



# FABS

## Schedule 520 - Financial and Business Solution Services

Authorized Federal Supply Schedule Pricelist and Catalog

**General Services Administration**

Contract Number: GS-23F-0065V

Contract Period: July 13, 2009 through July 12, 2014

SIN 520-11 Accounting Services

SIN 520-13 Complimentary Financial Management Services

SIN 520-21 Program Management Services

Online access to contract ordering information, terms and conditions, and pricing are available through *GSA Advantage!* at [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

MSM Group, Inc.

22021 Brookpark Road • Fairview Park • Ohio • 44126

Phone: 440.779.3842

*A Veteran Owned Small Business*

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## POINT OF CONTACT INFORMATION

**Kevin McQuade**

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**Web Address:** [www.msmgroupinc.com](http://www.msmgroupinc.com)

## CONTRACTOR INFORMATION

### 1. SPECIAL ITEM NUMBERS:

- a. SIN 520-11 Accounting Services
- b. SIN 520-13 Complimentary Financial Management Services
- c. SIN 520-21 Program Management Services

### 2. MINIMUM ORDER: \$300.00

### 3. MAXIMUM ORDER: \$1,000,000.00

### 4. GEOGRAPHIC COVERAGE: Domestic Delivery Only

### 5. POINTS OF PRODUCTION: Fairfax, Fairfax County, VA; Fairview Park, Cuyahoga County, OH

### 6. DISCOUNT FROM LIST PRICES: All prices listed are net prices

### 7. QUANTITY DISCOUNTS: Orders totaling \$500,000.00 and more receive a 2% discount

### 8. PROMPT PAYMENT TERMS: Net 30

### 9. GOVERNMENT PURCHASE CARDS:

- a. ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD: Yes
- b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD: No

### 10. FOREIGN ITEMS: Not Applicable

### 11. DELIVERY:

- a. TIME OF DELIVERY: Specified in each task order
- b. EXPEDITED DELIVERY: Items available for expedited delivery are noted in this price list
- c. OVERNIGHT AND 2-DAY DELIVERY: Not applicable
- d. URGENT REQUIREMENTS: See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.

### 12. F.O.B. POINT(S): Destination

13. ORDERING:

a. ORDERING ADDRESS:

MSM Group, Inc.  
Attn: Contracts Administration  
22021 Brookpark Road, Suite 213  
Fairview Park, Ohio 44126  
Phone: 216.408.0464  
Fax: 440.779.3869

- b. 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](http://fss.gsa.gov/schedules)).

14. PAYMENT ADDRESS:

MSM Group, Inc.  
4827 Elizabeth Lane  
Brooklyn, Ohio 44144

15. WARRANTY PROVISION: Not applicable

16. EXPORT PACKING CHARGES: Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Government purchase cards will be accepted for payment

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

21. LIST OF SERVICE AND DISTRIBUTION POINTS: Not applicable

22. LIST OF PARTICIPATING DEALERS: Not applicable

23. PREVENTATIVE MAINTENANCE: Not applicable

24. SPECIAL ATTRIBUTES: Destination

- a. SECTION 508: 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. contractor's website or other location). The EIT standards can be found at [www.section508.gov](http://www.section508.gov).

25. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER: 09-633-5570

26. CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: MSM Group, Inc. is registered in the Central Contractor Registration database.

## WHY MSM GROUP, INC.

Description goes here...

## LABOR RATES

### FABS SIN 520-11 Accounting Services

LABOR CATEGORY	PRICE
SUBJECT MATTER EXPERT III WASHINGTON D.C.	\$125.00
SUBJECT MATTER EXPERT III	\$100.00
SENIOR ACCOUNTING/IT ANALYST	\$85.00
JUNIOR ACCOUNTING/IT ANALYST	\$47.00

### FABS SIN 520-13 Complimentary Financial Management Services

LABOR CATEGORY	PRICE
SUBJECT MATTER EXPERT III WASHINGTON D.C.	\$125.00
SUBJECT MATTER EXPERT III	\$100.00
SENIOR ACCOUNTING/IT ANALYST	\$85.00
JUNIOR ACCOUNTING/IT ANALYST	\$47.00

### FABS SIN 520-21 Program Management Services

LABOR CATEGORY	PRICE
SUBJECT MATTER EXPERT III WASHINGTON D.C.	\$125.00
SUBJECT MATTER EXPERT III	\$100.00
SENIOR ACCOUNTING/IT ANALYST	\$85.00
JUNIOR ACCOUNTING/IT ANALYST	\$47.00

## LABOR CATEGORY DESCRIPTIONS

### SUBJECT MATTER EXPERT, LEVEL III Washington DC

Relevant SIN(s): 520-11; 520-13; 520-21

**Education:** B.A. or B.S. degree or specialized field certification, in ERP, or equivalent.

**General Experience:** Fifteen years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Specialized Experience:** Experience in new and related legacy technology directly related to financial systems.

**Substitution Methodology:** 20 Years experience = BA Degree

**Duties:** Provides technical, recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis. Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

### SUBJECT MATTER EXPERT, LEVEL III

Relevant SIN(s): 520-11; 520-13; 520-21

**Education:** B.A. or B.S. degree or specialized field certification, in ERP, or equivalent.

**General Experience:** Fifteen years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Specialized Experience:** Experience in new and related legacy technology directly related to financial systems.

**Substitution Methodology:** 20 Years experience = BA Degree

**Duties:** Provides technical, recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis. Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

**SENIOR ACCOUNTING / IT ANALYST**

Relevant SIN(s): 520-11; 520-13;520-21

**Education:** B.A. or B.S. degree, or equivalent experience.**General Experience:** 12+ years of accounting and financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor.**Substitution Methodology:** 15 Years experience = BA Degree**Specialized Experience:** Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts. Possess a thorough knowledge of Federal Cost Principles, Federal Acquisition Regulations, and Cost Accounting Standards. Must demonstrate a thorough understanding of budgetary and proprietary accounting principles.**Duties:** Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Will be able to provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Must be able to assess operational weaknesses, perform process improvement analysis, and recommend corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Has the ability to correlate the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity based costing, business case analysis and outsourcing requirements.

## JUNIOR ACCOUNTING / IT ANALYST

Relevant SIN(s): 520-11; 520-13; 520-21

Education: B.A. or B.S. degree or equivalent experience.

General Experience: Up to 6 years of accounting experience.

Specialized Experience: Experience in Accounting in the Federal Government environment.

Substitution Methodology: 10 Years experience = BA Degree

**Duties:** Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. In the performance of task work, applies an understanding of accounting practices and principles when conducts data gathering, analysis, and reconciliation. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.