

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

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**FINANCIAL AND BUSINESS SOLUTIONS (FABS)**  
**FSC GROUP 520**  
**CONTRACT NUMBER: GS-23F-0035X**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period: February 8, 2011 to February 7, 2016**

**PESYSTEMS, INC.**

**10201 Fairfax Boulevard, Suite 400**  
**Fairfax, VA 22030**

**Telephone: (703) 691-3498; Fax: (703) 246-9313**

**<http://www.pesystems.com/>**

**Contact for Contract Administration: Kevin Dyson**  
**703-246-9663, [kdyson@pesystems.com](mailto:kdyson@pesystems.com)**

**BUSINESS SIZE: Large Business**

Prices shown herein are net (discount deducted).

**Date: March 9, 2011**

 **Contract Holder**

# **TABLE OF CONTENTS**

<b>CUSTOMER INFORMATION.....</b>	<b>1</b>
<b>AUTHORIZED FABS SCHEDULE PRICELISTS .....</b>	<b>4</b>
<b>LABOR CATEGORY DESCRIPTIONS .....</b>	<b>5</b>
<b>CORPORATE CAPABILITY .....</b>	<b>10</b>
<b>SPECIAL ITEM NUMBERS (SINs).....</b>	<b>11</b>

## CUSTOMER INFORMATION

**1a. Authorized Special Item Numbers (SINs)**

520-12 Budgeting

520-13 Complementary Financial Management Services

**1b.** A complete price list may be found at page 4.

**1c.** A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services can be found starting on page 5 of this Pricelist.

**2. Maximum order:** \$1,000,000

**3. Minimum order:** \$100.00

**4. Geographic coverage (delivery area):** Domestic delivery only.

**5. Points of production (city, county, and state or foreign country):**

City of Fairfax, Fairfax County, Virginia

City of Dayton, Montgomery County, Ohio

Town of Littleton, Middlesex County, Massachusetts

**6. Discount from List Prices:** To be negotiated at the task order level.

**7. Quantity Discounts:** P E Systems will offers a 2% discounts for orders over \$500,000.

**8. Prompt payment terms:** Net 30 Days

**9. Acceptance of Government Purchase Cards:** Yes

**10. Foreign Items:** Not Applicable.

**11a. Time of Delivery:** To be negotiated at the task order level.

**11b. Expedited Delivery:** Items available for expedited delivery are noted in this price list.

**11c. Overnight and 2-day Delivery:** Not Applicable.

**11d. Urgent Requirements:** To be negotiated at the task order level.

**12. F.O.B. Point:** Destination.

**13a. Contractor s Ordering Addresses:**

P E Systems, Inc.  
10201 Fairfax Boulevard, Suite 400  
Fairfax, VA 22030  
Attn: Don Freeman (703-246-9662)

P E Systems, Inc.  
5100 Springfield Pike, Suite 510  
Dayton, OH 45431-1262  
Attn: Raymond Lanier (937-258-0141)

P E Systems, Inc.  
119 Russell St., Suite 2  
Littleton, MA 01460  
Attn: Gene Bisol (978-742-9010)

**13b. Ordering Procedures:**

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

**14. Payment Address:**

<p><b><u>For Checks:</u></b> P E Systems, Inc. 10201 Fairfax Blvd., Suite 400 Fairfax, VA 22030-2222  Attn: Elsie Walder, 703-246-9608</p>	<p><b><u>For Wire Transfers:</u></b> Wells Fargo Bank, N.A. FBO P E Systems, Inc. ABA Routing #: 051400549 Account #: 2000059297590  Attn: Joe Dague, 703-760-5529</p>
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**15. Warranty Provision:** Not Applicable

**16. Export Packing Charges:** Not Applicable

**17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):**

PESystems will negotiate acceptance of Government purchase cards for orders that exceed the micro-purchase threshold on a task order basis.

**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:** Not Applicable

**a. Terms and Conditions for any Other Services:** Not Applicable

21. **List of Service and Distribution Points:** Not Applicable
22. **List of Participating Dealers:** Not Applicable
23. **Preventive Maintenance:** Not Applicable
- 24a. **Special attributes, such as environmental attributes:** Not Applicable
- 24b. **Section 508 Compliance Information:** Not Applicable
25. **Data Universal Number System (DUNS) Number:** 86-779-6989
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered and Registration valid to 11/18/2011.

