U.S. Department of Homeland Security
Transportation Security Administration
Office of Financial Management

Financial Systems Support Services (FSSS)

Volume II: Business Proposal

POTOMACWAVE Consulting

Request for Quotation No:
HSTS01-12-Q-FIN003

March 22, 2012, 11 AM EST

Submitted to:
Mr. Brandon Prindle
Ms. Isabel Roman-Cogswell
Department of Homeland Security
Transportation Security Administration
Office of Financial Management
601 South 12th Street, TSA-14
Arlington, VA 20598-6014

Submitted by:
Ms. Emma Sopko
President
PotomacWave Consulting
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March 22, 2012

To: Mr. Brandon Prindle
CC: Ms. Isabel Roman-Cogswell
Department of Homeland Security
Transportation Security Administration
Office of Financial Management
601South 12th Street, TSA-14
Arlington, VA 20598-6014

Reference: Volume II: Business Proposal, Financial Systems Support Services (FSSS),
RFQ No: HSTS01-12-Q-FIN003

Dear Mr. Prindle and Ms. Roman-Cogswell:

PotomacWave Consulting, Inc. is pleased to submit a response to the above referenced Request for Quotation under our GSA 520 Schedule contract, GS-00F-0007X. We are a Woman-Owned Small Business (WOSB) and an Economically Disadvantaged Woman-Owned Small Business (EDWOSB) providing high-quality financial management and program management support to the Federal Government.

Our proposal provides the Government with a best value, lowest risk solution, and demonstrates that the PotomacWave Team possesses the technical capabilities and corporate experience to perform the Statement of Work. We have strategically teamed with PricewaterhouseCoopers (PwC) and Starry Associates (Starry) to offer a team with significant depth and breadth of experience with federal financial systems and business expertise to accomplish TSA's objectives. Our team brings highly skilled and experienced staff with the capabilities to meet the program management, financial system support, Oracle Federal Financials implementation, and business intelligence tasks described in the statement of work (SOW).

We appreciate the opportunity to be considered for this important project and if selected, will provide TSA with a team of professionals committed to your success. If you have any questions about our proposal, please contact me at (703) 623-5144.

Sincerely,

Emma Sopko
President, PotomacWave Consulting

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1.0 Introduction

1.1 Pricing Narrative

PotomacWave Consulting, Inc. (PotomacWave) is pleased to present this Firm Fixed Price offer under the terms and conditions of this solicitation, and our GSA Federal Supply Service Schedule contract #: GS-00F-0007X. PotomacWave is confident that TSA OFM will obtain the best overall value and lowest risk solution by selecting our team. Our experience providing Financial Systems Support Services to other government and commercial clients enables us to deliver a well-qualified team capable of supporting TSA OFM. The PotomacWave pricing structure provides TSA with:

- A fair and realistic price proposal providing TSA with access to skilled and experienced resources necessary to perform all SOW tasks.
- A prime contractor possessing all the necessary GSA labor categories to successfully perform all SOW tasks.
- (b)(4)

The PotomacWave Team pricing schedule is based on Firm Fixed Price (Labor) and Cost-Reimbursable (Travel) using our GSA 520 Schedule contract, SIN 13 (GS-00F-0007X) rates and categories. Please see the attached GSA schedule for labor category descriptions.

CONTRACT LINE ITEMS NUMBERS (CLIN) AND DESCRIPTIONS

Item No	Supplies/Services	Unit of Issue	Qty	Type	Price (Gov't Site)
00001	**Task 1 – Core Financial Systems Support Task** Base Period (Six Months)	Job	1	Firm Fixed Price	(b)(4)
10001	**Task 1 – Core Financial Systems Support Task** Option Period One (Six Months)	Job	1	Firm Fixed Price	
20001	**Task 1 – Core Financial Systems Support Task** Option Year Two (12 Months)	Job	1	Firm Fixed Price	
30001	**Task 1 – Core Financial Systems Support Task** Option Year Three (12 Months)	Job	1	Firm Fixed Price	
40001	**Task 1 – Core Financial Systems Support Task** Option Year Four(12 Months)	Job	1	Firm Fixed Price	
50001	**Task 1 – Core Financial Systems Support Task** Option Year Five (12 Months)	Job	1	Firm Fixed Price	

