



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST
FINANCIAL AND BUSINESS SOLUTIONS (FABS)
FSC GROUP 520; SERVICE CODE 541611

**SPECIAL ITEM NUMBER 520 13 & 520 13RC –
COMPLEMENTARY MANAGEMENT FINANCIAL SERVICES**



INSIGHT FOR BUSINESS DECISIONS

**TEKSOUTH CORPORATION
1420 NORTHBROOK DRIVE, SUITE 220
GARDENDALE, AL 35071
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FAX: (205) 631-1514**



INTERNET ADDRESS: WWW.TEKSOUTH.COM

BUSINESS SIZE: LARGE

CONTRACT NUMBER: GS-23F-0357P

PERIOD COVERED BY CONTRACT: 5 AUGUST 2004 TO 4 AUGUST 2019

Pricelist current through Modification PO-0008 Refresh # 23, dated 9 July 2014

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

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- Pricelist dated 19 June 2009 incorporates first 5 Year Option, awarded under PS-02 dated 06/19/09
- Pricelist revision dated 21 September 2011 incorporates a pricelist update in accordance with GSA's Refresh # 16.

- Pricelist dated 14 February 2014 incorporates Second 5 Year Option Period.

- Pricelist dated 16 July 2014 incorporates Modification #PO-0008, Awarded on 9 July 2014 for the Second 5 Year Option Period.

TEKSOUTH CORPORATION CORPORATE PROFILE

RELEVANT EXPERIENCE AND CAPABILITY:

Teksouth Corporation presents its general FABS qualifications and experience and their relationship to the GSA Financial and Business Solutions (FABS) Solicitation. The Teksouth Corporation Special Item Number (SIN) narratives are presented in Section 3.2 of this proposal.

CORPORATE BACKGROUND:

Teksouth Corporation is a privately owned firm with headquarters in the suburbs of Birmingham, Alabama. Teksouth was established in December 1982, and has positioned itself to provide a broad spectrum of high technology services including:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Design and implementation of wide area networks
- Data warehousing and data logistics support
- Data Management technologies
- Consulting, advice and assistance services
- Developing financial analysis capabilities with advanced Microsoft Office capabilities

We have provided innovative applications and solutions to clients whose needs span a broad cross-section of industry, including the Department of Defense, small business and enterprise level organizations.

Teksouth projects have always contributed to the success of its client organizations, enabling government customers to receive awards and recognition for government reinvention initiatives and development of best practices.

The Teksouth staff of high technology professionals supplies a wide range of services, including:

- Assess and improve financial reporting and analysis
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with strategic and operational financial planning
- Assist in managerial cost accounting
- Assess and improve financial reporting and analysis
- Assist with quality assurance efforts
- Program design and management
- System and data Analysis
- System and software development
- Software quality assurance
- Technical documentation

Our award winning products include:

- Develop new reporting formats and pro-forma financial reports
- Develop methods for analyzing costs, benefits and impacts of regulations and policies
- Collect data and prepare Information Collection Requests for approval by OMB
- Data logistics and management support
- Data extraction and integration
- Data reporting and analysis tools

Teksouth is committed to providing clients with the highest quality Financial Management services using the latest technology to meet their changing needs. We have the vision, skill, and motivation to integrate customer requirements with rapidly changing technology to benefit the long and short-term goals of our customers. We maintain this level of quality and technical knowledge through staff longevity, teamwork,

and attention to advanced skills training. The combination of an experienced staff and established management team gives Teksouth the ability to remain on the cutting edge of technology.

