

Lionel Henderson & Co., Inc.

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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: <http://www.gsaadvantage.gov>.

Financial and Business Solutions (FABS)
Federal Supply Group: 520

Contract Number: **GS-23F-0046V**
For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: **March 20, 2014 – March 19, 2019**

Contractor:	Lionel Henderson & Co., Inc. 4827 Laguna Park Drive, Suite 3 Elk Grove, California 95758 916-429-8601 (p) 916-429-6430 (f) www.lionelhenderson.com	Business Size: Service-Related Disabled Veteran-Owned Small Business
		Contract Administrator: James Wilson

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
520-11	Accounting Services	See Page 5

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education :
Not Applicable. Service Descriptions are provided on page 5.

2. Maximum Order: \$1,000,000

*If the “best value” selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

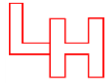
3. Minimum Order: \$300

4. Geographic Coverage: Domestic only

5. Point of Production: Lionel Henderson & Co., Inc.
4827 Laguna Park Drive, Suite 3
Elk Grove, California 95758

6. Prices Shown Herein are Net (discount deducted)
7. Volume Discount: None
8. Prompt Payment Terms: Net 30 days
9. Government Purchase Cards are accepted below and above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: Lionel Henderson & Co., Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order. Lionel Henderson & Co., Inc. will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.
- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: FOB Destination
13. Ordering Address: Lionel Henderson & Co., Inc.
4827 Laguna Park Drive, Suite 3
Elk Grove, California 95758
14. Payment Address: Lionel Henderson & Co., Inc.
4827 Laguna Park Drive, Suite 3
Elk Grove, California 95758
15. Warranty Provisions: Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact Lionel Henderson & Co., Inc. for terms and conditions of Government Purchase Card acceptance.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Lionel Henderson & Co., Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order.
20. Terms and conditions of repair parts: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable
- 24a. 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 EIT standards can be found at: www.lionelhenderson.com
25. DUNS Number: 175354471
26. Lionel Henderson & Co., Inc. is registered in the System Award Management (SAM) database. Current registration is valid until December 2014, and will be updated annually.



Lionel Henderson & Co., Inc.

CONTRACTOR INFORMATION

Lionel Henderson & Co., Inc. (LH) has over eighteen years of experience working with federal, state, and private organizations, with a reputation for delivering the highest quality services available. We have extensive experience and demonstrated exemplary performance on contracts similar in scope to the work to be performed on this GSA Schedule contract. LH was originally founded as a Certified Public Accounting firm, and continues to offer financial and business consulting services to federal, state and local governments, and to commercial clients. With offices in California, Georgia and Washington DC, LH currently support clients in sixteen states and the District of Columbia, with a demonstrated ability to manage business support services contracts nationwide and a specific business plan to augment this capability. The firm is a graduate of the Small Business Administration's 8(a) Program.

LH's core competency areas include Business and Financial Consulting Services that relate to business operations, Management Advisory services that take a pragmatic review of issues and problems, and offer clear concise recommendations for success, Project Implementation that can take a project from concept to reality and completion, Project Management services that offer competent management of projects large and small to assure successful completion the objective, ISO Certification and Compliance: process documentation, performance validation, process audits, certification preparation, internal auditor certification, and preparation for external certification.

Since its establishment in 1986, LH has performed successfully on more than 500 client engagements, demonstrating an exemplary record of professional performance and on-time delivery within cost. LH is skilled in maintaining effective government relations in both contractor and subcontractor capacities. We have implemented proven management and quality control techniques to ensure a responsive and cooperative approach with our government customers at all levels.

With our experience in providing accounting services to customers who are government contractors, LHC has become intimately familiar with requirements of the Federal Acquisition Regulations (FAR) and Generally Accepted Government Accounting Principles. LHC has extensive company experience, and our staff has extensive individual experience, in providing services under the requirements of both federal and state contracts. LHC has worked directly with clients in preparing their accounting systems for DCAA audits and is familiar with the required standards and policies. Our accounting system has been audited and found to be compliant with all DCAA requirements.

LHC is familiar with the requirements associated with on-site government work in regards to lines of authority, use of government-furnished equipment, and security clearances. The majority of our current and past contracts have been at government locations where security clearances are required, and the staff use government-furnished equipment. Our performance on these types of contracts, where we are required to provide staff at government locations, has provided LHC with the experience necessary to effectively function in this government and contractor shared environment.



