



U.S. General Services Administration
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
Professional Services Schedule (PSS)
Financial and Business Solutions (FABS)
Of



Upper Mohawk, Inc.

410 Indian River Avenue, Titusville, FL 32796
www.UpperMohawkInc.com

Contract Number: GS-23F-0045W

Contact Name: Charlotte Hicks, COO

Contract Period: April 13, 2010 – April 12, 2020

Phone Number: (321) 269-6939

FSC Group: 520, SIN 520-13

Fax Number: (321) 385-1586

Business size: Small Disadvantaged Business

Email: chicks@uppermohawkinc.com

Prices Shown Herein are Net (discount deducted)

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. See gsaadvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

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General Instructions: GSA conducted a technical evaluation of all offerors prior to awarding their contract. The evaluation process encompasses the offeror’s past performance, understanding of requirements, professional staff, and relevant corporate experience. FSS procedures require agencies to make a best value determination before selecting a contractor for their requirement. At a minimum, the best value determination requires a price comparison among at least 3 contractors on the schedule. Generally, most agencies will conduct their own technical evaluation in addition to the price comparison, possibly taking into consideration the contractor’s understanding of the agency’s mission and customers, experience with a specific function, technical approach, timeframe, and qualifications of staff who will be providing services.

CUSTOMER INFORMATION PAGE

- 1a. **SINs Awarded:** 520 13, Complementary Financial Management Services
- 1b. **Awarded Pricing:** See Page 13
- 1c. **Labor Categories:** See Page 7
2. **Maximum order:** The Maximum order is \$1,000,000.00
3. **Minimum order:** \$100.00
4. **Geographic coverage (delivery area):** Domestic delivery only
5. **Point(s) of production (city, county, and state or foreign country):** Titusville, Brevard, Florida
6. **Discount from list prices or statement of net price:** Not Applicable
7. **Quantity discounts:** Not Applicable
8. **Prompt payment terms:** Net 30
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** No
10. **Foreign items:** Not applicable
- 11a. **Time of delivery:** Not applicable
- 11b. **Expedited delivery:** Items available for expedited delivery are noted in this price list
- 11c. **Overnight and 2-day delivery:** Services contract
- 11d. **Urgent requirements:** See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery
12. **F.O.B. point(s):** Destination

13a. **Ordering address:**

Upper Mohawk, Inc.
410 Indian River Avenue
Titusville, FL 32796

Telephone: 321-269-6939
Fax: 321-385-1585

13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules)

14. **Payment address:**

Upper Mohawk, Inc.
410 Indian River Avenue
Titusville, FL 32796

Telephone: 321-269-6939
Fax: 321-385-1585

15. **Warranty provision:** Not applicable

16. **Export packing charges:** Not applicable

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Not applicable

18. **Terms and conditions of rental maintenance, and repair:** Not applicable

19. **Terms and conditions of installation:** Not applicable

20. **Terms and conditions of repair parts:** Not applicable

20a. **Terms and conditions for any other services:** Not applicable

21. **List of service and distribution points:** Not applicable

22. **List of participating dealers:** Not applicable

23. **Preventative maintenance:** Not applicable

- 24a. **Special attributes such as environmental attributes:** Not applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.):** The EIT standards can be found at www.Section508.gov/
25. **Data Universal Number System (DUNS) number:** 781530568
26. **Notification regarding registration in System for Award Management database (sam.gov):** Registered and Registration valid to 02/02/1016
27. **Final Pricing:**
The rates shown on page 13 include the Industrial Funding Fee (IFF) of 0.75%

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Coordinator	01020-Administrative Assistant	2005-2117
Administrative Specialist	01020-Administrative Assistant	2005-2117

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number (s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

ABOUT UPPER MOHAWK, INC.

Our mission is to respond to the needs of private and public sector clients by providing them with high-quality support services, resulting in their success. The goal of UMI is to become the Project and Business Management Services provider of choice.

Upper Mohawk, Inc. (UMI) is a Native American owned and operated Small Disadvantaged Business which successfully graduated from the Small Business Administration's 8(a) Business Development Program in May 2009. Since 1994, UMI has provided technical, management and administrative support to government and commercial organizations in the fields of financial services, record management and information technology.

