Madison Associates Inc.

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

Schedule Title: Multiple Award Schedule
Category H – Professional Services

Contract Number: GS-23F-0018T

Contract Period: January 16, 2017 to January 15, 2027
Effective as of Mod # PO-0029 Dated 11/17/2021

Contractor: Madison Associates Inc.
P. O. Box 2627
Leesburg, VA 20175
Phone: 703-777-6617
Fax: 703-777-6618
www.maiassistance.com

Contract Administration: Patrick A. Todd
Contracts Administrator
Phone: 703-860-8550
Fax: 703-777-6618
Email: info@maiassistance.com

Business Size: Small

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-drive database system. The INTERNET address for GSA Advantage! is: GSAAAdvantage.gov. For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Table of Contents

1. Customer Information ................................................................................................................. 3
   1a. Table of Awarded Special Item Numbers (SINs): ............................................................... 4
   1b. Pricing .................................................................................................................................. 4
   1c. Labor Category Descriptions ............................................................................................... 5
2. Maximum Order .......................................................................................................................... 7
3. Minimum Order .......................................................................................................................... 7
4. Geographic Coverage (Delivery Area) ....................................................................................... 7
5. Point(s) of Production ................................................................................................................. 7
6. Quantity Discounts ...................................................................................................................... 8
7. Prompt Payment Terms ............................................................................................................... 8
8. Foreign items .............................................................................................................................. 8
9. Time of Delivery ......................................................................................................................... 8
10. F.o.b Point(s) ............................................................................................................................ 8
11. Ordering Address ...................................................................................................................... 8
12. Payment Address ...................................................................................................................... 9
13. Warranty Provision ................................................................................................................... 9
14. Export Packing Charges (if Applicable) ................................................................................... 9
15. Terms and conditions of rental, maintenance, and repair (if applicable)............................... 9
16. Terms and conditions of installation (if applicable) ................................................................. 9
17. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable) ................................................................. 9
18. List of service and distribution points (if applicable) .............................................................. 9
19. List of Participating dealers (if applicable) ............................................................................... 9
20. Preventative maintenance (if applicable) ................................................................................. 9
21. Environmental attributes, e.g. recycled content, energy efficiency, and/or reduced pollutants ...................................................................................................................... 10
22. Unique Entity Identifier (UEI) Number .................................................................................. 10
23. Notification regarding registration in System for Award Management (SAM) Database. .... 10
1. Customer Information

Madison Associates, Inc. (MAI) is a consulting firm established more than twenty years ago for the purpose of making critical personnel resources available to federal law enforcement. The President of Madison Associates, Inc. is William R. Schroeder, an internationally recognized expert in the areas of money laundering and asset forfeiture. He has designed anti-money laundering strategies, drafted foundational legislation establishing anti-money laundering and asset forfeiture regimes and developed national programs to address institutional and legal weaknesses for countries in the Caribbean, South and Central America, Eastern Europe, and the United States.

After 27 years with the FBI, Mr. Schroeder retired as Forfeiture Counsel for the FBI in the Office of the General Counsel where he oversaw the FBI’s domestic and international efforts to use money laundering laws and asset forfeiture against organized crime, corporate criminals, international drug and money laundering cartels and in major bank fraud cases. He founded MAI with the goal of providing the knowledge, skills and abilities he had developed while with the FBI to other government agencies and the governments of other countries. Since that time MAI has grown and evolved into a preeminent firm, providing forensic accounting and financial investigative services to federal enforcement agencies, prosecutors and the courts.

