

Financial and Business Solutions Services

Authorized Federal Supply Schedule Price List



**GSA Federal Supply Service
Financial and Business Solutions Services**

**FSC Group 520
Contract Number GS-23F-8184H
December 30, 2013 to December 29, 2018**

**Version No. 12-2013
Price List Current through Modification PO-0025
dated November 25, 2013**



**Williams, Adley & Company-DC, LLP
Small Business**

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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-drive database system. The internet address for GSA *Advantage!* is www.GSAAdvantage.gov

Prices Shown Herein Are Net (Discount Deducted)



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OVERVIEW

Williams, Adley & Company-DC, LLP (Williams Adley) is a certified public accounting and management consulting firm that has been serving government clients for more than 28 years. Our firm has developed an in-depth understanding of the government environment and the protocol for coordinating technical and contractual matters with government officials. **Williams Adley** has significant experience providing auditing and financial management services for numerous government entities.

Our mission at **Williams Adley** is to be the “*firm of choice*” for financial management services, based on superior quality, best-value, and high ethical standards, and to be the “*employer of choice*” for talented professionals who desire a rewarding place to work.

Our core values define us as an organization and serve as a guide for continued growth and professional excellence.

- ❖ **Excellence:** We believe in delivering what was promised and going beyond what is expected. We derive satisfaction from expanding our knowledge and expertise, and we respond to change with flexibility and decisiveness.
- ❖ **Teamwork:** We believe that teamwork is a culture that supports and encourages success. We collaborate with colleagues to produce the best quality work for our clients.
- ❖ **Diversity:** We appreciate diversity of thought and are committed to creating an inclusive environment. We respect – and build upon – our differences, and we care about and trust each other.
- ❖ **Integrity:** We inspire trust as professionals. We do what we say we will do. We want people and clients to be proud to be associated with Williams, Adley & Company.

Williams Adley currently has six Special Item Numbers (SIN) listed below:

FINANCIAL AND BUSINESS SOLUTIONS

- SIN 520-7 - Financial and Performance Audits
- SIN 520-8 - Complementary Audit Services
- SIN 520-9 - Recovery Audits
- SIN 520-11 - Accounting Services
- SIN 520-13 - Complementary Financial Management Services
- SIN 520-22 - Grants Management Support Services

CUSTOMER INFORMATION

1a. Authorized Special Items Numbers (SIN):

SIN 520-7	- Financial and Performance Audits	<i>(see page 8 for description; 13 for pricing)</i>
SIN 520-8	- Complementary Audit Services	<i>(see page 9 for description; 13 for pricing)</i>
SIN 520-9	- Recovery Audits	<i>(see page 9 for description, 13 for pricing)</i>
SIN 520-11	- Accounting Services	<i>(see page 10 for description; 13 for pricing)</i>
SIN 520-13	- Complementary Financial Management Services	<i>(see page 10 for description, 13 for pricing)</i>
SIN 520-22	- Grants Management Support Services	<i>(see page 11 for description, 13 for pricing)</i>

1b. See Price List (**page 9**)

1c. Labor Category Descriptions (**see page 10**)

2. Maximum Order: **\$1,000,000**

3. Minimum Order: **\$300**

4. Geographic Coverage: **National**

5. Points of Production: **Washington, DC; and Oakland, CA**

6. Discount from List Prices or Statement of Net Price: **Not Applicable**

7. Quantity Discounts: **Negotiable**

8. Prompt Payment Terms: **Net 30 Days**

9a. Government Purchase Card Accepted at below micro-purchase threshold: **YES**

9b. Government Purchase Card Accepted at above micro-purchase threshold: **YES**

10. Foreign Items: **None**

11a. Time of Delivery : **Determined by Individual Order**

11b. Expedited Delivery: **Items available for expedited delivery are noted in this price list.**

11c. Overnight /2-Day Delivery: **Not Applicable**

11d. Urgent Requirements: Please contact contractor for urgent requirements delivery.

12. F.O.B. Points: **Destination**

13a. Ordering Address(es):

**Williams Adley & Company-DC, LLP
Attention: Kola A. Isiaq, Managing Partner
1030 15th Street, NW, Suite 350 West
Washington, D.C. 20005
(202) 371-1397
Email: kisiaq@williamsadley.com**

13b. **Ordering Procedures:** For services, ordering information, terms and conditions, pricing, and option to create an electronic delivery order are available through GSA Advantage! at GSAAdvantage.gov.

