
Financial And Business Solutions Schedule

FABS 520



General Services Administration (GSA)

Authorized Federal Supply Schedule

Catalog and Price List

Contract Number: GS-23F-0333N

September 9, 2008 – September 8, 2013 (Option Period 1)

(301) 330-2531 (Voice)
(301) 330-2541 (Fax)

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www.execman.com

General Services Administration (GSA)

Federal Supply Services

Authorized Federal Supply Schedule Catalog and Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage!™ is <http://www.fss.gsa.gov>.

Financial And Business Solutions (FABS)

FSC GROUP 520

NAICS: 541511, 541611

Contract Number: GS-23F-0333N

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

Contract Period: September 9, 2008 – September 8, 2013
(Option Period 1)

Contractor: Executive Management Associates, Inc.
14800 Seneca Road
Darnestown, MD 20874
(301) 330-2531 (Voice)
(301) 330-2541 (Fax)

Web Site: www.execman.com

E-Mail: gsa@execman.com

Contract Administration: H. Richard Gault, Executive Vice President
(Same address/phone)

Business Size: Small, Woman-Owned

Note: All prices Shown Herein are Net (discount deducted)

Table of Contents

Table of Contents.....	ii
Financial And Business Solutions (FABS).....	1
Customer Information.....	1
1. Special Item Numbers (SINs).....	1
1a. Special Item Numbers (SINs) Awarded	1
1b. Schedule Pricing	1
1c. Labor Category Descriptions.....	1
2. Maximum Order Threshold	1
3. Minimum Order Threshold.....	1
4. Geographic Coverage (Delivery Area).....	1
5. Point(s) of production (city, county, and State or foreign country).....	1
6. Discounts	1
7. Quantity Discounts	2
8. Prompt Payment.....	2
9. Government Purchase Cards.....	2
10. Foreign Items	2
11. Delivery Schedule.....	2
11a. Time of Delivery.....	2
11b. Expedited delivery	2
11c. Overnight and 2-day delivery	2
11d. Urgent Requirements	2
12. FOB Points.....	2
13. Contractor's Ordering Address	3
13a. Ordering Address.....	3
13b. Ordering Procedures for Blanket Purchase Agreements (BPA).....	3
14. Payment Address	3
15. Warranty Provision.....	4
16. Export Charges	4
17. Government Commercial Credit Cards	4
18. Terms And Conditions Of Rental, Maintenance And Repair.....	4
19. Terms And Conditions Of Installation	4
20. Terms And Conditions Of Repair Parts.....	4
20a. Terms And Conditions For Any Other Services.....	4
21. List Of Service And Distribution Points.....	4
22. List Of Participating Dealers	4
23. Preventive Maintenance.....	4
24. Special Attributes.....	5
24a. Special Attributes (Such As Environmental Attributes).....	5
24b. Section 508 Compliance	5
25. Data Universal Numbering System (Duns) Number	5
26. Registration In Central Contractor Registration (CCR) Database.....	5

About Executive Management Associates, Inc. 6

EMA Service Offerings 7

 1. SIN 520-11 Accounting..... 7

 2. SIN 520-12 Budgeting..... 7

 3. SIN 520-13 Complementary Financial Management Services 7

How to Use This Schedule 9

 1. Orders less than \$3,000..... 9

 2. Orders more than \$3,000 9

Appendix..... 10

 1. Supplemental Information 10

 2. Schedule Rates..... 11

 2a. Government Site Rates 11

 2b. Contractor Site Rates 11

 3. Labor Category Descriptions..... 12

Financial And Business Solutions (FABS)

Customer Information

1. Special Item Numbers (SINs)
 - 1a. Special Item Numbers (SINs) Awarded
 - SIN 520-11: Accounting
 - SIN 520-12: Budgeting
 - SIN 520-13: Complementary Financial Management Services
 - 1b. Schedule Pricing

See [Appendix 2, Schedule Rates](#) for a complete list of labor categories and associated rates.
 - 1c. Labor Category Descriptions

See [Appendix 3, Labor Category Descriptions](#) for complete descriptions of each labor category.
2. Maximum Order Threshold

The maximum value for orders placed under this contract is \$1,000,000. However, orders above \$1,000,000 are possible, under certain conditions – see [Appendix 1, Supplemental Information](#) for details.
3. Minimum Order Threshold

The minimum value for orders placed under this contract is \$300.
4. Geographic Coverage (Delivery Area)

The geographic scope of this contract is domestic.
5. Point(s) of production (city, county, and State or foreign country)

Executive Management Associates, Inc.
14800 Seneca Road
Darnestown, MD 20874
Montgomery County, Maryland
6. Discounts

All prices Shown Herein are Net (discount deducted).