MAI employs as its Financial Crime Contractors only the most talented investigators with years of experience in conducting, supervising and managing major criminal investigations. All of MAI’s Financial Crime Contractors have extensive careers in conducting complex financial investigations where they used forensic accounting techniques to track the flow of funds, uncover complicated fraud and money laundering schemes, and testified as experts in Federal courts. Most are former criminal investigators with the Internal Revenue Service who bring with them the experience and training of twenty-year careers with that agency. Each has the experience of working as part of a team where the strengths of each member are used to maximize the effectiveness of the team. They have extensive experience in the preparation of charts, tables and visual aides used to summarize the results of lengthy investigations and analyses and make the complex more easily understood. They are the premier financial investigators of the Federal law enforcement community.
1a. Table of Awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>522310</td>
<td>522310RC</td>
<td>Financial Advising, Loan Servicing and Asset Management Services</td>
</tr>
<tr>
<td>541110</td>
<td>541110RC</td>
<td>Professional Legal Services</td>
</tr>
<tr>
<td>541211</td>
<td>541211RC</td>
<td>Auditing Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541990</td>
<td>541990RC</td>
<td>All Other Professional, Scientific, and Technical Services</td>
</tr>
<tr>
<td>541990L</td>
<td>541990LRC</td>
<td>Professional Law Enforcement Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Pricing

<table>
<thead>
<tr>
<th></th>
<th>1/16/2021 - 1/15/2022</th>
<th>1/16/2022 - 1/15/2023</th>
<th>1/16/2023 - 1/15/2024</th>
<th>1/16/2024 - 1/15/2025</th>
<th>1/16/2025 - 1/15/2026</th>
<th>1/16/2026 - 1/15/2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Consultant</td>
<td>$ 218.27</td>
<td>$ 224.38</td>
<td>$ 230.66</td>
<td>$ 237.12</td>
<td>$ 243.76</td>
<td>$ 250.58</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>$ 183.86</td>
<td>$ 189.01</td>
<td>$ 194.30</td>
<td>$ 199.74</td>
<td>$ 205.33</td>
<td>$ 211.08</td>
</tr>
<tr>
<td>Junior Consultant</td>
<td>$ 93.91</td>
<td>$ 96.54</td>
<td>$ 99.24</td>
<td>$ 102.02</td>
<td>$ 104.88</td>
<td>$ 107.82</td>
</tr>
<tr>
<td>Analyst</td>
<td>$ 121.42</td>
<td>$ 124.82</td>
<td>$ 128.31</td>
<td>$ 131.91</td>
<td>$ 135.60</td>
<td>$ 139.40</td>
</tr>
<tr>
<td>Senior Auditor</td>
<td>$ 158.43</td>
<td>$ 162.86</td>
<td>$ 167.42</td>
<td>$ 172.11</td>
<td>$ 176.93</td>
<td>$ 181.89</td>
</tr>
<tr>
<td>Staff Auditor</td>
<td>$ 71.18</td>
<td>$ 73.18</td>
<td>$ 75.23</td>
<td>$ 77.33</td>
<td>$ 79.50</td>
<td>$ 81.72</td>
</tr>
<tr>
<td>Course Writer I</td>
<td>$ 97.59</td>
<td>$ 100.32</td>
<td>$ 103.13</td>
<td>$ 106.01</td>
<td>$ 108.98</td>
<td>$ 112.03</td>
</tr>
<tr>
<td>Law Enforcement Instrutor I</td>
<td>$ 114.81</td>
<td>$ 118.02</td>
<td>$ 121.33</td>
<td>$ 124.72</td>
<td>$ 128.21</td>
<td>$ 131.80</td>
</tr>
<tr>
<td>On the Job Instructor I</td>
<td>$ 143.51</td>
<td>$ 147.53</td>
<td>$ 151.66</td>
<td>$ 155.90</td>
<td>$ 160.27</td>
<td>$ 164.76</td>
</tr>
</tbody>
</table>
### Labor Category Descriptions

