

GSA AUTHORIZED FEDERAL SUPPLY SCHEDULE AND PRICELIST

FINANCIAL AND BUSINESS SOLUTIONS (FABS) MULTIPLE AWARD SCHEDULE

SPECIAL ITEM NUMBERS (SINS)

[Special Item No. 520-12 Budgeting Services](#)

[Special Item No. 520-13 Complementary Financial Management Services](#)

GROUP: Industrial Group 520

CONTRACT NUMBER: GS-23F-0057J

PERIOD COVERED BY CONTRACT:

January 1, 2008 through December 31, 2012



VT Aepco Inc.

555 Quince Orchard Road, Suite 488
Gaithersburg, MD 20878

Point of Contact: Joyce Villella
Email: Joyce.Villella@vtaepco.com
Web Site Address: www.vtaepco.com

Telephone: (301) 670-6770 ♦ Facsimile: (301) 670-9884

*Business Size: Large
Prices Shown Herein are Net (Discount Deducted)*

*General Service Administration
Federal Supply Service*

On line access to contract, ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery are available through GSA Advantage!, a menu-driven database system. Agencies can browse GSA Advantage! by accessing, via the Internet, www.gsaadvantage.gov or GSA's Home Page gsa.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedule button at fss.gsa.gov.

Supplement 2 - Effective 1/01/04

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INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

INFORMATION FOR ORDERING OFFICES

1(a). Table of Awarded Special Item Numbers (SINs): (See Page 7)

<u>SIN #</u>	<u>Nomenclature</u>
520-12	Budgeting Services
520-13	Complementary Financial Management Services

1(b). For Pricing: (See Page 12)

1(c). Labor Categories: (See Pages 8 through 11)

2. **Maximum Order:** The Maximum Order designated for contracts awarded under this Schedule is \$ 1,000,000.00. Ordering activities may see a price reduction for orders placed over this amount.
3. **Minimum Order:** The Minimum Order designated for contracts awarded under this solicitation is \$ 300.00. Contractors are not obligated to honor orders under this dollar amount.
4. **Geographic Coverage:** World-wide
5. **Points of Production (City, County, State):** Gaithersburg, Montgomery County, Maryland
6. **Discounts:** (See Page 12)
7. **Quantity Discounts:** Orders over \$500,000.00 are negotiable.
8. **Prompt Payment Terms:** NET 30
9. **Government Purchase Cards:**
 - (a) Government purchase cards are accepted below micro-purchase threshold.
 - (b) Government purchase cards are not applicable above the micro-purchase threshold.
10. **Foreign Items:** None
- 11(a). **Time of Delivery:** To be determined by order
- 11(b). **Expedited Delivery:** To be determined by order
- 11(c). **Overnight and two-day Delivery:** Available Upon Request
- 11(d). **Urgent Requirement:** Available Upon Request

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

13(a). **Ordering Address:** AEPCO, Inc.
555 Quince Orchard Road
Suite 488
Gaithersburg, MD 20878
ATTN: Joyce Villella
Phone: 301-670-6770
Fax: 301-670-9884
Email: Joyce.Villella@vtaepco.com

13(b). **Ordering Procedures:** Not Applicable

14. **Payment Address:** AEPCO, Inc.
555 Quince Orchard Road
Suite 488
Gaithersburg, MD 20878
ATTN: Nina Chow
Phone: 301-670-6770
Fax: 301-670-9884
Email: Nina.Chow@vtaepco.com

15. **Warranty Provision:** Not Applicable

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

17. **Terms & Conditions of Government Commercial Credit Card Acceptance:**
Not Applicable

18. **Terms & Conditions of Rental, Maintenance & Repair:** Not Applicable

19. **Terms & Conditions of Installation:** Not Applicable

20. **Terms & Conditions of Repair Parts:** Not Applicable

20(a). **Terms & Conditions for Any Other Service:** Not Applicable

21. **List of Services & Distribution Points:** Not Applicable

22. **List of Participation Dealers:** Not Applicable

23. **Preventive Maintenance:** Not Applicable

24(a). **Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable

24(b). **Section 508 Compliance Information:** N/A

25. **Data Universal Numbering System (DUNS) Number: 03-879-1257**
26. **AEPCO is registered in Central Contract Registration (CCR) Database.**

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

AEPCO, Inc. provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact Joyce Vilella, telephone (301) 670-6770, vilella_joyce@aepeco.com, and facsimile (301) 670-9884.