Teksouth Corporation's clientele includes:

FEDERAL GOVERNMENT
• Air Force District of Washington
• Army Special Operations Command
• Defense Advanced Research Projects Agency (DARPA)
• AFRICOM
• Numerous State National Guard Units

TEKSOUTH CORPORATION FABS SERVICES

THE FOLLOWING SERVICES ARE OFFERED BY TEKSOUTH CORPORATION:

SERVICES OFFERED	DESCRIPTION
PROJECT APPROACH METHODOLOGY	Teksouth is rated at CMMI Maturity Level 3 by A1 Independent Consulting, a certified partner of the CMMI Institute. An appraisal at maturity level 3 indicates that Teksouth's processes are well-defined and understood, and are described in standards, procedures, tools, and methods. We conduct training sessions to ensure that Teksouth staff members are aware of our standardized processes and accompanying procedures, and we conduct regular internal audits to ensure that they comply with them as part of their daily operations. This demonstrates our commitment to a systemic approach to planning and managing projects through an integrated model that focuses on continued process improvement.
PROJECT MANAGEMENT TOOLS	Teksouth uses the Project Management Body of Knowledge (PMBOK) as a guide for our program management processes. PMBOK is a collection of project management knowledge and processes that are generally recognized as best practices in the field. Since the SEI-CMU is the model for our daily work practices, the benefit is institutionalized processes and continual improvement in our overall project management methodology. As applicable, Teksouth uses Microsoft Project, Excel spreadsheets, and other tools to perform according to the PMBOK standards.
PROGRAM MANAGEMENT PROCESSES	Teksouth Corporation executive leadership actively participates in the management of all contracts through regular work with Teksouth and customer project leadership teams. Project Managers have direct access to senior leadership. In addition, Teksouth has an open door culture which allows any personnel to reach out directly to senior leadership if the situation warrants it. This level of involvement and access ensures high levels of support and necessary resources to be successful. Our Program Managers (PM) are authorized to manage and direct the project, including, but not limited to, serving as the Government's point-of contact for all program/project issues, overseeing Teksouth employees and program/project operations, and fully managing all support activities.
RISK MANAGEMENT PROCESS	One secret to successful projects is proactively identifying problems that can occur that cause critical success criteria, e.g. cost, schedule, user acceptance, etc., not to be met. Teksouth uses a risk management identification process to identify, categorize, track, and manage risks to project success. During the planning and execution phase of the project a joint customer/project team meets to discuss and consider all potential problems (risks) the project might encounter. These are discussions designed to identify risks based upon prior experience, brainstorming, etc. These are categorized to reflect varying degrees of risk to the project. Those that are judged to be high risk have specific plans developed to mitigate and reduce risks. All other risks are placed on a "watch list" and monitored throughout the project. Key activities in risk management are: <ul style="list-style-type: none"> • Facilitated discussion by joint customer/project team • Assessment of risks (prioritization, potential impact, etc.) • Risk mitigation plans for risk areas rated to have significant impact potential Watch list development for monitoring all others.

SERVICES OFFERED	DESCRIPTION
ISSUE RESOLUTION PROCESS	<p>Every project will encounter problems and issues at some time. Two key things are important in considering issues and problems. First, a proper project plan must be put in place that reflects enough experience to avoid the type of problems that can kill a project of this type (see Risk Management process). If the “show stoppers” are planned out of the process from the project beginning then issue resolution will typically only deal with problems that are important but not critical. Second, a proper project plan must ensure that a process is in place that will deal with management of issues responsively. Teksouth typically follows the process below to perform Issue Management activities:</p> <ul style="list-style-type: none"> • Open an issue • Triage and prioritize the issues • Assign responsibility/ownership to appropriate individual/organization • Document/track progress • Implement solutions <p>Document/communicate/track solutions and produce reports</p>
CHANGE CONTROL PROCESS	<p>Often in financial systems projects requirements change. In the Complimentary Financial Management Services we expect the requirements generally to be stable. However, some degree of change is normal and expected in today’s business environment. Our change control process seeks to minimize the impact of changes by examining impacts to schedule, architecture, costs, and user function. All change requests are documented, prioritized, and assessed by a joint project/customer team. Only when all impact areas are assessed and agreed upon will the item be implemented. This ensures that any impacts incurred are worth the expected benefit. The highlights of this process are:</p> <ul style="list-style-type: none"> • Issue change request • Triage and prioritize request • Assess impact of request (cost, architecture, schedule, user function) • Review change request (project team and customer) • Disposition of change request <p>Implement approved change requests</p>
QUALITY MANAGEMENT PROCESS	<p>Our quality management process is built around the four standard QA steps of Plan, Do, Check, Act. These four steps are applied to each project phase:</p> <ul style="list-style-type: none"> • Plan – A QA plan is developed quantifying expected results. These results will describe KPIs (key performance indicators) that can be monitored as the tasks are executed. • Do – In this step the actual task is executed and results are monitored against the predefined metrics. • Check – The execution results are assessed against projected results and plans are developed to address any remedies or improvements needed. • Act - At each step of the project life cycle metrics are defined that govern expected results for the tasks and activities being executed. <p>Teksouth has found this QA process to be highly effective and sufficient to ensure that all key project expectations are effectively met.</p>

