



**GENERAL SERVICES ADMINISTRATION SERVICES**  
**FEDERAL SUPPLY PROGRAM**  
**Authorized Federal Supply Schedule Price List**  
Industrial Groups 00CORP (PSS)

**Schedule Title:** Professional Services Schedule  
**Contract Number:** GS-00F-029DA  
**Contract Period:** December 4, 2015 – December 3, 2020

**Contractor:** *Deloitte & Touche LLP*  
1919 N. Lynn Street  
Arlington, A 22209  
[www.deloitte.com](http://www.deloitte.com)

**Contact for Contract Administration Contact & Ordering:**  
Kimberly Gibson, Senior Contracts Manager  
Deloitte & Touche LLP  
1919 N. Lynn Street  
Arlington, VA 22209  
Tel.: 703-251-1642  
Fax: 703-842-6748  
Email: [usdeloittegsacontracts@deloitte.com](mailto:usdeloittegsacontracts@deloitte.com)

**Business Size:** Large

*Prices shown herein are Net (Discount deducted)*  
*Pricelist is current through Modification PA-0010 effective 2/4/2017*  
*Refresh Modification CM-A492 effective 3/3/2016*

*Federal Supply 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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAAdvantage.gov.*

***Federal Supply Service***  
**Authorized Federal Supply Schedule Price List**

**CUSTOMER INFORMATION**

1a.	Awarded Special Item Number(s)	520-1, 520-1 (RC) 520-2, 520-2 (RC) 520-3, 520-3 (RC) 520-7, 520-7 (RC) 520-11, 520-11 (RC) 520-12, 520-12 (RC) 520-13, 520-13 (RC) 520-17, 520-17 (RC) 520-18, 520-18 (RC) 520-20, 520-20 (RC) 520-21, 520-21(RC) 520-22, 520-22(RC) 874-1, 874-1(RC) 874-4, 874-4(RC) 874-6, 874-6(RC) 874-7 874-7(RC)
1b.	Lowest Unit Price	Pricing List
1c.	Labor Category Descriptions	Attached
2.	Maximum Order	\$1,000,000
3.	Minimum Order	\$100
4.	Geographic Coverage	Domestic for FABS SINS Worldwide for MOBIS SINS
5.	Point(s) of Production	Various Locations based on the Client's requirements
6.	Net Price	See Pricing List
7.	Quantity Discount	None
8.	Prompt Payment Terms	None
9a.	Government Credit Card below micro-purchase threshold	Yes
9b.	Government Credit Card above micro-purchase threshold	Not Accepted
10.	Foreign Items	N/A

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11a.	Time of Delivery	Per Task Order,
11b.	Expedited Delivery	Per Task Order See Cover Sheet for POC
11c.	Overnight and 2-day delivery	N/A
11d.	Urgent Requirements <i>In accordance with clause I-FSS-140-B Deloitte &amp; Touche LLP shall reply to any inquiry for accelerated delivery within 3 working days after receipt of inquiry. Any telephone inquiries or replies will be confirmed by Deloitte &amp; Touche LLP in writing.</i>	See Cover Sheet for POC
12.	F. o. b. Points	Destination
13a.	Ordering Address	Kimberly Gibson, Senior Contract Manager 1919 N. Lynn Street Arlington, VA 22209 Email: usdeloittegsacontracts@deloitte.com Phone: 703-251-1642 Fax: 703-842-6748
13b.	Ordering Procedures <i>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 (<a href="http://fss.gsa.gov/schedules">http://fss.gsa.gov/schedules</a>).</i>	
14.	Payment Address	<u>Electronic Payment/Wire Transfer and ACH:</u> Bank of America Account # 385015866213 Swift# BOFAUS3N US ACH: 011900571 US WIRE: 026009593  Check Remittance Address: Deloitte & Touche LLP PO Box 844708 Dallas, TX 75284-4708  For Overnight Remittance Only: Deloitte & Touche LLP LBX# 844708 1950 N. Stemmons Freeway Suite 5010 Dallas, TX 75207
15.	Warranty Provisions	N/A
16.	Export packaging charges	N/A

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17.	Terms and conditions of Government Purchase Card Acceptance	N/A
18.	Terms and conditions of rental, maintenance, and repair	N/A
19.	Terms and conditions of installation	N/A
20.	Terms and conditions of repair parts	N/A
20a	Terms and conditions for any other services	N/A
21.	List of service and distribution points	N/A
22.	List of Participating dealers	N/A
23.	Preventative maintenance	N/A
24a.	Special attributes such as environmental attributes	N/A
24b.	Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services	N/A
25.	Data Universal Number System (DUNS) Number	18-710-7958
26.	Notification regarding registration in System for Award Management (SAM) database	Registered

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## WELCOME

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*Deloitte & Touche LLP welcomes this opportunity to present to you our qualifications and price list for the General Services Administration Professional Services Schedule which includes Financial and Business Solutions (FABS) and Mission Oriented Business Integrated Services (MOBIS) SINS.*

*The unique environment and varied constituency of government agencies present challenges to those who work in the Federal arena. Deloitte & Touche LLP understands your needs and is committed to providing services in a manner that assists you both financially and operationally. We believe that by maximizing the value of our professional relationships with our clients, we build a solid foundation based on partnership. Our pledge of value delivers tangible and measurable results.*

*Providing your organization with outstanding service requires a detailed understanding of your business. Deloitte & Touche LLP has the skills, resources, experience and commitment to assist Federal agencies and governmental entities in meeting the demanding requirements of today's Federal environment. We fully understand the challenges faced by organizations while accomplishing their missions and are committed to helping agencies achieve their operational and organizational improvement goals. We are aware of your need for timely, responsive service and pay close attention to the unique circumstances and concerns of each individual organization. Our competitive advantage is our carefully selected and trained professionals, who not only understand your mission and business imperatives, but also understand your organizational structure and management roles.*

*We look forward to meeting with you and discussing potential opportunities. Pursuant of our firm mission, "to be the professional services firm that consistently exceeds the expectations of our clients and our people," Deloitte & Touche LLP has the ability to offer you the highest quality service possible, in the most efficient manner.*

*Very truly yours,*

***Deloitte & Touche LLP***

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## *FIRM OVERVIEW*

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Deloitte & Touche LLP is one of the nation's largest and most respected professional services firms providing a business mindset combined with deep technical knowledge and extensive industry experience to creatively address business issues across the full spectrum of accounting, financial instrument valuation, security and privacy, governance, process improvement, data analytics, risk advisory disciplines and other management consulting services. Our clients number in the tens of thousands and range from Fortune 500 multinationals, to high-tech start-ups, to federal, state, and local government agencies, to not-for-profit charities and associations.

In both challenging and favorable economic conditions, organizations strive to be smart, nimble, creative and forward thinking. Deloitte brings a business mindset combined with deep technical knowledge and extensive industry experience to assist clients to address business issues across the broad spectrum of accounting, financial instrument valuation, security and privacy, governance, process improvement, data analytics and risk advisory disciplines.

Deloitte & Touche LLP professionals have a single focus: serving our clients and helping them solve their toughest problems. We work in eight key business areas — financial statement and internal control audit, financial accounting & reporting services, financial instrument valuation & securitization, finance operations & controls transformation, governance, regulatory & risk strategies, internal audit transformation, security & privacy, and M&A services — but our real strength comes from combining the talents of those groups to address clients' needs. *Fortune* and *BusinessWeek* consistently rank our organization among the best places to work, which is good news for our talent and our clients alike. When the best people tackle the most compelling challenges, everyone wins

Deloitte & Touche LLP is dedicated to helping our clients and people excel. Known as an employer of choice for innovative human resources programs. For more information, please visit our web site at [www.deloitte.com](http://www.deloitte.com).

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## *FABS SERVICES*

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### **SIN 520-1, 520-1(RC): PROGRAM FINANCIAL ADVISOR**

Deloitte & Touche LLP has the requisite skill sets, technology and experience to provide agencies with the overall management and development of an asset sales program. The program financial advisor is responsible for developing a strategic view of the asset portfolio and provides advice and support on how to manage, package, present, various asset portfolios in such a way as to maximize the portfolio's value. Value added Program Financial Advisor's have to be forward thinking in order to identify critical issues and offer meaningful solutions relative to: loan portfolio analysis, securitizations, restructurings, mark-to-market portfolio valuations, budget and budget analysis, credit reform analysis, marketing activities, post sale analysis, and training.

In addition to any services listed above, Deloitte & Touche LLP has the skills to provide the following services: Asset sales, Develop, manage and/or implement an origination program, Trust fund management/institutional trust services/investment banking, Equity oversight and transaction administration.

### **SIN 520-2, 520-2(RC): TRANSACTION SPECIALIST**

Deloitte & Touche LLP is uniquely qualified and positioned to provide asset sale advisory services related to the valuation and disposition of various assets, any resulting asset sales structure, pricing, and bid acceptance. These services may include, but are not limited to the following: valuation of assets; developing sales strategies; pre-sale support; review of pending sale; budgeting and budget analysis; credit reform analysis; marketing and sale support, and; training.

