



BUSINESS STRATEGY CONSULTANTS, LLC

COMMERCIAL CATALOG AND PRICE LIST

SERVICE OFFERINGS

Consulting Services

Facilitation/Training Services

Acquisition Support Services

Program Management Services

BUSINESS STRATEGY CONSULTANTS, LLC

9701 Apollo Drive, Suite 445

Largo, Maryland 20774

Telephone: (301) 773-5601

Fax: (301) 773-5602

Applicable Period for Pricing: January 1, 2018 Through December 31, 2022

For more information on ordering from Business Strategy Consultants visit us on-line at <http://www.bsc-world.com>.



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SECTION I - BUSINESS STRATEGY CONSULTANT'S INFORMATION

A. Seller's Contact Information:

BUSINESS STRATEGY CONSULTANTS, LLC
9701 Apollo Drive, Suite 445,
Largo, Maryland 20774

Telephone Number: (301) 773-5601
Fax Number: (301) 773-5602
Email: alexpeacoc@aol.com
Email: apeacock@bsc-world.com
Website: www.bsc-world.com

Discounts:

Prices shown are the hourly rate prices. State and Local Governments may take a discount of twelve percent (12%) off of the hourly rates set forth in the price list of this catalog.

B. Contract Terms and Conditions

The standard Consulting Services Agreement utilized by Business Strategy Consultants to sell consulting services set forth in this catalog is provided as Attachment A to this Commercial Price Catalog. Business Strategy Consultants is willing to negotiated terms and conditions other than prices on a case-by-cases basis

1. Minimum order.

\$1000.00

2. Geographic coverage (delivery area).

Seller will provide service in the United States and overseas. Pricing for all work performed outside of the United States may have a premium added to the hourly rates or prices for work performed outside of the continental United States.

3. Discount from list prices or statement of net price.

State and Local Governments may take a discount of twelve percent (12%) off of the hourly rates set forth in the price list of this catalog.

4. Quantity discounts.

None



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5. Payment Terms.

Net 30 days

6. Payment Types Accepted.

Credit Cards

Checks

ACH

8. Time of delivery.

Delivery will be negotiated based on a case-by-case basis on each Consulting Service Agreement.

9. F.O.B. point(s).

To be determined based on a case-by-case basis on each Consulting Service Agreement/Order.

10. Ordering address.

BUSINESS STRATEGY CONSULTANTS, LLC

9701 Apollo Drive, Suite 445,

Largo, Maryland 20774

(301) 773-5601 (office)

(301) 773-5602 (fax)

alexpeacoc@aol.com or apeacock@bsc-world.com

11. Payment address.

BUSINESS STRATEGY CONSULTANTS, LLC

9701 Apollo Drive, Suite 445

Largo, Maryland 20774

12. Warranty provision.

N/A

13. Export packing charges, if applicable.

Contact Alex Peacock, President, for rates.



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SECTION II - CORPORATE EXPERIENCE

CORPORATE EXPERIENCE

Business Strategy Consultants was established in January 2001 as a professional services firm that specializes in acquisition management, project management, accounting/finance consulting and facilitation/training services. Our firm specializes in the aforementioned professional services and offers professional skills to enable both public sector and private industry organization to improve their efficiency and to become more effective in the aforementioned areas. Business Strategy Consultants is postured to support both public sector organizations and private industry organizations with expert resources and strategic business management support in the areas of acquisition management, project management and finance and accounting management. We are committed to helping clients master and manage the complexities of the professional management to help achieve the objectives desired.

Business Strategy Consultants' mission is to enable our clients to be more effective in the complex world of management by providing world-class business management services in a cost effective manner. We realize that the only way to create and sustain superior performance for our customers is to provide experienced, knowledgeable, dedicated and committed resources to our clients. We provide excellent support to our customers with innovative service and superior quality support. We are constantly improving our management skills base by recruiting and acquiring professional resources that have knowledge of both the private and public sectors.

We are a company dedicated to quality services and we place a high value on business ethics.

