



**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 *GSA Advantage!* is:  
GSAAdvantage.gov**

**FINANCIAL AND BUSINESS SOLUTIONS (FABS)  
FSC GROUP 520  
CONTRACT NUMBER: GS-23F-0328K**

**For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)**

**PERIOD COVERED BY CONTRACT:  
July 1, 2010 through June 30, 2015**

**Irving Burton Associates, Inc.  
205 Van Buren Street, Suite 150  
Herndon, VA 20170  
Point of Contact: Linh Ly  
Telephone: (703) 575-8359  
Fax: (703) 575-8378**

**IBA's website is located at: [www.ibacorp.us](http://www.ibacorp.us)  
Business Size: Woman Owned, Large**

## CUSTOMER INFORMATION

### 1a. Prices for all awarded SINs located in 1.b

#### Awarded SIN table:

SIN #	SIN NAME	Description/Scope Location
520-5	Loan Services & Asset Mgmt	Page 11
520-11	Accounting	Page 11
520-12	Budgeting	Page 12
520-13	Complementary Financial Management Services	Page 13
520-15	Outsourcing Recurring Commercial Activities for Financial Management Services	Page 17

### 1.b

#### Authorized FSS Price Schedule for all awarded SINs:

##### Pricing Table for Contractor Provided Site

Rates for IBA GSA Financial Schedule GS-23F-0328K					
Published GSA Financial Schedule Labor Categories	Year 11	Year 12	Year 13	Year 14	Year 15
	7/1/10-6/30/2011	7/1/2011-6/30/2012	7/1/2012-6/30/2013	7/1/2013 - 6/30/2014	7/1/14-6/30/2015
	Off-Site	Off-Site	Off-Site	Off-Site	Off-Site
Program Manager	\$160.35	\$163.56	\$166.83	\$170.17	\$173.57
Project Manager	\$153.06	\$156.12	\$159.24	\$162.42	\$165.67
Financial Analyst I	\$157.72	\$160.87	\$164.09	\$167.37	\$170.72
Financial Analyst II	\$141.04	\$143.86	\$146.74	\$149.67	\$152.66
Financial Analyst III	\$131.64	\$134.27	\$136.96	\$139.70	\$142.49
Budget Analyst I	\$124.86	\$127.36	\$129.91	\$132.51	\$135.16
Budget Analyst II	\$114.28	\$116.57	\$118.90	\$121.28	\$123.71
Budget Analyst III	\$106.21	\$108.34	\$110.51	\$112.72	\$114.97
Cost Analyst I	\$98.38	\$100.35	\$102.36	\$104.41	\$106.50
Cost Analyst II	\$90.74	\$92.55	\$94.40	\$96.29	\$98.22
Cost Analyst III	\$77.16	\$78.71	\$80.28	\$81.89	\$83.53
Management Assistant I	\$69.55	\$70.94	\$72.36	\$73.81	\$75.29
Management Assistant II	\$61.59	\$62.82	\$64.08	\$65.36	\$66.67
Management Assistant III	\$55.97	\$57.09	\$58.23	\$59.39	\$60.58
Management Assistant IV	\$47.74	\$48.69	\$49.66	\$50.65	\$51.66

Pricing Table for Government Provided Site

Rates for IBA GSA Financial Schedule GS-23F-0328K					
Published GSA Financial Schedule Labor Categories	Year 11	Year 12	Year 13	Year 14	Year 15
	7/1/10- 6/30/2011	7/1/2011- 6/30/2012	7/1/2012- 6/30/2013	7/1/2013 - 6/30/2014	7/1/14- 6/30/2015
	On-Site	On-Site	On-Site	On-Site	On-Site
Program Manager	\$151.20	\$154.22	\$157.30	\$160.45	\$163.66
Project Manager	\$143.90	\$146.78	\$149.72	\$152.71	\$155.76
Financial Analyst I	\$148.58	\$151.55	\$154.58	\$157.67	\$160.82
Financial Analyst II	\$131.89	\$134.53	\$137.22	\$139.96	\$142.76
Financial Analyst III	\$122.49	\$124.94	\$127.44	\$129.99	\$132.59
Budget Analyst I	\$115.71	\$118.02	\$120.38	\$122.79	\$125.25
Budget Analyst II	\$105.12	\$107.22	\$109.36	\$111.55	\$113.78
Budget Analyst III	\$97.05	\$98.99	\$100.97	\$102.99	\$105.05
Cost Analyst I	\$89.22	\$91.00	\$92.82	\$94.68	\$96.57
Cost Analyst II	\$81.59	\$83.22	\$84.88	\$86.58	\$88.31
Cost Analyst III	\$68.00	\$69.36	\$70.75	\$72.17	\$73.61
Management Assistant I	\$60.41	\$61.62	\$62.85	\$64.11	\$65.39
Management Assistant II	\$52.44	\$53.49	\$54.56	\$55.65	\$56.76
Management Assistant III	\$46.82	\$47.76	\$48.72	\$49.69	\$50.68
Management Assistant IV	\$38.58	\$39.35	\$40.14	\$40.94	\$41.76

