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 of GSA Advantage! Is: GSAAdvantage.gov

Reed & Associates

Certified Public Accountants and Financial Consultants

Schedule Title	Financial and Business Solutions
Standard Industrial Group	NAICS 541211
FSC Group	520
Service Codes	520-7; 520-11; 520-13
Contract Number	GS-23F-0089P
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov	
Contract Award Date	January 6, 2004
Contract Period	January 8, 2004 to January 7, 2019
Contract Administrator	Deirdre M. Reed, CPA *DReed@reedassociates.org* PH – 860-395-1996 FAX – 703-369-3727
Contractor Information	Reed & Associates, CPAs 8700 Centreville Road, Suite 203 Manassas, VA 20110 PH - 703-369-5351 FAX – 703-369-3727
Contractor Internet Address	*www.reedassociatescpas.com*
Business Size	Small Business

Prices Herein are Net (Discount Deducted).

CUSTOMER INFORMATION:

1a. Table of awarded special item numbers, item descriptions and awarded prices.

Special Item No.	Description	Price List Cross Reference
520-7	Financial and Performance Audits	TABLE A
520-11	Accounting	TABLE B
520-13	Complementary Financial Management Services	TABLE C

1b. Awarded Prices.

TABLE A:

SIN 520-7: Financial and Performance Audits

Labor Category	1/8/2014 – 1/7/2015	1/8/2015 – 1/7/2016	1/8/2016 – 1/7/2017	1/8/2017 – 1/7/2018	1/8/2018– 1/7/2019
Partner	206.52	210.65	214.86	219.16	223.54
Director	163.24	166.51	169.84	173.23	176.70
Senior Manager	147.43	150.38	153.38	156.45	159.58
Information Systems Specialist	147.43	150.38	153.38	156.45	159.58
Other Specialist	147.43	150.38	153.38	156.45	159.58
Manager	135.04	137.74	140.50	143.31	146.18
Senior II Accountant/Consultant	117.06	119.40	121.78	124.22	126.70
Senior I Accountant/Consultant	103.89	105.96	108.08	110.24	112.45
Staff II Accountant/Consultant	84.60	86.29	88.01	89.77	91.57
Staff I Accountant/Consultant	64.87	66.16	67.49	68.84	70.21
Project Manager	147.43	150.38	153.38	156.45	159.58

Labor Category	1/8/2014 – 1/7/2015	1/8/2015 – 1/7/2016	1/8/2016 – 1/7/2017	1/8/2017 – 1/7/2018	1/8/2018– 1/7/2019
Project Coordinator	103.90	105.97	108.09	110.25	112.46
Accounting Clerk I	24.87	25.37	25.87	26.39	26.92
Accounting Clerk II	28.42	28.99	29.57	30.16	30.77
Supervisor, Accounting Clerk	32.62	33.27	33.94	34.61	35.31

TABLE B:

SIN 520-11: Accounting

Labor Category	1/8/2014 – 1/7/2015	1/8/2015 – 1/7/2016	1/8/2016 – 1/7/2017	1/8/2017 – 1/7/2018	1/8/2018– 1/7/2019
Partner	227.35	231.89	236.53	241.26	246.09
Director	227.35	231.89	236.53	241.26	246.09
Senior Manager	184.70	188.39	192.16	196.00	199.92
Information Systems Specialist	184.70	188.39	192.16	196.00	199.92
Other Specialist	184.70	188.39	192.16	196.00	199.92
Manager	157.10	160.24	163.44	166.71	170.05
Senior II Accountant/Consultant	153.92	157.00	160.14	163.34	166.61
Senior I Accountant/Consultant	122.65	125.10	127.61	130.16	132.76
Staff II Accountant/Consultant	120.69	123.10	125.56	128.07	130.64
Staff I Accountant/Consultant	92.35	94.20	96.09	98.01	99.97
Project Manager	184.70	188.39	192.16	196.00	199.92
Project Coordinator	122.65	125.10	127.61	130.16	132.76
Accounting Clerk I	24.87	25.37	25.87	26.39	26.92