## AUTHORIZED FABS SCHEDULE PRICELISTS

The proposed price list below is applicable to SINs 520-12 and 520-13

<b>SIN's Proposed</b>	<b>Service Proposed</b>	<b>Feb 8, 2011 through Feb 7, 2012</b>	<b>Feb 8, 2012 through Feb 7, 2013</b>	<b>Feb 8, 2013 through Feb 7, 2014</b>	<b>Feb 8, 2014 through Feb 7, 2015</b>	<b>Feb 8, 2015 through Feb 7, 2016</b>
520-12 520-13	Financial Analyst 2	\$62.28	\$63.53	\$64.80	\$66.09	\$67.41
520-12 520-13	Financial Analyst 3	\$64.81	\$66.11	\$67.43	\$68.78	\$70.15
520-12 520-13	Financial Analyst 4	\$73.91	\$75.39	\$76.90	\$78.43	\$80.00
520-12 520-13	Financial Analyst 5	\$80.73	\$82.34	\$83.99	\$85.67	\$87.38
520-12 520-13	Financial Analyst 6	\$91.02	\$92.84	\$94.70	\$96.59	\$98.52
520-12 520-13	Acquisition Management Level 4	\$82.23	\$83.87	\$85.55	\$87.26	\$89.01
520-12 520-13	Administrative Support Specialist 2	\$36.05	\$36.77	\$37.51	\$38.26	\$39.02
520-12 520-13	Administrative Support Specialist 3	\$37.62	\$38.37	\$39.14	\$39.92	\$40.72
520-12 520-13	Administrative Support Specialist 4	\$41.86	\$42.70	\$43.55	\$44.42	\$45.31

## LABOR CATEGORY DESCRIPTIONS

**Equivalencies:** One year of additional experience is the equivalent of one year of education (Example: 2 years of additional experience is equivalent to an Associates Degree, 4 years of additional experience is equivalent to and Bachelors Degree, 6 years of additional experience is equivalent to a Masters Degree). A certification related to a technology or professional discipline is equivalent to two years of the experience or education.

### FINANCIAL MANAGEMENT ANALYST LEVEL 2

**Functional Responsibilities:** Conduct budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Support program budget baseline preparation and maintenance; development and implementation of budget preparation project plans; preparation and review of program financial documents; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to preparation, recording and tracking of funding documents; creation, maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies; and preparation, monitoring and correction of submissions and financial transactions. Possess good written and verbal communication skills; knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems and the ability to act with minimal guidance or supervision.

**Education:** Bachelor's Degree in business or technical related discipline.

**Experience:** 3 years relevant experience

### FINANCIAL MANAGEMENT ANALYST LEVEL 3

**Functional Responsibilities:** Conduct budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Support program budget baseline preparation and maintenance; development and implementation of budget preparation project plans; preparation and review of program financial documents; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to preparation, recording and tracking of funding documents; creation, maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies; and preparation, monitoring and correction of submissions and financial transactions. Possess good written and verbal communication skills; knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems and the ability to act independently with minimal guidance or direction.

**Education:** Bachelor's Degree in business or technical related discipline.

**Experience:** 5 years relevant experience

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 4**

**Functional Responsibilities:** Perform analyses and services by applying business, technical, acquisition, procurement and financial management knowledge and expertise to obtain and manage program resources. Perform financial planning across the portfolio of programs; guidance regarding Programming, Planning, Budgeting and Execution (PPBE), appropriations, and regulatory compliance; program resource estimation and budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Perform program budget baseline preparation and maintenance; development and implementation of detailed budget preparation project plans; preparation and review of program financial documents; review of Work Breakdown Structures and acquisition schedules; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to procurement, source selection and contracting; support the preparation of Contract Performance Reports or Earned Value Management assessments and analyses. Prepare, record and track funding documents; maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks; and preparation, monitoring and correction of submissions and financial transactions. Possess strong written and verbal communication skills; extensive customer acquisition and financial management experience; intimate knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems and the ability to act independently with minimal guidance/direction.

