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GSA

Federal Supply Service FABS Schedule

Financial and Business Solutions

Special Item Numbers

- 520-11 - Accounting
- 520-12 - Budgeting
- 520-13 - Complementary Financial Management Services

Contract Number: GS-23F-0079K
Period Covered by Contract:
January 11, 2015–January 10, 2020

General Services Administration
Federal Supply Service



THE COLUMBIA GROUP, INC.
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URL: www.columbiagroup.com

GENERAL SERVICES ADMINISTRATION

Federal Supply Schedule Authorized Federal Supply Schedule Pricelist

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

Schedule for – Financial and Business Solutions (FABS)

Federal Supply Class: 520

Contract Number: GS-23F-0079K

Contract Period: January 11, 2015 Contract End Date: January 10, 2020

Contractor: The Columbia Group of Virginia, Inc.
11211 Waples Mill Road, #310
Fairfax, VA 22030

Business Size: Large
DUNS Number: 11-619-5363

Telephone: (202) 546-1435

FAX Number: (202) 554-0425

Email: tcgcontracts@columbiagroup.com

Contract Administration: Lea Ann Wolcott, Sr. Contracts Manager

CUSTOMER INFORMATION

1a. Awarded Special Item Numbers, Descriptions and Awarded Price(s):

(i) Table of awarded special item numbers

SIN 520-11	ACCOUNTING
SIN 520-12	BUDGETING
SIN 520-13	COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

(ii) Awarded price(s)

By the authority of the Contracting Officer, in accordance with Federal Acquisition Regulation (FAR) 1.602-1; the following information is hereby incorporated into this contract:

- The option to extend the term of this contract is hereby exercised for the period of January 11, 2015 through January 10, 2020.
- The Government hereby incorporates the attached SF30 and all related documents.
- EPA will be in accordance with clause I-FSS-969.
- The customer "All Commercial Cusotmers" with a discount relationship of 0% off Basis of Award prices continues to be designated for purposes of clause 552.238-75 Price Reductions.
- The Estimated Award Value for the contract is \$21,045,097.50 based on past actual reported sales
- The services and pricing are hereby accepted with a 2.0% annual adjustment.

1b. Identification of the Lowest Priced Model Number and Lowest Unit Price:

Not applicable.

1c. Description of Labor Categories:

TCG follows the general personnel definition that is included in the majority of solicitations issued by federal agencies applicable to the acquisition of financial support services.

A detail description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided (see ATTACHMENT I).

CUSTOMER INFORMATION

(continued)

2. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

- Special Item Number 520-11 – Accounting
- Special Item Number 520-12 – Budgeting
- Special Item Number 520-13 – Complementary Financial Management Services

b. Agencies can place orders in excess of \$1,000,000.00 but they may seek price reductions.

3. Minimum Order:

The minimum dollar value of orders to be issued is \$300.00.

4. Geographic Coverage (Delivery Area):

48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and West Germany

5. Point(s) of Production:

Services may be performed either at a customer location or at TCG's facilities.

6. Discount from List Prices or Statement of Net Price:

Prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity Discounts:

Not applicable.

8. Prompt Payment Terms:

Net 30 days from receipt of invoice or date of acceptance, whichever is later.

9. Notification of Using Government Purchase Cards:

- a. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold (see Federal Acquisition Regulation 2.101) for oral or written orders under this contract.
- b. Government purchase cards will be acceptable for payment above the micro-purchase threshold for oral or written orders under this contract.

10. Foreign Items:

Not applicable.

11a. Time of Delivery:

Provided in response to government request for services and based upon the location and availability of qualified staff.

Normally, the contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

Special Item Numbers	Delivery Time (Days ARO)
520-11, 520-12, 520-13	1 - 30 days

11b. Expedited Delivery:

Situation-specific, based on availability of qualified staff and accommodations, the ordering agency will be advised of charged for extraordinary expenses.

11c. Overnight and 2-day Delivery:

Overnight and 2-day delivery are available. The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

CUSTOMER INFORMATION

(continued)

11d. Urgent Requirements:

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

Special Item Numbers	Delivery Time (Days ARO)
520-11, 520-12, 520-13	10 days

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

Destination (deliverable items).