Labor Category	1/8/2014 – 1/7/2015	1/8/2015 – 1/7/2016	1/8/2016 – 1/7/2017	1/8/2017 – 1/7/2018	1/8/2018– 1/7/2019
Accounting Clerk II	28.42	28.99	29.57	30.16	30.77
Supervisor, Accounting Clerk	32.62	33.27	33.94	34.61	35.31
Manager – Client Services	145.66	148.57	151.54	154.57	157.67
Senior Rep. – Client Services	130.51	133.12	135.78	138.50	141.27
Claims Analyst	122.35	124.80	127.30	129.84	132.44
Client Services Support Specialist	81.56	83.20	84.86	86.56	88.29
Technician	69.92	71.32	72.75	74.20	75.69
Medical Coding Analyst	104.87	106.97	109.11	111.29	113.52

TABLE C:

SIN 520-13: Complementary Financial Management Services

Labor Category	1/8/2014 – 1/7/2015	1/8/2015 – 1/7/2016	1/8/2016 – 1/7/2017	1/8/2017 – 1/7/2018	1/8/2018– 1/7/2019
Partner	227.35	231.89	236.53	241.26	246.09
Director	227.35	231.89	236.53	241.26	246.09
Senior Manager	184.70	188.39	192.16	196.00	199.92
Information Systems Specialist	184.70	188.39	192.16	196.00	199.92
Other Specialist	184.70	188.39	192.16	196.00	199.92
Manager	157.10	160.24	163.44	166.71	170.05
Senior II Accountant/Consultant	153.92	157.00	160.14	163.34	166.61
Senior I Accountant/Consultant	122.65	125.10	127.61	130.16	132.76
Staff II Accountant/Consultant	120.69	123.10	125.56	128.07	130.64

Labor Category	1/8/2014 – 1/7/2015	1/8/2015 – 1/7/2016	1/8/2016 – 1/7/2017	1/8/2017 – 1/7/2018	1/8/2018– 1/7/2019
Staff I Accountant/Consultant	92.35	94.20	96.09	98.01	99.97
Project Manager	184.70	188.39	192.16	196.00	199.92
Project Coordinator	122.65	125.10	127.61	130.16	132.76
Accounting Clerk I	24.87	25.37	25.87	26.39	26.92
Accounting Clerk II	28.42	28.99	29.57	30.16	30.77
Supervisor, Accounting Clerk	32.62	33.27	33.94	34.61	35.31
Manager – Client Services	145.66	148.57	151.54	154.57	157.67
Senior Rep. – Client Services	130.51	133.12	135.78	138.50	141.27
Claims Analyst	122.35	124.80	127.30	129.84	132.44
Client Services Support Specialist	81.56	83.20	84.86	86.56	88.29
Technician	69.92	71.32	72.75	74.20	75.69
Medical Coding Analyst	104.87	106.97	109.11	111.29	113.52

1c. Labor Category Descriptions.

SIN 520-7: Financial and Performance Audits

Partner *– An equity owner or partner in the Firm that is a Certified Public Accountant (CPA) with at least 10 years of experience in various audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency and program audits; recovery audits; transportation audits; and audit related training services. A bachelor's degree in accounting and a minimum of 5 years of experience performing services in accordance with the Government Auditing Standards (GAGAS). A minimum of 5 years of supervisory experience. Continuing professional education must be in accordance with GAGAS.*

Director *– A qualified accountant or consultant with at least 10 years of experience in various audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency*

and program audits; recovery audits; transportation audits; and audit related training services. A bachelor's or advance degree in accounting or other specialty. A minimum of 5 years of experience performing services in accordance with the Government Auditing Standards (GAGAS). A minimum of 5 years of supervisory experience. Continuing professional education must be in accordance with GAGAS. This position may commit the firm to obligations and has signature authorization for the Firm. In addition, this position participates in the overall management of the Firm, the coordination of personnel and continuing education, and the preparation and presentation of proposals.

Senior Manager – *A qualified accountant or consultant with at least 8 years of experience in various audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency and program audits; recovery audits; transportation audits; and audit related training services. A bachelor's or advance degree in accounting or other specialty. A minimum of 5 years of supervisory experience. Continuing professional education must be in accordance with GAGAS.*

Manager *– A qualified accountant or consultant with at least 7 years of experience in various audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency and program audits; recovery audits; transportation audits; and audit related training services. A bachelor's or advance degree in accounting or other specialty. A minimum of 3 years of experience performing services in accordance with the Government Auditing Standards (GAGAS). A minimum of 3 years of supervisory experience. Continuing professional education must be in accordance with GAGAS.*