UMI also provides organizational support such as project management, staffing, and training. UMI has offered project management and project support services since 2000 with expertise in Needs Assessments, Staffing, Contracting and Management, Technical and Business Writing, and Meeting Facilitation.

UMI's operations fall under the North American Industry Classification System (NAICS) codes 519120, 541219, 541511, 541512, 541519, 541611, 541618, 611430, and 611710.

Our Services:

Financial Services: cost estimating; cost analysis; budget development, review, assessment, and update; financial management; financial performance tracking; risk analysis; technical data systems and data management support; and records research, analysis, and preservation.

Project Management Services: needs assessments; process analysis; personnel recruitment, contracting and management; technical and business writing; meeting facilitation; training; project integration management; activity resource estimation; qualitative and quantitative risk analysis; and resource procurement and management.

Record Management Services: capture, accessibility, maintenance, and accuracy of technical and historical manuals and records; research and analysis, data management and conversion; and document preservation.

IT Services: full text search, computer programming, software development and maintenance support; systems engineering; software analysis; configuration analysis; software verification testing; systems requirements analysis and systems schematics examination; database administration.

LABOR CATEGORY DESCRIPTIONS

Project Manager:

Minimum/General Experience: Minimum of seven (7) years general experience in business administration with five (5) years specialized experience supervising and managing large projects, with multiple task orders. Able to exercise independent judgment and apply problem-solving skills to complex technical and managerial problems.

Functional Responsibility: Serves as the primary point of contact on assigned projects. Provides coordination and liaison with customer management personnel. Supervises personnel assigned to the project. Responsible for oversight of overall progress on the project to include performance against budget and schedule.

Minimum Education: Bachelor's Degree or 4 years additional general experience.

Subject Matter Expert:

Minimum/General Experience: Twelve (12) years general experience in the individual's general field of expertise with eight (8) years of intensive and progressive experience in the individual's field of specialization.

Functional Responsibility: As an expert in the subject matter field, may augment or direct projects teams. Provides high level functional planning, analysis, and implementation advice and assistance on exceptionally complex projects or programs which require an expert knowledge of the subject matter for effective project or program implementation. Provides professional and consulting services. Prepares and delivers senior management presentations and briefings as required. May serve as a Task Leader, responsible for ensuring the quality and timeliness of the services delivered.

Minimum Education: A Bachelor's Degree in a discipline related to the field of expertise.

Senior Accountant Project Lead:

Minimum/General Experience: This position requires at least four years of experience in Accounting. Individual needs to have extensive experience in document search, document analysis, and verification of Indian trust ownership and ability to put into writing the recommendation for distribution of the funds. Must include extensive knowledge of how Tribal and Individual Indian trust monies were received and processed by BIA and OST, familiarity of trust land leases, permits, allotments, and the documents used in managing the Indian Trust.

Must possess knowledge of the document flow for different types of Indian trust transactions and processes, e.g. leasing, collections, transfers, disbursements, awarding of judgments, probates etc.

Must have experience in working in Microsoft Word, Access and Excel, specifically in creating Excel spreadsheets and SQL including ability to create and run queries. Ability to communicate effectively and professionally interact with the COTR, government program managers as well as with BIA/OST regional and agency personnel. Must have the ability to meet project deadlines, flexibility in changing project direction and maintain multiple projects at one time. This position requires traveling several times per year.

Functional Responsibility: The Senior Accountant Project Lead manages the day-to-day operations of the project. This includes reviewing work products, reports, and other project deliverables; ensuring that assignments are carried out within the budgeted time and within delivery commitments; tracking progress; and helping resolve problems as they arise. The Senior Accountant Project Lead acts as a supervisor and mentor to the Accountant Project Staff, the Subject Matter Expert, and as a primary representative to the client in responding to the various needs and requests that arise on a regular basis.

Minimum Education: Bachelor's degree in Accounting.

Accountant Project Staff:

Minimum/General Experience: Has experience in general analytical skills and experience in accounting, budgeting, planning, scheduling, and implementation of budgets, operating plans, system reviews, and corrective action plans. Further requirements necessary to fulfill all functions of the Job Description such as experience in Excel spreadsheets, with Microsoft word and Access including the ability to create and run queries.