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OPTIONAL CONTRACT LINE ITEMS NUMBERS (CLINS)

Item No	Supplies/Services	Unit of Issue	Qty	Type	Price (Gov't Site)
00002	**(Optional Task)Task 2 – BI Development** Base Period (Six Months)	Job	1	Firm Fixed Price	(b)(4)
10002	**(Optional Task)Task 2 – BI Development** Option Period One (Six Months)	Job	1	Firm Fixed Price	
20002	**(Optional Task)Task 2 – BI Development** Option Year Two (12 Months)	Job	1	Firm Fixed Price	
30002	**(Optional Task)Task 2 – BI Development** Option Year Three (12 Months)	Job	1	Firm Fixed Price	
40002	**(Optional Task)Task 2 – BI Development** Option Year Four(12 Months)	Job	1	Firm Fixed Price	
50002	**(Optional Task)Task 2 – BI Development** Option Year Five (12 Months)	Job	1	Firm Fixed Price	

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OPTIONAL CONTRACT LINE ITEMS NUMBERS (CLINS)

Item No	Supplies/Services	Unit of Issue	Qty	Type	Price (Gov't Site)
00003	**(Optional Task)Task 3 – Additional Core Financial Systems Support** Base Period (Six Months)	Job	1	Firm Fixed Price	(b)(4)
10003	**(Optional Task)Task 3 – Additional Core Financial Systems Support** Option Period One (Six Months)	Job	1	Firm Fixed Price	
20003	**(Optional Task)Task 3 – Additional Core Financial Systems Support** Option Year Two (12 Months)	Job	1	Firm Fixed Price	
30003	**(Optional Task)Task 3 – Additional Core Financial Systems Support** Option Year Three (12 Months)	Job	1	Firm Fixed Price	
40003	**(Optional Task)Task 3 – Additional Core Financial Systems Support** Option Year Four(12 Months)	Job	1	Firm Fixed Price	
50003	**(Optional Task)Task 3 – Additional Core Financial Systems Support** Option Year Five (12 Months)	Job	1	Firm Fixed Price	

OPTIONAL CONTRACT LINE ITEMS NUMBERS (CLINS)

Item No	Supplies/Services	Unit of Issue	Qty	Type	Price (Gov't Site)
30004	**(Optional Task)Task 4 – Financial Systems Optimization and Upgrade Support** Option Year Three (12 Months)	Job	1	Firm Fixed Price	(b)(4)
40004	**(Optional Task)Task 4– Financial Systems Optimization and Upgrade Support** Option Year Four (12 Months)	Job	1	Firm Fixed Price	

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TRAVEL

Item No	Supplies/Services	Unit of Issue	Qty	Type	Price
00005	**Travel** Base Period (Six Months)	NTE	1	Cost Reimbursable	$3,500.00
10005	**Travel** Option Period One (Six Months)	NTE	1	Cost Reimbursable	$3,500.00
20005	**Travel** Option Year Two (12 Months)	NTE	1	Cost Reimbursable	$7,000.00
30005	**Travel** Option Year Three (12 Months)	NTE	1	Cost Reimbursable	$37,000.00
40005	**Travel** Option Year Four(12 Months)	NTE	1	Cost Reimbursable	$37,000.00
50005	**Travel** Option Year Five (12 Months)	NTE	1	Cost Reimbursable	$7,000.00

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2.0 Assumptions

1. The firm fixed price for this proposed contract was based on our GSA 520 Schedule contract, SIN 520-13, (GS-00F-0007X) rate for the labor categories shown.
2. Identification of all discounts being quoted are provided based on the scope of services required within the SOW.
3. (b)(4)
4. The labor rate used to calculate the fixed price bid is fully burdened (includes fringe, overhead, G&A, and fee).
5. If there is any adjustment to the scope of work during the performance of this contract, PotomacWave reserves the right to submit a revised cost proposal.
6. All non-local travel expenses invoiced to TSA will be based on the actual expenses incurred. There will be no loading applied to the travel expenses. The PotomacWave Team will comply with all GSA, DHS, and TSA travel regulations.
7. (b)(4)
8. The PotomacWave Team assumes that ad-hoc end users' inquiries will remain at their current level. We will co-develop only the BRDs, providing review of the FRDs and TRDs. We will provide review of system test plans, which are developed by FINCEN. We assume the current scope of work does not include any data conversion/cleansing activities.
9. Task 4 Training Materials will leverage materials developed by the system integrator and will include CBT delivery only.
10. TSA will provide the necessary technical, network computing infrastructure and DBA services sufficient to support the project development phase as well testing and deployment instances.
11. TSA will assign appropriate resources from across its various functional areas to participate in the project and they will be available for working sessions and meetings on a timely basis in accordance with the project plan.
12. (b)(4)
13. The TSA legacy and source system owners will be responsible for cleansing and validating data from its legacy and source systems respectively.
14. No new Oracle Discoverer development will be performed.
15. Task 4 Pricing includes support to the system integrator for cut-over tasks and planning.
16. (b)(4)
17. Task 4 Post Implementation Support is limited to 30-days from initial operations cut-over.
18. This quote will remain valid for 120 calendar days.