Professional services will be performed at the location(s) identified by the ordering agency in the order.

13a. Ordering Address:

Ordering address for TCG is,

The Columbia Group of Virginia, Inc.
11211 Waples Mill Road, # 310, Fairfax, VA, 22030

The following telephone number(s) can be used by ordering agencies to obtain ordering assistance.

(202) 546-1435 or tcgcontracts@columbiagroup.com

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 (www.fss.gsa.gov/schedules).

TCG's authorized negotiators:

Lea Ann Wolcott
Sr. Contracts Manager
20 M Street SE, Suite 700
Washington, DC 20003
(202) 608-8415

14. Payment Address:

Payment address for TCG is,

The Columbia Group of Virginia, Inc.
11211 Waples Mill Road, # 310, Fairfax, VA, 22030

In addition, bank account information for wire transfer payments will be shown on the invoice.

15. Warranty Provision:

The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

16. Export Packing Charges:

Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance:

Charges up to \$500,000.00

CUSTOMER INFORMATION

(continued)

18. Terms and Conditions of Rental, Maintenance, and Repair:

Not applicable.

19. Terms and Conditions of Installation:

Not applicable.

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices:

Not applicable.

20a. Terms and Conditions for any Other Services:

Not applicable.

21. List of Service and Distribution Points:

Professional services will be performed at the location(s) identified by the ordering agency in the order under this contract.

22. List of Participating Dealers:

Not applicable.

23. Preventive Maintenance:

Not applicable.

24a. Special Attributes:

Not applicable.

24b. Section 508 Compliance Information:

Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services in this contract are available at the following:

The Columbia Group of Virginia, Inc.
Compliance Information Center
11211 Waples Mill Road, # 310
Fairfax, VA 22030

The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number:

11-619-5363

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:

Contractor has registered with the Central Contractor Registration Database, Cage code OMXPO.

SCHEDULE OF ITEMS

SIN 520-11 Accounting

Accounting services involved the full spectrum of duties assigned to accounting professionals within Government and industry. These services, which are not entirely encompassing, includes the following:

- Analyze, process, and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness

SIN 520-12 Budgeting

Budgeting services includes but is not limited to the following:

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

SIN 520-13 Complementary Financial Management Services

Complementary financial management services may include but is not limited to the following:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting

- Assist in financial policy formulations and development
- Perform economic and regulatory analyses
 - Develop methods for analyzing costs, benefits and impacts of regulations and policies
 - Collect data and prepare Information Collection Requests for approval by OMB
 - Conduct exposure and risk analyses
 - Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
 - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
 - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
 - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded
- Assist with quality assurance efforts

The Columbia Group, Inc. (TCG)
GSA Financial and Business Solutions Schedule
Loaded Rates from GSA Schedule Contract GS-23F-0079K

SIN 520-11 Accounting

GSA Schedule Labor Category	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Sr. Principal	\$234.03	\$238.71	\$243.48	\$248.35	\$253.32
Sr. Manager/Tech. Director	\$170.21	\$173.61	\$177.08	\$180.63	\$184.24
Program Manager	\$140.88	\$143.70	\$146.57	\$149.51	\$152.50
Sr. Accountant	\$96.21	\$98.13	\$100.09	\$102.10	\$104.14
Accountant	\$81.33	\$82.96	\$84.62	\$86.31	\$88.04
Jr. Accountant	\$52.11	\$53.15	\$54.22	\$55.30	\$56.41
Sr. Cost Systems Analyst	\$99.55	\$101.54	\$103.57	\$105.65	\$107.76
Cost Systems Analyst	\$67.39	\$68.74	\$70.11	\$71.52	\$72.95
Jr. Cost Systems Analyst	\$54.39	\$55.47	\$56.58	\$57.72	\$58.87
Automated Accounting System Specialist	\$90.12	\$91.92	\$93.76	\$95.63	\$97.55
Accounting Technician	\$38.45	\$39.22	\$40.01	\$40.81	\$41.62