### **520-3, 520-3(RC): DUE DILIGENCE & SUPPORT SERVICE**

Deloitte & Touche LLP has extensive experience assisting commercial clients and Federal agencies by providing due diligence and supporting services. Deloitte & Touche LLP employs a team of individuals specializing mergers and acquisitions and the related services. Our Team has assisted our clients with the following services: collecting and organizing data from an agency's files or a third party source, creating an asset inventory database, providing support for asset sales, and developing and implementing quality / information internal controls. Deloitte & Touche LLP has developed a proprietary Merger, Integration & Divestiture (MID) methodology for our Federal clients.

### **SIN 520-7, 520-7(RC): FINANCIAL & PERFORMANCE AUDITS**

Deloitte & Touche LLP provides financial auditing services, giving an attestation of whether the financial statements of an audited entity present fairly the financial position, results of operations, and cash flows in conformity with generally accepted accounting principles. Services may include but are not limited to the following: Financial statement audits; Segments of financial statements; internal controls, Compliance with laws and regulations, Economy and efficiency audits, Program results and program fraud audits.

**Financial Audits.** Deloitte & Touche LLP is experienced in advising and assisting agencies in the preparation of annual CFO Act reports, performance audits and audits of annual financial statements. We have assisted agency OIG and CFO personnel in analyzing and compiling data for use in preparing financial statements and related disclosures in accordance with the CFO Act of 1990, Government Auditing Standards, Government Performance and Results Act of 1993 (GPRA), Government Management Reform Act of 1994 (GMRA), Federal Manager's Financial Integrity Act of 1982 (FMFIA), Federal Financial Management Improvement Act of 1996 and various OMB Circulars and Bulletins.

**Financial Related Audits.** Financial related audits require the performance of procedures used to determine whether presentation of specific financial information complies with stated criteria; whether specific financial compliance requirements are being adhered to; or whether the organization's internal control structure is suitably designed and functioning so as to achieve stated control objectives. In addition to financial compliance, often other laws and regulations are applicable to an organization, which are not specifically financial in nature, but with which noncompliance could have an impact on the financial statements.

Deloitte & Touche LLP performs a wide range of such engagements, including attestations of management's assertions with respect to the internal controls of an organization in connection with a financial statement audit or separately; audits of specified elements of an organization's or accounts financial statements; tests of grants procedures; tests of grant expenditures in accordance with the terms of the grant and other applicable guidelines such as FAR; evaluation of internal controls over financial reporting, including manual monitoring and reconciliation controls as well as general computer and application controls over EDP processing; and a variety of engagements to examine compliance with applicable laws and regulations.

**Performance Audits.** Deloitte & Touche LLP is experienced in conducting organizational effectiveness, efficiency, economy of effort and value for money reviews. We approach evaluations, reviews, assessments, management and performance audits with the intent of being an aid to management through delivering credible, timely and realistic solutions to their issues. It is typically easy to identify areas of inefficiency, but it is more difficult to develop realistic recommendations. Our experience with all aspects of governmental entities enables us to address client problems and needs from a comprehensive perspective, taking into account the functioning of the organizations as a whole. It is because of our thorough in-depth understanding of the Federal environment that we have the capability to assist governmental entities in achieving operational and organizational improvement goals.

#### SIN 520-11, 520-11(RC): ACCOUNTING

Deloitte & Touche LLP offers a line of financial operations, accounting and reporting services through our Deloitte & Touche Outsourcing (DTO) national practice. DTO provides a variety of record keeping, account processing, data-management and management reporting services on an outsourced basis, in concert with value-added co sourcing services including internal audit, business process review and reengineering to clients in all market segments.

In addition Deloitte & Touche LLP also provides the following services: Analyze, process, and summarize transactions, Assist in devising new or revised accounting policies and procedures, Classify accounting transactions, Perform special studies to improve accounting operations, Resolve accounting issues, Resolve and/or implement audit findings, Assess or enhance accounting internal controls, Improve operating efficiency and effectiveness

#### SIN 520-12, 520-12(RC): BUDGETING

Since the budget process is, in fact, a cycle, with the two components overlapping (albeit for different fiscal years), streamlining and improvements are complex to implement. This is particularly true with information systems that are often times called upon to serve more than just a budgeting function (for example, financial reporting, accounting); modifications must be previewed and screened for their applicability to all functions. Deloitte & Touche LLP enables agencies to integrate their budget and management planning processes by developing work flow and organization analyses by activity and/or process (i.e., purchasing, acquisition, financial reporting). Comparing these analyses with our best practices knowledge network enables us to assist agencies in determining the most efficient and cost effective processes to implement, including among other things, reducing layers of management, eliminating hand-offs, eliminating reports and supervisory reviews. Identified requirements (for example, the degree of competition required for the estimated value of service or



product being purchased, performance measurements, etc.) of the organization are incorporated into the analyses to ensure that recommendations are feasible and fit into the long-term strategy of the agency as well as any regular performance reviews.

Deloitte & Touche LLP Budgeting services includes by is not limited to the following: Assess and improve the budget formulation process, Assess and improve the budget execution process, Conduct special reviews of budget formulation or execution issues, Review budgetary controls, Assist with implementation of corrective actions

### SIN 520-13, 520-13(RC): COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

Deloitte & Touche LLP is experienced in providing complementary financial management services as stated in the descriptions below for Financial Management Systems Services, Financial Reporting and Analysis services, Financial Planning and Performance Measurement Services and Other Financial Management services. Services provide include but is not limited to the following: Assess and improve financial management systems, Conduct A-127 system compliance reviews, Assist with implementation of corrective actions, Document systems, Identify systems requirements, Plan and develop systems, Assist in meeting agency financial management system requirements, Assess and improve financial reporting and analysis, Develop new reporting formats and pro-forma financial reports, Assist in improving and streamlining reporting and analysis processes, Perform cost-benefit or other special financial analyses, Assist with the requirements of the Government Performance & Results Act.

**Financial Management Systems Services.** Deloitte & Touche LLP has a major commitment to provide a wide range of control assurance services in support of our clients' financial management systems. We approach elements of those systems, such as information security and control, as business issues with major technical aspects. As the leader in Information Security Consulting, we understand security requirements in large-scale multi-platform, networked computing environments. We have helped our clients define and implement business-based information security architectures that parallel and support their technical architectures. We bring a strong implementation-orientation to all our work. Our recommendations are pragmatic and workable. We have the technical resources and experience to implement our recommendations and at the same time assist agencies in gaining efficiencies. Our efforts, "thought leadership" and nationally eminent professionals have been recognized throughout the industry. Business continuity is the uninterrupted availability of all of the resources necessary to operate your enterprise at a level acceptable to senior management. The object of continuity planning is to assist organizations in the preservation of their businesses by concentrating on the business process.

**Financial Reporting and Analysis Services.** We perform market and competitive analysis, cost determinations, lost profit analysis, economic studies, statistical analysis, and industry review in a variety of business situations. We apply our insight and creativity in developing credible damage theories and models appropriate to the issues of each case and useful in critiquing the adversary's position. When appropriate, we work with other professionals from our firm in the valuation, accounting, actuarial, compensation, solutions and government contracting practices, to provide specific technical support.

**Financial Planning and Performance Measurement Services.** Performance measurement is one of many critical tools to help an organization continually improve. It is, in essence, a means to an end. Peter Drucker, the eminent management theorist, has been frequently quoted as saying that "we manage what we measure." The inherent value of performance measurement is the commitment and accountability it creates on the part of management to strive for desired outcomes of the organization.

We view performance measurement as a critical tool necessary to the effective management of government services. The information generated from a performance measurement system is used in three key

administrative functions that are common to all governments - *planning, budgeting and management*. Properly implemented, performance measures significantly enhance an organization's ability to perform these functions.

**Other Financial Management Services.** The specialists of Deloitte & Touche LLP Government Contracting and Federal Assurance Services Groups understand Federal agencies' needs and can help provide stability in this turbulent world of government contracting and grants management. Our team includes accountants, attorneys, and consultants with broad experience in developing, interpreting, and helping agencies enforce and companies comply with government regulations and standards. Their diverse backgrounds include serving with the Defense Contract Audit Agency, other government agencies, and within industry. Their sound advice and targeted assistance can provide a unique insight into the dynamic world of Federal procurement. Specific areas of expertise include Quality Assurance/Quality Control, cost and controls review, risk assessments, benchmarking activities and rate proposal reviews.

