



Ofori & Associates, PC

**CERTIFIED PUBLIC ACCOUNTANTS
&
MANAGEMENT CONSULTANTS**

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Federal Supply Schedule Price List

Prices herein are Net (Discount Deducted)

Schedule for Financial and Business Solutions

Federal Supply Class/Group: 520

Contract number: GSA-23F-0214N

Contract Period: 4/30/03 – 4/29/08 with three five-year options.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at

fss.gsa.gov.

Contract Administration Source: Charles N. Ofori, CPA President

Business Size: Small, 8(a)

Contractor:

Ofori & Associates, PC
1900 L Street NW, Suite 609,
Washington, DC 20036
Phone: (202) 296-0566
Fax: (202) 296-2162

<http://www.oforicpa.com/>

cofori@oforicpa.com



Customer Information:

1a. SPECIAL ITEM NUMBERS AWARDED

- 520-11 Accounting
- 520-12 Budgeting
- 520-13 Complimentary Financial Management Services
- 520- 9 Recovery Audit

1b. AWARDED PRICES:

FCXB-F4-020002-N

Ofori & Associates, P. C.

SIN 520-9, 520-11, 520-12, 520-13

Hourly rates:

Base period (April 30, 2003 through April 29, 2008)

Category	01/01/04- 04/29/04	04/30/04- 04/29/05	04/30/05- 04/29/06	04/30/06- 04/29/07	04/30/07- 04/29/08
Partner	\$ 124.69	\$ 128.43	\$ 132.28	\$ 136.25	\$ 140.34
Audit Manager	\$ 84.79	\$ 87.33	\$ 89.95	\$ 92.65	\$ 95.43
Supervisor	\$ 64.84	\$ 66.78	\$ 68.79	\$ 70.85	\$ 72.98
Senior Accountant	\$ 52.87	\$ 54.45	\$ 56.09	\$ 57.77	\$ 59.50
Staff Accountant	\$ 47.88	\$ 49.32	\$ 50.79	\$ 52.32	\$ 53.88
Data Entry Clerk	\$ 22.44	\$ 23.12	\$ 23.81	\$ 24.53	\$ 25.26
Management Consultant	\$ 123.69	\$ 127.40	\$ 131.22	\$ 135.16	\$ 139.21

First Option Period (April 30, 2008 through April 29, 2013)

Category	04/30/08- 04/29/09	04/30/09- 04/29/10	04/30/10- 04/29/11	04/30/11- 04/29/12	04/30/12- 04/29/13
Partner	\$ 144.55	\$ 148.89	\$ 153.36	\$ 157.95	\$ 162.69
Audit Manager	\$ 98.29	\$ 101.25	\$ 104.28	\$ 107.41	\$ 110.63
Supervisor	\$ 75.16	\$ 77.43	\$ 79.74	\$ 82.13	\$ 84.60
Senior Accountant	\$ 61.29	\$ 63.12	\$ 65.02	\$ 66.97	\$ 68.98
Staff Accountant	\$ 55.50	\$ 57.17	\$ 58.88	\$ 60.65	\$ 62.46
Data Entry Clerk	\$ 26.01	\$ 26.79	\$ 27.60	\$ 28.43	\$ 29.28
Management Consultant	\$ 143.39	\$ 147.69	\$ 152.12	\$ 156.69	\$ 161.39

Yearly Escalation for Hourly Rates: The above pricing structure incorporates a 3% annual escalation rate, effective on the anniversary date of the contract.



1c. **LABOR CATEGORY DESCRIPTIONS:**

1. **Labor Category:** **Partner**

The Partner shall be a Certified Public Accountant,(CPA) licensed by the appropriate state licensing authority and in good standing with the AICPA and applicable state boards.

- a. **Experience/Training:**
Minimum experience includes being with the firm and having ten years' general audit experience, including three years of government audit experience.
- b. **Functional Responsibility:**
The responsibilities in this category include final authority in the conduct of audit engagements and full responsibility for the work performed, including overall project management and final review.
- c. **Certification/Education/Degree:**
CPA/CIA - Minimum education includes a bachelor's degree in accounting or business, plus 80 hours of continuing professional experience in the past two years that meets the government CPE requirements. At least 24 of the 80 hours of continuing education and training must be in subjects directly related to the government environment and to government auditing.

2. **Labor Category:** **Audit Manager**

- a. **Experience/Training:**
A minimum of five years' general audit experience is required, including two years' government audit experience
- b. **Functional Responsibility:**
Manages the overall performance of the engagement. Ensures that goals and objectives of the engagement are accomplished within the prescribed timeframe and funding parameters. Provides updates on the progress of the engagement to the partner and issues the final report.
- c. **Certification/ Education/Degree:** CPA/CIA, BA-Accounting/MBA

3. **Labor Category:** **Supervisor**

- a. **Experience/Training:**
The Supervisor shall be a Senior within the firm and have at least three years' general audit experience, including one year of government audit experience.
- b. **Functional Responsibility:**
The responsibilities of the Supervisor include independently performing a major segment of an audit, directing and instructing the work of senior and junior level auditors and reviewing the work done and directing revisions if necessary.
- c. **Certification/Education/Degree:**
Certified Public Accountant (CPA), BBA-Accounting - The Supervisor has a bachelor's degree in accounting or business, a CPA certificate or fulfillment of the CPA educational requirements in the state in which he or she is employed, plus 80 hours of continuing professional education and training in the past two years that meets the government CPE requirements. At least 24 of the 80 hours of continuing education and training must be in subjects directly related to the government environment and to government auditing.