7. Quantity Discounts

None.

8. Prompt Payment

No special discount is offered for prompt payment. Payment terms are net 30 days.

9. Government Purchase Cards

a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items

Not applicable.

11. Delivery Schedule

11a. Time of Delivery

Shall be specified in Statement of Work by ordering agency.

11b. Expedited delivery

Items available for expedited delivery are noted in the price list in Appendix 2 with the symbol '†'.

11c. Overnight and 2-day delivery

Not applicable.

11d. Urgent Requirements

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

12. FOB Points

All materials purchased for the customer under this contract will be shipped FOB Destination.

13. Contractor's Ordering Address

13a. Ordering Address

Executive Management Associates, Inc.
14800 Seneca Road
Darnestown, MD 20874
(301) 330-2531 (Voice)
(301) 330-2541 (Fax)

13b. Ordering Procedures for Blanket Purchase Agreements (BPA)

The Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of BPAs under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations, and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature.

More details on supplies and services, ordering procedures, information on BPAs, and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address

Executive Management Associates, Inc.
14800 Seneca Road
Darnestown, MD 20874

Attn: GSA Schedule Payment

15. Warranty Provision

Not Applicable.

16. Export Charges

Not Applicable.

17. Government Commercial Credit Cards

Government commercial credit cards will be acceptable for payments. In addition, bank account information for wire transfer payments will be shown on the invoices.

18. Terms And Conditions Of Rental, Maintenance And Repair

Not Applicable.

19. Terms And Conditions Of Installation

Not Applicable.

20. Terms And Conditions Of Repair Parts

Not Applicable.

20a. Terms And Conditions For Any Other Services

Not Applicable.

21. List Of Service And Distribution Points

Not Applicable.

22. List Of Participating Dealers

Not Applicable.

23. Preventive Maintenance

Not Applicable.

24. Special Attributes

24a. Special Attributes (Such As Environmental Attributes)

Not Applicable.

24b. Section 508 Compliance

To be addressed on a task order basis. The Electronic and Information Technology (EIT) standard can be found at (<http://www.section508.gov/>).

25. Data Universal Numbering System (Duns) Number

80-769-7420

26. Registration In Central Contractor Registration (CCR) Database

Executive Management Associates, Inc. (EMA) has registered with the Central Contractor Registration (CCR) database

About Executive Management Associates, Inc.

Executive Management Associates, Inc. (EMA) is a woman-owned small business that specializes in financial management and information systems integration. For more than 15 years, EMA has been helping its Federal, commercial and non-profit customers implement cost-effective financial solutions.

In a time of tightening budgets and increased competition for funds, accurate financial information is critical to effective management decisions. Departmental managers are finding that they must do more with less. At the core of the Chief Financial Officer's Act of 1992 and the Government Performance and Results Act of 1993 are the requirements for improved cost management and improved cost data. EMA's highly experienced financial and information technology specialists quickly identify and implement solutions, saving customers valuable time and money. We apply proven methodologies to ensure that the customer receives the most complete, accurate, and effective solutions.

EMA develops procedures and tools to facilitate the flow of accurate and timely information to managers. We develop cost models, based on Activity-Based Costing (ABC) and other proven methodologies, to provide accurate cost and pricing data to our customers. We use forensic accounting principles to recover corrupted data, identify lost or hidden sources of revenue, recover lost income and unallowable costs, and improve reporting accuracy. We have recovered millions of dollars for our customers through the application of these industry-standard and internal methodologies. We assist our customers throughout the entire financial lifecycle, including budget formulation and execution; procurement preparation, distribution and reporting; obligation, expense, and revenue tracking; account reconciliation; financial system design, implementation, and maintenance; and training.

For more information about EMA, its experience and programs, see our web site at www.execman.com.

EMA Service Offerings

EMA's Financial And Business Solutions (FABS) service offerings are identified according to Special Item Numbers (SINs). These SINs are listed below along with examples of the types of tasks that may be included under each. These are examples ONLY and are NOT meant to exclude or limit additional financial services under this schedule.