SPECIAL ITEM NUMBER DESCRIPTIONS

520 13 & 520 13RC COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

The Contractor shall provide complementary financial management services. This may include but is 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 policies, 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

ORDERING INFORMATION

FSS SIN(s): 520 13 & 520 13RC

Contract Number: GS-23F-0357P

Contract Period: August 5, 2004 to August 4, 2019

Contractor's Name: Teksouth Corporation

Contractor's Address: 1420 Northbrook Drive Suite #220
Gardendale, Alabama 35071

Business Size: Large Business

Data Universal Numbering System (DUNS): 102091550

Contractor's Taxpayer Identification Number (TIN): 63-0847337

CAGE Code: 0WXG1

1a. Special Item Number(s) awarded under this contract

SIN	DESCRIPTION
520 13 & 520 13RC	Complementary Management Financial Services

1b. Lowest Priced Model & Lowest Unit Price for all SINs

SIN	ITEM	MODEL #	PRICE PER UNIT	QTY.
Not Applicable				

1c. See Awarded GSA Labor Category Rates and Descriptions on Pages 11-16 of This Pricelist

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100.00

4. Geographic Scope of Contract: The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico and overseas locations.

5. Point of Production: Teksouth Corporation
1420 Northbrook Drive Suite #220
Gardendale, Alabama 35071

6. All prices listed reflect the net price for those services

7. Quantity Discounts: None

8. Prompt Payment Terms: None

9a. Government Purchase Cards: are accepted at or below the micro-purchase threshold

9b. Government Purchase Cards: are accepted above the micro-purchase threshold

10. Foreign Items: None

11a. Time of Delivery: As Negotiated with Ordering Agency

11b. Expedited Delivery: As Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: As Negotiated with Ordering Agency

11d. Urgent Requirements: As Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Teksouth Corporation
1420 Northbrook Drive Suite #220
Gardendale, Alabama 35071
Attention: Rick Bowen

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Teksouth Corporation
1420 Northbrook Drive Suite #220
Gardendale, Alabama 35071

15. Warranty Provision: N/A

16. Export Packaging Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance: Accepted

18. Terms and Conditions of rental, maintenance and repair: N/A

19. Terms and Conditions of installation: N/A

20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and Conditions for any other services:** N/A
21. **List of service and distribution points:** See Last Page of this Pricelist
22. **List of participating dealers:** N/A
23. **Preventative maintenance:** N/A
- 24a. **Special attributes such as environmental attributes:** None
- 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: www.teksouth.com
25. **Data Universal Numbering System (DUNS) Number:** 102091550
26. **Teksouth Corporation is registered with the System for Award Management (SAM) Database.**

ORDERING PROCEDURES FOR SERVICES

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Mission Oriented Business Integrated Services (MOBIS) Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer.

SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

Orders must comply with applicable subsections under the FAR Part 8.4 Acquisition Regulation.

FAR PART 51

ORDERS CAN NOW BE PROCESSED UNDER FAR PART 51 DEVIATIONS. PLEASE REVIEW AND FOLLOW FAR INSTRUCTIONS.

