

## COTTON & COMPANY LLP PRICE LIST

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### GENERAL SERVICES ADMINISTRATION 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 for **GSA Advantage!**® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

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### MULTIPLE AWARD SCHEDULE – PRICE LIST

**FSC GROUP:** PROFESSIONAL SERVICES

**FSC/PSC:** R704; R703; R408; 0000

**CONTRACT NUMBER:** GS-00F-144CA

**CONTRACT PERIOD:** JULY 17, 2020 THROUGH JULY 16, 2025  
PRICE LIST IS CURRENT AS OF MOD # PS-0019; EFFECTIVE DATE JULY 16, 2020

**CONTRACTOR INFORMATION:** COTTON & COMPANY LLP  
333 John Carlyle St  
Ste 500  
Alexandria, VA 22314  
T: (703) 836-6701  
F: (703) 836-0941  
[www.cottoncpa.com](http://www.cottoncpa.com)

**BUSINESS SIZE:** LARGE VETERAN-OWNED BUSINESS

**ADDITIONAL INFORMATION:** Stephanie Tuthill, CCO  
[Contracts@cottoncpa.com](mailto:Contracts@cottoncpa.com)

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).



## CUSTOMER INFORMATION

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

SIN	SIN Title	Description Page	Awarded Price Page
541211/RC	Auditing Services	5 – 11	4
541219/RC	Budget and Financial Management Services	5 – 11	4
541611/RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	5 – 11	4
OLM/RC/STLOC	Order Level Materials (OLM)	Defined at Order Level	Defined at Order Level

- 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.**

Not Applicable.

- 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.**

Reference pages 5-11 for GSA commercial labor category titles, experience, functional responsibilities, education, and hourly rates.

2. **Maximum Order:**

SIN	Maximum Order
541211/RC/STLOC	\$1,000,000
541219/RC/STLOC	\$1,000,000
541611/RC/STLOC	\$1,000,000
OLM/RC/STLOC	\$250,000

3. **Minimum Order: \$100**

4. **Geographic Coverage (Delivery Area):** The geographic scope of the contract is worldwide.

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:**

0.5% Discount – task orders greater than \$500,000

1.0% Discount – task orders greater than \$1,000,000

2.0% Discount – task orders greater than \$1,500,000

3.0% Discount – task orders greater than \$2,000,000

(These concessions apply to the incremental value of an order.)

8. **Prompt Payment:** 1% for payments of invoices made within 10 days of receipt of a proper invoice. (1%, 10 days, Net 30).

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

9a. **Government purchase cards are accepted** at or below the micro-purchase threshold.

9b. **Government purchase cards are accepted** above the micro-purchase threshold.

10. **Foreign items (list items by country of origin):** Not applicable.

11a. **Time of Delivery:** Specified at the order level.

11b. **Expedited Delivery:** Contact Contractor.

11c. **Overnight and 2-day Delivery:** Contact Contractor.

11d. **Urgent Requirements:** Contact Contractor.

12. **F.O.B. point(s):** Destination.

13a. **Ordering address:**

Cotton & Company LLP

333 John Carlyle St

Ste 500

Alexandria, VA 22314

(703) 836-6701

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:**  
Cotton & Company LLP  
333 John Carlyle St  
Ste 500  
Alexandria, VA 22314  
(703) 836-6701
15. **Warranty provision:** Not applicable. This is a services contract.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level):** Contact contractor.
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 indicating date of parts price lists and any discounts from list prices:** 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. **Preventive maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** 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 professional services offered by Cotton & Company LLP are assurance, advisory, technical, and managerial services, which are not generally considered Electronic and Information Technology (EIT) and which are not provided by the government to employees or to the public. Section 508 Compliance does not apply to these services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, then, Cotton & Company LLP will address Section 508 Compliance requirements as set out in a Task Order or Statement of Work. The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Number System (DUNS) number:** 101919660

26. **Notification regarding registration in System for Award Management (SAM) database:** Cotton & Company LLP is currently registered and active in SAM.