14. Payment Address:

**Williams, Adley & Company-DC, LLP
1030 15th Street, NW, Suite 350 West
Washington, DC 20005
(202) 371-1397**

15. Warranty Provision: **Standard Commercial**

16. Export Packing Charges: **Not Applicable**

17. Terms and Conditions of Government Purchase Card Acceptance: **Net 30 Days**

18. Terms and Conditions of Rental, Maintenance, and Repair: **Not Applicable**

CUSTOMER INFORMATION

- 19. Terms and Conditions of Installation: **Not Applicable**
- 20. Terms and Conditions of Repair: **Not Applicable**
- 20a. Terms and Conditions for other services: **Determined by Individual Order**
- 21. List of Service and Distribution Points:

Williams, Adley & Company-DC, LLP
Attention: Kola A. Isiaq
1030 15th Street, NW, Suite 350 West
Washington, D.C. 20005
(202) 371-1397
Email: kisiaq@williamsadley.com

- 22. List of Participating Dealers: **Not Applicable**
- 23. Preventative Maintenance: **Not Applicable**
- 24a. Special Attributes: **Not Applicable**
- 24b. Section 508 Compliance: **Not Applicable**
- 25. DUNS Number: **86-8712969**
- 26. SAM.gov Registration (CCR): **YES**
- 27. Recovery Purchasing: **YES**

DESCRIPTION OF SERVICES

AUDIT AND ASSURANCE SERVICES

As a result of nearly three decades of successful client outcomes, **Williams Adley** offers a variety of expert Audit and Assurance services designed to meet the specific needs of federal, state and local government agencies as well as commercial and not-for-profit organizations.

Government clients value our extensive knowledge of the CFO Act, GMRA, GPRA and FFMA, as well as OMB and GAO guidance and FASAB and GASB standards. Similarly, our many commercial and not-for-profit clients rely on **Williams Adley** to help them comply with applicable accounting and auditing standards.

Williams Adley provides a depth of understanding in the following key areas:

- Audits and Reviews
- Audit Preparation & Resolution
- Financial Statement Compilation
- OMB Circular A-133
- Agreed-Upon Procedures Review
- Program-Specific Audits
- Healthcare/Medicaid Audits
- Employee Benefit Plan Audits
- Fraud Prevention/Mitigation
- Construction Audits & Reviews

ACCOUNTING SUPPORT SERVICES

Williams Adley enjoys a long and distinguished track record of providing exceptional Accounting Support services to a variety of government, commercial and not-for-profit clients.

Designed to improve the reliability of your financial data, our services can be tailored to your specific requirements and budget. We can function as an extension of your accounting department and our highly qualified and experienced professionals possess the necessary skills and security clearances to handle the most complex and confidential engagements.

Our proven professionals provide unmatched support and guidance across the entire audit timeline, from preparation of audited financial statements to audit resolution and corrective action plan implementation. We can provide solutions that pave the way for improved audit opinions and enhanced reliability of financial and program information.

We pride ourselves on our proven expertise in delivering the following accounting support services:

- General Ledger Support
- Policies & Procedures Development
- Monthly Closing
- Account Reconciliation
- Financial Statement Preparation
- Bookkeeping
- Banking/Financing
- Interim Controllership
- Chart of Accounts Development
- Federal Credit Reform

INFORMATION TECHNOLOGY SERVICES

Information technology systems have become the lifeblood of nearly every organization, enabling operations and transporting and storing an ever-increasing amount of vital records and data.

At **Williams Adley**, our highly trained consultants are skilled in the latest technologies and techniques, allowing us to provide expert services across the full system development and operations lifecycle.

From financial management system and application control reviews to system security and disaster recovery planning, **Williams Adley** is the trusted choice of leading government, commercial and not-for-profit organizations.

Our Information Technology services include:

- FISCAM & FISMA Reviews
- Systems & Application Security
- Security Program Development
- SAS-70 Reviews
- A-130 Reviews
- System Control Reviews
- System Implementation Support
- Database Management
- Operational Support
- System Planning
- Functional Requirements Analysis
- Business Contingency/Disaster Recovery, Planning & Testing
- IT Acquisition
- IV&V Testing

DESCRIPTION OF SERVICES

MANAGEMENT CONSULTING SERVICES

Featuring seasoned professionals with years of extensive and diverse industry experience, **Williams Adley** provides authoritative Management Consulting services to some of today's most recognizable government, commercial and not-for-profit organizations.

Our management consultants serve as trusted advisors on a wide range of financial and business matters, from complying with changing legislation to streamlining business processes.

