



Schedule

U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

CONTRACTOR:

EXECUTIVE MANAGEMENT ASSOCIATES, INC.

2303 Chilham Place
POTOMAC, MD 20854
Contract Number: GS23F0333N

Schedule Title : **Professional Services Schedule (PSS)**
Product Service Code : **R704**
DUNS# : **807697420**
CAGE# : **4NAV5**
Contract Period : **September 9, 2003 - September 8, 2023**
Business Size : **Small**

Contract Administrator : **NANCY SLOMOWITZ**
Phone Number : **301-335-4359**
Email : **info@execman.com**
Web Site : <http://www.execman.com>

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. <http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit <http://www.gsa.gov/portal/content/197989>

CONTRACTOR: EXECUTIVE MANAGEMENT ASSOCIATES, INC. 2303 Chilham Place POTOMAC, MD 20854 Phone: (301) 335-4359 Email: info@execman.com Web: www.execman.com	Schedule Title : Professional Services Schedule (PSS) Product Service Code : R704 DUNS# : 807697420 CAGE Code: 4NAV5 Contract Period : September 9, 2003 - September 8, 2023 Business Size : Small Business Type: Woman-Owned
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1 Labor Category Descriptions

1.1 Program Manager

Primary customer contact for multiple projects and/or programs. Represents organization to customers and the public. Manages program performance, including planning, staffing, schedules, and finances. Responsible for quality control, formulation and enforcement of work standards, resource management, and communication of organizational policies, purposes, and goals to staff. Generally has expertise in one or more technical fields. May also perform duties of Functional Expert in field of expertise.

1.2 Functional Expert

Is generally recognized as an expert by customer or within field of experience. Performs complex analyses in one or more specific functional areas. Applies specific methodologies, practices, and tools to identify, recommend and implement solutions to customer requirements. Develops sophisticated tools to facilitate analysis and project implementations. May have an advanced degree. May act as Program or Project Manager when required.

1.3 Business Analyst I

Assists senior Management and Business Analysts with day-to-day project activities. May perform a variety of administrative and/or technical activities. Assists with requirements analysis and documentation of system specifications. Gathers and documents system and process information. Performs system testing under guidance of senior analyst.

1.4 Business Analyst II

Assists with analysis of business and management processes and systems. Implements small systems and tools under the guidance of senior analyst. Reconciles system data against legacy and enterprise systems. Performs interviews and data gathering. Develops technical documentation, manuals, and procedural guides. Documents system specifications and functional requirements. Can perform all duties of Business Analyst I.

1.5 Business Analyst III

Analyzes business and management processes for small systems and projects. Reviews customer documentation, defines problems, and develops detailed system requirements and program specifications. Analyzes requirements, evaluates workflow, recommends solutions, and develops implementation plans. Designs, develops and implements small-scale systems and processes. Acts as team lead for small groups of analysts. Can perform all duties of Business Analyst II.

1.6 Business Analyst IV

Analyzes business and management processes for small systems and projects. Designs, develops and implements manual and automated systems in compliance with functional requirements. Ensures that systems are compatible and in compliance with the industry and customers standards. Applies process improvement practices, methodologies and principles. Coordinates activities of junior analysts to ensure proper implementation of system specifications and customer requirements. Has specialized experience in a specific functional area. Can perform all duties of Business Analyst III.

1.7 Management Analyst I

Assists senior management analysts with a variety of tasks. Develops and documents functional requirements, system specifications, recommended solutions, and implementation plans. Designs, develops, and implements complex manual and automated systems. Has specialized experience in at least one functional area. Performs reconciliations and other forms of data analysis. Experience using automated information systems and other tools for business analysis and reporting. Can perform all duties of Business Analyst IV.

1.8 Management Analyst II

Develops analytical and computational techniques and methodologies for solving problems. Analyzes user needs to determine functional and cross-functional requirements. Performs process and data modeling using both manual and automated tools. Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures. Defines and develops quality metrics and scoring parameters. Determines requisite quality control resources. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Has specialized experience in one or more functional areas. Experience using and configuring automated information systems and other tools for business analysis and reporting. Can perform all duties of Management Analyst I.

