

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

### **Schedule for - Mission Oriented Business Integrated Services (MOBIS)**

**Federal Supply Group:** 874      **Class:** R499

**Contract Number:** GS10F064BA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** - January 7, 2014 – January 6, 2019

**Contractor:** Brooks & Associates CPAS, LLC  
9701 Apollo Drive Suite 381  
Largo, MD 20774 4790

**Business Size:** Small Business

**Telephone:** (301) 386-5558

**Extension:**

**FAX Number:** (301) 386-5540

**Web Site:** [www.brooksandassociatesllc.com](http://www.brooksandassociatesllc.com)

**E-mail:** [JBROOKS@BNALLCCPA.COM](mailto:JBROOKS@BNALLCCPA.COM)

**Contract Administration:** Johnny Brooks

## **CUSTOMER INFORMATION:**

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

SIN	Recovery	SIN Description
874-6	874-6RC	Acquisition Management Support

**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.**

**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.**

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic Only
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). See Attachment.
7. **Quantity discounts:** 0.5% for task orders over \$250,000
8. **Prompt payment terms:** 1.5%-15 days, 1%-20 days; Net 30
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **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
- 11c. **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
- 11d. **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
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

- 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 applicable):** 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. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 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. contactor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
- 25. **Data Universal Numbering System (DUNS) number:** 094718637
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**27. Final Pricing:**

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

Item	SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	874-6	Senior Procurement Analyst/Mentor	Bachelors	12	Both	\$129.56	\$131.50	\$133.48	\$135.48	\$137.51
2	874-6	Senior Contract Specialist	Bachelors	10	Both	\$129.56	\$131.50	\$133.48	\$135.48	\$137.51
3	874-6	Cost& Price Analyst	Bachelors	8	Both	\$106.28	\$107.87	\$109.49	\$111.13	\$112.80
4	874-6	High Skilled Level Contract Support	Bachelors	4	Both	\$101.88	\$103.41	\$104.96	\$106.53	\$108.13
5	874-6	Journeyman Level Contracts Support Specialist	Bachelors	6	Both	\$109.97	\$111.62	\$113.29	\$114.99	\$116.72
6	874-6	Contract Specialist Level II	Professional Certification	2	Both	\$75.96	\$77.10	\$78.26	\$79.43	\$80.62

# MOBIS LABOR CATEGORY DESCRIPTIONS

874-6

## **SENIOR PROCUREMENT ANALYST/ MENTOR:**

**Experience:** Must have at least twelve (12) years of experience with at least five (5) years involved in a direct leadership/ Management role.

**Duties:** Coordinates and exercises supervisory authority for planning, organizing, controlling, integrating and completing projects. Develops and establishes procedures and guidelines for daily operation of assign program. Solicit, evaluate, negotiate, analyze advice, close out, and assist with awards and termination on contracts for the procurement of supplies and services for complex contracts and acquisitions. In-depth working knowledge of federal procurement regulations and policies, as well as the ability to perform cost and pricing data analysis is required.

Preparation of contract files and electronic documents is also required. Work requires thorough research analysis and reviews of all applicable policies, guidance and regulations to support Government Contracting Officer decision-making. This will include providing support to management, senior and junior level contracting and procurement personnel and customers. Provide procurement assistance, advice and guidance to junior specialist.

**Education:** A Bachelor's degree.

## **SENIOR CONTRACT SPECIALIST:**

**Experience:** Must have at least ten (10) years of experience with a five (5) years involved in a direct leadership/management role. Have excellent writing skills and be able to communicate orally and in writing.

**Duties:** Provide technical support and assistance to the organization by providing advice, guidance, and direction on a range of procurement issues. Serve as a business advisor to management, program officials, and other personnel on matters pertaining to programs and/or procurement policies and procedures. Provide informed research and recommendations to support a wide variety of acquisition policy issues as needed. Work closely with the policy to develop guidance material to inform, clarifies, and explain regulatory policy. Formally mentor Contract Specialist by providing procurement assistance and guidance. Assist contracting professionals in the review and preparation of contract document to ensure they are executed in accordance with government regulation. Train contracting professionals as needed, to ensure the development of contracting related knowledge, skills, and abilities.

**Education:** A Bachelor's degree in the area of expertise.

**COST & PRICE ANALYST:**

**Experience:** Must have at least eight (8) years of experience in general cost and price analysis.

**Duties:** Solicit, evaluate, negotiate, analyze advice, close out, and assist with awards and terminations on contracts for the procurement of supplies and services for complex contracts and high dollar acquisitions. In-depth working knowledge of federal procurement regulations and policies, as well as the ability to perform cost and pricing data analysis is required. Preparation of contract files and electronic documents is also required. Work requires thorough research, analysis and reviews of all applicable policies, guidance and regulation to support Government Contracting Officer decision making.

**Education:** A Bachelor's degree.

**JOURNEYMAN LEVEL CONTRACTS SUPPORT SPECIALIST:**

**Experience:** Must have at least six (6) years' experience in contracting.

**Duties:** Solicit, evaluate, negotiate, analyze, close out, and assist with rewards and terminations on contracts for the procurement of supplies and services for complex contracts and high dollar acquisition. Work requires analysis and evaluation of certified cost and pricing data and other types of pricing information to determine price reasonableness. Preparation of contract files and electronic documents is also required. Prepare contracting recommendations for the Contracting Officer that require research and interpretation of evolving government regulations, policies, guidance and laws.

**Education:** A Bachelor's degree.

**HIGH SKILLED LEVEL CONTRACT SUPPORT:**

**Experience:** Must have at least four (4) years' experience in contracting.

**Duties:** Provide overall management of the firm operations. Direct the completion of projects within estimated time frames and budget constraints, coordinates all parties to tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. Delivers, presents, and leads strategic-level meetings.

**Education:** A Bachelor's degree.

## **CONTRACT SPECIALIST LEVEL II**

**Experience:** Must have at least two (2) years' experience in contracting.

**Duties:** Provide routine contracting services such as acquisition planning, preparing solicitations, proposal analysis, and post-award activities in support of less complex government acquisitions. Assist with the close out of existing contracts as needed. Work includes preparing portions of less complex contractual documents and reading and interpreting basic procurement regulations, policies, and directives to make recommendations to the contracting officer.

**Education:** At least two years of contracting experience. DAWIA Level I certified in Contracting.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to 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 SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

**Brooks and Associates CPAs, LLC**

**Awarded Escalation Rate**

**1.50%**

<b>Base Contract Period</b>					
<b>Labor Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Senior Procurement Analyst/Mentor	\$129.56	\$131.50	\$133.48	\$135.48	\$137.51
Senior Contract Specialist	\$129.56	\$131.50	\$133.48	\$135.48	\$137.51
Cost& Price Analyst	\$106.28	\$107.87	\$109.49	\$111.13	\$112.80
High Skilled Level Contract Support	\$101.88	\$103.41	\$104.96	\$106.53	\$108.13
Journeyman Level Contracts Support Specialist	\$109.97	\$111.62	\$113.29	\$114.99	\$116.72
Contract Specialist Level II	\$75.96	\$77.10	\$78.26	\$79.43	\$80.62