



GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST

Schedule Title: Financial and Business Solutions

FSC Group: 520

Contract Number: GS-23F- 0042U

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

Contract Period: June 12, 2008 through June 11, 2018

Contractor Name: Macfadden & Associates, Inc.

Address: 8403 Colesville Road
Silver Spring Metro Plaza 2, STE 400
Silver Spring, MD 20910

Business size: Large Business

*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: GSAAvantage.gov.*

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2. Maximum order: Requirements exceeding the maximum order may be handled. Pursuant to clause IFSS-125 (August 1995). In accordance with FAR 8.404, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a maximum order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.
 - a. The contractor may:
 1. Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19);
 2. Offer the lowest price available under the contract; or,
 3. Decline the order; orders must be returned in accordance with FAR 52.216-19.
 - b. A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.
 - c. Sales for orders that exceed the maximum order shall be reported in accordance with GSAR552.238-72.

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): Domestic & Overseas Delivery

5. Point(s) of production: Not Applicable

6. Discount from list prices or statement of net price: Prices shown herein are net (Discount deducted)

7. Quantity discounts: None
8. Prompt payment terms: None
- 9a. Notification that 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: Per individual Task Order
- 11b. Expedited delivery: Not applicable
- 11c. Overnight and 2-day delivery: Not applicable
- 11d. Urgent requirements: Contact Contractor
12. F.O.B. point(s): Destination
- 13a. Ordering address(es): Same as company address
- 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: 8403 Colesville Road
Silver Spring Metro Plaza 2, STE 400
Silver Spring, MD 20910
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): Not applicable
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 such as environmental attributes: Not applicable
- 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. contractor's website or other location.)

The EIT standards can be found at www.Section508.gov/: Not applicable
- 25. Data Universal Number System (DUNS) number: #609321344
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Macfadden is registered in CCR
- 27. Uncompensated Overtime: NETSTAR-1 professional employees are expected to work such hours as necessary to complete the job and are not reimbursed for hours in excess of forty. Eligible support staff are paid for overtime hours in excess of forty in a work week in compliance with Department of Labor regulations.

PRICELIST

SPECIAL ITEM NUMBERS (SINs): 520-07, 520-08, 520-11, 520-12, 520-13, 520-21 and 520-22

Labor Category	Rate
Accountant Level 1	\$54.33
Accountant Level 2	\$64.36
Accountant Level 3	\$80.99
Administrative Specialist Level 1	\$36.44
Administrative Specialist Level 2	\$43.65
Administrative Specialist Level 3	\$51.48
Auditor Level 1	\$56.29
Auditor Level 2	\$66.58
Auditor Level 3	\$80.99
Financial Analyst Level 1	\$68.72
Financial Analyst Level 2	\$85.26
Financial Analyst Level 3	\$102.31
Grants Specialist Level 1	\$56.18
Grants Specialist Level 2	\$66.39
Grants Specialist Level 3	\$80.99
Program Manager Level 1	\$129.73
Program Manager Level 2	\$156.78
Program Manager Level 3	\$179.72
Project Manager Level 1	\$91.51
Project Manager Level 2	\$112.82
Project Manager Level 3	\$127.58
Project Support Specialist 1	\$53.71
Project Support Specialist 2	\$63.06
Project Support Specialist 3	\$81.05
Subject Matter Expert 1	\$127.06
Subject Matter Expert 2	\$158.01
Subject Matter Expert 3	\$189.93
Systems Analyst 1	\$71.01
Systems Analyst 2	\$93.18
Systems Analyst 3	\$110.83
Systems Engineer 1	\$78.86
Systems Engineer 2	\$98.05
Systems Engineer 3	\$115.09
Systems Specialist 1	\$72.46
Systems Specialist 2	\$95.45

Systems Specialist 3	\$110.83
Project Manager	\$91.95
Senior Account Lead	\$86.54
Senior Accountant	\$81.98
Mid Accountant	\$73.16
Mid Accounting Technician	\$54.66
Jr Accounting Technician	\$40.99

LABOR CATEGORY DESCRIPTIONS

PROGRAM MANAGER – LEVEL 1

Minimum Education: Bachelor's degree in Business, Information Technology, or a related field.

