



GENERAL SERVICES ADMINISTRATION

Federal Supply 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 are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAvantage.gov.

Schedule Title: Financial and Business Solutions

FSC Group: 520

Contract Number: GS-23F-0049U

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

Contract Period: July 28, 2008 through July 27, 2013 with 3-five year option periods July 28, 2013 – July 27, 2028
Prices Shown Herein are Net (discount deducted)

Contractor: Welch & Company LLP
1200 – 151 Slater Street
Ottawa, Ontario, Canada K1P 5H3
613-236-9191

Website: www.welchllp.com

Contract Administration Source: Richard Quigley
rquigley@welchllp.com

Business size: Large

Date: July 28, 2008

CUSTOMER INFORMATION

1a. Awarded Special Item Number:

520-15 Outsourcing Recurring Commercial Activities for Management Services

(See page 7 for a description of the services offered.)

1.b Awarded Prices/Discounts:

Prices Shown Herein are Net (discount deducted)

| | Year One | Year Two | Year Three | Year Four | Year Five |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Labor Category | 7/28/08 to 7/27/09 | 7/28/09 to 7/27/10 | 7/28/10 to 7/27/11 | 7/28/11 to 7/27/12 | 7/28/12 to 7/27/13 |
| Partner | \$271.52 | \$279.67 | \$288.06 | \$296.70 | \$305.60 |
| Project Director | \$197.47 | \$203.39 | \$209.50 | \$215.78 | \$222.25 |
| Manager | \$153.04 | \$157.63 | \$162.36 | \$167.23 | \$172.25 |
| Senior Accountant | \$142.18 | \$146.45 | \$150.84 | \$155.36 | \$160.02 |
| Staff Accountant | \$101.70 | \$104.75 | \$107.89 | \$111.13 | \$114.46 |
| Associate Accountant | \$92.81 | \$95.59 | \$98.46 | \$101.42 | \$104.46 |
| Accounting Technician | \$74.05 | \$76.27 | \$78.56 | \$80.92 | \$83.34 |
| Administrative Assistant | \$77.01 | \$79.32 | \$81.70 | \$84.15 | \$86.68 |
| Sr. Information Technology Officer | \$135.27 | \$139.33 | \$143.51 | \$147.81 | \$152.25 |
| Information Technology Officer | \$101.70 | \$104.75 | \$107.89 | \$111.13 | \$114.46 |

*The above rates are the maximum amount that may be charged. Lower rates may be quoted. All rates are inclusive of the 0.75% Industrial Funding Fee.

1.c Description of labor Categories

| Labor Category | Description | Qualifications | Years of Experience |
|-------------------------|--|--|---|
| Partner | The partner is a senior manager in the firm. The partner serves as client liaison and is responsible for ensuring that services are provided in an efficient and timely manner, and that all administrative matters are handled appropriately and expeditiously. The partner is responsible for contract negotiations, adherence to accounting standards, and ensuring the quality of all work products. The partner is authorized to sign documents and financial statements on behalf of the firm. | The partner must be a Chartered Accountant [CA] | minimum of 10 years post designation experience. |
| Project Director | The Program Director shall work at the direction of the Partner. This person manages significant program/technical support operations. The Project Director will plan, manage, organize and supervise all personnel in the performance of all work requirements. The Project Director will draw on a broad base of work experience and utilize a broad knowledge of accounting, to provide advice to client management and direct the activities of the firm's accountants. | The Program Director shall have a professional accounting designation (CA, Certified Management Accountant [CMA], or Certified General Accountant [CGA], or any equivalent professional accounting designation recognized in countries other than Canada). | a minimum of eight (8) years post designation experience. |
| Manager | The Manager shall work at the direction of the Partner and Project Director. This person is responsible for directing the day-to-day accomplishments of required tasks. In addition, the Manager will prepare the monthly reporting and prospective budgets. | The Manager must have a professional accounting designation (CA, Certified Management Accountant [CMA], or Certified General Accountant [CGA], or any equivalent professional accounting designation recognized in countries other than Canada) | a minimum of four (4) years post designation experience. |

