



**Financial and Business Solutions (FABS)
Contract No. GS-23F-0086W
Authorized Federal Supply Schedule Price List**

Schedule Title: Financial and Business Solutions (FABS) Industrial Group
520.7 | 520.11 | 520.12 | 520.13

Contract Number: GS-23F-0086W

Contract Period: August 3, 2010 – August 2, 2020

Contractor: McConnell & Jones, LLP
(Veteran Owned Small Business)
4828 Loop Central Drive, Suite 1000
Houston, Texas 77081
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Contract Administration Contact:

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Business Size: Small

Prices shown herein are Net (Discount deducted)

Date: July 17, 2017



McCONNELL & JONES LLP
CERTIFIED PUBLIC ACCOUNTANTS

WELCOME

McConnell & Jones LLP (MJ) welcomes this opportunity to present to you our qualifications and price list for the General Services Administration (GSA) Financial and Business Solutions Schedule.

The unique environment and varied constituency of government agencies present challenges to those who work in the Federal arena. MJ has the skills, resources, experience and commitment to assist Federal agencies and governmental entities in meeting the demanding requirements of today's Federal environment.

Providing your organization with outstanding service requires a detailed understanding of your business. We sincerely believe we are the CPA firm best matched to these needs and expectations. We are excited about the opportunity to serve the Federal government and are committed to providing the highest level of service. As a certified Veteran-Owned Small Business and leading provider of audit and advisory services, we have much to offer our clients. These factors include:

- We assign experienced personnel to federal engagements. By doing so, we are able to reduce the learning curve and start-up time required to perform the services effectively and efficiently.
- We have an uncompromising commitment to providing you with quality services, while meeting the highest level of ethical standards and performance.
- We bring a wealth of relevant experience having performed numerous financial statement audits and benefit plan audit services for a variety of federal agencies and contractors.
- Our team of experienced professional work together to deliver high-quality services to GSA and its end-user agencies. Our governmental team members are dedicated to serving federal clients and are exceptionally knowledgeable and up-to-date on government auditing and accounting standards.
- Our relevant project experience demonstrates the firm's technical capabilities and impeccable qualifications to provide accounting, budgeting, and complementary financial management services.
- We bring an innovative approach to serving your needs that we are confident will result in meaningful, cost-effective recommendations that will help strengthen internal controls, improve operational efficiencies, and ensure compliance with applicable requirements.

We look forward to meeting with you and discussing potential opportunities

Truly Yours,



McConnell & Jones LLP

CUSTOMER INFORMATION

1a. Awarded Special Item Number(s) Descriptions	<p>520.7 Financial & Performance Audits</p> <p>520.11 Accounting</p> <p>520.12 Budgeting</p> <p>520.13 Complementary Financial Management Services</p>
1b. Lowest Unit Price	See Page 13 for FSS pricelist
1c. Labor Category Descriptions	See Page 3 for Labor Category Descriptions
2. Maximum Order	\$2,500,000
3. Minimum Order	\$200
4. Geographic Coverage	Domestic
5. Point(s) of Production	Houston, Harris County, TX Dallas, Dallas County, TX
6. Net Price	To be negotiated at the task order level.
7. Quantity Discount	Discounts to be negotiated at the task order level.
8. Prompt Payment Terms	Net 30
9a. Government Credit Card below micro-purchase threshold	Yes
9b. Government Credit Card above micro-purchase threshold	Yes
10. Foreign Items	N/A
11a. Time of Delivery	To be negotiated at the task order level

11b. Expedited Delivery	N/A
11c. Overnight and 2-day delivery	N/A
11d. Urgent Requirements	Speak to the listed contact for urgent requirements
12. F. O. B. Points	N/A
13a. Ordering Address	McConnell & Jones LLP 4828 Loop Central Drive, Suite 1000 Houston, Texas 77081
13b. Ordering Procedures	Speak to the listed contact for ordering options
14. Payment Address:	McConnell & Jones LLP 4828 Loop Central Drive, Suite 1000 Houston, Texas 77081
15. Warranty Provisions	N/A
16. Export packaging charges	N/A
17. Terms and conditions of Government Purchase card Acceptance	N/A
18. Terms and conditions of rental, maintenance, and repair	N/A
19. Terms and conditions of installation	N/A
20. Terms and conditions of repair parts	N/A
20a. Terms and conditions for other services	N/A
21. List of service and distribution points	N/A
22. List of Participating dealers	N/A
23. Preventative maintenance	N/A

- 24a. Special attributes such as environmental attributes N/A
- 24b. Section 508 compliance information available on Electronic and Information Technology (EIT) supplies and services. N/A
- 25. Data Universal Number System Number: 808559111
- 26. Central Contractor Registration (CCR) No: 4ZXK2

FIRM OVERVIEW

McConnell & Jones LLP (M&J) is a limited liability partnership licensed to practice as a public accounting firm in the District of Columbia (DC), Virginia, Maryland, Georgia, Illinois, Nevada, New Jersey, Tennessee and Texas. Founded in 1987 and headquartered in Houston, Texas, M&J provides a myriad of services to Federal, state and local government entities and components, as well as not-for-profit and commercial entities across the country. M&J currently employs approximately 100 professionals and is a certified Veteran-Owned Small Business (VOSB) through the Department of Veterans Affairs.



