



Professional Services Schedule (PSS)

Federal Supply Service Industrial Group (00CORP)
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, visit www.GSAAdvantage.gov

Contract Number: GS-23F-024BA

Contract Period: February 19, 2019 - February 18, 2024

Contractor: **R.T. McCalpin & Associates, LLC**
Certified Public Accountants
13992 Baltimore Ave., Suite 209
Laurel, MD 20707

Contract Administration: Diana McCalpin, Principal
Tel: (301) 974-4568
Fax: (301) 761-4569
Website: www.rtmcpa.com
Email: dianam@rtmcpa.com

Business Size: 8(a) Program Participant, Small, Disadvantaged Business,
Woman Owned Business, Minority Owned Business

DUNS Number: 833223451

SINS: 520-7/RC, 520-8/RC, 520-9/RC, 520-11/RC, 520-12/RC,
520-13/RC, 520-14/RC, 520-17/RC, 520-21/RC, 520-22/RC

MOBIS: 874-1/RC, 874-7/RC

GS-23F-024BA



1a. Items Awarded:

SIN	Recovery	SIN Description
00CORP-500	00CORP-500RC	Professional Services Schedule
520-7	520-7RC	Financial & Performance Audits
520-8	520-8RC	Complementary Audit Services
520-9	520-9RC	Recovery Audits
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-14	520-14RC	Audit & Financial Training Services
520-17	520-17RC	Risk Assessment & Mitigation Services
520-21	520-21RC	Program Management Service
520-22	520-22RC	Grants Management Support Service
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services

1b. Awarded Pricing – Option 1 (Years 6-10):

520-7, 520-7RC, 520-9, 520-9RC, 520-8, 520-8RC, 520-9, 520-9RC, 520-11, 520-11RC, 520-13, 520-13RC, 520-21, 520-21RC, 520-22, 520-22R, 874-1, 874-1RC, 874-7, 874-7RC					
Labor Category	02/19/2019 through 02/18/2020	02/19/2020 through 02/18/2021	02/19/2021 through 02/18/2022	02/19/2022 through 02/18/2023	02/19/2023 through 02/18/2024
Partner	\$ 235.50	\$ 240.21	\$ 245.02	\$ 249.92	\$ 254.92
Senior Manager	\$ 179.84	\$ 183.44	\$ 187.10	\$ 190.85	\$ 194.66
Manager	\$ 141.30	\$ 144.13	\$ 147.01	\$ 149.95	\$ 152.95
Supervising Senior	\$ 119.89	\$ 122.29	\$ 124.74	\$ 127.23	\$ 129.78
Senior	\$ 98.48	\$ 100.45	\$ 102.46	\$ 104.51	\$ 106.60
Staff Accountant	\$ 81.36	\$ 82.98	\$ 84.64	\$ 86.34	\$ 88.06
Administrative Staff	\$ 55.66	\$ 56.78	\$ 57.91	\$ 59.07	\$ 60.25
Accounting Clerk I	\$ 34.26	\$ 34.94	\$ 35.64	\$ 36.35	\$ 37.08
Accounting Clerk II	\$ 55.66	\$ 56.78	\$ 57.91	\$ 59.07	\$ 60.25
Accounting Clerk III	\$ 68.51	\$ 69.88	\$ 71.28	\$ 72.70	\$ 74.16
Administrative Clerk I	\$ 25.69	\$ 26.21	\$ 26.73	\$ 27.26	\$ 27.81
Administrative Clerk II	\$ 38.54	\$ 39.31	\$ 40.09	\$ 40.90	\$ 41.71
Administrative Clerk III	\$ 51.38	\$ 52.41	\$ 53.46	\$ 54.53	\$ 55.62
Budget Analyst I	\$ 29.97	\$ 30.57	\$ 31.18	\$ 31.81	\$ 32.44
Budget Analyst II	\$ 42.82	\$ 43.68	\$ 44.55	\$ 45.44	\$ 46.35
Budget Analyst III	\$ 64.23	\$ 65.51	\$ 66.82	\$ 68.16	\$ 69.52
Consultant	\$ 149.87	\$ 152.86	\$ 155.92	\$ 159.04	\$ 162.22
Program Management I	\$ 68.51	\$ 69.88	\$ 71.28	\$ 72.70	\$ 74.16
Program Management II	\$ 81.36	\$ 82.98	\$ 84.64	\$ 86.34	\$ 88.06
Program Management III	\$ 94.20	\$ 96.09	\$ 98.01	\$ 99.97	\$ 101.97
Subject Matter Expert	\$ 299.73	\$ 305.73	\$ 311.84	\$ 318.08	\$ 324.44

**Yearly escalation factor is prior year's hourly rate plus 2%*



1c. Service Contract Act (SCA) Matrix:

