



ST. MICHAEL'S

General Service Administration  
Federal Supply Service

*Professional Services Schedule (PSS)  
Schedule GS-23F-0098V*

*Authorized Federal Supply Schedule and Price List Catalog*

**GSA**

Contract Holder

*Service-Disabled Veteran-Owned  
Small Business (SDVOSB)*



*Service-Disabled Veteran-Owned Small Business*

## General Services Administration (GSA) Federal Supply Service (FSS)

Authorized Federal Supply  
Schedule Price List and Catalog

## Professional Services Schedule (PSS)

### **St. Michael's Inc.**

13580 Groupe Drive, Suite 201  
Woodbridge, VA 22192

**VOICE:** 703-463-9463

**FACSIMILE:** 703-953-2949

**E-MAIL:** info@stmichaelsinc.com

**WEB SITE:** www.stmichaelsinc.com

**CONTACT FOR CONTRACT ADMINISTRATION:** Donna Mirro

**SCHEDULE TITLE:** Professional Services Schedule

**CONTRACT NUMBER:** GS-23F-0098V

**CONTRACT PERIOD:** September 22, 2019 to September 21, 2029

**BUSINESS SIZE:** Service-Disabled Veteran-Owned  
Small Business

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

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 <http://www.GSAAdvantage.gov>.

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## I. Customer Information

### 1a. Table of Awarded Special Item Numbers (SINs):

St. Michael's Inc.'s awarded Special Item Numbers are provided in the following table. Descriptions of Services are provided in Section 1a.1 below.

Table of Awarded Special Item Numbers (SINs)	
SIN 520-11 SIN 520-11RC	Accounting
SIN 520-12 SIN 520-12 RC	Budgeting
SIN 520-13 SIN 520-13 RC	Complementary Financial Management Services
SIN 520-21 SIN 520-21 RC	Program Management Services
SIN 874-1 SIN 874-1 RC	Integrated Consulting Services
SIN 874-4 SIN 874-4 RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
SIN 874-7 SIN 874-7 RC	Integrated Business Program Support Services

#### 1a.1 Description of Services:

##### *SIN 520-11, SIN 520-11 RC - Accounting.*

St. Michael's accounting services include but are not limited to the following:

- Analyze, process, and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Conduct OMB A-123 reviews: risk assessment/process documentation/process improvement
- 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

***SIN 520-12, SIN 520-12 RC - Budgeting Services.***

St. Michael's budgeting services include but are not limited to:

- 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

***SIN 520-13, SIN 520-13 RC - Complementary Financial Management Services.***

St. Michael's financial management services include but are not limited to:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation and 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
- 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

***SIN 520-21, SIN 520-21 RC Program Management Services.***

St. Michael's program management services include but are not limited to:

- Management of financial and business solutions programs and projects
- Program management and oversight
- Project management and program integration of a limited duration

***SIN 874-1, 874-1RC Integrated Consulting Services.***

St. Michael's Integrated Consulting Services include but are not limited to:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

***SIN 874-4, 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.***

St. Michael's services under this SIN include but are not limited to:

- Professional services in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet / Intranet, software packages and computer applications) system.
- Commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference / seminar)
- Web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price.

***SIN 874-7, 874-7RC Integrated Business Program Support Services.***

St. Michael's Integrated Business Program Support Services include but are not limited to:

- All phases of program or project management, from planning to closeout.
- Operational/administrative business support services in order to carry out program objectives.

**1b. Price List:**

See the section in this price list titled “Fixed Labor Hour Price/Rates” for hourly firm fixed prices provided on page 8.

**1c. Description of Labor Categories:**

See the section in this price list titled “St. Michael’s Inc.’s Labor Category Descriptions” for labor category descriptions provided on page 10.

**2. Maximum order:**

The maximum order limitation under this schedule is \$1,000,000.

**3. Minimum order:**

The minimum order limitation under this schedule is \$100.

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

Services will be furnished within the United States, or at US Government Installations worldwide.

**5. Point(s) of production:**

Services will be performed at Government sites or in St. Michael’s office space, with support services provided from St. Michael’s Inc., Woodbridge, VA.

**6. Discount from list prices or statement of net price:**

Prices shown herein are net (discount deducted)

**7. Quantity discounts:**

Prices offered in this schedule are net all discounts.