Minimum/General Experience: At least five (5) years of related work experience required.

Functional Responsibility: Responsible for managing programs of relatively moderate risk and complexity. Serves as main point of contact with customer on program activities and acts as the contractor's authorized interface with the Government Contracting Officer's (Technical) Representative. Directs daily staff and task activities to meet customer and corporate work objectives. Supervises assigned technical and administrative staff, including more junior managers. Assures quality and timeliness of task products, services, and deliverables. Participates in reviews, audits, and site visits. Serves as liaison with customers to coordinate activities, negotiate tasks, and solve problems. Coordinates and monitors subcontractor activities. Coordinates and monitors subcontractor activities. Has authority and responsibility to identify and commit resources required to support effort.

PROGRAM MANAGER – LEVEL 2

Minimum Education: Bachelor's degree in Business, Information Technology, or a related field.

Minimum/General Experience: At least seven (7) years of related work experience required.

Functional Responsibility: Responsible for managing programs of relatively moderate risk and complexity. Serves as main point of contact with customer on program activities and acts as the contractor's authorized interface with the Government Contracting Officer's (Technical) Representative. Directs daily staff and task activities to meet customer and corporate work objectives. Supervises assigned technical and administrative staff, including more junior managers. Assures quality and timeliness of task products, services, and deliverables. Participates in reviews, audits, and site visits. Serves as liaison with customers to coordinate activities, negotiate tasks, and solve problems. Coordinates and monitors subcontractor activities. Coordinates and monitors subcontractor activities. Has authority and responsibility to identify and commit resources required to support effort.

PROGRAM MANAGER – LEVEL 3

Minimum Education: Bachelor's degree in Business, Information Technology, or a related field.

Minimum/General Experience: At least ten (10) years of related work experience required.

Functional Responsibility: Responsible for managing complex and/or high-risk programs. Serves as main point of contact with customer on program activities and acts as the contractor's authorized interface with the Government Contracting Officer's (Technical) Representative. Directs daily staff and task activities to meet customer and corporate work objectives. Supervises assigned technical and administrative staff, including more junior managers. Assures quality and timeliness of task products, services, and deliverables. Participates in reviews, audits, and site visits. Serves as liaison with customers to coordinate activities, negotiate tasks, and solve problems. Coordinates and monitors subcontractor activities. Has authority and responsibility to identify and commit resources required to support effort.

PROJECT MANAGER – LEVEL 1

Minimum Education: Bachelor's degree in Business, Information Technology, or a related field.

Minimum/General Experience: At least one (1) year of related work experience required.

Functional Responsibility: Under the guidance of the Program Manager, responsible for the overall, day-to-day management of the specific delivery/task order(s) assigned. Organizes, directs, and coordinates the planning and production of all activities associated with the assigned delivery/task order projects. Ensures the successful delivery of contractual items within prescribed time frames and budget constraints. Responsible for personnel and contract management. May also be responsible for technical leadership. Must anticipate risks and problems, and work to alleviate them. Keeps Program Manager informed of all problems and accomplishments. Schedules and assigns duties to subordinates. Interacts regularly with customer personnel.

PROJECT MANAGER – LEVEL 2

Minimum Education: Bachelor's degree in Business, Information Technology, or a related field.

Minimum/General Experience: At least four (4) years of related work experience required.

Functional Responsibility: Under the guidance of the Program Manager, responsible for the overall, day-to-day management of the specific delivery/task order(s) assigned. Organizes, directs, and coordinates the planning and production of all activities associated with the assigned delivery/task order projects. Ensures the successful delivery of contractual items within prescribed time frames and budget constraints. Responsible for personnel and contract management. May also be responsible for technical leadership. Must anticipate risks and problems, and work to alleviate them. Keeps Program Manager informed of all problems and accomplishments. Schedules and assigns duties to subordinates. Interacts regularly with customer personnel.

PROJECT MANAGER – LEVEL 3

Minimum Education: Bachelor's degree in Business, Information Technology, or a related field.

Minimum/General Experience: At least seven (7) years of related work experience required.

