

GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE

PROFESSIONAL SERVICES SCHEDULE (PSS) PRICELIST



CONTRACT NUMBER: GS-10F-0432Y

CONTRACT PERIOD: August 17, 2012 through August 16, 2017

AWARDED SPECIAL ITEM NUMBERS (SINs):

- 520-11 Accounting
- 520-12 Budgeting
- 520-13 Complimentary Financial Management Services
- 520-21 Program Management Services
- 874-1 Integrated Consulting Services
- 874-7 Integrated Business Program Support Services
- 874-501: Supply and Value Chain Management
- 874-507: Operations & Maintenance Logistics Management and Support Services

Credence Management Solutions, LLC
8607 Westwood Center Drive, Suite 200
Vienna, VA 22182

(703) 992-0093 (Main)

(888) 459-2430 (Toll Free)

(202) 315-3030 (Fax)

gsa-mas@credence-llc.com

<http://www.credence-llc.com>

Pricelist current through Modification #PA-0020, dated July 18, 2016

Products and ordering information in this Authorized FSS Professional Services Schedule (PSS) are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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1a. Table of Awarded Special Item Numbers (SINs)

520-11: Accounting

520-12: Budgeting

520-13: Complimentary Financial Management Services

520-21: Program Management Services

874-1: Integrated Consulting Services

874-7: Integrated Business Program Support Services

874-501: Supply and Value Chain Management

874-507: Operations & Maintenance Logistics Management and Support Services

1b. Identification of Lowest Priced Model and Lowest Prices:

See Attachment A – Hourly Labor Rates

1b. Labor Category Descriptions:

See Attachment B – Labor category Descriptions

2. Maximum Order:

\$1,000,000

3. Minimum Order:

\$100

4. Geographic Coverage (delivery area):

Domestic US for SIN's 520-11, 520-12, 520-13, 520-21, 874-1, 874-7, 874-501, 874-507

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

Same as company address

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

Government net prices (discounts already deducted), See Attachment A

7. Quantity discounts:

Volume /Quantity discount of 1% for orders exceeding \$500,000

8. **Prompt payment terms:**
Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:**
Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:**
Not accepted
10. **Foreign items (list items by country of origin):**
None
- 11a. **Time of Delivery (Contractor insert number of days):**
Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:**
Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:**
Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:**
Contact Contractor
12. **F.O.B Points(s):**
Destination
- 13a. **Ordering Address(es):**
Same as Contractor

13b. **Ordering procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

14. **Payment address(es):**

Same as company address

15. **Warranty provision:**

Contractor's standard commercial warranty.

16. **Export Packing Charges (if applicable):**

N/A

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

Contact Contractor

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

22. **List of participating dealers (if applicable):**

N/A

23. **Preventive maintenance (if applicable):**

N/A

24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**

N/A

24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.)**

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

25. **Data Universal Numbering System (DUNS) number:**

80-5875718

26. **Notification regarding registration in Central Contractor Registration (CCR) database:**

Registered

ATTACHMENT A – HOURLY LABOR RATES

INITIAL 5 YEAR TERM – 8/17/2012 THROUGH 8/16/2017

SIN(s)	Labor Category	Minimum Education	Minimum Experience	Year 1 8/17/2012 thru 8/16/2013	Year 2 8/17/2013 thru 8/16/2014	Year 3 8/17/2014 thru 8/16/2015	Year 4 8/17/2015 thru 8/16/2016	Year 5 8/17/2016 thru 8/16/2017
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Senior Subject Matter Expert	Masters	18	\$224.89	\$231.64	\$238.59	\$245.74	\$253.11
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Principal Business Process Consultant	Masters	10	\$206.15	\$212.33	\$218.70	\$225.27	\$232.03
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Management Consultant	Bachelors	12	\$190.22	\$195.93	\$201.80	\$207.86	\$214.10
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Program Manager	Bachelors	15	\$176.16	\$181.44	\$186.89	\$192.49	\$198.26
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Project Manager	Bachelors	12	\$142.43	\$146.70	\$151.10	\$155.64	\$160.31
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Quality Systems Consultant	Masters	10	\$163.98	\$168.90	\$173.97	\$179.19	\$184.57
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Senior Analyst	Bachelors	8	\$137.74	\$141.87	\$146.13	\$150.51	\$155.03
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Business Analyst	Bachelors	6	\$117.13	\$120.64	\$124.26	\$127.99	\$131.83
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Business Architect	Bachelors	12	\$154.61	\$159.25	\$164.03	\$168.95	\$174.02
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Administrative Support Specialist	Associates	4	\$68.40	\$70.45	\$72.57	\$74.74	\$76.98
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Functional Subject Matter Expert	Professional Certification	12	-	-	-	\$197.86	\$197.86
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Principal / Partner	Bachelors	12	-	-	-	\$174.47	\$174.47
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Financial / Business Consultant	Bachelors	7	-	-	-	\$164.64	\$164.64