1c. LABOR CATEGORY DESCRIPTIONS

**Program Manager –**

**Minimum/General Experience:** Minimum qualifications of the Program Manager are seven (7) years of general financial management experience, that includes specialized experience in the following: (a) Conducting and managing financial systems reviews; (b) Leading financial systems design, development, and implementation programs; and (c) Providing specialized financial analyses, assessments, and reports to improve financial planning methods, accounting and budgeting processes, and financial policies and procedures. The Program Manager 1 will be responsible for managing the task order effort defined in the statement of work.

**Functional Responsibility:** The Program Manager is the primary point of contact for the client in all technical/management matters. Organizes, directs, and coordinates planning and output of all contract support activities. Meets with customer's management personnel and customer representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Requires competence in project planning, staffing, scheduling, and control.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Project Manager –**

**Minimum/General Experience:** Minimum qualifications of the Project Manager are three years experience. Demonstrated experience includes senior level project experience, team leader support.

**Functional Responsibility:** The Project Manager provides daily support, direction and quality assurance for teams responsible for meeting customer requirements. Assists in developing standard procedures, performance standards, and project documentation. Provides ongoing analysis of project initiatives and develops reports and recommendations. Interfaces with the client regarding technical issues. Develops project plans for new initiatives.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Financial Analyst I –**

**Minimum/General Experience:** Minimum qualifications for Financial Analyst I are at least seven (7) years experience in the financial field as a project leader. Has significant experience supporting complex activities as both team leader and independent analyst.

**Functional Responsibility:** The Financial Analyst I is a senior technical expert for decision support analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services. Applies knowledge of state-of-the-art decision support technologies and a wide variety of specialized tools to support and direct decision support tasks of large size, complexity and importance.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Financial Analyst 2 –**

**Minimum/General Experience:** Minimum qualifications for Financial Analyst 2 are at least four (4) years experience in the financial field as a project leader. Has significant experience supporting complex activities as both team leader and independent analyst.

**Functional Responsibility:** The Financial Analyst 2 provides decision support analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services. Applies knowledge of state-of-the-art decision support technologies and a wide variety of specialized tools to support and direct decision support tasks.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Financial Analyst 3 –**

**Minimum/General Experience:** Minimum qualifications for Financial Analyst 3 are experience in the financial field as a project leader. Has significant experience supporting complex activities as a team leader.

**Functional Responsibility:** The Financial Analyst 3 provides decision support analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services. Applies knowledge of state-of-the-art decision support technologies and a wide variety of specialized tools to support and direct decision support tasks.

**Minimum Education:** Bachelor's Degree or equivalent experience.

#### **Budget Analyst 1 –**

**Minimum/General Experience:** Minimum qualifications for Budget Analyst 1 are eight (8) years combined experience in budgeting and related disciplines. The experience shall include work that has provided comprehensive knowledge of: financial planning, programming, budgeting, and execution processes, procedures, directives and guidelines; budget formulation and documentation procedures; and budget and program execution review processes and procedures.

**Functional Responsibility:** Responsible as an expert for budgeting services. The Budget Analyst 1 will assess budget formulation processes and systems, and developing recommendations to improve the efficiency and effectiveness of budgetary controls and to streamline budgeting system processes, procedures and operations. The Budget Analyst 1 will review program procedures and processes, schedule and cost risk analysis, to prepare, process, and implement efficient and effective budgeting systems, and advise and assist management in implementing actions to streamline and improve budgeting systems and processes.

**Minimum Education:** Bachelor's Degree or equivalent experience.

#### **Budget Analyst 2 –**

**Minimum/General Experience:** Minimum qualifications for Budget Analyst 2 are five (5) years combined experience in budgeting and related disciplines. The experience shall include work that has provided comprehensive knowledge of: financial planning, programming, budgeting, and execution processes, procedures, directives and guidelines; budget formulation and documentation procedures; and budget and program execution review processes and procedures.

