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](http://www.GSAAdvantage.gov).

**Multiple Award Schedule**

**Federal Supply Group:** Professional Services  
**Class:**  
**Contract Number:** 47QSWA18D008Y

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

**Contract Period:** August 24, 2018 - 23 August 2023

**Contractor:**  
HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, LLC  
3816 Hollywood Boulevard, Suite 203  
Hollywood, Florida 33021

**Business Size:** Small, Disadvantaged, Veteran Owned Business

**Telephone:** 954-966-4435  
**Extension:**  
**FAX Number:** 954-962-7747  
**Web Site:** www.hct-cpa.com  
**E-mail:** Rharvey@hct-cpa.com  
**Contract Administration:** Roderick Harvey CPA, CVA

**CUSTOMER INFORMATION:**

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support</td>
</tr>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

| OLM  | OLMSTLOC | OLMRC | Order-Level Materials (OLM’s) |

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. $123.43 for Auditor

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 5 - 10 for labor category descriptions.
2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic 48 States, DC

5. Point(s) of production (city, county, and state or foreign country): Same as company address

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

7. Quantity discounts: None

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

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

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

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): Same as company address

14. Warranty provision.: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A
16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

19a. Terms and conditions for any other services (if applicable): N/A

20. List of service and distribution points (if applicable): N/A

21. List of participating dealers (if applicable): N/A

22. Preventive maintenance (if applicable): N/A

23a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

23b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: N/A

24. Data Universal Numbering System (DUNS) number: 036628403

25. Notification regarding registration in System for Award Management (SAM) database: HCT CPA is registered in SAM.gov

26. Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>EPA</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541211</td>
<td>Engagement Partner</td>
<td>Bachelors</td>
<td>15</td>
<td>2.50%</td>
<td>$246.85</td>
<td>$253.02</td>
<td>$259.35</td>
<td>$265.83</td>
<td>$272.48</td>
</tr>
<tr>
<td>541211</td>
<td>Engagement Director</td>
<td>Masters</td>
<td>10</td>
<td>2.50%</td>
<td>$212.29</td>
<td>$217.60</td>
<td>$223.04</td>
<td>$228.61</td>
<td>$234.33</td>
</tr>
<tr>
<td>541211</td>
<td>Engagement Audit Manager</td>
<td>Bachelors</td>
<td>5</td>
<td>2.50%</td>
<td>$202.42</td>
<td>$207.48</td>
<td>$212.67</td>
<td>$217.98</td>
<td>$223.43</td>
</tr>
<tr>
<td>541211</td>
<td>Lead Senior Auditor</td>
<td>Bachelors</td>
<td>4</td>
<td>2.50%</td>
<td>$148.11</td>
<td>$151.81</td>
<td>$155.61</td>
<td>$159.50</td>
<td>$163.49</td>
</tr>
<tr>
<td>541211</td>
<td>Senior Auditor</td>
<td>Bachelors</td>
<td>5</td>
<td>2.50%</td>
<td>$133.30</td>
<td>$136.63</td>
<td>$140.05</td>
<td>$143.55</td>
<td>$147.14</td>
</tr>
<tr>
<td>541211</td>
<td>Strategic Executive Assistant</td>
<td>Bachelors</td>
<td>5</td>
<td>2.50%</td>
<td>$39.50</td>
<td>$40.49</td>
<td>$41.50</td>
<td>$42.54</td>
<td>$43.60</td>
</tr>
<tr>
<td>541219</td>
<td>Audit Director</td>
<td>Bachelors</td>
<td>8</td>
<td>2.50%</td>
<td>$246.85</td>
<td>$253.02</td>
<td>$259.35</td>
<td>$265.83</td>
<td>$272.48</td>
</tr>
<tr>
<td>541219</td>
<td>Auditor</td>
<td>Bachelors</td>
<td>2</td>
<td>2.50%</td>
<td>$123.43</td>
<td>$126.52</td>
<td>$129.68</td>
<td>$132.92</td>
<td>$136.24</td>
</tr>
<tr>
<td>541219</td>
<td>Senior Audit Manager</td>
<td>Bachelors</td>
<td>6</td>
<td>2.50%</td>
<td>$202.42</td>
<td>$207.48</td>
<td>$212.67</td>
<td>$217.98</td>
<td>$223.43</td>
</tr>
</tbody>
</table>
### Service Contract Act (SCA) Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Categories</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Executive Assistance</td>
<td>01020-Administrative Assistance</td>
<td>2015-4535</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
Labor Descriptions

Engagement Partner

Minimum Year Experience:

15 Years

Minimum Education:

Bachelor’s Degree in Accounting and CPA

Responsibilities:

Responsible for coordinating all segments of the engagement. They will serve as the primary point of contact and responsible for all External audit deliverables. Develops and implements quality control procedures to ensure compliance with quality assurance standards and guidelines. Conducts and/or participates in formal and informal reviews at predetermined points throughout the development lifecycle. Reviews quality metrics for work-in-progress, and progress in accordance with schedules. Reviews correctness, adherence to the design and to user standards, reviews documentation to assure standards/requirements are satisfied. Maintains processes for evaluating products, services, and associated documentation for completeness, accuracy, and correctness