**8. Prompt payment terms:**

Payment terms are net 30 days.

**9. Government Credit Cards:**

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





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**9b.** Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government purchase cards are accepted above the micro-purchase threshold.

**10. Foreign items:**

Not applicable

**11a. Time of delivery:**

The time of delivery will be determined for each individual task order placed under this schedule.

**11b. Expedited delivery:**

Items available for expedited delivery are noted in this price list.

**11c. Overnight and 2-day delivery:**

At agency expense if requested. Agencies may contact St. Michael's Inc. for rates for overnight and 2-day delivery.

**11d. Urgent requirements:**

Specific timing is determined by the ordering agency. Agencies may contact St. Michael's Inc.'s Contract Representative to affect a faster delivery.

**12. F.O.B. point(s):**

Destination.

**13a. Ordering address:**

St. Michael's Inc.  
13580 Groupe Drive, Suite 201  
Woodbridge, VA 22192

**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](http://fss.gsa.gov/schedules)).





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**14. Payment Address:**

St. Michael's Inc.  
13580 Groupe Drive, Suite 201  
Woodbridge, VA 22192

**15. Warranty Provision:**

Staff furnished under contract by the Contractor shall have the experience, education and expertise as provided herein.

**16. Export Packing Charges:**

Packaging requirements, which exceed domestic shipment requirements, shall be charged to the customer.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**

St. Michael's will accept the government credit card for any payment of \$2,500 or less. Please include your government credit card number and identifying information with your remittance.

**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. Preventive 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/](http://www.Section508.gov/).**

Not applicable.

**25. Data Universal Number System (DUNS) number:**

787662639

**26. Notification regarding registration in System for Award Management (SAM, formerly CCR) database:**

Current and registered as CAGE code 4LZB8

**27. Service Contract Act**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## II. Fixed Labor Hour Price/Rates

- SIN 520-11: Accounting
- SIN 520-12: Budgeting
- SIN 520-13: Complementary Financial Management Services
- SIN 520-21: Program Management Services
- SIN 874-1: Integrated Consulting Services
- SIN 874-4: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
- SIN 874-7: Integrated Business Program Support Services

	9/22/2019 thru 09/21/20	9/22/2020 thru 09/21/21	9/22/2021 thru 09/21/22	9/22/2022 thru 09/21/23	9/22/2023 thru 09/21/24	9/22/2024 thru 09/21/25
Program Manager	\$231.72	\$237.98	\$244.40	\$251.00	\$257.78	\$264.74
Subject Matter Expert	\$221.80	\$227.79	\$233.94	\$240.26	\$246.74	\$253.41
Executive Financial Consultant II	\$204.19	\$209.70	\$215.36	\$221.18	\$227.15	\$233.28
Executive Financial Consultant I	\$191.82	\$197.00	\$202.32	\$207.78	\$213.39	\$219.16
Executive Consultant	\$179.45	\$184.29	\$189.27	\$194.38	\$199.63	\$205.02
Senior Financial Manager	\$160.88	\$165.22	\$169.68	\$174.27	\$178.97	\$183.80
Project Lead	\$158.91	\$163.20	\$167.60	\$172.13	\$176.78	\$181.55
Senior Consultant	\$144.56	\$148.46	\$152.47	\$156.59	\$160.82	\$165.16
Financial Manager	\$136.12	\$139.79	\$143.57	\$147.44	\$151.43	\$155.51
Senior Financial Analyst	\$123.74	\$127.08	\$130.52	\$134.04	\$137.66	\$141.38
Financial Analyst	\$106.24	\$109.11	\$112.06	\$115.08	\$118.19	\$121.38
Consultant	\$104.83	\$107.66	\$110.56	\$113.55	\$116.61	\$119.76
Management Analyst	\$84.97	\$87.27	\$89.62	\$92.04	\$94.53	\$97.08
Business Analyst	\$80.43	\$82.61	\$84.84	\$87.13	\$89.48	\$91.90
Credentialed Project Manager	\$180.63	\$185.51	\$190.51	\$195.66	\$200.94	\$206.37
Credentialed Program Analyst	\$180.63	\$185.51	\$190.51	\$195.66	\$200.94	\$206.37
Senior Project Manager	\$164.17	\$168.60	\$173.15	\$177.83	\$182.63	\$187.56
Credentialed Program and Performance Evaluator	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30	\$182.09
Credentialed IT Specialist	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30	\$182.09
Credentialed Cost Analyst	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30	\$182.09
Senior Program Analyst	\$148.75	\$152.77	\$156.89	\$161.13	\$165.48	\$169.95
Senior Program and Performance Evaluator	\$159.38	\$163.68	\$168.10	\$172.64	\$177.30	\$182.09
Senior Cost Analyst	\$136.01	\$139.68	\$143.45	\$147.32	\$151.30	\$155.38
Mid-Level Program Analyst	\$127.50	\$130.94	\$134.48	\$138.11	\$141.84	\$145.67
Senior IT Specialist	\$127.50	\$130.94	\$134.48	\$138.11	\$141.84	\$145.67
Mid-Level Project Manager	\$119.00	\$122.21	\$125.51	\$128.90	\$132.38	\$135.95
Mid-Level Cost Analyst	\$112.64	\$115.68	\$118.81	\$122.01	\$125.31	\$128.69
Mid-Level IT Specialist	\$100.94	\$103.67	\$106.47	\$109.34	\$112.30	\$115.33
Junior Project Manager	\$93.50	\$96.02	\$98.62	\$101.28	\$104.01	\$106.82
Mid-Level Program and Performance Evaluator	\$92.43	\$94.93	\$97.49	\$100.12	\$102.82	\$105.60
Junior Cost Analyst	\$92.43	\$94.93	\$97.49	\$100.12	\$102.82	\$105.60
Junior Program Analyst	\$85.00	\$87.30	\$89.66	\$92.08	\$94.56	\$97.12
Junior IT Specialist	\$79.70	\$81.85	\$84.06	\$86.33	\$88.66	\$91.05
Junior Program and Performance Evaluator	\$69.07	\$70.93	\$72.85	\$74.81	\$76.83	\$78.91
Senior Accounting Technician	\$56.98	\$58.52	\$60.10	\$61.72	\$63.39	\$65.10
Accounting Technician	\$52.54	\$53.96	\$55.42	\$56.91	\$58.45	\$60.03
Junior Accounting Technician	\$33.63	\$34.54	\$35.48	\$36.43	\$37.42	\$38.43



