

**AUTHORIZED  
FINANCIAL & BUSINESS SOLUTIONS (FABS)  
SCHEDULE PRICELIST**



**CFO LEASING**

400 West Peachtree Street  
Tower 1 – Suite 3602  
Atlanta, Georgia 30308  
Telephone: (404) 209-8959  
[www.cfoleasing.com](http://www.cfoleasing.com)



**HUBZone**

**GSA Contract Numbers: GS-23F-0042Y  
GS-23F-0043Y (SBSA)**

**Period Covered by Contract: 06/13/2012– 06/12/2017**

<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 14</b>	Audit & Financial Training Services (SBSA)
<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

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

**AUTHORIZED  
FINANCIAL & BUSINESS SOLUTIONS (FABS) SCHEDULE PRICELIST**

Special Item No. 520 11 Accounting  
Special Item No. 520 12 Budgeting  
Special Item No. 520 13 Complementary Financial Management Services  
Special Item No. 520 14 Audit & Financial Training Services (SBSA)  
Special Item No. 520 15 Outsourcing Recurring Commercial Activities for Financial Management Services  
Special Item No. 520 21 Program Management Services

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***ABOUT US***

CFO Leasing was incorporated in March 2009, and is one of the leading corporations specializing in accounting system design and review, accounting policy documentation, DCAA auditing and consulting, and financial capability support. CFO Leasing is a partner company servicing the Georgia Tech Continuing Education Academy, assisting with curriculum development, and providing training in accounting system requirements, cost analysis, and price analysis for DAWAI and DAU certification courses.

CFO Leasing is a HUBZone certified and Service Disabled Veteran Owned (SDVO) business with over 10 years of experience in our fields of expertise. Past performance and a keen understanding of client needs also gives us the ability to provide complete business solutions to our clients.

CFO Leasing has helped clients manage a wide array of unique accounting challenges, compliance with accounting system regulations, and DCAA auditing services associated with Federal Contracting. Over the last year, we successfully supported clients in over \$500 million in contracts with the DOE, NASA, Departments of Army and Navy, NSA, Department of Veterans' Affairs, USDA, and other federal agencies across the nation. We provide specialized professional services in the areas of accounting, auditing and finance, and we have experience supporting the following accounting systems and programs: QuickBooks, Deltek, SAP, Job Order Accounting System (JOCAS I & JOCAS II) and other commercial off the shelf programs and custom accounting ERP systems.



# Schedule

U.S. GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE

## Authorized Federal Supply Schedule Price List

**CONTRACTOR:**

**CFO LEASING, INC.**

400 W PEACHTREE ST STE 3602

ATLANTA, GA 303083558

Contract Number: GS23F0042Y

Schedule Title : **Financial and Business Solutions (FABS)**

Product Service Code : **R704**

DUNS# : **831319665**

Contract Period : **June 13, 2012 - June 12, 2017**

Business Size : **Small**

Contract Administrator : **Kevin Grimes**

Phone Number : **404-209-8959**

Fax Number :

Web Site : <http://www.cfoleasing.com>

Online 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.  
<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit  
<http://www.gsa.gov/portal/content/197989>

<b>CONTRACTOR:</b> <b>CFO LEASING, INC.</b> 400 W PEACHTREE ST STE 3602 ATLANTA, GA 303083558	Schedule Title : <b>Financial and Business Solutions (FABS)</b> Product Service Code : <b>R704</b> DUNS# : <b>831319665</b> Contract Period : <b>June 13, 2012 - June 12, 2017</b> Business Size : <b>Small</b>
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**Awarded service information listed by Special Item Numbers (SINS):**

**SIN:520 11 - Accounting**

**Professional Services**

**Administrative Assistant - Accounting**

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

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$39.90
<b>06/13/2013 – 06/12/2014:</b>	\$40.74
<b>06/13/2014 – 06/12/2015:</b>	\$41.59
<b>06/13/2015 – 06/12/2016:</b>	\$42.47
<b>06/13/2016 – 06/12/2017:</b>	\$43.37