SIN(s)	Labor Category	Minimum Education	Minimum Experience	Year 1 8/17/2012 thru 8/16/2013	Year 2 8/17/2013 thru 8/16/2014	Year 3 8/17/2014 thru 8/16/2015	Year 4 8/17/2015 thru 8/16/2016	Year 5 8/17/2016 thru 8/16/2017
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Manager	Bachelors	7	-	-	-	\$149.15	\$149.15
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Financial / Business Systems Engineer	Bachelors	5	-	-	-	\$137.57	\$137.57
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Senior Financial / Business Analyst	Bachelors	8	-	-	-	\$120.38	\$120.38
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Financial / Business Analyst	Associates	5	-	-	-	\$110.17	\$110.17
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Information Systems Auditor	Associates	5	-	-	-	\$88.85	\$88.85
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Financial Data Analyst	Associates	3	-	-	-	\$69.55	\$69.55
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Financial / Business Support Specialist	High School	2	-	-	-	\$64.99	\$64.99
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Logistician Senior	Bachelors	6	-	-	-	\$122.61	\$122.61
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Logistician Junior	Associates	1	-	-	-	\$80.55	\$80.55
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Engineer Senior	Bachelors	6	-	-	-	\$142.76	\$142.76
874-1, 874-7, 520-11, 520-12, 520-13, 520-21, 874-501, 874-507	Engineer Junior	Associates	1	-	-	-	\$83.19	\$83.19

GSA has three additional five year options available for exercise as listed below.

OPTION 1 - 8/17/2017 THROUGH 8/16/2022 (NOT YET EXERCISED)

OPTION 2 - 8/17/2022 THROUGH 8/16/2027 (NOT YET EXERCISED)

OPTION 3 - 8/17/2027 THROUGH 8/16/2032 (NOT YET EXERCISED)

This pricelist will be updated to reflect out-year pricing if GSA elects to exercise these options.

ATTACHMENT B – LABOR CATEGORY DESCRIPTIONS

SENIOR SUBJECT MATTER EXPERT

Minimum/General Experience:

Senior expert with extensive, enterprise-wide knowledge and at least eighteen (18) years of experience in one or more designated functional and/or domain areas. Recognized in the professional community as an expert in the area of expertise. Prior experience in serving in a consulting capacity to senior management within government agencies and/or commercial organizations, along with strong verbal and written communication skills required.

Functional Responsibility:

Performs as an expert source of knowledge and expertise within a specialized functional or technical area. Provides expert advice, assistance, guidance or counseling in support of an agency's mission-oriented business functions. Provides advice on strategic direction and supports the analysis and definition of current and/or future organizational structure, processes, systems, and personnel, so that they align with the organization's core goals and strategic direction. Performs studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs and initiatives. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and initiatives. Ability to prepare and deliver quality documents, presentations and briefings to executive management. Prepares reports and documentation associated with domain related agency project/program objectives. Prepares and conducts stakeholder briefings in area of expertise, participates in required meetings, and related project support. Conducts customized business training as needed to successfully perform or complete a consulting engagement. Ability to analyze and research complex problems, proposes unique solutions or alternatives, and provides expert advice.

Minimum Education:

Master's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Certification in a related field is desirable. Experience may substitute for education (5 Years experience for a Bachelor's degree and 10 Years experience for a Master's degree).