**GSA Hourly Pricing for
SIN 520-11 - Accounting Services**

SIN Offered	Period of Performance / Service Offered	3/20/14 - 3/19/15	3/20/15 - 3/19/16	3/20/16 - 3/19/17	3/20/17 - 3/19/18	3/20/18 - 3/19/19
520-11	Program Manager	\$135.46	\$137.89	\$140.38	\$142.90	\$145.47
520-11	Project Manager III	\$105.92	\$107.83	\$109.77	\$111.75	\$113.76
520-11	Project Manager II	\$75.28	\$76.64	\$78.02	\$79.42	\$80.85
520-11	Project Manager	\$64.46	\$65.62	\$66.80	\$68.00	\$69.23
520-11	Senior Financial Analysis	\$62.41	\$63.54	\$64.68	\$65.84	\$67.03
520-11	Accountant III	\$53.41	\$54.38	\$55.35	\$56.35	\$57.37
520-11	Accountant II	\$48.95	\$49.83	\$50.72	\$51.64	\$52.57
520-11	Accountant I	\$44.76	\$45.57	\$46.39	\$47.22	\$48.07
520-11	Accounting Tech III	\$40.87	\$41.61	\$42.36	\$43.12	\$43.90
520-11	Accounting Tech II	\$30.88	\$31.43	\$32.00	\$32.57	\$33.16
520-11	Accounting Tech I	\$28.12	\$28.62	\$29.14	\$29.66	\$30.20



Program Manager

Functional Responsibility: Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual requirements. Participates in contract negotiations. Operates within client guidance, contractual criteria, and Company business and policies. Serves as focal point of contact with client on program activities. Ensures that all required resources including personnel, production standards, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development and delivery. Works with project manager to provide technical advice and to assist with problem solving.

Minimum Education: Bachelor's degree in Finance, Accounting, Business, or other related field. Typically has a series of professional certifications.

Minimum Experience: Minimum of fifteen years experience is required, of which ten years must be specialized. Specialized experience required includes: complete program development from inception to deployment, demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts. An understanding of generally accepted accounting principles, generally accepted auditing standards, and any other applicable standards. Possesses extensive knowledge of federal and state government support.

Project Manager III

Functional Responsibility: Responsible for managing and directing projects by overseeing the development of work plans, scheduling work, developing and delivering quality work products, and supervising and providing guidance to subordinates. Interfaces with the client on project specific issues, direct the completion of projects within estimated time frames and budget constraints, coordinate project with specific parties, and review work products for completeness and adherence to applicable regulations and client requirements.

Minimum Education: Bachelor's degree in Finance, Accounting, Business, or other related field.

Minimum Experience: Minimum of ten years experience is required, of which five years must be specialized. Specialized experience required includes: complete program development from inception to deployment. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts. An understanding of generally accepted accounting principles, generally accepted auditing standards, and any other applicable standards. Possesses expert knowledge of federal and state government support. Excellent writing, oral communication, and management skills.

Project Manager II

Functional Responsibility: Responsible for managing and directing projects by developing work plans, scheduling work, developing and delivering quality work products, and supervising and providing guidance to subordinates. Maintains accountability of all the contractor's personnel work schedules, and time cards (hours worked, annual leave and sick leave). Ensures the project team's conformance with work standards, and coordinates effort with involved parties to ensure problem resolution and client satisfaction. Demonstrated ability to manage numerous complex and time critical client activities simultaneously. An understanding of generally accepted accounting principles, generally accepted auditing standards, and any other applicable standards. Possesses strong knowledge of government support.

Minimum Education: Bachelor's degree in Finance, Accounting, Business, or other related field.

Minimum Experience: Minimum of five years experience is required. Strong writing, oral communication, and management skills. Demonstrated ability to meet deadlines. Interdisciplinary business skills and knowledge for effective project management.

Project Manager

Functional Responsibility: Oversees program development, contracts, funds, and resources. Operates within client guidance, contractual limitations, and company business and policy directives. Coordinates all subordinate activities and reviews all work products to assure they meet professional standards and the assignment's objective. Maintains accountability of all the contractor's personnel work schedules, and time cards (hours worked, annual leave and sick leave).

Minimum Education: A.A. in Business Administration, Management, or a related field.