Senior 2 *– A qualified accountant or consultant with at least 5 years of experience in various audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency and program audits; recovery audits; transportation audits; and audit related training services. A bachelor's degree in accounting, finance or economics. A minimum of 1 year of experience performing services in accordance with the Government Auditing Standards (GAGAS). A minimum of 1 year of supervisory experience. Continuing professional education must be in accordance with GAGAS.*

Senior 1 – *A qualified accountant or consultant with at least 3 years of experience in various audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency and program audits; recovery audits; transportation audits; and audit related training services. A bachelor's degree in accounting, finance or economics. A minimum of 1 year of experience performing services in accordance with the Government Auditing Standards (GAGAS). A minimum of 1 year of supervisory experience. Continuing professional education must be in accordance with GAGAS.*

Staff 2 – *A qualified accountant or consultant with at least 2 years of experience in various audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency and program audits; recovery audits; transportation audits; and audit related training services. A bachelor's degree in accounting, finance or economics. Continuing professional education must be in accordance with GAGAS.*

Staff 1 – *A qualified accountant or consultant with a bachelor's degree in accounting or equivalent subject relevant to the work to be performed. The ability to perform audit and financial management/consulting services that include, but are not limited to: financial audits; financial related audits; performance audits – including economy, efficiency and program audits; recovery audits; transportation audits; and audit related training services.*

Information Systems Specialist *– A qualified specialist with an advanced degree or certification in information systems. A minimum of 7 years of relevant experience and practical knowledge. A specialist who meets the criteria of the AICPA for reliance on the work of a specialist.*

Other Specialist *– A qualified specialist with an advanced degree or certification in the specific area of need. A minimum of 7 years of relevant experience and practical knowledge. A specialist who meets the criteria of the AICPA for reliance on the work of a specialist.*

Accounting Clerk I *– Conform with and abide by all regulations, policies, work procedures, and instructions. Data entry to include: posting details of transactions, entering vouchers, and computing and totaling accounts. Analyze transactions for allowability with program or agency requirements; perform reconciliations, and check figures, postings and documents to ensure they are correct, mathematically accurate, and properly coded. Correct or note errors. General knowledge of accounting with 0-2 years experience or associates degree in accounting or related field. Position normally reports to a Manager or Supervisor.*

Accounting Clerk II *– Conform with and abide by all regulations, policies, work procedures, and instructions. Data entry to include: posting details of transactions, entering vouchers, and computing and totaling accounts. Analyze transactions for allowability with program or agency requirements; perform reconciliations, and check figures, postings and documents to ensure they are correct, mathematically accurate, and properly coded. Correct or note errors. Total, balance and reconcile vouchers; ensure completeness and accuracy of data on accounts and code documents. Verify records of transactions posted by other workers. Familiar with standard concepts, practices, and procedures within the accounting field; 2-4 years of experience in the field or associates degree in accounting or related field. Position normally reports to a Manager or Supervisor.*

Supervisor, Accounting Clerk *– A qualified supervisor of accounting with at least 6 years of experience in full-cycle accounting. Ensure staff conforms with and abides by all regulations, policies, work procedures, and instructions. Analyze transactions for allowability with program or agency requirements; perform reconciliations, and check figures, postings and documents to ensure they are correct, mathematically accurate, and properly coded. Correct or note errors. Total, balance and reconcile vouchers; ensure completeness and accuracy of data on accounts and coded documents. Verify records of transactions posted by other workers. Familiar with standard concepts, practices, and procedures within the accounting field; 6+ years of experience in the field or associates degree in accounting or related field. A minimum of 5 years of supervisory experience. Position normally reports to a Manager.*

SIN 520-11: Accounting
SIN 520-13: Complementary Financial Management Services

Partner *– An equity owner or partner in the Firm that is a Certified Public Accountant (CPA) or other recognized certification in their field of expertise. Partners must have at least 10 years of experience in increasingly challenging engagements in their field of expertise such as: business process engineering, process mapping, meetings facilitation, requirements documentation, user testing, economic or statistical analysis, internal controls, standard operating procedures, etc. A bachelor's degree from an accredited college or university and a minimum of 5 years of experience performing services for the Federal Government. A minimum of 5 years of supervisory experience.*

Director *– A qualified consultant with at least 10 years of experience in various financial management/consulting services that include, but are not limited to: accounting for non-profits or state and local governments; indirect cost rate proposals, reviews and negotiations,; training services; business modeling; management consulting; economic or statistical analysis; data modeling and analysis; program compliance; contract negotiations; etc. A bachelor's or advance degree in accounting or other specialty. A minimum of 5 years of experience performing services for the Federal government, state government of non-profit. A minimum of 5 years of supervisory experience. In addition, this position participates in the overall management of the Firm, the coordination of personnel and continuing education, and the preparation and presentation of proposals.*