Functional Responsibility: Under the guidance of the Program Manager, responsible for the overall, day-to-day management of the specific delivery/task order(s) assigned. Organizes, directs, and coordinates the planning and production of all activities associated with the assigned delivery/task order projects. Ensures the successful delivery of contractual items within prescribed time frames and budget constraints. Responsible for personnel and contract management. May also be responsible for technical leadership. Must anticipate risks and problems, and work to alleviate them. Keeps Program Manager informed of all problems and accomplishments. Schedules and assigns duties to subordinates. Interacts regularly with customer personnel.

SUBJECT MATTER EXPERT- LEVEL 1

Minimum Education: Bachelor's degree in a related field required.

Minimum/General Experience: At least four (4) year of related work experience required.

Functional Responsibility: Applies sound analysis, business practices, and technical and/or scientific expertise to solve a wide variety of customer challenges. Serves as an expert in one or more of the following areas: business, business management, financial management, systems

management, operations research, computer science, engineering, physics, math, behavioral science, or related areas. Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies expert knowledge to determine accuracy and reasonableness of data. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Assists other project members with analysis and evaluation and with the preparation of recommendations.

SUBJECT MATTER EXPERT- LEVEL 2

Minimum Education: Bachelor's degree in a related field required.

Minimum/General Experience: At least seven (7) years of related work experience required.

Functional Responsibility: Applies sound analysis, business practices, and technical and/or scientific expertise to solve a wide variety of customer challenges. Serves as an expert in one or more of the following areas: business, business management, financial management, systems management, operations research, computer science, engineering, physics, math, behavioral science, or related areas. Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies expert knowledge to determine accuracy and reasonableness of data. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Assists other project members with analysis and evaluation and with the preparation of recommendations.

SUBJECT MATTER EXPERT- LEVEL 3

Minimum Education: Bachelor's degree in a related field required.

Minimum/General Experience: At least ten (10) years of related work experience required.

Functional Responsibility: Applies sound analysis, business practices, and technical and/or scientific expertise to solve a wide variety of customer problems. Serves as an expert in one or more of the following areas: business, business management, financial management, systems management, operations research, computer science, engineering, physics, math, behavioral science, or related areas. Assists in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies expert knowledge to determine accuracy and reasonableness of data. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Assists other project members with analysis and evaluation and with the preparation of recommendations.

AUDITOR – LEVEL 1

Minimum Education: Bachelor's degree in Accounting, Business Administration, or a related field.

Minimum/General Experience: At least one (1) year of related work experience required.

Functional Responsibility: Performs specific audit steps under the direct supervision of a Senior Auditor and/or Project Manager. Examines and analyzes accounting documents to verify the accuracy of computations and the uniform application of policies, procedures, and accounting standards. May assist more senior auditors.

AUDITOR – LEVEL 2

Minimum Education: Bachelor's degree in Accounting, Business Administration, or a related field.

Minimum/General Experience: At least two (2) years of related work experience required.

Functional Responsibility: Performs major segments of an audit under the direct supervision of a Senior Auditor and/or Project Manager. Examines and analyzes accounting documents to verify the accuracy of computations and the uniform application of policies, procedures, and accounting standards. May be responsible for directing and instructing the work of more junior Auditors and Accountants, and reviewing the work done and directing revisions.

AUDITOR – LEVEL 3

Minimum Education: Bachelor's degree in Accounting, Business Administration, or a related field.

Minimum/General Experience: At least five (5) years of related work experience required.

Functional Responsibility: Responsible for major segments of an audit. May supervise and direct the activities of more junior Auditors and Accountants in the performance of procedures specified in the audit plan. Examines and analyzes accounting documents to verify the accuracy of computations and the uniform application of policies, procedures, and accounting standards. May be responsible for directing and instructing the work of more junior Auditors and Accountants, and reviewing the work done and directing revisions. Makes decisions on reporting matters.

ACCOUNTANT – LEVEL 1

Minimum Education: Bachelor's degree in Accounting, Business Administration, or a related field.

Minimum/General Experience: At least one (1) year of related work experience required.

Functional Responsibility: Performs accounting tasks under the supervision of a more senior accountant and/or the Project Manager. Examines and analyzes accounting documents to verify the accuracy of computations and the uniform application of policies, procedures, and accounting standards. Contributes to working papers and supporting documentation to demonstrate the results of procedures. May recommend changes to established procedures.