ELIGIBILITY

GSA Eligibility Order 48002H

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at:
<http://www.gsa.gov/portal/category/100623>

TEKSOUTH CORPORATION LABOR CATEGORY RATES

Overview of Teksouth Corporation's Special Item Number(s) 520 13 & 520 13RC
 Financial and Business Solutions Services Offering.
Rates are Off-site (at Teksouth Corporation facility) only
All SINs are Disaster Recovery Purchasing (RC)

SINs* (ALL SINs ARE RC)	ORDER NUMBER	LABOR CATEGORY TITLE	EFFECTIVE 08/05/2013	EFFECTIVE 08/05/2014	EFFECTIVE 08/05/2015	EFFECTIVE 08/05/2016	EFFECTIVE 08/05/2017	EFFECTIVE 08/05/2018
520 13	TF001	Specialized Management Consultant	\$ 332.79	\$ 337.45	\$ 342.17	\$ 346.96	\$ 351.82	\$ 356.75
520 13	TF002	Principle Management Consultant	\$ 299.52	\$ 303.71	\$ 307.97	\$ 312.28	\$ 316.65	\$ 321.08
520 13	TF003	Senior Management Consultant	\$ 266.24	\$ 269.97	\$ 273.75	\$ 277.58	\$ 281.47	\$ 285.41
520 13	TF004	Junior Management Consultant	\$ 172.53	\$ 174.95	\$ 177.39	\$ 179.88	\$ 182.40	\$ 184.95
520 13	TF005	Principle Financial Business Facilitator	\$ 103.05	\$ 104.49	\$ 105.96	\$ 107.44	\$ 108.94	\$ 110.47
520 13	TF006	Junior Financial Business Facilitator	\$ 45.26	\$ 45.89	\$ 46.54	\$ 47.19	\$ 47.85	\$ 48.52
520 13	TF007	Financial Systems Design Specialist	\$ 102.85	\$ 104.29	\$ 105.75	\$ 107.23	\$ 108.73	\$ 110.25
520 13	TF008	Senior Management Information Specialist	\$ 132.13	\$ 133.98	\$ 135.86	\$ 137.76	\$ 139.69	\$ 141.64
520 13	TF009	Management Information Specialist	\$ 86.43	\$ 87.64	\$ 88.87	\$ 90.11	\$ 91.37	\$ 92.65
520 13	TF010	Principle Financial Business Analyst	\$ 127.83	\$ 129.62	\$ 131.43	\$ 133.27	\$ 135.14	\$ 137.03
520 13	TF011	Senior Financial Business Analyst	\$ 123.71	\$ 125.44	\$ 127.20	\$ 128.98	\$ 130.78	\$ 132.62
520 13	TF012	Financial Business Analyst	\$ 96.71	\$ 98.06	\$ 99.44	\$ 100.83	\$ 102.24	\$ 103.67
520 13	TF013	Junior Financial Business Analyst	\$ 77.49	\$ 78.57	\$ 79.67	\$ 80.79	\$ 81.92	\$ 83.07
520 13	TF014	Financial Data Analyst	\$ 69.18	\$ 70.15	\$ 71.13	\$ 72.13	\$ 73.14	\$ 74.16
520 13	TF015	Junior Financial Data Analyst	\$ 54.35	\$ 55.11	\$ 55.88	\$ 56.66	\$ 57.46	\$ 58.26
520 13	TF016	Database Engineer	\$ 132.13	\$ 133.98	\$ 135.86	\$ 137.76	\$ 139.69	\$ 141.64
520 13	TF017	Database Administrator	\$ 108.18	\$ 109.69	\$ 111.23	\$ 112.79	\$ 114.37	\$ 115.97
520 13	TF018	Principle Administrator	\$ 109.44	\$ 110.97	\$ 112.53	\$ 114.10	\$ 115.70	\$ 117.32
520 13	TF019	Senior Administrator	\$ 100.65	\$ 102.06	\$ 103.49	\$ 104.94	\$ 106.41	\$ 107.90
520 13	TF020	Administrator	\$ 88.39	\$ 89.63	\$ 90.88	\$ 92.15	\$ 93.44	\$ 94.75
520 13	TF021	Junior Administrator	\$ 80.42	\$ 81.55	\$ 82.69	\$ 83.85	\$ 85.02	\$ 86.21
520 13	TF022	Technical Writer	\$ 69.43	\$ 70.40	\$ 71.39	\$ 72.39	\$ 73.40	\$ 74.43
520 13	TF023	Senior Program Manager / Financial Analyst	\$ 172.53	\$ 174.95	\$ 177.39	\$ 179.88	\$ 182.40	\$ 184.95
520 13	TF024	Program Manager / Financial Analyst	\$ 146.00	\$ 148.04	\$ 150.12	\$ 152.22	\$ 154.35	\$ 156.51
520 13	TF025	Junior Program Manager / Financial Analyst	\$ 106.27	\$ 107.76	\$ 109.27	\$ 110.80	\$ 112.35	\$ 113.92
520 13	TF026	Training Specialist	\$ 83.81	\$ 84.98	\$ 86.17	\$ 87.38	\$ 88.60	\$ 89.84

