



**U.S. General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Financial and Business Solutions (FABS)**

**Contract No. GS-23F-0066W  
Contract Period: 06/04/2010 to 06/03/2015**

**Price List Effective June 4, 2010  
Business Type: Women-owned**



**ALON, Inc. • 6800 Versar Center, Suite 303 • Springfield, VA 22151  
Phone: (703) 256-9503 • Fax: (703) 256-9508**

## CUSTOMER INFORMATION

**1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**

**SIN 520-11: Accounting.** Contractors shall provide transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

**SIN 520-12: Budgeting.** Contractors shall assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

**SIN 520-13: Complementary Financial Management Services.** Contractors shall assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

**SIN 520-21: Program Management Services.** Contractors shall provide program management services which encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

**1b. Pricelist:** See Price List.

**1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**

See Labor Category Section.

- 2. Maximum order.** \$1,000,000.00
- 3. Minimum order.** \$100.00
- 4. Geographic coverage (delivery area).** Domestic only
- 5. Point(s) of production (city, county, and State or foreign country).** Same as company address.
- 6. Discount from list prices or statement of net price. Government net prices (discounts already deducted).** See attachment.
- 7. Quantity discounts.** None offered.
- 8. Prompt payment terms.** Net 30 days.

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Contact ALON.
- 10. Foreign items (list items by country of origin).** None
- 11a. Time of delivery.** Specified on the task order.
- 11b. Expedited Delivery.** Contact ALON.
- 11c. Overnight and 2-day delivery.** Contact ALON.
- 11d. Urgent Requirements.** Contact ALON to expedite urgent requirements.
- 12. F.O.B. point(s).** Destination
- 13a. Ordering address(es).**  
ALON, Inc.  
6800 Versar Center, Suite 303  
Springfield, VA 22151  
Phone: (703) 256-9503  
Fax: (703) 256-9508
- 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)).
- 14. Payment address(es)**  
ALON, Inc.  
6800 Versar Center, Suite 303  
Springfield, VA 22151
- 15. Warranty provision.** ALON's standard commercial warranty.
- 16. Export packing charges, if applicable.** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** Contact ALON.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).** N/A
- 19. Terms and conditions of installation (if applicable).** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** N/A
- 20a. Terms and conditions for any other services (if applicable).** N/A
- 21. List of service and distribution points (if applicable).** N/A
- 22. List of participating dealers (if applicable).** N/A

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- 23. Preventive maintenance (if applicable). N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/pr reduced pollutants). N/A**
- 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/).**
- 25. Data Universal Numbering System (DUNS) number. 14-368-2164**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database. ALON is registered in CCR.**
- 27. Uncompensated Overtime. (Indicate if used). N/A**

## LABOR CATEGORIES

### CLIN 001 Commercial Job Title: Project Assistant I

**Minimum/General Experience:** One (1) year relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in spreadsheets, data entry, and word processing.

**Functional Responsibility:** Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include document preparation, providing meeting support, and maintaining spreadsheets and reports.

**Minimum Education/Training/Certifications/Clearances:** High School Diploma. Requires ability to obtain a SECRET clearance.

### CLIN 002 Commercial Job Title: Project Assistant II

**Minimum/General Experience:** Two (2) years relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in spreadsheets, data entry, and word processing.

**Functional Responsibility:** Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include document preparation, providing meeting support, and maintaining spreadsheets and reports.

**Minimum Education/Training/Certifications/Clearances:** Associate's Degree. Requires ability to obtain a SECRET clearance.

### CLIN 003 Commercial Job Title: Project Assistant III

**Minimum/General Experience:** Four (4) years relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in project support activities and experience in coordinating and executing organizational functions.

**Functional Responsibility:** Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May provide financial or project guidance to other employees on a portion of project effort. May include maintaining and monitoring executive performance schedules and providing meeting support. Provides support activities and coordinates and executes administrative, office management, and organizational functions.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

### CLIN 004 Commercial Job Title: Business Analyst I

**Minimum/General Experience:** One (1) years of experience in understanding business needs and proposing solutions. Knowledge of financial concepts, management reporting and business analysis.

**Functional Responsibility:** Provide guidance, advice, and support in accounting and budget operations, financial systems analysis, implementation planning, business processes, internal controls, and policies and procedures. Provide resource and financial management solutions, including budget planning and execution, accounts and financial reporting and reconciliation.

**Minimum Education/Training/Certifications/Clearances:** High school diploma. Requires the ability to obtain a SECRET clearance.

**CLIN 005 Commercial Job Title: Business Analyst II**

**Minimum/General Experience:** Two (2) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis.

**Functional Responsibility:** Responsible for collecting and analyzing data. Knowledgeable of cost methodologies and cost modeling applications. Provide cost estimating and financial management support, including all activities which occur during the life cycle of a program. Presents plans, recommendations, analyses, and other advice within a broad functional area. Prepares studies, plans, and analyses in support of the projects.