**NAICS Code 522310, 522310RC, 541110, 541110RC, 541211, 541211RC, 541611, 541611RC, 541990, 541990RC, 541990L, 541990LRC, 611430, 611430RC, OLM, OLMRC**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Consultant</td>
<td>Master’s degree required in the social sciences, management, business administration, public administration or other related area. At least ten years professional experience planning, conducting and participating in law enforcement projects with a minimum of five years in a specialized area of expertise such as forfeiture, organized crime, white collar crime, fraud, drug, money laundering, or similar area of criminal activity. Responsible for the most complex systems process analysis and design. Should have the highest level of understanding of Federal Asset Forfeiture business systems and requirements. Focuses on process analysis and re-engineering, with understanding of technical problems and solutions as they relate to current and future business environment. Recommends and facilitates quality improvement efforts. Serves as an expert on business process re-engineering and management reorganization, and provides project leadership. Keeps abreast of all trends in government relative to his or her field of expertise. Substantial law enforcement experience can used in lieu of educational requirements with clients approval.</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>Minimum of bachelor’s degree in related field and applicable professional certifications. Minimum of 8 years of relevant experience is required, with Federal Asset Forfeiture experience. Works on specific elements of an Asset Forfeiture project or task; Compiles data for review and assist in analyses and related tasks; gathers and analyzes applicable information; assists with graphics support for reports, briefings, and documentation; prepares reports on work accomplished; performs administrative asset forfeiture functions as required when on a client assignment. The Senior Consultant shall also possess effective writing skills, and have the abilities to analyze operating procedures to devise the most efficient method to accomplish the work. Creates process change by integrating new processes with the existing ones, and communicating these changes to the impacted employees. Conducts on-site internal control reviews and internal audits. Keeps abreast of all trends in government relative to his or her field of expertise. Substantial law enforcement experience can used in lieu of educational requirements with clients approval.</td>
</tr>
<tr>
<td>Analyst</td>
<td>Minimum of bachelor’s degree with five years of relevant experience is required. Experience in financial analysis in the Federal Asset Forfeiture area is required. The Analyst shall have the knowledge, skills and abilities to perform one or more of the following on a daily basis with minimal supervision: Experience working in financial data management; Knowledge of accounting and financial management systems; Possesses knowledge of inventory accountability/management system; Reconciles case management files; Conducts data gathering, analysis, reconciliation and reporting;</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Category Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Junior Consultant</td>
<td>Completes and executes planned project within estimated time frames; Ability to work unsupervised and/or on a team. Substantial law enforcement experience can used in lieu of educational requirements with clients approval.</td>
</tr>
<tr>
<td></td>
<td>Minimum of bachelor’s degree with three years of relevant experience is required. Federal Asset Forfeiture experience is preferred. Works on specific elements of an Asset Forfeiture project or task; Compiles data for review and assist in analyses and related tasks; gathers and analyzes applicable information; assists with graphics support for reports, briefings, and documentation; prepares reports on work accomplished; performs administrative asset forfeiture functions as required when on a client assignment. Substantial law enforcement experience can used in lieu of educational requirements with clients approval.</td>
</tr>
<tr>
<td>Senior Auditor</td>
<td>Serves as in-charge auditor for the audit team, which includes independent performance of a major segment of the audit. Must have a minimum of three years audit experience. CPA certification is required.</td>
</tr>
<tr>
<td>Staff Auditor</td>
<td>Performs as a member of an audit team, which includes performing audit steps under the supervision of a Senior Auditor or Supervisor. CPA certification, or Bachelor’s degree with at least 24 semester hours in accounting from an accredited college or university required.</td>
</tr>
</tbody>
</table>

**NAICS Code 611430**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Instructor I</td>
<td>Six years of experience in law enforcement field, of which a minimum of three years of specialized in the delivery of training instruction and services. Serves as lea instructor in delivering training/development programs where the subject matter or process is complex in nature. Conducts research necessary to develop, revise, or select training/development courses. Prepares training catalogs. Develops instructor materials, such as course outlines, background material, and training/development aids. Develops student materials, such as course manuals, workbooks, handouts, completion certificates, and course critique forms. Conducts formal classroom courses, workshops, seminars, and computer-based training. May formulate and provide overall direction for training/development activities within a program. Coordinates for additional functional analysts (subject matter experts) to participate in training/development as needed. May function as team leader for less experienced trainers. A Bachelor’s degree from an accredited college or university in education, training or related field of study required. Substantial law enforcement experience can used in lieu of educational requirements with clients approval.</td>
</tr>
<tr>
<td>Course Writer I</td>
<td>Four years of experience, of which at least two years is specialized experience in editing documents, is required. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware.</td>
</tr>
</tbody>
</table>
Labor Category | Category Description
--- | ---
documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials. Bachelor’s degree in English, Literature, or other related discipline is required. Substantial law enforcement experience can used in lieu of educational requirements with clients approval.

