

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: GSAAdvantage.gov.

Schedule Title: **Financial and Business Solutions**
FSC Group: **520**
Contract Number: **GS-23F- 0091P**

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

Contract Period: **January 10, 2014 through January 9, 2019**
Contractor Name: **Ghenene & Associates, CPAs**

Address: **2205 Linden Lane**
Silver Spring, MD 20910

Phone Number: **(301) 565-4221**
Fax Number: **(301) 565-4223**
Web site: <http://www ghenene.com>

Contact for contract administration:

Feyissa Ghenene, Partner
2205 Linden Lane
Silver Spring, MD 20910
Phone: (301) 565-4221
Fax: (301) 565-4223
Email: ghenene@earthlink.net

Business size: **Small, Minority Owned**

Prices Shown Herein are Net (discount deducted)

Supplement Number: N/A

Date: **January 11, 2014**

CUSTOMER INFORMATION PAGE

1a. Awarded SIN: **520-7 Financial & Performance Audits**

Disaster Recovery 520-7 RC: 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.

1b. Awarded pricing for First Option Period of five years:

Labor Category	1/11/14 Through 1/10/15	1/11/15 Through 1/10/16	1/11/16 Through 1/10/17	1/11/17 Through 1/10/18	1/11/18 Through 1/10/19
Partner/Principal	\$ 202.55	\$ 206.40	\$ 210.32	\$ 214.32	\$ 218.39
Partner	\$ 180.84	\$ 184.28	\$ 187.78	\$ 191.35	\$ 194.99
Senior Manager	\$ 130.21	\$ 132.68	\$ 135.20	\$ 137.77	\$ 140.39
Manager	\$ 118.64	\$ 120.89	\$ 123.19	\$ 125.53	\$ 127.92
Senior Accountant	\$ 101.28	\$ 103.20	\$ 105.16	\$ 107.16	\$ 109.20
Staff Accountant	\$ 79.56	\$ 81.07	\$ 82.61	\$ 84.18	\$ 85.78
Junior Accountant	\$ 65.10	\$ 66.34	\$ 67.60	\$ 68.88	\$ 70.19
Accounting technician	\$ 56.42	\$ 57.49	\$ 58.58	\$ 59.69	\$ 60.82
Principal Consultant	\$ 144.68	\$ 147.43	\$ 150.23	\$ 153.08	\$ 155.99
Senior Consultant	\$ 130.21	\$ 132.68	\$ 135.20	\$ 137.77	\$ 140.39
Consultant	\$ 94.04	\$ 95.83	\$ 97.65	\$ 99.51	\$ 101.40
Junior Consultant	\$ 65.10	\$ 66.34	\$ 67.60	\$ 68.88	\$ 70.19
Admin. Assistant	\$ 43.41	\$ 44.23	\$ 45.07	\$ 45.93	\$ 46.80

1C. LABOR CATEGORY DESCRIPTIONS

Education and Experience Substitutions

Except as noted, one (1) year of experience may be substituted for one (1) year of education and one (1) year of education may be substituted for one (1) year of experience, for the purposes of determining qualifications within a labor category description.

PROGRAM MANAGEMENT FUNCTIONAL AREA

Labor Category: Partner/Principal

Minimum/General Experience: Fifteen (15) years of experience in managing audit and management consultancy engagements and industry specialization.

Functional Responsibility: Organizes and directs the overall performance of the contract. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters encountered. Approves the engagement planning and is responsible for the approval of the final report. Has the partnership authority to recruit, hire, terminate personnel and commit partnership resources; coordinates approved task order; establishes improved procedures and controls, where necessary, to ensure that all services meet schedule and/or production; Provides the customer representatives the status and activities of personnel covered under contract; responds to administrative or technical requests from the customer representative; and applies continuous evaluation and control measures; works without supervision

Minimum Education: Graduate Degree, CPA.

Labor Category: Partner/Principal

Minimum/General Experience: Twelve (12) years of experience in aspects of engagement.

Functional Responsibility: Organizes and directs the overall performance of the contract. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters encountered. Approves the engagement planning and is responsible for the approval of the final report. Has the partnership authority to recruit, hire, terminate personnel and commit partnership resources; coordinates approved task order; establishes improved procedures and controls, where necessary, to ensure that all services meet schedule and/or production; Provides the customer representatives the status and activities of personnel covered under contract; responds to

administrative or technical requests from the customer representative; and applies continuous evaluation and control measures; works without supervision.

Minimum Education: Graduate Degree, CPA.

Labor Category: Senior Manager

Minimum/General Experience: Minimum ten (10) years project management experience.

Functional Responsibility: Top - Level manager. Analyzes, plans, directs, and coordinates activities of designated project. Reviews project plans to determine timeframe, funding limitations, and procedures for accomplishing projects, staffing requirements, and allotment of available resources for various project phases. Establishes detailed work and staffing plans for each phase, gathers, organizes, and analyzes problem and/or procedural data; and confers with project staff to communicate detailed work plans and assigns duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel. Reviews project reports prepared for clients. Supervises large engagements. Manages all aspects of highly complex projects. Has effective writing skills. Has experience managing financial, auditing, EDP, accounting, and related projects within civilian and DOD agencies. Has the ability to communicate and interface with government management and staff. Conducts on-site quality control inspections. Serves as Project Manager on concurrent engagements. Works without supervision.

