



General Services Administration
Federal Supply Service

FINANCIAL AND BUSINESS SOLUTIONS (FABS)

Contract Number: GS-23F-0221L

Contract Period: July 01, 2006 through June 30, 2011

SIN 520-9

SIN 520-13

SIN 520-11

SIN 520-14

SIN 520-12

SIN 520-15

General Instructions: GSA conducted a technical evaluation of all offerors prior to awarding their contract. The evaluation process encompassed the offerors's past performance, understanding of requirements, professional staff, and relevant corporate experience. FSS procedures require agencies to make a best value determination before selecting a contractor for their requirement. At a minimum, the best value determination requires a price comparison among at least 3 contractors on the schedule. Generally, most agencies will conduct their own technical evaluation in addition to the price comparison, possibly taking into consideration the contractor's understanding of the agency's mission and customers, experience with a specific function, technical approach, timeframe, and qualifications of staff who will be providing services.

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1.0 CUSTOMER INFORMATION

Financial and Business Solutions (FABS)

Contract No. GS-23F-0221L

TPA Contract Management Point of Contact

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SPECIAL ITEM NUMBERS (SINs) AWARDED

SIN 520-11	Accounting
SIN 520-12	Budgeting
SIN 520-13	Complementary Financial Management Services
SIN 520-14	Audit & Financial Training Services
SIN 520-15	Outsourcing Recurring Commercial Activities for Financial Management Services
SIN 520-09	Recovery Audit

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: FABS 520-9, 520-11, 520-12, 520-13, 520-14, and 520-15

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.



- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order:

1,000,000

3. Minimum Order:

300

4. Geographic Coverage (delivery Area):

FOB Worldwide

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

Same as Contractor

6. Discount from list prices or statement of net price: Government Net Prices

All prices shown herein are net Government prices unless otherwise indicated

7. Quantity discounts:

None offered

8. Prompt payment terms:

Net 30 days

- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

TPA accepts the Government purchase card for orders at or below the micropurchase threshold



9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contact Contractor

TPA accepts the Government purchase card for orders at or below the micropurchase threshold

10. Foreign items (list items by country of origin):

None

11a. Time of Delivery (Contractor insert number of days):

Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:

Specified in negotiated delivery/task orders

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:

Specified in negotiated delivery/task orders

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:

Specified in negotiated delivery/task orders

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

Destination



13a. Ordering Address(es):

Tai Pedro & Associates, PC
1010 Wayne Avenue
Suite 550
Silver Spring, MD. 20910
(301) 565-2181 (Phone)
(301) 565-3416 (Fax)
www.tai-pedro.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 (fss.gsa.gov/schedules).

14. Payment address(es): Same as Contractor

Tai Pedro & Associates, PC
1010 Wayne Avenue
Suite 550
Silver Spring, MD. 20910
(301) 565-2181 (Phone)
(301) 565-3416 (Fax)
www.tai-pedro.com

15. Warranty provision:

Contractor's Standard Commercial Warranty

16. Export Packing Charges (if applicable):

Not Applicable

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

Not Applicable



18. Terms and conditions of rental, maintenance, and repair (if applicable):

Not Applicable

19. Terms and conditions of installation (if applicable):

Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):

Not Applicable

20a. Terms and conditions for any other services (if applicable):

Not Applicable

21. List of service and distribution points (if applicable):

Not Applicable

22 – 24a and b.

Not Applicable

25. Data Universal Numbering System (DUNS) Number

78-664-3569

26. Notification regarding registration in Central Contractor Registration (CCR) Database

TPA is registered in the Central Contractor Registration (CCR) Database. Active in CCR, Registration is valid until 12-27-2007



2.0 SUMMARY OF SERVICES OFFERED

FSC CLASS: 8721 - AUDITING SERVICES

2.1 FABS 520-9 RECOVERY AUDITS

Audits performed to recover funds resulting from overpayments, duplicate payments and underpayments. Performed under the authority of Section 354 of the National Defense Authorization Act for FY 96 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461), and Section 388 of the National Defense Authorization Act for FY 98. Audits performed to identify overpayments made to vendors. Performed under the authority of Section 354 of the National Defense Authorization Act for Fiscal Year 1996 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461 note), demonstration program to identify overpayments made to vendors; and Section 388 of the National Defense Authorization Act for Fiscal Year 1998 continuation and expansion of the demonstration program to identify overpayments made to vendors.

