



**General Services Administration
Federal Supply Schedule**

Authorized Federal Supply Schedule Price List

Financial and Business Solutions

FSC Group: 520
Schedule No.: 520
Contract No.: GS-23F-0038X
Effective Date: February 11, 2011
Business Size: Small, Minority Owned, Disadvantage, 8(a)

HCT of Central Florida – DBA Covington+ Associates, CPAs Inc.
155 Cranes Roost Blvd., Suite 2010
Altamonte Springs, FL 32701
Tel: 407-475-1000
Fax: 407-926-0169
Email: scovington@covington-cpa.com
Website: www.covington-cpa.com

Contact for Contract Administration: Sabrina Covington, CPA, CFE

Prices shown herein are NET (discount deducted)

Online 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. <http://www.gsa.gov>

1a. Awarded SIN:

HCT of Central Florida (Covington+ Associates, CPAs) was awarded this Federal Supply Services Contract on the basis of a technical evaluation of our capabilities and experience, as well the competitive negotiation of our pricing. This contract was awarded under the following Special Item Numbers (SINs):

SIN 520- 7 Financial & Performance Audits
SIN 520- 11 Accounting

1b. Awarded pricing for base period of 5 years:

Covington+ Associates, CPAs has negotiated the following rates and labor categories with GSA for the contract's five (5) year terms.

Contract #: GS-23F-0038X

Pricing Option Period (Years 2013-2017)

*** Prices are \$ per hour ***

SIN	LABOR CATEGORY	BASE 2013	BASE 2014	BASE 2015	BASE 2016	BASE 2017
520 7, 520 11	Partner	\$117.45	\$119.44	\$121.47	\$121.47	\$123.54
521 7, 520 11	Manager	\$102.12	\$103.86	\$105.62	\$105.62	\$107.42
522 7, 520 11	Senior Auditor	\$86.80	\$88.28	\$89.78	\$89.78	\$91.31
523 7, 520 11	Senior Accountant	\$87.82	\$89.31	\$90.83	\$90.83	\$92.37
524 7, 520 11	Staff Accountant /Auditor	\$71.49	\$72.70	\$73.94	\$73.94	\$75.20
525 7, 520 11	Administrative	\$51.07	\$51.93	\$52.82	\$52.82	\$53.71

1c. Labor Category Description

Covington+ Associates CPAs, INC. Partners and Associates have *extensive experience* in a vast range of government and public accounting, auditing, taxation, information systems policies, procedures, and practices to combat fraud, waste, and abuse. They are especially knowledgeable in the: Federal Acquisition Regulations (FAR), procurement regulations; Office of Management and Budget (OMB), and General Accountability Office (GAO), auditing standards over program, compliance, performance; and Chief Financial Officer Act audits. Our partners and director have the education, training, experience and have earned the credentials of Certified Public Accountants (CPA), Certified Fraud Examiners (CFE), and Certified Valuation Analyst. Each key personnel staff member has at least 15 years of government related experience. *(We can provide resumes upon request).*

Partner

A Partner is a Certified Public Accountant with over 10 years of Public Accounting Experience. He has met all educational requirements to become a CPA and obtains all requisite continuing education to maintain his/her certification in good standing and has a minimum of ten years' experience in public accounting.

The Partner serves as client liaison and is responsible for ensuring that services are provided in an efficient, accurate and timely manner, and that all administrative matters are handled appropriately and expeditiously. The Partner manages significant program and technical support operations and is responsible for execution of all engagement and project activities. She is Responsible for contract negotiations, adherence to accounting standards, deliverables, and ensuring the quality of all work products. The partner ensures compliance with Firm policies, professional standards, contract and legal requirements.

The partner is also responsible for engagement planning, coordinating overall engagement performance and ensuring client goals and milestones are achieved. Partners are proficient in the application of *Government Auditing Standards* and *Generally Accepted Accounting Principles*. Partners work with clients to implement the most effective and streamlined approaches to maximize efficiency. Partners provide initial quality review to ensure engagement performance and deliverables meet or exceed the standards established by the firm, as well as professional standards.

Manager

The Manager sets priorities, ensures daily coordination among the engagement team, and monitors progress against schedules, budgets, and status reporting. The manager confers with government management staff regarding specific program/technical activities, issues or conflicts. A Manager is a practicing CPA with a minimum of seven years in the public accounting industry and Possesses expertise in areas such as business systems consulting, logistics management, strategic planning, business process reengineering, change management, or other appropriate functional and technical areas; Schedules and allocates work, provides advice, guidance, and training to subordinated and recommends and determines personnel actions for department.

The manager analyzes, plans, directs, and coordinates activities of designated project. Reviews project plans to determine timeframe, funding limitations, and procedures for accomplishing projects, as well as staffing requirements, and allotment of available resources for various project phases. Establishes detailed work and staffing plans for each phase, gathers, organizes, and analyzes problem and/or procedural data; and confers with project staff to communicate detailed work plans and assigns duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel.

