

**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!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAvantage.gov.*

Schedule Title: Financial and Business Solutions  
FSC Group: 520

Contract Number: GS-23F- 0042U

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

Contract Period: June 12, 2008 through June 11, 1013 with 3-five year option periods (6/12/13 – 6/11/28)

Contractor Name: Macfadden & Associates, Inc.

Address: 8403 Colesville Road, Suite 400  
Silver Spring, Maryland 20910

Contact for contract administration:

Byron L. Brown, Director of Contracts  
301-588-5900 ext. 136  
301-588-0390 (fax)  
[blbrown@macf.com](mailto:blbrown@macf.com)

Authorized Negotiators: Russell E. Hall, President and Chief Executive Officer  
David Binns, Chief Operating Officer  
301-588-5900  
301-588-0390 (fax)

Business size: Large

Prices Shown Herein are Net (discount deducted)

Macfadden & Associates, Inc.  
GS-25F-0042U

## CUSTOMER INFORMATION PAGE

- |      |   |  |
|------|---|--|
| 1a.  | Awarded Special Item Number(s)  | 520-11 Accounting<br>520-13 Complementary Financial<br>Management Services |
| 1b.  | Awarded Pricing:  | Pricing List enclosed  |
| 1c.  | Labor category descriptions:  | Enclosed herein  |
| 2.   | Maximum order:  | \$1,000,000  |
| 3.   | Minimum order:  | \$300.00   |
| 4.   | Geographic coverage (delivery area):  | Domestic   |
| 5.   | Point(s) of production:   | Silver Spring, Maryland  |
| 6.   | Discount from list prices or statement of net price: Prices shown herein are net<br>(Discount deducted)               |  |
| 7.   | Quantity discounts:   | None   |
| 8.   | Prompt payment terms:   | 2% - 15 days   |
| 9a.  | Notification that Government purchase cards<br>are accepted at or below the micro-purchase threshold: Yes             |  |
| 9b.  | Notification whether Government purchase cards are<br>accepted or not accepted above the micro-purchase threshold: No |  |
| 10.  | Foreign items: Not applicable.  |  |
| 11a. | Time of delivery:   | Per individual Task Order  |
| 11b. | Expedited delivery:   | Not applicable   |
| 11c. | Overnight and 2-day delivery:   | Not applicable   |
| 11d. | Urgent requirements:  | Contact Contractor   |
| 12.  | F.O.B. point(s):  | Destination  |
| 13a. | Ordering address(es):   | Same as company address  |

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address: Macfadden & Associates, Inc.  
8409 Colesville Rd., Suite 400  
Silver Spring, MD 20910
15. Warranty provision: Not applicable
16. Export packing charges: Not applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): 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 – 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. Preventative maintenance – Not applicable
- 24a. Special attributes such as environmental attributes: 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 EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/): Not applicable
25. Data Universal Number System (DUNS) number: 609321344
26. Notification regarding registration in Central Contractor Registration (CCR) database: Macfadden & Associates, Inc. is registered in CCR

**HOURLY RATES for**

**SPECIAL ITEM NUMBERS 520-11 and 520-13**

<b>Labor Categories</b>	<b>Base Year Rates Hourly</b>	<b>Option Year 1 Hourly</b>	<b>Option Year 2 Hourly</b>	<b>Option Year 3 Hourly</b>	<b>Option Year 4 Hourly</b>
<b>Project Manager</b>	\$80.75	\$83.41	\$86.17	\$89.01	\$91.95
<b>Senior Account Lead</b>	\$76.00	\$78.51	\$81.10	\$83.78	\$86.54
<b>Senior Accountant</b>	\$72.00	\$74.38	\$76.83	\$79.37	\$81.98
<b>Mid Account</b>	\$64.25	\$66.37	\$68.56	\$70.82	\$73.16
<b>Mid Accounting Technician</b>	\$48.00	\$49.58	\$51.22	\$52.91	\$54.66
<b>Jr Accounting Technician</b>	\$36.00	\$37.19	\$38.42	\$39.68	\$40.99

## **LABOR CATEGORY DESCRIPTIONS**

### **1.6 LABOR CATEGORY DESCRIPTIONS**

#### **MACFADDEN & ASSOCIATES, INC.**

##### **Labor Category Descriptions**

##### **SIN 520-11 - Accounting**

###### **Project Manager**

Education/Experience: Bachelor Degree in accounting or other technical field from an accredited university. Minimum of 10 years experience. Audit and financial accounting assistance services. Proficient knowledge of federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.

Responsibilities: Provides direct customer liaison at the project management level. Develops and implements systems and performance strategies. Sets day-to-day accomplishments and priorities, ensuring coordination among the project team, monitoring progress against schedules, budgets, and status reporting. Confers with government management staff regarding specific program/technical activities, issues or conflicts.

###### **Senior Accountant - Lead**

Education/Experience: Bachelor's degree in accounting or other technical field from an accredited college or university. Minimum of 9 years experience (or equivalent combination of education and experience). CPA candidate preferred. Proficient knowledge of GAAP; federal regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.