**Minimum Education/Training/Certifications/Clearances:** Associate's degree. Requires the ability to obtain a SECRET clearance.

**CLIN 006 Commercial Job Title: Business Analyst III**

**Minimum/General Experience:** Three (3) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis. Knowledge of how the various financial management systems, applications, and modules are used during the course of the financial management business life-cycle.

**Functional Responsibility:** Responsible for collecting and analyzing data and developing presentations and recommendations. Knowledgeable of cost methodologies and cost modeling applications. Provide cost estimating and financial management support, including all activities which occur during the life cycle of a program. Presents plans, recommendations, analyses, and other advice within a broad functional area. Prepares studies, plans, and analyses in support of the projects.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 007 Commercial Job Title: Business Analyst IV**

**Minimum/General Experience:** Five (5) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis. Knowledge of how the various financial management systems, applications, and modules are used during the course of the financial management business life-cycle.

**Functional Responsibility:** Provide guidance, advice, and support in accounting and budget operations, financial systems analysis, implementation planning, business processes, internal

controls, and policies and procedures. Provide resource and financial management solutions, including budget planning and execution, accounts and financial reporting and reconciliation.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 008 Commercial Job Title: Specialist I**

**Minimum/General Experience:** One (1) year relevant experience. Relevant experience may include, but is not limited to business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support programs and projects by analyses of program management and support costs. Analyses may include: Cost/Benefit Analysis, Transaction Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certifications/Clearances:** High School Diploma. Requires the ability to obtain a SECRET clearance.

**CLIN 009 Commercial Job Title: Specialist II**

**Minimum/General Experience:** Three (3) years relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Support programs and projects by performing analyses of program management and support costs. Analyses may include: Cost/Benefit Analysis, Transaction Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 010 Commercial Job Title: Financial Management Analyst**

**Minimum/General Experience:** Eight (8) years of cost estimating, cost analysis experience, and/or financial management disciplines. Experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

**Functional Responsibility:** Integrate business, cost estimating and financial management processes to ensure the efficient management of funds. Ability to formulate strategic financial

plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Familiar with activity based costing, business case analysis and outsourcing requirements.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 011 Commercial Job Title: Financial Management Consultant**

**Minimum/General Experience:** Twelve (12) years of cost estimating, cost analysis experience, and/or financial management disciplines. Experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

**Functional Responsibility:** Responsibilities include providing leadership to financial management professionals. Ensure program/project is working in accordance with automated complex business practices within the timeframe required by the customers, meeting all requirements. Ability to assess procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to understand interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added system concurrently or later. Familiar with activity based costing, business case analysis and outsourcing requirements.

**Minimum Education/Training/Certifications/Clearances:** Master's degree and/or specialized certification (PMP, CPA, etc). Requires the ability to obtain a SECRET clearance.

**CLIN 012 Commercial Job Title: Task Manager**

**Minimum/General Experience:** Five (5) years of experience in accounting, finance, or related field, including two (2) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for the management of tasks(s) and ensuring that the financial solutions and schedules in the project(s) are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned tasks. Demonstrates competent writing and oral communication skills.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 013 Commercial Job Title: Technical Manager**

**Minimum/General Experience:** Eight (8) years of experience in accounting, finance, or related field, including three (3) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for day-to-day management of support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 014 Commercial Job Title: Project Manager**

**Minimum/General Experience:** Ten (10) years of experience in accounting, finance, or related field, including five (5) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for overall management of 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.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 015 Commercial Job Title: Senior Project Manager**

**Minimum/General Experience:** Twelve (12) years of experience in accounting, finance, or related field, including eight (8) years of increasing responsibilities in management.

**Functional Responsibility:** Responsible for overall management of 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.

**Minimum Education/Training/Certifications/Clearances:** Master's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

**CLIN 016 Commercial Job Title: Subject Matter Expert 1**

**Minimum/General Experience:** Eight (8) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

**CLIN 017 Commercial Job Title: Subject Matter Expert 2**

**Minimum/General Experience:** Ten (10) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

**CLIN 018 Commercial Job Title: Subject Matter Expert 3**

**Minimum/General Experience:** Twelve (12) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

**CLIN 019 Commercial Job Title: Subject Matter Expert 4**

**Minimum/General Experience:** Twelve (12) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

**CLIN 020 Commercial Job Title: Sr. Subject Matter Expert**

**Minimum/General Experience:** Fifteen (15) years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

**Functional Responsibility:** Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

**CLIN 021 Commercial Job Title: Quality Control Officer**

**Minimum/General Experience:** Ten (10) years of experience. Experience includes developing and monitoring the quality control system including maintenance of quality control documents.