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3.0 Acknowledgement of Amendments

All amendments have been accepted, with no exceptions taken in regard to the SOW or any other aspect of the RFQ.

OMB Approval 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 7

2. AMENDMENT/MODIFICATION NO. 00001

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE
DEPARTMENT OF HOMELAND SECURITY
TRANSPORTATION SECURITY ADMINISTRATION
OFFICE OF ACQUISITION
601 S. 12th STREET
ARLINGTON, VA 20598-6025

7. ADMINISTERED BY (If other than Item 6) CODE
OFFICE OF ACQUISITION
HUMAN CAPITAL AND FINANCE DIVISION
601 S. 12th STREET
ARLINGTON, VA 20598-6025

8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP Code)
PotomacWave Consulting
107 S West Street, Suite 770
Alexandria, VA 22314

CODE FACILITY CODE

( ) 9A. AMENDMENT OF SOLICITATION NO.
(X) HSTS01-12-Q-FIN003
9B. DATED (SEE ITEM 11)
FEBRUARY 24, 2012

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

( ) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return ____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purposes of Amendment 00001 to Solicitation No. HSTS01-12-Q-FIN003 are to: A) Extend the due date of quotes, B) Provide questions and answers to the Request For Quote, and C) Include revisions to the Request For Quote through Attachment 1.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
Emma Sopko, President		Isabel Roman-Cogswell Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 3/22/2102	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

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STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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4.0 HSAR 3052.209-72 Organizational Conflict of Interest (JUN 2006)

(a) Determination. The Government has determined that this effort may result in an actual or potential conflict of interest, or may provide one or more offerors with the potential to attain an unfair competitive advantage. The nature of the conflict of interest and the limitation on future contracting is as follows:

> Non-governmental personnel (e.g. contractor support personnel) that may potentially submit an offer in response to this solicitation has access to TSA financial systems and therefore can have access to Statements of Work, procurement budget planning documents, and technical evaluation criteria. In developing this solicitation and associated acquisition planning documents, the Government took all necessary measures to mitigate Organizational Conflicts of Interest by not submitting information within the TSA financial systems and executed non-disclosure agreements with all contractor personnel.

(b) If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include the appropriate provisions to avoid, neutralize, mitigate, or waive such conflict in the contract awarded. After discussion with the offeror, the Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government, and the offeror may be found ineligible for award.

(c) Disclosure: The offeror hereby represents, to the best of its knowledge that:

_X_ (1) It is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, or

___ (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential organizational conflicts of interest, and has included a mitigation plan in accordance with paragraph (d) of this provision.

(d) Mitigation. If an offeror with a potential or actual conflict of interest or unfair competitive advantage believes the conflict can be avoided, neutralized, or mitigated, the offeror shall submit a mitigation plan to the Government for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan. If a mitigation plan is approved, the restrictions of this provision do not apply to the extent defined in the mitigation plan.

(e) Other Relevant Information: In addition to the mitigation plan, the Contracting Officer may require further relevant information from the offeror. The Contracting Officer will use all information submitted by the offeror, and any other relevant information known to DHS, to determine whether an award to the offeror may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

(f) Corporation Change. The successful offeror shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divestures that may affect this provision.

(g) Flow-down. The contractor shall insert the substance of this clause in each first tier subcontract that exceeds the simplified acquisition threshold.

