

## COTTON & COMPANY LLP PRICE LIST

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### GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>™</sup>, a menu- driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>

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### FINANCIAL AND BUSINESS SOLUTIONS (FABS)

**FSC SUPPLY GROUP:** 520

**CONTRACT NUMBER:** GS-23F-9807H

**PERIOD COVERED BY CONTRACT:** JULY 14, 1998 THROUGH DECEMBER 31, 2012

**PRICELIST CURRENT THROUGH MODIFICATION #:** PO-0016, DATED OCTOBER 9, 2008.

**CONTRACTOR INFORMATION:** 635 Slaters Lane  
4<sup>th</sup> Floor  
Alexandria, VA 22314  
T: (703)836-6701  
F: (703)836-0941  
[www.cottoncpa.com](http://www.cottoncpa.com)

**BUSINESS SIZE:** LARGE BUSINESS

**CONTRACT ADMINISTRATION:** Stephanie Bascug, Communications Manager  
[contracts@cottoncpa.com](mailto:contracts@cottoncpa.com)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Prices Shown Herein are Net



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**Customer Information:** Cotton & Company has completed thousands of engagements with agencies of government: financial and performance audits; litigation support and dispute resolutions; grant and contract compliance audits; and a wide range of management and information systems advisory services. The business of government is our practice specialty, and we have a record of quality performance for over two decades.

**1.a. Table of Awarded Special Item Numbers**

Special Item No.	Title and Description
520-7	<b>Financial and Performance Audits:</b> Cotton & Company performs financial statement audits of federal agencies in compliance with the CFO Act and the Government Management Reform Act (GMRA). C&C performs financial-related audits to determine if financial information is presented according to stated criteria, adherence to specific financial compliance requirements, and internal control over financial reporting is in place. C&C also conducts performance audits to determine if organizations and programs are achieving intended results. Performance audits include economy and efficiency, program results, and fraud audits.
520-8	<b>Complementary Audit Services:</b> C&C performs other services, including assisting governments by developing questions for use at hearings, developing methods and approaches for evaluating a new proposal or proposed program, and forecasting potential program outcomes under various assumptions.
520-11	<b>Accounting:</b> C&C provides a full range of accounting services required by federal agencies: implementing accounting standards, conducting reconciliations, performing special studies to improve accounting operations, and developing and implementing accounting procedures.
520-13	<b>Complementary Financial Management Services:</b> C&C analyzes financial management systems and develops recommendations for improvements. Specifically, we review and implement corrective actions necessary to ensure compliance with the Federal Financial Management Improvement Act (FFMIA) as well as specific JFMIP and OMB guidance. We also provide services such as compilations and financial statement reviews. We analyze and implement improvements over financial reporting processes and assist in implementing corrective actions. C&C provides all services necessary to assist federal agencies in meeting the requirements of the Government Performance and Results Act (GPRA). C&C performs all other financial management services that may be required.

**1b. Identification of the lowest priced model number and lowest unit price for that model**

Not applicable

**1c. Labor Category Descriptions**

Title	<i>Partner/Principal</i>
<b>Functional Duties/Responsibilities</b>	Serve as liaison with governmental agency, direct projects, review final reports, assume signatory authority for audit reports, provide final quality control review.
<b>Minimum Education Level</b>	Bachelor's degree in accounting or other technical field from an accredited college or

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<b>Title</b>	<b><i>Partner/Principal</i></b>
<b>Required/Supplemental Certifications</b>	university with at least 24 semester hours in accounting. CPA
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 5 years experience and position of partner or principal with the firm. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>Senior Manager</i></b>
<b>Functional Duties/Responsibilities</b>	Manage and supervise project teams, provide on-site quality control, monitor engagement budget, plan and assign tasks to project team, act as liaison between project senior and project partner/principal, review workpapers, provide technical assistance to federal agencies and project staff.
<b>Minimum Education Level</b>	Bachelor's degree in accounting or other technical field from an accredited college or university.
<b>Required/Supplemental Certifications</b>	CPA
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 7 years of audit, accounting, or financial and management advisory services experience. Proficient knowledge of GAAP; GAAS; federal regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	8 years of audit or audit-related experience may be substituted for CPA certification based on managing partner approval.

<b>Title</b>	<b><i>Manager</i></b>
<b>Functional Duties/Responsibilities</b>	Manage and supervise project teams, provide onsite quality control, monitor engagement budget, plan and assign tasks to project team, act as liaison between project senior and project partner/principal, review workpapers, provide technical assistance to federal agencies and project staff.
<b>Minimum Education Level</b>	Bachelor's degree in accounting or other technical field from an accredited college or university.
<b>Required/Supplemental Certifications</b>	CPA
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 2 years of audit, accounting, or financial and management advisory services experience. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	8 years of audit or audit-related experience may be substituted for CPA certification based on managing partner approval.