Must have the ability to meet project deadlines with the flexibility in changing project direction and able to travel. Must have the ability to change project direction and maintain multiple projects at one time. Prefer knowledge of the document flow for different types of Indian Trust transactions and processes, e.g. leasing, collections, transfers, disbursements, awarding of judgments, probates, etc. and experience in document search, document analysis, and verification of Indian trust ownership and ability to put into writing the recommendation for distribution of the funds. Ability to communicate effectively with customers, peers, and management.

Functional Responsibility: Performs specific project tasks under the supervision of a Senior Accountant Project Lead. This includes performing data analysis and validation of financial accounts and/or account activity; assisting in improving and streamlining reporting and analysis

processes; collecting, maintaining, and analyzing project data and task financials; and assisting in drafting and preparing project deliverables.

Minimum Education: Bachelor's Degree.

Project Analyst:

Minimum/General Experience: Minimum of four (4) years general experience in business administration or in a relevant technical area with two (2) years specialized experience conducting studies and analyses and developing recommendations. Able to exercise independent judgment and apply problem-solving skills to complex technical and managerial problems.

Functional Responsibility: Serves as a senior technical advisor on an assigned project. Collects and maintains various types of project data, performs analyses of project data to ensure performance in accordance with project technical requirements, schedule and budget. Advises management of potential areas where performance improvement is indicated and recommends corrective action. Continuously reviews data to identify potential process improvements.

Minimum Education: Bachelor's Degree or 4 years additional general experience.

Principal Financial Analyst:

Minimum/General Experience: Minimum of eight (8) years general business experience with six (6) years specialized experience providing cost estimating, cost analysis, financial analysis, or financial management support.

Functional Responsibility: Knowledgeable of cost analysis, cost estimating, financial management, and budget processes used in complex assignments. Able to conduct analytical studies involving complex technical parameters, schedule constraints, and other similar cost, budget and schedule influencing factors. Provides expert support for negotiations. Able to analyze complex financial and business information regarding an organization's business systems and processes and recommend improvements. Working knowledge and/or familiarity with automated cost reporting and scheduling hardware and software relevant to the task assigned.

Minimum Education: Bachelor's Degree or 4 years additional general experience.

Senior Financial Analyst:

Minimum/General Experience: Minimum of six (6) years general business experience with four (4) years specialized experience providing cost estimating, cost analysis, financial analysis, or financial management support.

Functional Responsibility: Knowledgeable of cost analysis, cost estimating, financial management, and budget processes used in complex assignments. Able to conduct analytical studies involving complex technical parameters, schedule constraints, and other similar cost, budget and schedule influencing factors. Provides expert support for negotiations. Able to analyze complex financial and business information regarding an organization's business systems and processes and recommend improvements. Working knowledge and/or familiarity with automated cost reporting and scheduling hardware and software relevant to the task assigned.

Minimum Education: Bachelor's Degree or 4 years additional general experience.

Financial Analyst:

Minimum/General Experience: Minimum of four (4) years general business experience with two (2) years specialized experience providing cost estimating, cost analysis, financial analysis, or financial management support.

Functional Responsibility: Knowledgeable of cost analysis, cost estimating, financial management, and budget processes. Able to conduct analytical studies involving complex technical parameters, schedule constraints, and other similar cost, budget and schedule influencing factors. Provides support for negotiations. Able to analyze financial and business information regarding an organization's business systems and processes and recommend improvements. Working knowledge and/or familiarity with automated cost reporting and scheduling hardware and software relevant to the task assigned.

Minimum Education: Bachelor's Degree or 4 years additional general experience.

Accounting Specialist:

Minimum/General Experience: Minimum four (4) years general accounting and business experience with two (2) years specialized experience providing accounting related and financial management support.

Functional Responsibility: Works with customer to consolidate financial and accounting information, reporting requirements, funds requirements, and execution documents. Performs financial data analysis of data from multiple sources. Familiar with and able to perform data

input, analysis, and other tasks related to accounting and financial management systems, such as, BQ, CRIS, MOCAS, RTS, DTS, and other customer contracting and accounting databases.