SINS* <small>(ALL SINS ARE RC)</small>	ORDER NUMBER	LABOR CATEGORY TITLE	EFFECTIVE 08/05/2013	EFFECTIVE 08/05/2014	EFFECTIVE 08/05/2015	EFFECTIVE 08/05/2016	EFFECTIVE 08/05/2017	EFFECTIVE 08/05/2018
520 13	TF027	Functional Consultant	\$ 145.98	\$ 148.02	\$ 150.10	\$ 152.20	\$ 154.33	\$ 156.49
520 13	TF028	Principal Functional Specialist	\$ 109.13	\$ 110.66	\$ 112.21	\$ 113.78	\$ 115.37	\$ 116.99
520 13	TF029	Senior Functional Specialist	\$ 88.39	\$ 89.63	\$ 90.88	\$ 92.15	\$ 93.44	\$ 94.75
520 13	TF030	Functional Specialist	\$ 83.52	\$ 84.69	\$ 85.87	\$ 87.08	\$ 88.30	\$ 89.53
520 13	TF031	Junior Functional Specialist	\$ 79.94	\$ 81.06	\$ 82.19	\$ 83.34	\$ 84.51	\$ 85.69

Note: All non-professional labor categories must be incidental to and used solely to support Financial and Business Solutions, and cannot be purchased separately.

For additional information please contact Rick Bowen at the Teksouth Corporation GSA Technical Assistance Department at Phone: (205) 631-1500, email: rick.bowen@teksouth.com or Fax: (205) 631-1514

See Labor Category Descriptions that Follow

TEKSOUTH CORPORATION LABOR CATEGORY DESCRIPTIONS

ORDER #	LABOR CATEGORY TITLE	EXPERIENCE	EDUCATION	FUNCTIONAL RESPONSIBILITIES
TF001	Specialized Management Consultant	Twelve years of experience required. Seven additional years of experience may be substituted for degree.	BS/BA Degree.	Key executive level position. Experience managing and evaluating organizational structures, financial systems, measuring performance/ productivity and process auditing/analyzing.
TF002	Principle Management Consultant	Ten years of experience required. Five additional years of experience may be substituted for degree.	BS/BA Degree.	Key executive level position. Experience managing and evaluating organizational structures, financial systems, measuring performance/ productivity and process auditing/analyzing.
TF003	Senior Management Consultant	Five years of experience required. Four additional years of experience may be substituted for degree.	BS/BA Degree.	Supervises consulting teams, experience providing strategic business and financial planning, performance measuring, program evaluation and auditing and productivity/process improvement.
TF004	Junior Management Consultant	Two years of experience required. Three additional years of experience may be substituted for degree.	BS/BA Degree.	Knowledge of strategic business and financial planning, performance measuring, problem evaluation and auditing and productivity/ process improvement.
TF005	Principle Financial Business Facilitator	Ten years of experience required. Five additional years of experience may be substituted for degree.	BS/BA Degree.	Executive level position, providing large group facilitation, accounting problem solving, and dispute resolution. Manages and leads conference facilitation teams.
TF006	Junior Financial Business Facilitator	Two years of experience required. Three additional years of experience may be substituted for degree.	BS/BA Degree.	Understanding of group facilitation, accounting problem solving and dispute resolution techniques. Participates in conference facilitation teams.
TF007	Financial Systems Design Specialist	Three years of experience required. Three additional years of experience may be substituted for degree.	BS/BA Degree.	Develops survey plans, sampling procedures and determines financial data collection sources to accurately solicit desired information.