Reviews project reports prepared for clients. Conducts on-site quality control inspections. Serves as Project Manager on concurrent engagements. Ensure contract performance requirements and objectives meet or exceed clients' expectations and service standards, applicable professional standards, and the Firm's overall objective of professional excellence. Managers are responsible for daily management of engagements and reviews work papers and deliverables before final partner review.

Senior Auditor

Under supervision of Manager responsible for planning, organizing, and oversight of all task activities to include technical work, quality assurance, schedule and budget monitoring; Supervises senior and staff accountants on task. A Supervisor has met all the educational requirements to become a CPA. A Supervisor has a minimum of five years' experience in public accounting.

Under the direction of the engagement manager, partner or supervisor is responsible for conducting detailed test work and documenting their results in audit work-papers. The Senior Auditor assists in preparing the work plan and all project deliverables, and performing the more critical test procedures. Provides direct supervision to staff accountants and performs the initial review of staff accountants' work-papers. Any problems, concerns, or issues that arise during the performance of test work are communicated immediately to the Manager.

Senior Accountant

Responsible for performing procedures and provide guidance to staff members. Recognizes potential problems during an engagement and proposes solutions. Completes assignments efficiently and continuously reports to Manager as to engagement progress and milestones. Assists in performing the individual work plan tasks under the direct supervision of the Manager. Prepares journal entries, perform analysis of data entry and payment processing. Experienced in business process reengineering, benchmarking, computer training, total quality management and/or other management or operational consulting.

On attest engagements, examines and analyzes accounting documents to verify accuracy of computations and uniform application of acceptable accounting standards, entity policies and procedures; verifies compliance with applicable contract, grant, terms and conditions and where appropriate with pertinent government regulations; prepares working papers and supporting documentation to demonstrate the results of procedures. On all other engagements, serves as the lead person for coordinating the work of assistants, reviewing the work of assistants, performing assigned engagement tasks under the supervision of the Manager and drafting reports.

Staff Accountant / Auditor

Assist in researching and analyzing financial data; Reviews financial transactions by creating/ monitoring accounting documents. Also, prepares entry-level reports and researches accounting transactions. Assists senior auditor in performing the more critical test procedures. Examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards and prepares work-papers and supporting documentation. A Staff Accountant meets all the educational requirements to become a CPA but may not have yet passed the CPA examination or has sufficient experience in public accounting to become a CPA. A Staff accountant has a minimum of one year experience in either public accounting or the accounting industry.

Assists the Accountant in performing the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. Prepares and reconcile ledgers, prepares financial statements. Manages subordinate accountants. Solve accounting and financial problems. Posts and balances a variety of financial or program data in financial or program systems, checks and verifies transactions to ensure accuracy of accounting documents and entries.

Administrative

Prepares and coordinates schedules to complete proposals, conduct task reviews, prepare briefings, and ensure contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative staff. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, language, format consistency, and conformance with established standards. Works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables. Also provides general-purpose administrative and clerical support for project tasks, which include secretarial, word processing, collation, editing and coordination.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (delivery area):** Domestic delivery only
5. **Point(s) of Production (city, county and state/foreign country):**

*155 Cranes Roost Blvd., Suite 2010
Altamonte Springs, FL 32701
Seminole County, FL, USA*

6. **Discount from List Prices or Statement of Net Price:** Not Applicable
7. **Quantity Discounts:** Not Applicable
8. **Prompt Payment Terms:** Not Applicable
- 9a. **Notification that Government Purchase Cards are accepted or not accepted below the micro-purchase threshold:** Yes
- 9b. **Notification that Government Purchase Cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign Items:** Not Applicable
- 11a. **Time of Delivery:** To be negotiated at the task order level
- 11b. **Expedited Delivery:** To be negotiated
- 11c. **Overnight and 2-Day Delivery:** Not Applicable
- 11d. **Urgent Requirements:** See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address(es):**

Covington+ Associates
155 Cranes Roost Blvd., Suite 2010
Altamonte Springs, FL 32701
Tel: 407-475-1000
Fax: 407-926-0169
Email: scovington@covington-cpa.com

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).

14. Payment address:

155 Cranes Roost Blvd., Suite 2010
Altamonte Springs, FL 32701

15. Warranty provision: Not applicable

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Not applicable

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: 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. Preventative maintenance: Not applicable

24a. Special attributes such as environmental attributes: 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 EIT standards can be found at www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 783378883

26. Notification regarding registration in Central Contractor Registration (CCR) database:

Registered. Registration valid to 02/08/2012

NAICS Codes:

- 611430 Professional Management Development Training
- 561110 Office Administrative Services
- 541611 Administrative Management and General Management Consulting Services
- 541219 Other Accounting Services
- 541214 Payroll Services
- 541213 Tax Preparation Services
- 541211 Offices of Certified Public Accountants
- 518210 Data Processing, Hosting, and Related Services

Overview of Covington+ Associates CPAs, INC.