SPECIAL ITEM NUMBERS (SINS) FOR FINANCIAL AND BUSINESS SOLUTIONS (FABS) – SIN 520

1. **SIN 520-12 – BUDGETING** - 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. **SIN 520-13 – COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES** – Examples of Complementary Financial Management Services includes but is not limited to: 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 polices, collect data and prepare Information Collection Requests for approval by OMB, conduct exposure and risk analyses, develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations, perform actuarial services and/or actuarial data analysis services, collection, analysis, editing, calibration and data entry of Employee Benefit Plan information, conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities, perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded, assist with quality assurance efforts.

PROFESSIONAL STAFF

ANALYST VI

Minimum/General Experience: Ten or more years of management experience in the analysis, planning, design, development, implementation and support of various financial systems. Proficient in automated government acquisition and financial management processes. Significant experience in planning, monitoring, and tracking government contract and financial activities, including prime and subcontractor activities and deliverables. Demonstrated in-depth knowledge of government financial policies and procedures.

Functional Responsibility: Provides senior level program management of government contracts. Organizes and supervises technical expertise in financial management, training, analysis, acquisition, and quality control to support contract efforts. Utilizes various business and financial software programs to monitor and implement procurement, budget, quality control, and administrative processes. Directs implementation of procedures to meet contract requirements. Oversees planning, direction, and coordination of work activity for financial management staff involved in document preparation, cost estimating, budget planning and execution, budget submittals and reclaims, and acquisition documentation. Provides assistance related to financial policy development and implementation and quality assurance procedures.

Minimum Education: Advanced degree; a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in business administration, finance, accounting, engineering, or a related field.

ANALYST V

Minimum/General Experience: Eight or more years of management experience in the analysis, planning, design, development, implementation and support of various financial systems. Highly experienced in automated government acquisition and financial management processes. Significant experience in planning, monitoring, and tracking government contract and financial activities, including prime and subcontractor activities and deliverables. Demonstrated in-depth knowledge of government financial policies and procedures.

Functional Responsibility: Provides senior level program management of government contracts. Organizes and supervises technical expertise in financial management, training, analysis, acquisition, and quality control to support contract efforts. Utilizes various business and financial software programs to monitor and implement procurement, budget, quality control, and administrative processes. Directs implementation of procedures to meet contract requirements. Oversees planning, direction, and coordination of work activity for financial management staff involved in document preparation, cost estimating, budget planning and execution, budget

submittals and reclaims, and acquisition documentation. Provides assistance related to financial policy development and implementation, and quality assurance procedures.

Minimum Education: Advanced degree; a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in business administration, finance, accounting, engineering, or a related field.

ANALYST IV

Minimum/General Experience: Four or more years of management experience in the analysis, planning, design, development, implementation and support of various financial systems. Experienced in automated government acquisition and financial management processes. Demonstrated experience in planning, monitoring, and tracking government contract and financial activities, including prime and subcontractor activities and deliverables. Demonstrated knowledge of government financial policies and procedures.

Functional Responsibility: Provides program management of government contract task areas. Oversees and provides technical expertise in financial management, training, analysis, acquisition, and quality control to support contract efforts. Utilizes various software programs to monitor and implement procurement, budget, quality control, and administrative processes. Directs implementation of procedures to meet contract requirements. Provides planning, direction, and coordination of various work activities. Assist in supervision and instruction of employees in technical specialty and quality assurance efforts. Capable of leading meetings and presenting information to large groups.

Minimum Education: Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with 10 years relevant experience or high school degree with 10 years relevant experience in business administration, finance, accounting, engineering, or a related field.

ANALYST III

Minimum/General Experience:

Four or more years of management experience in the analysis, planning, design, development, implementation and support of various financial systems. Some experience in program, financial, and resources management. Knowledgeable in automated government acquisition and financial management processes. Some experience in planning, monitoring, and tracking government contract and financial activities, including prime and subcontractor activities and deliverables. Possesses knowledge of government financial policies and procedures.

Functional Responsibility: Provides program management of individual task(s) of government contracts. Provides and guides technical expertise in financial management, training, analysis, acquisition, and quality control to support contract

efforts. Utilizes various software programs to monitor and implement procurement, budget, quality control, and administrative processes. Directs implementation of procedures to meet contract requirements. Provides planning, direction, and coordination of various work activities. Capable of working with minimal guidance, supervising other employees in accomplishing tasks, and assisting in quality assurance efforts.