ORDER #	LABOR CATEGORY TITLE	EXPERIENCE	EDUCATION	FUNCTIONAL RESPONSIBILITIES
TF008	Senior Management Information Specialist	Six years of experience required. Four additional years of experience may be substituted for degree.	BS/BA Degree.	Develops complex database. Experience in analysis of management information software and analytical procedures. Develops resources for financial data collection, statistical analysis and report formatting. Provide analysis of organization's readiness to implement performance measurement and produce a set of recommendations that will move organization toward achieving its goals.
TF009	Management Information Specialist	Four years of experience required.	BS/BA Degree.	Experience in analysis of management information software and analytical procures. Develops resources for financial data collection, statistical analysis and report formatting.
TF010	Principle Financial Business Analyst	Ten years of experience required. Eight additional years of experience may be substituted for degree.	BS/BA Degree.	Executive level position, providing strategic planning and business operation management analyses. Collects and analyzes quantitative and qualitative data. Participates in business operations meeting and discussion groups.
TF011	Senior Financial Business Analyst	Six years of experience required. Four additional years of experience may be substituted for degree.	BS/BA Degree.	Senior level position, providing strategic planning and business operation management analyses. Collects and analyzes quantitative and qualitative data. Provides input for decision making.
TF012	Financial Business Analyst	Four years of experience required.	BS/BA Degree.	Performs strategic planning and business operation management analyses. Collects and analyzes quantitative and qualitative data. Provides input for decision making.
TF013	Junior Financial Business Analyst	Two years of experience required.	BS/BA Degree.	Assists in strategic planning and business operation management analyses. Collects and organizes quantitative and qualitative data.
TF014	Financial Data Analyst	Three years of experience required.	BS/BA Degree.	Performs data collection, data entry and report preparation for all financial business processing and analyses information.
TF015	Junior Financial Data Analyst	Two years of experience required.	BS/BA Degree.	Performs data collection, data entry and report preparation for all financial business processing and analyses information.
TF016	Database Engineer	Eight years of experience required.	BS/BA Degree.	Designs and programs custom database for unique financial organization needs. Supervises database development teams.
TF017	Database Administrator	Five years of experience required.	BS/BA Degree.	Develops and maintains financial database. Manipulates data. Creates data reports. Help desk functions.
TF018	Principle Administrator	Ten years general experience of which eight must be specialized.	BS/BA Degree.	Provides overall project leadership while contributing hands-on support to the engineering, design, development, installation and maintenance of or changes to total systems.

ORDER #	LABOR CATEGORY TITLE	EXPERIENCE	EDUCATION	FUNCTIONAL RESPONSIBILITIES
TF019	Senior Administrator	Six years of experience required. Two additional years of experience may be substituted for degree.	BS/BA Degree.	Coordinates and manages the production of meeting agendas, briefing materials and meeting transcripts. Organizes conference scheduling and facility arrangements.
TF020	Administrator	Three years of experience required.	BS/BA Degree.	Produces meeting agendas, records briefing minutes and distributes meeting transcripts. Organizes conference scheduling and facility arrangements.
TF021	Junior Administrator	Two years of experience required.	BS/BA Degree.	Assists in producing meeting agendas, records briefing minutes and distributes meeting transcripts. Participates in conference scheduling and facility arrangements.
TF022	Technical Writer	Two years writing and/or editing experience	BS/BA Degree.	Develops, writes and edits material for financial reports, manuals, briefs, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures, installation, operation and maintenance of computers and other equipment or documents involving specialized government programs.
TF023	Senior Program Manager / Financial Analyst	Twelve years experience is required of which nine years must be specialized.	BS/BA Degree in computer science, information systems, engineering, business or other related scientific or technical discipline.	Primary function is to regulate overall contract performance. Secondly, manage a large task order or a group of task orders under a project. Work with the Government Contracting Officer, the contract-level Contracting Officer's Representative, the task order-level government management personnel and customer agency representatives. Provide direction for overall management of a specific task order or group of task orders.
TF024	Program Manager / Financial Analyst	Eleven years of general experience of which at least eight years are specialized.	BS/BA Degree in computer science, information systems, engineering, business, or other related scientific or technical discipline.	Manage a large task order or a group of task orders under a project. Work with the Government Contracting Officer, the contract-level Contracting Officer's Representative, the task order-level government management personnel and customer agency representatives. Provide direction for overall management of a specific task order or group of task orders.