Minimum Education: Bachelors degree in discipline. CPA license required on "attest" engagements.

Labor Category: Manager

Minimum/General Experience: Minimum eight (8) years experience as staff member of related engagements.

Functional Responsibility: Supervises engagements. Has effective writing skills. Has experience managing financial, auditing, EDP, accounting, and related projects within civilian and DOD agencies. Has experience managing front line accounting staff and the ability to communicate and interface with government management and staff. Is responsible for drafting engagement report prior to its submission for approval. Assumes responsibility for the coordination of subordinate activities. Conducts on-site quality control inspections. Can serve as project manager. Works without supervision.

Minimum Education: Bachelor's degree in related field. CPA license required on "attest" engagements.

Labor Category: Senior Accountant

Minimum/General Experience: five (5) years of experience in accounting, auditing, financial analysis and financial operations.

Functional Responsibility: Performs the individual work plan tasks under the direct supervision of the Principal Accountant, Task Leader, or Project Manager. On attest engagements, examines and analyzes accounting documents to verify accuracy of computations and uniform application of acceptable accounting standards, entity policies and procedures; verifies compliance with applicable contract, grant, terms and conditions and where appropriate with pertinent government regulations; prepares working papers and supporting documentation to demonstrate the results of procedures. On all other engagements, serves as the lead person for coordinating the work of assistants, reviewing the work of assistants, performing assigned engagement tasks under the supervision of the project manager and drafting reports. Has experience managing front line accounting staff.

Minimum Education: Bachelor's Degree in Accounting.

Labor Category: Staff Accountant

Minimum/General Experience: Two (2) years of experience in accounting, financial analysis, and financial operations.

Functional Responsibility: Assists the Accountant in performing the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. Prepares and reconcile ledgers, prepares financial statements. Manages subordinate accountants. Solve accounting and financial problems. Performs other tasks as assigned by Senior Accountant, Task Leader or Project Manager.

Minimum Education: Bachelor's degree in accounting.

Labor Category: Junior Accountant

Minimum/General Experience: One year of experience in accounting, financial analysis, and financial operations.

Functional Responsibility: Assists in performing the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. Prepares journal entries, perform analysis of data entry and payment processing . Supervise Accounting Technicians.

Minimum Education: Possesses an associates' or bachelor's degree in accounting, business, operations research, management, or related discipline.

Labor Category: Accounting Technician

Minimum/General Experience: Knowledge in Accounting and Financial Management Concepts.

Functional Responsibility: Assists with audits, prepare/reconcile ledgers, assist with the preparation of financial statements. Solves accounting and financial problems. Advises on managerial accounting issues. Performs job order costing and process costing analysis. Analyze standard costs. Analyzes flexible budgets and indirect costs. Prepares journal entries. Perform Data Entry and Payment Processing.

Minimum Education: High school degree or GED.

Labor Category: Administrative Assistant

Minimum/General Experience: Three (3) years experience with administrative functions.

Functional Responsibility: Responsible for day-to-day administrative office operations needed on a task. Performs typing, proofreading, editing to correspondence and reports. Organizes and formats reports into final deliverables. Assists with graphics support of reports, briefings, and documentation. Assists with the production of training and user manuals. Performs other related duties as assigned. Note: The responsibilities of the Administrative Assistant are task related and are not associated with any Corporate work that would normally fall under Overhead or General & Administrative.

Minimum Education: High School Diploma or GED.

Labor Category: Principal Consultant

Minimum/General Experience: Ten (ten) years experience in specific specialty.

Functional Responsibility: Exhibits broad and detailed understanding of all aspects of the project and specific functional area. Responsible for the performance of assigned task in his/hers field of specialty, plans and directs the performance of tasks by subordinates, reviews work of staff, performs critical segments of assigned tasks in projects requiring design, implementation, evaluation, analysis of programs and tasks. Performs special studies to improve accounting, financial, and management operations; resolve issues; and assesses or enhances management, financial and performance controls. Analyzes business or operating procedures to devise the most efficient method to accomplish the work.

Considered an "expert" in his or her specific field. Uses in-depth problem solving ability, requiring cross-functional integration. Keeps abreast of all trends in government and industry in his or her related field. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear to nonexistent.

Minimum Education: Bachelors degree in related field (law, economics, finance, accounting, etc).

Labor Category: Senior Consultant

Minimum/General Experience: Eight (8) years experience in specific specialty.

Functional Responsibility: Responsible for major segments of the work performed under contract. Supervises and directs the efforts of the project team in the performance of procedures specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the work performed under contract for proper documentation. Summarizes the results of the work performed under contract for consideration by the Task Leader or Project Manager for inclusion in the draft report. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program.

Minimum Education: Bachelors degree in related field.