SIN 520-12 Budgeting

GSA Schedule Labor Category	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Sr. Principal	\$234.03	\$238.71	\$243.48	\$248.35	\$253.32
Program Manager	\$140.88	\$143.70	\$146.57	\$149.51	\$152.50
Sr. Budget Specialist	\$96.21	\$98.13	\$100.09	\$102.10	\$104.14
Budget Specialist	\$81.39	\$83.01	\$84.67	\$86.37	\$88.09
Jr. Budget Specialist	\$49.75	\$50.74	\$51.76	\$52.79	\$53.85
Budget Technician	\$40.42	\$41.23	\$42.06	\$42.90	\$43.75

SIN 520-13 Complementary Financial Management Services

GSA Schedule Labor Category	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Sr. Principal	\$234.03	\$238.71	\$243.48	\$248.35	\$253.32
Program Manager	\$140.88	\$143.70	\$146.57	\$149.51	\$152.50
Computer Financial Specialist	\$100.99	\$103.01	\$105.07	\$107.17	\$109.32
Sr. Financial Analyst	\$96.21	\$98.13	\$100.09	\$102.10	\$104.14
Financial Analyst	\$63.63	\$64.90	\$66.20	\$67.52	\$68.87
Jr. Financial Analyst	\$56.25	\$57.38	\$58.53	\$59.70	\$60.89
Fiscal Clerk	\$35.53	\$36.24	\$36.96	\$37.70	\$38.46
Automated Accounting System Specialist	\$90.11	\$91.91	\$93.75	\$95.62	\$97.53
Reports & Control Analyst	\$63.61	\$64.88	\$66.18	\$67.50	\$68.85
Data Entry Technician	\$38.08	\$38.84	\$39.61	\$40.41	\$41.22

ATTACHMENT I

Job Titles, Experience, Functional Responsibility/Education

Commercial Job Title: Sr. Principal

Minimum/General Experience: The individual must have extensive all around Financial Management experience relative to federal government financial operations. The individual must have at least twelve (12) years of direct experience in managing, overseeing, and/or directing complex financial projects.

Functional Responsibility:

Minimum Education: A Bachelor's degree in a business-related field is a must.

Commercial Job Title: Sr. Manager/Tech. Director

Minimum/General Experience: The individual must have ten (10) years of direct experience applicable to financial accounting or budgetary projects, and served as a Task Leader in either the accounting or budget field.

Functional Responsibility:

Minimum Education: A Bachelor's degree in a business-related or Information Systems field is a must. An advanced degree or CPA certificate can be substituted for two years experience.

Commercial Job Title: Program Manager (PM)

Minimum/General Experience: Minimum of six (6) years experience. Position requires 6-8 years experience depending upon positions held in the past and the complexity of tasks under his/her direction. The PM experience, however must be directly related to either Accounting, Budgeting, Financial Systems, or Financial Reporting.

Functional Responsibility:

Minimum Education: Bachelor's degree in a business or technical related field. If the incumbent does not have a Bachelor's degree, experience can be used to satisfy the academic requirement by the substitution of on year's experience for each year of academic study. An advanced degree or CPA certificate can be substituted for two years experience.

Commercial Job Title: Computer Financial Specialist

Minimum/general experience:

Functional responsibility:

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Automated Accounting Systems Specialist

Minimum/General Experience: Minimum of two (2) years experience. Position requires 2-4 years experience depending upon the incumbent's experience and background. The experience and background must be related to analysis and/or usage of automated financial information systems. General knowledge of information processes and their adaptability to associated financial applications is required.

Functional Responsibility: Responsibilities include (1) the analysis of current automated financial system and making recommendations for their improvements or justify the continuation of the current processes or (2) being a participant in the referenced analysis, design and development of new financial automated systems. Financial disciplines analyzed for new automation or enhancement to ongoing systems include budgeting, processes, accounting recording and reconciliation and payment processes.

Minimum Education: Bachelor's degree in Computer Science, Information Systems or Business related discipline.

Commercial Job Title: Senior Cost Systems Analyst

Minimum/General Position requires three (3) years related experience. This experience by its nature must be directly related to Automated Information Systems.