Engagement Director

Minimum Year Experience:

10 Years

Minimum Education:

Master’s Degree in Accounting
Responsibilities:

The Person will be responsible for coordinating all segments of the engagement, including but not limited to data collection, consultations and meetings. Develops and implements quality control procedures to ensure compliance with quality assurance standards and guidelines. Conducts and/or participates in formal and informal reviews at predetermined points throughout the development lifecycle. Reviews quality metrics for work-in-progress, and progress in accordance with schedules. Reviews correctness, adherence to the design and to user standards, reviews documentation to assure standards/requirements are satisfied. Maintains processes for evaluating products, services, and associated documentation for completeness, accuracy, and correctness.

Engagement Audit Manager

Minimum Year Experience:

5 Years

Minimum Education:

Bachelor’s Degree in Accounting

Responsibilities:

The Engagement Audit Manager will be responsible for developing and coordinating the overall audit work plans under the direction of the managing partner. Responsible for overall execution of the task or project. Actively applies quality assurance measures to the management and performance of the task/delivery order. Organizes, directs, and coordinates planning and production of all task/delivery order support activities. Directs the generation, performance, and review of task/delivery order deliverable items. Manages task/delivery order costs and ensures conformity with contract terms and conditions. Assigns, schedules, and reviews the work of subordinates. Coordinates with appropriate management personnel, other contractor managers, and client agency representatives. Takes appropriate action and coordinates policies and activities with appropriate personnel as required. Manage all elements of projects from kick-off to delivery. Oversee and direct multiple projects at a time. Develop and demonstrate an understanding of the business, their needs, expectations, and requirements. Work with business units and project teams to estimate costs and timing for tasks creating essential documentation and tracking. Coordinates all activities of the project team and ensures that project tasks are completed by:
scheduling and facilitating team meetings, executive updates, and required status reporting. Develops, maintains, reviews, and disseminates all project documentation including status reports, invoices, change orders, project schedules, budgets, and post mortem reviews. Provides accurate management of the portfolio of project to which assigned. Escalates for resolution issues impacting the successful completion of project deliverables. Interfaces and complies with project management office.

Lead Senior Auditor

Minimum Year Experience:

4 Years

Minimum Education:

Bachelor’s Degree in Accounting

Responsibilities:

The Lead Senior Auditor will follow the audit plan and report all findings to the engagement team. The Lead Senior Auditor in charge will be responsible for performing the initial testing, data collection and field work including the single audit. This Individual works with the firm’s primary governmental agencies

Senior Auditor

Minimum Year Experience:

5 Years

Minimum Education:

Bachelor’s Degree in Accounting

Responsibilities:

The Senior Auditor will Perform Audit Procedures based on the Risk Profile of the Auditee. The Senior Auditor will follow the audit plan and report all findings to the engagement team. The Senior Auditor will be responsible for performing the
initial testing, data collection and field work including the single audit. This individual works with the firm’s primary governmental agencies.

Strategic Executive Assistant

Minimum Year Experience
5 Years

Minimum Education
Bachelor of Science

Responsibilities:

Strategic Executive Assistants will be in addition to handling incoming and outgoing communication, filing and clerical work, in charge of scheduling meetings, maintaining complex filing systems and databases, document review and preparation and possibly overseeing other staff.

Audit Director

Minimum Year Experience:
8 Years

Minimum Education:
Bachelors Degree in Accounting and CPA

Responsibilities:

The Audit Director will be responsible for coordinating all segments of the engagement, including but not limited to data collection, consultations and meetings. The Audit Director is the overall management position, managing multiple jobs in the Audit department. Responsible for overseeing all staff and compliance with the appropriate rules for the FICPA, AICPA and the SEC. The Audit Director also performs staff evaluation responsibilities on an annual basis and staff training up to the minimum allowed by the governing board.
**Auditor**

Minimum Year Experience:

2 Years

Minimum Education

Bachelor of Science in Accounting

Responsibilities:

The Auditor will bring compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Verifies assets and liabilities by comparing items to documentation. Completes audit workpapers by documenting audit tests and findings.

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**Senior Audit Manager**

Minimum Year Experience:

6 Years

Minimum Education:

Bachelor’s Degree in Accounting and CPA

Responsibilities:

The Senior Audit Manager will be responsible for developing and coordinating the overall audit work plans under the direction of the managing partner. Responsible for overall execution of the task or project. Actively applies quality assurance measures to the management and performance of the task/delivery order. Organizes, directs, and coordinates planning and production of all task/delivery order support activities. Directs the generation, performance, and review of task/delivery order deliverable items. Manages task/delivery order costs and ensures conformity with contract terms and conditions. Assigns, schedules, and reviews the work of subordinates. Coordinates with appropriate management.
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