ACCOUNTANT – LEVEL 2

Minimum Education: Bachelor's degree in Accounting, Business Administration, or a related field.

Minimum/General Experience: At least two (2) years of related work experience required.

Functional Responsibility: Performs accounting tasks under the supervision of a more senior accountant and/or the Project Manager. Examines and analyzes accounting documents to verify the accuracy of computations and the uniform application of policies, procedures, and accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend changes to established procedures.

ACCOUNTANT – LEVEL 3

Minimum Education: Bachelor's degree in Accounting, Business Administration, or a related field.

Minimum/General Experience: At least five (5) years of related work experience required.
Functional Responsibility: Responsible for major segments of accounting work performed under the contract. May supervise and direct the accounting work of more junior accountants. Examines and analyzes accounting documents to verify the accuracy of computations and the uniform application of policies, procedures, and accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend changes to established procedures. May prepare milestone status reports and presentations for colleagues, junior staff, and customer representatives.

FINANCIAL ANALYST – LEVEL 1

Minimum Education: Bachelor's degree in Finance, Accounting, Business Administration, or a related field required.

Minimum/General Experience: At least one (1) year of related work experience required.

Functional Responsibility: Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats, and pro-forma financial statements. Organizes and prepares audit schedules. Classifies costs as indirect or direct, analyzes provisional rate structure based on actual costs, computes final rates and negotiates indirect rates.

FINANCIAL ANALYST – LEVEL 2

Minimum Education: Bachelor's degree in Finance, Accounting, Business Administration, or a related field required.

Minimum/General Experience: At least two (2) years of related work experience required.

Functional Responsibility: Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats, and pro-forma financial statements. Organizes and prepares audit schedules. Classifies costs as indirect or direct, analyzes provisional rate structure based on actual costs, computes final rates and negotiates indirect rates.

FINANCIAL ANALYST – LEVEL 3

Minimum Education: Bachelor's degree in Finance, Accounting, Business Administration, or a related field required.

Minimum/General Experience: At least five (5) years of related work experience required.

Functional Responsibility: Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats, and pro-forma financial statements. Organizes and prepares audit

schedules. Classifies costs as indirect or direct, analyzes provisional rate structure based on actual costs, computes final rates and negotiates indirect rates. May supervise more junior Financial Analysts.

GRANTS SPECIALIST – LEVEL 1

Minimum Education: Bachelor's degree in Business Administration or a related field required.

Minimum/General Experience: At least one (1) year related work experience required.

Functional Responsibility: Responsible for supporting the negotiation of grants and interagency agreements, including amendments or modifications thereto, and preparing supporting documentation, such as waivers and memorandum of negotiation, for the Agreement Officer's, or other designated grant agreement signer's signature. Supports the preparation of grant solicitations and advises members of technical review committees on grant and budget issues. Works with financial systems associated with grant and contracting activities.

GRANTS SPECIALIST – LEVEL 2

Minimum Education: Bachelor's degree in Business Administration or a related field required.

Minimum/General Experience: At least three (3) years related work experience required.

Functional Responsibility: Responsible for negotiating, or supporting the negotiation of, grants and interagency agreements, including amendments or modifications thereto, and preparing supporting documentation, such as waivers and memorandum of negotiation, for the Agreement Officer's, or other designated grant agreement signer's signature. Explains grant procedures and legal requirements to agency partner organizations and negotiates, or supports the negotiation of, terms. Prepares grant solicitations and advises members of technical review committees on grant and budget issues. Works with financial systems associated with grant and contracting activities.

GRANTS SPECIALIST – LEVEL 3

Minimum Education: Bachelor's degree in Business Administration or a related field required.

Minimum/General Experience: At least five (5) years related work experience required.

Functional Responsibility: Responsible for negotiating, or supporting the negotiation of, grants and interagency agreements, including amendments or modifications thereto, and preparing supporting documentation, such as waivers and memorandum of negotiation, for the Agreement Officer's, or other designated grant agreement signer's signature. Explains grant procedures and legal requirements to agency partner organizations and negotiates, or supports the negotiation of, terms. Prepares grant solicitations and advises members of technical review committees on grant and budget issues. Works with financial systems associated with grant and contracting activities.