## LABOR CATEGORY HOURLY RATES

Rates applicable to all SINS (541211, 541219, 541611):

Labor Category Title	Year 6	Year 7	Year 8	Year 9	Year 10
	07/17/2020-07/16/2021	07/17/2021-07/16/2022	07/17/2022-07/16/2023	07/17/2023-07/16/2024	07/17/2024-07/16/2025
Senior Partner	\$276.00	\$282.90	\$289.97	\$297.22	\$304.65
Partner	\$233.51	\$239.34	\$245.33	\$251.46	\$257.75
Senior Manager	\$212.15	\$217.46	\$222.89	\$228.47	\$234.18
Manager	\$181.32	\$185.86	\$190.50	\$195.26	\$200.15
Supervisory Senior	\$145.12	\$148.75	\$152.47	\$156.28	\$160.18
Senior	\$104.96	\$107.58	\$110.27	\$113.03	\$115.86
Staff	\$82.18	\$84.24	\$86.35	\$88.50	\$90.72
IA Senior Manager	\$221.40	\$226.94	\$232.61	\$238.42	\$244.38
IA Manager	\$203.31	\$208.39	\$213.60	\$218.94	\$224.41
IA Supervisory Senior	\$164.00	\$168.10	\$172.30	\$176.61	\$181.03
IA Senior	\$131.52	\$134.81	\$138.18	\$141.63	\$145.17
IA Staff	\$101.48	\$104.01	\$106.61	\$109.28	\$112.01
Senior Consultant	\$253.76	\$260.10	\$266.61	\$273.27	\$280.10
Consultant	\$108.53	\$111.24	\$114.02	\$116.87	\$119.79
Intern	\$59.46	\$60.95	\$62.47	\$64.03	\$65.63

IA = Information Assurance

Fixed annual escalation for all SINS is 2.5%.

Prices are inclusive of the 0.75% IFF.

Contractor will accept T&M, LH, and FFP orders.

Extended Price Guarantee: Prices in effect at the time of a task order award will remain in effect for 120 days following task order award.

## LABOR CATEGORY DESCRIPTIONS

SINs 541211; 541219; 541611

\* IA= Information Assurance

Title Senior Partner	
<b>Functional Duties/Responsibilities</b>	Serve as liaison with governmental agency, direct projects, review final reports, assume signatory authority for audit reports, and provide final quality control review.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in accounting or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CPA or CISA.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 10 years of experience and 2 years in the position of partner or principal with the firm. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards, concepts, or industry practices pertaining to audit, budget, accounting, financial management, management consulting, information assurance, or other relevant aspects of the engagement.
<b>Substitution Methodology</b>	Not applicable.

Title Partner	
<b>Functional Duties/Responsibilities</b>	Serve as liaison with governmental agency, direct projects, review final reports, assume signatory authority for audit reports, and provide final quality control review.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in accounting or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CPA or CISA.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 5 years of experience and the position of partner or principal with the firm. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards, concepts, or industry practices pertaining to audit, budget, accounting, financial management, management consulting, information assurance, or other relevant aspects of the engagement.
<b>Substitution Methodology</b>	Not applicable.

Title Senior Manager	
<b>Functional Duties/Responsibilities</b>	Manage and supervise project teams, provide on-site quality control, monitor engagement budget, plan and assign tasks to project team, act as liaison between project senior and project partner/principal, review workpapers, provide technical assistance to federal agencies and project staff.

<b>Title Senior Manager</b>	
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in accounting or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CPA, CGFM, CDFM, CICA, CIA, CFE, or PMP.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 7 years of audit, budget, accounting, financial management, management consulting, or other relevant services experience. Proficient knowledge of GAAP; GAAS; federal regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	8 years of relevant experience may be substituted for a certification.

<b>Title Manager</b>	
<b>Functional Duties/Responsibilities</b>	Manage and supervise project teams, provide onsite quality control, monitor engagement budget, plan and assign tasks to project team, act as liaison between project senior and project partner/principal, review workpapers, provide technical assistance to federal agencies and project staff.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in accounting or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CPA, CGFM, CDFM, CICA, CIA, CFE, or PMP.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 2 years of audit, budget, accounting, financial management, management consulting, or other relevant services experience. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	5 years of relevant experience may be substituted for a certification.

<b>Title Supervisory Senior</b>	
<b>Functional Duties/Responsibilities</b>	Supervise project staff onsite, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, and perform assigned tasks related to the engagement.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in accounting or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CPA, CGFM, CDFM, CICA, CIA, CFE, or PMP preferred.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 4 years of audit, budget, accounting, financial management, management consulting, or other relevant services experience. Proficient



<b>Title</b> <b>Supervisory Senior</b>	
	knowledge of GAAP, GAAS, federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	Not applicable.

<b>Title</b> <b>Senior</b>	
<b>Functional Duties/Responsibilities</b>	Supervise project staff onsite, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, and perform assigned tasks related to the engagement.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in accounting or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CPA, CGFM, CDFM, CICA, CIA, CFE, or PMP preferred.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 18 months of audit, budget, accounting, financial management, management consulting, or other relevant services experience. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	Not applicable.