With a staffing mix designed specifically to address each client's particular management issues, **Williams Adley** provides expertise in the following areas:

- OMB Circular A-123 Reviews
- Business Process Re-engineering
- Contract Compliance Reviews
- Financial Institution Services
 - TARP
 - Closing Support
 - Foreclosure Claim Reviews
- Cost Recovery
- Pre-Award/Post-Award Reviews
- Program Management
- Grants Management
- Internal Controls/Business Process Reviews
- OMB Circular A-76 Support
- Litigation Support
- Data Analysis

Description of SINs and Client References

SIN 520-7 - Financial and Performance Audits

Financial auditing services require giving an attestation of whether the financial statements of an audited entity present fairly the financial position, results of operations, and cash flows in conformity with generally accepted accounting principles. Performance auditing services require performing an objective and systematic examination of evidence for the purpose of providing an independent assessment of the performance of an organization, program activity, or function in order to provide information to improve accountability and facilitate decision-making by parties with responsibility to oversee or initiate corrective action. Examples of financial and performance audits include but are not limited to the following:

- Financial statement audits
- Segments of financial statements
- Internal control
- Compliance with laws and regulations
- Economy and efficiency audits
- Program results and program fraud audits.

An offeror must be a licensed CPA firm and have experience with Yellow Book Standards.

Williams Adley has performed similar engagements for:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
 - Social Security Administration
 - Centers for Disease Control
- Department of Homeland Security
- Department of Justice
 - Federal Bureau of Investigation
 - Drug Enforcement Administration
 - Office of Justice Programs
- Department of Labor
- Department of the Treasury
 - Financial Management Services
 - Departmental Offices
- Federal Deposit Insurance Corporation
- Federal Communications Commission
- Millennium Challenge Corporation
- Pension Benefit Guaranty Corporation
- United States Agency for International Development
- United States Postal Service

SIN 520-8 - Complementary Audit Services

Services related to the complementary activities of an audit organization may include but is not limited to the following:

- Assist in development of questions for use at hearings
- Develop methods and approaches to be applied in evaluating a new or a proposed program
- Forecast potential program outcomes under various assumptions
- Perform peer reviews.

Williams Adley has performed similar engagements for:

- Corporation for National Service
- Department of Defense – Defense Logistics Agency
- Department of Transportation
 - Federal Transit Administration
 - Federal Highway Administration
 - Federal Motor Carrier Safety Administration
- DHHS – Social Security Administration
- Environmental Protection Agency
- Federal Deposit Corporation
- Small Business Administration

SIN 520-9 - Recovery Audits

Audits performed to recover funds resulting from overpayments, duplicate payments and underpayments. Performed under the authority of Section 354 of the National Defense Authorization Act FY96 (Public Law 104-106; 110 Stat. 268; 10 USC 2461), and Section 388 of the National Defense Authorization Act for FY98.

Williams Adley has performed similar engagements for:

- Veteran's Administration
- Ginnie Mae
- Federal Communications Commission
- District of Columbia Medical Assistance Administration
- Universal Service Administrative Company (USAC)

SIN 520-11 - Accounting Services

Accounting services may include but is not limited to the following:

- Analyze, process and summarize transactions
- Assist in devising new or revised accounting policies and procedures
- Classify accounting transactions
- Perform special studies to improve accounting operations
- Resolve accounting issues
- Resolve and/or implement audit findings
- Assess or enhance accounting internal controls
- Improve operating efficiency and effectiveness.

Williams Adley has performed similar engagements for:

- Department of Defense –
 - Defense Information Systems Agency
 - Defense Logistics Agency
 - Missile Defense Agency

- Department of the Treasury
 - Internal Revenue Service
 - Financial Management Services
- Department of Housing and Urban Development
- Department of Transportation
 - Federal Highway Administration
 - Federal Aviation Administration
- District of Columbia Government
- U.S. House of Representatives
- U.S. Senate

520-13 – Complementary Financial Management Services

Complementary Financial Management Services may include but is not limited to the following:

- Assess and improve financial management systems
- Financial reporting and analysis
- Strategic financial planning
- Financial policy formulation and development
- Devise and implement performance measures
- Special cost studies
- Assist with financial quality assurance efforts
- Benchmarking.

Williams Adley has performed similar engagements for:

- Missile Defense Agency
- Department of Housing & Urban Development
- U.S. Agency for International Development
- NASA
- International Trade Commission

520-22 - Grants Management Support Services

Support and assist Federal grants management personnel in all phases of the grants management process, including but not limited to the following:

- Assessing compliance of grantees' business and financial management systems
- Assisting awarding agencies in ensuring grantees' responsible and accountable use of grant funds
- Assisting with ensuring that grantees' performance is in full compliance with grant Requirements
- Advising government grant management officers, specialists and other grants management personnel on management of Grant Financial Management systems
- Managing the project period of performance schedule, evaluating on-going status reports, final reports and other deliverable products required under the grant program, and assisting with close-out procedures.

