



**U.S. General Services Administration**

**Federal Supply Service**  
***Authorized Federal Supply Schedule Price List***

**Financial and Business Services (FABS)**  
**FSC Group 520**

**Contract Number: GS-23F-0047T**  
**Contract Period: May 3, 2007 through May 2, 2012**  
**With Three 5 Year Option Periods (5/3/12 -5/2/27)**

Online 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: <http://www.gsaadvantage.gov>.

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule link at: <http://www.fss.gsa.gov>.

**For more information, please contact:**

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[avanjani@powertekcorporation.com](mailto:avanjani@powertekcorporation.com)

**Powertek Corporation**  
**9420 Key West Avenue**  
**Suite 210**  
**Rockville, MD 20850**

**Business Size:** Women Owned, Disadvantaged, Small Business, 8(a)



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## CUSTOMER INFORMATION

**1a. Awarded Special Item Numbers**

**SIN 520.11:** Accounting Services

**SIN 520 12:** Budgeting

**SIN 520 13:** Complementary Financial Management Services

**1b. Please See Appendix A for Price List**

**1c. Please See Appendix B for Labor Category Descriptions**

**2. Maximum order:** \$1,000,000.00

**3. Minimum order:** \$300.00

**4. Geographic coverage:** Domestic Delivery Only

**5. Point(s) of production:** Rockville, Montgomery County, MD

**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

**9a. Government purchase cards are accepted at or below the micro-purchase threshold:**  
Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** No

**10. Foreign items:** Not applicable.

**11a. Time of delivery:** Specified in each task order.

**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:** 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

## CUSTOMER INFORMATION (Cont'd.)

- 13a. Ordering address:** Powertek Corporation  
Attn: Contracts Administrator  
9420 Key West Avenue, Suite 210  
Rockville, MD 20850  
(301) 795-0412 (phone)  
(301) 795-0430 (facsimile)
- 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 (<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=4>).
- 14. Payment address:** Powertek Corporation  
9420 Key West Avenue, Suite 210  
Rockville, MD 20850
- 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 acceptable 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.
- 20a. 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. Preventative maintenance:** Not applicable.
- 24a. Special attributes:** Not Applicable
- 24b. Section 508:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: The EIT standard can be found at: [www.Section508.gov](http://www.Section508.gov).
- 25. Data Universal Number System (DUNS) number:** 05-336-2443
- 26. Central Contractor Registration (CCR) database:** Powertek Corporation is registered in the Central Contractor Registration database.

## THE POWERTEK ADVANTAGE

Powertek is an 8(a) Woman-Owned Small Business providing customers with innovative, mission-critical solutions in a variety of technologies; we deliver outstanding customer service and high-value technical support that exceeds customer expectations — consistently. Powertek business units are organized around Federal Civilian, Defense Systems, and Homeland Security. We specialize in Systems Integration and Software Engineering, IT Systems and Infrastructure Support, Cyber Security, Business Consulting Services, and Financial Management Services; offering a broad range of information technology, business engineering, and program management services to Government customers – always with the goal of improved performance, reduced costs, minimized risk, and enterprise efficiencies. Powertek holds industry certifications including CMMI Level 2 Maturity Rating, ISO 9001:2008 Registration, and 90% of our Help Desk employees have obtained ITIL certification. We deploy a proven, enthusiastic approach to customers' projects by applying creative solutions, advanced technologies, and strategic thinking to solve complex challenges; maximizing the power of technology to deliver cost effective and targeted results.

*Ranked #1036 on Inc. 500/5000 List of Fastest-Growing Private Companies in America in 2009*



*Ranked #91 "Top 100 Inc. 500/5000 Companies- Washington Metro Area in 2009*



*Ranked #86 "Top 100 Inc. 500/5000 Companies by Industry – Government Services" in 2009*



*Named 2008 Dept. of Commerce MBDA Regional Minority Technology Firm of the Year*



*Named 2008 Dept. of Commerce MBDA National Minority Technology Firm of the Year*



*Ranked #1092 on Inc. 500/5000 List of Fastest-Growing Private Companies in America in 2008*



*Nominated NASA Ames 2008 Small Business Prime Contractor*



*Ranked #25 on Washington Technology's Fast 50 in 2007*



*Ranked #41 of the Fastest-Growing Women-Owned / Led Firms in U.S. in 2007*

## POWERTEK FAB SERVICES

### 520-11 ACCOUNTING

- Analyze, process, and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness

### 520-12 BUDGETING

- 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

- 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 polices, 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

