A. degree, with five or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects. Assist in the collection and organization of information for use in reports or any customer deliverables and documents. Specialized in database methodologies. Ability to participate in the programming and development of system designs and relational database design.

**EDP Manager** – An undergraduate degree in computer science, accounting, or other technical field from an accredited college or university. Should have a minimum of five (5) years of relevant industry experience. Should have experience with FISCAM, GAAS, NIST, EDP auditing, applicable programming languages, system applications and hardware components, and other relevant industry practices pertaining to the engagement. Responsibilities will include review and evaluate computer-based systems, audit general and application controls in complex information technology environments, design overall audit plan, select and assign resources, act as on-site liaison to client POC, schedule and lead meetings with POCs, develop and submit status to EDP senior manager and POCs, perform other duties relevant to the engagement.

**EDP Partner** – An undergraduate degree in computer science, accounting, or other technical field from an accredited college or university with a minimum of twelve (12) years of relevant industry experience. Should have experience with FISCAM, GAAS, NIST, EDP auditing, systems security; systems design, development and modification; systems software; business resumption planning/disaster recovery; data input, processing, and output controls; using computer audit assisted tools for data extraction and analysis; and capacity planning and system performance evaluation. Responsibilities include final authority in the conduct of EDP audit engagements and full responsibility for the work performed, including overall project management and final review.

**EDP Senior Consultant** – An undergraduate degree in computer science, accounting, or other technical field from an accredited college or university. Should have a minimum of three (3) years of relevant industry experience and related skills with FISCAM, GAAS, NIST, EDP auditing, applicable programming languages, system applications and hardware components, and other relevant industry practices pertaining to the engagement. Will provide onsite supervision of project staff, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, review and evaluate computer-based systems, test applications and general controls, provide technical assistance on computerized audit techniques.

**EDP Staff Consultant** – An undergraduate degree from an accredited college or university with a minimum one (1) year of relevant industry experience and a basic understanding of computer-based systems and internal controls. Will serve as project team member; perform tasks as assigned under the supervision of a senior/supervisor or manager.

**Manager** –

Specialized knowledge and expertise, five or more years of progressively responsible experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects. An advanced degree or certification such as Certified Public Accountant may be substituted for one year of experience.

**Partner/Member** – Partners (Members) are Certified Public Accountants and have 10 or more years of general audit experience, including two years of government audit experience. Financial Services Partners (Members) have 10 or more years of experience in leading and providing technical direction to projects; demonstrated ability to provide guidance and direction for multiple projects; designing, implementing, and managing Federal government financial management engagements; and the capability to manage multi-task projects of high complexity. Members provide overall management and quality oversight to every engagement. Members typically have a series of professional certifications.

**Program Manager** – An undergraduate degree with ten years of accounting or financial expertise, with at least six of those years in supervision and management. Leads projects that involve multifaceted and functional teams. Demonstrates strong capability in managing multiple tasks. Strong oral and communication skills. Authority to provide primary oversight of multiple tasks and projects. Oversees quality control program.

**Project Manager** – An undergraduate degree with over eight years' progressive experience in leading projects, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and capability to manage multi-task projects of high complexity for Federal government clients. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews and work products for completeness and adherence to customer requirements. Interfaces with the client on a day-to-day basis.

**Senior Consultant I** – An undergraduate degree, two or more years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas.

**Senior Consultant II** – An undergraduate degree, three or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects. An advanced degree or certification such as a Certified Public Accountant may be substituted for one year of experience.

**Senior Manager** – An undergraduate degree and over eight years' progressive experience in leading projects, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and capability to manage multi-task projects of high complexity for Federal government clients. An advanced degree may be substituted for one year of experience. Senior Managers are typically Certified Public Accountants and have multiple professional certifications.

**Senior Statistician** – A professional with at least eight years of experience in related field, with a B.S. or B.A. degree. Performs statistical analysis and assessment and oversees and reviews calculations.

**Senior Topic Expert** – An expert, with eight or more years of experience in related technical field, with a business degree. This individual may possess advanced certification in the field of expertise required. Provides guidance and direction in area of expertise. Communicates and guides client, where appropriate. Experience of eight or more years in related field. An advanced degree or certification may be substituted for one year of experience. Holds a recognized standing, has a thorough knowledge, and formal training in applicable field. Provides professional expertise.

**Subject Matter Expert** – A B.A. or B.S. degree. Masters Degree or specialized field certification or equivalent. Professionals possess at least twelve years of experience in field of expertise. Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex issues. Makes recommendations and advises in area of expertise.

**Technical Writer** – An undergraduate degree with three or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects. Assists in the collection and organization of information for use in reports or any customer deliverables and documents.

**Labor Rates**  
**Base Period**  
**April 18, 2013 to April 17, 2018**

Labor Category	4/18/2013	4/18/2014	4/18/2015	4/18/2016	4/18/2017
	– 4/17/2014	– 4/17/2015	– 4/17/2016	– 4/17/2017	– 4/17/2018
<b>Professional Services (SINS 520-8; 520-11; 520-12; 520-13; 520-21; 520-22)</b>					
Administrative Support	\$54.50	\$55.86	\$57.26	\$58.69	\$60.16
Consultant I	\$65.07	\$66.31	\$67.57	\$68.85	\$70.16
Consultant II	\$70.89	\$72.24	\$73.61	\$75.01	\$76.43
Data Management Specialist	\$99.94	\$101.83	\$103.77	\$105.74	\$107.75
EDP Manager	\$182.40	\$186.96	\$191.63	\$196.42	\$201.33
EDP Partner	\$219.62	\$225.11	\$230.73	\$236.50	\$242.42
EDP Senior Consultant	\$148.19	\$151.90	\$155.70	\$159.59	\$163.58
EDP Staff Consultant	\$125.39	\$128.52	\$131.74	\$135.03	\$138.41
Manager	\$115.65	\$117.84	\$120.08	\$122.36	\$124.69
Partner/Manager	\$220.37	\$224.56	\$228.83	\$233.18	\$237.61
Program Manager	\$177.18	\$180.54	\$183.97	\$187.47	\$191.03
Project Manager	\$166.33	\$169.49	\$172.72	\$176.00	\$179.35
Senior Consultant I	\$90.77	\$92.49	\$94.25	\$96.04	\$97.86
Senior Consultant II	\$99.94	\$101.83	\$103.77	\$105.74	\$107.75
Senior Manager	\$169.44	\$172.66	\$175.95	\$179.29	\$182.70
Senior Statistician	\$122.17	\$124.48	\$126.85	\$129.26	\$131.72
Senior Topic Expert	\$166.33	\$169.49	\$172.72	\$176.00	\$179.35
Subject Matter Expert	\$173.56	\$176.86	\$180.22	\$183.65	\$187.13
Technical Writer	\$84.97	\$86.58	\$88.22	\$89.89	\$91.61

Escalation Factor = 1.9%

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