(End of provision)

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5.0 Pricing Backup Documentation

5.1 Task 1- Core Financial Systems Support Task

(Government Site)

Base Period (6 months)					
GSA 520-13 Labor Category	GSA Contract Rate	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$ 166.61	$	(b)(4)		
	$ 151.20	$			
	$ 143.41	$			
	$ 135.00	$			
	$ 115.00	$			
	$ 100.00	$			
	$ 80.00	$			
	$ 60.00	$			
Total for Task 1 - Base Period					

Option Period One (6 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
	$			
	$			
Total for Task 1 - Option Period One				

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Option Period Two (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
	$			
	$			
Total for Task 1 - Option Period Two				

Option Period Three (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
	$			
	$			
Total for Task 1 - Option Period Three				

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Option Period Four (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
	$			
	$			
Total for Task 1 - Option Period Four				

Option Period Five (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
	$			
	$			
Total for Task 1 - Option Period Five				

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5.2 Task 2- Business Intelligence Development

(Government Site)

Base Period (6 months)					
GSA 520-13 Labor Category	GSA Contract Rate	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$ 151.20	(b)(4)			
	$ 135.00				
Total for Task 2- Base Period			(b)(4)		

Option Period One (6 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
Total for Task 2 - Option Period One				

Option Period Two (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
Total for Task 2- Option Period Two				

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Option Period Three (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
Total for Task 2 - Option Period Three				

Option Period Four (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
Total for Task 2 - Option Period Four				

Option Period Five (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
Total for Task 2 - Option Period Five				

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5.3 Task 3- Additional Core Financial Systems Support (Government Site)

Base Period (6 months)					
GSA 520-13 Labor Category	GSA Contract Rate	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$ 127.52	(b)(4)			
Total for Task 3- Base Period					

Option Period One (6 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
Total for Task 3- Option Period One				

Option Period Two (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
Total for Task 3 - Option Period Two				

Option Period Three (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
Total for Task 3 - Option Period Three				

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Option Period Four (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
Total for Task 3 - Option Period Four				

Option Period Five (12 months)				
GSA 520-13 Labor Category	Proposed Rate (b)(4)	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
Total for Task 3 - Option Period Five				

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5.4 Task 4 - Financial Systems Optimization/Upgrade Support

(Government Site)

Base Period (6 months)					
GSA 520-13 Labor Category	GSA Contract Rate	Proposed Discounted Rate	# of staff	# of Hrs	Estimated Cost
(b)(4)	$ 216.00	(b)(4)			
	$ 151.20				
	$ 115.00				
	$ 166.61				
	$ 135.00				
	$ 80.00				
Total for Task 4 - Base Period					

Option Period One (6 months)				
GSA 520-13 Labor Category	Proposed Discounted Rate	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
Total for Task 4 - Option Period One				

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Option Period Two (12 months)				
GSA 520-13 Labor Category	Proposed Discounted Rate	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
Total for Task 4 - Option Period Two				

Option Period Three (12 months)				
GSA 520-13 Labor Category	Proposed Discounted Rate	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
Total for Task 4 - Option Period Three				

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Option Period Four (12 months)				
GSA 520-13 Labor Category	Proposed Discounted Rate	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
Total for Task 4 - Option Period Four				

Option Period Five (12 months)				
GSA 520-13 Labor Category	Proposed Discounted Rate	# of staff	# of Hrs	Estimated Cost
(b)(4)	$	(b)(4)		
	$			
	$			
	$			
	$			
	$			
Total for Task 1 - Option Period Five				

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6.0 PotomacWave GSA 520 (FABS) Schedule

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage TM*, a menu-driven database system. The INTERNET address for GSA *Advantage TM* is: **http://www.GSAAdvantage.gov.**

Schedule for - Consolidated
Federal Supply Group: CORP **Class:**
Contract Number: GS-00F-0007X
For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: Friday April 01 2011 through Thursday, March 31, 2016

Contractor: Potomac Wave Consulting, Inc.
107 S. West Street, Suite 770
Alexandria, VA 22314

Business Size: Woman Owned Small Business

Telephone: (703) 623-5144
Extension:
FAX Number: (703) 342-4340
Web Site: www.potomacwave.com
E-mail: emmasopko@potomacwave.com
Contract Administration: Emma Sopko

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: CI32-51, C520-11, C520-12, C520-1, C520-2, C520-13, C520-21, C874-1, C874-2, C874-3, C874-6, C874-7.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

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.