Minimum Experience: One to Two (1 – 2) years experience in a related field where the individual was responsible for making frequent decisions. Superior organization and communication skills. Excellent demonstrated experience with word-processing and spreadsheet software. Demonstrated competence to meet deadlines. Superior organization and communication skills. Interdisciplinary business skills and knowledge for effective project management.

Senior Financial Analyst

Functional Responsibility: The Senior Financial Analyst interfaces with the client on a day-to-day basis, directs the completion of project specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project teams conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Senior Financial Analyst possess in-depth knowledge of Federal financial and accounting policies, standards, and systems requirements. Must possess experience in working with multi-year/no-year appropriations and differing appropriations, and understanding of budgetary and proprietary accounting principles and also delivers presentations and leads client meetings.

Minimum Education: A.A. in Business Administration, Management, or a related field. The Senior Financial Analyst has specialized knowledge and expertise and/or an advanced degree

Minimum Experience: Seven or more years of progressively responsible experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects of extensive responsible experience in accounting, budgeting, management analysis, or other financial management areas.

Accountant III

Functional Responsibility: An Accountant III provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interfaces with the client on a day-to-day basis. In addition, an Accountant III applies their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings. They also have knowledge of Federal financial and accounting policies, standards, and systems requirements and are experienced in working with multi-year/no-year appropriations and differing appropriations, and understanding of budgetary and proprietary accounting principles.

Minimum Education: An Accountant III has an undergraduate degree,

Minimum Experience: five or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects of progressively more responsible experience in accounting, budgeting, analysis and other financial management areas. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

Accountant II

Functional Responsibility: An Accountant II, interfaces with the client on a day-to-day basis, assists in identifying problems, performs technical analysis, and devises feasible solutions, supporting the completion of project specific tasks within estimated time frames and budget constraints, and supporting presentations and client meetings. He or she is experienced in financial management, cost estimating, procurement, strategic planning and execution, or business management and is familiar with federal financial and accounting policies and system requirements. Also is a member of a group of accountants and/or analysts that is working in concert to systematically integrate business, cost-estimating, and financial and other management processes to ensure the efficient stewardship of public funds.

Minimum Education: An Accountant II has an undergraduate degree,

Minimum Experience: over three years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas of progressively more responsible experience in accounting, budgeting, analysis and financial management.

Accountant I

Functional Responsibility: An Accountant I interfaces with the client on a day-to-day basis, assist in identifying problems, performing technical analysis, and devising feasible solutions, supporting the completion of project specific tasks within estimated time frames and budget constraints, and supporting presentations and client meetings. Appropriate computer and spreadsheet skills along with presentation capabilities are required.

Minimum Education: An Accountant I has an undergraduate degree,

Minimum Experience: up to three years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas, such as accounting, budgeting, analysis and financial management.

Accountant Technician III

Functional Responsibility: An Accounting Technician interfaces with the client on a day-to-day basis, assisting in identifying problems, performing technical analysis, and devising feasible solutions supporting the completion of project specific tasks within estimated time frames and budget constraints, supporting accountants, budget analysts or management specialists, and supporting presentations and client meetings.

Minimum Education: An Accounting Technician has an undergraduate degree,

Minimum Experience: up to two years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas that include up to one year of bookkeeping, recordkeeping or accounting and financial management, budgeting or analysis.

Accountant Technician II

Functional Responsibility: An Accounting Technician interfaces with the client on a day-to-day basis, assisting in identifying problems, performing technical analysis, and devising feasible solutions supporting the completion of project specific tasks within estimated time frames and budget constraints, supporting accountants, budget analysts or management specialists, and supporting presentations and client meetings.

Minimum Education: An Accounting Technician has an undergraduate degree,

Minimum Experience: up to two years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas that include up to one year of bookkeeping, recordkeeping or accounting and financial management, budgeting or analysis.

Accountant Technician I

Functional Responsibility: An Accounting Technician interfaces with the client on a day-to-day basis, assisting in identifying problems, performing technical analysis, and devising feasible solutions supporting the completion of project specific tasks within estimated time frames and budget constraints, supporting accountants, budget analysts or management specialists, and supporting presentations and client meetings.

Minimum Education: An Accounting Technician has an undergraduate degree,

Minimum Experience: up to two years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas that include up to one year of bookkeeping, recordkeeping or accounting and financial management, budgeting or analysis.