Senior Manager – *A qualified accountant or consultant with at least 8 years of experience in various financial management/consulting services that include, but are not limited to: accounting for non-profits or state and local governments; indirect cost rate proposals, reviews and negotiations,; training services; business modeling; management consulting; economic or statistical analysis; data modeling and analysis; program compliance; contract negotiations;*

etc. A bachelor's or advance degree in accounting or other specialty. A minimum of 5 years of experience performing services for the Federal government, state government of non-profit. A minimum of 5 years of supervisory experience.

Manager *– A qualified accountant or consultant with at least 7 years of experience in various financial management/consulting services that include, but are not limited to: accounting for non-profits or state and local governments; indirect cost rate proposals, reviews and negotiations,; training services; business modeling; management consulting; economic or statistical analysis; data modeling and analysis; program compliance; contract negotiations; etc. A bachelor's or advance degree in accounting or other specialty. A minimum of 3 years of experience performing services for the Federal government, state government of non-profit. A minimum of 3 years of supervisory experience*

Senior 2 *– A qualified accountant or consultant with at least 5 years of experience in various financial management/consulting services that include, but are not limited to: accounting for non-profits or state and local governments; indirect cost rate proposals, reviews and negotiations,; training services; business modeling; management consulting; economic or statistical analysis; data modeling and analysis; program compliance; contract negotiations; etc. A bachelor's or advance degree in accounting or other specialty. A minimum of 2 years of experience performing services for the Federal government, state government of non-profit. A minimum of 2 years of supervisory experience.*

Senior 1 – *A qualified accountant or consultant with at least 3 years of experience in various financial management/consulting services that include, but are not limited to: accounting for non-profits or state and local governments; indirect cost rate proposals, reviews and negotiations,; training services; business modeling; management consulting; economic or statistical analysis; data modeling and analysis; program compliance; contract negotiations; etc. A bachelor's or advance degree in accounting or other specialty. A minimum of 1 year of experience performing services for the Federal government, state government of non-profit. A minimum of 1 year of supervisory experience*

Staff 2 – *A qualified accountant or consultant with at least 2 years of experience in various financial management/consulting services that include, but are not limited to: accounting for non-profits or state and local governments; indirect cost rate proposals, reviews and negotiations,; training services; business modeling; management consulting; economic or statistical analysis; data modeling and analysis; program compliance; contract negotiations; etc. A bachelor's or advance degree in accounting, finance, economics or other specialty. A minimum of 1 year of experience performing services for the Federal government, state government of non-profit.*

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statistical analysis; data modeling and analysis; program compliance; contract negotiations; etc. A bachelor's or advance degree in accounting, finance, economics or other specialty.

***Manager, Client Services** – Oversees supervision of the client services employees, including hiring, disciplining, evaluation, coaching, mentoring, work distribution, etc. Oversees preparation and delivery of scheduled client deliverables and ad-hoc reports including development, creation, review and distribution. Ensures that new employees receive development and training on processes and procedures. Schedules ongoing training as needed for each individual. Supervises the development and consistent monitoring of work instructions to ensure that there is a standard set of operating procedures for all employees. Communicates with internal and external entities as required for reporting or work performed pursuant to a contract. Ensures monitoring of workflow related to client services and makes adjustments as needed to keep project within established goals for turnaround. Oversees the creation of call protocols, system enhancements, etc.*

Qualifications: Bachelor's degree required, Master's or other post-graduate degree preferred. Five-plus years of supervisory experience preferred. Demonstrated problem solving and decision-making abilities. Demonstrated ability to produce high-quality client deliverables while meeting or exceeding project deadlines. Strong quality management and personnel management skills. Ability to work hours and travel as required by contract obligations. Outstanding oral and written communication skills. Not currently sanctioned or excluded from participation in any Federal program as an employee, contractor or any other capacity. Computer skills, including Microsoft Office, Internet, e-mail and the ability to learn and master any contract-specific software packages and/or programs.