**Functional Responsibility:** Responsible for budgeting services. The Budget Analyst 2 will formulate a budget, provide input to processes, and assist in the development and maintenance of budget processes and systems. The Budget Analyst 2 will review program procedures and processes and assist in the implementation of efficient and effective budgeting systems, and advise and assist management in implementing actions to streamline and improve budgeting systems and processes.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Budget Analyst 3 –**

**Minimum/General Experience:** Minimum qualifications for Budget Analyst 3 are three (3) years experience in budgeting and related disciplines. The experience shall include work that has provided knowledge of: financial planning, programming, budgeting, and execution processes, procedures, directives and guidelines; budget formulation and documentation procedures; and budget and program execution review processes and procedures.

**Functional Responsibility:** Responsible for budgeting services. The Budget Analyst 3 will formulate a budget, provide input to processes, and assist in the development and maintenance of budget processes and systems. The Budget Analyst 3 will review program procedures and processes and assist in the implementation of efficient and effective budgeting systems, and advise and assist management in implementing actions to streamline and improve budgeting systems and processes.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Cost Analyst 1 –**

**Minimum/General Experience:** Minimum qualifications for Cost Analyst 1 are six (6) years experience in cost analysis services and financial management. The experience shall include a comprehensive knowledge of cost estimating, planning, and programming and budgeting functions.

**Functional Responsibility:** The Cost Analyst 1 is responsible for cost analysis services, including those related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Cost Analyst 2 –**

**Minimum/General Experience:** Minimum qualifications for Cost Analyst 2 are four (4) years experience in cost analysis services and financial management. The experience shall include a knowledge of cost estimating, planning, and programming and budgeting functions.

**Functional Responsibility:** The Cost Analyst 2 is responsible for cost analysis services, including those related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services.

**Minimum Education:** Bachelor's Degree or equivalent experience.

### **Cost Analyst 3 –**

**Minimum/General Experience:** Minimum qualifications for Cost Analyst 3 are experience in cost analysis services. The experience shall include a knowledge of cost estimating, planning, and programming and budgeting functions.

**Functional Responsibility:** The Cost Analyst 3 is responsible for cost analysis services, including those related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services.

**Minimum Education:** Bachelor's Degree or equivalent experience.

**Management Assistant 1 –**

**Minimum/General Experience:** Minimum qualifications for a Management Assistant 1 are at least four (4) years experience in accounting or budget preparation.

**Functional Responsibility:** The Management Assistant 1 is responsible for preparation of reports required by the tasks such as budgetary reports and financial findings. Will assist with research and provide substantive input to the financial process. Will prepare briefings and presentations.

**Minimum Education:** Bachelor's Degree or equivalent experience.

**Management Assistant 2 –**

**Minimum/General Experience:** Minimum qualifications for a Management Assistant 2 are at least two (2) years experience in accounting or budget preparation.

**Functional Responsibility:** The Management Assistant 2 is responsible for preparation of reports required by the tasks such as budgetary reports and financial findings. Will assist with research and provide input to the financial process. Will prepare briefings and presentations.

**Minimum Education:** Bachelor's Degree or equivalent experience.

**Management Assistant 3 –**

**Minimum/General Experience:** Minimum qualifications for a Management Assistant 3 experience in office administration with some experience with accounting or budget preparation.

**Functional Responsibility:** The Management Assistant 3 is responsible for assisting with the preparation of reports required by the tasks. Will assist with research and will assist with briefing preparations. Will provide office administration as required.

**Minimum Education:** Bachelor's Degree or equivalent experience.

**Management Assistant 4 –**

**Minimum/General Experience:** Minimum qualifications for a Management Assistant 4 is experience in office administration.

**Functional Responsibility:** The Management Assistant 4 is responsible for assisting with the preparation of reports required by the tasks. Will assist with research and will assist with briefing preparations. Will provide office administration as required.