Responsibilities: Devises new or revised accounting policies and/or procedures. Performs field work, supervises and reviews staff accountants' work. Provide technical guidance on work assignments, independently performs major segments of engagement, act as liaison between project staff and project manager, and performs assigned tasks related to the engagement. Sets day-to-day accomplishments and priorities, ensuring coordination among the project team, monitoring progress against schedules, budgets, and status reporting.

###### **Senior Accountant**

Education/Experience: Bachelor's degree in accounting or other technical field from an accredited college or university. Minimum of 8 years experience (or equivalent combination of education and experience). CPA candidate preferred. Proficient knowledge of GAAP; federal

regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.

Responsibilities: Devises new or revised accounting policies and/or procedures. Performs field work, supervises and reviews staff accountants' work. Provide technical guidance on work assignments, independently performs major segments of engagement, act as liaison between project staff and project manager, and performs assigned tasks related to the engagement.

### **Mid Accountant**

Education/Experience: Bachelor's degree in accounting, finance, or related discipline from an accredited college or university. 1-3 years of related experience(or equivalent combination of education and experience). No certification required. CPA candidate preferred.

Responsibilities: Assists in devising new or revised accounting policies and/or procedures. Performs special studies to improve accounting operations; analyzes, processes, and summarizes transactions; resolves accounting issues. Assists in improving and streamlining reporting and analysis processes. Ability to work with minimal direct Supervision.

### **Mid Accounting Technician**

Education/Experience: Bachelors or high school diploma and a minimum of 3 years experience in GAAP principles and standards, government accounting practices and policies.

Responsibilities: Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations. Conducts audits to determine program compliance with generally accepted accounting practices. Reviews chart of accounts and transaction flows.

### **Jr. Accounting Technician**

Education/Experience: Bachelors or high school diploma. 0-1 years of general business or administrative experience.

Responsibilities: Works under general supervision, providing clerical support and basic analysis of accounting projects utilizing a computer based finance and accounting system. Responsible for the accurate, efficient, and timely receipt, processing, editing, entering, adjustment, and tracking of complex documents and information. Maintains computerized files and general ledger accounts. Provides assistance for research and modification services.

**CON'D**

**LABOR CATEGORY DESCRIPTIONS**

**MACFADDEN & ASSOCIATES, INC.**

**Labor Category Descriptions**

**SIN 520-13 – Complementary Financial Management Services**

**Project Manager**

Education/Experience: Bachelor Degree in accounting or other technical field from an accredited university. Minimum of 10 years experience. Audit and financial accounting assistance services. Proficient knowledge of federal regulations, guidelines, standards and concepts, or other relevant industry practices pertaining to the engagement.

Responsibilities: Provides direct customer liaison at the project management level. Develops and implements systems and performance strategies. Sets day-to-day accomplishments and priorities, ensuring coordination among the project team, monitoring progress against schedules, budgets, and status reporting. Confers with government management staff regarding specific program/technical activities, issues or conflicts.

**Senior Accountant - Lead**

Education/Experience: Bachelor's degree in accounting or other technical field from an accredited college or university. Minimum of 9 years experience (or equivalent combination of education and experience). CPA candidate preferred. Proficient knowledge of GAAP; federal regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.

Responsibilities: Devises new or revised accounting policies and/or procedures. Performs field work, supervises and reviews staff accountants' work. Provide technical guidance on work assignments, independently performs major segments of engagement, act as liaison between project staff and project manager, and performs assigned tasks related to the engagement. Sets day-to-day accomplishments and priorities, ensuring coordination among the project team, monitoring progress against schedules, budgets, and status reporting.

**Senior Accountant**

Education/Experience: Bachelor's degree in accounting or other technical field from an accredited college or university. Minimum of 8 years experience (or equivalent combination of education and experience). CPA candidate preferred. Proficient knowledge of GAAP; federal regulations, guidelines, standards, and concepts; or other relevant industry practices pertaining to the engagement.

Responsibilities: Devises new or revised accounting policies and/or procedures. Performs field work, supervises and reviews staff accountants' work. Provide technical guidance on work assignments, independently performs major segments of engagement, act as liaison between project staff and project manager, and performs assigned tasks related to the engagement.

### **Mid Accountant**

Education/Experience: Bachelor's degree in accounting, finance, or related discipline from an accredited college or university. 1-3 years of related experience(or equivalent combination of education and experience). No certification required. CPA candidate preferred.

Responsibilities: Assists in devising new or revised accounting policies and/or procedures. Performs special studies to improve accounting operations; analyzes, processes, and summarizes transactions; resolves accounting issues. Assists in improving and streamlining reporting and analysis processes. Ability to work with minimal direct Supervision.

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Responsibilities: Works under general supervision, providing clerical support and basic analysis of accounting projects utilizing a computer based finance and accounting system. Responsible for the accurate, efficient, and timely receipt, processing, editing, entering, adjustment, and tracking of complex documents and information. Maintains computerized files and general ledger accounts. Provides assistance for research and modification services.