SYSTEMS ANALYST – LEVEL 1

Minimum Education: Bachelor's degree in Computer Science, Management Information Systems, Business, or a related field required.

Minimum/General Experience: At least one (1) year related work experience required.

Functional Responsibility: Analyzes system requirements; designs, implements, and tests solutions. Contributes to the preparation of implementation plans that conform to approved system requirements and customer's system development life cycle governance standards. Reviews system implementation progress for proper functional performance and adherence to

design specifications and implementation standards. Monitors progress relative to schedule. Reports to the Project Manager regarding implementation of the solution and satisfaction of user expectations. Prepares milestone status reports. Informs professional colleagues and customer representatives about status. May receive guidance from or be supervised by a more senior systems analyst.

SYSTEMS ANALYST – LEVEL 2

Minimum Education: Bachelor's degree in Computer Science, Management Information Systems, Business, or a related field required.

Minimum/General Experience: At least five (5) years of related work experience required.

Functional Responsibility: Analyzes system requirements; designs, implements, and tests solutions. Prepares implementation plans that conform to approved system requirements and customer's system development life cycle governance standards. Reviews system implementation progress for proper functional performance and adherence to design specifications and implementation standards. Monitors progress relative to schedule. Reports to the Project Manager regarding implementation of the solution and satisfaction of customer expectations. Prepares milestone status reports. Informs professional colleagues and customer representatives about status. May provide direction or guidance for more junior systems analysts.

SYSTEMS ANALYST – LEVEL 3

Minimum Education: Bachelor's degree in Computer Science, Management Information Systems, Business, or a related field required.

Minimum/General Experience: At least eight (8) years of related work experience required.

Functional Responsibility: Analyzes complex system requirements; designs, implements, and tests solutions. Prepares implementation plans that conform to approved system requirements and customer's system development life cycle governance standards. Reviews system implementation progress for proper functional performance and adherence to design specifications and implementation standards. Monitors progress relative to schedule. Reports to the Project Manager regarding implementation of the solution and satisfaction of customer expectations. Prepares milestone status reports. Informs professional colleagues and customer representatives about status. May provide direction or guidance for more junior systems analysts.

SYSTEMS ENGINEER – LEVEL 1

Minimum Education: Bachelor's degree in Computer Science or a related field required.

Minimum/General Experience: At least one (1) year of related work experience required.

Functional Responsibility: Develops or modifies software application programs or configurations to enhance overall system capabilities. Investigates and resolves operational problems encountered in systems, possibly in conjunction with other engineering and technical personnel. May participate in the development of system specifications. Develops information, data, and logic flow charts; codes, tests, and debugs software; and documents systems. Ensures that commercial software products are installed properly and kept under version control. May receive guidance from or be supervised by a more senior systems engineer.

SYSTEMS ENGINEER – LEVEL 2

Minimum Education: Bachelor's degree in Computer Science or a related field required.

Minimum/General Experience: At least four (4) years related work experience required.

Functional Responsibility: Develops or modifies software application programs or configurations to enhance overall system capabilities. Investigates and resolves operational problems encountered in systems, possibly in conjunction with other engineering and technical personnel. Participates in the development of system specifications. Develops information, data, and logic flow charts; codes, tests, and debugs software; and documents systems. Ensures that commercial software products are installed properly and kept under version control. May provide guidance for more junior systems engineers.

SYSTEMS ENGINEER – LEVEL 3

Minimum Education: Bachelor's degree in Computer Science or a related field required.

Minimum/General Experience: At least eight (8) years of related work experience required.

Functional Responsibility: Develops or modifies complex software application programs or configurations to enhance overall system capabilities. Investigates and resolves operational problems encountered in complex systems, possibly in conjunction with other engineering and technical personnel. Participates in the development of specifications for complex systems. Develops information, data, and logic flow charts; codes, tests, and debugs software; and documents systems. Ensures that commercial software products are installed properly and kept under version control. May provide guidance for more junior systems engineers.