1. SIN 520-11 Accounting

The types of tasks that may be included under this SIN include, but are not limited to the following:

- 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

2. SIN 520-12 Budgeting

The types of tasks that may be included under this SIN include, but are not limited to the following:

- Assess and improve the budget formulation process
- Assess and improve the budget execution process
- Conduct special reviews of budget formulation or execution issues
- Review budgetary controls
- Assist with implementation of corrective actions

3. SIN 520-13 Complementary Financial Management Services

The types of tasks that may be included under this SIN include, but are not limited to the following:

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

- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Perform economic and regulatory analyses
 - Develop methods for analyzing costs, benefits and impacts of regulations and policies
 - Collect data and prepare Information Collection Requests for approval by OMB
 - Conduct exposure and risk analyses
 - Develop, modify or apply risk characterization models to analyze and evaluate polices, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
 - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or under funded
- Assist with quality assurance efforts

How to Use This Schedule

GSA's streamlined ordering process has been reduced to a few simple steps. Once your agency determines that an outside source is required to meet your needs, follow these steps:

1. Orders less than \$3,000
 1. Develop a Statement of Work (SOW)
 2. Using the tools provided by GSA (GSA!Advantage and the on-line schedules) select the contractor best suited to your needs
 3. Your acquisitions office will place the order directly with the contractor.

2. Orders more than \$3,000
 1. Develop a SOW
 2. Using the tools provided by GSA (GSA!Advantage and the on-line schedules) select at least three Financial And Business Solutions (FABS) contractors best suited to your needs
 3. Work with the acquisitions office that will be managing the procurement to prepare a Request for Quote (RFQ).
 4. Your acquisitions office will submit the RFQ to Financial And Business Solutions (FABS) firms selected in the previous step.
 5. When the responses to the RFQs are received, review them to determine the proposal that represents the "best value" for your agency.
 6. Your contracts office will place your order directly with the selected firm.

Appendix

1. Supplemental Information

I-FSS-125 Requirements Exceeding the Maximum Order (August 1997)

(a) In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall—

- (1) Review additional schedule contractor's catalogs/price lists or use the GSA Advantage!TM on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the schedule contractor that provided the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

(b) Vendors may:

- (1) Offer a new lower price for the requirement (the price reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19).
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order. Orders must be returned in accordance with FAR 52.216-19.

(c) A delivery order that exceeds the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

(d) Sales for orders that exceed the maximum order shall be reported in accordance with GSAR 552.238-72.

2. Schedule Rates

(*) Please note that these rate apply to all SINs (520-11, 520-12, and 520-13)

2a. Government Site Rates

Labor Category	09/09/2008-09/08/2009	09/09/2009-09/08/2010	09/09/2010-09/08/2011	09/09/2011-09/08/2012	09/09/2012-09/08/2013
Program Manager	\$141.70	\$147.37	\$153.26	\$159.39	\$165.77
Functional Expert	\$137.64	\$143.15	\$148.87	\$154.83	\$161.02
Management Analyst IV	\$137.64	\$143.15	\$148.87	\$154.83	\$161.02
Management Analyst III	\$131.83	\$137.10	\$142.59	\$148.29	\$154.22
Management Analyst II	\$119.68	\$124.47	\$129.45	\$134.62	\$140.01
Management Analyst I	\$100.31	\$104.32	\$108.50	\$112.84	\$117.35
Business Analyst IV	\$85.21	\$88.62	\$92.16	\$95.85	\$99.68
Business Analyst III	\$65.76	\$68.39	\$71.13	\$73.97	\$76.93
Business Analyst II	\$53.15	\$55.28	\$57.49	\$59.79	\$62.18
Business Analyst I	\$47.33	\$49.22	\$51.19	\$53.24	\$55.37

2b. Contractor Site Rates

Labor Category	09/09/2008-09/08/2009	09/09/2009-09/08/2010	09/09/2010-09/08/2011	09/09/2011-09/08/2012	09/09/2012-09/08/2013
Program Manager	\$168.52	\$175.26	\$182.27	\$189.56	\$197.14
Functional Expert	\$159.47	\$165.85	\$172.48	\$179.38	\$186.56
Management Analyst IV	\$155.85	\$162.08	\$168.57	\$175.31	\$182.32
Management Analyst III	\$146.84	\$152.71	\$158.82	\$165.18	\$171.78
Management Analyst II	\$135.75	\$141.18	\$146.83	\$152.70	\$158.81
Management Analyst I	\$113.79	\$118.34	\$123.08	\$128.00	\$133.12
Business Analyst IV	\$97.82	\$101.73	\$105.80	\$110.03	\$114.44
Business Analyst III	\$81.96	\$85.24	\$88.65	\$92.19	\$95.88
Business Analyst II	\$75.73	\$78.76	\$81.91	\$85.19	\$88.59
Business Analyst I	\$53.70	\$55.85	\$58.08	\$60.41	\$62.82