SCA Eligible Labor Category	SCA Eligible Code -Title	WD Number
Accounting Clerk I	01011 - Accounting Clerk I	2015-4281
Accounting Clerk II	01012 - Accounting Clerk II	2015-4281
Accounting Clerk III	01013 - Accounting Clerk III	2015-4281
Administrator I	01311 - Secretary I	2015-4281
Administrator II	01312 - Secretary II	2015-4281
Administrator III	01313 - Secretary III	2015-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

1d. Labor Category Descriptions:

LABOR CATEGORIES	
Job Title	Position Requirements
Partner	Minimum Education /General Experience: Minimum four (4) year degree in accounting, finance or business management and twelve (12) years of accounting, management, and/or tax experience.
	Responsibility: Serves as subject matter expert, client liaison, quality control reviewer and responsible for ensuring that services are provided efficiently, accurately and in a timely manner. Responsible for contract negotiations, adherence to accounting standards, deliverables, and ensuring the quality of all work products. Supervises senior team members.
Senior Manager	Minimum Education /General Experience: Minimum four (4) year degree in accounting, finance or business management and eight (8) years of accounting, business management, and/or tax experience.
	Responsibility: Under supervision of the Partner or Project Manager. Responsible for directing the day-to-day accomplishments of the engagement or project team members. Sets priorities, ensures daily coordination among the project team, and monitors progress against schedules, budgets, and status reporting.

LABOR CATEGORIES	
Job Title	Position Requirements
Manager	Minimum/General Experience: Minimum four (4) year degree in accounting, finance or business management and six (6) years of accounting, business management, or tax experience.
	Responsibility: Under supervision of the Partner/Senior Manager and is responsible for planning, organizing, and oversight of all task activities to include technical work, quality assurance, schedule and budget monitoring. Supervises senior and staff accountants.
Supervising Senior	Minimum/General Experience: Minimum four (4) year degree in accounting, finance or business management and four (4) years of accounting, business management, and/or tax experience.
	Responsibility: Under the direction of the Senior Manager/Manager and is responsible for conducting detailed test work or complex project tasks and documenting their results in audit work-papers or project deliverables. Assists the Manager in preparing the work plan and all project deliverables, and performing the more critical test procedures or project tasks. Provides direct supervision to staff and performs the initial review of staffs' work-papers or deliverables.
Senior Accountant	Minimum Education /General Experience: Minimum four (4) year degree in accounting, finance or business management or three (3) years of accounting, business management, or tax experience.
	Responsibility: Under the direction of the Manger/Supervising Senior and is responsible for conducting detailed test work or complex project tasks and documenting their results in audit work-papers or project deliverables. Provides supervision to staff and performs the initial review of staffs' work-papers or deliverables.
Staff Accountant	Minimum Education /General Experience: Minimum one (1) year accounting, finance or business management experience.
	Responsibility: Under the direct supervision of the Senior/Supervising Senior, the staff accountant will be responsible for basic accounting functions and completing tasks as assigned.

LABOR CATEGORIES	
Job Title	Position Requirements
Accounting Clerk I	Minimum Education /General Experience: Minimum two (2) year Associates degree or one (1) year accounting, finance or business management experience.
	Responsibility: Possesses a working knowledge of accounting procedures. Processes and analyzes financial documents of the accounting function.
Accounting Clerk II	Minimum Education /General Experience: Minimum two (2) year Associates degree or three (3) years accounting, finance or business management experience.
	Responsibility: Assistance in accounting to include reconciliations, transaction analysis, transaction processing, data analysis and summarization, classifying accounting transactions, special studies to improve accounting operations.
Accounting Clerk III	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree or five (5) years accounting, finance or business management experience.
	Responsibility: Assistance in all aspects of accounting to include reconciliations, transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting
Administrative Staff	Minimum Education /General Experience: Minimum two (2) year Associates degree in business and administration or three (3) years work experience in similar position.
	Responsibility: Under the direct supervision of the Partner and Senior Manager, the administrative staff will support the professional staff with all administrative functions.
Administrative Clerk I	Minimum Education /General Experience: Minimum two (2) year Associate's degree or two (2) years work experience in similar position.
	Responsibility: Duties include, word processing, graphics, meeting coordination, answering telephones, photocopying, and additional tasks as required.