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### III. St. Michael's Category Descriptions

Each FABS labor category (in accordance with GSA definitions) is defined with regard to education, general experience, specialized experience requirements and duties. Training and certification requirements for a labor category have also been provided. The duties normally performed by a person assigned to a labor category position are defined.

St. Michael's recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. We find skills needed to support financial management efforts, and to meet today's problems and tomorrow's challenges, are not always supported by a traditional education and work experience combination.

#### **Program Manager**

The Program Manager has experience managing large and/or complex projects and is responsible for ensuring conformity to contractual obligations, and is responsible for establishing and maintaining technical and financial reports. The Program Manager performs day-to-day management of overall contract support operations. The Program Manager shall have a minimum Baccalaureate degree in one of the following disciplines: accounting, business, finance, economics, industrial management, marketing, quantitative methods, and organization and management. The Program Manager has a minimum of ten (10) years of experience in performing program management support services and/or financial support activities or any combination of the two. The Program Manager possesses a PMP.

#### **Subject Matter Expert**

The Subject Matter Expert has demonstrated expertise as evidenced by having an advanced degree and/or is, credentialed and/or is nationally known, i.e., published. The Subject Matter Expert provides advice, recommendations, and will assist the client in implementing recommendations. The Subject Matter Expert at a minimum shall have a Baccalaureate degree, preferably the Subject Matter Expert will have an advanced degree and will have credentials, CPA, PMP, CDFM, CGFM. The Subject Matter Expert has a minimum of ten (10) years of experience in the field they are considered an Expert.

#### **Executive Financial Consultant II**

Senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity. The



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level of work experience is greater than 25 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field; furthermore coupled with a higher educational degree or professional certification to include but not be limited to CPA, PMP, or CGFM.

### **Executive Financial Consultant I**

Senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity. The level of work experience is greater than 20 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field; furthermore coupled with a higher educational degree or professional certification to include but not be limited to CPA, PMP, or CGFM.

### **Executive Consultant**

Senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity. The level of work experience is greater than 18 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field; furthermore coupled with a higher educational degree or professional certification to include but not be limited to CPA, PMP, or CGFM.