1.9 Management Analyst III

Analyzes business and management processes for complex and/or multiple programs. Performs strategic business planning and analysis. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Reviews work products for correctness and adherence to design concept and user standards; reviews program documentation for adherence to government standards/requirements and project schedules. Has specialized experience in multiple functional areas. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Extensive experience using, designing, and configuring automated information systems and other tools for business analysis and reporting. Can perform all duties of Management Analyst II.

1.10 Management Analyst IV

Serves as project lead for large, complex projects and/or multiple programs. Identifies and manages resources required to meet project requirements. Manages project startup, project transitions, day-to-day project activities, and satisfaction of project objectives. Key coordinator among multiple project teams to ensure integration of project requirements. Provides daily supervision and technical direction for analysts. Directs financial management and administrative activities such as budgeting, manpower/resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, prepares reports, and recommend solutions. Manages milestones and deliverables to schedules. Prepares project reports and maintains project cost-to-budget data. Has specialized experience in multiple functional areas. May act as Program Manager or Project Manager when required. Can perform all duties of Management Analyst III.

2 Price Lists by Special Item Numbers (SINS)

2.1 SIN:520 11 – Accounting

Hourly Rates (Government Site)						
Labor Category	09/09/2017 - 09/08/2018	09/09/2018 - 09/08/2019	09/09/2019- 09/08/2020	09/09/2020 - 09/08/2021	09/09/2021 - 09/08/2022	09/09/2022 - 09/08/2023
Business Analyst I	\$60.54	\$61.63	\$62.74	\$63.87	\$65.02	\$66.19
Business Analyst II	\$67.98	\$69.20	\$70.45	\$71.72	\$73.01	\$74.32
Business Analyst III	\$84.11	\$85.62	\$87.16	\$88.73	\$90.33	\$91.96
Business Analyst IV	\$108.98	\$110.94	\$112.94	\$114.97	\$117.04	\$119.15
Functional Expert	\$176.04	\$179.21	\$182.44	\$185.72	\$189.06	\$192.46
Management Analyst I	\$128.30	\$130.61	\$132.96	\$135.35	\$137.79	\$140.27
Management Analyst II	\$153.07	\$155.83	\$158.63	\$161.49	\$164.40	\$167.36
Management Analyst III	\$168.61	\$171.64	\$174.73	\$177.88	\$181.08	\$184.34
Management Analyst IV	\$176.04	\$179.21	\$182.44	\$185.72	\$189.06	\$192.46
Program Manager	\$181.24	\$184.50	\$187.82	\$191.20	\$194.64	\$198.15

Hourly Rates (Contractor Site)						
Labor Category	09/09/2017 - 09/08/2018	09/09/2018 - 09/08/2019	09/09/2019- 09/08/2020	09/09/2020 - 09/08/2021	09/09/2021 - 09/08/2022	09/09/2022 - 09/08/2023
Business Analyst I	\$68.68	\$69.92	\$71.18	\$72.46	\$73.76	\$75.09
Business Analyst II	\$96.86	\$98.60	\$100.37	\$102.18	\$104.02	\$105.89
Business Analyst III	\$104.83	\$106.72	\$108.64	\$110.60	\$112.59	\$114.62
Business Analyst IV	\$125.12	\$127.37	\$129.66	\$131.99	\$134.37	\$136.79
Functional Expert	\$203.97	\$207.64	\$211.38	\$215.18	\$219.05	\$222.99
Management Analyst I	\$145.54	\$148.16	\$150.83	\$153.54	\$156.30	\$159.11
Management Analyst II	\$173.63	\$176.76	\$179.94	\$183.18	\$186.48	\$189.84
Management Analyst III	\$187.81	\$191.19	\$194.63	\$198.13	\$201.70	\$205.33
Management Analyst IV	\$199.33	\$202.92	\$206.57	\$210.29	\$214.08	\$217.93
Program Manager	\$215.53	\$219.41	\$223.36	\$227.38	\$231.47	\$235.64