**Minimum Education:** High School Diploma.

2. Maximum order  
Maximum order is \$1,000,000 per SIN
3. Minimum order  
Minimum order is \$300.00.
4. Geographic coverage (delivery area).  
National
5. Point(s) of production (city, county, and State or foreign country).  
Fairfax County  
205 Van Buren Street, Suite 150  
Herndon, VA 20170
6. Discount from list prices or statement of net price.  
Not applicable
7. Quantity discounts.  
Dollar Volume: 1% over \$500K to \$1.5M; 2% over \$1.5M (per order)
8. Prompt payment terms.  
Prompt Payment: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
9. 9a. Government purchase card for the micro-purchase threshold is acceptable.  
9b. Government purchase cards are accepted for payment above the micro-purchase threshold.
10. Foreign items (list items by country of origin).  
None
11. 11a. Time of delivery. To be negotiated between Irving Burton Associates, Inc. and the 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:

For EDI Order and Mailed Orders:

**Irving Burton Associates, Inc. (IBA)**  
**ATTN: Ms. Linh Ly**  
**205 Van Buren Street**  
**Suite 150**  
**Herndon, VA 20170**  
**Tel: (703) 575-8359 ext. 1237**  
**E-mail: [lyl@ibacorp.us](mailto:lyl@ibacorp.us)**

For Facsimile Orders:

**ATTN: Ms. Linh Ly**  
**Facsimile: (703) 575-8378**

- 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](http://fss.gsa.gov/schedules)**

14. Payment address: Irving Burton Associates, Inc. (IBA)  
Attn: Accounts Receivable  
205 Van Buren Street  
Suite 150  
Herndon, VA 20170  
Tel: (703) 575-8359  
Facsimile: (703) 575-8378

15. Warranty provision.  
Not Applicable

16. Export packing charges, if applicable.  
Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level).

Government purchase cards will be acceptable for payment above the micro-purchase threshold. Bank account information for wire transfer payments will be provided.

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

IBA is an environmentally friendly company and believes the environment should be protected for the future. The company actively contributes by:

- Purchasing “energy saving” equipment
- Re-cycling
- Car Pooling
- Partnership with our landlord to conserve electricity
- Riding Buses & Metro

- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. Details are available at [www.ibasys.net](http://www.ibasys.net) for services. EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Number System (DUNS) number.  
IBA’s DUNS number is: 077548964
26. Notification regarding registration in Central Contractor Registration (CCR) database.

Yes, Irving Burton Associates, Inc. (IBA) is registered in the CCR Database.

## **Description/Scope of Contract GS-23F-0328K SINs**

### **SIN 520-5 Loan Services and Asset Management**

- IBA will provide asset management services as requested to assist the agency in tracking, monitoring, assessing, and improving its assets. IBA will assist the agency with cash management, inventory management, government property, equipment and other agency assets. IBA will also perform policy and procedures assessments and provide recommendations for changes as required.
- Inventory is the Governments largest asset and as a result it is the hardest to track and maintain. IBA will provide inventory management services to better track all program and institutional assets. IBA will conduct on-site inventory of computer equipment, furniture, supplies, parts, etc. for inclusion in a specified or designed database. IBA will include all inventory findings in the existing database or IBA will design or provide a commercial off-the-shelf database as required. IBA will bar code all inventory and will maintain the inventory as required. IBA will review current policies and procedures and recommend changes. IBA is familiar with Government, specifically Department of Defense requirements for inventory management, tracking and reporting.
- IBA is well versed in providing cash management support. We provide support to many program offices and program managers in the daily management of their budget and cash flow. IBA will provide support with tracking of commitments, obligations, contractual expenditures and purchases. IBA will perform analyses and forecasts to help the program office manage the budget and assets they posses.
- IBA will provide government property management. IBA has a facilities management team that will provide all facets of support ranging from lease negotiation through daily facility management of property. IBA will provide assessments of all facility requirements such as phone service, computer networking, supply management, modular furniture configuration, space configuration, and other office equipment needs such as copier, facsimile machine, etc.

### **SIN 520-11 Accounting**

- IBA will provide accounting services to assist the agency in improving its financial management system. IBA will provide accounting services in accordance with generally accepted accounting principles and/or in compliance with the requirements and financial reporting provisions of the agency. IBA will properly classify and record transactions to provide for accurate summarization of relevant financial activities. Classification of transactions will be consistent, accurate, and in accordance with accounting standards for such classification. Transaction summary reports will be processed with the use of batch controls to ensure accuracy and completeness.
- IBA will evaluate accounting policies and procedures and implement improvements to increase efficiency of the operation and effectiveness of the system. Any accounting issues identified will be resolved and compensating controls implemented to prevent recurrence. The system of internal control will be reviewed to identify and eliminate any weaknesses. Accounting procedures

will be reviewed on an ongoing basis to ensure compliance with established controls. Internal control procedures will be adequate to ensure: the consistent application of accounting principles; the information processed and presented is relevant, reliable, representational, verifiable, neutral, comparable, and useful; the information is fairly presented with appropriate disclosure; the cost-effective application of resources

