



**MULTIPLE AWARD SCHEDULE
Professional Services Schedule (MAS)**

Authorized Federal Supply Schedule (FSS) Price List
FSC/PSC Codes: R408, R703, R704, R710

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



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
14207 Downdale Ct
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

Effective through Modification PS-A812 dated February 4, 2020

GS-23F-024BA



1a. Items Awarded:

SIN	Recovery	SIN Description
541211	541211RC	Auditing Services
541219	541219RC	Budget and Financial Management Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541990RISK	541990RISKRC	Risk Assessment and Mitgation Services
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	Order Level Materials

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

541211, 541211RC, 541219, 541219RC, 541611, 541611RC, 541990RISK, 541990RISKRC, 611430, 611430RC, OLM, OLMRC					
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 Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (***) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS 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. Information for Ordering Offices: Prompt Terms Cannot be Negotiated Out of the Contractual Agreement in Exchange for Other Concessions
- 9a. **Government Purchase Cards are accepted at or below the Micro-Purchase Threshold:** Yes
- 9b. **Government Purchase Cards accepted above the Micro-Purchase Threshold:** Yes
10. **Foreign Items:** None
- 11a. **Time of Delivery:** Per Task Order
- 11b. **Expedited Delivery:** To be negotiated with ordering Agency. Items available for expedited delivery are noted in the price list above +
- 11c. **Overnight and 2-Day Delivery:** To be negotiated with ordering Agency
- 11d. **Urgent Requirements:** To be negotiated with ordering Agency
12. **F.O.B. Points:** Destination
- 13a. **Ordering Address:**
R.T. McCalpin & Associates, LLC
14207 Downdale Ct
Laurel, MD 20707

POC: Diana McCalpin
Email: dianam@rtmcpa.com
Phone: (301) 974-4568

- 13b. Ordering Procedures:** Ordering Procedures to "For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
- 14. Payment Address:** **R.T. McCalpin & Associates, LLC**
14207 Downdale Ct
Laurel, MD 20707
POC: Diana McCalpin
- 15. Warranty Provisions:** Not Applicable
- 16. Export Packing Charges:** Not Applicable
- 17. Warranty Provisions:** 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 Indicating Date of Parts Price Lists and Any Discounts from List Prices:** Not Applicable
- 20a. Terms and Conditions of Any Other Service:** To be Negotiated with Ordering Agency
- 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. Section 508 Compliance Information:** The EIT standards can be found at www.Section508.gov/.
- 25. Data Universal Number System (DUNS) Number:** 833223451
- 26. Notification Regarding Registration In Central Contractor Registration (CCR) Database:** Expiration Date: February 11, 2021