Business Strategy Consultants 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. More and more, we find that the skills needed to address today's problems and tomorrow's challenges require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these elements is often unique and dependent on the particular requirements associated with the work being performed. Business Strategy Consultants has employees and alliances with independent consultants and firms to fulfill most complex projects.



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SECTION III - DESCRIPTION OF LABOR CATEGORIES

Business Strategy Consultants can provide staff members that have the following experience, skills, knowledge and education to support clients requirements: proposes to provide services under the following GSA MOBIS Special Item Numbers (

Labor Category: SENIOR COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field.

General Experience: 8 years of professional experience degree in related field. BSC may substitute 2 years of experience for a BA or BS degree or 3 years of experience for a Master's degree

Specialized Experience: Experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

Duties: Can satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all project requirements are satisfied. Responsible for reporting status of cost analyst/estimating activities. Is knowledgeable of common financial analysis practices including life cycle cost estimating, cost benefit analysis cost effectiveness analysis and business case analysis. Has a full understanding of the General Accounting Practices, corporate accounting/financial/budgeting procedures. Also, has an understanding both federal, and state/local government cost accounting principles. In addition, knowledgeable of cost estimating tools and methodologies.

Labor Category: COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field.

General Experience: 5 years of general experience. BSC may substitute 2 years of experience for a BA or BS degree.

Specialized Experience: Experience in cost analysis, reflecting increasing responsibilities in project cost analysis / estimating.

Duties: Can satisfy most cost analysis activities. Knowledgeable of common financial analysis practices including: life cycle cost estimating, cost benefit analysis, cost effectiveness analysis and business case analysis. Has an understanding of the General Accounting Practices, corporate accounting/financial/budgeting procedures. May also have knowledge of cost estimating tools and their methodologies.



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Labor Category: JUNIOR COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field

General Experience: Up to 2 years of cost analyses/estimating experience. BSC may substitute 2 years of experience for a BA or BS degree.

Specialized Experience: None

Duties: Must be able to collect and analyze data and organize it in a standard work breakdown structure. Must have knowledge of cost methodologies and cost modeling applications, including Microsoft Excel. Must also be knowledgeable of time value of money, net present value, real US nominal dollars and other common cost estimating practices.

Labor Category: SENIOR ACCOUNTING ANALYST

Education: B.A. or B.S. degree,

General Experience: 8 years of accounting and financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor. BSC may substitute 2 years of experience for a BA or BS degree or 3 years of experience for a Master's degree

Specialized Experience: Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts. Possess a thorough knowledge of government and corporate financial and accounting policies, standards and systems requirements such as, OMB Regulations, GAAP, and FASAB. Has full understanding and experience in working with multi-year/no-year appropriations and differing appropriations (e.g. O&M and Procurement), and a thorough understanding of budgetary and proprietary accounting principles.

Duties: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost accounting and financial reporting with management processes to ensure the efficient stewardship of public funds. Will be able to provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques and possess and understanding of the principles of financial statement compilation. Is able to assess operational weaknesses, perform process improvement analysis and recommend corrective solutions. Is able to assess products and or procedures for compliance with government and corporate standards, accounting principles, internal controls and multi-tiered systems application standards. Has the ability to correlate the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential



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integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates and end user representatives. Is familiar with activity based costing, performance based costing, business case analysis and outsourcing requirements.

Labor Category: ACCOUNTING ANALYST

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

General Experience: 5 years of accounting and financial management experience. BSC may substitute 2 years of experience for a BA or BS degree.

Specialized Experience: Experience in accounting/financial management in a government environment with a demonstrated ability in areas such as cost and financial accounting techniques, accounting operations and business management. Possess thorough knowledge of government and corporate financial and accounting policies and system requirements.

Duties: Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Can provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques and possess an understanding of the principles of financial statement compilation. Possess the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and or procedures for compliance with government and corporate standards, accounting principles, internal controls, and multi-tiered systems application standards. Understands the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Completes work within the time frame specified by the client, ensuring that all requirements are met. Is familiar with activity based costing, performance based costing, business case analysis and outsourcing requirements.

