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A HUBZone Certified, Minority Owned, Small Business

Contract # 47QRAA21D003V
Period Covered By Contract: 03/24/2021 – 03/23/2026
*Pricelist Current as of Modification #A815 Effective 03/24/2021

FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

For more information on ordering from the Federal Supply Schedule, click on the FSS Schedules button at fss.gsa.gov. 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 for GSA Advantage! is http://www.GSAAdvantage.gov. Agencies can also browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov/
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ABOUT DANIEL EKE AND ASSOCIATES, P.C.

Daniel Eke & Associates, P.C, (DE&A) is a certified public accounting and management consulting firm headquartered in Silver Spring, Maryland. DE&A is a HUBZone certified small minority-owned business with 30 years’ experience supporting public and private sector clients. Since our founding in 1991, DE&A maintains a high standard of performance for our Federal Government practice. DE&A’s focus on federal standards of practice has made our company a premier small business consulting firm in the areas of federal government procedures and laws.

“DESCRIPTION OF SERVICES”

SIN 541211: Auditing Services

Perform financial-related audits, performance audits, recovery audits, transportation audits, and contract audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and non-GAGAS. Perform an independent assessment of an audited entity’s financial statements in conformity with generally accepted accounting principles, financial information, adherence to financial compliance requirements and internal controls, or organization or program performance to identify areas for improvement.


Transportation audits: perform administrative reviews and rate examinations on prepayment and post payment transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, tenders or other applicable rate authority.

SIN 541214: Payroll Services

Services include those that an agency identifies as recurring commercial activities such as billing, payroll processing that includes collecting information on hours worked, pay rates, deductions, and other payroll-related data using that information to generate paychecks, payroll reports, and tax filings. Data processing and tabulating techniques may be used as part of providing the services.

SIN 541219: Budget and Financial Management Services

Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Order Level Materials (OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:
- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.
Clients
Over the past 30 years, DE&A’s representative clients include:

- Department of State – Foreign Service Institute
- Department of Agriculture
- Department of Defense (DoD), Defense Contract Management Agency (DCMA);
- DoD, Defense Logistics Agency (DLA)
- DoD, Office of Economic Adjustment (OEA)
- DoD, TRICARE Management Activity
- General Services Administration (GSA)
- Department of Health and Human Services (HHS)
- Department of Justice (DOJ)
- Department of Treasury, US Mint
- Department of Veterans Affairs (VA)

For more information about how DE&A can assist your agency's financial management needs, please contact Mr. Daniel Eke at (301) 367-5564 and/or eke@de-a.com.
CUSTOMER INFORMATION

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

SIN 541211: Auditing Services
SIN 541214: Payroll Services
SIN 541219: Budget and Financial Management Services
SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN OLM Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 8.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Page 8.

2. Maximum order: $1,000,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic

5. Point(s) of production (city, county, and State or foreign country):
8701 Georgia Ave Ste 503
Silver Spring, MD, 20910-3723

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts: None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions: Net 30 days

9. Foreign items (list items by country of origin): Not Applicable

10a. Time of delivery: To Be Determined at the Task Order level

10b. Expedited Delivery: To Be Determined at the Task Order level

10c. Overnight and 2-day delivery: To Be Determined at the Task Order level
10d. Urgent Requirements: To Be Determined at the Task Order level

11. F.O.B. point(s): Destination

12a. Ordering address(es): 8701 Georgia Ave Ste 503, Silver Spring, MD, 20910-3723

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): 8701 Georgia Ave Ste 503, Silver Spring, MD, 20910-3723

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable: Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

17. Terms and conditions of installation (if applicable): Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. 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/

23. Data Universal Number System (DUNS) number: 793165119

24. Notification regarding registration in System for Award Management (SAM) database. Contractor has an Active Registration in the SAM database

25. Final Pricing
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
UNITED STATES GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>Labor Category Description</th>
<th>SCA/SCLS Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCLS Eligible Contract Labor Category/Fixed Price Service</td>
<td>SCLS Equivalent Code Title</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
LABOR CATEGORY DESCRIPTIONS

Note: Please see the education substitution chart on Page 11

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner/Principal</td>
<td>Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.</td>
</tr>
<tr>
<td>Senior Audit Manager</td>
<td>Reporting to the Partner/Principal, performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.</td>
</tr>
<tr>
<td>Audit Manager</td>
<td>Serves as a leader ensuring that staff are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity based costing, business case analysis and outsourcing requirements.</td>
</tr>
<tr>
<td>Job Title</td>
<td>Education</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Audit Supervisor</td>
<td>Bachelor’s Degree / 4 years</td>
</tr>
<tr>
<td>Audit Senior</td>
<td>Bachelor’s Degree / 2.5 years</td>
</tr>
<tr>
<td>Role</td>
<td>Required Education</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Semi-Senior</td>
<td>Bachelor's Degree / 1.5 years</td>
</tr>
<tr>
<td>Audit Staff</td>
<td>Bachelor's Degree / 1 year</td>
</tr>
<tr>
<td>EDP Manager</td>
<td>Bachelor's Degree / 5 years</td>
</tr>
</tbody>
</table>
Directs the gathering of user requirements and translating them into workable automated solutions. In-depth knowledge of **Electronic Data Processing (EDP)** and systems implementation. Capable of assessing products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to lead all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

**EDP Specialist**  
Bachelor's Degree / 3 years  
Assists EDP Manager or is able to lead small teams of Specialists / Staff in optimizing and automating complex business practices given deadlines and milestones specified by the client. Capable of gathering user requirements and translating them into workable automated solutions. Familiar with Electronic Data Processing (EDP) and systems implementation. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must have understanding of all stages of a project's life cycle, including the creation of schedules, requirements documents, system designs and specifications, and project status reports.

**EDP Staff**  
Bachelor's Degree / 1.5 years  
Assist EDP Manager / Specialist in optimizing and automating EDP business practices within given deadlines and milestones specified by their supervisor. Must be able to research specifications and requirements and effectively report their findings. Must be able to execute individual phases of a projects life cycle.

**Education Substitution Chart**

<table>
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<tr>
<th>Labor Category</th>
<th>Minimum Requirements</th>
<th>Substitutions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min. Edu.</td>
<td>Min. Exp.</td>
</tr>
<tr>
<td>Partner/Principal</td>
<td>Bachelors</td>
<td>10 years</td>
</tr>
<tr>
<td>Senior Audit Manager</td>
<td>Bachelors</td>
<td>7 years</td>
</tr>
<tr>
<td>Audit Manager</td>
<td>Bachelors</td>
<td>5 years</td>
</tr>
<tr>
<td>Audit Supervisor</td>
<td>Bachelors</td>
<td>4 years</td>
</tr>
<tr>
<td>Position</td>
<td>Education</td>
<td>Experience</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>Audit Senior</td>
<td>Bachelors</td>
<td>2.5 years</td>
</tr>
<tr>
<td>Semi Senior</td>
<td>Bachelors</td>
<td>1.5 years</td>
</tr>
<tr>
<td>Audit Staff</td>
<td>Bachelors</td>
<td>1 year</td>
</tr>
<tr>
<td>EDP Manager</td>
<td>Bachelors</td>
<td>5 years</td>
</tr>
<tr>
<td>EDP Specialist</td>
<td>Bachelors</td>
<td>3 years</td>
</tr>
<tr>
<td>EDP Staff</td>
<td>Bachelors</td>
<td>1.5 years</td>
</tr>
</tbody>
</table>