**Auditor - Accounting**

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

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$122.17
<b>06/13/2013 – 06/12/2014:</b>	\$124.74
<b>06/13/2014 – 06/12/2015:</b>	\$127.36
<b>06/13/2015 – 06/12/2016:</b>	\$130.03
<b>06/13/2016 – 06/12/2017:</b>	\$132.76

**Financial Analyst I - Accounting**

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Financial Analyst II - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$112.39
<b>06/13/2013 – 06/12/2014:</b>	\$114.75
<b>06/13/2014 – 06/12/2015:</b>	\$117.16
<b>06/13/2015 – 06/12/2016:</b>	\$119.62
<b>06/13/2016 – 06/12/2017:</b>	\$122.13

**Financial Analyst III - Accounting**

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 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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$136.83
<b>06/13/2013 – 06/12/2014:</b>	\$139.70
<b>06/13/2014 – 06/12/2015:</b>	\$142.63
<b>06/13/2015 – 06/12/2016:</b>	\$145.62
<b>06/13/2016 – 06/12/2017:</b>	\$148.69

**Information Specialist - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Jr. Accountant - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$48.87
<b>06/13/2013 – 06/12/2014:</b>	\$49.89
<b>06/13/2014 – 06/12/2015:</b>	\$50.94
<b>06/13/2015 – 06/12/2016:</b>	\$52.01
<b>06/13/2016 – 06/12/2017:</b>	\$53.10

**Partner / Principal - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$244.33
<b>06/13/2013 – 06/12/2014:</b>	\$249.46
<b>06/13/2014 – 06/12/2015:</b>	\$254.70
<b>06/13/2015 – 06/12/2016:</b>	\$260.05
<b>06/13/2016 – 06/12/2017:</b>	\$265.51

**Senior Accountant - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Senior Auditor - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Staff Accountant - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$63.53
<b>06/13/2013 – 06/12/2014:</b>	\$64.86
<b>06/13/2014 – 06/12/2015:</b>	\$66.22
<b>06/13/2015 – 06/12/2016:</b>	\$67.61
<b>06/13/2016 – 06/12/2017:</b>	\$69.03

**Technical Writer I - Accounting**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$58.64
<b>06/13/2013 – 06/12/2014:</b>	\$59.87
<b>06/13/2014 – 06/12/2015:</b>	\$61.13
<b>06/13/2015 – 06/12/2016:</b>	\$62.41
<b>06/13/2016 – 06/12/2017:</b>	\$63.72

**Technical Writer II - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$73.30
<b>06/13/2013 – 06/12/2014:</b>	\$74.84
<b>06/13/2014 – 06/12/2015:</b>	\$76.41
<b>06/13/2015 – 06/12/2016:</b>	\$78.02
<b>06/13/2016 – 06/12/2017:</b>	\$79.66

**Technical Writer III - Accounting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
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<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**SIN:520 12 - Budgeting**

**Administrative Assistant - Budgeting**

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

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$39.90
<b>06/13/2013 – 06/12/2014:</b>	\$40.74
<b>06/13/2014 – 06/12/2015:</b>	\$41.59
<b>06/13/2015 – 06/12/2016:</b>	\$42.47
<b>06/13/2016 – 06/12/2017:</b>	\$43.37

**Auditor - Budgeting**

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

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$122.17
<b>06/13/2013 – 06/12/2014:</b>	\$124.74
<b>06/13/2014 – 06/12/2015:</b>	\$127.36
<b>06/13/2015 – 06/12/2016:</b>	\$130.03
<b>06/13/2016 – 06/12/2017:</b>	\$132.76

**Financial Analyst I - Budgeting**

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.

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<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Financial Analyst II - Budgeting**

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.

