



*Management Consultants &
Certified Public Accountants*

**General Services Administration
Federal Supply Services**

Authorized Federal Supply Schedule Price List

**Management Organization and Business
Improvement Services (MOBIS)**

FSC Group:	874
Schedule No.:	874
Contract No.:	GS-10F-0609N
Contract Period:	September 24, 2003 to September 23, 2008
Effective Date:	September 24, 2003
Business Size:	Small, Disadvantaged, SBA 8a Business

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Suite 425
Washington, DC 20005

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www.regiscpa.com

Prices Herein are Net Deducted

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.gsa.gov>**

A Small Business Administration 8(a) Program Participant, and LSDBE Certified in the District of Columbia and the State of Maryland

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About Regis & Associates, PC

Regis & Associates, PC is a multi-disciplinary Certified Public Accounting and management advisory services firm providing a broad range of financial management services to federal, state and local governments, and private sector companies. The firm was founded in 1991 and has developed a broad base of expertise in various management and organizational disciplines which are vital to governmental organizations in meeting their program, fiscal, and other public policy objectives.

Regis & Associates, PC is a current participant in the U.S. Small Business Administration's 8(a) Program. We possess the depth of resources and the past performance necessary to serve federal and state government agencies. Our governmental past performance is primarily in the areas of Enterprise Security Awareness Training, accounting and auditing, financial management and analysis, business process analysis, cost benefit analysis, and program support. The firm is also a member of the American Institute of Certified Public Accountants in good standing, having received an unqualified opinion on our last triennial Quality Control review. We currently provide, or have recently provided services to the Navy, the Healthcare Financing Administration (now CMS), Social Security Administration, the US Postal Service, US Department of Housing & Urban Development (HUD), Federal Aviation Administration, Federal Highway Administration, the District of Columbia Government, and many others.

The cornerstone of our practice philosophy is the delivery of solution-based, high quality services to our clients. This philosophy includes competence, integrity, objectivity, and exceptional problem solving skills by all professionals assigned to engagements. Indeed, the tenets of our practice which have contributed to our success are:

- ☞ The assembly of multi-disciplinary engagement teams with the required skills and training
- ☞ Effective engagement control, emphasizing cost-effective approaches to problem solving
- ☞ Proposing solutions to clients' needs which are comprehensive, forward looking, and responsive, and
- ☞ Structuring all new or recurring engagements in a manner which results in minimal transition disruption to clients.

Regis & Associates, PC is pleased to announce our addition to the General Services Administration's (GSA) MOBIS Federal Supply Services (FSS) Schedule. Our contract under this Schedule will now permit federal government agencies; government owned corporations, the Government of the District of Columbia, and the U.S. Postal Service, to access our services quickly and efficiently, without the delays of the normal contracting process.

Regis & Associates, PC was awarded this Federal Supply Services Contract on the basis of a technical evaluation of our capabilities and past performance, as well the competitive negotiation of the most favorable prices to the Federal government. This contract was awarded under the following three Special Item Numbers (SINs):

SIN 874-1	Consulting Services
SIN 874-3	Survey Services

On the following pages, we have described our services and experience in greater detail, and have also provided guidance on the streamlined procedures for utilizing our contract.

Customer Information

1a.	Special Item Numbers:	SIN 874-1 SIN 874-3	Consulting Services Survey Services
1b.	See Price List on Page Eight		
2.	Maximum Order:	\$1,000,000 Per SIN	
3.	Minimum Order:	\$300	
4.	Geographic Coverage:	Domestic and Overseas	
5.	Point (s) of Production	Washington, DC	
6.	Discount from List Prices or Statement of Net Price:	Prices herein are Net	
7.	Quantity Discounts:	Negotiable	
8.	Prompt Payment Terms:	0.50% 10days; 0.25% 20 days; Net 30	
9a.	Government Cards are Accepted Below the Micro-purchase Threshold of \$2,500	Yes	
9b.	Government Cards are Accepted or not Accepted Above the Micro-purchase Threshold of \$2,500	Yes	
10.	Foreign Items:	N/A	
11a.	Time of Delivery:	Specified on the Task Order	
11b.	Expedited Delivery:	Contact the Contractor	
11c.	Overnight & 2 Day Delivery:	Contact the Contractor	
11d.	Urgent Requirements:	Contact Regis & Assoc.Rep.	
12.	F.O.B. Point:	Destination	
13a.	Ordering Address:	Regis & Associates, PC 1400 Eye St., N.W. Suite 425 Washington, DC 20005 Attn: Mr. Peter R. Regis, CPA Ms. Gwendolyn J. Regis, CPA Tel: 202-296-7101 Email: peter.regis@regiscpa.com	

