

# AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

Schedule 00CORP The Professional Services Schedule (PSS)



## CFO LEASING

4751 Best Road  
Suite 400T

Atlanta, Georgia 30337

Telephone: (404) 209-8959

Email: [info@cfoleasing.com](mailto:info@cfoleasing.com)

Website: [www.cfolinternational.com](http://www.cfolinternational.com)



**HUBZone**

**SBA**  
8(a) Certified

**GSA Contract Numbers: GS-00F-110CA**

**Period Covered by Contract: 04/17/2015 –04/16/2020**

<b>Special Item No. 520-11</b>	Accounting
<b>Special Item No. 520-12</b>	Budgeting
<b>Special Item No. 520-13</b>	Complementary Financial Management Services
<b>Special Item No. 520-15</b>	Outsourcing Recurring Commercial Activities for Financial Management Services
<b>Special Item No. 520-21</b>	Program Management Services
<b>Special Item No. 874-1</b>	Integrated Consulting Services
<b>Special Item No. 874-7</b>	Integrated Business Program Support Services
<b>Special Item No. C132-51</b>	Information Technology Professional Services
<b>Special Item No. C595-21</b>	Human Resource Services

Products and ordering information in this Authorized Consolidated Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule For:** CFO Leasing, Inc.

**Schedule Title:** The Professional Services Schedule (PSS)

**Federal Supply Group:** 00CORP

**Contract Number:** GS-00F-110CA

**For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at**

<http://www.gsa.gov/schedules-ordering>

**Contract Period:** (April 17, 2015 – April 16, 2020)

**Contractor:** CFO Leasing, Inc.  
4751 Best Road, Suite 400T  
Atlanta, GA 30337

**Business Size:** Small | Disadvantaged | Veteran Owned | Service-Disabled | HUBZone Business | 8(a)

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** (404) 209-8959

**FAX Number:** (866) 280-1718

**Web Site:** [www.cfolinternational.com](http://www.cfolinternational.com)

**E-mail:** [info@cfoleasing.com](mailto:info@cfoleasing.com)

**Contract Administration:** Kevin Grimes

## **CUSTOMER INFORMATION:**

### **1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-15	520-15RC	Outsourcing Recurring Commercial Activities for Financial Management Services
520-21	520-21RC	Program Management Services
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services
C132-51	C132-51RC C132-51STLOC	Information Technology Professional Services
C595 21	C595-21RC	Human Resource Services



- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor



- 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(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 831319665
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

**Labor Rates – Mission Oriented Business Integrated Services  
 SIN 874 1, 874 7**

<b>Labor Category</b>	<b>Site</b>	<b>Year 1</b>
Executive Coach II	Both	\$301.51
Executive Coach I	Both	\$191.44
Program Manager	Both	\$171.02
Project Manager	Both	\$122.15
Sr. Management Consultant	Both	\$195.46
Management Consultant	Both	\$87.95
Information Specialist	Both	\$169.75
Sr. Researcher	Both	\$131.93
Researcher	Both	\$97.73
Sr. Facilitator	Both	\$122.16
Facilitator	Both	\$89.67
Grants/Acquisition Specialist II	Both	\$87.95
Grants/Acquisition Specialist I	Both	\$58.64
Sr. Economist	Both	\$102.61
Economist	Both	\$73.30
Sr. Financial Analyst	Both	\$136.82
Analyst II/Consultant II	Both	\$72.75
Analyst I/Consultant I	Both	\$48.50
Technical Writer III	Both	\$87.95
Technical Writer II	Both	\$73.30
Technical Writer I	Both	\$58.20
Research Assistant	Both	\$48.86
Project Assistant	Both	\$39.90
Administrative Assistant	Both	\$39.90

**Labor Category Descriptions – Mission Oriented Business Integrated Services  
 SIN 874 1, 874 7**

**Executive Coach II**

**General Experience.** 5 years of executive coaching experience.

**Functional Responsibility.** Provides executive coaching to agency heads, directors, and senior managers and others on leadership and personal and organizational development for leaders. The coach applies International Coach Federation competency based coaching skills and concepts. Provides coaching expertise in support of program/project operations by conducting individual leadership and executive coaching, based on development plans. Provides coaching on subjects including: time management, ways to influence stakeholders, ways to leverage strengths, focus on organization and individual goals, awareness and management of self-defeating behaviors, communication skills, leadership styles, and team development and management skills.