**Education:** Master's Degree in business or technical related discipline.

**Experience:** 5 years relevant experience

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 5**

**Functional Responsibilities:** Provide guidance, analyses and services by applying business, technical, acquisition, procurement and financial management knowledge and expertise to obtain and manage program resources. Perform strategic financial planning across the portfolio of programs; guidance regarding Programming, Planning, Budgeting and Execution (PPBE), appropriations, and regulatory compliance; program resource estimation and budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Perform program and mission requirement evaluation to establish objectives and activities and associated budget elements; program budget baseline preparation and maintenance; development and implementation of detailed budget preparation project plans; preparation and review of program financial documents; development and review of Work Breakdown Structures and acquisition schedules; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide support to procurement, source selection and contracting; preparation of Contract Performance Reports or Earned Value Management assessments and analyses of contractor performance; preparation, recording and

tracking of funding documents; creation, maintenance and assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies; and preparation, monitoring and correction of submissions and financial transactions. Possess strong written and verbal communication skills; extensive customer acquisition and financial management experience; intimate knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems; and the ability to act independently with minimal guidance/direction.

**Education:** Master's Degree in business or technical related discipline.

**Experience:** 7 years relevant experience

#### **FINANCIAL MANAGEMENT ANALYST LEVEL 6**

**Functional Responsibilities:** Provide expert guidance, analyses and services by applying business, technical, acquisition, procurement and financial management knowledge and expertise to obtain and manage program resources. Perform strategic financial planning across the portfolio of programs; guidance regarding Programming, Planning, Budgeting and Execution (PPBE), appropriations, and regulatory compliance; program resource estimation and budget preparation; analysis, monitoring and tracking of funds allocated, obligated and expended; contractor performance assessment; and the preparation of financial models and analyses. Perform program and mission requirement evaluation to establish objectives and activities and associated budget elements; program budget baseline preparation and maintenance; development and implementation of detailed budget preparation project plans; preparation and review of program financial documents; development and review of Work Breakdown Structures and acquisition schedules; and preparation, organization, input and analysis of program obligation and expenditure data using customer provided information systems. Provide guidance to procurement, source selection and contracting. Evaluate Contract Performance Reports and prepare detailed Earned Value Management assessments and analyses. Conduct assessment of program or project schedules, budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; identification of potential cost or schedule risks and mitigation strategies. Possess strong written and verbal communication skills; extensive customer acquisition and financial management experience; intimate knowledge of financial policies, regulations, and directives; knowledge of MS Office product suite including MS Project; customer provided financial management information systems; and the ability to act independently with minimal guidance/direction.

**Education:** Master's Degree in business or technical related discipline.

**Experience:** 9 years relevant experience

#### **ACQUISITION MANAGER LEVEL 4**

**Functional Responsibilities:** Apply their knowledge of acquisition regulations and compliance requirements and their experience in acquisition support, program and project management disciplines to customer budgeting and financial analysis activities. Assignments may include conducting cost impact assessments for trade-off analysis in support of strategic planning,

resource management, program portfolio management, acquisition planning, performance and process improvement, and identification and implementation of best practices. Activities and deliverables may include: support to procurement, source selection and contracting cost analysis and assessments; financial management; budgets or performance characteristics; preparation and review of recommendations to improve program cost, schedule and performance; and identification of potential cost or budget risks and mitigation strategies. Lead and contribute to team activities and use cost and budget analytical techniques to assess acquisition processes and recommend approaches for improving acquisition, program planning, control and execution. Assess and review internal business processes and prepare recommendations to improve performance and/or efficiency. Model performance and plan or assist with the implementation of improvements. Strong written and verbal communication skills; earned value management and risk management; knowledge of MS Office product suite including MS Project; cost modeling methodologies and techniques; and the ability to act independently with minimal guidance/direction. Project Management Institute PMP certification desired.

**Education:** Master’s Degree in business or technical related discipline.

**Experience:** 5 years relevant experience

**ADMINISTRATIVE SUPPORT SPECIALIST LEVEL 2**

**Functional Responsibilities:** Use various customer provided business support applications to: update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; schedule and coordinate meetings and reviews; prepare documentation and correspondence; collect, organize, and input data; and create reports and maintain records and files in a library or database. Track recurring and priority requests for information to include: action items, data calls, and submission deadlines. Possess strong interpersonal skills. Knowledge of Microsoft Office product suite including MS Outlook; and the ability to act independently with minimal guidance/direction.