PRINCIPAL BUSINESS PROCESS CONSULTANT

Minimum/General Experience:

Senior consultant with extensive, enterprise-wide knowledge and at least ten (10) years of experience in one or more designated business and/or functional areas. Recognized in the professional community as an expert in the area of expertise. Prior experience in serving in a consulting capacity to senior management within government agencies and/or commercial organizations required. Strong verbal and written communication skills, with strong organizational change management experience required.

Functional Responsibility:

Senior consultant with extensive knowledge in business process analysis and/or a designated field or discipline. Facilitates implementation of business processes re-engineering methodologies. Serves as the principal business or technical advisor for large, complex projects, and provides expertise in the areas of business process reengineering, process and productivity improvement, organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, management consulting, and cross-team facilitation. May contribute to the evaluation, analysis, and recommendations of business solutions based on enterprise system products. Works across organizational units within the organization to develop a total business solution. Facilitates collaboration within and across business units to refine and resolve divergent views. Analyzes operational activities to obtain a quantitative, rational basis for recommended decision making and resource allocation. Communicates business requirements to stakeholders. Experienced in defining

requirements for enterprise business systems and/or Enterprise Resource Planning (ERP) systems. Develops reports and makes presentations to senior leadership and client representatives.

Performs business process implementation audits, and evaluations. Perform studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, Provide executive/management coaching services related to organizational business processes. Conduct customized business training as needed to successfully perform/complete a consulting engagement.

Minimum Education:

Master's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Certification in a related field is desirable. Experience may substitute for education (5 Years experience for a Bachelor's degree and 10 Years experience for a Master's degree).

MANAGEMENT CONSULTANT

Minimum/General Experience:

Senior consultant with at least twelve (12) years experience in providing expert, management services in one or more designated management domain areas. Prior experience in serving in a consulting capacity to senior management within government agencies and/or commercial organizations required. Strong verbal and written communication skills, with strong organizational change management experience required.

Functional Responsibility:

Provides expertise related to planning, defining, and managing of program objectives, developing strategic recommendations, and ensuring communications with stakeholders. Provides consulting on organizational and program management and strategy. May provide organizational development and change management leadership and guidance, including strategic communication planning and interacting with client leadership to formulate plans to overcome resistance to organizational change. May assist with program planning and conduct audits, and evaluations. May conduct client interviews, develop agendas, and facilitate group meetings to help the client define the problem, map an approach, and achieve meeting objectives. Enables focused decision making by facilitating group briefings and discussions. Provides policy and regulation development assistance to the organization. Develops training courses, to include preparing instructor (course outline, background material, and training aids), and student materials (manuals, workbooks, and handouts), and conduct classroom courses, workshops, and seminars. Provide executive and management coaching services.

Minimum Education:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Psychology, Business, or other related scientific, technical or management discipline. An advanced degree or certification in management, business administration, or related field and/or Project Management Professional Certification from the Project Management Institute is desirable. Experience may substitute for education (10 Years experience for a Master's degree).

PROGRAM MANAGER

Minimum/General Experience:

Senior manager with at least fifteen (15) years of experience in managing programs and contract operations often involving multiple projects and/or tasks-orders and groups of personnel at multiple locations. Strong verbal and written communication skills required.

Functional Responsibility:

Responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects, overseeing work efforts and personnel resources, providing risk management, and monitoring overall project and contract performance. Serves as the contractor's authorized interface with the government contracting and management personnel, and customer agency representatives. Manages relationships with senior level management within the client organization and provides status for the overall program. Provides project leadership and formal and informal communications with stakeholders. Performs and monitors project planning and scheduling. Advises and provides training on implementation of earned value management (EVM) on the program. Executes project management duties including performance monitoring and measurement. Develops reporting and documentation associated with project/program objectives. Conducts stakeholder briefings, participates in required meetings, and provides related project support services. Supports program integration and project close-out services.

Minimum Education:

Bachelor's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical or management discipline. An advanced degree or certification in management, business administration, or related field and/or Project Management Professional Certification from the Project Management Institute is required. Experience may substitute for education (10 Years experience for a Master's degree).