**Functional Responsibility:** Ensures that processes needed for the quality control plan are established, implemented and maintained, reporting to top management on the performance of quality management and any need for improvement, and ensures the promotion of awareness of quality control throughout the organization.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

**CLIN 022 Commercial Job Title: Requirements Consultant**

**Minimum/General Experience:** Ten (10) years experience gathering requirements for business and technical solutions. Responsible for gathering data to formulate and recommend technical and business solutions to improve financial systems and support services. Must have strong writing and communications skills and the ability to interface with senior and executive management. Must be knowledgeable with the implementation of applicable Government mandates such as the Federal Acquisition Regulation (FAR).

**Functional Responsibility:** Duties may include conducting process or requirements analyses, supporting financial systems development with subject matter knowledge, assisting in procurement, performing system audits, conducting training, and assisting in the preparation of management and financial reports and presentations.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

**CLIN 023 Commercial Job Title: Organizational Consultant**

**Minimum/General Experience:** Fifteen (15) years experience in a subject relevant to a particular program or organization.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular organization. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government executive management personnel and functional proponents.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

**Experience Versus Education**

The criteria for experience substituted for education are as follow:

- One (1) year of experience beyond the minimal experience requirement is equivalent to an Associates degree.
- Four (4) years of experience beyond the minimal experience requirement is equivalent to a Bachelors degree.
- Two (2) years of experience beyond the minimal experience requirement is equivalent to Master's degree.

**First Example:** A requirement for an Associate's degree and two years of experience could be satisfied by three years of experience.

**Second Example:** A requirement for a master's degree and six years of experience could be satisfied by a bachelor's degree and eight years of experience.

**Third Example:** A requirement for a master's degree and six years of experience could be satisfied by twelve years of experience.

The criteria for education substituted for experience is as follows:

- Bachelor's degree is equivalent to five (5) years experience.
- Master's degree is equivalent to two (2) years experience.

**First Example:** A requirement for five years (or less) of experience and no degree could be satisfied by a Bachelor's degree.

**Second Example:** A requirement for a bachelor's degree and six years of experience could be satisfied by a Master's degree and four years of experience.

## PRICE LIST

CLIN	Skill Category	Year 1 6/4/10– 6/3/11	Year 2 6/4/11– 6/3/12	Year 3 6/4/12– 6/3/13	Year 4 6/4/13 – 6/3/14	Year 5 6/4/14 – 6/3/15
001	Project Assistant I	\$43.21	\$44.07	\$44.95	\$45.85	\$46.77
002	Project Assistant II	\$47.24	\$48.19	\$49.15	\$50.13	\$51.14
003	Project Assistant III	\$59.68	\$60.88	\$62.09	\$63.34	\$64.60
004	Business Analyst I	\$40.44	\$41.25	\$42.07	\$42.91	\$43.77
005	Business Analyst II	\$43.47	\$44.34	\$45.23	\$46.13	\$47.05
006	Business Analyst III	\$51.71	\$52.74	\$53.80	\$54.87	\$55.97
007	Business Analyst IV	\$63.80	\$65.07	\$66.37	\$67.70	\$69.06
008	Specialist I	\$36.34	\$37.07	\$37.81	\$38.57	\$39.34
009	Specialist II	\$56.81	\$57.95	\$59.10	\$60.29	\$61.49
010	Financial Management Analyst	\$83.85	\$85.53	\$87.24	\$88.98	\$90.76
011	Financial Management Consultant	\$141.22	\$144.04	\$146.92	\$149.86	\$152.86
012	Task Manager	\$61.93	\$63.17	\$64.43	\$65.72	\$67.03
013	Technical Manager	\$70.80	\$72.22	\$73.66	\$75.14	\$76.64
014	Project Manager	\$94.74	\$96.63	\$98.56	\$100.54	\$102.55
015	Senior Project Manager	\$133.86	\$136.53	\$139.27	\$142.05	\$144.89
016	Subject Matter Expert 1	\$79.34	\$80.93	\$82.55	\$84.20	\$85.89
017	Subject Matter Expert 2	\$100.88	\$102.90	\$104.96	\$107.06	\$109.20
018	Subject Matter Expert 3	\$123.75	\$126.23	\$128.75	\$131.33	\$133.95
019	Subject Matter Expert 4	\$136.25	\$138.98	\$141.76	\$144.59	\$147.48
020	Sr. Subject Matter Expert	\$151.16	\$154.18	\$157.26	\$160.41	\$163.62
021	Quality Control Officer	\$100.07	\$102.07	\$104.12	\$106.20	\$108.32
022	Requirements Consultant	\$110.86	\$113.08	\$115.34	\$117.65	\$120.00
023	Organizational Consultant	\$183.52	\$187.19	\$190.94	\$194.76	\$198.65