**Minimum Education.** Master's Degree in related business discipline, PCC/MCC or Board Certification required.

### Executive Coach I

**General Experience.** 3 or more years of executive coaching experience.

**Functional Responsibility.** Provides executive coaching to management and director levels who have tactical and managerial authority for the organization.. The coach applies International Coach Federation competency based coaching skills and concepts. The coach uses basic coaching skills along with a wide variety of behavioral techniques and methods to assist the client achieve a mutually identified set of goals to improve professional performance and personal satisfaction. The coach also helps the executive team to improve effectiveness of the organization within a formally defined coaching agreement.

**Minimum Education.** Bachelor's Degree in related business discipline, ACC/PCC/MCC or Board Certification required.

### Program Manager

**General Experience.** 7 or more years of project management experience.

**Functional Responsibility.** Directs multiple work streams and oversees the work of program personnel including, but not limited to, other Program and Project Manager(s), Team Lead(s), and/or Team Member(s). Directs the completion of projects, provides oversight and executive level management to overall contract operations. Interacts with the client on program-related issues and directs communication across the program and with key stakeholders. Ensures quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, and provides risk management.

**Minimum Education.** Bachelor's Degree in related business discipline.

### Project Manager

**General Experience.** 5 or more years of project management experience.

**Functional Responsibility.** Leads and directs project personnel, including but not limited to, Team Leads and Team Members. May review the work of other Project Managers and/or oversee multiple engagements. Responsible for day-to-day management of contract support operations. Manages the project schedule, cost and risk management, and delivery of the project. Provides technical guidance to the project team in performance of work. Responsible for staffing, project planning, project financials, and staff direction and oversight.

**Minimum Education.** Bachelor's Degree in related business discipline.

### Sr. Management Consultant

**General Experience.** 6 years of intensive experience demonstrating the required proficiency levels related to task.

**Functional Responsibility.** Manages the project work as defined by the client contract. Leads medium to large complex projects and major phases of very large projects. Manages the fact finding, analysis, and development of hypothesis/conclusions, production of final reports and delivery of presentations. Ensures that the project delivers to client expectations on time and on budget. Possesses expert knowledge in areas such as: business processes, executive coaching, leadership/profile assessments, consulting; and matrix organization operations and business objectives in addition to in depth knowledge of market/industry and service line.

**Minimum Education.** Bachelor's Degree in related business discipline and certification(s) within subject matter area(s) such as coaching, assessments, accounting, finance, software applications or unique business processes.

### Management Consultant

**General Experience.** 5 years of experience demonstrating the required proficiency levels related to task.

**Functional Responsibility.** Leads major portions of large or medium projects, and leads small projects autonomously. Gathers facts through research, interviewing, surveys, etc. Analyzes the client's business, draws conclusions, prepares final reports, and presents information. Uses in depth consultative, coaching, assessment skills, and/or business knowledge to implement business/project objectives and processes.

**Minimum Education.** Bachelor's degree in related business discipline and/or certification(s) within subject matter area(s) such as coaching, assessments, accounting, finance, software applications or unique business processes.

### Information Specialist

**General Experience.** 6 years related work experience.

**Functional Responsibility.** Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.

**Minimum Education.** Bachelor's Degree in subject area or related discipline and certifications/expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes

### Sr. Researcher

**General Experience.** 5 years of experience in a research role or closely related discipline.

**Functional Responsibility.** Partners with project and client teams to craft research plans tailored to project goals. Moderate traditional user-facing research (such as in-depth interviews and focus groups) as well as user experience research such as card sorts and usability testing. Analyzes data and observations and crafts findings into compelling and goal-oriented reports and briefs, and presents that work to project and client teams. Assists in the evaluation and selection of research vendors and freelancers. Contributes to thought leadership by participating in internal research projects, writing blog posts research summaries.