- IBA will prepare timely financial reports presenting results of activity in a clear and concise manner and will include an appropriate level of detail for analysis of financial performance and sufficient information to satisfy anticipated future planning and budgeting requirements. Financial results will be analyzed against expected results to identify any exceptions, issues, or trends. Exceptions and issues will be documented and resolved on a timely basis. Trends will be documented and analyzed to determine whether to correct, remedy, or alter activities. IBA will perform analytical reviews to ascertain reasonableness of data within expected ranges.
- Information technology will be applied to provide for the presentation of all relevant data in the most timely and concise way. Comparison of actual results to budgeted results, expected results, prior period results, and/or industry standards will be prepared as necessary. Graphical presentation of information will be included where effective and economical.
- Supplemental cost analysis will be provided, including any required collection and analysis of related quantitative data.
- The design of the financial reporting system will be coordinated to accommodate any budget planning and forecasting requirements. The system will be flexible in updating report layouts and responsive to queries. Any historical data or other quantitative comparison data for use in the reporting system will be collected and summarized.
- In cooperation with the agency, IBA will assess the cost effectiveness of operations, measure performance against applicable standards, and make recommendations for improving efficiency. Any other required supplemental analysis will be performed including the evaluation of performance against non-financial performance benchmarks. Accounting for special projects, which require a system to monitor the physical progress as well as the fiscal progress will also be available, including Gantt scheduling charts and/or PERT scheduling models, if necessary.
- IBA will provide record retention services in accordance with established record retention policy guidelines. In the absence of an existing policy, IBA will develop and implement a record retention policy in accordance with all applicable legal, agency, and contract requirements.

### **SIN 520-12 Budgeting**

With many years of experience in the Department of Defense (DoD) budget arena, IBA brings a thorough and disciplined understanding of what many consider the most complex and detailed budget process in the Executive Branch. IBA is prepared to provide this same “expert” support to other organizations. There is considerably more that must be accomplished to support a budget than simply preparing exhibits and funding documents. Budgets can be large and complex and require continual oversight and analysis of both execution and budget years, as well as planning for the out-years.

This oversight and analysis must include:

- The ability to build, maintain, and explain budget and execution tracks
- A complete understanding of how revolving funds operate
- Hands-on experience building and defending budget submissions, including the development, analysis, and recommendations for presentation strategies
- Ongoing review of innovative ways to better serve the federal sector at reduced costs
- Providing recommended answers to budget related questions received from both internal and external sources (i.e. OMB, Congressional)
- Drafting response to proposed Budget Review Marks
- Advance planning for execution of next fiscal year
- Identification of the detailed information necessary to execute budgeted programs
- Execution of related Mid-Year reviews and adjustments
- Fiscal Year close-out
- Preparing briefings and reports for client review
- Out-Year planning and corresponding budget development

Although OMB Circular A-11 provides the core guidance for developing federal budget submissions, IBA has used its expertise and forward thinking to further improve the entire budget process within the DoD community. This process is built upon the concept of several multi-dimensional processes occurring simultaneously over time. To this end, we have developed a training schematic that clearly shows both the simultaneous and linear events over the course of a fiscal year that cover: Current Year Budget Execution; Budget Year Formulation; and Out-year Budget Planning

A sequential monthly timeline, covering an entire fiscal year, demonstrates each of the critical required actions to support that timeline. Each of the 3 major timelines is divided in half; the upper half depicts the external event, and the lower half noting what internal actions should be taken to successfully support the external event. Reading this schematic vertically also provides insight into what critical events are taking place in any given month that impact any or all of the 3 primary events. There are also several processes that IBA has developed and instituted that greatly enhance opportunities to successfully execute missions. These include;

- Out-year planning reviews up to 18 months prior to submission as budget year data that helps to establish a credible program in the President's Budget
- Detailed planning reviews held up to 7 months prior to a new fiscal year, used to establish a comprehensive execution plan
- Drafting of official signed "Budget Contracts" used to establish an agreed upon baseline between the Program Manager, Budget Office, and Project Officer responsible for actually executing the program
- Comprehensive mid-year and close-out internal reviews in order to achieve maximum efficiency and effectiveness in executing budgeted programs