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(CUSTOMER INFORMATION: Continued)

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 up to the micro-purchase threshold:** Yes

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro purchase threshold**: will accept over $3,000

10. **Foreign items (list items by country of origin):** None

11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:** Contact Contractor

12. **F.O.B Points(s):** Destination

13a. **Ordering Address(es)**: Same as Contractor

13b **Ordering procedures: For Supplies and services, the ordering procedures, Information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**

14. **Payment address(es)**: Same as company address

15. **Warranty provision:** Contractor's standard commercial warranty

16. **Export Packing Charges (if applicable):** N/A

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POTOMACWAVE Consulting

(CUSTOMER INFORMATION: Continued)

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

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

23. **Preventive maintenance (if applicable):** N/A

24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or 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. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/

25. **Data Universal Numbering System (DUNS) number:** 80-9019180

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

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PotomacWave Consulting GSA Schedule Price List

PotomacWave Consulting, Inc. provides Professional Services within Management Consulting, Information Technology, Finance and Accounting, and Mechanical and Civil Engineering Disciplines. PotomacWave updates our Professional Services pricing periodically to reflect current rates.

Labor Category	Hourly Rate	Terms
Subject Matter Expert II	$216.00	Pricing is for both Contractor Facility and Government Site. Pricing effective as of 4/1/2011.
Technical Expert II	$216.00	
Subject Matter Expert I	$166.61	
Technical Expert I	$166.61	
Senior Manager	$155.00	
Senior Technology Manager	$155.00	
Manager II	$143.41	
Technology Manager II	$143.41	
Manager	$127.52	
Technology Manager	$127.52	
Senior Consultant II	$151.20	
Senior Technology Consultant II	$151.20	
Senior Consultant I	$135.00	
Senior Technology Consultant I	$135.00	
Topical Advisor	$127.52	
Technology Advisor	$127.52	
Mid-level Consultant III	$124.20	
Mid-Level Technology Consultant III	$124.20	
Mid-level Consultant II	$115.00	
Mid-level Technology Consultant II	$115.00	
Mid-level Consultant	$100.00	
Mid-level Technology Consultant	$100.00	
Consultant II	$90.00	
Technology Consultant II	$90.00	
Consultant	$80.00	
Technology Consultant	$80.00	
Analyst	$60.00	
Technology Analyst	$60.00	

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POTOMACWAVE Consulting

PotomacWave Consulting Labor Category Descriptions for Management Consulting, Financial Management, and Engineering Professional Services
Effective 4-1-2011

It is PotomacWave's policy to recruit, hire, and retain highly qualified and skilled individuals with the necessary experience, educational background, and training to perform and succeed.

PotomacWave management reserves the right to substitute experience for education and to determine necessary training or certifications on a per job/project/contract basis as these requirements vary by client and the expertise necessary for a given project or engagement. Typically, PotomacWave performs the following substitutions for Educational Background:

Degree	Degree & Experience Substitution	Related Experience Substitution
Associate's	2 years	2 years
Bachelor's	Associate's + 2 years	4 years
Master's	Bachelor's + 2 years	6 years

Labor Category: Subject Matter Expert II
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Provides expertise to client and/or project team in a given subject area • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables • Can serve in project management lead role as required by client
Minimum Years of Experience: Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in a given area such as Project Management, Technology, Mechanical or Civil Engineering, Finance, Accounting, Strategy, Acquisition, or other area relevant to client and project requirements.
Minimum Educational/Degree Requirements: Master's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

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Labor Category: Subject Matter Expert I
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Provides expertise to client and/or project team in a given subject area • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables • Can serve in project management lead role as required by client
Minimum Years of Experience: Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in a given area such as Project Management, Technology, Mechanical or Civil Engineering, Finance, Accounting, Strategy, Acquisition, or other area relevant to client and project requirements.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Senior Manager
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: - Developing a project plan and timeline for deliverables - Setting approach, methodology, and deliverable scope, format, and frequency - Integrating team and staff expertise to produce high quality deliverables - Serves as day to day interface with client regarding all communication on scope and deliverables - Addresses client challenges or issues • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Six years of experience in the industry or related discipline to include three years in a supervisory or lead role for a project or effort.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