### **Senior Financial Manager**

Provides senior government/corporate cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business reengineering related issues. Management experience in complex large-scale financial management services (FMS) under multiple task efforts. Also has over five year's management experience. The level of work experience is between 12-18 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field; furthermore coupled with a higher educational degree or professional certification to include but not be limited to CPA, PMP, or CGFM

### **Project Lead**

Project Lead has the ability to provide guidance and direction for multiple projects in managing financial services. The Project Lead manages projects of high complexity and directs the



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completion of projects within estimated timeframes and budget constraints. The Project Lead coordinates all parties to tasks, reviews work products for completeness, quality, and adherence to customer requirements. The Project Lead delivers presentations and leads strategic level client meetings. The Project Lead shall have a BA/BS degree. An advanced degree is desirable. The Project Lead shall have a minimum of eight (8) years of experience in conducting business and/or financial management tasks for commercial or government organizations. The Project Lead is responsible to plan, organize, execute, control, and perform project work efforts to meet contract requirements.

### **Senior Consultant**

Advisor to customer in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of A-76 studies, accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. May serve as the project lead for tasks. May serve as a customer point of contact for an activity. The level of work experience is greater than 8 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field; furthermore coupled with a higher educational degree or professional certification to include but not be limited to CPA, PMP, or CGFM.

### **Financial Manager**

Provides experience in senior government/corporate cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business re-engineering related issues. Ability to plan, manage, and execute complex FMS tasks. Capability to lead subordinate level positions. Has over two years of management experience. The level of work experience is between 8-11 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field; furthermore coupled with a higher educational degree or professional certification to include but not be limited to CPA, PMP, or CGFM.

### **Senior Financial Analyst**

Provides experience in government/corporate cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business re-engineering related issues. Has the capability to lead subordinate level positions. The level of work experience is between 5-8 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field.

Furthermore, a preference of a higher educational degree or professional certification to include but not be limited to CPA, PMP, or CGFM.





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### **Financial Analyst**

Provides cost & financial management, accounting, A-76 studies, business practices, technical, cost and schedule, and business re-engineering related issues. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field. Practical years of experience may waive the educational requirement. The level of work experience is between 3-5 years.

### **Consultant**

Provides expertise as required to the customer in areas of accounting, business practices, performance and accountability reporting, strategic planning, process improvement methods and consolidation of operations. The level of work experience is greater than 5 years. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field.

### **Management Analyst**

Provides financial management, accounting, business practices, technical, cost and schedule, and business re-engineering related issues. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Management, Public finance, or related field. Practical years of experience may waive the educational requirement. The level of work experience is between 2-5 years.

### **Business Analyst**

Provides support in tasks as required to meet specific customer requirements. Performs similar tasks as a Business Consultant. Performs data collection and data reduction/consolidation requirements. Education requirement is a four-year degree from an accredited university or college with preferred requirements of a Business, Public finance, Accounting or related field. The level of work experience is between 0-3 years.

### **Credentialed Project Manager**

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Project Manager at a minimum shall have a Bachelor's degree. The Credentialed Project Manager has a minimum of ten (10) years of experience.





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### **Senior Project Manager**

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. The Senior Project Manager at a minimum shall have a Bachelor's degree. The Senior Project Manager has a minimum of eight (8) years of experience.

### **Mid- Level Project Manager**

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. The Mid-Level Project Manager at a minimum shall have a Bachelor's degree. The Mid-Level Project Manager has a minimum of four (4) years of experience.

### **Junior Project Manager**

Manage, plan, direct, and coordinate a wide variety of projects ranging from accounting and budget to financial management. Guide the project from concept development through final delivery; ensure that the project is completed on schedule and within budget. Coordinate and integrate the work of the entire staff; assume overall responsibility for the success of the effort. The Junior Project Manager at a minimum shall have a Bachelor's degree. The Junior Project Manager has a minimum of zero (0) years of experience.

### **Credentialed Program Analyst**

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Program Analyst at a minimum shall have a Bachelor's degree. The Credentialed Program Analyst has a minimum of ten (10) years of experience.

### **Senior Program Analyst**

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. The Senior Program Analyst at a minimum shall have a Bachelor's degree. The Senior Program Analyst has a minimum of eight (8) years of experience.