3. Labor Category Descriptions

Labor Category	Level	Description	Leadership	Education	Years Experience
Program Manager	N/A	Primary customer contact for multiple projects and/or programs. Represents organization to customers and the public. Manages program performance, including planning, staffing, schedules, and finances. Responsible for quality control, formulation and enforcement of work standards, resource management, and communication of organizational policies, purposes, and goals to staff. Generally has expertise in one or more technical fields. May also perform duties of Functional Expert in field of expertise.	Supervisor	Bachelors or Masters	15+ years experience
Functional Expert	N/A	Is generally recognized as an expert by customer or within field of experience. Performs complex analyses in one or more specific functional areas. Applies specific methodologies, practices, and tools to identify, recommend and implement solutions to customer requirements. Develops sophisticated tools to facilitate analysis and project implementations. May have an advanced degree. May act as Program or Project Manager when required.	Supervisor, Lead, or Technical	Masters or PhD	15+ years experience
Management Analyst	IV	Serves as project lead for large, complex projects and/or multiple programs. Identifies and manages resources required to meet project requirements. Manages project startup, project transitions, day-to-day project activities, and satisfaction of project objectives. Key coordinator among multiple project teams to ensure integration of	Supervisor, Lead, or Technical	Bachelors or Masters	15+ years experience

Labor Category	Level	Description	Leadership	Education	Years Experience
		project requirements. Provides daily supervision and technical direction for analysts. Directs financial management and administrative activities such as budgeting, manpower/resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, prepares reports, and recommend solutions. Manages milestones and deliverables to schedules. Prepares project reports and maintains project cost-to-budget data. Has specialized experience in multiple functional areas. May act as Program Manager or Project Manager when required. Can perform all duties of Management Analyst III.			

Labor Category	Level	Description	Leadership	Education	Years Experience
Management Analyst	III	Analyzes business and management processes for complex and/or multiple programs. Performs strategic business planning and analysis. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Reviews work products for correctness and adherence to design concept and user standards; reviews program documentation for adherence to government standards/requirements and project schedules. Has specialized experience in multiple functional areas. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Extensive experience using, designing, and configuring automated information systems and other tools for business analysis and reporting. Can perform all duties of Management Analyst II.	Supervisor, Lead, or Technical	Bachelors or Masters	10+ years experience

Labor Category	Level	Description	Leadership	Education	Years Experience
Management Analyst	II	<p>Develops analytical and computational techniques and methodologies for solving problems. Analyzes user needs to determine functional and cross-functional requirements. Performs process and data modeling using both manual and automated tools. Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures. Defines and develops quality metrics and scoring parameters, and determines requisite quality control resources. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Has specialized experience in one or more functional areas. Experience using and configuring automated information systems and other tools for business analysis and reporting. Can perform all duties of Management Analyst I.</p>	Supervisor, Lead, or Technical	Bachelors or Masters	7+ years experience
Management Analyst	I	<p>Assists senior management analysts with a variety of tasks. Develops and documents functional requirements, system specifications, recommended solutions, and implementation plans. Designs, develops, and implements complex manual and automated systems. Has specialized experience in at least one functional area. Performs reconciliations and other forms of data analysis. Experience using automated information systems and other tools for business analysis and reporting. Can perform all duties of Business Analyst IV.</p>	Lead or Technical	Bachelors or Masters	5+ years experience

Labor Category	Level	Description	Leadership	Education	Years Experience
Business Analyst	IV	Analyzes business and management processes for small systems and projects. Designs, develops and implements manual and automated systems in compliance with functional requirements. Ensures that systems are compatible and in compliance with the industry and customers standards. Applies process improvement practices, methodologies and principles. Coordinates activities of junior analysts to ensure proper implementation of system specifications and customer requirements. Has specialized experience in a specific functional area. Can perform all duties of Business Analyst III.	Supervisor, Lead, or Technical	Bachelors	7+ years experience
Business Analyst	III	Analyzes business and management processes for small systems and projects. Reviews customer documentation, defines problems, and develops detailed system requirements and program specifications. Analyzes requirements, evaluates workflow, recommends solutions, and develops implementation plans. Designs, develops and implements small-scale systems and processes. Acts as team lead for small groups of analysts. Can perform all duties of Business Analyst II.	Lead or Technical	Bachelors	5+ years experience

Labor Category	Level	Description	Leadership	Education	Years Experience
Business Analyst	II	Assists with analysis of business and management processes and systems. Implements small systems and tools under the guidance of senior analyst. Reconciles system data against legacy and enterprise systems. Performs interviews and data gathering. Develops technical documentation, manuals, and procedural guides. Documents system specifications and functional requirements. Can perform all duties of Business Analyst I.	Technical	Bachelors	3+ years experience
Business Analyst	I	Assists senior Management and Business Analysts with day-to-day project activities. May perform a variety of administrative and/or technical activities. Assists with requirements analysis and documentation of system specifications. Gathers and documents system and process information. Performs system testing under guidance of senior analyst.	Technical	Bachelors	1+ years experience