**Minimum Education.** Bachelor's Degree in related discipline.

### Researcher

**General Experience.** 2 years of experience in a research role or closely related discipline.

**Functional Responsibility.** Conducts research tasks assigned by more senior numbers of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects analyzes and summarizes data. Contributes to client reports as directed including documentation preparation, writing editing, production coordination and graphics.

**Minimum Education.** Bachelor's Degree in related discipline.

### Sr. Facilitator

**General Experience.** 3 years of experience in a training role or related discipline.

**Functional Responsibility.** Delivers and/or facilitates training in the classroom or work setting using a variety of training aids and techniques. Coordinates various training related tasks to assure trainees are achieving adequate levels of learning. Maintains and continually develops skills related to the expertise required to perform training responsibilities. Works with training staff to evaluate courses and suggest curriculum changes and improvements as needed. Facilitates multiple courses as required. Improves training processes with modifications to materials, methods and various evaluation techniques.

**Minimum Education.** Bachelor's Degree in Education, Business, or related discipline.

### Facilitator

**General Experience.** 1 year of experience in a training role or related discipline.

**Functional Responsibility.** Prepares and understands the stated course objectives prior to instructing. Communicates the course content to the students within the scheduled class hours. Provides a classroom environment that reinforces course objectives, promotes learning of the subject matter, and creates a positive learning experience generating maximum student participation, comprehension, and learning. Uses expertise and personal experience to supplement or enhance course materials to the extent to which they contribute to course objectives. Completes all pre-course coordination; evaluates course content, delivery effectiveness, and personal performance; and submits promptly written evaluations and reports. Participates effectively in maintenance and development of existing and new courses.

**Minimum Education.** Bachelor's Degree in Education, Business, or related discipline is required.

### Grants/Acquisition Specialist II

**General Experience.** 6 years of experience demonstrating the required proficiency levels related to task.

**Functional Responsibility.** Provides expertise in acquisition/grant, contracting and program management. Demonstrates expertise planning and executing programs and projects to support client or agency mission needs in acquisition/grant management, contracting, and portfolio/program/project management. Ability to provide leadership and expertise in performance based acquisition/grant management theories, implementation and oversight. Provides supervisory responsibility for multiple complex programs and projects. Utilizes program management principles, concepts, and techniques to deploy innovative solutions to complex problems. Provides expert advice, assistance or guidance in support of programs and projects. Lead multidisciplinary teams; balance the interest, needs and requirements of all stakeholders and possess superior leadership experience of complex projects. Ability and experience providing training/teaching of acquisition/grant management and procurement.

**Minimum Education.** Bachelor's Degree in Management or related discipline.

### Grants/Acquisition Specialist I

**General Experience.** 2 years of experience demonstrating the required proficiency levels related to task.

**Functional Responsibility.** Provides support in acquisition/grant, contracting and program management. Utilizes experience, abilities, and knowledge in planning and executing programs and projects to support client or agency mission needs in acquisition/grant management, contracting, and portfolio/program/project management. demonstrates knowledge and/or experience in performance based acquisition management theories, implementation and oversight. Ability and experience providing training/teach of acquisition/grant management and procurement.

**Minimum Education.** Associate's Degree in Management or related discipline.

### Sr. Economist

**General Experience.** 7 years of experience in research and/or publishing.

**Functional Responsibility.** Analyzes data and develops original research publications. Manages junior research staff and research interns. Maintains and facilitates communications among national and international collaborators. Represents the program at conferences and meetings. Supports the Program Manager and is familiar with the day-to-day operations.