Minimum Education: Advanced degree; a Bachelor's degree with at least five years relevant experience, Associate degree with eight years relevant experience or high school degree with 10 years relevant experience in business administration, finance, accounting, engineering, or a related field.

ANALYST II

Minimum/General Experience:

Three or more years of experience in the analysis, planning, design, development, implementation and support of various financial systems. Knowledgeable in planning, monitoring, and tracking government contract and financial activities. Familiar with government financial policies and procedures.

Functional Responsibility: Provides technical expertise in financial management, training, acquisition, and quality control to support contract efforts. Utilizes various software programs to monitor and implement procurement, budget, quality control, and administrative processes. Provides planning, direction, and coordination of various work activities. Capable of independent accomplishment of tasks after adequate instructions, but may require occasional guidance. Can communicate clearly and succinctly on technical specialty and assist in quality assurance efforts.

Minimum Education: Bachelor's degree; Associate degree with four years relevant experience or high school degree with 6 years relevant experience in information systems, business administration, finance, accounting, or a related field.

ANALYST I

Minimum/General Experience:

Limited experience in the analysis, planning, design, development, implementation and support of various financial systems. Knowledgeable of government acquisition and financial management processes.

Functional Responsibility: Provides technical expertise in procurement, financial management, analysis, acquisition, operations control, and quality control to support contract efforts. Utilizes various software programs to monitor and implement procurement, budget, quality control, and administrative processes. Implements procedures to meet contract requirements.

Minimum Education: Bachelor's degree; Associate degree with courses in related field and 2 years of relevant experience, or high school graduate with more than 4 years of relevant experience in business administration, finance, accounting, engineering, or a related field.

JUNIOR ANALYST

Minimum/General Experience:

Two or less years of experience in a technical, financial, or other field.

Functional Responsibility: Provides assistance in procurement, financial management, training, analysis, acquisition, and quality control to support contract efforts. Utilizes various software programs to monitor and implement procurement, budget, quality control, and administrative processes. Assists in the implementation of procedures to meet contract requirements.

Minimum Education: Associate degree or high school graduate with at least two years of relevant experience.

GSA Contract Schedule Price List

Contract No. GS-23F-0057J

SIN 520 - Financial & Business Management Solutions

Option Period II (Years 11 - 15) Hourly Rates

SIN 520-12 Budgeting

Category	Year 11	Year 12	Year 13	Year 14	Year 15
	01/01/08 - 12/31/08	01/01/09 - 12/31/09	01/01/10 - 12/31/10	01/01/11 - 12/31/11	01/01/12 - 12/31/12
Analyst VI	\$132.60	\$136.58	\$140.68	\$144.90	\$149.25
Analyst V	\$112.24	\$115.61	\$119.08	\$122.65	\$126.33
Analyst IV	\$88.23	\$90.88	\$93.61	\$96.42	\$99.31
Analyst III	\$68.10	\$70.14	\$72.24	\$74.41	\$76.64
Analyst II	\$54.65	\$56.29	\$57.98	\$59.72	\$61.51
Analyst I	\$41.99	\$43.25	\$44.55	\$45.89	\$47.27
Jr. Analyst	\$36.47	\$37.56	\$38.69	\$39.85	\$41.05

Option Period II (Years 11 - 15) Hourly Rates

SIN 520-13 Complementary Financial Management Services

Category	Year 11	Year 12	Year 13	Year 14	Year 15
	01/01/08 - 12/31/08	01/01/09 - 12/31/09	01/01/10 - 12/31/10	01/01/11 - 12/31/11	01/01/12 - 12/31/12
Analyst VI	\$132.60	\$136.58	\$140.68	\$144.90	\$149.25
Analyst V	\$112.24	\$115.61	\$119.08	\$122.65	\$126.33
Analyst IV	\$88.23	\$90.88	\$93.61	\$96.42	\$99.31
Analyst III	\$68.10	\$70.14	\$72.24	\$74.41	\$76.64
Analyst II	\$54.65	\$56.29	\$57.98	\$59.72	\$61.51
Analyst I	\$41.99	\$43.25	\$44.55	\$45.89	\$47.27
Jr. Analyst	\$36.47	\$37.56	\$38.69	\$39.85	\$41.05