**Education:** High School Diploma.

**Experience:** 2 years relevant experience

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Support Specialist Level 2**	01020 ADMINISTRATIVE ASSISTANT	05-2059

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. 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.”

**ADMINISTRATIVE SUPPORT SPECIALIST LEVEL 3**

**Functional Responsibilities:** Use various customer provided business support applications to: manage, update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; plan, schedule and coordinate meetings and reviews; prepare

documentation and correspondence; collect, organize, and input data; and create reports and maintain records and files in a library or database. Manage and track recurring and priority requests for information to include: action items, data calls, and submission deadlines. Possess strong interpersonal skills. Knowledge of Microsoft Office product suite including MS Outlook; and the ability to act independently with minimal guidance/direction.

**Education:** Associate's Degree in business or technical related discipline.

**Experience:** 2 years relevant experience

#### **ADMINISTRATIVE SUPPORT SPECIALIST LEVEL 4**

**Functional Responsibilities:** Use various customer provided business support applications to: manage, update and coordinate schedules and calendars; plan and arrange travel and communicate itineraries; plan, schedule and coordinate meetings and reviews; prepare documentation and correspondence; collect, organize, and input data; and create reports and maintain records and files in a library or database. Manage and track recurring and priority requests for information to include: action items, data calls, and submission deadlines. Possess strong interpersonal skills. Supervise assigned administrative staff as required. Knowledge of MS Office product suite including MS Outlook; and the ability to act independently with minimal guidance/direction.

**Education:** Bachelor's Degree in business or technical related discipline.

**Experience:** 4 years relevant experience

## **CORPORATE CAPABILITY**

P E Systems is a minority, veteran-owned business with corporate headquarters at 10201 Fairfax Blvd., Fairfax, Virginia with Divisional offices in Massachusetts and Ohio. Our company, founded in 1971, has maintained a long-term focus on providing professional advisory and assistance services (A&AS) in support of the acquisition of DoD C<sup>4</sup>I and mission support systems. P E Systems' professional capabilities include DOD 5000 series acquisition and program management, financial management, cost analysis and PPBES budget preparation, contracting, administrative and human resources support, Information Assurance (IA) certification and accreditation, and systems and specialty engineering.

Our continued success in supporting a wide range of government organizations and programs has been founded on our employees and adherence to industry standard best practices. P E Systems has made and continues to make a corporate investment in company and individual qualifications and certifications. P E Systems' ISO 9001:2008 certified Quality Management System (QMS) and underlying Quality System Procedures (QSPs) reflect P E Systems' sustained commitment to obtain and maintain an important industry certification. Our QMS includes audited procedures and instructions specific to task order management; project planning; human resource management; government property control; subcontractor management; and, government material purchase. These standardized methodologies provide consistency in the delivery of our services with a high level of satisfaction to our Government customers. Additional corporate investments in internal applications, such as our Corporate Sharepoint Portal, for team project communication and coordination, and our acquisition of commercial applications, such as the Deltek GCS financial management system, create value and differentiate P E Systems' task or delivery order management procedures and adhere to industry best practices.

Second, selective recruiting and a competitive comprehensive benefits program have enabled us to hire and retain a quality staff of acquisition, program management and financial professionals. To maintain a competitive posture, our staff is provided the opportunity to enhance their professional development through individual qualifications and certifications. All of our task managers and key personnel receive Project Management Professional (PMP) training from a Project Management Institute (PMI) accredited training provider. In addition to their PMP certification, employees are sponsored and encouraged to obtain their individual certifications pertinent to their areas of expertise. Our training and investments in our personnel are guided by our strategy, assessment of industry standards and the certifications required for delivery of quality services to our customers.

P E Systems' performance record with our DoD customers stands on its own merits. Our staff has continually demonstrated superior performance in the delivery of contracted A&AS services as evidenced in outstanding contractor performance assessment reports (CPARs) and through special recognition at both the individual and Team level.

## **SPECIAL ITEM NUMBERS (SINs)**

### **520-12 Budgeting**

The Contractor shall provide budgeting services. This may include but is not limited to the following:

- 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.

NOTE: Budgeting may include 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

### **520-13 Complementary Financial Management Services**

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

- 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.

NOTE: Complementary Financial Management Services may include but are 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 formulation 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 under-funded
- Assist with quality assurance efforts