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POTOMACWAVE Consulting

Labor Category: Manager II
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: - Developing a project plan and timeline for deliverables - Setting approach, methodology, and deliverable scope, format, and frequency - Integrating team and staff expertise to produce high quality deliverables - Serves as day to day interface with client regarding all communication on scope and deliverables - Addresses client challenges or issues • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Five years of experience in the industry or related discipline to include three years in a supervisory or lead role for a project or effort.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Manager
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: - Developing a project plan and timeline for deliverables - Setting approach, methodology, and deliverable scope, format, and frequency - Integrating team and staff expertise to produce high quality deliverables - Serves as day to day interface with client regarding all communication on scope and deliverables - Addresses client challenges or issues • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Five years of experience in the industry or related discipline to include two years in a supervisory or lead role for a project or effort.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

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Labor Category: Senior Consultant II
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables • Leads client teams and represents project management at client meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Seven years of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Senior Consultant I
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables • Leads client teams and represents project management at client meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Six years of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Topical Advisor
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Provide specific expertise and serve in an advisory capacity for a given topic area/s such as Finance, Accounting, Engineering, Project Management, Strategic Planning, Acquisition, or Technology • Expertise in analysis and defining client needs and applying methodologies to produce high quality

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deliverables • Leads client teams and represents project management at client meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Three years of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Master's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Mid-Level Consultant III
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables • Assists project management to lead client teams • Supervises junior staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Up to five years of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Mid-Level Consultant II
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables • Assists project management to lead client teams • Supervises junior staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables

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Minimum Years of Experience: Four years of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Mid-Level Consultant
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Strong proficiency in analysis and defining client needs and applying methodologies • Assigns specific work tasks to more junior staff and supports project management as needed to lead client teams • Familiarity with client issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Three years of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Consultant II
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Proficiency in analysis and defining business needs and applying methodologies • Assigns specific work tasks to more junior staff and supports project management as needed • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Two years of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Consultant
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Leverages related experience to provide analysis support to the project team while assisting in the development of an approach or identified methodology to support deliverable development • Assigns specific work tasks to more junior staff • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables

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Minimum Years of Experience: One year of experience in the industry or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Analyst
Functional Responsibilities: **For stated discipline: Management Consulting, Information Technology, Finance and Accounting, or Mechanical and Civil Engineering performs the following functions:** • Analyzes information and other project requirements • Develops project documentation, technical or functional documentation, and conducts research under management supervision • Assists in drafting and preparing project deliverables • Supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Not required
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

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POTOMACWAVE Consulting

PotomacWave Consulting Labor Category Descriptions for IT Services
Effective 4-1-2011

It is PotomacWave's policy to recruit, hire, and retain highly qualified and skilled individuals with the necessary experience, educational background, and training to perform and succeed.

PotomacWave management reserves the right to substitute experience for education and to determine necessary training or certifications on a per job/project/contract basis as these requirements vary by client and the expertise necessary for a given project or engagement. Typically, PotomacWave performs the following substitutions for Educational Background:

Degree	Degree & Experience Substitution	Related Experience Substitution
Associate's	2 years	2 years
Bachelor's	Associate's + 2 years	4 years
Master's	Bachelor's + 2 years	6 years

Labor Category: Technical Expert II
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Provides expertise to client and/or project team in a given technology area to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables • Can serve in project management lead role as required by client
Minimum Years of Experience: Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in Information Technology relevant to client and project requirements.
Minimum Educational/Degree Requirements: Master's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

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Labor Category: Technical Expert I
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Provides expertise to client and/or project team in a given technology area to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables • Can serve in project management lead role as required by client
Minimum Years of Experience: Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in Information Technology relevant to client and project requirements.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Senior Technology Manager
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: - Developing a project plan and timeline for deliverables - Setting approach, methodology, and deliverable scope, format, and frequency - Integrating team and staff expertise to produce high quality deliverables - Serves as day to day interface with client regarding all communication on scope and deliverables - Addresses client challenges or issues • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
Minimum Years of Experience: Six years of experience in the Information Technology discipline to include three years in a supervisory or lead role for a project or effort.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