Labor Category: JUNIOR ACCOUNTING ANALYST

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

General Experience: Up to 2 years of accounting experience. BSC may substitute 2 years of experience for a BA or BS degree



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Specialized Experience: Experience in accounting/financial management in a government environment.

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

Labor Category: ADMINISTRATIVE/DOCUMENTATION SPECIALIST

Education: A.A. degree

General Experience: Three (3) years of experience in technical writing and documentation

Specialized Experience: Experience in preparing technical documentation, which is to include researching for applicable standards.

Duties: Gathers, analyzes and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Labor Category: ENTRY LEVEL ANALYST

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

General Experience: Up to 1 year work experience in a business environment.

Specialized Experience: None

Duties: Serves as a junior member of a group of analyst who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Under supervision, the incumbent is able to assess products and procedures for compliance with government standards and sound financial management



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principles. The incumbent may be familiar with government financial management, activity based costing, business case analysis and/or outsourcing requirements.

Labor Category: SENIOR PROCUREMENT SPECIALIST

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

General Experience: Eight years of progressive experiences supporting and developing large, major, or complex government procurements. Possess in-depth knowledge of the Federal Acquisition Regulations, State/Local government acquisition regulations and best practices corporate acquisition regulations and have current and demonstrated experience with acquisition streamlining initiatives and reforms. The Senior Procurement Specialist has practical knowledge of the various acquisition approaches to include full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate the appropriate documentation for the various approaches. The Senior Procurement Specialist has experience in leading and managing other acquisition professionals and demonstrates good organization skills and excellent communications skills. BSC may substitute two (2) years of experience for a BA or BS degree or 3 years of experience for a Master's degree.

Specialized Experience: Experience in handling large and complex procurements in a variety of industries from procurement planning through contract execution. The Senior Procurement Specialist has demonstrated experience offering recommendations to multiple sizes and types of organization regarding strategies for major acquisitions. The Senior Procurement Specialist has demonstrated the ability to provide recommendations concerning the establishment or organizational partnerships, and to develop risk management strategies. The Senior Procurement Specialist has demonstrated expertise in all life cycle phase of contracting, including pre-award phase of contracting (acquisition planning, solicitation source selection and award), and post award contract administration, as well as contract problems identification, analysis and resolution.

Duties: Performs strategic planning on acquisition approaches, especially for complex and first time procurements. Participates in the structuring of RFPs for complex and technology procurements and develops RFP and contract documentation. For major procurements, develops contract line item structures, reduces technical requirements into logical frameworks and unambiguous specifications and statements of work, leads development of evaluation criteria and evaluation schemes and crafts project unique contract clauses. Incumbent can develop the requisite planning and justification documentation for approval of major procurements and supports and defends the procurement to approval authorities.



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Labor Category: PROCUREMENT SPECIALIST

Education: B.A. or B.S. degree. Four years of experience and attendance at an acquisition workforce training maybe substituted for degree.

General Experience: Four years of progressive experience supporting and developing government procurements. Possess knowledge of the organization and contents of the Federal Acquisition Regulations (FAR), State/Local government acquisition regulations and agency specific regulations and be current and knowledgeable of acquisition streamlining initiatives and reforms. The Procurement Specialist has understanding of the use of the various acquisition approaches, e.g. full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate documentation for the various approaches. Incumbent demonstrates good organization and writing skills. . BSC may substitute 2 years of experience for a BA or BS degree.

Specialize Experience: Experience in handling large and complex procurements from procurement planning through contract execution. The Procurement Specialist has demonstrated expertise in all life cycle phase of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, source selection and award) and post award contract administration, as well as contract problem identification, analysis and resolution.

Duties: Develops acquisition plans and other procurement justifications and approval documentation, source selection plans including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications and contract correspondence. Performs contract administration.

Labor Category: JUNIOR PROCUREMENT SPECIALIST

Education: AA. Degree.