Covington+ Associates CPAs, INC (**C+A**) is a Florida corporation with three (3) offices nationwide. Locations are Orlando, FL, Daytona Beach, Florida and Washington, DC. An independent firm, spun-off from Harvey, Covington & Thomas In December 2012, *our firm's members practiced public accounting for the governmental and not-for-profit sectors for over ten years (since 1999)*. C+A has available 25 full-time professional employees with **18 professionals assigned to the governmental and not-for-profit audit department**. C+A or its employees are members in good standing of the American Institute of Certified Public Accountants (AICPA).

The Firm is the holder of a General Services Administration Federal Supply Services, Federal Supply Schedule Contract for Financial and Business Solutions Services (GSA's FABS 520 Schedule). C+A is licensed to operate CPA businesses in the State of Florida. C+A can provide CPA related services throughout the United States if awarded regional or national contracts. Federal agencies may access our services expeditiously by utilizing this contracting vehicle.

C+A provides a broad range of professional services to private sectors, nonprofit organizations, foundations, academic institutions, corporations, and government agencies. Our core services include financial management and accounting services, taxation, and auditing. Our capabilities also include a broad range of other services that are designed to solve clients' needs, improve efficiency, and meet legislative mandates.

C+A has significant current experience in serving many governmental and non-profit entities. Our team members have strong experience in their assigned areas. We will provide high quality audit services and business advice and will ensure that anticipated service needs are met. Every member of C+A's professional staff has a sound accounting background and a working knowledge of the latest technical developments in the auditing and accounting field. We maintain strict control over the quality of all of our client services to ensure that our work meets professional standards and our standards of technical excellence. All of our work is subjected to in-depth review prior to the release of audit reports, financial statements, or management reports.

We have audited several large scale entities and other local governments. We provide a range of services to our clients and our engagement philosophy is based on "team focus" and "personal attention." Clients that have experienced other accounting firm quickly discover the difference in working with Covington+ Associates CPAs, INC. We provide our clients with a competitive advantage, service innovations, value-creating ideas, engagement management tools and best practices.

C+A believes that the quality of its professional services is directly related to continued professional training and education. The firm participates in various seminars and workshops sponsored by the state, the (AICPA) American Institute of Certified Public Accountants, and in-house seminars on areas of special interest to the practice. Furthermore, C+A has successfully passed all American Institute of Certified Public Accountant (AICPA) "Peer reviews" since its' inception.

Our Spectrum of Services Includes:

- Financial Statement Audits for Municipalities
- Financial Statement Audits for Federal Agencies
- Financial Statement Audits for Independent Districts
- Performance Auditing, Quality Review, Monitoring
- OMB Circular A-133 Audits for State and Federal Government
- Business Valuations
- Internal Control Reviews
- Feasibility Studies
- Accounting and Tax Consulting
- Information Systems Consulting
- Internal Auditing
- Payroll Review and Auditing

Relevant Qualifications and Experience of the Firm

Our expertise range from taxing, accounting services to auditing. As evidenced by our representative client list below, we serve a variety of government agencies. Listed below is a partial list of engagements performed:

FEMA (Department of Homeland Security): *Post-award contract audit. Audited 4 major US Government contractors, reviewed contracts for a 10-year period. Reported discrepancies and made program recommendations to contracting officer.*

Army Corp of Engineers: *Post-project audits for local municipality infrastructure projects. Provided contract compliance review to ensure Army Corp had a proper share of project costs with project partners.*

Multi State Lottery - POWERBALL: *Compliance auditing. Weekly onsite monitoring to ensure all MSL commission rules and regulations were adhered to. Submitted weekly audit reports to each state government participating in MSL.*

Office of Early Learning (State of FL): *Monitoring, agreed upon procedures and compliance testing. Ensured agencies properly completed and retained records per State of FL procedures.*

Orange County, FL Comptroller – Office of Official Records: *Agreed upon procedures audit. Submitted recommendations of procedural improvements to the Office of Official Records.*

Orange County, FL – Office of Business Development: *Reviewed and certified compliance of participants of the Orange County, FL MWBE program. Completed net worth assessments and consultations for program participants.*

Services Provided

The following information provides background to the services offered to federal, state and local governments as well as a variety of private industry clients.

