



**U.S General Services Administration
Federal Supply Service**

Authorized Federal Supply Schedule Price List

**Financial and Business Solutions (FABS)
FSC Group Schedule 520**



Certified Public Accountants and Management Consultants

**6265 Franconia Road
Alexandria, VA 22310-2510
Phone: (703) 922-7622
Fax: (703) 922-8256
Web: www.clarkeleiper.com**

DUNS: 829681928
Contract Period: February 1, 2015 through January 31, 2020
(Pricelist Current Through Mod PO-0012)
Business Size: Small, Woman-owned

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>

TERMS & CONDITIONS

1. Authorized Special Item Numbers (SINs):
 - SIN 520-7 - Financial and Performance Audits
 - SIN 520-8- Complementary Audit Services

DISAST
RECOV

520-7RC and 520-8RC: Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

2. Maximum Order: **\$1,000,000**
3. Minimum Order: **\$100**
4. Geographic Coverage: **Worldwide**
5. Points of Production: **Alexandria, Virginia**
6. Quantity Discounts: **Negotiated**
7. Prompt Payment Terms: **Net 30 days**
8. Government purchase cards accepted at or below the micro-purchase threshold: **Yes**
9. Government purchase cards **not accepted** above the micro-purchase threshold
10. Foreign Items: **N/A**
11. Time of Delivery: **Per individual task order**
12. Expedited delivery: **N/A**
13. Overnight and 2-day delivery: **N/A**
14. Urgent requirements: **N/A**
15. F.O.B. Points: **Destination**
16. Ordering Address: **Clarke Leiper PLLC**
6265 Franconia Road
Alexandria, VA 22310
Phone: (703) 922-7622 FAX: (703) 922-8256
E-mail: dclarke@clarkeleiper.com
17. Ordering procedures: **Supplies and services, ordering procedures, and information on Blanket Purchase Agreements are found in Federal Acquisition Regulation (FAR) 8.405-3.**
18. Payment Address: **Same as Ordering Address**
19. Warranty Provision: **N/A**
20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **N/A**
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: **EIT standards can be found at www.Section508.gov**
30. Data Universal Number System (DUNS) Number: **829-68-1928**

PRICE LIST

SIN 520-7: FINANCIAL AND PERFORMANCE AUDITS
SIN 520-8: COMPLEMENTARY AUDIT SERVICES

DISAST
RECOV

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LABOR RATES – PER HOUR

<u>Labor Category</u>	<u>2/1/2015 through 1/31/2016</u>	<u>2/1/2016 through 1/31/2017</u>	<u>2/1/2017 through 1/31/2018</u>	<u>2/1/2018 through 1/31/2019</u>	<u>2/1/2019 through 1/31/2020</u>
Partner / Principal	\$168.56	\$171.93	\$175.36	\$178.87	\$182.45
Manager	99.59	101.58	103.62	105.69	107.80
Supervisor	85.82	87.54	89.29	91.08	92.90
Senior Accountant / Auditor	61.30	62.53	63.78	65.05	66.36
Staff Accountant / Auditor	44.37	45.26	46.16	47.09	48.03
Intern	30.33	30.94	31.56	32.19	32.84

*Prices Shown Herein Are Net
(discount deducted)*

LABOR CATEGORIES

Excepting non-audit experts, all individuals shall have a four-year college degree. They must have successfully completed at least 24 semester hours in accounting subjects from a fully accredited college or university.

Partner

Responsibilities include serving as a liaison with the Government client, overall project management, final quality control and final report review. Partners shall have at least seven years audit experience and shall be licensed as a certified public accountant by a state or other political sub-division of the United States.

Audit Manager

Responsibilities include management and supervision of an audit team or teams including on-site quality control. Audit managers shall have at least six years audit experience. They shall be licensed as a certified public accountant by a state or other political sub-division of the United States.

Supervisor

Responsibilities include on-site supervision of an audit team or teams. Supervisors shall have at least five years audit experience.

Senior Accountant/Auditor

Responsibilities include independent performance of a major segment of an audit. Senior accountants and auditors shall have at least four years audit experience.

Staff Accountant/Auditor

Staff accountants and auditors are responsible for performing audit steps under the supervision of a senior accountant or higher labor category.

Intern Accountant/Auditor

Intern Accounting/Auditors are undergraduate students who have completed at least four semester hours in accounting. Their work is under the direct supervision of a staff accountant/auditor or higher level individual.

FIRM OVERVIEW

Clarke Leiper PLLC is a full service public accounting and management consulting firm based in Alexandria, Virginia.

Our staff has been providing auditing and related services to various Federal Inspectors General and other Federal agencies since 1989.

By virtue of the education, background and experience of our partners, managers and professional staff, we have brought together and developed a comprehensive knowledge of, and practical experience in, the full spectrum of financial audits, performance audits, and other related activities of audit organizations.

Our key professionals possess experience gained from a combination of public accounting and the private sector.

Our philosophy is to provide cost effective services to our Federal clients in a responsive and timely manner. We consider our firm to be solution-oriented and innovative in our approach to complex audit issues.

Our firm is a member of the American Institute of Certified Public Accountants Governmental Audit Quality Center.

RELEVANT EXPERIENCE

Over the past twenty years, our staff has provided audit and related services to a wide variety of Federal agencies, including the following:

- Department of Agriculture
- Department of Defense
- Department of Energy
- Department of Health and Human Services
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Corporation for National and Community Service
- Environmental Protection Agency
- Federal Communications Commission
- Federal Trade Commission
- National Foundation on the Arts and Humanities
- National Science Foundation
- Nuclear Regulatory Commission
- Small Business Administration
- United States Information Agency

ORDERING INSTRUCTIONS AND GUIDELINES

Clarke Leiper PLLC was awarded a Federal Supply Schedule Contract (No. GS23F-0087K) based on a thoroughly evaluated technical proposal and negotiated prices. Since the GSA has already established us as a qualified FSS contractor, and conducted cost/price negotiations, our services can be easily accessed/procured using the following process.

Getting Started: When outside assistance is needed, the program office should work closely with the agency procurement office to develop a statement of work. The agency procurement office should request proposals or expressions of interest from a minimum of three Schedule contractors (a list of FSS contractors can be obtained through *GSA Advantage!*). Formal competition to determine a contractor's technical capabilities is not required because GSA has already determined that Schedule holders are qualified to perform the services.

Issuing a Delivery Order: The issuance of a delivery order under the FSS is relatively simple and can generally be accomplished in a matter of days. The ordering activity issues a delivery order directly to the contractor for the required services, which in itself reduces significantly the administrative time. Ordering activities must, however, select a contractor using one of the three approaches listed below before issuing a delivery order:

1. Contact and/or review the catalogs of three firms, or
2. Request oral proposals from three firms, or
3. Request written proposals from three firms.

FAR Part 13 does not apply when agency requirements are satisfied through a Federal Supply Schedule, and ordering activities are not required to seek full and open competition, synopsise the requirement, or make a determination of fair and reasonable pricing. GSA does not prescribe a particular delivery order method; however, the agency must specify the type of services required, delivery time(s), and a task order pricing method (using either firm fixed price or labor hour/time and materials pricing).

Establishing a Blanket Purchase Agreement: Agencies that anticipate a repetitive need for services may wish to establish a Blanket Purchase Agreement (BPA). The BPA is generally useful when ordering activities with to purchase a wide range of services but the exact items and delivery requirements are not known in advance and may vary considerably. BPAs may be established with FSS contractors. FAR 8.405-3, specifically addresses establishing BPAs with FSS contractors.