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<b>Title</b>	<b><i>Supervisory Senior</i></b>
<b>Functional Duties/Responsibilities</b>	Supervise project staff onsite, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, and perform assigned tasks related to the engagement.
<b>Minimum Education Level</b>	Bachelor's degree in accounting or other technical field from an accredited college or university with at least 24 semester hours in accounting.
<b>Required/Supplemental Certifications</b>	CPA or CPA candidate.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 4 years of audit, accounting, or financial and management advisory services experience. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>Senior/Supervisor</i></b>
<b>Functional Duties/Responsibilities</b>	Supervise project staff onsite, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, perform assigned tasks related to the engagement.
<b>Minimum Education Level</b>	Bachelor's degree in accounting or other technical field from an accredited college or university with at least 24 semester hours in accounting.
<b>Required/Supplemental Certifications</b>	CPA or CPA candidate.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 18 months of audit, accounting, or financial and management advisory services experience. Proficient knowledge of GAAP, GAAS, federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>Staff</i></b>
<b>Functional Duties/Responsibilities</b>	Serve on project team, perform tasks as assigned under the supervision of a senior/supervisor or manager.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university.
<b>Required/Supplemental Certifications</b>	None required; CPA candidate preferred.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	None required. Ability to work with minimal direct supervision.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>Senior EDP Manager</i></b>
<b>Functional Duties/Responsibilities</b>	Review and evaluate computer-based systems, audit general and application controls in complex information technology environments, and perform other duties relevant

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<b>Title</b>	<b><i>Senior EDP Manager</i></b>
	to the engagement.
<b>Minimum Education Level</b>	Bachelor's degree in computer science, accounting, or other technical field from an accredited college or university.
<b>Required/Supplemental Certifications</b>	CISA or equivalent.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 7 years experience in EDP auditing, computer programming, or other relevant areas. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, and other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>EDP Manager</i></b>
<b>Functional Duties/Responsibilities</b>	Review and evaluate computer-based systems, audit general and application controls in complex information technology environments, perform other duties relevant to the engagement.
<b>Minimum Education Level</b>	Bachelor's degree in computer science, accounting, or other technical field from an accredited college or university.
<b>Required/Supplemental Certifications</b>	CISA or equivalent.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 2 years experience in EDP auditing, computer programming, or other relevant areas. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, and other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>EDP Senior</i></b>
<b>Functional Duties/Responsibilities</b>	Provide onsite supervision of project staff, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project staff and project manager, review and evaluate computer-based systems, test applications and general controls, provide technical assistance on computerized audit techniques.
<b>Minimum Education Level</b>	Bachelor's degree in computer science, accounting, or other technical field from an accredited college or university.
<b>Required/Supplemental Certifications</b>	CISA, candidate for CISA, or other relevant certification.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	Minimum of 18 months experience in EDP auditing, computer programming, or other relevant areas. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, and other relevant industry practices pertaining to the engagement.
<b>Substitution Methodology</b>	n/a

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<b>Title</b>	<b><i>EDP Staff Auditor</i></b>
<b>Functional Duties/Responsibilities</b>	Serve as project team member, perform tasks as assigned under the supervision of a senior/supervisor or manager.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university.
<b>Required/Supplemental Certifications</b>	CISA, candidate for CISA, or other relevant certification.
<b>Continuing Professional Education</b>	In accordance with the Yellow Book.
<b>Minimum Experience Requirements</b>	None required. Basic understanding of computer-based systems and internal controls.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>Senior Consultant</i></b>
<b>Functional Duties/Responsibilities</b>	Assist project team in a specific subject matter, supervise or manage teams or other consultants.
<b>Minimum Education Level</b>	Bachelor's degree and at least one advanced degree from an accredited college or university.
<b>Required/Supplemental Certifications</b>	As appropriate for the subject matter.
<b>Minimum Experience Requirements</b>	Recognized in the specific subject matter. Actuarial science, statistics, appraisals, or any areas that may be necessary for successful completion of the engagement.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>Consultant</i></b>
<b>Functional Duties/Responsibilities</b>	Provide professional expertise not covered by other labor categories.
<b>Minimum Education Level</b>	Bachelor's degree from an accredited college or university.
<b>Required/Supplemental Certifications</b>	As appropriate for the subject matter.
<b>Minimum Experience Requirements</b>	Thorough knowledge, formal training, and high level of experience in applying specific subject matter.
<b>Substitution Methodology</b>	n/a

<b>Title</b>	<b><i>Intern</i></b>
<b>Functional Duties/Responsibilities</b>	As directed, provide financial or IT assistance and support to the project team under the supervision of a senior/supervisor or manager. Requires an ability to work independently, meet deadlines, and communicate effectively with supervisory personnel.
<b>Minimum Education Level</b>	Completed Sophomore or Junior year at an accredited college or university with a major in accounting, information systems, or related field.
<b>Required/Supplemental Certifications</b>	None required
<b>Continuing Professional Education</b>	Not applicable.