SYSTEMS SPECIALIST – LEVEL 1

Minimum Education: Associate's degree in Computer Science or a related field required.

Minimum/General Experience: At least one (1) year related work experience required.

Functional Responsibility: Develops, implements, tests, and documents solutions for system requirements. Reports to the Project Manager regarding implementation of solutions and satisfaction of user requirements and expectations. Prepares milestone status reports. Informs professional colleagues and customer representatives about status. May receive direction or guidance from a more senior systems specialist.

SYSTEMS SPECIALIST – LEVEL 3

Minimum Education: Associate's degree in Computer Science or a related field required.

Minimum/General Experience: At least six (6) years related work experience required.

Functional Responsibility: Develops, implements, tests, and documents solutions for complex system requirements. Monitors progress relative to schedule. Reports to the Project Manager regarding implementation of solutions and satisfaction of user requirements and expectations. Prepares milestone status reports. Informs professional colleagues and customer representatives about status. May provide direction or guidance for more junior systems specialists.

SYSTEMS SPECIALIST – LEVEL 2

Minimum Education: Associate's degree in Computer Science or a related field required.

Minimum/General Experience: At least three (3) years related work experience required.

Functional Responsibility: Develops, implements, tests, and documents solutions for system requirements. Monitors progress relative to schedule. Reports to the Project Manager regarding

implementation of solutions and satisfaction of user requirements and expectations. Prepares milestone status reports. Informs professional colleagues and customer representatives about status. May provide direction or guidance for junior systems specialists.

PROJECT SUPPORT SPECIALIST – LEVEL 1

Minimum Education: High school diploma or equivalent required.

Minimum/General Experience: At least one (1) year of related work experience required.

Functional Responsibility: Performs programmatic and analytical functions in support of the project, including, but not limited to, project control, planning and scheduling, technical writing, risk analysis, technology planning, process improvement, workload analysis, program analysis, accounting and finance support, and cost estimating. Prepares, reviews, or evaluates documentation related to these analytical functions. May receive direction from a more senior project support specialist.

PROJECT SUPPORT SPECIALIST – LEVEL 2

Minimum Education: High school diploma or equivalent required.

Minimum/General Experience: At least three (3) years of related work experience required.

Functional Responsibility: Performs programmatic and analytical functions in support of the project, including, but not limited to, project control, planning and scheduling, technical writing, risk analysis, technology planning, process improvement, workload analysis, program analysis, accounting and finance support, and cost estimating. Prepares, reviews, or evaluates documentation related to these analytical functions. May provide direction for more junior project support specialists.

PROJECT SUPPORT SPECIALIST – LEVEL 3

Minimum Education: High school diploma or equivalent required.

Minimum/General Experience: At least five (5) years of related work experience required.

Functional Responsibility: Performs programmatic and analytical functions in support of the project, including, but not limited to, project control, planning and scheduling, technical writing, risk analysis, technology planning, process improvement, workload analysis, program analysis, accounting and finance support, and cost estimating. Prepares, reviews, or evaluates documentation related to these analytical functions. May provide direction for more junior project support specialists.

ADMINISTRATIVE SPECIALIST – LEVEL 1

Minimum Education: High school diploma or equivalent required.

Minimum/General Experience: At least one (1) year of related experience required.

Functional Responsibility: Provides efficient and effective support of project tasks. Support duties may include, but are not limited to, general computer, financial, word-processing, graphics, document scanning, and data analysis tasks. May also assist with maintenance of project files, production of reports and other documents, and monitoring of email, postal, and phone communications.

ADMINISTRATIVE SPECIALIST – LEVEL 2

Minimum Education: High school diploma or equivalent required.

Minimum/General Experience: At least two (2) years of related work experience required.

Functional Responsibility: Provides efficient and effective support of project tasks. Support duties may include, but are not limited to, general computer, financial, word-processing, graphics, document scanning, and data analysis tasks. May also assist with maintenance of project files, production of reports and other documents, and monitoring of email, postal, and phone communications.

ADMINISTRATIVE SPECIALIST – LEVEL 3

Minimum Education: High school diploma or equivalent required.

Minimum/General Experience: At least four (4) years of related work experience required.