PROJECT MANAGER

Minimum/General Experience:

Senior manager with at least twelve (12) years of experience in managing projects and/or tasks- orders and groups of personnel at one or more locations. Prior experience in serving in a leadership capacity in projects within government agencies and/or commercial organizations required. Strong verbal and written communication skills required.

Functional Responsibility:

Responsible for the overall management of a specific project or task order. Provides project leadership and effective communications with stakeholders. Manages and controls schedules and cost to provide on time, within budget performance of all aspects of the contract. Provides direction for ensuring compliance with all management policies, plans, and procedures and reviewing the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities, including those of subcontractors.

Prepares and presents status on project schedules, costs, deliverables, and risks. Provides recommendations for resolution of problems. Delivers presentations and leads client meetings. Performs project planning and scheduling and monitor variances taking corrective action as required. Provides earned value management (EVM) support. Executes project management activities, to include performance monitoring and measurement. Develops and delivers reporting and documentation associated with project/program objectives. Conducts stakeholder briefings, participates in required meetings, and related project support services. Supports program integration services. Supports project close-out services.

Minimum Education:

Bachelor's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical or management discipline. An advanced degree or certification in management, business administration, or related field and/or Project Management Professional Certification from the Project Management Institute is required. Experience may substitute for education (10 Years experience for a Master's degree).

QUALITY SYSTEMS CONSULTANT

Minimum/General Experience:

At least ten (10) years of experience with quality frameworks and methodologies. Must have good knowledge of quality management, process engineering and standards. Strong verbal and written communication skills required.

Functional Responsibility:

Advises executive and senior management on the application of quality principles and requirements to organizational performance. Defines organizational infrastructure that complies with concepts from industry standard quality frameworks. Defines, establishes and maintains processes for evaluating service and product performance. Develops quality assurance, control and surveillance plans. Defines operational and support processes and templates and standards for organizational artifacts and program deliverables. Performs performance monitoring and measurement as part of program assessment. Supports organizational continuous improvement programs through analysis, monitoring and reporting on corrective and preventive actions. Conducts formal and informal reviews at predetermined points throughout the life cycle. Supports management's use of standard methodologies, techniques, and metrics. Provides strategies to ensure continuous delivery of services and production of deliverables consistent with established industry standards, government regulations, and customer requirements. Enables organizational improvement planning and focused decision making by facilitating group briefings and discussions.

Minimum Education:

Certification in quality management and Master's Degree from an accredited college or university in Quality Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical, or management discipline. Certification in a related field and/or Project Management Professional (PMP) is required. Experience may substitute for education (5 Years experience for a Bachelor's degree and 10 Years experience for a Master's degree).

SENIOR ANALYST

Minimum/General Experience:

Senior analyst with at least eight (8) years of experience in developing and applying structured methodologies and processes in the assessment of organizational health, and the analysis and design of organizational initiatives. Strong verbal and written communication skills required.

Functional Responsibility:

Provides functional and technical expertise in recommending solutions for complex enterprise business problems. Defines information needs, develops business and data architectures, and provides input for technical architectures in the form of business requirements. Documents business process flows, identifies functional requirements, prepares project documentation, develops performance requirements, and supports organizational planning activities. Possesses expert domain knowledge of functional areas. May apply industry best practices to develop recommendations for vendor selection, implementation strategy, and cost benefit analysis. Conduct program planning, audits, and evaluations. Conducts studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies. May lead or facilitate group discussions and briefings. Conducts customized business training as needed to successfully perform/complete a consulting engagement. Provides policy and regulation development assistance.

Minimum Education:

Bachelor's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Psychology, Business, or other related scientific, technical or management discipline. Certification in a related field is desirable. Experience may substitute for education (10 Years experience for a Master's degree).

BUSINESS ANALYST

Minimum/General Experience:

Strong analyst with at least six (6) years of experience in working independently on requirements to support the analysis and design of business applications for moderately complex enterprise systems. Strong verbal and written communication skills required.