**SIN 520-13 Complementary Financial Management Services includes the following services:**

#### **Financial Management Systems Services**

IBA understands the importance of operating successful Financial Management Information Systems within any complex organization. For most organizations, this means successfully performing Data Verification and Validation in accordance with Annual Performance Plans in order to accomplish the primary Objectives and all of the subsidiary Performance Goals specified. This translates to the fielding of financial management systems

that will support any annual budget and all the employees per year. It must support accounting and financial management reporting processes by providing consistent information for budget formulation, execution, programmatic and financial management, performance measurement, internal controls, and financial reports/statements preparation. The Team has extensive in-house expertise in the Financial Management Systems Services arena, and will provide total “Cradle-to-Grave” value-added support in the execution of these taskings. The first action of IBA will be to perform a review and appraisal of all of the current systems in place. An essential part of this process will include an abbreviated “Business Process Re-engineering” review to assess the ability of these systems to cost-effectively and efficiently support the mission. Some of the specific areas to be reviewed include:

- The interrelationships between software, hardware, personnel, procedures, controls, and data contained within the systems
- The use of Common Data Elements for recording financial events
- Common Transaction Processing throughout the system
- Consistent Internal Controls over data entry, transaction processing and reporting
- Efficient Transaction Entry to eliminate duplicate entry of data into systems
- Direct tracking of report data back to Government Standard General Ledger (SGL) accounts
- Maintenance of system data to be used for preparation of financial statements, in accordance with the applicable accounting standards as recommended by the Federal Accounting Standards Advisory Board (FASAB),
- The ability of the systems to capture and produce financial information required measuring program performance, financial performance, and financial management performance as needed to support these areas.
- The ability to support budget formulation and execution as it conforms to the established directives in place to support this function
- System Documentation in hard copy and/or electronic format
- Training and User Support
- System Maintenance
- The Internal Controls in place to ensure the use of agency resources complies with current laws, regulations, and policies to prohibit potential fraud, waste or abuse of those resources
- Review of existing Benefit-Cost Analyses for current systems and those in development to ensure:
  - Alignment of the systems with the mission
  - User acceptance
  - Accessibility to clientele outside the Government
  - Realization of projected benefits for current systems

### **Financial Reporting & Analysis Services**

IBA recognizes that far too much time and resources are expended in the collection and display of financial data, rather than the analysis of this data. IBA will provide the expertise required to continually analyze the effectiveness and relevancy of information systems currently in use. One essential bi-product of this continuing analysis will be specific recommendations for improving and /or streamlining the reporting and arraying of financial data. Report formats will also be analyzed for improvements in both display and informational relevancy. The key objective will be to minimize the amount of time required to collect and display data, so that maximum time is available to analyze data.

An important first step in providing this support will be a review of both required financial reports and associated management reports.

- Do the reports provide sufficient and relevant information to support the mission and Annual Performance Plan?
- Do the reports provide the necessary financial information to ensure compliance with the Government Performance and Review Act?
- Are they “user-friendly”? Users within the organization will be surveyed and/or interviewed to assess the “user acceptance” of these reports.
- Do the reports provide data in a clear and concise manner so that critical and timely management decisions can be made?
- Is there unnecessary duplication of report data?

Upon completion of this review, IBA will make specific recommendations to streamline and improve external and internal reports to facilitate:

- Financial planning
- Financial analysis
- Policies
- Reporting
- Rate setting
- Cost effectiveness evaluations
- Distribution of cost

IBA has extensive experience in the federal and private sectors in the arena of financial reporting and analysis services. We currently provide dedicated support to the Department of Defense (DoD) Health Affairs (HA) Information Management/Information Technology (IM/IT) Division. A substantial part of IBA’s support on this effort is a continual analysis of the financial processes currently in place. This includes detailed analyses of dozens of different types of both external and internal financial reports generated within the HA IM/IT community, and will seamlessly translate to support any office. One very important new report that will change the way in which financial data is reported to OMB is establishment of the Federal Agencies’ Centralized Trial-Balance System II (FACTS II) this fall. This report is the culmination of OMB working with its agencies to provide one set of financial data that fulfills several needs, from the SF 133 to prior-year data for inclusion in the FY-2001 Budget Schedules. A change of this magnitude in the reporting of financial data requires a large investment of time and expertise to ensure a smooth and productive transition. IBA has generated and recommended many improvements to these reports over the previous 5 years, most of which have been accepted and implemented. Furthermore, our Health Affairs Clients generally recognize IBA as the premier Contractor with hands-on experience in this arena.