### **520-17, 520-17(RC): RISK ASSESSMENT AND MITIGATION SERVICES**

Effective risk based decisions and oversight are a business priority for federal agencies as evidenced by the appointment of both the Chief Risk Officer and accountable executives for risk management. Deloitte & Touche LLP is experienced with assisting organizations and their boards address an array of enterprise-wide risks by working with them to develop sustainable compliance and risk management programs. Our approach to Enterprise Risk focuses on helping clients implement risk programs to enhance understanding, management and monitoring of the full portfolio of risks that could impact the achievement of organizational objectives. Embedded within is our approach to handling and protecting Personally Identifiable Information (PII) and Protected Health Information (PHI). Our Team combines the talent, knowledge, and service delivery of former federal and state regulatory leaders; industry, governance, compliance, and risk professionals; economists and academics; healthcare professionals; engineers; certified risk, accounting, and financial professionals; trained auditors; and forensic accountants. Building on formerly qualitative and human-intensive processes (e.g., surveys and interviews) Deloitte & Touche LLP has developed sophisticated tools to aid risk-informed decision making through analytics, sensing and modeling thereby providing leaders with forward-looking insights into emerging risks.

Risk Assessment and Mitigation services include by are not limited to the following: documentation of disclosure responsibilities for PII and PHI, evaluation of threats and monitoring the protection of PII and PHI type information, privacy impact and policy assessments, prioritization of threats, risk explanations and mitigation recommendations, and the training of government personnel on how to prevent data breaches and identity theft.

### **520-18, 520-18(RC): INDEPENDENT RISK ANALYSIS**

Preventing data breaches and identity theft is a top priority for federal agencies; however when breaches occur Deloitte & Touche LLP employs multiple methods for investigation. We employ a team of specialists in networks, computer forensics, incident response, and crisis management to focus on areas such as compromise method, damage assessment, and compromise attribution. The compromise method assessment includes a review of the existing system logs, memory, and data for suspicious activity and points of entry. In the damage assessment, we employ a team of specialists to analyze whether there is evidence of organized misuse and determine the level of risk for potential misuse of sensitive PII and PHI type of information. The Deloitte & Touche LLP response team looks for trends or patterns in a breach or attack attribute the compromise to specific attacker or source of accidental breach.

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Deloitte & Touche LLP Independent Risk Analysis services include but are not limited to the following: breach investigation, analysis of risk to individuals whose data has been breached, monitoring of multiple data elements and sources, metadata analysis, pattern analysis, risk analysis, privacy impact analysis, statistical analysis, data structuring development, digital forensics analysis, collection of evidence and development of risk mitigation plans.

**520-21, 520-21(RC): PROGRAM MANAGEMENT SERVICES**

Deloitte & Touche LLP has a wealth of experience with industry-leading practices for large-scale government transformation initiatives. Our program management methodology serves as the foundation for managing project activities, including the process, people, and technology dimensions of a business transformation initiative. We provide modular and scalable solutions for agencies that can be applied during any program phase. Our methods are closely aligned with the Project Management Institute's globally recognized Project Management Body of Knowledge (PMBOK), and leverage Deloitte & Touche LLP's demonstrated practices delivering effective solutions to government agencies. Our program management services include but are not limited to overall program management, program oversight, and program integration.

**520-22, 520-22(RC): GRANTS MANAGEMENT SUPPORT SERVICES**

Deloitte & Touche LLP provides grants management experience to Federal, state and local governments. Advisory services include, determining that grantors and grantees are fully compliant with grants and system requirements, as well as assisting Grants Management Officer, Specialist, and other personnel with compliance related matters. Through the use of technology, our Team has assisted clients in implementing enhancements to their grants management business process that have resulted in improving the efficiency and effectiveness of the related financial reporting processes and internal controls. Deloitte & Touche LLP has designed and implemented a grant closeout program that included tools to initiate a closeout with large and small project certifications and a final inspection report. Additional services include but are not limited to: performing assessments of grantor / grantee's system and business processes and determining that grantees are accountable and responsible for grant funds; managing period of performance schedules; assisting with the development of and evaluating status reports, final reports, and other deliverables.

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## *MOBIS SERVICES*

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### **SIN 874-1, 874-1(RC): INTEGRATED CONSULTING SERVICES**

Deloitte & Touche LLP provides expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may include research, evaluations, studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Other services include scenarios/simulations, business policy and regulation development assistance, strategy formulation and expert witness services; facilitation and related decision support services, survey services using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings. Advisory and assistance services are available in accordance with FAR 37.203. Examples of consultation include but are not limited to: strategic, business and action planning; systems alignment; cycle time; high performance work; leadership systems; performance measures and indicators; process and productivity improvement; organizational assessments; program audits, and evaluations.

### **874-4, 874-4(RC) TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION LEARNING MANAGEMENT, INTERNSHIPS**

As one of the largest professional service firms, Deloitte & Touche LLP is exceptionally proficient in developing and delivering training services. Our Team has extensive experience in developing effective instructor led and web based virtual training courses. These training services include but are not limited to supporting the planning, creating, testing and delivery of both instructor led and web based virtual trainings, as well as the development of training materials, job aids, and reference guides. Training courses are customized based on the needs of the client and work to confirm that agency employees achieve the desired learning objective. Additionally Deloitte & Touche LLP performs learning management, training development, and testing administration. Training course packages include a course title, a detailed timeline of the course, a comprehensive facilitator's guide, and related course supporting materials.

### **SIN 874-6, 874-6(RC): ACQUISITION MANAGEMENT SUPPORT**

Deloitte & Touche LLP provides support in conducting strategic sourcing studies, privatization studies, public-private partnerships, Federal Activities Inventory Reform Act, and other competitive sourcing projects or efforts. Services include but are not limited to study planning and assessments, development of Performance Work Statements (PWS), development of Quality Assurance Surveillance Plans (QASP), performance of management studies to determine the Government's Most Efficient Organization (MEO), development of in-house Government cost estimates, comparisons of in-house bids to proposed contractor prices, and Administrative Appeal Process support, MEO or contract implementation support as a result of a privatization study, and MEO performance reviews.

### **874-7, 874-7(RC): INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**

Deloitte & Touche LLP provides advisory services to commercial clients and federal agencies that assist in managing the client's mission-oriented business project or programs. Our Team has extensive experience leading program management offices and supporting clients in many phases of program or project management, from planning to closeout. Services include but are not limited to: assisting clients perform data collection on ongoing operations, risk analysis, and other program support services; developing new systems to further agencies goals; and create new efficiencies in processing, assessing, and analyzing data. Deloitte & Touche LLP implements new and innovative methods of incorporating industry leading practices and provides

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administrative and operational business support in an effort to assist our client's in carrying out program objectives and achieving mission performance goals.

## GROUP 1 - MOBIS SERVICES LABOR CATEGORIES

Experience Substitutions:		
H.S. Diploma + 4 years additional experience	Equals	Bachelor's Degrees
Associate Degree + 1 years additional experience	Equals	Bachelor's Degrees
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree
Master's Degree + 4 years additional experience	Equals	Ph.D.

Education Substitutions:
A Ph.D. may be substituted for 4 years of experience with a Master's Degree or 6 years' experience with a Bachelor's Degree
A Master's Degree may be substituted for 2 years of experience with a Bachelor's Degree
A Bachelor's Degree may be substituted for 4 years of experience with a High School Diploma
An Associate's Degree may be substituted for 3 years of experience with a High School Diploma

### Consulting Management Executive III

#### **Functional Responsibilities:**

The Consulting Management Executive III provides expert advice, assistance, guidance and counseling in the engagement's support of the agencies' management, organizational and business improvement efforts. The Consulting Management Executive III heads the engagement team and is responsible for all assurance and specialized services provided on an engagement and for ensuring that such services comply with the Firm's Client Service Standards, applicable professional standards, and the Firm's overall objective of professional excellence. The Consulting Management Executive III determines the nature, timing, and extent of procedures and have the final authority in the conduct of engagements and full responsibility for the work performed.

#### **Education / Experience:**

The Consulting Management Executive III has a minimum of twelve years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

### Consulting Management Executive II

#### **Functional Responsibilities:**

The Consulting Management Executive II provides expert advice, assistance, guidance and counseling in the engagement's support of the agencies' management, organizational and business improvement efforts. The Consulting Management Executive II heads the engagement team and is responsible for all assurance and specialized services provided on an engagement and for ensuring that such services comply with the Firm's Client Service Standards, applicable professional standards, and the Firm's overall objective of professional excellence. The Consulting Management Executive II determines the nature, timing, and extent of procedures and have the final authority in the conduct of engagements and full responsibility for the work performed.

#### **Education / Experience:**

The Consulting Management Executive II has a minimum of eleven years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

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## Consulting Management Executive I

### **Functional Responsibilities:**

The Consulting Management Executive I provides expert advice, assistance, guidance and counseling in the engagement's support of the agencies' management, organizational and business improvement efforts. The Consulting Management Executive I heads the engagement team and is responsible for all assurance and specialized services provided on an engagement and for ensuring that such services comply with the Firm's Client Service Standards, applicable professional standards, and the Firm's overall objective of professional excellence. The Consulting Management Executive I determines the nature, timing, and extent of procedures and have the final authority in the conduct of engagements and full responsibility for the work performed.