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Labor Category: Technology Manager II
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: - Developing a project plan and timeline for deliverables - Setting approach, methodology, and deliverable scope, format, and frequency - Integrating team and staff expertise to produce high quality deliverables - Serves as day to day interface with client regarding all communication on scope and deliverables - Addresses client challenges or issues • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
Minimum Years of Experience: Five years of experience in the Information Technology discipline to include three years in a supervisory or lead role for a project or effort.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Technology Manager
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: - Developing a project plan and timeline for deliverables - Setting approach, methodology, and deliverable scope, format, and frequency - Integrating team and staff expertise to produce high quality deliverables - Serves as day to day interface with client regarding all communication on scope and deliverables - Addresses client challenges or issues • Leads and represents project with clients and stakeholders at meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support
Minimum Years of Experience: Five years of experience in the Information Technology discipline to include two years in a supervisory or lead role for a project or effort.
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include:

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Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Senior Technology Consultant II
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Leads client teams and represents project management at client meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Seven years of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Senior Technology Consultant I
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Leads client teams and represents project management at client meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Six years of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

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Labor Category: Technology Advisor
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Provide specific expertise and serve in an advisory capacity for a given topic area within Information Technology • Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Leads client teams and represents project management at client meetings and briefings • Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Three years of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Master's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Mid-Level Technology Consultant III
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Assists project management to lead client teams • Supervises junior staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Up to five years of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

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Labor Category: Mid-Level Technology Consultant II
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Assists project management to lead client teams • Supervises junior staff and reviews work for accuracy and quality of approach • Understands client environment and assists project management in addressing client challenges or issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Four years of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Mid-Level Technology Consultant
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Strong proficiency in analysis and defining client needs and applying methodologies related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Assigns specific work tasks to more junior staff and supports project management as needed to lead client teams • Familiarity with client issues • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Three years of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Technology Consultant II
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Proficiency in analysis and defining business needs and applying methodologies related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Assigns specific work tasks to more junior staff and supports project management as needed • Prepares documentation, reports, and other deliverables for client approval

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• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Two years of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Determined on a per job/project/contract basis

Labor Category: Technology Consultant
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Leverages related experience to provide analysis support to the project team while assisting in the development of an approach or identified methodology to support deliverable development related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Assigns specific work tasks to more junior staff • Prepares documentation, reports, and other deliverables for client approval • Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: One year of experience in Information Technology or related discipline
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Technology Analyst
Functional Responsibilities: **For stated discipline: Information Technology performs the following functions:** • Analyzes information and other project requirements related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support • Develops project documentation, technical or functional documentation, and conducts research under management supervision • Assists in drafting and preparing project deliverables • Supports team in implementation and client acceptance process of deliverables
Minimum Years of Experience: Not required
Minimum Educational/Degree Requirements: Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

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U.S. Department of Homeland Security
Transportation Security Administration
Office of Financial Management

Financial Systems Support Services (FSSS)

Volume I: Technical Proposal

POTOMACWAVE Consulting

Request for Quotation No:
HSTS01-12-Q-FIN003

March 22, 2012, 11 AM EST

Submitted to:
Mr. Brandon Prindle
Ms. Isabel Roman-Cogswell
Department of Homeland Security
Transportation Security Administration
Office of Financial Management
601 South 12th Street, TSA-14
Arlington, VA 20598-6014

Submitted by:
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President
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March 22, 2012

To: Mr. Brandon Prindle
CC: Ms. Isabel Roman-Cogswell
Department of Homeland Security
Transportation Security Administration
Office of Financial Management
601South 12th Street, TSA-14
Arlington, VA 20598-6014

Reference: Volume 1: Technical Proposal, Financial Systems Support Services (FSSS),
RFQ No: HSTS01-12-Q-FIN003

Dear Mr. Prindle and Ms. Roman-Cogswell:

PotomacWave Consulting, Inc. is pleased to submit a response to the above referenced Request for Quotation under our GSA 520 Schedule contract, GS-00F-0007X. We are a Woman-Owned Small Business (WOSB) and an Economically Disadvantaged Woman-Owned Small Business (EDWOSB) providing high-quality financial management and program management support to the Federal Government.

Our proposal provides the Government with a best value, lowest risk solution, and demonstrates that the PotomacWave Team possesses the technical capabilities and corporate experience to perform the Statement of Work. We have strategically teamed with PricewaterhouseCoopers (PwC) and Starry Associates (Starry) to offer a team with significant depth and breadth of experience with federal financial systems and business expertise to accomplish TSA's objectives. Our Team brings highly skilled and experienced staff with the capabilities to meet the program management, financial system support, Oracle Federal Financials implementation, and business intelligence tasks described in the statement of work (SOW).