Unit of Issue:	Per Hour
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<b>GSA Price:</b>	\$112.39
<b>06/13/2013 – 06/12/2014:</b>	\$114.75
<b>06/13/2014 – 06/12/2015:</b>	\$117.16
<b>06/13/2015 – 06/12/2016:</b>	\$119.62
<b>06/13/2016 – 06/12/2017:</b>	\$122.13

**Financial Analyst III - Budgeting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$136.83
<b>06/13/2013 – 06/12/2014:</b>	\$139.70
<b>06/13/2014 – 06/12/2015:</b>	\$142.63
<b>06/13/2015 – 06/12/2016:</b>	\$145.62
<b>06/13/2016 – 06/12/2017:</b>	\$148.69

**Information Specialist - Budgeting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Jr. Accountant - Budgeting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$48.87
<b>06/13/2013 – 06/12/2014:</b>	\$49.89
<b>06/13/2014 – 06/12/2015:</b>	\$50.94
<b>06/13/2015 – 06/12/2016:</b>	\$52.01
<b>06/13/2016 – 06/12/2017:</b>	\$53.10

**Partner / Principal - Budgeting**

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$244.33
<b>06/13/2013 – 06/12/2014:</b>	\$249.46
<b>06/13/2014 – 06/12/2015:</b>	\$254.70
<b>06/13/2015 – 06/12/2016:</b>	\$260.05
<b>06/13/2016 – 06/12/2017:</b>	\$265.51

**Senior Accountant - Budgeting**

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$87.96
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<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Senior Auditor - Budgeting**

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Staff Accountant - Budgeting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$63.53
<b>06/13/2013 – 06/12/2014:</b>	\$64.86
<b>06/13/2014 – 06/12/2015:</b>	\$66.22
<b>06/13/2015 – 06/12/2016:</b>	\$67.61
<b>06/13/2016 – 06/12/2017:</b>	\$69.03

**Technical Writer I - Budgeting**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$58.64
<b>06/13/2013 – 06/12/2014:</b>	\$59.87
<b>06/13/2014 – 06/12/2015:</b>	\$61.13
<b>06/13/2015 – 06/12/2016:</b>	\$62.41
<b>06/13/2016 – 06/12/2017:</b>	\$63.72

**Technical Writer II - Budgeting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$73.30
<b>06/13/2013 – 06/12/2014:</b>	\$74.84
<b>06/13/2014 – 06/12/2015:</b>	\$76.41
<b>06/13/2015 – 06/12/2016:</b>	\$78.02
<b>06/13/2016 – 06/12/2017:</b>	\$79.66

**Technical Writer III - Budgeting**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**SIN:520 13 - Complementary Financial Management Services**

**Administrative Assistant - CFMS**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$39.90

<b>06/13/2013 – 06/12/2014:</b>	\$40.74
<b>06/13/2014 – 06/12/2015:</b>	\$41.59
<b>06/13/2015 – 06/12/2016:</b>	\$42.47
<b>06/13/2016 – 06/12/2017:</b>	\$43.37

**Auditor - CFMS**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$122.17
<b>06/13/2013 – 06/12/2014:</b>	\$124.74
<b>06/13/2014 – 06/12/2015:</b>	\$127.36
<b>06/13/2015 – 06/12/2016:</b>	\$130.03
<b>06/13/2016 – 06/12/2017:</b>	\$132.76

**Financial Analyst I - CFMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Financial Analyst II - CFMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$112.39
<b>06/13/2013 – 06/12/2014:</b>	\$114.75
<b>06/13/2014 – 06/12/2015:</b>	\$117.16
<b>06/13/2015 – 06/12/2016:</b>	\$119.62
<b>06/13/2016 – 06/12/2017:</b>	\$122.13

**Financial Analyst III - CFMS**

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.

<b>Unit of Issue:</b>	<b>Per Hour</b>
<b>GSA Price:</b>	\$136.83
<b>06/13/2013 – 06/12/2014:</b>	\$139.70
<b>06/13/2014 – 06/12/2015:</b>	\$142.63
<b>06/13/2015 – 06/12/2016:</b>	\$145.62
<b>06/13/2016 – 06/12/2017:</b>	\$148.69

**Information Specialist**

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.