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SINs awarded to Cotton & Company and rates for these SINs are below.

Special Item No.	Title
520-7	Financial and Performance Audits
520-8	Complementary Audit Services
520-11	Accounting
520-13	Complementary Financial Management Services

**Labor Category Hourly Rates**

Labor Category	Year 11 Through 12/31/08	Year 12 01/01/09- 12/31/09	Year 13 01/01/10- 12/31/10	Year 14 01/01/11- 12/31/11	Year 15 01/01/12- 12/31/12
Partner/Principal	\$159.29	\$165.66	\$172.29	\$179.18	\$186.35
Senior Manager	144.72	150.51	156.53	162.79	169.30
Manager	123.69	128.64	133.79	139.14	144.71
Supervisory Senior	98.99	102.95	107.07	111.35	115.80
Senior/Supervisor	71.60	74.46	77.44	80.54	83.76
Staff	56.06	58.30	60.63	63.06	65.58
Senior EDP Manager	151.03	157.07	163.35	169.88	176.68
EDP Manager	138.69	144.24	150.01	156.01	162.25
EDP Senior	89.70	93.29	97.02	100.90	104.94
EDP Auditor	69.22	71.99	74.87	77.86	80.97
Senior Consultant	173.09	180.01	187.21	194.70	202.49
Consultant	74.03	76.99	80.07	83.27	86.60
Intern	40.56	42.18	43.87	45.62	47.44

\*Prices are escalated by the agreed upon 4% annual escalation (Mod PO-13).

\*\*Prices are inclusive of the 0.75% IFF

Contractor will accept LH and FFP.

2. **Maximum order.** \$1,000,000
3. **Minimum order.** \$ 300
4. **Geographic coverage.** Domestic and overseas
5. **Point(s) of production.** Same as company address
6. **Discount from list prices or statement of net price.** Government net prices (discounts already deducted).
7. **Quantity discounts.**
  - 0.5% Discount – task orders greater than \$500,000
  - 1.0% Discount – task orders greater than \$1,000,000
  - 2.0% Discount – task orders greater than \$1,500,000
  - 3.0% Discount – task orders greater than \$2,000,000
  - (These concessions apply to the incremental value of an

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- order.)
- 8. Prompt payment terms.** 1% for payments of invoices made within 10 days of receipt of a proper invoice.
- 9. Extended Price Guarantee** Prices in effect at the time of a task order award will remain in effect for 120 days following task order award.
- 10a. Government purchase cards are accepted at or below the micro-purchase threshold.** Cotton & Company will accept the government commercial credit card for payment of services issued against this schedule contract.
- 10b. Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Cotton & Company will accept the government commercial credit card for payment of services issued against this schedule contract.
- 11. Foreign items.** Not applicable
- 12a. Time of Delivery.** Specified on Task Order
- 12b. Expedited Delivery.** Contact Contractor
- 12c. Overnight and 2-day delivery.** Contact Contractor
- 12d. Urgent Requirements.** Contact Contractor
- 13. F.O.B. point(s).** Destination
- 14a. Ordering address.** Cotton & Company LLP  
635 Slaters Lane  
Alexandria, VA 22314  
(703) 836-6701
- 14b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 15. Payment address.** Cotton & Company LLP  
635 Slaters Lane  
Alexandria, VA 22314  
(703) 836-6701
- 16. Warranty provision.** Contractor's standard commercial warranty
- 17. Export packing charges.** Not applicable.
- 18. Terms and conditions of Government purchase card acceptance.** Contact Contractor
- 19. Terms and conditions of rental, maintenance, and** Not applicable.

repair.

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| <b>20. Terms and conditions of installation.</b>  | Not applicable.  |
| <b>21. Terms and conditions of repair parts.</b>  | Not applicable.  |
| <b>21a. Terms and conditions for any other services.</b>  | Not applicable.  |
| <b>22. List of service and distribution points.</b>   | Not applicable.  |
| <b>23. List of participating dealers.</b>   | Not applicable.  |
| <b>24. Preventive maintenance.</b>  | Not applicable.  |
| <b>25a. Special attributes.</b>   | Cotton & Company is environmentally conscious and participates in a recycling program. |
| <b>25b. Section 508 compliance.</b>   | Not applicable.  |
| <b>26. Data Universal Number System (DUNS) number.</b>  | 101919660  |
| <b>27. Notification regarding registration in Central Contractor Registration (CCR) database.</b> | Registered.  |