GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

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

SCHEDULE TITLE: Multiple Award Schedule
Professional Services –
FSC GROUP: Financial Services, Business Administrative Services & Training

CONTRACT NUMBER: 47QREA20D0017
CONTRACT PERIOD: July 28, 2020 to July 27, 2025

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Contractor:
Quality Tax Service, Inc.
280A Bullsboro Dr # 5
Newnan, GA 30263
Phone: 678-423-0093
Fax: 678-423-0803
www.Qualitytaxinc.com

Contractor’s Administration Source:
Reggie Beaty, reggie@theffes.com

POC For Orders:
Elnora Beaty, qts1@bellsouth.net

Business Size:
Small Business
SDVOSB
CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541214</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY & COURSE RATES:

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Service</th>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>541214</td>
<td>Accountant</td>
<td>$181.36</td>
<td>per hour</td>
</tr>
<tr>
<td>611430</td>
<td>Senior Trainer</td>
<td>$113.35</td>
<td>per hour</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Evaluator</td>
<td>$116.07</td>
<td>per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Course Title</th>
<th>GSA Price w/ IFF</th>
<th>Unit of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>611430</td>
<td>Creating, Professional Development / Training</td>
<td>$3,173.80</td>
<td>DA</td>
</tr>
<tr>
<td>611430</td>
<td>Training, Learning Management System (LMS) Development, Individualized Learning</td>
<td>$5,440.81</td>
<td>per group</td>
</tr>
</tbody>
</table>

2. MAXIMUM ORDER*: $1,000,000

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted

7. QUANTITY DISCOUNT(S): 2+ jobs within 1 year receive a 10% discount

8. PROMPT PAYMENT TERMS: Net 30 Days

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

9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: To be determined at the task order level
11b. **EXPEDITED DELIVERY:** Contact Contractor

11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor

11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:** Destination

13a. **ORDERING ADDRESS:** 280A Bullsboro Dr # 5
Newnan, GA 30263

13b. **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

14. **PAYMENT ADDRESS:** 280A Bullsboro Dr # 5
Newnan, GA 30263

15. **WARRANTY PROVISION:** Standard Commercial Warranty

16. **EXPORT PACKING CHARGES:** N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 038201997

26. **Contractor has an active registration in the SAM database.**
## Job & Course Descriptions

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>The Accountant provides a broad range of Payroll services targeted to small and mid-size businesses. QTS can provide complete outsourcing of the payroll process or provide specific services as requested by the client including direct deposit, financial reconciliation, tax and benefit distribution and reporting. We also provide W2s and related reporting and payment on behalf of our customers Payroll Processing, Manage Payroll, Payroll Reports.</td>
<td>Associates</td>
<td>10</td>
</tr>
<tr>
<td>Senior Trainer</td>
<td>Bottoms - Up Review - Assessment of School Operations and Goals-The Senior Trainer is responsible for the development, delivery, and maintenance of training programs and courses for highly specialized operational programs. The purpose of the assessment plan is to ensure the work that is being done with the organization’s is contributing to the change that is expected. Some of the data is collected based on historical information that organizations report. Other data is collected specifically as a part of the process as personnel conduct assessments of the operations to determine the condition of success. Each entity is assessed based on identified conditions and research-based changes designed to create a high performing organization.</td>
<td>Bachelors</td>
<td>20</td>
</tr>
<tr>
<td>Senior Evaluator</td>
<td>Research, Evaluation &amp; Consultation- The Senior Evaluators central to the work of the organization is the development of processes and systems to improve the overall function of organizations. The work includes the development and evaluation of assessment instruments, management of statistical analysis processes, establishment of validity and reliability of identified assessments, and communication of data results for client decision making.</td>
<td>Masters</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
<th>Course Length</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating, Professional Development / Training</td>
<td>The aim of this training is to create an environment to assist leadership in developing a systematic approach to create a high performing culture and climate. Training topics include:   • Communicating clear expectations  • Developing operating procedures  • Creating individual and team management plans  • Establishing routines and procedures  • Encouraging and supporting positive behavior</td>
<td>40 hours</td>
<td>10</td>
<td>70</td>
</tr>
<tr>
<td>Training, Learning Management System (LMS) Development, Individualized Learning</td>
<td>Training includes real-time information on various content and services related activities that promote the acquisition of knowledge, skills and professional attributes that are appropriate for the organizations. The work includes the development and delivery of content in ways that are flexible and focused on outcomes. The work includes:   • Identifying specific learning experiences related to organizational outcomes  • developing learning and training experiences that are synchronous and asynchronous  • establishing measures for identified outcomes  • analyzing information for continuous process and product improvement</td>
<td>8 weeks</td>
<td>1</td>
<td>250</td>
</tr>
</tbody>
</table>