<b>Unit of Issue:</b>	<b>Per Hour</b>
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Jr. Accountant - CFMS**

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.

<b>Unit of Issue:</b>	<b>Per Hour</b>
<b>GSA Price:</b>	\$48.87
<b>06/13/2013 – 06/12/2014:</b>	\$49.89
<b>06/13/2014 – 06/12/2015:</b>	\$50.94
<b>06/13/2015 – 06/12/2016:</b>	\$52.01
<b>06/13/2016 – 06/12/2017:</b>	\$53.10

**Partner / Principal**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$244.33
<b>06/13/2013 – 06/12/2014:</b>	\$249.46
<b>06/13/2014 – 06/12/2015:</b>	\$254.70
<b>06/13/2015 – 06/12/2016:</b>	\$260.05
<b>06/13/2016 – 06/12/2017:</b>	\$265.51

**Senior Accountant - CFMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Senior Auditor - CFMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Staff Accountant - CFMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$63.53
<b>06/13/2013 – 06/12/2014:</b>	\$64.86
<b>06/13/2014 – 06/12/2015:</b>	\$66.22

<b>06/13/2015 – 06/12/2016:</b>	\$67.61
<b>06/13/2016 – 06/12/2017:</b>	\$69.03

**Technical Writer I - CFMS**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$58.64
<b>06/13/2013 – 06/12/2014:</b>	\$59.87
<b>06/13/2014 – 06/12/2015:</b>	\$61.13
<b>06/13/2015 – 06/12/2016:</b>	\$62.41
<b>06/13/2016 – 06/12/2017:</b>	\$63.72

**Technical Writer II - CFMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$73.30
<b>06/13/2013 – 06/12/2014:</b>	\$74.84
<b>06/13/2014 – 06/12/2015:</b>	\$76.41
<b>06/13/2015 – 06/12/2016:</b>	\$78.02
<b>06/13/2016 – 06/12/2017:</b>	\$79.66

**Technical Writer III - CFMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**SIN:520 15 - Outsourcing Recurring Commercial Activities for Financial Management Services  
Administrative Assistant - FMS**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$39.90
<b>06/13/2013 – 06/12/2014:</b>	\$40.74
<b>06/13/2014 – 06/12/2015:</b>	\$41.59
<b>06/13/2015 – 06/12/2016:</b>	\$42.47
<b>06/13/2016 – 06/12/2017:</b>	\$43.37

**Auditor - FMS**

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

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$122.17
<b>06/13/2013 – 06/12/2014:</b>	\$124.74
<b>06/13/2014 – 06/12/2015:</b>	\$127.36
<b>06/13/2015 – 06/12/2016:</b>	\$130.03
<b>06/13/2016 – 06/12/2017:</b>	\$132.76

### Financial Analyst I - FMS

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

### Financial Analyst II - FMS

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$112.39
<b>06/13/2013 – 06/12/2014:</b>	\$114.75
<b>06/13/2014 – 06/12/2015:</b>	\$117.16
<b>06/13/2015 – 06/12/2016:</b>	\$119.62
<b>06/13/2016 – 06/12/2017:</b>	\$122.13

### Financial Analyst III - FMS

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.



<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$136.83
<b>06/13/2013 – 06/12/2014:</b>	\$139.70
<b>06/13/2014 – 06/12/2015:</b>	\$142.63
<b>06/13/2015 – 06/12/2016:</b>	\$145.62
<b>06/13/2016 – 06/12/2017:</b>	\$148.69

**Information Specialist - FMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Jr. Accountant - FMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$48.87
<b>06/13/2013 – 06/12/2014:</b>	\$49.89
<b>06/13/2014 – 06/12/2015:</b>	\$50.94
<b>06/13/2015 – 06/12/2016:</b>	\$52.01
<b>06/13/2016 – 06/12/2017:</b>	\$53.10

**Partner / Principal - FMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$244.33
<b>06/13/2013 – 06/12/2014:</b>	\$249.46
<b>06/13/2014 – 06/12/2015:</b>	\$254.70
<b>06/13/2015 – 06/12/2016:</b>	\$260.05
<b>06/13/2016 – 06/12/2017:</b>	\$265.51

**Senior Accountant - FMS**

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Senior Auditor - FMS**

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Staff Accountant - FMS**

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.