FSC CLASS: 874 - FINANCIAL MANAGEMENT SERVICES

2.2 FABS 520-11 - ACCOUNTING

Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations. Examples of Accounting Services includes but is not limited to: Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, performing special studies to improve accounting operations, resolve accounting issues, resolve and implement audit findings, recovery reviews, assess or enhance accounting internal controls, improve operating efficiency and effectiveness, apply information technology to provide better or more timely service

2.3 FABS 520-12 - BUDGETING

Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes. Examples of Budget Services includes but is not limited to: Assess and improve the budget formulation process, Assess and improve the budget execution process, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance in improving budget preparation or execution processes and related systems, reviewing budgetary controls, assist management with implementing corrective actions, and apply information technology to streamline/improve budget-related activities.



2.4 FABS 520-13 - COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking. Examples of Financial Management Systems Services includes but is not limited to: Assess and improve financial management systems, conduct A-127 system compliance reviews, conduct other system assessments to improve operating efficiency, effectiveness, controls, and system performance, assist management with implementing corrective actions, documenting systems, identify systems requirements, plan and develop systems, assess the integrity of financial systems and related data, provide technical assistance in meeting agency financial management system requirements, etc.

2.5 FABS 520-14 - AUDIT & FINANCIAL TRAINING SERVICES

Plan and deliver audit and financial training services including but not limited to course development and instruction required to support audit, review, financial assessment and financial management activities; training in compliance with Government Laws, Office of Management and Budget (OMB) and circulars and bulletins, and training in internal controls. Examples of Financial Reporting and Analysis Services includes but is not limited to: Assess and improve current financial reporting and analysis, develop new reporting formats and pro-forma financial reports, provide technical assistance in meeting agency financial management reporting and analysis requirements, assist in improving and streamlining reporting and analysis processes and related procedures, assist management with implementing corrective actions, analyze financial results, conduct cost-benefit or other special financial analyses, assist analysis and enhancement of existing pricing and rate structures.

2.6 FABS 520-15 OUTSOURCING RECURRING COMMERCIAL ACTIVITIES FOR FINANCIAL MANAGEMENT SERVICES-

Federal agencies are required to comply with OMB Circular No. A-76, "Performance of Commercial Activities," and Circular No. A-76 Revised Supplemental Handbook issued March 1996 prior to outsourcing of recurring commercial activities. Federal agencies are responsible for identifying inherently governmental activities, which are not subject to Circular A-76 or its Supplemental Handbook. As a matter of policy, an inherently governmental activity is one that is so intimately related to the exercise of the public interest as to mandate performance by Federal



employees. The Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, dated September 23, 1992 (Federal Register, September 30, 1992, page 45096), provides guidance on the identification of inherently governmental activities (see Appendix 5 of OMB Circular No. A-76 Revised Supplemental Handbook).



3.0 LABOR CATEGORY DESCRIPTIONS

3.1 PARTNER

Functional Responsibility:

Serves as the Contractor counterpart to the Government program/technical manager. Operates independently, managing substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated ability to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters management structure as necessary to effectively direct program/technical support activities. Confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues, or conflicts.

Education

Minimum Requirement: Bachelors Degree in accounting with CPA certification, or related discipline.

Experience

Minimum 10 years of related work experience.

3.2 PRINCIPAL/SENIOR MANAGER

Functional Responsibility:

Serves as the Contractor counterpart to the Government program/technical manager. Manages moderate program/technical support operations potentially involving multiple projects/task orders and personnel at multiple locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated ability to interface with management. Establishes and alters management structure as necessary to effectively direct program/technical support activities. Confers with appropriate Government management officials regarding the status of specific Contractor program/technical activities and problems, issues, or conflicts.

Education

Minimum Requirement: Bachelors Degree in accounting with CPA certification, or related discipline.

Experience

Minimum 10 years of related work experience.

3.3 PROJECT MANAGER



Functional Responsibility:

Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel to minimize costs and maximize efficiency in achieving requirements stated in the contract. Leads the planning, organizing, and control efforts of the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel

Education:

Minimum Requirement: Masters Degree in business, operations research, management, computer science, engineering, or related discipline.

Experience

Minimum of 10 years of related work experience.