**Minimum Education.** Master's Degree in Economics, Public Policy Analysis, or related discipline.



### Economist

**General Experience.** 5 years of experience in a research and/or publishing.

**Functional Responsibility.** Provides analytic support to senior staff researchers conducting health economics and health services research. Conducts project tasks under the direction of more senior members while developing an in-depth understanding of critical policy issues. Also becomes proficient with the various analytical tools used in economics and research and consulting.

**Minimum Education.** Bachelor's Degree in Economics or a related discipline.

### Sr. Financial Analyst

**General Experience.** 6 years of experience in general consulting or business process/improvement consulting.

**Functional Responsibility.** Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

**Minimum Education.** Bachelor's Degree in related business discipline, or expert education/experience within subject matter area(s).

### Analyst II/Consultant II

**General Experience.** 4 years of experience in general consulting or business process/improvement consulting.

**Functional Responsibility.** Provides specialized experience in process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, and customization, or similar activities.

**Minimum Education.** Bachelor's Degree in related business discipline, or expert education/experience within subject matter area(s).

### Analyst I/Consultant I

**General Experience.** 2 years of experience in general consulting or business process/improvement consulting.

**Functional Responsibility.** Applies technical and/or analytical approaches to solve client issues and experience in technical tasks such as system and network administration, architecture, database installation, configuration, design and administration, ERP application implementation, configuration, and customization, or similar activities. Contributes to research and design activities. Provides input to methodology.

**Minimum Education.** Bachelor's Degree in related business discipline, or expert education/experience within subject matter area(s).

### Technical Writer III

**General Experience.** 6 years of experience performing technical writing/editing functions including performing scientific and/or management technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

**Functional Responsibility.** Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.

**Minimum Education.** Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline or equivalent.

### Technical Writer II

**General Experience.** 4 years of experience performing technical writing/editing functions including performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

**Functional Responsibility.** Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.

**Minimum Education.** Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline or equivalent combination of education and experience.

### Technical Writer I

**General Experience.** 2 years of experience performing technical writing/editing functions.

**Functional Responsibility.** Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.

**Minimum Education.** High School Diploma or equivalent.

### Research Assistant

**General Experience.** 3 years of experience as a research assistant or in technical administrative support role.

**Functional Responsibility.** Assists experienced professionals in a variety of research and analysis tasks by collecting, compiling and checking data using standard practices and techniques in the discipline(s) of specialization. Under close supervision, may perform computer modeling, simulation or simple forecasting using standard software packages. Learns to apply specialized quantitative and/or qualitative analysis techniques and methods. Works on assignments that are simple to moderately complex under close supervision, implementing standard policies and procedures.

**Minimum Education.** High School Diploma or equivalent .

### Project Assistant\*\*

**General Experience.** 2 years of experience in specialized administration and preparation of technical reports, documents, and coordination of support activities.

**Functional Responsibility.** Coordinates to facilitate completion of projects. Provides direct support to Program Manager by maintaining files, arranging schedules, coordinating seminars or meetings, preparing correspondence, and other coordination activities in support of a project or deliverable.

**Minimum Education.** High School Diploma or equivalent .

### Administrative Assistant \*\*

**General Experience.** 2 years of experience in an office environment providing project support.

**Functional Responsibility.** Provides general-purpose administrative and clerical support for project tasks. Duties may include word-processing, graphics, desktop publishing, editing, meeting coordination and facilitation, answering telephones, photocopying, coordination of communications materials and additional tasks. Meeting coordination centers around a series of continuous, ad hoc and regular meetings for various working groups. Duties also include regular tasks defined at point of need. These may include some presentation drafts and editing/proofreading of documents, presentations or other meeting materials and miscellaneous administrative tasks.