General Experience: Up to 2 years of experience and attendance acquisition workforce training may be substituted for a degree. One year of experience supporting government procurement activities. Possess a basic understanding of organization and contents of the Federal Acquisition Regulations (FAR), State/Local government acquisition regulations and best practices corporate acquisition procedures. The Junior Procurement Specialist has a basic understanding of various contract types, e.g. cost plus fixed fee, award fee, fixed price contracts. The Junior Procurement Specialist is knowledgeable of the process required to issue a contract or work order for services or equipment.



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Specific Experience: None

Duties: Coordinates with more senior procurement specialist and project managers to ensure timely processing and tracking of documents as they move through the acquisition process. Incorporates changes into existing documentation. Maintains contract files for procurement requests, funding documents, formal orders and contracts, and all official correspondence.

Labor Category: SUBJECT MATTER EXPERT, LEVEL III

Education: B.A. or B.S. degree. Master Degree or specialized field certification

General Experience: 15 years of experience in the field of financial management accounting, cost estimating business process improvement, accounting systems, information technology applications, economics or statistics.

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

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

Labor Category: SUBJECT MATTER EXPERT, LEVEL II

Education: B.A. or B.S. degree. Master Degree or specialized field certification

General Experience: 12 years of experience in the field of financial management accounting, cost estimating business process improvement, accounting systems, information technology applications, economics or statistics.

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



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

Labor Category: SUBJECT MATTER EXPERT, LEVEL I

Education: B.A. or B.S. degree. Master Degree or specialized field certification

General Experience: 8 years of experience in the field of financial management accounting, cost estimating business process improvement, accounting systems, information technology applications, economics or statistics.

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

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

Labor Category: INFORMATION TECHNOLOGY RESEARCHER

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

General Experience: Up to 2 years of experience in this area. BSC may substitute 2 years of experience for a BA or BS degree.

Specialized Experience: None

Duties: Conducts research tasks assigned by more senior numbers of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects analyzes and



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summarizes data. Contributes to client reports as directed including documentation preparation, writing editing, production coordination and graphics.

Labor Category: PROGRAM MANAGER

Education: B.A. or B.S. degree in business or information technology related field. Master Degree optional

General Experience: Twelve years of accounting, financial or business experience, including 8 years of increasing responsibilities in assignments, supervision and management. BSC may substitute 3 years of experience for a Master's degree

Specialized Experience: Experience in financial management, cost estimating procurement strategic planning and execution, or business management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Develops and enforces quality control programs.

Labor Category: JUNIOR PROGRAM MANAGER

Education: B.A., or B.S. degree in business or information technology related field.

General Experience: Six years of accounting, financial or business experience, including 4 years of increasing responsibilities in assignment supervision and management. BSC may substitute 3 years of experience for a Master's degree

Specialized Experience: Experience in accounting, financial, cost estimating, procurement strategic planning and execution, or business management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capabilities in managing multiple tasks.



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Duties: Performing day-to-day management of overall contract support operations, possibly, involving multiple projects and groups of personnel at multiple locations.

Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Develops and enforces quality control programs.

Labor Category: PROJECT MANAGER

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

General Experience: Ten years of accounting, financial or business experience, including 5 years of increasing responsibilities in assignment supervision and management. BSC may substitute 2 years of experience for a BA or BS degree or 3 years of experience for a Master's degree

Specialized Experience: Experience in the direct supervision of cost estimating, procurement strategic planning and executions or business management.

Duties: Under the guidance of the Program Manager, is responsible for the overall management of specific task order(s) and insuring that the technical/financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

Labor Category: FINANCIAL MANAGER

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

General Experience: Twelve years of financial management experience, including 7 years of increasing responsibilities including supervisory duties. BSC may substitute 2 years of experience for a BA or BS degree or 3 years of experience for a Master's degree

Specialized Experience: Experience in financial management with demonstrated ability to supervise or lead a team of financial management professionals. Possess a thorough knowledge of government and corporate financial management and accounting systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations.



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Duties: Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within time frame specified by the customer and that all of the requirements are met. Incumbent is able to assess products and procedures for compliance with government standards, accounting principles and multi-tiered systems application standards. The incumbent is able to grasp interrelationships between financial management requirements and automated solutions considering the current system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues and subordinates. Can present materials before oversight authority for the client and/or prepare Program Managers for briefings and presentations. Is thoroughly familiar with activity based costing, performance based costing, business case analysis and outsourcing requirements.