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### **Mid-Level Program Analyst**

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. The Mid-Level Program Analyst at a minimum shall have a Bachelor's degree. The Mid-Level Program Analyst has a minimum of four (4) years of experience.

### **Junior Program Analyst**

Develop program plans and policy responding to national and defense guidance and translate these into program priorities and initiatives. Identify and analyze alternative proposals for meeting intelligence needs and assure all aspects are fully considered. The Junior Program Analyst at a minimum shall have a Bachelor's degree. The Junior Program Analyst has a minimum of zero (0) years of experience.

### **Credentialed Program and Performance Evaluator**

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Credentialed Program and Performance Evaluator has a minimum of ten (10) years of experience.

### **Senior Program and Performance Evaluator**

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. The Senior Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Senior Program and Performance Evaluator has a minimum of eight (8) years of experience.

### **Mid-Level Program and Performance Evaluator**

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. The Mid-Level Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Mid-Level Program and Performance Evaluator has a minimum of four (4) years of experience.



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### **Junior Program and Performance Evaluator**

Evaluate programs to ensure government resources are managed properly and used in compliance with laws and regulations, government programs are achieving their objectives and desired outcomes, and government services are being provided efficiently, economically, and effectively. The Junior Program and Performance Evaluator at a minimum shall have a Bachelor's degree. The Junior Program and Performance Evaluator has a minimum of zero (0) years of experience.

### **Credentialed Information Technology (IT) Specialist**

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed IT Specialist at a minimum shall have a Bachelor's degree. The Credentialed IT Specialist has a minimum of ten (10) years of experience.

### **Senior Information Technology (IT) Specialist**

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions / publications (electronic media), and other services. The Senior IT Specialist at a minimum shall have a Bachelor's degree. The Senior IT Specialist has a minimum of eight (8) years of experience.

### **Mid-Level Information Technology (IT) Specialist**

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions / publications (electronic media), and other services. The Mid-Level IT Specialist at a minimum shall have a Bachelor's degree. The Mid-Level IT Specialist has a minimum of four (4) years of experience.

### **Junior Information Technology (IT) Specialist**

Support resources and facilities management, database planning, design and maintenance, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services. The Junior IT Specialist at a minimum shall have a Bachelor's degree. The Junior IT Specialist has a minimum of zero (0) years of experience.

### **Credentialed Cost Analyst**

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. Professional certifications that apply include, but are not limited to, CPA, CGFM, CDFM, PMP, etc. The Credentialed Cost Analyst at a minimum shall have a Bachelor's degree. The Credentialed Cost Analyst has a minimum of ten (10) years of experience.

### **Senior Cost Analyst**

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. The Senior Cost Analyst at a minimum shall have a Bachelor's degree. The Senior Cost Analyst has a minimum of eight (8) years of experience.

### **Mid-Level Cost Analyst**

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. The Mid-Level Cost Analyst at a minimum shall have a Bachelor's degree. The Mid-Level Cost Analyst has a minimum of four (4) years of experience.

### **Junior Cost Analyst**

Prepare independent cost estimates, develop life cycle cost estimates and analyses, and perform cost benefit and economic evaluations of current or projected programs. Collect cost and technical data, develop cost estimating methods to include modeling and statistical analysis and develop cost instructions and policies/procedures. The Junior Cost Analyst at a minimum shall have a Bachelor's degree. The Junior Cost Analyst has a minimum of zero (0) years of experience.

### **Senior Accounting Technician**

Ability to understand general business operations and follow general financial guidelines and accounting rules. Collects, checks, inputs, and analyzes financial information. Maintains basic financial records and files and prepares simple financial reports and routine presentations. The Senior Accounting Technician at a minimum shall have a High School Diploma. The Senior Accounting Technician has a minimum of nine (9) years of experience.



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### **Accounting Technician**

Ability to understand general business operations and follow general financial guidelines and accounting rules. Collects, checks, inputs, and analyzes financial information. Maintains basic financial records and files and prepares simple financial reports and routine presentations. The Accounting Technician at a minimum shall have a Bachelor's degree. Degree may be substituted with an additional four (4) years of experience. The Accounting Technician has a minimum of eight (8) years of experience.

### **Junior Accounting Technician**

Ability to understand general business operations and follow general financial guidelines and accounting rules. Collects, checks, inputs, and analyzes financial information. Maintains basic financial records and files and prepares simple financial reports and routine presentations. The Junior Accounting Technician at a minimum shall have an Associate's degree or 2 years of college. Degree or college may be substituted with an additional two (2) years of experience. The Junior Accounting Technician has a minimum of four (4) years of experience.