### **Education / Experience:**

The Consulting Management Executive I has a minimum of ten years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

## Consulting Senior Manager III

### **Functional Responsibilities:**

The Consulting Senior Manager III has responsibility for the supervision of the engagement team, on-site quality control, review and approval of working papers and findings, adherence to applicable standards, report review. The Consulting Senior Manager III assists the Management Executive in the development of the overall engagement approach.

### **Education / Experience:**

The Consulting Senior Managers III has a minimum of nine years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

## Consulting Senior Manager II

### **Functional Responsibilities:**

The Consulting Senior Manager II has responsibility for the supervision of the engagement team, on-site quality control, review and approval of working papers and findings, adherence to applicable standards, report review. The Consulting Senior Manager II assists the Management Executive in the development of the overall engagement approach.

### **Education / Experience:**

The Consulting Senior Managers II has a minimum of eight years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

## Consulting Senior Manager I

### **Functional Responsibilities:**

The Consulting Senior Manager I has responsibility for the supervision of the engagement team, on-site quality control, review and approval of working papers and findings, adherence to applicable standards, report review. The Consulting Senior Manager I assists the Management Executive in the development of the overall engagement approach.

### **Education / Experience:**

The Consulting Senior Managers I has a minimum of seven years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.



### Consulting Manager III

**Functional Responsibilities:**

The Consulting Manager III's responsibility generally is the same as Consulting Senior Manager for less complex engagements or assigned tasks.

**Education / Experience:**

The Consulting Manager III has a minimum of six years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

### Consulting Manager II

**Functional Responsibilities:**

The Consulting Manager II's responsibility generally is the same as Consulting Senior Manager for less complex engagements or assigned tasks.

**Education / Experience:**

The Consulting Manager II has a minimum of five years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

### Consulting Manager I

**Functional Responsibilities:**

The Consulting Manager I's responsibility generally is the same as Consulting Senior Manager for less complex engagements or assigned tasks.

**Education / Experience:**

The Consulting Manager I has a minimum of four years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

### Consulting Senior Staff III

**Functional Responsibilities:**

The Consulting Senior Staff III is responsible for the completion of all aspects of the project delegated by management. The Consulting Senior Staff III performs testing and analysis, drafts reports and findings, supervises and reviews the work of junior staff and contributes to the engagement planning.

**Education / Experience:**

The Consulting Senior Staff III has a minimum of six years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

### Consulting Senior Staff II

**Functional Responsibilities:**

The Consulting Senior Staff II is responsible for the completion of all aspects of the project delegated by management. The Consulting Senior Staff II performs testing and analysis, drafts reports and findings, supervises and reviews the work of junior staff and contributes to the engagement planning.

**Education / Experience:**

The Consulting Senior Staff II has a minimum of five years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.



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## Consulting Senior Staff I

### **Functional Responsibilities:**

The Consulting Senior Staff I is responsible for the completion of all aspects of the project delegated by management. The Consulting Senior Staff I performs testing and analysis, drafts reports and findings, supervises and reviews the work of junior staff and contributes to the engagement planning.

### **Education / Experience:**

The Consulting Senior Staff I has a minimum of four years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

## Consulting Junior Staff IV

### **Functional Responsibilities:**

The Consultant Junior Staff IV performs the detail tests and procedures under the supervision and review of a more experienced professional.

**Education / Experience:** The Consultant Junior Staff IV has a minimum of three years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

## Consulting Junior Staff III

### **Functional Responsibilities:**

The Consultant Junior Staff III performs the detail tests and procedures under the supervision and review of a more experienced professional.

### **Education / Experience:**

The Consultant Junior Staff III has a minimum of two years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

## Consulting Junior Staff II

### **Functional Responsibilities:**

The Consultant Junior Staff II performs the detail tests and procedures under the supervision and review of a more experienced professional.

### **Education / Experience:**

The Consultant Junior Staff II has a minimum of one years' experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

## Consulting Junior Staff I

### **Functional Responsibilities:**

The Consultant Junior Staff I performs the detail tests and procedures under the supervision and review of a more experienced professional.

### **Education / Experience:**

The Consultant Junior Staff I has a minimum of one year's experience and a Bachelor's Degree. Experience & Education substitutions may be applied as specified in the tables above.

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## Consulting Support

### **Functional Responsibilities:**

Consulting Support typically performs specific and limited portions of broader assignments under direct supervision, such as data entry and database updates, including collection of information, performing calculations, dissemination of reports, research, meeting minutes, writing, and other duties.

### **Education / Experience:**

The Consulting Support has an AA degree pursuing a Bachelor's degree and has 0 years of experience.

## Consulting Senior Intern

### **Functional Responsibilities:**

The Consulting Senior Intern collects information, performs calculations, disseminates reports, research, meeting minutes, writing, and provides day-to-day administrative support to engagement team.

### **Education / Experience:**

The Consulting Senior Intern is pursuing Master's Degree in a related field and has 0 years of experience.

## Consulting Junior Intern

### **Functional Responsibilities:**

The Consulting Junior Intern collects information, performs calculations, disseminates reports, research, meeting minutes, writing, and provides day-to-day administrative support to engagement team.

### **Education / Experience:**

The Consulting Junior Intern is pursuing a Bachelor's (BS/BA) Degree in a related field and has 0 years of experience.

## GROUP 1 - FABS RISK SERVICES LABOR CATEGORIES

### 520 Financial and Business Solutions

520-3, 520-12, 520-13, 520-17, 520-18, 520-20, 520-21 & 520-22

#### Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelor's Degrees
Associate Degree + 1 years additional experience	Equals	Bachelor's Degrees
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree
Master's Degree + 4 years additional experience	Equals	Ph.D.

#### Education Substitutions:

A Ph.D. may be substituted for 4 years of experience with a Master's Degree or 6 years' experience with a Bachelor's Degree
A Master's Degree may be substituted for 2 years of experience with a Bachelor's Degree
A Bachelor's Degree may be substituted for 4 years of experience with a High School Diploma
An Associate's Degree may be substituted for 3 years of experience with a High School Diploma

### Risk Management Principal/Partner (P/P) III

#### Functional Responsibilities:

The Risk Management PP III provides advisory and managerial direction on client engagements in the following risk service areas: Governance, Regulatory & Risk Strategies, Security & Privacy, Finance & Operations Risk Transformation and Financial Transformation. The Risk Management PP III assures quality control and delivers industry insight and area experience on the engagement. The Risk Management PP III charts the timeframe and assures that the funding parameters are kept. The Risk Management PP III reviews transitions, project status and shares results and change recommendations during the engagement.

#### Education / Experience:

The Risk Management PP III has a Bachelor's Degree (BS/BA) and a minimum of eleven years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

### Risk Management Principal/Partner (P/P) II

#### Functional Responsibilities:

The Risk Management PP II provides advisory and managerial direction on client engagements in the following risk service areas: Governance, Regulatory & Risk Strategies, Security & Privacy, Finance & Operations Risk Transformation and Financial Transformation. The Risk Management PP II assures quality control and delivers industry insight and area experience on the engagement. The Risk Management PP III charts the timeframe and assures that the funding parameters are kept. The Risk Management PP III reviews transitions, project status and shares results and change recommendations during the engagement.

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**Education / Experience:**

The Risk Management PP II has a Bachelor's Degree (BS/BA) and a minimum of **ten** years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

**Risk Management Director I****Functional Responsibilities:**

The Risk Management Director I provides advisory and managerial direction on client engagements in the following risk service areas: Governance, Regulatory & Risk Strategies, Security & Privacy, Finance & Operations Risk Transformation and Financial Transformation. The Risk Management Director I assures quality control and delivers industry insight and area experience on the engagement. The Risk Management PP III charts the timeframe and assures that the funding parameters are kept. The Risk Management Director I reviews transitions, project status and shares results and change recommendations during the engagement.

**Education / Experience:**

The Risk Management Director I has a **B**achelor's Degree (BS/BA) and a minimum of nine years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

**Risk Management Lead III****Functional Responsibilities:**

The Risk Management Lead III oversees the engagement team and provides guidance in the following risk services areas: Governance, Regulatory & Risk Strategies, Security & Privacy, Finance & Operations Risk Transformation, and Financial Transformation. The Risk Management Lead III takes the lead on strategic matters, technical review and issue resolution with demonstrated problem solving techniques. The Risk Management Lead III monitors sub-work plans and drafts the final report while assuring compliance with the contract's governance and regulatory processes.

**Education / Experience:**

The Risk Management Lead III has a Bachelor's Degree (BS/BA) and a minimum of eight years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

**Risk Management Lead II****Functional Responsibilities:**

The Risk Management Lead II oversees the engagement team and provides guidance in the following risk services areas: Governance, Regulatory & Risk Strategies, Security & Privacy, Finance & Operations Risk Transformation, and Financial Transformation. The Risk Management Lead II takes the lead on strategic matters, technical review and issue resolution with demonstrated problem solving techniques. The Risk Management Lead II monitors sub-work plans and drafts the final report while assuring compliance with the contract's governance and regulatory processes.