Functional Responsibility:

Develops surveys, conducts interviews, and frames problems for analysis and decision making in support of customer business functions. Employs process improvements and reengineering methodologies and principles for modernization of enterprise business systems. Supports business requirements definition, verification and validation, documentation, and implementation of organizational initiatives. Supports program planning, audits, and evaluations. Supports studies, analyses, scenarios, facilitated discussions and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies. Supports policy and regulation development assistance. Develops feasibility and cost-benefit studies, lifecycle analysis, briefings and presentations, report writing, and post implementation evaluations for agency projects.

Minimum Education:

Bachelor's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Psychology, Business, or other related scientific, technical or management discipline. Experience may substitute for education (10 Years experience for a Master's degree).

BUSINESS ARCHITECT

Minimum/General Experience:

Senior architect with at least twelve (12) years of experience in performing business architecture related experience, and expert knowledge of organizational design concepts and techniques, different architecture frameworks, and in the design and development of a variety of infrastructure programs and systems. Strong verbal and written communication skills required.

Functional Responsibility:

The Business Architect works to develop an integrated view of the business unit, in the context of the enterprise, using a repeatable approach, cohesive framework, and available industry standard techniques. Provides expertise in the areas of business enterprise architecture and business processes across a broad spectrum of businesses, systems, applications, and requirements. Analyzes the activities of a business unit or line of business and makes recommendations pertaining to the projects that the business unit should perform. Conducts studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives. Focus is on governance structure, business processes, and the structure of business information. Analyzes the alignment (or lack thereof) between strategic goals and key business decisions regarding products and services; partners and suppliers; organization; capabilities; and key business and IT initiatives. Performs analysis of business motivations and business

operations, through the use of business analysis frameworks and related networks that link these aspects of the enterprise together. Advises senior management on trends and emerging technologies, and their impact on the organization's architectures and business strategies. May provide policy and regulation development assistance. Performs market and technology research to identify potential alternatives to address complex issues faced by an organization. Provides executive and management coaching services on organizational issues.

Minimum Education:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. An advanced degree or certification in a related field is desirable. Experience may substitute for education (5 Years experience for a Bachelor's degree and 10 Years experience for a Master's degree).

ADMINISTRATIVE SUPPORT SPECIALIST

Minimum/General Experience:

Support specialist with at least four (4) years of experience in providing technical writing and/or administrative support pertaining to all aspects of a program or project.

Functional Responsibility:

Assists in collecting and organizing information for preparation of customer deliverables. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Assists in the preparation of management plans, reports, and presentations to customer program and executive management. Edits documentation of studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives. Supports preparation of briefings for stakeholder meetings. Records discussion content and provides related facilitation support services. May provide graphics planning support, project financial and administration support, general office support, secretarial support, and event planning.

Minimum Education:

Associate's Degree from an accredited college or university in a related field. A Bachelor's degree is preferred.

FUNCTIONAL SUBJECT MATTER EXPERT

Functional Responsibilities:

Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex financial and/or business issues. Makes recommendations and advises on organization-wide improvements, optimization, or maintenance efforts in integrated management systems. Provides assistance, consultation, and independent evaluation of business activities. Experience conducting expert analysis. Provides hands-on technical and functional expertise as it relates to projects. Demonstrates in-depth functional or technical expertise and a thorough understanding relevant best practices and industry accepted methodologies. Provides clear guidance to project team through excellent verbal and written communication skills. Serves in an advisory capacity, providing members of the project team and the client organization with significant industry knowledge.

Specialized Experience:

Experience in specialized field related to financial, accounting, or business management.

Minimum Years of Experience:

At least twelve (12) years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Specialized field certifications include CGFM, CPA, CISA, or equivalent preferred. Experience may substitute for education (five (5) years' experience for a Bachelor's and ten (10) years' experience for a Master's degree).

PRINCIPAL / PARTNER

Functional Responsibilities:

Responsible for managing client relationship, quality control, supervision of team, and resolution of significant issues. Also responsible for the overall contract management and will provide the technical and managerial skills to ensure that all products and deliverables meet the client's requirement and deadlines. Organizes, directs, and coordinates the planning and production of all contract support activities. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs. Oversees multiple financial management and/or business services and related projects.

Specialized Experience:

Experience in program management, financial management, acquisition management, cost estimating, procurement strategic planning and execution, or business management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, and demonstrated capability in managing multiple tasks.