### ***Please note, the following applies to all St. Michael's contract labor categories.***

In some cases, the following can be considered in place of stated minimum education and experience requirements: unique education, specialized experience, skills, knowledge, training or certification; quality of experience; and national recognition. Related experience may be substituted for education. Education and experience requirements are determined by St. Michael's, based on specific task order requirements.



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## IV. Overview: St. Michael's Inc.

St. Michael's Inc. is a consulting firm whose mission is to assist and advise customers with improving business processes and realizing results. St. Michael's specializes in the areas of financial management and financial systems support. St. Michael's highly experienced professionals have helped Federal customers with Enterprise Resource Planning (ERP) implementation, financial systems integration, functional accounting, internal controls, financial management support, financial policy support, performance measurement, and metrics analysis. St. Michael's Inc. was founded in 2006 and is a qualified service-disabled, veteran-owned small business (SDVOSB). As a SDVOSB, we will help you achieve socio-economic contracting goals.

St. Michael's Inc. has supported clients from the Department of Defense (DoD), Department of Homeland Security (DHS) and the Intelligence community and we operate under the belief that an efficient partnering with you requires a strong Government/contractor relationship. This relationship provides essential Government oversight and contractor responsiveness, and is mainly based on superb and highly focused organizational and management expertise, mutual trust, and a continuous two-way dialogue. St. Michael's looks forward to providing expertise in support of your financial management and accounting efforts amidst complex organizational and operational changes in today's economic environment.

### A. Best Practices Implemented

St. Michael's Inc. applies best practices that have been refined over years of successful project management, on efforts across multiple task orders and clients under a variety of contract vehicles. The key contract management focus areas we highlight are quality, cost, schedule, and risk management.

#### **Quality Management**

St. Michael's has a robust approach to address our responsibilities for overall responsiveness and work quality. This process involves objectively evaluating performed processes, work products, and services against applicable standards, processes, and procedures. We also identify and document noncompliance issues and provide feedback on the results of quality control activities to staff. We address compliance issues and verify that corrective action is effective, notifying the Government on any issues that affect mission support.

#### **Cost Management**

St. Michael's captures cost and reports data to the contracting officer representative (COR). These reports will include information about cost execution versus plan, cost-to-complete information (so that no shortfalls or overruns occur), and our estimate for cost execution versus schedule for the duration of a project.





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## **Schedule Management**

St. Michael's will develop work plans for each task and will revise the plans periodically which will allow our staff to work and report on current plans. These work plans will identify major milestones and other program events. Work plans document information on the scope, approach, risks, interdependencies, schedules, and deliverables for each task and are reviewed on a regular basis by our Program Manager. This process, coordinated with the appropriate Government lead, means that our staff adjusts rapidly to new or changing mission requirements.

## **Risk Management**

Managing risk is a key aspect of any project's success. Risk management includes four continuous steps: identification, analysis, mitigation, and monitoring. St. Michael's management will oversee all risk management activities and will be responsible for resolving risks. When a risk is identified it will be analyzed and the potential impacts will be assessed. Mitigation approaches and prioritization issues will be developed and provided to you, the Government client.

## **B. Benefits of Working with St. Michael's**

St. Michael's presents you with the best option to support your Small Business Initiative. Our value proposition is simple: we are ready to begin immediately on projects; we understand Government agencies' cultures, including their challenges; and we have been involved in projects that span the financial management spectrum. We have a team of professionals that are committed to providing high quality service to assist agencies in meeting their financial management goals. With over 50 years of Government service, the St. Michael's staff has acquired experience that will allow us to perform technical work and to assist with managing program needs.

**St. Michael's is ready to begin as soon as an agreement is reached.** St. Michael's recruiting, training and retention policies, give us the ability to provide qualified staff members that are ready to begin working on projects without staffing ramp-up issues that other companies may face.

**St. Michael's understands the Government client.** The St. Michael's staff is comprised of a number of former Government employees. Our workforce ranges in experience from having worked for the U.S. Army, the Environmental Protection Agency, the Defense Intelligence Agency, and the Defense Contract Audit Agency. This experience provides us with an understanding of several Government agencies' operating environment and culture.