ORDER #	LABOR CATEGORY TITLE	EXPERIENCE	EDUCATION	FUNCTIONAL RESPONSIBILITIES
TF025	Junior Program Manager / Financial Analyst	Eight years of general experience of which at least five years are specialized.	BS/BA Degree.	Manage a large task order or a group of task orders under a project. Assist the Program Manager in working with the Government Contracting Officer, the contract-level Contracting Officer's Representative, the task order-level government management personnel and customer agency representatives.
TF026	Training Specialist	Three years of general experience.	BS/BA Degree. Substitutions: MS/MA Degree in any field and a minimum of two years of specialized experience. No degree is required with five years of general experience of which three years must be specialized.	Research, design and prepare training courses and materials. Prepare teaching materials, learning aids, course outlines, and tests for instructors and students. Evaluate available courses and current materials for and revise as needed. Organize and conduct workshops, seminars classroom courses, computer based-training, video-based training or other methods needed to train instructors.
TF027	Functional Consultant	Eight years experience with six years of specialized experience.	BS/BA Degree.	Provide unique, highly specialized financial expertise, guidance and support on a short-term basis. May provide high-level accounting support for isolation of IT systems failures in time sensitive or mission threatening situations. May provide high-level knowledge, functional expertise and hardware/software experience to plan, develop, and implement applications or IT projects.
TF028	Principal Functional Specialist	Six years of job-related experience or equivalent.	BS/BA Degree.	To support management, organizational and business tasks, provides subject area knowledge to solve complex problems. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares financial reports, presentations and papers to document findings, opinions, and recommendations. Supervises teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.
TF029	Senior Functional Specialist	At least four years of job-related experience or equivalent.	Bachelor's degree.	To support management, organizational and business tasks, provides subject area knowledge to solve complex problems. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares financial reports, presentations and papers to document findings, opinions, and recommendations. Leads/mentors junior personnel.

ORDER #	LABOR CATEGORY TITLE	EXPERIENCE	EDUCATION	FUNCTIONAL RESPONSIBILITIES
TF030	Functional Specialist	At least two years of job-related experience or equivalent.	BS/BA degree.	To support management, organizational and business tasks, provides subject area knowledge to solve complex problems. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares financial reports, presentations and papers to document findings, opinions, and recommendations. May lead/mentor junior personnel.
TF031	Junior Functional Specialist	At least two years of job-related experience.	Associate's degree.	To support management, organizational and business tasks, provides subject area knowledge to solve problems. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares financial reports, presentations and papers to document findings, opinions, and recommendations.

TEKSOUTH CORPORATION LABOR CATEGORY SUBSTITUTIONS INFORMATION

Teksouth will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. Teksouth labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all Teksouth labor categories unless specified in the description.

ALLOWABLE SUBSTITUTIONS

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Teksouth Corporation provides commercial products and services to the Ordering Activity. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Rick Bowen at Teksouth Corporation (205) 631-1500 or (800) 842-1470, Fax (205) 631-1514.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

**BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
 (Ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures

ORDERING ACTIVITY DATE

CONTRACTOR DATE

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Task/Delivery Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

SALES AND SERVICE POINTS

TEKSOUTH CORPORATION

Headquarters:

**Teksouth Corporation
1420 Northbrook Drive, Suite 220
Gardendale, Alabama**

Voice	(800) 842-1470
Voice	(205) 631-1500
Fax	(205) 631-1514



INSIGHT FOR BUSINESS DECISIONS