Functional Responsibility: Serves directly under a Task Group Leader with the ultimate responsibility of analyzing information systems and ensuring the data contained in these systems is entered correctly and timely. Financial information contained in these systems must be continuously reconciled to ensure the validity of reporting to the Treasury Department, and other higher level authorities. May perform cost benefit analyses to justify acquisition of IRM resources. Must be able to understand the importance of the relationship between automation solutions and financial management requirements. Works independently with only general direction from immediate supervisor.

Minimum Education: Bachelors degree in Computer Science, Information Systems, or Business related discipline.

Commercial Job Title: Cost Systems Analyst

Minimum/General Position requires two (2) years general experience. This experience by its nature must be directly related to Automated Information Systems.

Functional Responsibility: Works in a Task Group headed by a senior level Task Leader having the responsibility for reconciling financial data contained in numerous information systems. The incumbent will work independently on routine and/or recurring tasks, but will receive guidance on more difficult tasks from Sr. Cost Analysts. Identifies potential problems and solutions through independent analysis and following the analysis make recommendations for problem resolution. Must be able to work closely with government computer and financial professionals. May gather and provide input to senior staff conducting cost benefit analyses. Must be able to understand how information technology relates to government financial systems, and how this technology increases

both accuracy and productivity. Must be computer literate with knowledge of information system processes.

Minimum Education: Bachelors degree in Computer Science, Information Systems or Business related discipline.

Commercial Job Title: Jr. Cost Systems Analyst

Minimum/General Position requires one (1) year general experience.

Functional Responsibility: Works in a Task Group headed by a senior level Task Leader having the responsibility for reconciling financial data contained in one or more information systems. The incumbent will also take direction from more senior Cost Analysts. Will perform lower entry level duties encompassing information systems report collections and providing these to senior lever workers for abstraction of pertinent financial information relative to disbursements recorded erroneously in the appropriate automated systems.

Minimum Education: Bachelors degree in Computer Science, Information Systems or Business related discipline. Must be PC literate since all or most of the duties involve information systems that contain fiscal data.

Commercial Job Title: Sr. Accountant

Minimum/General Experience:

Functional Responsibility:

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Accountant

Minimum/General Experience:

Functional Responsibility:

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Jr. Accountant

Minimum/General Experience:

Functional Responsibility:

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Accounting Technician

Minimum/General Experience:

Functional Responsibility:

Minimum Education: Must have a high school diploma and the capability of operating general office equipment.

Commercial Job Title: Budget Specialist

Minimum/General Experience: Two or more years performing financial and budget analysis for federal credit agencies and/or financial services institutions.

Functional Responsibility: Specific expertise in budget modeling and provisions governing and development of federal credit agency budgets. Demonstrated ability to provide guidance and direction for project specific tasks that require experience in performing budget analysis.

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Jr. Budget Specialist

Minimum/General Experience: One or more years performing financial and budget analysis for federal credit agencies and/or financial services institutions.

Functional Responsibility: Specific expertise in budget modeling and provisions governing and development of federal credit agency budgets. Supports engagement team by completing project specific tasks that require experience in performing budget analysis.

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Budget Technician

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

Commercial Job Title: Financial Analyst

Minimum/General Experience: Two or more years of experience performing financial analysis for federal credit agencies and/or financial services institutions.

Functional Responsibility: Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Demonstrated ability to provide guidance and direction for project specific tasks that require experience in performing financial analysis.

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Jr. Financial Analyst

Minimum/General Experience: One or more years of experience performing financial analysis for federal credit agencies and/or financial services institutions.

Functional Responsibility: Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Supports project by completing project specific tasks that require experience in performing financial analysis.

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Fiscal Clerk

Minimum/General Experience:

Functional Responsibility:

Minimum Education: Must have a high school diploma and the capability of operating general office equipment.

Commercial Job Title: Reports & Control Analyst

Minimum/General Experience:

Functional Responsibility:

Minimum Education: Bachelor's degree in a business or technical related field. Academic requirement may be substituted by one-year experience for each year of academic study.

Commercial Job Title: Data Entry Technician

Minimum/General Experience:

Functional Responsibility:

Minimum Education: Must have a high school diploma and the capability of operating general office equipment.

Note: For all job categories, an advanced degree can be substituted for two years of required experience. When a staff member does not have the required Bachelor's Degree, experience can be used to satisfy the academic requirement on a year for year basis.