



U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

CONTRACTOR:

HUNT, GUILLOT & ASSOCIATES, LLC

603 REYNOLDS DRIVE
RUSTON, LA 712702822
Contract Number: GS23F006BA

Schedule Title : **Financial and Business Solutions (FABS)**
Product Service Code : **R704**
DUNS# : **012836610**
Contract Period : **November 27, 2013 - November 26, 2018**
Business Size : **Other than Small Business**

Contract Administrator : **John A. Guillot**
Phone Number : **866-255-6825**
Fax Number : **318-255-8591**
Web Site : <http://hga-llc.com/default.aspx>

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

For more information on ordering from Federal Supply Schedules, visit
<http://www.gsa.gov/portal/content/197989>

CONTRACTOR: HUNT, GUILLOT & ASSOCIATES, LLC 603 REYNOLDS DRIVE RUSTON, LA 712702822	Schedule Title : Financial and Business Solutions (FABS) Product Service Code : R704 DUNS# : 012836610 Contract Period : November 27, 2013 - November 26, 2018 Business Size : Other than Small Business
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Awarded service information listed by Special Item Numbers (SINS):

SIN:520 21 - Program Management Services

Data Storage Website Manager

Provide stable, reliable, and superior quality database products that support program and project management for business and management processes for key clients and projects and serve as a lead in the operation of Informational Management Systems. Administer websites and Web? based applications using SharePoint or similar software. Manage document storage using Web?based systems in support of program and project management. Answers user questions. Maintains end user documentation and coordinate training to help ensure that client managers and staff can use program and project management tools effectively. Provide team supervision.

Unit of Issue:	Per Hour
GSA Price:	\$104.74
11/27/2014 – 11/26/2015:	\$104.74
11/27/2015 – 11/26/2016:	\$104.74
11/27/2016 – 11/26/2017:	\$104.74
11/27/2017 – 11/26/2018:	\$104.74

Financial Lead

Report and track project financial results, perform client invoicing, define financial specifications, format and requirements for all activities, forecast financial needs, and monitor all control systems. Direct the accounting and financial functions of the project. Maintains accurate financial records. Prepare clear and accurate reports for informational and operational use. Review and verify accuracy of financial data. Analyze and reconcile expenditure and revenue accounts.

Unit of Issue:	Per Hour
GSA Price:	\$79.80
11/27/2014 – 11/26/2015:	\$79.80
11/27/2015 – 11/26/2016:	\$79.80
11/27/2016 – 11/26/2017:	\$79.80
11/27/2017 – 11/26/2018:	\$79.80

Grant Manager

Under the direction of a Senior Grant Manager, provide comprehensive grant management services. Perform analyses and apply expertise in federal grant provisions and requirements such as procurement, labor compliance, environmental, Section 3, Section 504, real estate acquisition, citizen participation, fair housing, residential anti?displacement, EEO, financial management, and record keeping. Participate in meetings with Grantees and subrecipients to establish initial assessment of proposed recovery projects and activities and to explain federal rules and regulations pertaining to grants.

Unit of Issue:	Per Hour
GSA Price:	\$109.72
11/27/2014 – 11/26/2015:	\$109.72
11/27/2015 – 11/26/2016:	\$109.72
11/27/2016 – 11/26/2017:	\$109.72
11/27/2017 – 11/26/2018:	\$109.72

Project Control Specialist

Forecast and track total program and project reporting as it relates to scope, budget, schedules, document controls, procurement, subcontracting, property management, and contract resource management. Provide support to Program Managers and Project Managers and coordinate cost and scheduling activities with various groups. Assist in developing plans including budgets and schedules to meet contractual and project goals and objectives. Assist in developing financial controls, procedures, systems, and forecasting techniques to evaluate project status and ensure compliance with client expectations. Evaluate project control systems and recommend changes as necessary.

Unit of Issue:	Per Hour
GSA Price:	\$103.74
11/27/2014 – 11/26/2015:	\$103.74
11/27/2015 – 11/26/2016:	\$103.74
11/27/2016 – 11/26/2017:	\$103.74
11/27/2017 – 11/26/2018:	\$103.74

Project Manager

Provide day-to-day direction, guidance, and decision making for projects. Provide management and supervision, effective leadership, problem solving, oral and written communication, evaluation of project effectiveness, and management of multiple tasks. Plan, direct, and coordinate daily project activities to ensure project goals and objectives are accomplished. Establish work plan and staffing for each phase of the project. Confer with project staff to outline the work plan and to assign duties, responsibilities, and authorities. Prepare project reports for clients and HGA management. Plan, review, and evaluate the work of subordinate professional and operational staff. Review and evaluate project and service delivery. Develop systems and maintain records that provide for the proper evaluation, control, and documentation of all program activities. Make recommendations for hiring staff. Provide explanations, clarifications, and other communications with client managers, client staff, grantees, subrecipients, other contractors, and other interested parties regarding all aspects of program operations.