Williams Adley has performed similar engagements for:

- Department of Homeland Security
- National Science Foundation
- U.S. Department of Labor

PRICE LIST

The following is a list of **Williams Adley's** hourly rates over the 5-year period of the contract. For further information on pricing and ordering, please contact the Business Development Manager at (202) 371-1397, or e-mail at <http://www.williamsadley.com>.

A total price for services will be established at the time of the Task/Delivery Order placement and will be based on the rates listed below. The estimated number of hours negotiated with the ordering agency and the labor categories provided will be shown on the resultant Task/Delivery Order.

Pricing for SIN Numbers 520-7, 520-8, 520-9, 520-11, 520-13 and 520-22

Option Period 4

Labor Categories	CY14	CY15	CY16	CY17	CY18
	12/30/2013 to 12/29/2014	12/30/2014 to 12/29/2015	12/30/2015 to 12/29/2016	12/30/2016 to 12/29/2017	12/30/2017 to 12/29/2018
	Partner	\$ 230.31	\$ 234.68	\$ 239.14	\$ 243.68
Senior Manager	\$ 161.44	\$ 164.51	\$ 167.63	\$ 170.82	\$ 174.06
Audit Supervisor	\$ 121.46	\$ 123.77	\$ 126.12	\$ 128.52	\$ 130.96
Senior Accountant II	\$ 102.91	\$ 104.87	\$ 106.86	\$ 108.89	\$ 110.96
Staff Accountant II	\$ 76.69	\$ 78.15	\$ 79.63	\$ 81.15	\$ 82.69
IT Audit Manager	\$ 169.34	\$ 172.56	\$ 175.84	\$ 179.18	\$ 182.59
IT Audit Specialist	\$ 116.60	\$ 118.81	\$ 121.07	\$ 123.37	\$ 125.72
*escalation 1.9%					

Williams Adley was awarded a Federal Supply Schedule Contract No. GS-23F-8184H based on a thoroughly evaluated technical proposal and negotiated prices. Since the General Services Administration has already established us as a qualified FSS vendor, and conducted cost/price negotiations, **Williams Adley's** services can be easily accessed using the [GSA Advantage®](#)

Labor Category Descriptions - Audit & Accounting Services

Labor Category	Years Experience	Education	Functional Responsibility
Partner	Minimum 10 years	Bachelor's Degree and CPA Certification	The partner is responsible for ensuring that services are provided in an efficient and timely manner, and that all administrative matters are handled appropriately and expeditiously. Manages significant program/technical support operations and is responsible for execution of all engagement activities. Responsible for contract negotiations, adherence to accounting standards, and ensuring the quality of all work product.
Senior Manager	Minimum 6 years (with CPA, advanced degree or subject matter expertise); or 8 years	Bachelor's Degree	Senior Manager is responsible for directing the day-to-day accomplishment of the engagement. The senior manager sets priorities, ensures daily coordination among the project team, and monitors progress against schedules, budgets, and status reporting. Confers with client management staff regarding specific program/technical activities, issues or conflicts.
Supervisor	Minimum 4 years	Bachelor's Degree	Supervises project staff on-site, provides technical guidance on work assignments, independently performs major segments of engagement, acts as liaison between project staff and project manger, performs assigned tasks related to the engagement.
Senior	Minimum 2 years	Bachelor's Degree	The senior is responsible for conducting detailed test work and documenting their results in audit work papers. Senior assists in preparing the work plan and all project deliverables, and performing the more critical test procedures. Provides direct supervision to staff accountants and performs the initial review of staff work papers. Any problems, concerns, or issues that arise during the performance of test work is communicated immediately to superiors.
Staff	Entry level	Bachelor's Degree	Assists the senior in performing test procedures. Examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards, and prepares work papers and supporting documentation.
IT Audit Manager	6 years in information systems or equivalent experience	Bachelor's Degree; CISA or relevant certification desired	The IT Audit Manager is responsible for directing the day-to-day accomplishment of the audit engagement using tailored IT audit programs. Responsible for development of work plan, scheduling, daily coordination among the audit team, monitoring progress against schedules, budgets, project/task deliverables and status reporting.
IT Audit Specialist	4 years in information systems or equivalent experience	Bachelor's Degree	Under supervision of IT Audit Manager, IT Audit Specialist is responsible to conducting detailed test work and documenting results in audit work papers, assisting IT Audit Manager in preparing work plan and all project deliverables, and performs more critical test procedures.

ORDERING INSTRUCTIONS AND GUIDELINES

[GSA Advantage!®](http://www.gsa.gov) is the online shopping and ordering system that provides access to thousands of contractors and millions of supplies and services. For more information visit the GSA website at <http://www.gsa.gov>.

For Information Please Call

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