

## COTTON & COMPANY LLP PRICE LIST

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### GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE 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!**<sup>®</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>®</sup> is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

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### MULTIPLE AWARD SCHEDULE – PRICE LIST

**FSC GROUP:** INFORMATION TECHNOLOGY AND MISCELLANEOUS

**FSC/PSC:** D399; 0000

**CONTRACT NUMBER:** GS-35F-0552U

**CONTRACT PERIODS:**

BASE PERIOD:	AUGUST 15, 2008 THROUGH AUGUST 14, 2013
OPTION PERIOD 1:	AUGUST 15, 2013 THROUGH AUGUST 14, 2018
OPTION PERIOD 2:	AUGUST 15, 2018 THROUGH AUGUST 14, 2023
OPTION PERIOD 3:	AUGUST 15, 2023 THROUGH AUGUST 14, 2028

**CURRENT CONTRACT PERIOD:** OPTION PERIOD 2: AUGUST 15, 2018 THROUGH AUGUST 14, 2023

**PRICE LIST IS CURRENT AS OF MOD # PO-0030; EFFECTIVE DATE JULY 21, 2020**

**CONTRACTOR INFORMATION:** COTTON & COMPANY LLP  
333 John Carlyle St  
Ste 500  
Alexandria, VA 22314  
T: (703) 836-6701  
F: (703) 836-0941  
[www.cottoncpa.com](http://www.cottoncpa.com)

**BUSINESS SIZE:** SMALL VETERAN-OWNED BUSINESS

**ADDITIONAL INFORMATION:** Stephanie Tuthill, CCO  
[Contracts@cottoncpa.com](mailto:Contracts@cottoncpa.com)

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).



## CUSTOMER INFORMATION

- 1a. **Table of awarded special item number(s) with appropriate cross references to item descriptions and awarded price(s).**

SIN	SIN Title	Description Page	Awarded Price Page
54151S/RC/STLOC	Information Technology Professional Services	5 – 7	4
OLM/RC/STLOC	Order Level Materials (OLM)	Defined at Order Level	Defined at Order Level

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

Not Applicable.

- 1c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**

Reference pages 5-7 for GSA commercial labor category titles, experience, functional responsibilities, education, and hourly rates.

2. **Maximum Order:**

SIN	Maximum Order
54151S/RC/STLOC	\$500,000
OLM/RC/STLOC	\$250,000

3. **Minimum Order:** \$100
4. **Geographic Coverage (Delivery Area):** The geographic scope of the contract is worldwide.
5. **Point(s) of Production (City, County, and State or Foreign Country):** Same as company address.
6. **Discount from List Prices or Statement of Net Price:** Government net prices (discounts already deducted).
7. **Quantity Discounts:** None

8. **Prompt Payment:** None. Information for Ordering Offices: Prompt payment 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.
- 9b. **Government purchase cards are accepted** above the micro-purchase threshold.
10. **Foreign items (list items by country of origin):** Not applicable.
- 11a. **Time of Delivery:** Specified at the order level.
- 11b. **Expedited Delivery:** Contact Contractor.
- 11c. **Overnight and 2-day Delivery:** Contact Contractor.
- 11d. **Urgent Requirements:** Contact Contractor.
12. **F.O.B. point(s):** Destination.
- 13a. **Ordering address:**  
Cotton & Company LLP  
333 John Carlyle St  
Ste 500  
Alexandria, VA 22314  
(703) 836-6701
- 13b. **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.
14. **Payment address:**  
Cotton & Company LLP  
333 John Carlyle St  
Ste 500  
Alexandria, VA 22314  
(703) 836-6701
15. **Warranty provision:** Not applicable. This is a services contract.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level):** Contact contractor.
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 for any other services:** Not applicable.
- 21. List of service and distribution points:** Not applicable.
- 22. List of participating dealers:** Not applicable.
- 23. Preventive maintenance:** Not applicable.
- 24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.
- 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 professional services offered by Cotton & Company LLP are assurance, advisory, technical, and managerial services, which are not generally considered Electronic and Information Technology (EIT) and which are not provided by the government to employees or to the public. Section 508 Compliance does not apply to these services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, then, Cotton & Company LLP will address Section 508 Compliance requirements as set out in a Task Order or Statement of Work. The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Number System (DUNS) number:** 101919660
- 26. Notification regarding registration in System for Award Management (SAM) database:** Cotton & Company LLP is currently registered and active in SAM.