### **Financial Planning & Performance Measurement Services**

- IBA will provide financial planning and performance management services to assist the agency in improving its financial management and performance management systems. IBA will assist the agency with the development of specific work planning and tracking systems required to put in place performance metrics that will satisfy annual performance plan standards. IBA will assist the agency in identifying the major steps necessary and applicable to provide an operational plan that establishes measurement tools required to meet performance standards mandated by the Government Performance and Results Act.
- IBA will assist the agency by provide continuing assessment and evaluation of existing financial management planning systems, policies, procedures and

implement those improvements needed to increase efficiency of the operation and effectiveness of the agency financial management system. Assistance provided will also facilitate achievement by the agency of annual performance goals with respect to the development and implementation of objective, quantifiable and measurable performance indicators needed to measure relevant agency outputs, service levels, and outcomes for each programmed activity. The measurement of performance of specific issues identified will be resolved and best practices implemented to prevent recurrence. The agency system of internal management controls will be reviewed to identify and eliminate any weaknesses. Existing performance management measures will be reviewed on an ongoing basis to ensure applicability, relevance and compliance with established standards. Current performance management metrics will be adequate to ensure: the consistent application approved standards; the performance assessment that is presented is relevant, reliable, representational, verifiable, comparable, and useful; and provides a valid tool to measure the cost-effective application of resources

- IBA will prepare timely reports presenting results of its activity in a clear and concise manner and will include an appropriate level of detail for analysis of performance metrics and sufficient information to satisfy anticipated future planning requirements. Review of performance measures against expected results would be analyzed to identify exceptions, issues, or trends. Exceptions and issues will be documented and proposed change recommendations provided on a timely basis. Trends will be documented and analyzed to determine whether to alter or assess measurement tools. IBA will perform analytical reviews to ascertain reasonableness of data within expected ranges.
- Information technology will be applied to provide for the presentation of all relevant data in the most timely and concise way. Comparison of actual results to measurement standard, expected results, prior period experience, and/or industry standards will be prepared as necessary. Graphical presentation of information will be included where effective and economical. Examples of graphic presentations include line, bar, or pie charts indicating percentages of completion, percentages of accomplishment, etc. and will offer the user an expedient grasp of the information.
- In cooperation with the agency, IBA will assess the effectiveness of operations, measure performance against applicable standards, and make recommendations for improving efficiency in operations. Any other required supplemental analysis will be performed including the evaluation of performance against performance benchmarks.
- IBA will provide record retention services in accordance with established record retention policy guidelines. In the absence of an existing policy, IBA will develop and implement a record retention policy in accordance with all applicable legal, agency, and contract requirements.

#### **Other Financial Management Services**

- IBA will provide other financial management services as requested to assist the agency in improving its financial management activities. IBA will assist the agency with the formulation of financial policy with respect to meeting the requirements of applicable management systems, provided technical assistance in the development of approaches to undertake special studies of cost and benefits.

IBA will assist the agency in identifying the major steps necessary and applicable to provide the tools required to perform benchmarking of financial activities and to measure performance results.

- IBA will assist the agency by providing assessments and evaluation of existing quality assurance efforts regarding financial management systems, policies, procedures and implement those improvements needed to increase efficiency of the operation and effectiveness of the agency financial management system. Assistance provided would facilitate achievement by the agency financial goals with respect to the development and implementation of objective, quantifiable and measurable financial indicators needed to support relevant agency outputs and outcomes as appropriate. Specific issues identified will be resolved and best practices implemented to prevent recurrence.
- IBA will prepare timely reports presenting results of its activity in a clear and concise manner and will include an appropriate level of detail for analysis of performance metrics and sufficient information to satisfy anticipated future planning requirements. Review of performance measures against expected results would be analyzed to identify exceptions, issues, or trends. Exceptions and issues will be documented and proposed change recommendations provided on a timely basis. Trends will be documented and analyzed to determine whether to alter or assess measurement tools. IBA will perform analytical reviews to ascertain reasonableness of data within expected ranges.
- Information technology will be applied to provide for the presentation of all relevant data in the most timely and concise way. Comparison of actual results to measurement standard, expected results, prior period experience, and/or industry standards will be prepared as necessary. Graphical presentation of information will be included where effective and economical. Examples of graphic presentations include line, bar, or pie charts indicating percentages of completion, percentages of accomplishment, etc. and will offer the user an expedient grasp of the information.
- In cooperation with the agency, IBA will assess the effectiveness of operations, measure performance against applicable standards, and make recommendations for improving efficiency in operations. Any other required supplemental analysis will be performed including the evaluation of performance against performance benchmarks.
- IBA will provide record retention services in accordance with established record retention policy guidelines. In the absence of an existing policy, IBA will develop and implement a record retention policy in accordance with all applicable legal, agency, and contract requirements.