Labor Category: Consultant

Minimum/General Experience: Five (5) years experience in specific specialty.

Functional Responsibility: Performs analysis and related tasks; gathers and analyzes information. Designs and modifies systems to accomplish desired operations; tests system accuracy and verifies design through the preparation of sample tests data and the execution of free - play and formal tests, prepares flowcharts, diagrams and prepares other required documentation.

Experience: Degree in related field.

Labor Category: Junior Consultant

Minimum / General Experience: Three (3) years experience performing analysis tasks.

Functional Responsibility: Performs analysis and related tasks; gathers and analyzes information. Modifies systems; prepares sample test data and then executes formal tests; prepares flowcharts, diagrams and other required documentation.

Minimal Education: Degree in related discipline.

2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100.00**
4. Geographic coverage (delivery area): **Domestic and overseas delivery**
5. Point(s) of production (city, county, and state or foreign country):

**2205 Linden Lane
Silver Spring, Montgomery County, MD 20910
USA**

6. Discount from list prices or statement of net price: **To be negotiated at the task order level**
7. Quantity discounts: **Such discounts will be negotiated at the task order level.**
8. Prompt payment terms: **Such discounts will be negotiated at the task order level.**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Yes**

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Yes**
- 10. Foreign items: **Not applicable.**
- 11a. Time of delivery: **To be negotiated at the task order level**
- 11b. Expedited delivery: **Items available for expedited delivery are noted in this price list.**
- 11c. Overnight and 2-day delivery: **Yes**
- 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):

**2205 Linden Lane
Silver Spring, MD 20910**

**(301) 565-4221
gheene@earthlink.net**

- 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:

**2205 Linden Lane
Silver Spring, MD 20910**

- 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: **86-083-9042**

26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registered, valid to 05/31/2016**

COMPANY PROFILE

Company Name: Ghenene & Associates, CPAs
Address: 2205 Linden Lane, Silver Spring, MD 20910
Telephone: (301) 565-4221
Fax: (301) 565-4223
Email: ghenene@earthlink.net
Contact: Feyissa Ghenene
GSA Contract #: GS-23F-0091P

History and Overview

Ghenene & Associates, Certified Public Accountants (“**G&A**”), succeeded the sole practice of Feyissa Ghenene, CPA in 1992 to provide accounting, auditing, taxes and management consulting and computer services to its clients. Since the formation of the sole practice in 1981, the firm has consistently provided high quality professional services to its varied clients including Federal and local government agencies, nonprofit organizations and for-profit entities that are engaged in various industries including, real estate development, construction, and management, distribution, and professional services.

PRINCIPALS

Feyissa Ghenene, Managing Partner has over 30 years professional experience in auditing, system design and installation, taxation and management consulting with international, national and regional CPA firms. Clients audited included major oil refineries, stock brokerage firms, real estate developers, insurance companies, farmers' cooperatives, construction companies, a railroad company and various government programs. Ghenene has served as an assistant professor of accounting at Howard University and Florida A & M University where he taught auditing, information systems design, and managerial accounting. He has a Master's degree in accounting from the University of Illinois and has done graduate work in computer science at the same university. He is a licensed CPA.

Kebede Adnew, Partner, has over 30 years of solid professional experience in public and corporate accounting and higher education. His experience in public accounting concentrated primarily in financial and compliance audits of recipients of government grants and contracts and review of internal control

procedures. He has also held key positions on the audit of the State of New York and managed the audit of the New York Hosing authority. Kebede has an MBA in finance and accounting from the University of Cincinnati and is a licensed CPA.

STAFFING EXPERTISE AND RESOURCES

Ghenene & Associates specializes in providing comprehensive public accounting and management consulting services. The two senior partners of the firm bring a combined total of more than sixty years of management and technical experience in those areas - experience they gained while they were senior members of the professional staff of international, regional and local CPA firms, and in their capacity as educators in universities and executives in corporations. They have staffed, managed, and supervised the day-to-day operations of several engagements. During that span of time, they also actively cultivated excellent professional relationships with their colleagues and other fellow professionals in various disciplines. As a result, the firm now maintains an extensive database of consultants and potential employees to staff any size engagement at short notice. With the vast experience and ready access to other experts, the firm is confident in its ability to timely provide a wide range services that will meet all of its clients' needs.

LICENSES AND CERTIFICATIONS

Ghenene & Associates, CPAs is licensed to operate CPA businesses in the State of Maryland and the District of Columbia. G&A can provide CPA related services throughout the United States if awarded regional or national contracts. Individual partners are also licensed Certified Public Accountants and are active members of the American Institute of Certified Public Accountants, the Greater Washington Society of CPAs, the Maryland Association of CPAs and the New York Society of CPAs.

SERVICES OFFERED UNDER SIN 520-7

- a. Financial audits including those that comply with the requirements OMB Circular A-133, Government Auditing Standards and Generally Accepted Auditing Standards.
- b. Program compliance audits.
- c. Performance audits
- d. Training in reviewing financial statements and internal controls
- e. Assessment of internal control procedures
- f. SAS 70 Audits