4. Labor Category: **Senior Accountant**

a. Experience: Minimum Training:

A 4-year degree from an accredited college, preferably in Accounting, Business Administration, Economics or related field. 24 credit hours in accounting. Four to seven years audit, financial management, financial systems/financial policy experience, including two years of such experience in or for a federal government organization. Being a Certified Public Accountant (CPA) is not mandatory, but such candidates are preferred.

b. Functional Responsibility:

Supervises and directs the efforts of advanced staff and staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Summarizes the results of the engagement for consideration by the Manager for inclusion in the draft report. Understanding of GAAP and Statutory accounting principles.

c. Certification /Education/Degree:

CPA - BBA-Accounting - The minimum educational requirements for a senior accountant include a bachelor's degree in accounting or business, requirements in the state in which he or she is employed, plus 80 hours of continuing professional education and training in the past two years that meets the government CPE requirements. At least 24 of the 80 hours of continuing education and training must be in subjects directly related to the government environment and to government auditing.

5. Labor Category: **Staff Accountant**

a. Experience: Minimum Training

A 4-year degree from an accredited college, preferably in Accounting, Business Administration, Economics or related field. 24 credit hours in accounting. Four years audit, financial management, financial systems/financial policy experience.

b. Functional Responsibility:

The responsibilities of the staff accountant include performing specific audit steps. All activities of the staff accountant are supervised. Responsible for conducting and documenting moderately complex task steps. May work partially independent on certain tasks, but usually is assigned to a task order team, supervised by a Senior Accountant.

c. Certification /Education/Degree:

The minimum educational requirements for a staff accountant include a bachelor's degree in accounting or business, requirements in the state in which he or she is employed, plus 80 hours of continuing professional education and training in the past two years that meets the government CPE requirements. At least 24 of the 80 hours of continuing education and training must be in subjects directly related to the government environment and to government auditing.



6. Labor Category

Data Entry Clerk

a. Experience: Minimum Training

Three to five years of office or related experience, including computerized data input systems, is necessary. Ability to type with speed and accuracy is necessary. High School

b. Functional Responsibility:

Perform general data entry, filing and clerical functions relative to projects requirements. Code, interpret and perform data entry of moderately complex data for prospective assignments. Make decisions related to the appropriate routing of materials requiring consideration of multiple variables of clients' policies and procedures. Respond to inquiries and requests from staff and clients. Provide moderately complex clerical support in related data entry tasks including conducting and performing Search Match operations utilizing the computer. Do initial database entry and/or update existing information on appropriate. Editing and updating of fields and electronic checklists on clients database. May initiate special reports, compose routine correspondence, and compile statistical and budget information. Communicate with all levels of company personnel to gather and convey information.

c. Certification/Education/Degree:

GED, High school diploma, or an equivalent combination of education and experience is necessary.

7. Labor Category:

Financial Management Consultant

a. Experience: Minimum Training

Five (5) years experience in establishing, documenting, evaluating, administering or maintaining a configuration management and accounting systems.

b. Functional Responsibility:

Establish and/or maintain a system to record modifications to hardware, software or documentation. Prepares directives for change authorization and implementation. May analyze proposed modification to determine effect on overall system. May confer with technical personnel to obtain additional information on proposed modification. Direct, plan, organize, control and manage the project to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Able to manage multiple concurrent analysis and development tasks, serve as point of contact with the Contracting Officer's Representative, formulate and enforce work standards, develop schedules, review work discrepancies, communicate organizational policies, procedures and goals, manage and control resources.

c. Certification /Education/Degree:

The minimum education requirement is a Bachelor degree in Management, Business Administration, Computer Science, Accounting, Engineering or related discipline. A masters degree in Business administration and certification in Computer Information Systems as an Analyst (CISA).



2. **MAXIMUM ORDER:** \$1,000,000
3. **MINIMUM ORDER:** \$300
4. **GEOGRAPHIC COVERAGE:** Worldwide
5. **POINTS OF PRODUCTION:** Washington, DC
6. **DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:** Prices Herein are Net (Discount Deducted).
7. **QUANTITY DISCOUNTS:** N/A
8. **PROMPT PAYMENT TERMS:** Net 30
- 9a. **GOVERNMENT PURCHASE CARDS ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:** Accepted below Micro -Purchase Threshold
- 9b. **GOVERNMENT PURCHASE CARDS ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:** No
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** Varies Per Engagement
- 11b. **EXPEDITED DELIVERY:** The items available for expedited delivery are noted in this price list.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11d. **URGENT REQUIREMENTS:** Contact the Contractor's representative to effect faster delivery per the Urgent Requirements Clause (I-FSS-140-B) of this contract.
12. **F.O.B. POINTS:** Destination
- 13a. **ORDERING ADDRESS:** Ofori & Associates, PC, 1900 L St. NW, Suite 609, Washington, DC 20036
- 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](https://www.fss.gsa.gov/schedules)).
14. **PAYMENT ADDRESS:** Ofori & Associates, PC, 1900 L St. NW, Suite 609, Washington, DC 20036
15. **WARRANTY PROVISION:** None
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A; See 9b
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION:** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** N/A

- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A
- 22. **LIST OF PARTICIPATING DEALERS:** N/A
- 23. **PREVENTIVE MAINTENANCE:** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:** None
- 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/:** N/A
- 25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 019960434
- 26. **CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Yes