<b>Title</b> <b>Staff</b>	
<b>Functional Duties/Responsibilities</b>	Serve on project team, perform tasks as assigned.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in accounting or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CPA candidate preferred.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	None required. Ability to work with minimal direct supervision.
<b>Substitution Methodology</b>	Not applicable.

<b>Title</b> <b>IA Senior Manager</b>	
<b>Functional Duties/Responsibilities</b>	Manage and supervise project teams, monitor engagement budget, plan and assign tasks to project team, act as liaison between project senior and project partner/principal. Review and evaluate computer-based systems, audit general and application controls in complex information technology environments, and perform other duties relevant to the engagement.

<b>Title</b>	<b>IA Senior Manager</b>
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in computer science, accounting, or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CISA, CISSP, CISM, CEH, CIPP, or PMP.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 7 years of IA auditing or consulting, computer programming, or other relevant services experience. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	8 years of relevant experience may be substituted for a certification.

<b>Title</b>	<b>IA Manager</b>
<b>Functional Duties/Responsibilities</b>	Manage and supervise project teams, monitor engagement budget, plan and assign tasks to project team, act as liaison between project senior and project partner/principal. Review and evaluate computer-based systems, audit general and application controls in complex information technology environments, perform other duties relevant to the engagement.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in computer science, accounting, or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CISA, CISSP, CISM, CEH, CIPP, or PMP.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 2 years of IA auditing or consulting, computer programming, or other relevant services experience. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	5 years of relevant experience may be substituted for a certification.

<b>Title</b>	<b>IA Supervisory Senior</b>
<b>Functional Duties/Responsibilities</b>	Review and evaluate computer-based systems, audit general and application controls in information technology environments, perform other duties relevant to the engagement, including onsite supervision of project staff, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, review and evaluate computer-based systems, test applications and general controls, provide technical assistance on computerized audit techniques.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in computer science, accounting, or other technical field preferred.

Title	IA Supervisory Senior
<b>Required/Supplemental Certifications</b>	CISA, CISSP, CISM, CEH, CIPP, or PMP preferred.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 3 years of IA auditing or consulting, computer programming, or other relevant services experience. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	Not applicable.

Title	IA Senior
<b>Functional Duties/Responsibilities</b>	Provide onsite supervision of project staff, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, review and evaluate computer-based systems, test applications and general controls, provide technical assistance on computerized audit techniques.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in computer science, accounting, or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CISA, CISSP, CISM, CEH, CIPP, or PMP preferred.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	Minimum of 18 months of IA auditing or consulting, computer programming, or other relevant services experience. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	Not applicable.

Title	IA Staff
<b>Functional Duties/Responsibilities</b>	Serve as project team member, perform tasks as assigned.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Major in computer science, accounting, or other technical field preferred.
<b>Required/Supplemental Certifications</b>	CISA candidate preferred.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book/Government Auditing Standards.
<b>Minimum Experience Requirements</b>	None required. Basic understanding of computer-based systems and internal controls.
<b>Substitution Methodology</b>	Not applicable.

Title	Senior Consultant
<b>Functional Duties/Responsibilities</b>	Provide professional expertise in a specific subject matter, supervise or manage teams or other consultants.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university. Advanced degree preferred.
<b>Required/Supplemental Certifications</b>	As appropriate for the subject matter.
<b>Minimum Experience Requirements</b>	Thorough knowledge, formal training, and high-level expertise in a specific subject matter necessary for successful completion of the engagement.
<b>Substitution Methodology</b>	Not applicable.

Title	Consultant
<b>Functional Duties/Responsibilities</b>	Provide professional support in a specific subject matter, work with teams or other consultants.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university.
<b>Required/Supplemental Certifications</b>	As appropriate for the subject matter.
<b>Minimum Experience Requirements</b>	Technical knowledge, training, or relevant experience in a specific subject matter necessary for successful completion of the engagement.
<b>Substitution Methodology</b>	Not applicable.

Title	Intern
<b>Functional Duties/Responsibilities</b>	As directed, provide financial or IT assistance and support to the project team. Requires an ability to work independently, meet deadlines, and communicate effectively with supervisory personnel.
<b>Minimum Education Level</b>	Completed Sophomore or Junior year at an accredited college or university with a major in accounting, information systems, or related field.
<b>Required/Supplemental Certifications</b>	None required.
<b>Continuing Professional Education</b>	Not applicable.
<b>Minimum Experience Requirements</b>	As directed, provide financial or IT assistance and support to the project team. Requires an ability to work independently, meet deadlines, and communicate effectively with supervisory personnel.
<b>Substitution Methodology</b>	Completed Sophomore or Junior year at an accredited college or university with a major in accounting, information systems, or related field.

**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 CFR 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.