Labor Category: FINANCIAL ANALYST

General Experience: Five years of financial management experience. BSC may substitute 2 years of experience for a BA or BS degree

Specialized Experience: Experience in financial management/accounting in a government environment with a demonstrated ability in areas such as cost estimating, procurement strategic planning and execution or business management. Possess a thorough knowledge of government financial and accounting policies and systems

Duties: Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Incumbent is able to support the formulation of strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Possesses thorough knowledge of the allocation, execution and administration of approved budgets. Incumbent is able to assess products and procedures for compliance with government standards, accounting principles, internal controls and multi-tiered system application standards. Incumbent is able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensures those tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentation for colleagues, subordinates and end user representatives. Should be familiar with activity based costing, performance based costing, business case analysis and outsourcing requirements.



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Labor Category: JUNIOR FINANCIAL ANALYST

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

General Experience: Up to two years of financial management experience

Specialized Experience: Experience in financial management/accounting in a government environment.

Duties: Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses an understanding of the budget allocation, execution and administration process. Has the ability to monitor and track obligations and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers.

Under supervision, the incumbent is able to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Incumbent may be familiar with activity based costing, performance based costing, business case analysis and outsourcing requirements.

Labor Category: SENIOR FINANCIAL ANALYST

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

General Experience: 8 years of financial management experience, including at least five years of increasing responsibilities as a team leader of first level supervisor. BSC may substitute 2 years of experience for a BA or BS degree.

Specialized Experience: Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts. Possess a thorough knowledge of government financial and accounting policies and systems requirements. Incumbent demonstrates experience in working with multi-year/no year appropriations and differing appropriations.

Duties: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. The incumbent is able to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. The incumbent is able to assess products and or procedures for



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compliance with government or corporate standards, accounting interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates and end user representatives. Is familiar with activity based costing, performance based costing, business case analysis and outsourcing requirements.

Labor Category: SENIOR FINANCIAL SYSTEMS ANALYST

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

General Experience: 8 years of combined financial management and systems engineering experience. BSC may substitute 2 years of experience for a BA or BS degree or 3 years of experience for a Master's degree

Specialized Experience: Experience in financial management/accounting for the government or private sector organizations. Possess a thorough knowledge of government and corporate financial and accounting systems and current technological environments such as the Internet, Client/Server, the Cloud and Object Oriented related systems.

Duties: Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Directs the gathering of user requirements and translating into workable automated solutions. In-depth knowledge of database architectures, object oriented design and systems implementation. Capable of assessing products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered systems application standards. Must be able to lead all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications and project status reporting.

Labor Category: FINANCIAL SYSTEMS ANALYST

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

General Experience: Five years of combined financial management and systems engineering experience. BSC may substitute 2 years of experience for a BA or BS degree.

Specialized Experience: Experience in financial management/accounting in a government environment. Possesses a thorough knowledge of government financial and



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accounting systems and understanding of current technological environments such as the Internet, Client/Server, Cloud and Object Oriented related systems.

Duties: Leads small teams of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Capable of gathering user requirements and translating them into workable automated solutions. Familiar with database architectures, object oriented design and systems implementation. Must be able to assess products and procedures for compliance with government standards, accounting principles internal controls and multi-tiered systems application standards. Must have an understanding of all stages of a project's life cycle, including the creation of schedules, requirements documents, systems designs and specifications and project status reports.

Labor Category: JUNIOR FINANCIAL SYSTEMS ANALYST

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

General Experience: Up to 2 years of combined financial management and systems engineering experience. BSC may substitute 2 years of experience for a BA or BS degree

Specialized Experience: Experience in financial management/accounting in a government environment. Possess a thorough knowledge of government financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, Cloud and Object Oriented related systems.

Duties: Works as a junior member of a team of analysts to optimize and automate business practices given deadlines and milestones specified by their supervisor. Must be able to research specifications and requirements and effectively report their findings. Must be able to execute individual phases of a projects life cycle.