Unit of Issue:	Per Hour
<b>GSA Price:</b>	\$63.53
<b>06/13/2013 – 06/12/2014:</b>	\$64.86
<b>06/13/2014 – 06/12/2015:</b>	\$66.22
<b>06/13/2015 – 06/12/2016:</b>	\$67.61
<b>06/13/2016 – 06/12/2017:</b>	\$69.03

**Technical Writer I - FMS**

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

Unit of Issue:	Per Hour
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<b>GSA Price:</b>	\$58.64
<b>06/13/2013 – 06/12/2014:</b>	\$59.87
<b>06/13/2014 – 06/12/2015:</b>	\$61.13
<b>06/13/2015 – 06/12/2016:</b>	\$62.41
<b>06/13/2016 – 06/12/2017:</b>	\$63.72

**Technical Writer II - FMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$73.30
<b>06/13/2013 – 06/12/2014:</b>	\$74.84
<b>06/13/2014 – 06/12/2015:</b>	\$76.41
<b>06/13/2015 – 06/12/2016:</b>	\$78.02
<b>06/13/2016 – 06/12/2017:</b>	\$79.66

**Technical Writer III - FMS**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**SIN:520 21 - Program Management Services**

**Administrative Assistant - PM**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$39.90
<b>06/13/2013 – 06/12/2014:</b>	\$40.74
<b>06/13/2014 – 06/12/2015:</b>	\$41.59
<b>06/13/2015 – 06/12/2016:</b>	\$42.47
<b>06/13/2016 – 06/12/2017:</b>	\$43.37

**Auditor - PM**

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

<b>Unit of Issue:</b>	Per Hour
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<b>GSA Price:</b>	\$122.17
<b>06/13/2013 – 06/12/2014:</b>	\$124.74
<b>06/13/2014 – 06/12/2015:</b>	\$127.36
<b>06/13/2015 – 06/12/2016:</b>	\$130.03
<b>06/13/2016 – 06/12/2017:</b>	\$132.76

**Financial Analyst I - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Financial Analyst II PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$112.39
<b>06/13/2013 – 06/12/2014:</b>	\$114.75
<b>06/13/2014 – 06/12/2015:</b>	\$117.16
<b>06/13/2015 – 06/12/2016:</b>	\$119.62
<b>06/13/2016 – 06/12/2017:</b>	\$122.13

**Financial Analyst III - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$136.83
<b>06/13/2013 – 06/12/2014:</b>	\$139.70
<b>06/13/2014 – 06/12/2015:</b>	\$142.63
<b>06/13/2015 – 06/12/2016:</b>	\$145.62
<b>06/13/2016 – 06/12/2017:</b>	\$148.69

**Information Specialist - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Jr. Accountant - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$48.87
<b>06/13/2013 – 06/12/2014:</b>	\$49.89
<b>06/13/2014 – 06/12/2015:</b>	\$50.94
<b>06/13/2015 – 06/12/2016:</b>	\$52.01
<b>06/13/2016 – 06/12/2017:</b>	\$53.10

**Partner / Principal - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$244.33
<b>06/13/2013 – 06/12/2014:</b>	\$249.46
<b>06/13/2014 – 06/12/2015:</b>	\$254.70
<b>06/13/2015 – 06/12/2016:</b>	\$260.05
<b>06/13/2016 – 06/12/2017:</b>	\$265.51

**Senior Accountant - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96

<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Senior Auditor - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$171.03
<b>06/13/2013 – 06/12/2014:</b>	\$174.62
<b>06/13/2014 – 06/12/2015:</b>	\$178.29
<b>06/13/2015 – 06/12/2016:</b>	\$182.04
<b>06/13/2016 – 06/12/2017:</b>	\$185.85