Minimum Education: Associates Degree or 2 years additional general experience

Project & Management Assistant:

Minimum/General Experience: A minimum of three (3) years general experience interpreting quantitative and qualitative data in a business or project management environment and two (2) years specialized experience providing project support. Possesses excellent communication skills. Has the ability to work both independently and as part of a team.

Functional Responsibility: Assists in the preparation of management plans and reports and maintenance of project management data. Collects information for and prepares batch, weekly, monthly, and quarterly status reports. Maintains data file room and archives. Reviews and edits executive documentation and PowerPoint presentations. Prepares, edits, and modifies Excel spreadsheets. Coordinates general administrative and staff assistance such as, maintaining staff rosters; updating management databases; and coordinating computer system issues such lockout resets and processing software installation requests.

Minimum Education: Associates Degree or 2 years additional general experience.

Administrative Coordinator:

Minimum/General Experience: Minimum four (4) years experience in general office support activities with two (2) years experience coordinating and executing administrative, office management and organization functions.

Functional Responsibility: Knowledgeable of current word processing, spreadsheet, and graphical software packages. Responsible for scheduling, monitoring, and supervision of all office administrative personnel. Able to perform typing, word processing, data entry, filing, copying, telephone answering, mail distribution, and other clerical functions.

Minimum Education: High School Diploma or GED.

Administrative Specialist:

Minimum/General Experience: Minimum two (2) years experience in general office and clerical support activities.

Functional Responsibility: Knowledgeable of current word processing, spreadsheet, and graphical software packages. Able to perform typing, word processing, data entry, filing, copying, telephone answering, mail distribution, and other clerical functions.

Minimum Education: High School Diploma or GED.

SIN 520-13 PRICING¹

Labor Category	Option Year 6 April 13, 2015 - April 12, 2016	Option Year 7 April 13, 2016 - April 12, 2017	Option Year 8 April 13, 2017 - April 12, 2018	Option Year 9 April 13, 2018 - April 12, 2019	Option Year 10 April 13, 2019 - April 12, 2020	Minimum Education	Minimum Experience
Project Manager	\$160.30	\$163.18	\$166.12	\$169.11	\$172.16	Bachelor's	7 yrs w/ 5 yrs specialized
Subject Matter Expert	\$223.39	\$227.41	\$231.51	\$235.68	\$239.92	Bachelor's	12 yrs w/ 8 yrs specialized
Sr. Accountant Project Lead	\$143.85	\$146.15	\$148.49	\$150.87	\$153.28	Bachelor's	4 yrs
Accountant Staff	\$138.03	\$140.24	\$142.48	\$144.76	\$147.08	Bachelor's	N/A
Project Analyst	\$70.81	\$72.09	\$73.39	\$74.71	\$76.05	Bachelor's	4 yrs w/ 2 yrs specialized
Principal Financial Analyst	\$66.93	\$68.14	\$69.36	\$70.61	\$71.88	Bachelor's	8 yrs w/ 6 yrs specialized
Sr. Financial Analyst	\$61.97	\$63.08	\$64.22	\$65.38	\$66.55	Bachelor's	6 yrs w/ 4 yrs specialized
Financial Analyst	\$54.40	\$55.38	\$56.38	\$57.39	\$58.43	Bachelor's	4 yrs w/ 2 yrs specialized
Accounting Specialist	\$38.98	\$39.68	\$40.39	\$41.12	\$41.86	Associate's	4 yrs w/ 2 yrs specialized
Project & Mgmt Assistant	\$75.98	\$77.35	\$78.74	\$80.16	\$81.60	Associate's	3 yrs w/ 2 yrs specialized
Administrative Coordinator	\$54.83	\$55.82	\$56.82	\$57.84	\$58.88	HS Diploma or GED	4 yrs w/ 2 yrs specialized
Administrative Specialist	\$36.54	\$37.20	\$37.87	\$38.55	\$39.24	HS Diploma or GED	2 yrs

¹ Rate for Project Manager is for UMI site (non-government site). All other rates are Customer Site rates.