Labor Category: TECHNICAL WRITER

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

General Experience: Five (5) years of experience in technical writing and editing. BSC may substitute 2 years of experience for a BA or BS degree

Specialized Experience: Experience in editing documents, including technical documents

Duties: Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals and reports. Edit functional descriptions,



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system specifications, user manuals, special reports or any customer deliverables and documents.

Labor Category: SENIOR TRAINING SPECIALIST

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

General Experience: Six (6) years of experience in information systems development, training or related fields. BSC may substitute 2 years of experience for a BA or BS degree.

Specialized Experience: Experience developing and providing business management training in finance, budgeting program management and acquisition support, on business process improvements and procedures.

Duties: Conducts the research necessary to develop and revise training courses and prepares appropriate training manuals. Prepares all instructor materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops and seminars. Provides daily supervision to staff.

Labor Category: TRAINING SPECIALIST/INSTRUCTOR

General Experience: Four (4) years of experience in information systems development, training or related fields. BSC may substitute 2 years of experience for a BA or BS degree

Specialized Experience: Experience developing and providing business management training in finance, budgeting program management and acquisition support, on business process improvements and procedures.

Duties: Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all instructor materials (course manuals, work books, handouts, completion certificates and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops and seminars.



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SECTION IV- COMMERCIAL PRICE LIST

LABOR RATES AT CLIENT'S SITE

	Labor Category	Loaded Labor Rates				
		1/1/2018 To 12/31/2018	1/1/2019 To 12/31/2019	1/1/2020 To 12/31/2020	1/1/2021 To 12/31/2021	1/1/2022 To 12/30/2022
		Hourly Rates	Hourly Rates	Hourly Rates	Hourly Rates	Hourly Rates
	Senior Cost Analyst	\$192.68	\$198.46	\$204.41	\$210.54	\$216.86
	Cost Analyst	\$145.60	\$149.97	\$154.47	\$159.10	\$163.87
	Junior Cost Analyst	\$126.63	\$130.43	\$134.34	\$138.37	\$142.52
	Senior Accounting Analyst	\$191.43	\$197.17	\$203.09	\$209.18	\$215.46
	Junior Accounting Analyst	\$151.43	\$155.97	\$160.65	\$165.47	\$170.43
	Senior Procurement/Contract Specialist	\$192.68	\$198.46	\$204.41	\$210.54	\$216.86
	Procurement/Contract Specialist	\$137.42	\$141.54	\$145.79	\$150.16	\$154.66
	Junior Procurement/Contract Specialist	\$97.76	\$100.69	\$103.71	\$106.82	\$110.02
	Entry Level Analyst	\$94.91	\$97.76	\$100.69	\$103.71	\$106.82
	Administrative/Document Specialist	\$73.62	\$75.83	\$78.10	\$80.44	\$82.85
	Technical Writer	\$73.62	\$75.83	\$78.10	\$80.44	\$82.85
	Sr. Training Specialist	\$184.02	\$189.54	\$195.23	\$201.09	\$207.12
	Training Specialist	\$130.42	\$134.33	\$138.36	\$142.51	\$146.79
	Subject Matter Expert III	\$291.19	\$299.93	\$308.93	\$318.20	\$327.75
	Subject Matter Expert II	\$265.02	\$272.97	\$281.16	\$289.59	\$298.28
	Subject Matter Expert I	\$206.13	\$212.31	\$218.68	\$225.24	\$232.00
	Information Technology Researcher	\$71.99	\$74.15	\$76.37	\$78.66	\$81.02
	Program Manager	\$294.48	\$303.31	\$312.41	\$321.78	\$331.43
	Junior Program Manager	\$202.17	\$208.24	\$214.49	\$220.92	\$227.55
	Project Manager	\$230.67	\$237.59	\$244.72	\$252.06	\$259.62
	Financial Manager	\$273.21	\$281.41	\$289.85	\$298.55	\$307.51
	Senior Financial Analyst	\$191.43	\$197.17	\$203.09	\$209.18	\$215.46
	Financial Analyst	\$135.81	\$139.88	\$144.08	\$148.40	\$152.85
	Junior Financial Analyst	\$115.81	\$119.28	\$122.86	\$126.55	\$130.35
	Senior Financial Systems Analyst	\$202.17	\$208.24	\$214.49	\$220.92	\$227.55
	Financial Systems Analyst	\$142.33	\$146.60	\$151.00	\$155.53	\$160.20
	Junior Financial Systems Analyst	\$115.81	\$119.28	\$122.86	\$126.55	\$130.35



