



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**FINANCIAL AND BUSINESS SOLUTIONS (FABS)
FSC GROUP 520**

Special Item Numbers

520-11/520-11RC Accounting

520-12/520-12RC Budgeting

520-13/520-13RC Complementary Financial Management Services

**SYSTEMS PLANNING & ANALYSIS, INC.
2001 N. Beauregard Street, Suite 100
Alexandria, VA 22311
Telephone: (703) 931-3500 Fax: (703) 399-7555**

**CONTRACT NUMBER:
GS-23F-0319K**

BUSINESS SIZE: Large

**PERIOD COVERED BY CONTRACT:
June 22, 2000 through June 21, 2010**

Pricelist current through Modification FX51, dated December 21, 2007.

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

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



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CUSTOMER INFORMATION

1. Authorized Special Item Numbers (SINs)
520-11/520-11RC Accounting
520-12/520-12RC Budgeting
520-13/520-13RC Complementary Financial Management Services
2. Maximum order: \$1,000,000 per SIN
3. Minimum order: \$300.00
4. Geographic coverage (delivery area): Nationwide
5. Point of production (city, county, and state or foreign country):
Alexandria, VA
6. Discount from list prices or statement of net price: None
7. Quantity discounts: SPA will consider discounts for orders over \$500,000. Other considerations: geographic area, personnel needed, etc.
8. Prompt payment terms: Net 30 Days
- 9a. Notification that Government purchase cards are accepted below the micropurchase threshold (\$2,500).
- 9b. Notification that Government purchase cards are accepted above the micropurchase threshold (\$2,500).
10. Foreign items: NA
- 11a. Time of Delivery: As negotiated between Contractor and Ordering Agency.
- 11b. Expedited Delivery: As negotiated between Contractor and Ordering Agency.
- 11c. Overnight and 2-day Delivery: As negotiated between Contractor and Ordering Agency.
- 11d. Urgent Requirements: As negotiated between Contractor and Ordering Agency.
12. F.O.B. Point: Destination.
- 13a. Ordering Address:

SYSTEMS PLANNING & ANALYSIS, INC.
2001 N. Beaugard Street, Suite 100
Alexandria, VA 22311

- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment Address:

SYSTEMS PLANNING & ANALYSIS, INC.
2001 N. Beauregard Street, Suite 100
Alexandria, VA 22311
15. Warranty Provision: NA
16. Export Packing Charges: NA
17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): NA
18. Terms and Conditions of Rental, Maintenance, and Repair: NA
19. Terms and Conditions of Installation: NA
20. Terms and Conditions of Repair Parts: NA
- 20a. Terms and Conditions for any Other Services: NA
21. List of Service and Distribution Points: NA
22. List of Participating Dealers: NA
23. Preventive Maintenance: NA
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
N/A
- 24b. Section 508 Compliance Information: NA
25. Data Universal Number System (DUNS) number: 07-481-4948
26. Contractor has registered in Central Contractor Registration (CCR) database.
Cage Code: 7L563

LABOR CATEGORY DESCRIPTIONS

Key Principal Staff/Senior Manager

Responsibilities:

Manages the overall performance of client engagements, typically involving multiple contracts with differing goals and objectives. Interacts with management assigned to the client engagement and is responsible for decisions made with respect to any technical or administrative matters. Analyzes client's strategic issues, develops strategic planning objectives and presents them at client reviews. Approves engagement planning and is responsible for approval of the final report to the client.

Qualifications:

Bachelors Degree and 20 years of relevant management experience, or Masters Degree and 15 years of relevant management experience, or a Ph D. and 10 years of relevant management experience.

Subject Matter Expert

Responsibilities:

Oversees multiple functions within FMS with specialized expertise in several SIN areas and a working knowledge of others. Typically, has experience in the scenario/environment, and provides expert, independent assessments and conceptual solutions/approaches to complex, integrated problems or problem areas when specialization is required. Interacts primarily with Senior Program Managers assigned to the client engagements, assisting as required to assure technical accuracy, proof of concept, and overall effectiveness.

Qualifications:

Bachelor's Degree and 20 years of relevant experience, or a Master's Degree and 10 years relevant management experience, or a Ph D. and 7 years relevant management experience.