Minimum Years of Experience:

At least twelve (12) years of management, business, accounting, or financial experience, including seven (7) years of increasing responsibilities in assignment supervision and management.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Experience may substitute for education (five (5) years' experience for a Bachelor's and ten (10) years' for a Master's degree).

FINANCIAL / BUSINESS CONSULTANT

Functional Responsibilities:

Defines the problems and analyzes and develops plans and requirements in the subject matter area for complex financial and/or business processes and systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management environment. Performs business and/or financial management tasks for government organizations. Performs financial management activities including audits, financial analysis, and preparation of reconciliations, vouching transactions, and verifying account balances. Consults with Team Leads on strategic analysis, cost, and economic analysis. Typically manages junior analysts. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. Holds 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. Formulates advanced diagnoses through financial or statistical modeling; assesses appropriate alternatives.

Specialized Experience:

Experience in new and related legacy technology directly related to financial and/or business systems.

Minimum Years of Experience:

At least seven (7) years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Specialized field certification includes SCEA, CGFM, CPA, CISA, or equivalent preferred. Experience may substitute for education (five (5) years' experience for a Bachelor's degree and ten (10) years' experience for a Master's degree).

MANAGER

Functional Responsibilities:

Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time-frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated business solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates. Can present material before oversight authority for the client and/or prepare program managers for briefings and presentations. Is familiar with activity based costing, business case analysis, and contract management.

Specialized Experience:

Experience in new and related legacy technology directly related to financial and/or business systems.

Minimum Years of Experience:

At least seven (7) years of financial management experience, including three (3) years of increasing responsibilities, including supervisory duties.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Experience may substitute for education (five (5) years' experience for a Bachelor's degree and ten (10) years' experience for a Master's degree).

FINANCIAL / BUSINESS SYSTEMS ENGINEER

Functional Responsibilities:

Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time and improve efficiency. Provides technical direction to other staff members, as required, to ensure that project deadlines are met.

Specialized Experience:

Experience as a Software Engineer on a government commercial off-the-shelf (COTS) or government off-the-shelf (GOTS) system, knowledge of software engineering principles, and ability to develop complex financial solutions to satisfy business objectives.

Minimum Years of Experience:

At least five (5) years of experience in information system design.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Experience may substitute for education (five (5) years' experience for a Bachelor's and ten (10) years' experience for a Master's degree).

SENIOR FINANCIAL / BUSINESS ANALYST

Functional Responsibilities:

Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Directs the gathering of user requirements and translating them into workable automated financial and/or business solutions. In-depth knowledge of financial systems and systems implementation. Capable of assessing products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to lead all stages of a project's life-cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

Specialized Experience:

Experience in financial management/accounting for the Federal government. Possess a thorough knowledge of Federal financial and accounting systems and current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Minimum Years of Experience:

At least eight (8) years of business, financial, operational, or systems management experience.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Experience may substitute for education (five (5) years' experience for a Bachelor's and ten (10) years' experience for a Master's degree).

FINANCIAL / BUSINESS ANALYST

Functional Responsibilities:

Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating, and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses thorough knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp inter-relationships between financial management requirements and automated business solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensures that tasks are completed in the time-frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity based costing and business case analysis.

Specialized Experience:

Experience in financial management/accounting in a Federal government environment with a demonstrated ability in areas such as cost estimating, procurement strategic planning and execution, or business management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements.

Minimum Years of Experience:

At least five (5) years of business, financial, operational, or systems management experience.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Associates degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Experience may substitute for education (three (3) years of experience for an Associate's degree).

INFORMATION SYSTEMS AUDITOR

Functional Responsibilities:

Documents business process flows; tests internal controls; provides budgeting and accounting support; documents/reviews requirements for financial and business management solutions; designs and tests functional components of financial and business management systems; develops project documentation according to program specifications; supports audit efforts; provides technical support to financial management improvement; and completes tasks related to budgeting, accounting, and financial management.