**Education / Experience:**

The Risk Management Lead II has a Bachelor's Degree (BS/BA) and a minimum of seven years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Management Lead I

### **Functional Responsibilities:**

The Risk Management Lead I oversees the engagement team and provides guidance in the following risk services areas: Governance, Regulatory & Risk Strategies, Security & Privacy, Finance & Operations Risk Transformation, and Financial Transformation. The Risk Management Lead I takes the lead on strategic matters, technical review and issue resolution with demonstrated problem solving techniques. The Risk Management Lead II monitors sub-work plans and drafts the final report while assuring compliance with the contract's governance and regulatory processes.

### **Education / Experience:**

The Risk Management Lead I has a Bachelor's Degree (BS/BA) and a minimum of six years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Project Lead III

### **Functional Responsibilities:**

The Risk Project Lead III administers project work plans/processes and manages local resources in the business process, financial and technology risk services areas. The Risk Project Lead III designs and recommends technical solutions, analyzes work plans, resolves client issues, prepares status reports, and reviews quality control practices with senior management.

### **Education / Experience:**

The Risk Project Lead III has a Bachelor's Degree (BS/BA) and a minimum of five years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Project Lead II

### **Functional Responsibilities:**

The Risk Project Lead II administers project work plans/processes and manages local resources in the business process, financial and technology risk services areas. The Risk Project Lead II designs and recommends technical solutions, analyzes work plans, resolves client issues, prepares status reports, and reviews quality control practices with senior management.

### **Education / Experience:**

The Risk Project Lead II has a Bachelor's Degree (BS/BA) and a minimum of four years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Project Lead I

### **Functional Responsibilities:**

The Risk Project Lead I administers project work plans/processes and manages local resources in the business process, financial and technology risk services areas. The Risk Project Lead I designs and recommends technical solutions, analyzes work plans, resolves client issues, prepares status reports, and reviews quality control practices with senior management.

### **Education / Experience:**

The Risk Project Lead I has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Senior Project Support III

### **Functional Responsibilities:**

The Risk Senior Project Support III serves as SME over assigned support areas, instructing, directing, and monitoring the work of other project staff in the following business process, financial and technology risk service areas. The Risk Senior Project Support III provides senior management with work plans, status report and quality control analyses as well as suggestions for the engagements.

### **Education / Experience:**

The Risk Senior Project Support III has a Bachelor's Degree (BS/BA) and a minimum of four years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Senior Project Support II

### **Functional Responsibilities:**

The Risk Senior Project Support II serves as SME over assigned support areas, instructing, directing, and monitoring the work of other project staff in the following business process, financial and technology risk service areas. The Risk Senior Project Support II provides senior management with work plans, status report and quality control analyses as well as suggestions for the engagements.

### **Education / Experience:**

The Risk Senior Project Support II has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Senior Project Support I

### **Functional Responsibilities:**

The Risk Senior Project Support I serves as SME over assigned support areas, instructing, directing, and monitoring the work of other project staff in the following business process, financial and technology risk service areas. The Risk Senior Project Support I provides senior management with work plans, status report and quality control analyses as well as suggestions for the engagements.

### **Education / Experience:**

The Risk Senior Project Support I has a Bachelor's Degree (BS/BA) and a minimum of two years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Project Support V

### **Functional Responsibilities:**

The Risk Project Support V serves as an analytical resource on the engagement team in the business process, financial and technology risk areas. The Risk Project Support V identifies, analyzes and defines client issues by conducting relevant research, distilling data, and creating reports. The Risk Project Support V participates in operation and risk assessments, and performance measures and indicators and assists with process improvement diagnoses, process modeling and documentation, benchmarking strategies, and regulatory and operation risk management.

### **Education / Experience:**

The Risk Project Support V has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Project Support IV

### **Functional Responsibilities:**

The Risk Project Support IV serves as an analytical resource on the engagement team in the business process, financial and technology risk areas. The Risk Project Support IV identifies, analyzes and defines client issues by conducting relevant research, distilling data, and creating reports. The Risk Project Support IV participates in operation and risk assessments, and performance measures and indicators and assists with process improvement diagnoses, process modeling and documentation, benchmarking strategies, and regulatory and operation risk management.

### **Education / Experience:**

The Risk Project Support IV has a Bachelor's Degree (BS/BA) and a minimum of two years of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Project Support III

### **Functional Responsibilities:**

The Risk Project Support III serves as an analytical resource on the engagement team in the business process, financial and technology risk areas. The Risk Project Support III identifies, analyzes and defines client issues by conducting relevant research, distilling data, and creating reports. The Risk Project Support III participates in operation and risk assessments, and performance measures and indicators and assists with process improvement diagnoses, process modeling and documentation, benchmarking strategies, and regulatory and operation risk management.

### **Education / Experience:**

The Risk Project Support III has a Bachelor's Degree (BS/BA) and a minimum of one year of experience in risk services. Experience & Education substitutions may be applied as specified in the tables above.

## Risk Project Support II

### **Functional Responsibilities:**

The Risk Project Support II serves as an analytical resource on the engagement team in the business process, financial and technology risk areas. The Risk Project Support II identifies, analyzes and defines client issues by conducting relevant research, distilling data, and creating reports. The Risk Project Support II participates in operation and risk assessments, and performance measures and indicators and assists with process improvement diagnoses, process modeling and documentation, benchmarking strategies, and regulatory and operation risk management.

### **Education / Experience:**

The Risk Project Support II has a Bachelor's Degree (BS/BA) and zero years of experience in risk services. Education substitutions may be applied as specified in the tables above.

## Risk Project Support I

### **Functional Responsibilities:**

The Risk Project Support I serves as an analytical resource on the engagement team in the business process, financial and technology risk areas. The Risk Project Support I identifies, analyzes and defines client issues by conducting research and fact-finding and prepares project deliverable reports.

### **Education / Experience:**

The Risk Project Support I has a high school diploma and has 0 years of experience in risk services.

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## Risk Senior Intern

### **Functional Responsibilities:**

The Risk Senior Intern assists with preparation of project deliverable reporting and provides day-to-day administrative support to engagement team.

### **Education / Experience:**

The Risk Senior Intern is pursuing Master's (MS) Degree in a related field and has 0 years of experience in risk services.

## Risk Junior Intern

### **Functional Responsibilities:**

The Risk Junior Intern assists with preparation of project deliverable reporting and provides day-to-day administrative support to engagement team.

### **Education / Experience:**

The Risk Junior Intern is pursuing Bachelor's (BS/BA) Degree in a related field and has 0 years of experience in risk services.



## GROUP 2 – AUDIT LABOR CATEGORIES

### 520 Financial and Business Solutions

520-7

Experience Substitutions:		
H.S. Diploma + 4 years additional experience	Equals	Bachelor's Degrees
Associate Degree + 1 years additional experience	Equals	Bachelor's Degrees
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree
Master's Degree + 4 years additional experience	Equals	Ph.D.

Education Substitutions:
A Ph.D. may be substituted for 4 years of experience with a Master's Degree or 6 years of experience with a Bachelor's Degree
A Master's Degree may be substituted for 2 years of experience with a Bachelor's Degree
A Bachelor's Degree may be substituted for 4 years of experience with a High School Diploma
An Associate's Degree may be substituted for 3 years of experience with a High School Diploma

### Audit Senior Management III

#### Functional Responsibilities

The Audit Management Executive III provides top level management and technical review for the project management team, solves problems and leads Financial Statement & Internal Control Audit and Internal Audit Transformation engagements in conformity with generally accepted accounting principles. The Audit Management Executive III communicates project status, concerns and updates to the client, providing quality control, alternative analytical approaches while keeping the timelines and funding on schedule.

#### Education / Experience:

The Audit Management Executive III has a Bachelor's Degree (BS/BA) and a minimum of ten years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

### Audit Senior Management II

#### Functional Responsibilities

The Audit Management Executive II provides top level management and technical review for the project management team, solves problems and leads Financial Statement & Internal Control Audit and Internal Audit Transformation engagements in conformity with generally accepted accounting principles. The Audit Management Executive II communicates project status, concerns and updates to the client, providing quality control, alternative analytical approaches while keeping the timelines and funding on schedule.

#### Education / Experience:

The Audit Management Executive II has a Bachelor's Degree (BS/BA) and a minimum of nine years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

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## Audit Senior Management I

### **Functional Responsibilities**

The Audit Management Executive I provides top level management and technical review for the project management team, solves problems and leads Financial Statement & Internal Control Audit and Internal Audit Transformation engagements in conformity with generally accepted accounting principles. The Audit Management Executive I communicates project status, concerns and updates to the client, providing quality control, alternative analytical approaches while keeping the timelines and funding on schedule.