**St. Michael's has Government experience.** We are ready to assist you and your agency in overcoming financial management issues and improving processes. We will provide a team with the specific experience that is being sought. Our experience includes Enterprise Resource





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Planning (ERP) implementation, financial systems integration, functional accounting, internal controls, process improvement, program management, human capital development, financial management support, financial policy support, performance measurement, and metrics analysis.

When all of these benefits are considered, St. Michael's provides a clear choice: St. Michael's is a low-risk option that presents a high probability of success for your agency's efforts. Our team is ready to assist your agency and looks forward to working with you.

**St. Michael's ability to avoid time-consuming levels of hierarchy.** St. Michael's Inc. is able to avoid time-consuming, costly levels of hierarchy within the organization due to our small business size. Company President, Mr. Todd Brymer (PMP, CMA, CFM) brings recognized leadership in industry and military service for the US Government. He is readily available to present project-orientated, on-site solutions should the need arise. This direct contact from St. Michael's upper management presents you with a "full resource" solution to your consulting needs, while avoiding the levels of hierarchy that other companies may not be able to circumvent.

### **C. Our Accomplishments**

**Enhancing Systems Controls:** St. Michael's developed automated system reconciliation tools as a key control to reconcile data between several integrated financial systems. These tools supported the development of systems controls and entity level controls over feeder systems that produced a material input to agency level financial statements.

**Integrating Business Systems:** St. Michael's integrated the Defense Travel System with agency accounting systems in support of a DoD client which automated the travel process.

**Performing Reconciliation of Contracts:** St. Michael's supported the Government's largest contract payment operation by reconciling out-of-balance conditions between payment and accounting systems and which identified improper payments.

**Measuring Performance:** St. Michael's created metrics for measuring the effectiveness of the integration of systems. We determined which key performance indicators to track, researched appropriate benchmarks, designed reports and graphs, and compiled and analyzed the data.

**Improving Processes:** St. Michael's implemented a new, digitized signature as a means for a Defense Agency to sign Un-Liquidated Obligation letters. We saved the Agency tens of thousands of dollars in time and materials per year by digitizing the signing process.



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**Functional Training:** St. Michael's developed and delivered functional training to support the rollout of a Financial ERP and custom software applications. We delivered training to numerous civilian, military, and contractor users.

**Testing Systems:** St. Michael's tested integration software that interfaced legacy system financial data into PeopleSoft financials. Key tasks included developing testing scenarios, writing test scripts, creating test files to create the test conditions, running the actual tests, and recording and evaluating the outcomes.

**Writing and Publishing Procedures:** St. Michael's supported the publication of a Resource Manager's g guide for a PeopleSoft implementation and financial policy for a military Department.

**Creating Standard Operating Procedures:** St. Michael's Inc. created standard operating procedures (SOPs) and flowcharts for a Defense Agency, which allowed them to identify and correct weaknesses in current procedures. Other consulting firms working for the Agency adopted the SOP formatting created by St. Michael's to use as their own.



St. Michael's Inc. is an employee owned company that developed CrossPoint™ to provide our practitioners and clients consistent, reliable methodologies for effective solutions relating to program/project management, audit readiness and financial management for our federal government clients.

St. Michael's developed CrossPoint™ to help our project leaders and customers achieve a comprehensive environment that complies with legislative, regulatory and policy guidance and professional standards while providing our execution teams with a toolkit specifically tailored to achieve delivery of consistently superior audit readiness, program management and financial management services.

CrossPoint™ consolidates St. Michael's collective experience into an easy to use reference sources that allows consistent and superior assistance to our federal government clients through a unified and comprehensive resource. CrossPoint™ is applicable to technically challenging requirements and provides a pathway through complex business environment to improve levels of financial and program management success.



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CrossPoint™ enhances our ability to assist clients in the following areas:

- Manage and improve multiple, highly complex processes simultaneously
- Respond to standard and unanticipated requirements
- Achieve and maintain compliance with legislation, regulations, policy guidance, and standards
- Achieve synergies, cost-savings, and economies of scale
- Plan for and adapt to evolving financial and business systems and processes
- Migrate successful solutions from one office or directorate to others with similar, but distinct needs in a timely, cohesive manner

Ask St. Michael's how we can use CrossPoint™ to assist you to place your organization's "Success On Target™".