***Senior Client Services Representative** – Serves as a liaison working with customers to answer inquiries and resolve outstanding issues. Responsible for resolution of telephone and mail correspondence with clients to resolve issues. Provides outreach and education to personnel, clients and (subject of audit, grantee?), ensuring understanding of and compliance with applicable regulations and requirements. Documents inquiries, outreach and education efforts and/or complaints. Provides detailed information on each conversation/correspondence. Ensures documentation of final resolution. Reviews and responds to internal referrals. Obtains information necessary to process change requests.*

Qualifications: High School diploma or GED required. Associate's or Bachelor's degree preferred. Two plus years experience in a client services role preferred. Ability to meet high quality of work standards while meeting strict guidelines and deadlines. Ability to work hours and travel as required by contract obligations. Outstanding oral and written communication skills. Not currently sanctioned or excluded from participation in any Federal program as an employee, contractor or any other capacity. Computer skills, including Microsoft Office, Internet, e-mail and the ability to learn and master any contract-specific software packages and/or programs.

***Client Services Support Specialist** – Assists in working with customers to answer inquiries and resolve outstanding issues. Provides support with telephone and mail correspondence. Interacts*

with clients as required to resolve issues. Demonstrates thorough understanding of and compliance with contract-applicable regulations and requirements. Assists in the documentation of processing of documentation, inquiries, outreach and education efforts and/or complaints. Provides supporting information on each conversation/correspondence as required. Assists with all contract obligations and tasks as requested by senior personnel.

Qualifications: High School diploma or GED required. Associate's or Bachelor's degree preferred.
- Some experience in a client services role preferred. Ability to meet high quality of work standards while meeting quality standards and deadlines. Ability to work hours and travel as required by contract obligations. Strong oral and written communication skills. Not currently sanctioned or excluded from participation in any Federal program as an employee, contractor or any other capacity. Computer skills, including Microsoft Office, Internet, e-mail and the ability to learn and become proficient with any contract-specific software packages and/or programs.

***Technician** – Processes documentation of a technical nature to assure accuracy, completeness and compliance of data in accordance with a set of technical or regulatory requirements. Ability to understand multiple requirements for establishing acceptance criteria. Ability to detect and properly segregate unacceptable documentation and to identify bases for rejection. Ability to communicate clearly and effectively the status of reviews, results and reports on documentation. Computer skills include word processing, email, spreadsheets, inquiry and reporting software as directed.*

Qualifications - High School diploma or GED required. Associate's or Bachelor's degree preferred.

- Some experience in a data processing or claims processing role preferred. Ability to meet high quality of work standards while meeting quality standards and deadlines. Ability to work hours and travel as required by contract obligations. Strong oral and written communication skills. Not currently sanctioned or excluded from participation in any Federal program as an employee, contractor or any other capacity. Computer skills word processing, spreadsheets, Internet, e-mail and the ability to learn and become proficient with any contract-specific software packages and/or programs.

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2. Maximum order:

$40,000,000

3. Minimum order:

$300

4. Geographic coverage (delivery area):

Domestic and Overseas

5. Point of production

8700 Centreville Road, Suite 203

Manassas, VA 20110
Prince William County, Virginia

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

Not applicable.

7. Quantity discounts.

None. Schedule prices include all discounts.

8. Prompt payment terms.

None.

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

Accepted for all purchases.

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

Accepted for all purchases.

10. Foreign items.

Not applicable.

11a. Time of delivery.

As negotiated in each contract or task order.

11b. Expedited delivery.

Items available for expedited delivery are noted in this pricelist.

11c. Overnight and 2-day delivery.

Not applicable.

11d. Urgent requirements.

Contact the contractor (Deirdre Reed, Contract Administrator) for urgent requirements to effect a quicker delivery.

12. F.O.B. points.

Destination.

13a. Ordering address.

8700 Centreville Road, Suite 203
Manassas, VA 20110

13b. Ordering procedures.

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address.

Reed & Associates, CPAs, Inc.
6 Business Park Road
Old Saybrook, CT 06475

15. Warranty provision.

Not applicable.

16. Export packing charges, if applicable.

Not applicable.

17. Terms and conditions of Government purchase cared acceptance.

Up to $100,000.

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 indicating date of parts price lists and any discounts from list prices.

Not applicable.

21. List of service and distribution points.

Not applicable.

22. List of participating dealers.

Not applicable.

23. Preventive maintenance.

Not applicable.

24a. Special attributes such as environmental attributes.

Not applicable.

24b. Section 508 compliance information.

Compliant.

25. Universal Number System (DUNS) number.

040717014

26. Notification regarding registration in CCR database.

Notification of registration received May 1, 2003.