### **Education / Experience:**

The Audit Management Executive I has a Bachelor's Degree (BS/BA) and a minimum of eight years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Lead III

### **Functional Responsibilities:**

The Audit Lead III provides strategic direction on financial statement and internal control audit, internal audit transformation and internal audit preparedness engagements. The Audit Lead III oversees the team, developing, maintaining and monitoring the work plans, reviewing financial issues and providing direction on strategic matters and compliance.

### **Education / Experience:**

The Audit Lead III has a Bachelor's Degree (BS/BA) and a minimum of eight years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Lead II

### **Functional Responsibilities:**

The Audit Lead II provides strategic direction on financial statement and internal control audit, internal audit transformation and internal audit preparedness engagements. The Audit Lead II oversees the team, developing, maintaining and monitoring the work plans, reviewing financial issues and providing direction on strategic matters and compliance.

### **Education / Experience:**

The Audit Lead II has a Bachelor's Degree (BS/BA) and a minimum of seven years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Lead I

### **Functional Responsibilities:**

The Audit Lead I provides strategic direction on financial statement and internal control audit, internal audit transformation and internal audit preparedness engagements. The Audit Lead I oversees the team, developing, maintaining and monitoring the work plans, reviewing financial issues and providing direction on strategic matters and compliance.

### **Education / Experience:**

The Audit Lead I has a Bachelor's Degree (BS/BA) and a minimum of six years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Project Lead III

### **Functional Responsibilities:**

The Audit Project Lead III manages the local resources and coordinates work plans and processes for the Financial Statement & Internal Control Audit and Internal Audit Transformation engagements. The Audit Project Lead III analyzes the client issues, prepares status reports, and reviews project's internal control practice with senior management in order to assess appropriate alternative approaches.

**Education / Experience:**

The Audit Project Lead III has a Bachelor's Degree (BS/BA) and a minimum of five years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

**Audit Project Lead II****Functional Responsibilities:**

The Audit Project Lead II manages the local resources and coordinates work plans and processes for the Financial Statement & Internal Control Audit and Internal Audit Transformation engagements. The Audit Project Lead II analyzes the client issues, prepares status reports, and reviews project's internal control practice with senior management in order to assess appropriate alternative approaches.

**Education / Experience:**

The Audit Project Lead II has a Bachelor's Degree (BS/BA) and a minimum of four years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

**Audit Project Lead I****Functional Responsibilities:**

The Audit Project Lead I manages the local resources and coordinates work plans and processes for the Financial Statement & Internal Control Audit and Internal Audit Transformation engagements. The Audit Project Lead I analyzes the client issues, prepares status reports, and reviews project's internal control practice with senior management in order to assess appropriate alternative approaches.

**Education / Experience:**

The Audit Project Lead I has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

**Audit Senior Project Support III****Functional Responsibilities:**

The Audit Senior Project Support III serves as the subject matter expert, instructing, directing, and monitoring the audit engagements on Financial Statement & Internal Control Audit and Internal Audit Transformation work. The Audit Senior Project Support III provides senior management with analysis, status reports, recommendations and conclusions on the engagement progress.

**Education / Experience:**

The Audit Senior Project Support III has a Bachelor's Degree (BS/BA) and a minimum of four years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

**Audit Senior Project Support II****Functional Responsibilities:**

The Audit Senior Project Support II serves as the subject matter expert, instructing, directing, and monitoring the audit engagements on Financial Statement & Internal Control Audit and Internal Audit Transformation work. The Audit Senior Project Support II provides senior management with analysis, status reports, recommendations and conclusions on the engagement progress.

**Education / Experience:**

The Audit Senior Project Support III has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Senior Project Support I

### **Functional Responsibilities:**

The Audit Senior Project Support I serves as the subject matter expert, instructing, directing, and monitoring the audit engagements on Financial Statement & Internal Control Audit and Internal Audit Transformation work. The Audit Senior Project Support I provides senior management with analysis, status reports, recommendations and conclusions on the engagement progress.

### **Education / Experience:**

The Audit Senior Project Support I has a Bachelor's Degree (BS/BA) and a minimum of two years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Project Support V

### **Functional Responsibilities:**

The Audit Project Support V conducts research, distills data, and assesses financial statements and reports on Financial Statement & Internal Control Audit and Internal Audit Transformation client engagements. The Audit Project Support V assists senior management with process improvement diagnoses, financial modeling and documentation, and audit management.

### **Education / Experience:**

The Audit Project Support V has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Project Support IV

### **Functional Responsibilities:**

The Audit Project Support IV conducts research, distills data, and assesses financial statements and reports on Financial Statement & Internal Control Audit and Internal Audit Transformation client engagements. The Audit Project Support IV assists senior management with process improvement diagnoses, financial modeling and documentation, and audit management.

### **Education / Experience:**

The Audit Project Support IV has a Bachelor's Degree (BS/BA) and a minimum of two years of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

## Audit Project Support III

### **Functional Responsibilities:**

The Audit Project Support III conducts research, distills data, and assesses financial statements and reports on Financial Statement & Internal Control Audit and Internal Audit Transformation client engagements. The Audit Project Support III assists senior management with process improvement diagnoses, financial modeling and documentation, and audit management.

### **Education / Experience:**

The Audit Project Support III has a Bachelor's Degree (BS/BA) and a minimum of one year of experience in audit services. Experience & Education substitutions may be applied as specified in the tables above.

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## Audit Project Support II

### **Functional Responsibilities:**

The Audit Project Support II conducts research, distills data, and assesses financial statements and reports on Financial Statement & Internal Control Audit and Internal Audit Transformation client engagements. The Audit Project Support II assists senior management with process improvement diagnoses, financial modeling and documentation, and audit management.

### **Education / Experience:**

The Audit Project Support II has a Bachelor's Degree (BS/BA) and a zero years of experience in audit services. Education substitutions may be applied as specified in the tables above.

## Audit Project Support I

### **Functional Responsibilities:**

The Audit Project Support I conducts research, distills data, and assesses financial statements and reports on Financial Statement & Internal Control Audit and Internal Audit Transformation client engagements. The Audit Project Support I assists senior management with process improvement diagnoses, financial modeling and documentation, and audit management.

### **Education / Experience:**

The Audit Project Support I has a high school diploma and has a zero years of experience.

## Audit Senior Intern

### **Functional Responsibilities:**

The Audit Senior Intern assists with preparation of project deliverable reporting and provides day-to-day administrative support to the engagement team.

### **Education / Experience:**

The Audit Senior Intern is pursuing a Master's Degree in a related field and has zero years of experience.

## Audit Junior Intern

### **Functional Responsibilities:**

The Audit Junior Intern assists with preparation of project deliverable reporting and provides day-to-day administrative support to the engagement team.

### **Education / Experience:**

The Audit Junior Intern is pursuing Bachelor's (BS/BA) Degree in a related field and has zero years of experience.

**GROUP 3 – FINANCIAL ACCOUNTING, VALUATION AND SECURITIZATION SERVICES  
LABOR CATEGORIES**

**520 Financial and Business Solutions**

FABS – 520-1, 520-2 & 520-11

<b>Experience Substitutions:</b>		
H.S. Diploma + 4 years additional experience	Equals	Bachelor's Degrees
Associate Degree + 1 years additional experience	Equals	Bachelor's Degrees
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree
Master's Degree + 4 years additional experience	Equals	Ph.D.

<b>Education Substitutions:</b>
A Ph.D. may be substituted for 4 years of relevant experience with a Master's Degree or 6 years of experience with a Bachelor's Degree
A Master's Degree may be substituted for 2 years of experience with a Bachelor's Degree
A Bachelor's Degree may be substituted for 4 years of experience with a High School Diploma
An Associate's Degree may be substituted for 3 years of experience with a High School Diploma

**Financial Management Executive III**

**Functional Responsibilities:**

The Financial Management Executive III provides overall direction for the Financial Accounting and Reporting, Valuation and Securitization engagements from management of resources, quality assurance, issue resolution, timeline management, funding parameters, and possible change recommendations to communication of status and project concerns with the client.

**Education / Experience:**

The Financial Management Executive III has a Bachelor's Degree (BS/BA) and a minimum of eleven years of experience in financial services. Education substitutions may be applied as specified in the tables above.

**Financial Management Executive II**

**Functional Responsibilities:**

The Financial Management Executive II provides overall direction for the Financial Accounting and Reporting, Valuation and Securitization engagements from management of resources, quality assurance, issue resolution, timeline management, funding parameters, and possible change recommendations to communication of status and project concerns with the client.

**Education / Experience:**

The Financial Management Executive II has a Bachelor's Degree (BS/BA) and a minimum of ten years of experience in financial services. Education substitutions may be applied as specified in the tables above.

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## Financial Management Executive I

### **Functional Responsibilities:**

The Financial Management Executive I provides overall direction for the Financial Accounting and Reporting, Valuation and Securitization engagements from management of resources, quality assurance, issue resolution, timeline management, funding parameters, and possible change recommendations to communication of status and project concerns with the client.