We appreciate the opportunity to be considered for this important project and if selected, will provide TSA with a team of professionals committed to your success. If you have any questions about our proposal, please contact me at (703) 623-5144.

Sincerely,

Emma Sopko
President, PotomacWave Consulting

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POTOMACWAVE Consulting

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Introduction

PotomacWave Consulting, Inc. (PotomacWave) is pleased to respond to the Request for Quotation for the Department of Homeland Security (DHS) Transportation Security Administration (TSA) Financial Systems Support Services (FSSS). We specialize in financial program management and operations and have provided audit readiness, audit remediation, internal controls, and a wide array of other financial management services to DHS, the Department of Defense (DoD), and the Intelligence Community (IC). We received commendation from National Reconnaissance Office for assisting them in achieving a clean audit, supported the Defense Intelligence Agency re-engineer their financial processes for their Funds Balance with Treasury, are assisting the U.S. Army with their Financial Improvement Plan, and have been supporting the USCG with the progress they have made in their audit opinion this past year. PotomacWave Consulting is uniquely positioned as the only small business possessing the right corporate experience and qualifications to effectively meet TSA's needs. (b)(4)

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A: Factor 1: Management and Technical Approach

A.1: Management Approach

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A.2: Technical Approach

A.2.1: Task 1.1 – Overall Program and Project Management Support and System Support

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Master Project Plan and Schedule (Task 1.1 f): (b)(4)

(b)(4)

Program Monitoring and Status Reporting (Task 1.1 k): (b)(4)

(b)(4)

Status Meetings (Task 1.1 i): (b)(4)

(b)(4)

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Resource Management (Task 1.1 g): (b)(4)

(b)(4)

Applying Knowledge (Task 1.1 a, b, e): (b)(4)

(b)(4)

Risk Management (Task 1.1 j): (b)(4)

(b)(4)

Issue and Action Items Tracker (Task 1.1 h): (b)(4)

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Quality Control (Task 1.1 c, d): (b)(4)

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Closing

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Deliverables

Program Management Element	PotomacWave Team Delivery Schedule
Kickoff Meeting	Within 14 business days after contract award
Program Status Report	Bi-weekly and monthly
Issue and Action Item Tracker	Bi-weekly
Master Project Plan	30 calendar days after the start of the period of performance; updated periodically
Project Schedule	30 calendar days after the start of the period of performance; updated periodically
Risk Management Plan and Tracker	45 calendar days after the start of the period of performance; updated periodically
Risk Log	Bi-weekly

Figure 2: PotomacWave Team Program Management Deliverable

Deliverables: Figure 2 provides a summary of the deliverables that will be provided to FSB for project management activities.

A.2.2: Task 1.2 – Overall Systems Implementation and Maintenance Support

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Subtask 1.2.1 - IT General Control Support

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1. ***Script Review and Oversight***

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2. ***User Access Management and Controls***

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3. ***Management Control Technique (MCT) Reviews***

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Subtask 1.2.2 - Financial Systems Functional Support

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A.2.3: Task 1.3 – Data Warehouse and Oracle Business Intelligence Support

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Subtask 1.3.1 - Data Warehouse and Oracle BI Architect Support

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Subtask 1.3.2 - Oracle BI Administration and Development Support

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A 2.4: Optional Task 2 — BI Development

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A 2.5: Optional Task 3—Additional Core Financial Systems Support

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A 2.6: Optional Task 4—Financial Systems Optimization and Upgrade Support

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A.3: Transition Plan

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A.3.1: Transition Approach

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A.3.2: Preliminary Transition Plan

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A.3.3: Recruiting, Hiring, and Retention of Staff

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A.3.4: Security

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B: Factor 2 - Corporate Experience and Staffing Approach

B.1: Corporate Experience

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B.1.2: PwC - Approximate Workshare: 20-30%

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B.2: Project Staffing Plan

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B.3: PotomacWave Team Key Personnel

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C: Factor 3 - Past Performance

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Appendix A: Resumes of Key Personnel

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Appendix B: Additional Team Resumes

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