Senior Program Manager

Responsibilities:

Responsible for managing all facets of contract operations. Functions as the primary point of contact for customers in the areas of contract performance and technical direction. Establishes and maintains quality standards for work performance on all contract task orders and projects. Formulates strategic plans and approves contract deliverables. Plans, organizes, and oversees work efforts, assigns project resources, supervises subordinate personnel, provides risk management, ensures quality control, and monitors task, sub-project, and overall contract performance. Provides management guidance in the accomplishment of work efforts and ensures adherence to contracts and government standards and measures of performance.

Qualifications:

Bachelors Degree and 15 years of relevant experience, Masters Degree and 10 years of relevant management experience, or Ph D. and 7 years of relevant management experience. Requires 7 years experience in project planning and management.

Program Manager

Responsibilities:

Functions as the senior financial expert for leading and managing interrelated groups of accounting, budgeting, financial, and system analyses staffs in performance of FABS efforts. Organizes, directs, and coordinates planning and output of task order activities. Meets with customer's management personnel and customer directed representatives. Formulates and executes approved task order objectives and ensures the quality and timeliness of contract deliverable items. Ensures all deliverable items conform to contract and applicable government standards. Plans, assigns, schedules, and reviews work of subordinates. Explains policies, purpose and objectives of tasks to group and project subordinates.

Qualifications:

Bachelors Degree and 10 years of relevant experience, Masters Degree and 5 years of relevant experience, or Ph D. and 3 years of relevant management experience. Requires 5 years experience in project planning and management.

Senior Network Systems Technician

Responsibilities:

Controls the design and use of one or more large networks. Provides technical direction for network design and maintenance. Serves as the liaison between database administrators, network users, software development staff, and corporate staff. Develops network standards, procedures, and conventions for network use. Monitors network usage and security of data from accidental or intentional loss or damage. As an authority on network design and use, evaluates and recommends available network products after matching requirements and network capabilities. Requires demonstrated expertise in network design and management.

Qualifications:

Bachelors Degree in engineering, computer science, applied mathematics, or related curriculum. Requires seven years of related network experience.

Software Systems Engineer (Level 2)

Responsibilities:

Applies extensive knowledge and experience in the areas of engineering, computer science, and information technology for the design, development, quality control, and implementation of complex FABS projects. Provides technical guidance in automated tools support and software engineering techniques. Researches and integrates design strategies and product specifications based on client requirements. Typically works complex assignments and employs the use of initiative and independent judgement. Provides general supervision and mentoring to members of the technical staff. Interfaces with client technical and management staff. Functions as Project Leader for IT and systems requirements under FABS contract tasks.

Qualifications:

Bachelors Degree and 10 years of relevant experience, Masters Degree and 7 years of relevant experience, or Ph.D. and 3 years of relevant experience.

Software Systems Engineer (Level 1)

Responsibilities:

Applies knowledge of engineering, computer science, and information technology for the design, development, quality control, and implementation of complex FABS projects. Uses automated tools and software engineering techniques to design, develop, and code information-processing systems. Analyzes user needs to determine a system's functional requirements. Integrates design strategies and product specifications based on client requirements. Typically works complex assignments and employs the use of initiative and independent judgement.

Qualifications:

Bachelors Degree and 5 years of relevant experience or Masters Degree and 3 years of relevant experience.

IT Network Systems Technician

Responsibilities:

Supports the analysis, design, implementation, and maintenance of WAN and LAN systems. Performs network problem troubleshooting. Assists in: (1) development of Internet and Intranet Network solutions, and (2) efficiencies in Information Operations, Infrastructure Protection, Information Security, and Information Assurance.

Qualifications:

Bachelors Degree in engineering, computer science, applied mathematics, or related curriculum and one year of related network experience, or certified network training.

Senior Research Scientist

Responsibilities:

As a recognized expert in a specific area of technical expertise applicable to FABS contract requirements, applies broad knowledge and experience to provide guidance and direction for multiple on-going projects. Designs innovative and creative solutions to complex FABS problems. Often leads strategic level client briefings and meetings.

Qualifications:

Masters Degree in engineering, computer science, applied mathematics, or related curriculum. Requires 15 years of directly related experience.

Accountant (Level 4)

Responsibilities:

Leads lead and provides technical direction to accounting and financial management staff in support of major elements of a variety of complex accounting and financial management projects. Supervises projects across multiple Special Item Numbers. Responsible for quality control inspections and reviews of products prior to delivery. Provides primary interface with client management staff regarding strategic issues, delivers client presentations and leads strategic level client meetings. Approves final audit or project status reports for submission to the client. Has knowledge and experience in the operation of automated financial management and accounting systems used by the Federal Government and analysis of the data contained in those systems.