2.2 SIN:520 12 – Budgeting

Hourly Rates (Government Site)						
Labor Category	09/09/2017 - 09/08/2018	09/09/2018 - 09/08/2019	09/09/2019- 09/08/2020	09/09/2020 - 09/08/2021	09/09/2021 - 09/08/2022	09/09/2022 - 09/08/2023
Business Analyst I	\$60.54	\$61.63	\$62.74	\$63.87	\$65.02	\$66.19
Business Analyst II	\$67.98	\$69.20	\$70.45	\$71.72	\$73.01	\$74.32
Business Analyst III	\$84.11	\$85.62	\$87.16	\$88.73	\$90.33	\$91.96
Business Analyst IV	\$108.98	\$110.94	\$112.94	\$114.97	\$117.04	\$119.15
Functional Expert	\$176.04	\$179.21	\$182.44	\$185.72	\$189.06	\$192.46
Management Analyst I	\$128.30	\$130.61	\$132.96	\$135.35	\$137.79	\$140.27
Management Analyst II	\$153.07	\$155.83	\$158.63	\$161.49	\$164.40	\$167.36
Management Analyst III	\$168.61	\$171.64	\$174.73	\$177.88	\$181.08	\$184.34
Management Analyst IV	\$176.04	\$179.21	\$182.44	\$185.72	\$189.06	\$192.46
Program Manager	\$181.24	\$184.50	\$187.82	\$191.20	\$194.64	\$198.15

Hourly Rates (Contractor Site)						
Labor Category	09/09/2017 - 09/08/2018	09/09/2018 - 09/08/2019	09/09/2019- 09/08/2020	09/09/2020 - 09/08/2021	09/09/2021 - 09/08/2022	09/09/2022 - 09/08/2023
Business Analyst I	\$68.68	\$69.92	\$71.18	\$72.46	\$73.76	\$75.09
Business Analyst II	\$96.86	\$98.60	\$100.37	\$102.18	\$104.02	\$105.89
Business Analyst III	\$104.83	\$106.72	\$108.64	\$110.60	\$112.59	\$114.62
Business Analyst IV	\$125.12	\$127.37	\$129.66	\$131.99	\$134.37	\$136.79
Functional Expert	\$203.97	\$207.64	\$211.38	\$215.18	\$219.05	\$222.99
Management Analyst I	\$145.54	\$148.16	\$150.83	\$153.54	\$156.30	\$159.11
Management Analyst II	\$173.63	\$176.76	\$179.94	\$183.18	\$186.48	\$189.84
Management Analyst III	\$187.81	\$191.19	\$194.63	\$198.13	\$201.70	\$205.33
Management Analyst IV	\$199.33	\$202.92	\$206.57	\$210.29	\$214.08	\$217.93
Program Manager	\$215.53	\$219.41	\$223.36	\$227.38	\$231.47	\$235.64

2.3 SIN:520 13 – Complementary Financial Management Services

Hourly Rates (Government Site)						
Labor Category	09/09/2017 - 09/08/2018	09/09/2018 - 09/08/2019	09/09/2019- 09/08/2020	09/09/2020 - 09/08/2021	09/09/2021 - 09/08/2022	09/09/2022 - 09/08/2023
Business Analyst I	\$60.54	\$61.63	\$62.74	\$63.87	\$65.02	\$66.19
Business Analyst II	\$67.98	\$69.20	\$70.45	\$71.72	\$73.01	\$74.32
Business Analyst III	\$84.11	\$85.62	\$87.16	\$88.73	\$90.33	\$91.96
Business Analyst IV	\$108.98	\$110.94	\$112.94	\$114.97	\$117.04	\$119.15
Functional Expert	\$176.04	\$179.21	\$182.44	\$185.72	\$189.06	\$192.46
Management Analyst I	\$128.30	\$130.61	\$132.96	\$135.35	\$137.79	\$140.27
Management Analyst II	\$153.07	\$155.83	\$158.63	\$161.49	\$164.40	\$167.36
Management Analyst III	\$168.61	\$171.64	\$174.73	\$177.88	\$181.08	\$184.34
Management Analyst IV	\$176.04	\$179.21	\$182.44	\$185.72	\$189.06	\$192.46
Program Manager	\$181.24	\$184.50	\$187.82	\$191.20	\$194.64	\$198.15