**Staff Accountant - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$63.53
<b>06/13/2013 – 06/12/2014:</b>	\$64.86
<b>06/13/2014 – 06/12/2015:</b>	\$66.22
<b>06/13/2015 – 06/12/2016:</b>	\$67.61
<b>06/13/2016 – 06/12/2017:</b>	\$69.03

**Technical Writer I - PM**

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

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$58.64
<b>06/13/2013 – 06/12/2014:</b>	\$59.87
<b>06/13/2014 – 06/12/2015:</b>	\$61.13
<b>06/13/2015 – 06/12/2016:</b>	\$62.41
<b>06/13/2016 – 06/12/2017:</b>	\$63.72

**Technical Writer II - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$73.30
<b>06/13/2013 – 06/12/2014:</b>	\$74.84
<b>06/13/2014 – 06/12/2015:</b>	\$76.41
<b>06/13/2015 – 06/12/2016:</b>	\$78.02
<b>06/13/2016 – 06/12/2017:</b>	\$79.66

**Technical Writer III - PM**

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.

<b>Unit of Issue:</b>	Per Hour
<b>GSA Price:</b>	\$87.96
<b>06/13/2013 – 06/12/2014:</b>	\$89.80
<b>06/13/2014 – 06/12/2015:</b>	\$91.69
<b>06/13/2015 – 06/12/2016:</b>	\$93.61
<b>06/13/2016 – 06/12/2017:</b>	\$95.58

**Terms and Conditions:**

**1. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):**

SIN	Description
520 11	Accounting
520 12	Budgeting
520 13	Complementary Financial Management Services
520 15	Outsourcing Recurring Commercial Activities for Financial Management Services
520 21	Program Management Services

**2. Maximum order per SIN:**

SIN	Maximum Order
520 21	\$1,000,000.00
520 14	\$1,000,000.00
520 15	\$1,000,000.00
520 13	\$1,000,000.00
520 12	\$1,000,000.00
520 11	\$1,000,000.00

**3. Minimum order:**

\$100.00

**4. Geographic Coverage:**

Domestic and International

**5. Point(s) of production (city, county, and State or foreign country):**

400 W Peachtree StreeSTE 3602Atlanta, GA 30308

**6. Quantity Discounts:**

**7. Prompt payment terms:**

00.000%-00 00.000%-00 NET 30

**8. Government purchase cards accepted above the micro-purchase threshold:**

Yes

**9. Government purchase cards are accepted at or below the micro-purchase threshold:**

Yes

**10. Foreign Items:**

Not applicable

**11. Time of Delivery:**

30 Days From date of award to date of completion (services only)

**12. Expedited Delivery:**



Not Applicable

**13. Overnight and 2-Day Delivery:**

Not Applicable

**14. Urgent requirements:**

As Requested

**15. F.O.B. points:**

- Alaska : D - Destination
- Continental US : D - Destination
- Hawaii : D - Destination
- Puerto Rico : D - Destination

**16. Ordering Addresses:**

<b>1</b>	Fax:866-280-1718
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**17. Ordering Procedures:**

Fax/Email/Call to for order request

**18. Payment Addresses:**

<b>1</b>	CFO Leasing, Inc. 400 West Peachtree Street Suite 3602 Atlanta, GA 30308 USA Ph:404-209-8959 kevin@cfoleasing.com
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**19. Warranty Provision:**

Not Applicable

**20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**

As determined per the updated solicitation

**21. Terms and conditions of repair parts:**

Not Applicable

**22. Terms and conditions for any other services:**

As determined per the updated solicitation

**23. Terms and conditions of rental, maintenance, and repair:**

Not Applicable

**24. Terms and conditions of installation:**

Not Applicable

**25. List of service and distribution points:**

Not Applicable

**26. List of participating dealers:**

Not Applicable

**27. Preventative maintenance:**

Not Applicable

**28. Special attributes such as environmental attributes:**

Not Applicable

**29. Section 508 compliance information:**

Not Applicable

**30. Data Universal Number System (DUNS) number:**

831319665