On the Job Instructor I | Over six years experience in the investigative field is required. Provides significant expertise in the criminal investigative training area. Possesses relevant knowledge and skills in the criminal investigative field. Ability to transfer knowledge to other law enforcement professionals in a classroom or one-on-one on the job basis is a must. Bachelor’s Degree or higher in field of criminal investigation is required. Appropriate professional certification or licensing may be substituted for the Bachelor’s Degree requirement. Substantial law enforcement experience can used in lieu of educational requirements with clients approval.

2. Maximum Order

$1,000,000.00. This maximum order is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within five (5) days. Order (s) in excess of the maximum order amount may be placed against the Schedule contract.

3. Minimum Order

$300.00

4. Geographic Coverage (Delivery Area)

50 United States, District of Columbia; Puerto Rico

5. Point(s) of Production

Services will be performed at Government sites or at Madison Associates, Inc. provided facilities

1. Discount from list prices or statement of net price
6. Quantity Discounts
$100,001.00 to $250,000.00 - 1% off GSA Price list on a task order basis; and
$250,001.00+ - 2% off GSA Price list on a task order basis

7. Prompt Payment Terms
Payment terms are net 30 Days. Information for Ordering Offices: Prompt payment
terms cannot be negotiated out of the contractual agreement in exchange for other
concessions

8. Foreign items
None

9. Time of Delivery
a. Time of Delivery
   Time of Delivery will be determined for each individual task order placed under this
   schedule.

b. Expedited Delivery
   Contact Contract Administrator

c. Overnight and 2 Day Delivery
   Contact Contract Administrator

d. Urgent Requirements
   Contact Contract Administrator

10. F.o.b Point(s)
    Destination

11. Ordering Address
    Madison Associates, Inc.
    P. O. Box 2627
    Leesburg, VA 20175
12. Payment Address
Madison Associates, Inc.
P. O. Box 2627
Leesburg, VA 20175

13. Warranty Provision
Standard commercial warranty

14. Export Packing Charges (if Applicable)
Not Applicable

15. Terms and conditions of rental, maintenance, and repair (if applicable)
Not Applicable

16. Terms and conditions of installation (if applicable)
Not Applicable

17. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)
Not Applicable
a. Terms and conditions for any other services (if applicable)
Not Applicable

18. List of service and distribution points (if applicable)
Not Applicable

19. List of Participating dealers (if applicable)
Not Applicable

20. Preventative maintenance (if applicable)
Not Applicable
21. Environmental attributes, e.g. recycled content, energy efficiency, and/or reduced pollutants
   Not Applicable

22. Unique Entity Identifier (UEI) Number
   00-943-1110

23. Notification regarding registration in System for Award Management (SAM) Database.
   Contractor has an active registration in the System for Award Management (SAM) database. Cage Code: 3EXD4
ORDERING PROCEDURES FOR SERVICES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has determined that Madison Associates, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders, blanket purchase agreement orders or individual purchase orders under this contract. The ordering office using this contract is responsible for considering the level of effort and mixes of labor proposed to perform specific tasks being ordered. Delivery orders may be placed by either the Federal agency or the GSA Federal Supply Service. These ordering procedures take precedence over FAR 8.404

Order Procedures:
Services that require an SOW e.g., when ordering services priced at hourly rates.

Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

Orders over the Simplified Acquisition Threshold or when establishing a BPA:

- Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors.
- Seek price reductions.
- Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).

Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.

What to include in a Statement of Work (SOW)

- Work to be performed
- Location of the work
- The period of performance
- Deliverable schedule
- Applicable performance standards, and any special requirements (e.g., security clearances, travel and special knowledge

Contracting Officers, at their discretion, may set aside orders and BPAs for small business.

Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria
• Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order
• If preferred, request a performance plan from contractors and information on past experience; and information on the basis of selection
• May be posted on GSA’s electronic RFQ system, e-BUY

For more information related to ordering services, go to http://www.gsa.gov/schedules-ordering and client “Ordering Information”. Also see summary guidelines in the Multiple Award Schedule (MAS) Desk Reference Guide, Ordering Procedures.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories/services 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.