**Minimum Education.** High School Diploma or equivalent.

### **Labor Rates – Human Resource Services SIN C595 21**

Labor Category	Site	Year 1
Sr. Management Consultant - HR	Both	\$194.00
Management Consultant - HR	Both	\$87.30
Information Specialist - HR	Both	\$169.75
Analyst II/Consultant II - HR	Both	\$72.75
Analyst I/Consultant I - HR	Both	\$48.50
Technical Writer I - HR	Both	\$58.20
Project Assistant - HR	Both	\$39.60

### **Labor Category Descriptions – Human Resource Services SIN C595 21**

**Senior Management Consultant - HR**

**General Experience.** 6 years of intensive experience demonstrating the required proficiency levels related to task.

**Functional Responsibility.** Manages the project work as defined by the client contract. Leads medium to large complex projects and major phases of very large projects. Manages the fact finding, analysis, and development of hypothesis/conclusions, production of final reports and delivery of presentations. Ensures that the project delivers to client expectations on time and on budget. Possesses expert knowledge of practice, consulting group, and matrixed organization operations and business objectives in addition to in depth knowledge of market/industry and service line.

**Minimum Education.** Bachelor's Degree in related business discipline.

**Management Consultant - HR**

**General Experience.** 5 years of experience demonstrating the required proficiency levels related to task.

**Functional Responsibility.** Leads major portions of large or medium projects, and leads small projects autonomously. Gathers facts through research, interviewing, surveys, etc. Analyzes the client's business, draws conclusions, prepares final reports, and presents information. Uses in depth consultative skills and business knowledge implement business objectives and processes.

**Minimum Education.** Bachelor's Degree in related business discipline.

### Information Specialist - HR

**General Experience.** 6 years of related work experience.

**Functional Responsibility.** Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, or procedures. Performs expert level review, analysis, and validation of HR approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning, HRIS, or strategy implementation. Interfaces with various team leaders to exchange information and coordinate related task performance.

**Minimum Education.** Bachelor's Degree in Subject area or related discipline and certifications/expert experience within subject matter area(s) such as accounting, finance, HR, software applications or unique business processes.

### Analyst II/Consultant II - HR

**General Experience.** 4 years of experience in general consulting or business process/improvement consulting.

**Functional Responsibility.** Provides specialized experience in process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure\ while coordinating analyses with other project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, and customization, or similar activities.

**Minimum Education.** Bachelor's Degree in the Business discipline, or expert education/experience within subject matter area(s).

### Analyst I/Consultant I - HR

**General Experience.** 2 years of experience in general consulting or business process/improvement consulting.

**Functional Responsibility.** Applies technical and/or analytical approaches to solve client issues and experience in technical tasks such as system and network administration, architecture, database installation, configuration, design and administration, ERP application implementation, configuration, and customization, or similar activities. Contributes to research and design activities. Provides input to methodology.

**Minimum Education.** Bachelor's Degree in related business discipline, or expert education/experience within subject matter area(s).

### Technical Writer I - HR

**General Experience.** 2 years of experience performing technical writing/editing functions.

**Functional Responsibility.** Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.

**Minimum Education.** High School Diploma or equivalent.

### Project Assistant – HR\*\*

**General Experience.** 2 years of experience in specialized administration and preparation of technical reports, documents, and coordination of support activities.

**Functional Responsibility.** Coordinates to facilitate completion of projects. Provides direct support to Program Manager by maintaining files, arranging schedules, coordinating seminars or meetings, preparing correspondence, and other coordination activities in support of a project or deliverable.

**Minimum Education.** High School Diploma or equivalent.

**Labor Rates – Financial and Business Solutions  
 SIN C520-11, C520-12, C520-13, C520-15, C520-21**

Labor Category	Site	Year 1
Partner / Principal	Both	\$271.38
Information Specialist	Both	\$189.97
Senior Auditor	Both	\$189.97
Auditor	Both	\$135.69
Financial Analyst III	Both	\$151.97
Financial Analyst II	Both	\$124.84
Financial Analyst I	Both	\$97.70
Senior Accountant	Both	\$97.70
Staff Accountant	Both	\$70.56
Jr. Accountant	Both	\$54.28
Technical Writer III	Both	\$97.70
Technical Writer II	Both	\$81.41
Technical Writer I	Both	\$65.13
Administrative Assistant	Both	\$44.32