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| 13b. Ordering Procedures: | For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules). |
| 14. Payment Address: | Same as Ordering Address |
| 15. Warranty Provisions | Contractor's Std. commercial warranty |
| 16. Export Packaging: | N/A |
| 17. Terms and Conditions of Purchase Card: | Contact Contractor |
| 18 – 23 N/A | |
| 24 Section 508 Compliance | Visit www.Section508.gov/ . |
| 25. Data Universal Number System (DUNS) Number | 94-826-9196 |
| 26. Central Contractor Registration | Registered |

Description of Special Item Numbers & Our Experience

Special Item Number: 874-1 and 874-3

Regis & Associates, PC possesses a wealth of experience in providing a broad range of Management, Organization, and Business Improvement services to federal and state governments. What we will bring to projects is an unmatched understanding of the programs, activities, and functions undertaken by federal government agencies. We have successfully provided management consulting services to numerous federal agencies.

We possess the resources and experience to assist your agency or organizational unit in many aspects of your operations. Our capabilities include:

- ☞ Enterprise Security Awareness Training Under FISMA
- ☞ Independent Verification and Validation Services
- ☞ Development and Implementation of Policies and Procedures
- ☞ Assistance with the Implementation of the Improper Payments Act of 2002
- ☞ Performance of Special Studies to Improve Operations
- ☞ Financial Systems Implementation
- ☞ Benchmarking Studies
- ☞ Contract Compliance Reviews
- ☞ Process Analysis and Application of Business Rules
- ☞ Conducting Cost Benefit Analyses
- ☞ Economic Analysis & Cost Benefit Studies
- ☞ Litigation Support Services; and
- ☞ Various Program Support Services

Below is a synopsis of projects that we have successfully undertaken.

Some of Our Past Performance

CLIENT	SERVICES
Social Security Administration (SSA)	Financial Reviews of Organizational Representative Payees: Performance of 175 on-site financial reviews.
Federal Aviation Administration	Nationwide Accounting Support Services: Providing of nationwide accounting support to assist in the migration to the Oracle financial management system in eight states.
U.S. Department of Housing and Urban Development	Assistance to OMHAR in the Mark-to Market Program: Performance of agreed-upon procedures review and compliance audits of PAEs.
U.S. Postal Service, Office of Inspector General	Nationwide Auditing Services of Postal Facilities: Performance of financial audits under a multi-year contract.
Healthcare Financing Administration (HCFA)/CMS	Cost Benefit Analysis of Information Technology Investments Under the Clinger-Cohen Act: Performance of cost benefit analyses to the Division of Investment Planning and Analysis of CMS.
US Department of Housing and Urban Development	Enterprise Security Awareness Training (ESAT): Develop and conduct computer-based, web-based, and instructor led ESAT training in accordance with the Computer Security Act of 1987, Government Information Security Reform Act (GISRA), NIST and other standards.
DHHS-HRSA-Division of Immigration Health Services	Sub-contractor responsible for Unit and Service Line Cost Determination, and Unit and Service Line Cost Model Development
District of Columbia Homeland Security Office	Independent Government Cost Estimate Development for Emergency Health Management, Training and Planning Contract
Architect of the Capitol (AOC)	Management Consulting: Performance of accounting and technical services designed to assist in meeting various financial management goals.
Office of Under Secretary of the Navy – Financial Management Division, & NCIS	Financial Management Support Services: Accounting support services designed to assist in meeting various financial management goals.
The Office of the Comptroller of the Currency (OCC)	Bank Information Systems Review: Performance of Y2K related services such as Y2K regulatory policy, bank operating systems, and BIS information techniques.
American Management Systems, Inc. (AMS)	FFS and Momentum Financial Systems Implementation Services: As subcontractor to AMS, assist in the implementation of its integrated financial management software at nine federal agencies.
U.S. Department of the Interior (DOI)	Financial Statement Audit Services: As subcontractor to another CPA firm, performance of annual financial statement audit in accordance with the CFO Act of 1990.
District of Columbia Department of the Employment Services	Financial, Operational, and Compliance Audit/Review of Various Business Units: Performance of financial, operational, and compliance assessments for various programs, activities, and functions.