## Appendix A – Labor Rates

GSA FABS SINS 520-11, 12, 13 PRICE LIST

Contract Number: GS-23F-0047T

05/03/07 – 05/02/12

Labor Category Name		05/03/07 to 05/02/08	05/03/08 to 05/02/09	05/03/09 to 05/02/10	05/03/10 to 05/02/11	05/03/11 to 05/02/12
1.	Program Manager – I	123.06	126.75	130.55	134.47	138.51
	Program Manager – II	131.38	135.32	139.38	143.56	147.87
	Program Manager – III	140.82	145.04	149.40	153.88	158.49
2.	Project Manager – I	100.27	103.28	106.38	109.57	112.85
	Project Manager – II	109.99	113.29	116.69	120.19	123.79
	Project Manager – III	115.36	118.82	122.39	126.06	129.84
3.	Functional Area Expert I/Staff Principal I	142.29	146.56	150.96	155.48	160.15
	Functional Area Expert II/Staff Principal II	151.02	155.55	160.22	165.02	169.97
	Functional Area Expert III/Staff Principal III	160.93	165.76	170.73	175.85	181.13
4.	Financial Systems Analyst I	62.07	63.93	65.85	67.83	69.86
	Financial Systems Analyst II	72.38	74.55	76.79	79.09	81.46
	Financial Systems Analyst III	81.60	84.05	86.57	89.17	91.84
5.	Financial Management Specialist I	68.68	70.74	72.86	75.05	77.30
	Financial Management Specialist II	85.06	87.61	90.24	92.95	95.74
	Financial Management Specialist III	91.49	94.23	97.06	99.97	102.97
6.	Accountant I	55.25	56.91	58.61	60.37	62.18
	Accountant II	65.88	67.86	69.89	71.99	74.15
	Accountant III	74.63	76.87	79.17	81.55	84.00
7.	Financial Planning Analyst	82.02	84.48	87.02	89.63	92.31
	Financial Planning Analyst II	89.51	92.20	94.96	97.81	100.74
	Financial Planning Analyst III	95.42	98.28	101.23	104.27	107.40

Labor Category Name		05/03/07 to 05/02/08	05/03/08 to 05/02/09	05/03/09 to 05/02/10	05/03/10 to 05/02/11	05/03/11 to 05/02/12
8.	Program Analyst I	40.38	41.59	42.84	44.12	45.45
	Program Analyst II	45.59	46.96	48.37	49.82	51.31
	Program Analyst III	50.97	52.50	54.07	55.70	57.37
9.	Technical Writer I	71.46	73.60	75.81	78.09	80.43
	Technical Writer II	82.95	85.44	88.00	90.64	93.36
	Technical Writer III	89.57	92.26	95.02	97.88	100.81
10.	Administrative Operations I	45.95	47.33	48.75	50.21	51.72
	Administrative Operations II	48.83	50.29	51.80	53.36	54.96
	Administrative Operations III	54.86	56.51	58.20	59.95	61.75

**Appendix B – Labor Category Descriptions**  
**GSA Financial and Business Solutions (FABS)**  
**(GS-23F-0047T)**  
**Special Item Numbers 520-11, 12, 13**

**1. Program Manager**

**Functional Responsibility:** Responsible for overall project performance. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point of contact with Government contract management staff for reporting project status and negotiating change orders.

**Entry Level**

**Experience:** 7-10 years of directly related technical experience plus at least 2 years of related management experience.

**Education:** This classification normally requires a relevant degree along with specialized technical, client, and management knowledge and training.

**Mid Level**

**Experience:** 10-14 years of directly related technical experience, plus at least 4 years of related management experience.

**Education:** This classification normally requires a relevant degree along with specialized technical, client, and management knowledge and training.

**High Level**

**Experience:** 15 or more years of directly related technical experience, plus at least 6 years of related management experience.

**Education:** This classification normally requires a relevant degree, along with specialized technical, client, and management knowledge and training.

## 2. Project Manager

**Functional Responsibility:** Responsible for handling day-to-day management and administration of project tasks. Develops work plans and schedules to support service requests. Utilizes, maintains control over, and directs available resources as necessary to complete tasking in according with schedules, milestones, and budgets. May manage an entire project or lead a specific sub unit or scientific investigation. Position responsibilities include personnel and contract management in addition to technical leadership.

### Entry Level

**Experience:** 7-10 years of directly related technical experience, plus at least 2 years of related management experience.

**Education:** This classification normally requires a relevant degree, along with specialized technical, client, and management knowledge and training.

### Mid Level

**Experience:** 10-14 years of directly related technical experience, plus at least 4 years of related management experience.

**Education:** This classification normally requires a relevant degree, along with specialized technical, client, and management knowledge and training.

### High Level

**Experience:** 15 or more years of directly related technical experience, plus at least 6 years of related management experience.

**Education:** This classification normally requires a relevant degree, along with specialized technical, client, and management knowledge and training.

### 3. Functional Area Expert/Staff Principal

Provides expertise in analyzing enterprise-wide operations to determine functional requirements and identify necessary resources. Provides functional and tactical program plans. Advanced business, programmatic, technical and engineering personnel are in this category.