### **SIN 520-15 Outsourcing Recurring Commercial Activities for FMS**

The IBA team will provide recurring financial management services as requested to assist the agency in meeting its requirements under OMB Circular No. A-76. IBA will provide the agency with financial management services that are not deemed to be inherently governmental. IBA will assist the agency in identifying what services meet the established criteria for outsourcing and then offer qualified, cost effective talent to provide those services.

IBA will assist the agency by providing assets necessary to provide a range of recurring financial management services such as billing services, payroll processing, application

processing, claims processing, grant application management, loans application management, and inventory management.

- Billing Services – IBA will provide the government with complete financial information regarding services billed, accounts receivable, and overdue status. IBA will provide all administrative services to collect and assemble billing data, as well as track the distribution of and receipt of all bills, payments and correspondence.
- Payroll Processing - IBA will provide the government with payroll and tax information, calculate base salary and hourly wages calculate over-time pay, calculate all standard and after-tax deductions, calculate pre-FICA deductions, including retirement plans, calculate pre-withholding deductions, calculate state income tax, track FUTA, SUTA, 941, and workers' compensation tax liabilities, generate paychecks and pay stubs for all employees.
- Application processing - IBA will work with the government to establish and maintain the currency of application criteria. IBA will publish the criteria and timelines in appropriate newspapers, periodicals, World Wide Web, and professional journals. IBA will receive and track all applications and provide services to evaluate all candidates against approved criteria. IBA will evaluate certificates of job or academic experience, evaluate job history, and schedule or conduct interviews. IBA will enable customers to access its services through written, telephonic or email and WWW. All information will be maintained in a secure manner.
- Claims processing – IBA will work with the government to design and develop forms for claims submission. IBA will use standard automated technologies to process and track claims while ensuring the privacy and security of all information. IBA will evaluate claims against approved criteria and prepare documents to adjudicate the claims. IBA will maintain a complete database for current and historical purposes to identify approved and disallowed claims.
- Grant application management – IBA will design and develop forms for applying for financial grants. IBA will evaluate grant applications against approved criteria and prepare documents to administer the grant applications. IBA will enable customers to access its services through written, telephonic or email and WWW support sites while ensuring all information is maintained in a private and secure manner. IBA will use automated technologies to provide rapid and accurate processing and tracking of all applications.
- Loans application management – IBA will work with the government to design and develop loan applications. IBA will evaluate loan applications against approved criteria and prepare documents to administer the loans. IBA will enable customers to apply for loans through written, telephonic or email and WWW support sites while ensuring all information is maintained in a private and secure manner. IBA will use automated technologies to provide rapid and accurate processing and tracking of all applications.
- Inventory management – IBA will evaluate current inventory policies and procurement practices. It will assess the flow of material and offer improvements. IBA will assess present storage and handling methods to determine if they are best suited to meet inventory and distribution requirements. IBA will offer options for reducing stock requirements in order to achieve lower costs. IBA will provide monitoring and control devices necessary to assist management. IBA will use automated technologies to ensure inventory management is state of the art.

The practices IBA will employ will reduce theft, reduce storage and handling requirements, eliminate “dead” stocks and improve facility utilization. Reduced inventory investment is a key element of financial success in the 90s.

- IBA will assist the agency by provide continuing assessment and evaluation of existing financial management systems, policies, procedures and implement those improvements needed to increase efficiency and effectiveness of the agency financial management system. Specific issues identified will be resolved and best practices implemented to prevent recurrence.
- IBA will prepare timely reports presenting results of its activity in a clear and concise manner and will include an appropriate level of detail for analysis of performance metrics and sufficient information to satisfy anticipated future planning requirements. Review of performance measures against expected results would be analyzed to identify exceptions, issues, or trends. Exceptions and issues will be documented and proposed change recommendations provided on a timely basis. Trends will be documented and analyzed to determine whether to alter or assess measurement tools. The IBA Team will perform analytical reviews to ascertain reasonableness of data within expected ranges.
- Information technology will be applied to provide for the presentation of all relevant data in the most timely and concise way. Comparison of actual results to measurement standard, expected results, prior period experience, and/or industry standards will be prepared as necessary. Graphical presentation of information will be included where effective and economical.