Hourly Rates (Contractor Site)						
Labor Category	09/09/2017 - 09/08/2018	09/09/2018 - 09/08/2019	09/09/2019- 09/08/2020	09/09/2020 - 09/08/2021	09/09/2021 - 09/08/2022	09/09/2022 - 09/08/2023
Business Analyst I	\$68.68	\$69.92	\$71.18	\$72.46	\$73.76	\$75.09
Business Analyst II	\$96.86	\$98.60	\$100.37	\$102.18	\$104.02	\$105.89
Business Analyst III	\$104.83	\$106.72	\$108.64	\$110.60	\$112.59	\$114.62
Business Analyst IV	\$125.12	\$127.37	\$129.66	\$131.99	\$134.37	\$136.79
Functional Expert	\$203.97	\$207.64	\$211.38	\$215.18	\$219.05	\$222.99
Management Analyst I	\$145.54	\$148.16	\$150.83	\$153.54	\$156.30	\$159.11
Management Analyst II	\$173.63	\$176.76	\$179.94	\$183.18	\$186.48	\$189.84
Management Analyst III	\$187.81	\$191.19	\$194.63	\$198.13	\$201.70	\$205.33
Management Analyst IV	\$199.33	\$202.92	\$206.57	\$210.29	\$214.08	\$217.93
Program Manager	\$215.53	\$219.41	\$223.36	\$227.38	\$231.47	\$235.64

3 Terms and Conditions:

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

a) Awarded Special Item Numbers (SINs):

SIN	Description
520 11/520 11RC	Accounting
520 12/520 12RC	Budgeting
520 13/520 13RC	Complementary Financial Management Services

b) Lowest Price Model Number and Lowest Unit Price: See Section 2, Price Lists

c) Hourly Rates: See Section 2, Price Lists

2. Maximum order per SIN:

SIN	Maximum Order
520 11/520 11RC	\$1,000,000.00
520 12/520 12RC	\$1,000,000.00
520 13/520 13RC	\$1,000,000.00

3. Minimum order:

For Professional Services Schedule orders, the minimum order designated is \$300.00.

4. Geographic Coverage:

CONUS.

5. Point(s) of production (city, county, and State or foreign country):

Services under this Schedule are provided as specified on individual orders.

6. Discount from List Prices or NET Price Statement:

Prices herein are NET (basic discounts have been deducted).

7. Quantity Discount:

As specified on individual orders.

8. Prompt payment terms:

0%-0 0%-0 NET 30

9. Government purchase cards acceptance

a) Government purchase cards accepted at or below the micro-purchase threshold:

Yes

b) Government purchase cards are accepted above the micro-purchase threshold:

Yes

10. Foreign Items:

N/A

11. Times of Delivery:

a) Services	10 Days From date of award to date of completion
b) Expedited Delivery	N/A
c) Overnight and 2-Day Delivery	N/A
d) Urgent requirements	N/A

12. F.O.B. points:

Alaska: D – N/A

Continental US: D - Destination

Hawaii: D – N/A

Puerto Rico: D – N/A

13. Ordering Information:

a) Urgent requirements: Executive Management Associates, Inc 2303 Chilham Place Potomac, MD 20854 USA Phone: 301-335-4359 info@execman.com	b) Ordering Procedures: N/A
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14. Payment Addresses:

Executive Management Associates, Inc
2303 Chilham Place
Potomac, MD 20854
USA
Phone: 301-335-4359
finance@execman.com

15. Warranty Provision:

EMA warrants that items delivered hereunder are merchantable and fit for the use described in the Professional Services Schedule contract.

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

N/A

17. Terms and conditions of repair parts:

N/A

18. Terms and conditions for any other services:

N/A

19. Terms and conditions of rental, maintenance, and repair:

N/A

20. Terms and conditions of installation:

N/A

21. List of service and distribution points:

N/A

22. Registration in Central Contractor Registration (CCR) Database:

EMA has registered with the System for Award Management (SAM) database (formerly CCR) and has status of Active.

23. List of participating dealers:

N/A

24. Preventative maintenance:

N/A

25. Special attributes such as environmental attributes:

N/A

26. Section 508 compliance information:

N/A

27. Data Universal Number System (DUNS) number:

807697420