| | | | |
|---------------------------------|---|--|---|
| Senior Accountant | The Senior Accountant shall work at the direction of the Manager and will direct the activities of the firm's Staff and Associate Accountants. | The Senior Accountant must have a professional accounting designation (CA, CMA, or CGA, or any equivalent professional accounting designation recognized in countries other than Canada) | a minimum of one (1) year post designation experience. |
| Staff Accountant | The Staff Accountant shall work under the direct supervision of the firm supervisory personnel, and shall assist in the completion of all assigned tasks. | The Staff Accountant shall have a University degree in accounting or a related major with a concentration in accounting. | a minimum of one (1) year of accounting experience in the areas relevant to the work required proposed. |
| Associate Accountant | The Associate Accountant shall work under the direct supervision firm supervisory personnel, and shall assist in the completion of all assigned tasks. | The Associate Accountant shall have a degree in accounting or a related field. | |
| Accounting Technician | The Accounting Technician shall work under the direct supervision of the Manager. This person will perform complex and routine technical accounting functions. In addition, the Accounting Technician is responsible for the accurate, efficient, and timely receipt, processing, entering, editing, adjustment, and tracking of complex documents and information using a computer based finance and accounting system and/or by manual methods. | The Accounting Technician shall have a Community College Diploma in Business, Accounting | one (1) year's experience or a combination of education and experience. |
| Administrative Assistant | The Administrative Assistant provides administrative management to the affairs of the partners and managers and their staff, ensuring all office support activities are carried out efficiently and effectively. | The Administrative Assistant shall have High School diploma (or equivalent) in the appropriate field | one (1) year's experience or a combination of education and experience. |

| | | | |
|---|--|--|--|
| Sr. Information Technology Officer | The Sr. Information Technology Officer shall work at the direction of the Program Director. This person is responsible for the database and network administration, system analysis and implementation, system architecture maintenance, and risk assessment. | The Sr. Information Technology Officer shall have a University Degree, College Diploma or equivalent in experience | five (5) plus years of experience in a development environment |
| Information Technology Officer | The Information Technology Office shall work under the direct supervision of the Sr. Information Technology Offices. This person's responsibilities would include implementation of changes to the system, system maintenance and support including preparing the backups and document handling, and another tasks assigned by the Sr. Information Technology Officer. | The Information Technology Officer shall have a High School diploma | a minimum of one (1) year of college or equivalent post-high-school education or experience. |

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

3. Minimum order: \$300.00

4. Geographic coverage (delivery area):

Worldwide, excluding the United States & its outlying areas

5. Point(s) of production (city, county, and state or foreign country):

Ottawa, Ontario, Canada

6. Discount from list prices or statement of net price:

Government net prices (discounts already deducted)

7. Quantity discounts: Not Applicable

8. Prompt payment terms:

Not Applicable

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

No

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

No

10. Foreign items (list items by country of origin).

Services provided from offices in Ottawa, Ontario
Canada

11a. Time of delivery:

Will be negotiated at the task order level

11b. Expedited delivery:

Agencies can contact the contact for contract administration to negotiate expedited delivery

11c. Overnight and 2-day delivery:

Will be negotiated at the task order level

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):

Welch LLP
Attention: Richard Quigley, Contract Administrator
1200 – 151 Slater Street
Ottawa, Ontario, K1P 5H3
Tel: 613-236-9191 Fax: 613-236-8258

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:

Welch LLP
1200 – 151 Slater Street
Ottawa, Ontario, K1P 5H3

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:
20787316

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

Active in CCR; Registration valid until 03/17/2009.

Description of Services Offered

520 15 Outsourcing Recurring Commercial Activities for Financial Management Services

Services that an agency identifies as recurring commercial activities which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities.

Welch & Company LLP Background

Welch & Company LLP is a full service firm of professional designated accountants and auditors based in Ottawa, Ontario Canada. The services being offered to the Government under SIN 520-15 are billing and collection services for public sector clients as well as funds management services on behalf of Government departments and agencies responsible for significant amounts of funds designated for regulated industries, groups or special projects where legislation requires transparent, independent, arms-length, auditable administration and reporting. These services are provided on a negotiated fixed fee basis.

Welch & Company LLP has 11 offices in Eastern Ontario and Western Quebec. Welch & Company LLP was founded in 1918 and has grown to be the 18th largest public accounting firm in Canada and 5th largest in the National Capital Region. We have over 200 professional and support staff firm-wide and over 100 in Ottawa, ready to provide auditing and accounting services, tax services, information system consulting and business advisory services.

Welch & Company LLP is associated with the international accounting group BKR International. This association allows us to provide accounting, tax and business related services throughout the rest of Canada and throughout the world.

The success and growth of the firm from its early beginnings can be attributed to certain core values that define our client relationships and the loyalty that is reciprocated. Each of our staff, from staff accountants to partners is instilled with the concept that the client really does come first. We take pride in the commitment of all staff to provide quality service and always at a fair and reasonable price. Also, we have always approached each engagement as a partnership that will last for years to come.

Other Services

Service is about a shared experience. Great service can only happen when you feel you have had a great experience. Our goal is to make sure you feel good about the value you receive, quality of the people, accessibility and responsiveness of your Welch team, and the range of technical and sector knowledge that is shared with you.

- Fund Administration
- Billing & Collection
- Accounting/Financial Reporting
- Business Advisory
- Business Valuation
- Canadians Doing Business in U.S.
- Doing Business in Canada
- Financial Statement Audit
- Government Contribution Audit/Compliance Audit
- Tax Services – Canada
- Virtual Accounting Office