COMMERCIAL SERVICES CATALOG

LABOR RATES AT BUSINESS STRATEGY CONSULTANT’S SITE

	Labor Category	Loaded Labor Rates				
		1/1/2018 To 12/31/2018	1/1/2019 To 12/31/2019	1/1/2020 To 12/31/2020	1/1/2021 To 12/31/2021	1/1/2022 To 12/31/2022
		Hourly Rates	Hourly Rates	Hourly Rates	Hourly Rates	Hourly Rates
	Senior Cost Analyst	\$216.89	\$223.40	\$230.10	\$237.00	\$244.11
	Cost Analyst	\$163.61	\$168.52	\$173.58	\$178.79	\$184.15
	Junior Cost Analyst	\$142.29	\$146.56	\$150.96	\$155.49	\$160.15
	Senior Accounting Analyst	\$215.08	\$221.53	\$228.18	\$235.03	\$242.08
	Junior Accounting Analyst	\$170.16	\$175.26	\$180.52	\$185.94	\$191.52
	Senior Procurement/Contract Specialist	\$216.89	\$223.40	\$230.10	\$237.00	\$244.11
	Procurement/Contract Specialist	\$154.41	\$159.04	\$163.81	\$168.72	\$173.78
	Junior Procurement/Contract Specialist	\$110.30	\$113.61	\$117.02	\$120.53	\$124.15
	Entry Level Analyst	\$106.64	\$109.84	\$113.14	\$116.53	\$120.03
	Administrative/Document Specialist	\$82.73	\$85.21	\$87.77	\$90.40	\$93.11
	Sr. Training Specialist	\$206.76	\$212.96	\$219.35	\$225.93	\$232.71
	Training Specialist	\$146.54	\$150.94	\$155.47	\$160.13	\$164.93
	Technical Writer	\$82.73	\$85.21	\$87.77	\$90.40	\$93.11
	Subject Matter Expert III	\$327.18	\$337.00	\$347.11	\$357.52	\$368.25
	Subject Matter Expert II	\$297.78	\$306.71	\$315.91	\$325.39	\$335.15
	Subject Matter Expert I	\$231.61	\$238.56	\$245.72	\$253.09	\$260.68
	Information Technology Researcher	\$80.90	\$83.33	\$85.83	\$88.40	\$91.05
	Program Manager	\$330.84	\$340.77	\$350.99	\$361.52	\$372.37
	Junior Program Manager	\$227.16	\$233.97	\$240.99	\$248.22	\$255.67
	Project Manager	\$259.17	\$266.95	\$274.96	\$283.21	\$291.71
	Financial Manager	\$306.97	\$316.18	\$325.67	\$335.44	\$345.50
	Senior Financial Analyst	\$215.08	\$221.53	\$228.18	\$235.03	\$242.08
	Financial Analyst	\$152.50	\$157.16	\$161.87	\$166.73	\$171.73
	Junior Financial Analyst	\$130.53	\$134.45	\$138.48	\$142.63	\$146.91
	Senior Financial Systems Analyst	\$227.16	\$233.97	\$240.99	\$248.22	\$255.67
	Financial Systems Analyst	\$159.67	\$164.46	\$169.39	\$174.47	\$179.70
	Junior Financial Systems Analyst	\$130.53	\$134.45	\$138.48	\$142.63	\$146.91



COMMERCIAL SERVICES CATALOG

ATTACHMENT TO COMMERCIAL CATALOG

CONSULTING SERVICES AGREEMENT TEMPLATE

This Agreement is made between _____ (the “Buyer”) having a place of business located at _____ and Business Strategy Consultants (the “Consultant”) having an office at 9701 Apollo Drive, Suite 445, Largo, Maryland 20774. The effective date of this Agreement is _____.