Qualifications:

Masters Degree and ten years experience; or Bachelors Degree and fifteen years of experience, with five of those years in a supervisory capacity.

Accountant (Level 3)

Responsibilities:

Supervises subordinate accounting staff in support of major elements of a variety of complex accounting and financial management projects. Responsible for quality control inspections and reviews of products prior to delivery. Drafts final audit or project status reports for submission to Program Manager. Has knowledge and experience in the operation of automated financial management and accounting systems used by the Federal Government and analysis of the data contained in those systems.

Qualifications:

Bachelor's Degree and six years of experience; or an equivalent combination of education and experience, with two of those years in a supervisory capacity.

Accountant (Level 2)

Responsibilities:

Performs increasingly complex financial and accounting tasks under general supervision. Participates in financial audits and prepares financial reports and studies. Knowledgeable in the use of automated accounting systems utilized by the federal government and the analysis of data contained in those systems. Checks and validates transactions to ensure consistency and accuracy of various accounting documents, such as summary ledgers, certification statements. Assists in the preparation of financial statements.

Qualifications:

Bachelor's Degree and four years experience, or an equivalent combination of education, experience and training.

Accountant (Level 1)

Responsibilities:

Assists in the collection, analysis and use of accounting data to support project tasking. Posts and balances a variety of financial data in various ledgers, which are maintained in automated and manual systems. Checks and validates transactions to ensure consistency and accuracy of various accounting documents, such as summary ledgers and certification statements. Has a working knowledge of accounting and bookkeeping principles, practices and procedures.

Qualifications:

High School Diploma with one year of experience.

Financial Analyst (Level 2)

Responsibilities:

Functions as the lead senior technical expert for financial analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis, performance measurement,

and other financial management services. Organizes, directs, and coordinates planning and output of task order activities. Meets with client project managers to coordinate the execution of individual financial tasks. Formulates and executes approved task order objectives to ensure the quality and timeliness of deliverables. Ensures deliverables conform to contract and applicable government requirements. Plans, assigns, schedules, and reviews work of sub-tasks. Explains the scope and objectives of sub-tasks to subordinates and provides direct supervision to subordinates in accomplishing tasks. Helps determine appropriate analysis techniques to efficiently and effectively accomplish each sub-task.

Qualifications:

Bachelors Degree and 10 years directly related experience. Requires at least 5 years of specialized experience in supervising and managing a staff of financial analysts.

Financial Analyst (Level 1)

Responsibilities:

Provides proven financial analysis services in support of complex FABS projects. Applies appropriate techniques to accounting, budget formulation, execution and monitoring, financial systems analysis and benchmarking, asset management, financial statement preparation, financial/business process improvement, and financial planning and performance measurement sub-tasks. Develops and identifies techniques appropriate to accomplish task objectives. Can serve as a Task Leader, which may involve interface with clients.

Qualifications:

Bachelors Degree and 6 years directly related experience.

Programmer (Level 3)

Responsibilities:

Applies advanced knowledge in the areas of engineering, computer science, and information technology for the technical design, development, testing, and implementation of non-standard FABS products and services. Designs and develops complex hardware/software processing systems and sub-systems. Able to work independently and may provide general technical direction to lower level programming staff.

Qualifications:

Bachelors Degree in engineering, computer science, applied mathematics, or related curriculum. Requires four years of relevant experience.

Programmer (Level 2)

Responsibilities:

Assists and receives guidance from senior programmers/analysts on well-defined FABS projects. Participates in writing product and user documentation. Works independently under general supervision.

Qualifications:

Bachelors Degree in engineering, computer science, applied mathematics or related curriculum.
Requires two years of relevant experience.

Programmer (Level 1)

Responsibilities:

Assists senior programmers with routine assignments. Applies fundamental knowledge of operating systems and programming languages. Works on well defined problems and learns under direct supervision.

Qualifications: Bachelors Degree in engineering, computer science, applied mathematics, or related curriculum.

Budget Analyst (Level 3)

Responsibilities:

Functions as the technical expert for budgeting services. Supports complex FABS projects by applying comprehensive knowledge of budget formulation and documentation procedures, budget and program execution review processes and procedures, and financial planning and execution processes and procedures. Develops and identifies techniques appropriate to accomplish budgeting task objectives. Assesses budget formulation processes, systems, and controls to develop recommendations for improving the efficiency and effectiveness of overall budgets operations. Applies a comprehensive knowledge of financial program review procedures, processes, and other tools necessary to implement efficient and effective budgeting systems.