#### Entry Level

**Experience:** 5-11 years of experience in financial/management policy development and implementation.

**Education:** Advanced business, management, engineering, or related degree.

#### Mid Level

**Experience:** 12-15 years of experience in financial/management policy development and implementation.

**Education:** Advanced business, management, engineering, or related degree.

#### High Level

**Experience:** 15 or more years of experience in financial/management policy development and implementation.

**Education:** Advanced business, management, engineering, or related degree.

### 4. Financial Systems Analyst

Functional Responsibility: Technical experience and guidance in reviewing agency accounting system policies, regulations, and operations. Develops processing and system improvements, conducts requirements analysis, analyses and evaluating accounting systems and implements financial systems.

#### Entry Level

**Experience:** Less than 3 years experience in financial and cost/managerial accounting or economic analysis.

**Education:** Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

#### Mid Level

**Experience:** 3-6 years of experience in financial and cost/managerial accounting and/or economic analysis.

**Education:** Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

**High Level**

**Experience:** 6 or more years of experience in financial and cost/managerial, accounting and or economic analysis.

**Education:** Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

**5. Financial Management Specialist**

**Functional Responsibility:** Conducts financial management and administrative support services to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resources allocation. Employs automated scheduling and cost software to support planning and analysis.

**Entry Level:**

**Experience:** Less than 3 years of experience in financial management or economic analysis.

**Education:** Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

**Mid Level:**

**Experience:** 3-6 years of experience in financial and cost/managerial accounting/and/or economic analysis.

**Education:** Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

**High Level:**

**Experience:** 6 or more years of experience in financial and cost/managerial accounting/and/or economic analysis.

**Education:** Advanced degree in accounting, business, management, finance, economics, public administration, or related field.

**6. Accountant /Administrative Staff VI**

**Functional Responsibility:** Overall experience with financial management operations; can include knowledge of personnel/payroll procedures and techniques, verification of approvals; coding, compiling, and coordination of activities, reconciliation, and compliance with agency regulations and requirements.

**Entry Level**

**Experience:** 2-4 years of directly related experience.

**Education:** This classification normally requires a college degree.

**Mid Level**

**Experience:** 4-7 years of directly related experience.

**Education:** This classification normally requires a college degree.

**High Level**

**Experience:** More than 7 years of directly related experience.

**Education:** This classification normally requires a college degree.

**7. Financial Planning Analyst**

**Functional Responsibility:** Analyzes financial policy and planning requirements, formulates or implements new financial policies, procedures, and practices to achieve organization strategic goals and objectives.

**Entry Level**

**Experience:** 4-7 years of directly related experience.

**Education:** Bachelor's degree in related field.

**Mid Level**

**Experience:** 7-9 years of directly related experience.

**Education:** Bachelor's degree in related field.

**High Level**

**Experience:** More than 9 years of directly related experience.

**Education:** An advanced degree is preferred in accounting, business, management, finance, economics, public administration or related field.

## 8. Program Analyst

**Functional Responsibility:** Includes all labor efforts identified as programmatic and analytical in nature, including but not limited to program analysis and documentation, project control, finance and accounting, project planning and scheduling, risk analysis, technology planning, process improvement, workload analysis, or cost estimating. Supervise and/or performs evaluations of existing program options, acquisition strategies, management procedures, processes, techniques, models, and/or systems related to program issues which would require a report and recommend solutions.

### Entry Level

**Experience:** 1-2 years of specialized experience.

**Education:** Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

### Mid Level

**Experience:** 2-5 years of specialized experience.

**Education:** Bachelor's degree in related field.

### High Level

**Experience:** 5 years or more of specialized experience.

**Education:** Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

## 9. Technical Writer

**Functional Responsibility:** Prepares a variety of documentation/and or publications by integrating input from technical and non-technical sources. Analyzes and interprets client requirements for documentation and creates or follows established guidelines. Researches and translates technical information.

### Entry Level

**Experience:** 1-3 years of professional writing experience.

**Education:** Bachelor's degree or equivalent in English, education, communications, or related field.

### Mid Level

**Experience:** 3-6 years of professional writing experience.

**Education:** Bachelor's degree or equivalent in English, education, communications, or related field.

**High Level**

**Experience:** 6 or more years of professional writing experience.

**Education:** Bachelor's degree or equivalent in English, education, communications, or related field.

**10. Administrative Operations**

**Functional Responsibility:** Assists with the application of automated office software suite. Implements administrative office policies and procedures. Produces and disseminates briefing materials and reports, maintains project files, and manages document tracking and control system. Monitors fax and e-mail transmissions, and performs Internet searches and downloads as required.

**Entry Level**

**Experience:** 2 years of experience in office administration.

**Education:** High school diploma or equivalent.

**Mid Level**

**Experience:** 2-4 years of experience in office administration.

**Education:** High school diploma or equivalent.

**High Level**

**Experience:** 4 or more years of experience in office administration.

**Education:** High school diploma or equivalent.

**NOTE: Three years of experience can be substituted for a degree.**