CLIENT	SERVICES
U.S. Department of Housing & Urban Development (HUD)	On-site Reviews of HUD/FHA Mortgage Origination Lenders: Performance of reviews of lenders who originate HUD/FHA insured single family mortgages.
U.S. Department of the Treasury, Office of Thrift Supervision	Thrift Examination Services & Information Systems Review: Performance of examination services of thrift institutions nationwide.
U.S. Department of Housing & Urban Development (HUD)	Monitoring Support of Single Family Disposition Operations: Performance of monitoring support services in all HUD Homeownership Centers.
U.S. Department of Transportation, Federal Highway Administration	Financial Management Support: Performance of accounting and travel services to augment accounting staff in its functions.
Inter-American Foundation	CFO Act Financial Statement Audit: Conducting of annual audits of financial statements in accordance with the CFO Act.
University of the District of Columbia	Accounting Services: Providing accounting services to assist in the preparation of financial statements for its annual audit.
U.S. Department of Justice, U.S. Marshals Service	Audit Preparation and Audit Findings Resolution Services: Performance of various accounting services related to the annual audit and audit resolution.
D.C. Financial Responsibility and Mgmt. Assistance Authority (Control Board)	Budget Review and Analysis Services: Performance of reviews and analysis of three DC government agencies.
U.S. Department of Justice, Drug Enforcement Administration (DEA)	Contract Auditing, Closeout, and Negotiation Assistance: Performance of audit and close-out assistance on \$6M cost reimbursable contract.
District of Columbia Department of Public Works' Energy Office	OMB Circular A-133 Auditing Services: Auditing of various Federal financial assistance programs.
District of Columbia Government, Office of the Chief Financial Officer	Financial Management Review of Charter Schools: Performance of financial and operational assessment of various facets of Charter Schools' operations.
Maryland State Department of Education	Grant Auditing & Closeout Services: Auditing and close-out of state grant.
Federal Communications Commission (FCC)	Management Consulting Services: Development and performance of Cost of Service rate reviews, and development of telecommunications cost tracking system.

Authorized Price List

Regis & Associates, PC has negotiated the following rates and labor categories with GSA for the contract's five year terms. All delivery order prices negotiated, with an ordering agency will be based on the prices identified below:

MOBIS HOURLY RATES FOR					
874-1: CONSULTING SERVICES & 874-3 SURVEY SERVICES					
LABOR CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	9/24/2003 to 9/23/2004	9/24/2004 to 9/23/2005	9/24/2005 to 9/23/2006	9/24/2006 to 9/23/2007	9/24/2007 to 9/23/2008
Partner			\$121.38		
Senior Manager			100.54		
Manager			85.72		
Supervisor/ Senior			64.55		
Senior Functional Expert			95.24		
Program Manager			136.76		
Assistant Program Manager			82.96		
Senior Training Instructor			73.75		
Business Analyst II			99.81		
Business Analyst			73.75		
Training Program Coordinator			99.61		

The Ordering Process

When an agency determines that it desires to procure our services through this GSA Schedule, the program manager and the contracting officer of the ordering entity should collaborate in the process. For your convenience, Regis & Associates, PC has outlined the ordering process below. In comparison to the traditional contracting methods, this process is simple and can generally be accomplished within days. A summary of the ordering process is presented below:

- I. Service orders may be placed by the issuance of a delivery order agreement based on the fixed rates identified in our FSS contract. The ordering activity should prepare a statement of work that is consistent with the SINs identified in our catalog.
- II. When ordering services under this schedule, ordering activities need not seek further competition, synopsisize the requirement, or make a separate determination of fair and reasonable pricing.

For orders under \$2,500, the ordering activity need only document:

- (a) The contractor selected
- (b) The item ordered; and
- (c) The total amount of the delivery order.

For orders over \$2,500, the ordering activity need only document:

- (a) Contact and/or review of the catalogs of three firms
- (b) The identity of the contractor and the item ordered
- (c) The total amount of the delivery order
- (d) The reason for the selection made; and
- (e) Any other documentation generally required by that agency's policies.

- III. When an agency anticipates the need for consulting services on a repetitive basis, but is uncertain of the quantities and timing of these intermittent services, that agency may establish a Blanket Purchase Agreement (BPA) with FSS contractors. Guidance on this process is provided under FAR Part 13, Subpart 13.202 (c)(3).
- IV. Under our schedule contract, an agency may place an order using one of three methods:
 - (a) An agency's contracting officer may issue a delivery order directly to Regis & Associates, PC.
 - (b) A GSA contracting officer may issue the delivery order upon receipt of a funding document from an agency's contracting officer.
 - (c) 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.gsa.gov>.**
- V. Contracting officers and other ordering entities may place orders with Regis & Associates, PC for financial management services, under our FSS MOBIS contract No. GS-10F-0609N, by contacting us at the address below:

Regis & Associates, PC
Attn: Mr. Peter R. Regis, CPA or
Mrs. Gwendolyn J. Regis, CPA
1400 Eye St., N.W. Suite 425
Washington, DC 20005

Tel: 202-296-7101
Fax: 202-296-7284
E-mail: peter.regis@regiscpa.com