**Labor Category Descriptions – Financial and Business Solutions  
 SIN C520-11, C520-12, C520-13, C520-15, C520-21**

**Partner/Principal**

**General Experience.** 10 years of applicable financial, business and/or industry consulting experience.

**Functional Responsibility.** Provides strong executive level management and direction. Serves in advisory capacity by providing members of the project team and client organization a level of quality review to help guide the project to remain on schedule and within funding parameters. Organizes and directs overall engagement performance. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of company resources or experience gained in previous projects. Ensures compliance with company policies and professional standards.

**Minimum Education.** Bachelor's Degree in a related business or technical discipline.

**Information Specialist**

**General Experience.** 6 years of related work experience.

**Functional Responsibility.** Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, and procedures. Performs expert level review, analysis, and

validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers, and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.

**Minimum Education.** Bachelor's Degree in subject area or related discipline and certifications / expert experience within subject matter area(s) such as accounting, finance, software applications or unique business processes.

### Senior Auditor

**General Experience.** 6 years of experience in Accounting / Financial Management and knowledge of GAAP.

**Functional Responsibility.** Serves as lead over a team of auditors. Performs financial, performance, and EDP audits in accordance with GAAP; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.

**Minimum Education.** Bachelor's Degree required in Accounting, Finance or a related discipline.

### Auditor

**General Experience.** 4 years of experience in Accounting / Financial Management and knowledge of GAAP.

**Functional Responsibility.** Performs financial, performance, and electronic data processing (EDP) audits in accordance with generally accepted auditing standards; performs operational efficiency and economy audits; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program objectives; performs compliance audits for federally- and state-funded programs; investigates fraud and misuse of public funds. Prepares audit work papers; writes audit findings and reports for communication to management regarding audit findings and recommendations; consults with and provides advice to colleagues, as well as to departmental staff. Reviews internal controls of systems during design development stages to ensure their adequacy and to recommend improvements; analyzes and suggests changes to fiscal controls of installed financial systems.

**Minimum Education.** Bachelor's Degree required in Accounting, Finance or a related discipline.

### Financial Analyst III

**General Experience.** 8 years of financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor.

**Functional Responsibility.** Serves as a leader ensuring that analysts are working systematically to integrate business, cost estimating, and financial management processes. Formulates strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Assesses products and or procedures for compliance with government standards accounting principles, internal controls, and multi-tiered system application standards. Understands the connection between financial management requirements and automated solutions while considering the current environment and the potential integration of additional systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares status reports and presentations for colleagues, subordinates, and end users.

**Minimum Education.** Bachelor's Degree required in Accounting, Finance or a related discipline.

## Financial Analyst II

**General Experience.** 5 years financial management experience.

**Functional Responsibility.** Supports the formulation of strategic financial plans, prepares cost estimates, and correlates financing requirements into executable budgets. Understands the process related to the allocation, execution and administration of approved budgets. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Ensures timely completion of projects and assists with preparation of milestone reports. Familiar with activity based costing, business case analysis, and outsourcing requirements.

**Minimum Education.** Bachelor's Degree in Finance or a related business discipline.

## Financial Analyst I

**General Experience.** 2 years of financial management experience.

**Functional Responsibility.** Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.

**Minimum Education.** Bachelor's Degree in Finance or a related business discipline.

## Senior Accountant

**General Experience.** 6 years of experience in accounting / auditing; thorough knowledge of Federal financial accounting policies, standards, and system requirements.

**Functional Responsibility.** Establish, interprets and analyzes complex accounting financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.

**Minimum Education.** Bachelor's Degree in Accounting or Business required with sufficient credits to meet CPA licensing qualifications.

## Staff Accountant

**General Experience.** 4 years of related work experience with working knowledge of Federal Financial Regulations.

**Functional Responsibility.** Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.

**Minimum Education.** Bachelor's Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.

### Jr. Accountant

**General Experience.** 2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.

**Functional Responsibility.** Performs accounting and account reconciliation tasks. Trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.