### **Education / Experience:**

The Financial Management Executive I has a Bachelor's Degree (BS/BA) and a minimum of nine years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Management Lead III

### **Functional Responsibility:**

The Financial Management Lead III provides guidance and direction on strategic matters pertaining to Financial Accounting, Reporting, Valuation and Securitization engagements. The Financial Management Lead III owns and maintains the sub task work plans, resolves client problems and updates senior management with progress reports.

### **Education / Experience:**

The Financial Management Lead III has a Bachelor's Degree (BS/BA) and a minimum of eight years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Management Lead II

### **Functional Responsibility:**

The Financial Management Lead II provides guidance and direction on strategic matters pertaining to Financial Accounting, Reporting, Valuation and Securitization engagements. The Financial Management Lead II owns and maintains the sub task work plans, resolves client problems and updates senior management with progress reports.

### **Education / Experience:**

The Financial Management Lead II has a Bachelor's Degree (BS/BA) and a minimum of seven years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Management Lead I

### **Functional Responsibility:**

The Financial Management Lead I provides guidance and direction on strategic matters pertaining to Financial Accounting, Reporting, Valuation and Securitization engagements. The Financial Management Lead I owns and maintains the sub task work plans, resolves client problems and updates senior management with progress reports.

### **Education / Experience:**

The Financial Management Lead I has a Bachelor's Degree (BS/BA) and a minimum of six years of experience in financial services. Education substitutions may be applied as specified in the tables above.

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### Financial Project Lead III

**Functional Responsibilities:**

The Financial Project Lead III supervises the local resources, administers the work plans and processes in the financial and accounting engagement areas. The Financial Project Lead III assures that the work designs are completed and prepares status reports for senior management. The Financial Project Lead III analyzes fundamental client issues and recommends solutions.

**Education / Experience:**

The Financial Project Lead III as a Bachelor's Degree (BS/BA) and a minimum of five years of experience in financial services. Education substitutions may be applied as specified in the tables above.

### Financial Project Lead II

**Functional Responsibilities:**

The Financial Project Lead II supervises the local resources, administers the work plans and processes in the financial and accounting engagement areas. The Financial Project Lead II assures that the work designs are completed and prepares status reports for senior management. The Financial Project Lead II analyzes fundamental client issues and recommends solutions.

**Education / Experience:**

The Financial Project Lead II has a Bachelor's Degree (BS/BA) and a minimum of four years of experience in financial services. Education substitutions may be applied as specified in the tables above.

### Financial Project Lead I

**Functional Responsibilities:**

The Financial Project Lead I supervises the local resources, administers the work plans and processes in the financial and accounting engagement areas. The Financial Project Lead I assures that the work designs are completed and prepares status reports for senior management. The Financial Project Lead I analyzes fundamental client issues and recommends solutions.

**Education / Experience:**

The Financial Project Lead I has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in financial services. Education substitutions may be applied as specified in the tables above.

### Financial Senior Project Support III

**Functional Responsibilities:**

The Financial Senior Project Support III serves as an analytical expert on the financial and accounting service engagements supporting other project staff. The Financial Senior Project Support III assures that the work plan is completed and status and internal controls are coordinated with senior management.

**Education / Experience:**

The Financial Senior Project Support III has a Bachelor's Degree (BS/BA) and a minimum of four years of experience in financial services. Education substitutions may be applied as specified in the tables above.



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## Financial Senior Project Support II

### **Functional Responsibilities:**

The Financial Senior Project Support II serves as an analytical expert on the financial and accounting service engagements supporting other project staff. The Financial Senior Project Support II assures that the work plan is completed and status and internal controls are coordinated with senior management.

### **Education / Experience:**

The Financial Senior Project Support II has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Senior Project Support I

### **Functional Responsibilities:**

The Financial Senior Project Support I serves as an analytical expert on the financial and accounting service engagements supporting other project staff. The Financial Senior Project Support I assures that the work plan is completed and status and internal controls are coordinated with senior management.

### **Education / Experience:**

The Financial Senior Project Support I has a Bachelor's Degree (BS/BA) and a minimum of two years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Project Support V

### **Functional Responsibilities:**

The Financial Project Support V supports the financial services engagement team by identifying, analyzing and defining client issues through research. The Financial Project Support V distills data to assess financial statements and reports. The Financial Project Support V assists with process improvement diagnoses, and financial modeling.

### **Education / Experience:**

The Financial Project Support V has a Bachelor's Degree (BS/BA) and a minimum of three years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Project Support IV

### **Functional Responsibilities:**

The Financial Project Support IV supports the financial services engagement team by identifying, analyzing and defining client issues through research. The Financial Project Support IV distills data to assess financial statements and reports. The Financial Project Support IV assists with process improvement diagnoses, and financial modeling.

### **Education / Experience:**

The Financial Project Support IV has a Bachelor's Degree (BS/BA) and a minimum of two years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Project Support III

### **Functional Responsibilities:**

The Financial Project Support III supports the financial services engagement team by identifying, analyzing and defining client issues through research. The Financial Project Support V distills data to assess financial statements and reports. The Financial Project Support III assists with process improvement diagnoses, and financial modeling.

### **Education / Experience:**

The Financial Project Support III has a Bachelor's Degree (BS/BA) and a minimum of one year of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Project Support II

### **Functional Responsibilities:**

The Financial Project Support II supports the financial services engagement team by identifying, analyzing and defining client issues through research. The Financial Project Support II distills data to assess financial statements and reports. The Financial Project Support II assists with process improvement diagnoses, and financial modeling.

### **Education / Experience:**

The Financial Project Support II has a Bachelor's Degree (BS/BA) and a zero years of experience in financial services. Education substitutions may be applied as specified in the tables above.

## Financial Project Support I

### **Functional Responsibilities:**

The Financial Project Support I supports the financial services engagement team by identifying, analyzing and defining client issues through research. The Financial Project Support I distills data to assess financial statements and reports. The Financial Project Support I assists with process improvement diagnoses, and financial modeling.

### **Education / Experience:**

The Financial Project Support I has a high school diploma and has a zero years of experience.

## Financial Senior Intern

### **Functional Responsibilities:**

The Financial Senior Intern assists with preparation of project deliverable reporting and provides day-to-day administrative support to the engagement team.

### **Education / Experience:**

The Financial Senior Intern is pursuing a Master's Degree in a related field and has 0 years of experience.

## Financial Junior Intern

### **Functional Responsibilities:**

The Financial Junior Intern assists with preparation of project deliverable reporting and provides day-to-day administrative support to the engagement team.

### **Education / Experience:**

The Financial Junior Intern is pursuing Bachelor's (BS/BA) Degree in a related field and has 0 years of experience.

**GSA Rates with Out Year Pricing  
MOBIS Services**

874 Mission Oriented Business Integrated Services SINS 874-1, 874-4, 874-6, & 874-7

Labor Category	Base				
	Year 1	Year 2	Year 3	Year 4	Year 5
	8-3-16 to 12-3-16	12-4-16 to 12-3-17	12-4-17 to 12-3-18	12-4-18 to 12-3-19	12-4-19 to 12-3-20
Consulting Management Executive III	\$290.40	\$297.66	\$305.10	\$312.73	\$320.55
Consulting Management Executive II	\$277.96	\$284.91	\$292.03	\$299.33	\$306.82
Consulting Management Executive I	\$272.11	\$278.91	\$285.89	\$293.03	\$300.36
Consulting Senior Manager III	\$268.95	\$275.67	\$282.57	\$289.63	\$296.87
Consulting Senior Manager II	\$257.43	\$263.87	\$270.46	\$277.22	\$284.15
Consulting Senior Manager I	\$252.01	\$258.31	\$264.77	\$271.39	\$278.17
Consulting Manager III	\$228.44	\$234.15	\$240.00	\$246.00	\$252.16
Consulting Manager II	\$217.02	\$222.45	\$228.01	\$233.71	\$239.55
Consulting Manager I	\$212.45	\$217.76	\$223.21	\$228.79	\$234.51
Consulting Senior Staff III	\$196.60	\$201.52	\$206.55	\$211.72	\$217.01
Consulting Senior Staff II	\$186.77	\$191.44	\$196.23	\$201.13	\$206.16
Consulting Senior Staff I	\$171.04	\$175.32	\$179.70	\$184.19	\$188.80
Consulting Junior Staff IV	\$143.00	\$146.58	\$150.24	\$154.00	\$157.85
Consulting Junior Staff III	\$135.85	\$139.25	\$142.73	\$146.30	\$149.95
Consulting Junior Staff II	\$128.70	\$131.92	\$135.22	\$138.60	\$142.06
Consulting Junior Staff I	\$121.55	\$124.59	\$127.70	\$130.90	\$134.17
Consulting Support	\$100.00	\$102.50	\$105.06	\$107.69	\$110.38
Consulting Senior Intern	\$79.20	\$81.18	\$83.21	\$85.29	\$87.42
Consulting Junior Intern	\$77.62	\$79.56	\$81.55	\$83.59	\$85.68

Notes:

1. (Includes 0.75% IFF)
2. Annual escalation is capped at 2.5%
3. Other Direct Costs and Open Market Items will be burdened with Deloitte's applicable General & Administrative (G&A) Costs.