Qualifications:

Bachelors Degree in accounting, auditing, finance, or related discipline. Requires four years directly related experience.

Budget Analyst (Level 2)

Responsibilities:

Functions as a mid-level technician for budgeting services. Applies comprehensive knowledge of financial planning, programming, and budgeting; budget formulation and documentation procedures; and budget and program execution review processes and procedures. Assess budget formulation processes and systems and assists in developing recommendations to improve efficiency and effectiveness of budgetary controls and streamline budgeting system processes, procedures, and operations. Reviews program procedures and processes, provides schedule and cost risk analysis, and applies other tools necessary to prepare, and implement efficient and effective budgeting systems. Applies techniques appropriate to accomplish budgeting task objectives assigned by, and under the supervision of, a level 3 Budget Analyst.

Qualifications:

Bachelors Degree in accounting, auditing, finance, or related discipline. Requires one year relevant experience.

Budget Analyst (Level 1)

Responsibilities:

Functions as an assistant technician for budgeting services. Applies a basic understanding of financial planning, programming, budgeting, and execution processes and procedures; budget formulation and documentation procedures; and budget and program execution review processes and procedures.

Applies accounting and budgeting processes appropriate to accomplish budgeting task objectives under the supervision of a level 2 or 3 Budget Analyst.

Qualifications:

Bachelors Degree in accounting, auditing, finance, or related discipline.

Administrative Support

Responsibilities:

Supports technical personnel in project execution by assisting with project security, contractual, and administration support tasks.

Qualifications:

High School diploma or equivalent. Requires two years of relevant experience.

AUTHORIZED GSA PRICELIST

Labor Category	6/22/08 - 6/21/09	6/22/09 - 6/21/10
Senior Program Manager (Off-Site)	\$ 144.84	\$ 149.18
Program Manager (Off-Site)	\$ 136.13	\$ 140.21
Program Manager (On-Site)	\$ 128.34	\$ 132.19
Senior Network Systems Technician (Off-Site)	\$ 144.84	\$ 149.18
Software Systems Engineer-Level 2 (Off-Site)	\$ 127.18	\$ 131.00
Software Systems Engineer-Level 1 (Off-Site)	\$ 119.61	\$ 123.20
Software Systems Engineer-Level 1 (On-Site)	\$ 101.98	\$ 105.04
IT Network Systems Technician (Off-Site)	\$ 77.19	\$ 79.50
Senior Research Scientist (Off-Site)	\$ 119.61	\$ 123.20
Financial Analyst - Level 2 (Off-Site)	\$ 97.99	\$ 100.93
Financial Analyst - Level 2 (On-Site)	\$ 92.38	\$ 95.15
Financial Analyst - Level 1 (Off-Site)	\$ 87.62	\$ 90.25
Financial Analyst - Level 1 (On-Site)	\$ 82.60	\$ 85.08
Programmer - Level 3 (Off-Site)	\$ 77.19	\$ 79.50
Programmer - Level 2 (Off-Site)	\$ 67.43	\$ 69.45
Programmer - Level 1 (Off-Site)	\$ 55.69	\$ 57.37
Budget Analyst - Level 3 (Off-Site)	\$ 77.19	\$ 79.50
Budget Analyst - Level 3 (On-Site)	\$ 72.77	\$ 74.96
Budget Analyst - Level 2 (Off-Site)	\$ 55.69	\$ 57.37
Budget Analyst - Level 2 (On-Site)	\$ 52.50	\$ 54.08
Budget Analyst - Level 1 (Off-Site)	\$ 45.49	\$ 46.85
Budget Analyst - Level 1 (On-Site)	\$ 42.87	\$ 44.16
Administrative Support (Off-Site)	\$ 59.22	\$ 60.99
Administrative Support (On-Site)	\$ 55.83	\$ 57.50
Key Principal Staff/Senior Manager (Off-Site)	\$ 188.19	\$ 193.84
Subject Matter Expert (Off-Site)	\$ 175.64	\$ 180.91
Accountant - Level 1 (Off-Site)	\$ 59.56	\$ 61.35
Accountant - Level 2 (Off-Site)	\$ 89.08	\$ 91.75
Accountant - Level 3 (Off-Site)	\$ 106.27	\$ 109.46
Accountant - Level 4 (Off-Site)	\$ 153.50	\$ 158.10