**Minimum Education.** Associate's Degree in Accounting or applicable accounting and financial experience training.

### Technical Writer III

**General Experience.** 6 years of experience performing technical writing/editing functions.

**Functional Responsibility.** Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.

**Minimum Education.** Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline.

### Technical Writer II

**General Experience.** 4 years of experience performing technical writing/editing functions.

**Functional Responsibility.** Interprets information obtained through research and provided by technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials.

**Minimum Education.** Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related discipline.

### Technical Writer I

**General Experience.** 2 years of experience performing technical writing/editing functions.

**Functional Responsibility.** Revises, and edits reports, articles, manuals, specifications, presentation materials, installation guides, customer deliverables and other technical documents, using rough outlines and materials.

**Minimum Education.** High School Diploma or equivalent .



**Administrative Assistant\*\***

**General Experience.** 2 years of experience in office environment providing support.

**Functional Responsibility.** Provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments.

**Minimum Education.** High School Diploma or equivalent.

**Labor Rates – Information Technology Professional Services  
 SIN C132 51**

Labor Category	Site	Year 1
IT Program Manager	Both	\$171.02
Software Engineer	Both	\$83.07
Network Engineer	Both	\$83.07
Database Administrator	Both	\$83.07
Information Specialist	Both	\$171.02
Senior Financial Analyst	Both	\$136.82
Analyst II/Consultant II	Both	\$73.30
Analyst I/Consultant I	Both	\$48.86
Technical Writer III	Both	\$87.95
Technical Writer II	Both	\$73.30

**Labor Category Descriptions – Information Technology Professional Services  
 SIN C132 51**

**IT Program Manager**

**General Experience.** 7 or more years of project management experience.

**Functional Responsibility.** Directs multiple work streams and oversees the work of program personnel including, but not limited to, other Program and Project Manager(s), Team Lead(s), and/or Team Member(s). Directs the completion of projects and applies experience in IT systems development and implementation, enterprise architecture, performance management, risk management, or other related services. Interacts with the client on program-related issues and directs communication across the program and with key stakeholders.

**Minimum Education.** Bachelor's Degree in the Information Technology field or a related discipline.

**Software Engineer**

**General Experience.** 4 years of software development.

**Functional Responsibility.** Develop frameworks, applications and integration software from design to delivery. Define user requirements, design databases, prototype, test and deploy solutions. Develops websites, supports web-hosting and other web-based programs and functions. Support/staff help desk environments.

**Minimum Education.** Bachelor's Degree in the Information Technology field or a related discipline.

### Network Engineer

**General Experience.** 3 or more years of experience in networking.

**Functional Responsibility.** Provide LAN/WAN design, and implementation; perform network administration, troubleshooting and problem resolution. Configure, test and support servers, routers, printers, storage devices, Ethernet, hubs, switches and communications and hardware devices. Support/staff help desk environments.

**Minimum Education.** Bachelor's Degree in the Information Technology field or a related discipline.

### Database Administrator

**General Experience.** 3 or more years of experience in database data entry, query and report generation.

**Functional Responsibility.** Design, develop and implement complex databases with respect to access methods, access time, and device allocation. Maintain database files and accomplish overall monitoring of standards and procedures. Develop query specific report formats. Support/staff help desk environments.

**Minimum Education.** Bachelor's Degree in the Information Technology field or a related discipline.

### Information Specialist

**General Experience.** 6 years of related work experience.

**Functional Responsibility.** Collaborates with the customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, technical papers, systems drawings, specifications, procedures. Performs expert-level review, analysis, and validation of technology approaches within the subject area. Consults as industry expert with the senior managers, program managers and customers, advising on technology, policy development, planning and implementation. Interfaces with various technical team leaders to exchange information and coordinate related task performance.

**Minimum Education.** Bachelor's Degree in subject area or related field and certifications/expert experience within subject matter area(s) such as finance, software applications, or unique business processes.