**GSA Rates with Out Year Pricing  
FABS Risk Services**

520 Financial and Business Solution SINS 520-3, 520-12, 520-13, 520-17, 520-18, 520-20, 520-21, 520-22

Labor Category	Base				
	Year 1	Year 2	Year 3	Year 4	Year 5
	8-3-16 to 12-3-16	12-4-16 to 12-3-17	12-4-17 to 12-3-18	12-4-18 to 12-3-19	12-4-19 to 12-3-20
Risk Management Principal/Partner (PP) III	\$290.40	\$297.66	\$305.10	\$312.73	\$320.55
Risk Management Principal/Partner (PP) II	\$277.96	\$284.91	\$292.03	\$299.33	\$306.82
Risk Management Director I	\$272.11	\$278.91	\$285.89	\$293.03	\$300.36
Risk Management Lead III	\$266.93	\$273.60	\$280.44	\$287.45	\$294.64
Risk Management Lead II	\$257.43	\$263.87	\$270.46	\$277.22	\$284.15
Risk Management Lead I	\$252.01	\$258.31	\$264.77	\$271.39	\$278.17
Risk Project Lead III	\$231.00	\$236.78	\$242.69	\$248.76	\$254.98
Risk Project Lead II	\$219.45	\$224.94	\$230.56	\$236.32	\$242.23
Risk Project Lead I	\$207.90	\$213.10	\$218.42	\$223.89	\$229.48
Risk Senior Project Support III	\$182.30	\$186.86	\$191.53	\$196.32	\$201.23
Risk Senior Project Support II	\$173.19	\$177.72	\$181.96	\$186.51	\$191.17
Risk Senior Project Support I	\$164.07	\$168.17	\$172.38	\$176.69	\$181.10
Risk Project Support V	\$172.00	\$176.30	\$180.71	\$185.23	\$189.86
Risk Project Support IV	\$165.83	\$169.98	\$174.23	\$178.58	\$183.05
Risk Project Support III	\$157.10	\$161.03	\$165.05	\$169.18	\$173.41
Risk Project Support II	\$134.41	\$137.77	\$141.21	\$144.74	\$148.36
Risk Project Support I	\$118.70	\$121.67	\$124.71	\$127.83	\$131.02
Risk Senior Intern	\$79.20	\$81.18	\$83.21	\$85.29	\$87.42
Risk Junior Intern	\$77.62	\$79.56	\$81.55	\$83.59	\$85.68

Notes:

1. (Includes 0.75% IFF)
2. Annual escalation is capped at 2.5%
3. Other Direct Costs and Open Market Items will be burdened with Deloitte's applicable General & Administrative (G&A) Costs.

**GSA Rates with Out Year Pricing**  
**Audit Services**

520 Financial and Business Solutions FABS SIN 520-7

Labor Category	Base				
	Year 1	Year 2	Year 3	Year 4	Year 5
	8-3-16 to 12-3-16	12-4-16 to 12-3-17	12-4-17 to 12-3-18	12-4-18 to 12-3-19	12-4-19 to 12-3-20
Audit Senior Management III	\$237.60	\$243.54	\$249.63	\$255.87	\$262.27
Audit Senior Management II	\$227.43	\$233.12	\$238.94	\$244.92	\$251.04
Audit Senior Management I	\$222.64	\$228.21	\$233.91	\$239.76	\$245.75
Audit Lead III	\$220.05	\$225.55	\$231.19	\$236.97	\$242.89
Audit Lead II	\$210.63	\$215.90	\$221.29	\$226.83	\$232.50
Audit Lead I	\$206.19	\$211.34	\$216.63	\$222.04	\$227.60
Audit Project Lead III	\$193.87	\$198.72	\$203.68	\$208.78	\$214.00
Audit Project Lead II	\$184.18	\$188.78	\$193.50	\$198.34	\$203.30
Audit Project Lead I	\$174.48	\$178.84	\$183.31	\$187.90	\$192.59
Audit Senior Project Support III	\$174.15	\$178.50	\$182.97	\$187.54	\$192.23
Audit Senior Project Support II	\$166.69	\$170.86	\$175.13	\$179.51	\$183.99
Audit Senior Project Support I	\$157.92	\$161.87	\$165.91	\$170.06	\$174.31
Audit Project Support V	\$139.72	\$143.21	\$146.79	\$150.46	\$154.22
Audit Project Support IV	\$132.73	\$136.05	\$139.45	\$142.94	\$146.51
Audit Project Support III	\$125.75	\$128.89	\$132.12	\$135.42	\$138.80
Audit Project Support II	\$118.76	\$121.73	\$124.77	\$127.89	\$131.09
Audit Project Support I	\$95.01	\$97.39	\$99.82	\$102.32	\$104.87
Audit Senior Intern	\$64.80	\$66.42	\$68.08	\$69.78	\$71.53
Audit Junior Intern	\$63.50	\$65.09	\$66.71	\$68.38	\$70.09

Notes:

1. (Includes 0.75% IFF)
2. Annual escalation is capped at 2.5%
3. Other Direct Costs and Open Market Items will be burdened with Deloitte's applicable General & Administrative (G&A) Costs.

**GSA Rates with Out Year Pricing  
Financial Accounting Valuation and Securitization Services**

520 Financial and Business Solutions - FABS – 520-1, 520-2, 520-11					
Labor Category	Base				
	Year 1	Year 2	Year 3	Year 4	Year 5
	8-3-16 to 12-3-16	12-4-16 to 12-3-17	12-4-17 to 12-3-18	12-4-18 to 12-3-19	12-4-19 to 12-3-20
Financial Management Executive III	\$334.40	\$342.76	\$351.33	\$360.11	\$369.12
Financial Management Executive II	\$327.71	\$335.90	\$344.30	\$352.91	\$361.73
Financial Management Executive I	\$316.71	\$324.63	\$332.74	\$341.06	\$349.59
Financial Management Lead III	\$309.70	\$317.44	\$325.38	\$333.51	\$341.85
Financial Management Lead II	\$303.51	\$311.10	\$318.88	\$326.85	\$335.02
Financial Management Lead I	\$299.56	\$307.05	\$314.73	\$322.59	\$330.66
Financial Project Lead III	\$261.36	\$267.89	\$274.59	\$281.46	\$288.49
Financial Project Lead II	\$248.29	\$254.50	\$260.86	\$267.38	\$274.07
Financial Project Lead I	\$235.22	\$241.10	\$247.13	\$253.31	\$259.64
Financial Senior Project Support III	\$221.10	\$226.63	\$232.29	\$238.10	\$244.05
Financial Senior Project Support II	\$210.05	\$215.30	\$220.68	\$226.20	\$231.86
Financial Senior Project Support I	\$193.89	\$198.74	\$203.71	\$208.80	\$214.02
Financial Project Support V	\$182.98	\$187.55	\$192.24	\$197.05	\$201.98
Financial Project Support IV	\$173.83	\$178.18	\$182.63	\$187.20	\$191.88
Financial Project Support III	\$164.68	\$168.80	\$173.02	\$177.34	\$181.78
Financial Project Support II	\$155.53	\$159.42	\$163.40	\$167.49	\$171.68
Financial Project Support I	\$148.21	\$151.92	\$155.71	\$159.61	\$163.60
Financial Senior Intern	\$91.20	\$93.48	\$95.82	\$98.21	\$100.67
Financial Junior Intern	\$89.38	\$91.61	\$93.90	\$96.25	\$98.66

**Notes:**

- (1) (Includes 0.75% IFF)
- (2) Annual escalation is capped at 2.5%
- (3) Other Direct Costs and Open Market Items will be burdened with Deloitte’s applicable General & Administrative (G&A) Costs.

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

## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Deloitte meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

### Step 1. Develop a Statement of Work (SOW)

- In the SOW, include the following information:
- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### Step 4. Provide RFQ to at least Three Firms

### Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

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## Blanket Purchase Agreement

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

### Ordering from BPAs:

**Single BPA.** If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

**Multiple BPAs.** If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

**BPAs for hourly rate services.** If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

**Duration of BPAs.** BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

### **Review of BPAs:**

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and



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- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

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## USA Commitment To Promote Small Business Participation Procurement Programs

### PREAMBLE

Deloitte Consulting LLP provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business who will supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., that will seek to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: Joyce Harris; Phone: 202-378-5448; email: [jharris@deloitte.com](mailto:jharris@deloitte.com)

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Deloitte & Touche LLP is committed to protecting the information of its clients. In this regard, Deloitte & Touche LLP and its affiliates currently maintain physical, electronic and procedural safeguards that are designed to (1) protect the security and confidentiality of our client's information in Deloitte & Touche LLP's possession, (2) protect against anticipated threats or hazards to the security or integrity of such information, and (3) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to our clients.