Our accounting and auditing practices adhere to the principles and standards established by the American Institute of Certified Public Accountants (AICPA), United States Government Accounting Office (GAO), Federal legislations, Office of Management and Budget (OMB), and U.S. Department of the Treasury guidelines. Our solutions are designed to help clients improve operating infrastructure and exceed their most lofty financial objectives. Our services include:

AUDITING -

- **Financial Statement Audits and Attestations.** We examine and then attest that your company's financial statements are in accordance with generally accepted accounting principles.
- **Internal Audit Support.** We collaborate with managers or internal audit staff to examine key financial documents and ensure required compliance.
- **Attestation.** We attest to whether assertions about financial and other information can be relied upon to conform to representations.
- **Compilation and Review Services.** We prepare un-audited financial statements, without our assurance on them.
- **Financial Forecast and Projections.** We outline and assist in developing for significant assumptions everything from expected financial position to operating results and cash flow.
- **Indirect Cost Analysis.** We examine cost structures accounting procedures and practices, then present government contracting agencies with indirect costs incurred or projected during a contract or grant period.
- **Outsourcing Advisory.** Our Outsourcing Advisory Practice offers clients a fresh perspective on customer service and issues that affect their bottom line, and provides knowledge-based comptroller and operations management services, particularly to government clients.

ACCOUNTING -

Examples of Accounting Services includes but is not limited to: Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, performing special studies to improve accounting operations, resolving accounting issues, implementing audit findings, recovery reviews, assessing or enhance accounting internal controls, improving operating efficiency and effectiveness, applying information technology to provide better or more timely, accurate, precise accountability. We not only prepare and present financial information for you; we help clients to understand what's behind the numbers and use the information to guide current business decisions and plan for the future. Our services include:

- **On-Site or Off-Site Accounting Services.** We can come to you and support you on an as-needed basis, or if you lack the space or technology on-site we can bring the information back to our office

and return with financial reports that will meet your management needs and support tax filings and audit requirements.

- **Controllorship Services.** For more complex organizations, whose financial accounting and reporting needs may require job cost accounting, accounting for cost-reimbursable contracts, or accounting for government funded programs, we can implement more complex accounting and reporting structures to support those needs.
- **Chief Financial Officer Services.** In addition to getting you the information you need to manage your business, clients may also need a senior financial professional to help them think strategically about the financial aspects of the business or organization and communicate with Boards or others about financial issues you face.

GOVERNMENT SERVICES -

Our clients benefit from our comprehensive and holistic approach to building operational infrastructures that not only work, but also work well. We listen to the facts and issues and analyze your strengths, weaknesses, risks, and opportunities, before strategically proposing ways to help your company operate at peak efficiency and maximum profitability. Our services include:

- **Regulatory Compliance Reviews.** We analyze program participant's compliance with federal program statutes, regulations and other program requirements.
- **Business Process Redesigns.** We analyze workflow processes, incorporate administrative and program information systems, and establish measurable goals for innovative structural solutions.
- **Strategic Planning.** We identify and analyze factors affecting your business, then help you set and refine goals, objectives, and priorities to ensure maximum organizational performance.
- **Research and Evaluation.** We analyze policy issues for operational factors, conduct research and develop studies to improve program delivery.
- **Financial Advisory Services.** We prepare financial modeling, develop business plans and market analyses, design organizational infrastructures, and conduct financial analysis for mergers or acquisitions.
- **Organizational Improvement.** We ensure systems are performing at their peak, by analyzing facts, examining data, and establishing effective evaluation criteria.
- **Financial Management Training.** We conduct financial training and management oversight reviews, and offer technical assistance and financial capacity assessment.

TAXATION -

Our Tax team has the experience, patience, and ingenuity to weed through the confusion and uncover solutions that benefit your company. Our services include:

- **Tax Planning and Preparation.** We prepare Federal and Independent Agencies/Districts' income tax reports and design customized financial strategies.
- **Investment or Tax Shelter Analysis.** We help clients make informed decisions about business and financial transactions relative to current or proposed tax laws, regulations, and rulings.
- **Estate and Trust Planning.** We assist clients with tax and administrative issues.

- **Representation Before Tax Authorities.** We represent clients in front of the IRS, State, and local tax authorities, offering technical advice and support on issues relative to income, sales, and use.

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, **Covington+ Associates CPAs, INC.** has outlined sources of information about the ordering process below. In comparison to the traditional contracting methods, this process is simple and can generally be accomplished in an expedited manner.

An agency desiring to place an order against a scheduled contract should refer to the instructions and provisions contained in FAR Part 8.4 which includes instructions for establishing blanket purchasing agreements. Ordering instructions may also be obtaining at the following link:

<http://www.gsa.gov/schedules-ordering>

The INTERNET address for GSA Advantage! is: <http://www.gsa.gov>.

Contracting officers and other ordering entities may place orders with **Covington+ Associates CPAs, INC.** for financial management services, under our FSS contract No. **GS-23F-0038X** by contacting us at the address below:

HCT of Central Florida – DBA Covington+ Associates, CPAs Inc.

Attn: Sabrina Covington, CPA, CFE

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