3.4 SUPERVISOR AUDITOR/ACCOUNTANT/FINANCIAL/BUDGET ANALYST

Functional Responsibility:

Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel, as well as the Project Manager and other contractor personnel as required, to minimize costs and maximize efficiency in achieving requirements stated in the contract. Plans, organizes, and controls the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.

Education:

Minimum Requirement: Bachelors Degree in business, operations research, management, computer science, engineering, or related discipline. CPA certification preferred

Experience

Minimum 6 years of related work experience.

3.5 SENIOR AUDITOR/ACCOUNTANT/ FINANCIAL/BUDGET ANALYST

Functional Responsibility:

Responsible for major segments of the work performed under contract. Supervises and directs the efforts of the accountants in the performance of procedures specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the



conduct of the work performed under contract for proper documentation. Summarizes the results of the work performed under contract for consideration by the Task Leader or Project Manager for inclusion in the draft report.

Education:

Minimum Requirement: Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline, and CPA certification.

Experience

Minimum 6 years of related work experience.

3.6 AUDITOR/ACCOUNTANTFINANCIAL/BUDGET ANALYST

Functional Responsibility:

Performs the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend change to established procedures.

Education:

Minimum Requirement: Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline.

Experience

Minimum 4 years of related work experience.

3.7 MANAGER - FINANCIAL SYSTEMS ANALYST

Functional Responsibility: Performs system design and development. Supervises and provides technical guidance to Systems Analysts and Junior Systems Analysts. Formulates and implements solutions to complex and/or highly specialized problems requiring a high degree of technical expertise and creative thinking for the development of efficient solutions to complex customer requirements. Develops system improvement recommendations for review by the Project Manager.

Education:

Minimum Requirement: Masters Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

Experience:

Minimum 10 years of related work experience.

3.8 SENIOR FINANCIAL SYSTEMS ANALYST

Functional Responsibility:



Reviews components of the overall system under the supervision of the Senior Systems Analyst. Formulates and recommends solutions to highly specialized problems requiring creative thinking for the development of efficient solutions to customer requirements. Prepares working papers and other documentation to support recommended changes to the existing system. Provides technical direction to Junior Systems Analysts.

Education:

Minimum Requirement: Bachelors Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

Experience:

Minimum 7 years of related work experience.

3.9 FINANCIAL SYSTEMS ANALYST

Functional Responsibility:

Assists the Systems Analyst in reviewing components of the overall system. Prepares working papers and other documentation to support recommended changes to the existing system.

Education:

Minimum Requirement: Bachelors Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

Experience:

Minimum 2 years of related work experience.



4.0 PRICING

LABOR CATEGORY	07/01/06 To 06/30/07	07/01/07 To 06/30/08	07/01/08 To 06/30/09	07/01/09 To 06/30/10	07/01/10 To 06/30/11
Partner/Principal	150.46	155.72	161.17	166.82	172.65
Senior Manager	136.56	141.34	146.28	151.40	156.70
Project Manager	114.66	118.67	122.82	127.12	131.57
Supervisor - Accountant	102.39	105.98	109.69	113.52	117.50
Supervisor - Financial Analyst	102.64	106.23	109.95	113.80	117.78
Supervisor – Budget Analyst	102.64	106.23	109.95	113.80	117.78
Sr. Accountant	86.43	89.45	92.58	95.82	99.17
Sr. Financial Analyst	86.43	89.45	92.58	95.82	99.17
Sr. Budget Analyst	86.43	89.45	92.58	95.82	99.17
Accountant	52.45	54.29	56.19	58.15	60.19
Financial Analyst	52.45	54.29	56.19	58.15	60.19
Budget Analyst	52.45	54.29	56.19	58.15	60.19
Manager -Financial Systems Analyst	136.56	141.34	146.28	151.40	156.70
Sr. Financial Systems Analyst	102.39	105.98	109.69	113.52	117.50
Financial Systems Analyst	83.52	86.45	89.47	92.61	95.85
Senior Accounting Technician	39.77	41.16	42.60	44.09	45.64
Accounting Technician	35.11	36.34	37.61	38.93	40.29
Technical Writer	65.11	67.39	69.75	72.19	74.72
Administrative Assistant	36.25	37.52	38.83	40.19	41.60



SIN 520-9 RECOVERY AUDIT

Contractor's fee, which shall be stated as a percentage (%) of the total amount recovered by the Contractor:

Contractor's Fee: 23.91 Percentage (%), including GSA's 0.75% Industrial Funding Fee (IFF).