Functional Responsibility: Provides efficient and effective support of project tasks. Support duties may include, but are not limited to, general computer, financial, word-processing, graphics, document scanning, and data analysis tasks. May also assist with maintenance of project files, production of reports and other documents, and monitoring of email, postal, and phone communications.

Project Manager

Education/Experience: Bachelor Degree in accounting or other technical field from an accredited university. Minimum of 10 years experience. Audit and financial accounting assistance services. Proficient knowledge of federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.

Responsibilities: Provides direct customer liaison at the project management level. Develops and implements systems and performance strategies. Sets day-to-day accomplishments and priorities, ensuring coordination among the project team, monitoring progress against schedules, budgets, and status reporting. Confers with government management staff regarding specific program/technical activities, issues or conflicts.

Senior Accountant - Lead

Education/Experience: Bachelor's degree in accounting or other technical field from an accredited college or university. Minimum of 9 years experience (or equivalent combination of education and experience). CPA candidate preferred. Proficient knowledge of GAAP; federal regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.

Responsibilities: Devises new or revised accounting policies and/or procedures. Performs field work, supervises and reviews staff accountants' work. Provide technical guidance on work assignments, independently performs major segments of engagement, act as liaison between project staff and project manager, and performs assigned tasks related to the engagement. Sets day-to-day accomplishments and priorities, ensuring coordination among the project team, monitoring progress against schedules, budgets, and status reporting.

Senior Accountant

Education/Experience: Bachelor's degree in accounting or other technical field from an accredited college or university. Minimum of 8 years experience (or equivalent combination of education and

experience). CPA candidate preferred. Proficient knowledge of GAAP; federal regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.

Responsibilities: Devises new or revised accounting policies and/or procedures. Performs field work, supervises and reviews staff accountants' work. Provide technical guidance on work assignments, independently performs major segments of engagement, act as liaison between project staff and project manager, and performs assigned tasks related to the engagement.

Mid Accountant

Education/Experience: Bachelor's degree in accounting, finance, or related discipline from an accredited college or university. 1-3 years of related experience(or equivalent combination of education and experience). No certification required. CPA candidate preferred.

Responsibilities: Assists in devising new or revised accounting policies and/or procedures. Performs special studies to improve accounting operations; analyzes, processes, and summarizes transactions; resolves accounting issues. Assists in improving and streamlining reporting and analysis processes. Ability to work with minimal direct Supervision.

Mid Accounting Technician

Education/Experience: Bachelors or high school diploma and a minimum of 3 years experience in GAAP principles and standards, government accounting practices and policies.

Responsibilities: Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations. Conducts audits to determine program compliance with generally accepted accounting practices. Reviews chart of accounts and transaction flows.

Jr. Accounting Technician

Education/Experience: Bachelors or high school diploma. 0-1 years of general business or administrative experience.

Responsibilities: Works under general supervision, providing clerical support and basic analysis of accounting projects utilizing a computer based finance and accounting system. Responsible for the accurate, efficient, and timely receipt, processing, editing, entering, adjustment, and tracking of complex documents and information. Maintains computerized files and general ledger accounts. Provides assistance for research and modification services.

Education/Experience Equivalency

Macfadden’s pricelist delineates the education and experience requirements, as well as the functional responsibilities, for each labor category. Macfadden’s allows substitutions of experience for education and education for experience for all labor categories in accordance with the following table. Other equivalents such as certifications, licenses, and vocational training are allowed. In some cases, specialized experience or training, military training, quality of experience and unique education also may be used as a basis for substitutions. Where there is a need to waive education and experience requirements in order to use the best individual for the task, Macfadden will request waivers from the appropriate contracting officer.

Degree	Equivalent Experience	Other Equivalency
Associate’s Degree	Two (2) year relevant experience	Vocational or technical training in work-related field
Bachelor’s Degree	Associate’s degree plus two (2) years relevant experience, or four (4) years relevant experience	Professional certification
Master’s Degree	Bachelor’s plus two (2) years relevant experience, or Associate’s plus four (4) years relevant experience	Professional license
Doctorate Degree	Master’s plus two (2) years relevant experience, or Bachelor’s plus four (4) years relevant experience	