## LABOR CATEGORY HOURLY RATES

Rates applicable to SIN 54151S:

Labor Category Title	Hourly Rate
IT Partner	\$223.07
Senior Manager I	\$175.28
IT Manager I	\$154.03
IT Senior II	\$111.54
IT Staff II	\$90.30
IT Staff I	\$79.67

Price adjustments are made in accordance with the market indicator published by the U.S. Bureau of Labor Statistics Table 5 for Professional, Scientific, and Technical Services.

Prices are inclusive of the 0.75% IFF.

Contractor will accept T&M, LH, and FFP orders.

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.

## LABOR CATEGORY DESCRIPTIONS

SIN 54151S

Title	IT Partner
<b>Functional Responsibilities</b>	Serve as liaison with governmental agency, direct projects, review final reports, assumes signatory authority for all client deliverables.
<b>Minimum Education and Certifications</b>	Bachelors Degree in appropriate subject matter field from an accredited college or university. CPA, CISA, CISSP, CIPP, MCSE, CEH, CAP, or other relevant IT certification required.
<b>Minimum Experience Requirements</b>	At least seven (7) years general business administration experience including at least two (2) years specialized experience in supervising and managing information technology and related projects. Two (2) years of general experience may be substituted by a post graduate degree in computer science, information technology, or other related field.

Title	Senior Manager I
<b>Functional Responsibilities</b>	Manage project staff onsite, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project team, project partner and client, and perform assigned tasks related to the engagement. Manager has the responsibility for drafting reports and client deliverables and ensuring on time and on budget delivery of work products. A thorough knowledge of information technology concepts related to the federal government including relevant OMB memos and guidance, Federal Information processing Standards and National Institute of Standards and Technology Special Publication is expected. Leads and/or executes information security audits, attack and penetration work, vulnerability scans, certification and accreditation review and analysis, privacy audits and consulting, and other information assurance projects.
<b>Minimum Education and Certifications</b>	Bachelors Degree in appropriate subject matter field from an accredited college or university. CISA, CISSP, CIPP, MCSE, CEH, CAP or other relevant IT certification required.
<b>Minimum Experience Requirements</b>	At least six (6) years general business administration experience including at least two (2) years specialized experience in supervising and managing information technology and related projects. Two (2) years of general experience may be substituted by a post graduate degree in computer science, information technology, or other related field.

Title	IT Manager I
<b>Functional Responsibilities</b>	Manage project staff onsite, provide technical guidance on work assignments, independently perform major segments of engagement, act as liaison between project team, project partner and client, and perform assigned tasks related to the engagement. Manager has the responsibility for drafting reports and client deliverables and ensuring on time and on budget delivery of work products. A thorough knowledge of information technology concepts related to the federal government including relevant OMB memos and guidance, Federal Information processing Standards and National Institute of Standards and Technology Special Publication is expected. Leads and/or executes information security audits, attack and penetration work, vulnerability scans, certification and accreditation review and analysis, privacy audits and consulting, and other information assurance projects.
<b>Minimum Education and Certifications</b>	Bachelors Degree in appropriate subject matter field from an accredited college or university. CISA, CISSP, CIPP, MCSE, CEH, CAP or other relevant IT certification required.
<b>Minimum Experience Requirements</b>	At least four (4) years general business administration experience including at least two (2) years specialized experience in supervising and managing information technology and related projects. Two (2) years of general experience may be substituted by a post graduate degree in computer science, information technology, or other related field.

Title	IT Senior II
<b>Functional 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. Detailed, thorough understanding of computer based systems. Executes information security audits, attack and penetration work, vulnerability scans, certification and accreditation review and analysis, privacy audits and consulting, and other information assurance projects.
<b>Minimum Education and Certifications</b>	Bachelors Degree in appropriate subject matter field from an accredited college or university.
<b>Minimum Experience Requirements</b>	At least two (2) years of IT systems, IT audit, or financial audit experience. Experience may be substituted by a post graduate degree in computer science, information technology, or other related field.

Title	IT Staff II
<b>Functional Responsibilities</b>	Perform on IT or other technical advisory consulting engagement to include executing work program steps and performing detailed analysis and review activities under the supervision of a more experienced IT consultant. Basic understanding of computer-based systems.
<b>Minimum Education and Certifications</b>	Bachelors Degree in appropriate subject matter field from an accredited college or university.
<b>Minimum Experience Requirements</b>	At least one (1) year of IT experience. Experience may be substituted by a post graduate degree in computer science, information technology, or other related field.

Title	IT Staff I
<b>Functional Responsibilities</b>	Perform on IT or other technical advisory consulting engagement to include executing work program steps and performing detailed analysis and review activities under the supervision of a more experienced IT consultant. Basic understanding of computer-based systems.
<b>Minimum Education and Certifications</b>	Bachelors Degree in appropriate subject matter field from an accredited college or university.

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.