LABOR CATEGORIES	
Job Title	Position Requirements
Administrative Clerk II	Minimum Education /General Experience: Minimum two (2) year Associate's degree, or four (4) years work experience in similar position.
	Responsibility: Provide support for administrative tasks to include research, data entry, budget support, and experience with office software and standard office equipment, and additional tasks as required.
Administrative Clerk III	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or six (6) years work experience in similar position.
	Responsibility: Duties include management-level support, research, presentation development, spreadsheet development, technical tasks. Experience with general office software programs and standard office equipment required. Provide support services to program, project managers, project planning, conference meeting and planning.
Budget Analyst I	Minimum Education /General Experience: Minimum two (2) years Associate degree two (2) years work experience in similar position.
	Responsibility: Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with other Analysts, Task Leaders and Project Managers as required.
Budget Analyst II	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or four (4) years work experience in similar position.
	Responsibility: Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.
Budget Analyst III	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or six (6) years work experience in similar position.
	Responsibility: Performs analyses and studies. Works independently or as a member of a team. Provide technical and administrative direction for personnel including review of work for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Makes recommendations, as needed.

LABOR CATEGORIES	
Job Title	Position Requirements
Consultant	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or eight (8) years work experience in similar position.
	Responsibility: Provide expert level consultation for developing, supporting, operational, administrative, and financial functions. Develop procedures, policies, guidelines, establishment of controls, coordination of necessary actions. Examine current protocols, processes, and documentation, strategize solutions to determine and assure compliance with applicable legislation, regulations, policies, and procedures.
Program Management I	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or six (6) years work experience in similar position.
	Responsibility: Provides internal planning, guidance and management structure for tracking accomplishment of work assigned. Performs day-to-day management of overall contract support operations. Organizes and coordinates the planning and production of all contract support activities.
Program Management II	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or eight (8) years work experience in similar position.
	Responsibility: Responsible for assisting in all aspects of project performance. Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to personnel, oversees the completion of all assigned tasks, establishes and maintains technical and financial reports and ensure conformity to all contractual obligations.
Program Management III	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or ten (10) years work experience in similar position.
	Responsibility: Performs complex assistance in project performance to include, technical, contractual, administrative, and financial. Ensure contractual conformity, produces reports showing project status to customers and management, assigns tasks and responsibilities to subordinates and is responsible for successful completion of all tasks. Demonstrates written and oral communication skills.
Subject Matter Expert	Minimum Education /General Experience: Minimum four (4) years Bachelor's degree, or fifteen (15) years work experience in similar position.
	Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements. Demonstrates strong writing and oral communication skills.



2. **Maximum Order Limit:** \$1,000,000
3. **Minimum Order Limit:** \$100
4. **Geographic Coverage:** Worldwide
5. **Point(s) of Production:** *City:* Laurel |*County:* Prince George's |*State:* Maryland
6. **Discount from List Prices or Statement of Net Price:** To be Negotiated at the Task Order Level
7. **Quantity Discounts:** None Offered
8. **Prompt Payment Discounts:** Net 30 Days
9. **Government Purchase Cards accepted above the Micro-Purchase Threshold:** Yes
10. **Government Purchase Cards are accepted at or below the Micro-Purchase Threshold:** Yes
11. **Foreign Items:** None
12. **Time of Delivery:** Per Task Order
13. **Expedited Delivery:** To be negotiated with ordering Agency
14. **Overnight and 2-Day Delivery:** To be negotiated with ordering Agency
15. **Urgent Requirements:** To be negotiated with ordering Agency
16. **F.O.B. Points:** Destination
17. **Ordering Address:** **R.T. McCalpin & Associates, LLC**
Diana McCalpin
13992 Baltimore Ave., Suite 209
Laurel, MD 20707
Phone: (301) 974-4568
Fax: (301) 761-4569
Email: dianam@rtmcpa.com
18. **Ordering Procedures:** R.T. McCalpin & Associates, LLC will comply with Ordering procedures and information on BPAs



- 19. Payment Address:** **R.T. McCalpin & Associates, LLC**
Diana McCalpin
13992 Baltimore Ave., Suite 209
Laurel, MD 20707
Phone: (301) 974-4568
Fax: (301) 761-4569
Email: dianam@rtmcpa.com
- 20. Warranty Provisions:** Not Applicable
- 21. Terms and Conditions of Government Purchase Card Acceptance:** Contact Contract Administrator
- 22. Terms and Conditions of Rental, Maintenance and Repair:** Not Applicable
- 23. Terms and Conditions of Installation:** Not Applicable
- 24. Terms and Conditions of Repair Parts:** Not Applicable
- 25. Terms and Conditions of Any Other Service:** To be Negotiated with Ordering Agency
- 26. List of Service and Distribution Points:** Not Applicable
- 27. List of Participating Dealers:** Not Applicable
- 28. Preventative Maintenance:** Not Applicable
- 29. Special Attributes such as Environmental Attributes:** Not Applicable
- 30. Section 508 Compliance Information:** The EIT standards can be found at www.Section508.gov/.
- 31. Data Universal Number System (DUNS) Number:** 833223451