Unit of Issue:	Per Hour
GSA Price:	\$159.60
11/27/2014 – 11/26/2015:	\$159.60
11/27/2015 – 11/26/2016:	\$159.60
11/27/2016 – 11/26/2017:	\$159.60
11/27/2017 – 11/26/2018:	\$159.60

Senior Engineer

Scope definition, overseeing a number of large and important projects or a project of major scope and complexity, and may supervise others. Apply engineering design theories, construction practices, surveying principles, project management, engineering review of plans and specifications, principles of contract administration, and professional services procurement. Supervise professional, technical, and support staff. Participate in review of grant applications. Review plans, specifications, and cost estimates for compliance with grant guidelines. Review proposed engineering fees for basic services and additional services. Provide engineering and construction expertise. Conduct reviews and make recommendations regarding proposed construction change orders. Develop preliminary construction cost estimates.

Unit of Issue:	Per Hour
GSA Price:	\$154.61
11/27/2014 – 11/26/2015:	\$154.61
11/27/2015 – 11/26/2016:	\$154.61
11/27/2016 – 11/26/2017:	\$154.61
11/27/2017 – 11/26/2018:	\$154.61

Senior Grant Manager

Serve in the lead role for providing comprehensive grant management services to Grantees and subrecipients involving all aspects of applicable federal and state requirements. Apply knowledge of Federal grant provisions and requirements such as procurement, labor compliance, environmental,

Section 3, Section 504, real estate acquisition, citizen participation, fair housing, residential anti-displacement, EEO, financial management, and record keeping. Advise Grantees, subrecipients, and staff regarding federal requirements (e.g., Community Development Block Grant requirements). Conduct meetings with Grantees and subrecipients to establish initial assessment of proposed grant-funded projects and activities and to explain applicable federal and state rules and regulations pertaining to grants. Provide advice to current and prospective Grantees and subrecipients with respect to required documentation and compliance with federal grant requirements. Provide review and oversight of funded projects.

Unit of Issue:	Per Hour
GSA Price:	\$136.65
11/27/2014 – 11/26/2015:	\$136.65
11/27/2015 – 11/26/2016:	\$136.65
11/27/2016 – 11/26/2017:	\$136.65
11/27/2017 – 11/26/2018:	\$136.65

SIN:520 22 - Grants Management Support Services

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11/27/2017 – 11/26/2018:	\$136.65

Terms and Conditions:

1. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

SIN	Description
520 21	Program Management Services
520 22	Grants Management Support Services

2. Maximum order per SIN:

SIN	Maximum Order
520 21	NaN
520 22	NaN

3. Minimum order:

\$100.00

4. Geographic Coverage:

Domestic

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

Ruston, LA 71270; Lincoln Parish

6. Quantity Discounts:

7. Prompt payment terms:

00.000%-00 00.000%-00 NET 30

8. Government purchase cards accepted above the micro-purchase threshold:

No

9. Government purchase cards are accepted at or below the micro-purchase threshold:

Yes

10. Foreign Items:

None.

11. Time of Delivery:

0 Days From date of award to date of completion (services only)

12. Expedited Delivery:

Services are available for expedited delivery; however, this must be discussed at time of order placement and depends on size and nature of order.

13. Overnight and 2-Day Delivery:

Overnight and 2-day delivery are available. The schedule customer may contact the contractor for rates for overnight and 2-day delivery.

14. Urgent requirements:

Agencies can contact the Contractor's Representative to obtain faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery and rates.

15. F.O.B. points:

- Alaska : D - Destination
- Continental US : D - Destination
- Hawaii : D - Destination
- Puerto Rico : D - Destination

16. Ordering Addresses:

1	Fax:318-255-8591
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17. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

18. Payment Addresses:

1	HUNT, GUILLOT & ASSOCIATES, LLC John A. Guillot 603 Reynolds Dr. Ruston, LA 71270 USA Ph:866-255-6825 Fax:318-255-8591 jguillot@hga-llc.com
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19. Warranty Provision:

N/A.

20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

Government credit cards will be accepted for orders that do not exceed the micro-purchase threshold.

21. Terms and conditions of repair parts:

N/A.

22. Terms and conditions for any other services:

N/A.

23. Terms and conditions of rental, maintenance, and repair:

N/A.

24. Terms and conditions of installation:

N/A.

25. List of service and distribution points:

N/A.

26. List of participating dealers:

N/A.

27. Preventative maintenance:

N/A.

28. Special attributes such as environmental attributes:

N/A.

29. Section 508 compliance information:

If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a taskorder basis. The EIT standards can be found at www.Section508.gov.

30. Data Universal Number System (DUNS) number:

012836610