### Sr. Financial Analyst

**General Experience.** 8 years of financial/business analyst experience.

**Functional Responsibility.** Responsible for advanced performance metrics analyses. Performs dual roles in technology and financial analysis to ensure IT decisions are financially sound across the organization. Supports the technical staff in developing, implementing, and documenting best business practices related to the subject matter. Evaluates requirements for the execution of IT performance strategies and procedures and performs analysis of external market factors affecting performance management. Ensures that technical solutions align with business objectives including management, program performance issues, cost/pricing, budgeting and performance metrics. Prepares spreadsheets, graphs, and charts used to illustrate technical reports.

**Minimum Education.** Master's Degree in Business, Finance, Economics, Accounting, Information Technology, or a related field.

### Analyst II/Consultant II

**General Experience.** 4 years of experience in IT consulting or business process/improvement consulting.

**Functional Responsibility.** Provides specialized experience in ERP package applications consulting, post-deployment application and process optimization, business application consulting, or similar activities. Contributes to research and design activities. Advises on methodology and team structure while coordinating analyses with other

project personnel. Applies technical and/or analytical approaches to solve client issues and experience technical tasks such as system and application architecture, web services, database installation, configuration, design and administration, ERP application implementation, organizational change management and communication, development of training documentation and delivery of end-user training, configuration, and customization, or similar activities.

**Minimum Education.** Bachelor's Degree in the Information Technology field, Business field, or expert education/experience within subject matter area(s).

### Analyst I/Consultant I

**General Experience.** 2 years of experience in IT consulting or business process/improvement consulting.

**Functional Responsibility.** Applies technical and/or analytical approaches to solve client issues and experience in technical tasks such as system and network administration, architecture, database installation, configuration, design and administration, ERP application implementation, configuration, and customization, or similar activities. Contributes to research and design activities. Provides input to methodology.

**Minimum Education.** Bachelor's Degree in the Information Technology field, Business field, or expert education/experience within subject matter area(s).

### Technical Writer III

**General Experience.** 6 years of experience performing technical writing/editing functions including performing scientific and/or management technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

**Functional Responsibility.** Applies knowledge of documentation content and format standards to prepare, edit, and publish materials related to information technology. May act as lead on technical writing projects that require the support of Level I and II writers. Interprets information obtained through research and technical specialists. Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. This position heavily supports all IT labor categories in the performance of overall services rendered for the client.

**Minimum Education.** Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related field or equivalent combination of education and experience.

### Technical Writer II

**General Experience.** 4 years of experience performing technical writing/editing functions including performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

**Functional Responsibility.** Develops, drafts, revises and edits management reports, articles, manual specifications and various other types of documents related to information technical by integrating original writing with inputs from IT as well as non-IT professionals. Analyzes industry standards and interprets client requirements for documentation. Plans, manages and coordinates all aspects of the system engineering life cycle for projects. Interprets information obtained through research and technical specialists. This position heavily supports all IT labor categories in the performance of overall services rendered for the client.

**Minimum Education.** Bachelor's Degree in Information Technology Journalism, English, Technical Writing, or related field or equivalent combination of education and experience.

**28. Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Project Assistant	01270 - Production Control Clerk	05-2133
Administrative Assistant	01020 - Administrative Assistant	05-2133
Project Assistant - HR	01270 - Production Control Clerk	05-2133
Administrative Assistant	01020 - Administrative Assistant	05-2133

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

DEGREE	DEGREE AND EXPERIENCE SUBSTITUTION	RELATED EXPERIENCE SUBSTITUTION
		<b>In general, two years project related experience may be substituted for each year short of the required degree. Unless otherwise specified in the job description.</b>
Associate's	High School Diploma + 4 Years	4 Years
Bachelor's	Associate's + 4 Years	8 Years
Master's	Bachelor's + 4 Years	12 Years
Doctorate	Master's + 4 Years	16 Years