Specialized Experience:

Experience in financial management/accounting in a Federal government environment. Possess knowledge of Federal financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Minimum Years of Experience:

At least five (5) years of business, financial, operational, or systems management experience.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Associates degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Experience may substitute for education (three (3) years of experience for an Associate's degree).

FINANCIAL DATA ANALYST

Functional Responsibilities:

Participates in the support of computer hardware and software for financial and/or business systems and assessment of its ability to support specific requirements and to interface with other equipment and systems. Determines potential and actual bottlenecks and proposes recommendations for their elimination. Makes recommendations for financial and/or business system improvements that will result in optimization of development and/or maintenance efforts.

Specialized Experience:

At least one (1) year of experience in supporting modern COTS or GOTS software and its ability to support specific financial and/or business requirements.

Minimum Years of Experience:

At least three (3) years of experience in at least one of the following disciplines: data management, system analysis, system programming, application programming, and equipment analysis.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Associates degree from an accredited college or university in Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Experience may substitute for education (three (3) years of experience for an Associate's degree).

FINANCIAL / BUSINESS SUPPORT SPECIALIST

Functional Responsibilities:

Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating, and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. May be familiar with government financial management processes and/or activity based costing methodologies.

Minimum Years of Experience:

Up to three (3) years of work experience in a business environment.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

High School diploma.

LOGISTICIAN SENIOR

Functional Responsibilities:

Analyzes and coordinates the logistical functions of an organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. Determines overall support requirements, including facilities, personnel, safety, and maintenance. Directs and coordinates program activities designed to ensure effective and efficient support. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements and studies the relative supportability of alternative concepts. Determines logistic support sequences and time phasing. Anticipates logistics problems and determines contingency requirements and solutions. May design and conduct research or technical studies to support logistic functions.

Minimum Years of Experience:

At least six (6) years of relevant experience.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's degree in a related logistics discipline, or equivalent experience (five (5) years' experience for a Bachelor's degree).

LOGISTICIAN JUNIOR

Functional Responsibilities:

Assists in the design, analysis, implementation, and modification of logistics systems and processes. Assists with all major elements of logistic support, to include maintenance planning, supply support, test and support equipment, transportation and handling, personnel and training, facilities, data, and computer resources. Defines and uses analytical and quantitative methods for modeling logistics support. Prepares

technical reports and documentation. Prepares and delivers presentations and briefings as required. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

Minimum Years of Experience:

At least one (1) year of relevant experience.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Associate's degree in a related discipline, or equivalent experience (three (3) years of experience for an Associate's degree).

ENGINEER SENIOR

Functional Responsibilities:

Analyzes complex functions, procedures, and problems to find creative, logical, and effective solutions. Works with technical/functional analysts, engineers, and logisticians to incorporate recommendations and requirements into new or existing systems and may remain involved through the design and final implementation of the resulting systems. Applies specialized knowledge of interest to an Information Technology product, application, process, or area of specificity. Develops innovative ideas, advancements, and solutions. Understands client's needs, identifies root causes of problems, and implements pragmatic solutions.

Minimum Years of Experience:

At least six (6) years of relevant experience.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Bachelor's degree, or equivalent experience (five (5) years' experience for a Bachelor's degree).

ENGINEER JUNIOR

Functional Responsibilities:

Assists with analyzing complex functions, procedures, and problems to find creative, logical, and effective solutions. Supports technical/functional analysts, engineers, and logisticians to incorporate recommendations and requirements into new or existing systems, and may remain involved through the design and final implementation of the resulting systems. Applies specialized knowledge of interest to a product, application, process, or area of specificity. Assists more senior staff with the development of innovative ideas, advancements, and solutions. Also assists with understanding client's needs, identifying root causes of problems, and implementing practical solutions.

Minimum Years of Experience:

At least one (1) year of relevant experience.

Minimum Educational/Degree Requirements, and Training or Certification Requirements:

Associate's degree in a related discipline, or equivalent experience (three (3) years of experience for an Associate's degree).

SERVICE CONTRACT ACT (SCA) MATRIX

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Support Specialist	01020 - Administrative Assistant	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

Credence Management Solutions LLC, provides commercial services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Siddhartha Chowdhary, 703 819-6876, schowdhary@credence-llc.com**).

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make