WHEREAS, the Buyer and the Consultant have entered into an Agreement for the purpose of the Consultant to provide consulting services to _____.

NOW, THEREFORE, in consideration of the premises and of the mutual promises herein, the Buyer and the Consultant hereto agree as follows:

1. **INDEPENDENT CONTRACTOR.** This Agreement is made with the Consultant as an independent contractor to the Buyer. Nothing in this Agreement shall be construed as creating a relationship as an employee-employer, joint venture, partnership or agent.
2. **PERIOD OF PERFORMANCE.** The term of performance of this Agreement is from the effective date until _____.
3. **STATEMENT OF WORK.** The Consultant under the direction of the Buyer shall provide the following:

(ADD STATEMENT OF WORK)

4. **COMPENSATION.** The Buyer shall pay the Consultant at a rate of \$_____per hour for professional services rendered (See Commercial Price List). The Buyer shall also reimburse the Consultant for all business expenses incurred as a result of performance under this Agreement. The Consultant shall obtain the Buyer’s approval prior to incurring any business expense under this Agreement. This Agreement is funded in a not-to-exceed amount of \$_____for both professional fees and expenses. The Buyer agrees to pay the Consultant within thirty (30) days of receiving a satisfactorily invoice. The Consultant may submit invoices twice monthly for all applicable services rendered and expenses incurred. The invoices shall be submitted to the Buyers address set forth below:



ATTACHMENT TO COMMERCIAL CATALOG

CONSULTING SERVICES AGREEMENT (cont.)

5. **PROFESSIONAL STANDARDS.** The Consultant agrees that the work performed hereunder will represent the Consultants best efforts and will be of the highest professional standards and quality.
6. **ETHICS.** The Buyer and the Consultant agree to comply with standards of conduct, which are in accordance with the highest legal standards in the United States. Both parties agree that by entering into this Agreement and performing duties and services therein will not create a conflict of interest for the Buyer or the Consultant. The Buyer and the Consultant agree that while engaged in the performance of this Agreement, neither party will knowingly enter into a business relationship that creates a conflict of interest. Should it be determined that there exists a conflict of interest, the parties agree to discontinue the business relationship, or mutual resolve the matter to so that a conflict may not exist.
7. **INDEMNIFICATION.** The Buyer agrees to indemnify and hold harmless the Consultant, its directors, officers, employees, subcontractors and agents from any claim demand, expense or liability, loss, damage or judgment including without limitation attorney's fees arising out of any breach of any warranty hereunder or any other breach of this Agreement and will defend at its sole cost any and all actions arising out of any such breach or claim.
8. **PRIVILEGED AND PROPRIETARY INFORMATION.** Except as may be required in the performance of work, the Buyer and the Consultant shall not divulge information acquired from either party or its clients without the prior written consent of the other party. This provision shall apply for a period of two (2) years following the termination of this Agreement.
9. **TERMINATION.** The Consultant may terminate in whole or in part this Agreement at any time by providing written notice. Should the Agreement be terminated, the parties further agree to return any data, documentation or property of the other party immediately. In addition, the Buyer agrees to pay the Consultant for all services rendered and expenses incurred within five (5) calendar days.
10. **GOVERNING LAW.** The laws of the State of Maryland govern the provisions of this Agreement.
11. **ASSIGNMENT.** This Agreement may not be assigned by either party in whole or in part without the prior written consent of the other party.



COMMERCIAL SERVICES CATALOG

ATTACHMENT TO COMMERCIAL CATALOG

CONSULTING SERVICES AGREEMENT (cont.)

IN WITNESS WHEREOF, the Buyer and the Consultant have executed this Agreement and this Agreement contains and agreements of the parties as set forth herein.

_____(BUYER)

Business Strategy Consultants LLC

(Print Name)

(Print Name)

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)