We offer considerable experience providing assurance and attestation services (SIN 520.7), including financial statement audits, financial related audits and performance audits, agreed upon procedures, and compilations. Our assurance team has successfully completed numerous Financial and Performance Audits, and is keenly aware of the compliance requirements, generally accepted auditing standards, and generally accepted accounting principles that must be conformed to for federal assurance engagements.

Additionally, our relevant project experience demonstrates the firm's technical capabilities and impeccable qualifications to provide services under the Accounting, Budgeting, and Complementary Financial Management Services SINs (SINs 520.11, 520.12, and 520.13). This experience includes performing transactional and data analysis to improve accounting operations, conducting budget reviews to improve budget preparation processes, as well as completing special cost studies and benchmarking to assist with financial quality assurance efforts. Our team of experienced professionals will work together to deliver high-quality services to GSA and its end-user agencies.

While MJ meets the criteria for a small business, our qualifications are similar to those of larger firms. For example, we provide the financial statement, performance, and single audits to the City of Houston, the fourth largest city in the United States. We also perform compliance audit work for the Department of Treasury Office of the Inspector General (OIG) and the Department of Health and Human Services and are involved in the financial statement audits of the United States Air Force and the Defense Logistics Agency, and previously participated in the audits of the U.S. Marine Corps and the U.S. Army Corps of Engineers. Additionally, we provide internal audit services for the Texas State Lottery, the fourth largest lottery in the United States. The depth and variety of our experiences provides us with the technical ability to successfully assist our prime contractors and its Federal clients.

M&J has established a strong practice as a certified public accounting and has acquired more than 30 years of diverse experience in performing audits and providing related accounting and internal control services to clients in the governmental sector. More than forty-percent of M&J's clientele is in the governmental sector, and many of them have large accounting systems, multiple locations and programs. Each year our team spends thousands of hours providing these services to governmental entities. As a recipient of the GSA contract, we will deliver the highest quality product in a manner that is consistent with our reputation for responsiveness to our clients.

DESCRIPTION OF SERVICES

SIN 520-7 | Financial and Performance Audits

M&J provides financial auditing services, 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. Services may include but are not limited to the following: Financial statement audits; Segments of financial statements; internal controls, Compliance with laws and regulations, Economy and efficiency audits, Program results and program fraud audits.

Financial Audits. M&J is highly-experienced in advising and assisting agencies in the preparation of annual performance audits and audits of annual financial statements. We have assisted agency personnel in analyzing and compiling data for use in preparing financial statements and related disclosures in accordance with the CFO Act of 1990, Government Auditing Standards, Government Performance and Results Act of 1993 (GPRA), Government Management Reform Act of 1994 (GMRA), Federal Manager's Financial Integrity Act of 1982 (FMFIA), Federal Financial Management Improvement Act of 1996 and various OMB Circulars and Bulletins.

Financial Related Audits. Financial related audits require the performance of procedures used to determine whether presentation of specific financial information complies with stated criteria; whether specific financial compliance requirements are being adhered to; or whether the organization's internal control structure is suitably designed and functioning so as to achieve stated control objectives. M&J performs a wide range of such engagements, audits of specified elements of an organization's or accounts financial statements; tests of grants procedures; tests of grant expenditures in accordance with the terms of the grant and other applicable guidelines such as FAR; evaluation of internal controls over financial reporting.

Our specific services under SIN 520-7 include the following:

Audit Services

- Financial Statement Audits
 - US Generally Accepted Auditing Standards
 - Governmental Auditing Standards (Yellow Book)
 - Single Audits in Accordance with OMB A- 133 and the Single Audit Act
- Program Audits
- Financial Reviews and Monthly, Quarterly, and Annual Financial Compilations

Employee Benefit Plan Audit Services

- Defined benefit plans (cash balance, retirement)
- Defined contribution plans (401(k), 403(b))
- Health and welfare plans
- Preparation of Form 11-K to satisfy SEC reporting requirements

Attestation Examinations

- Agreed-upon Procedures
- Compliance Examinations

Risk Advisory / Internal Audit

- Internal Audit Co-Sourcing and Outsourcing
- Internal Control Assessments
- Risk Advisory
- Fraud and Forensic Service
- Audit Readiness

SIN 520-11 | Accounting

M&J offers considerable experience in providing a variety of accounting and related services to clients in all segments of the Federal market including transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, and special studies to improve accounting operations. Our specific services under 520.11 include:

- Analyze, process, and summarize transactions
- Development of accounting policies and procedures
- Classify accounting transactions
- Improve operating efficiency and effectiveness
- Perform special projects and studies to improve accounting operations
- Resolve accounting issues
- Implement audit findings

SIN 520-12 | Budgeting

M&J is highly experienced in providing budgeting and related services designed to help federal organizations in their effort to achieve an integrated and comprehensive performance management framework. We work with clients to allocate resource efficiently to improve program effectiveness and improve financial management practices to enhance financial reporting. Our specific services under 520.12 include:

- Assess and improve the budget formulation and execution process,
- Conduct special review of budget formulation or execution issues
- Review budgetary controls
- Assist with implementation of corrective actions

Our considerable experience providing budgeting and resource management includes services involving operational support, compliance and accountability, and consulting services. The following are brief descriptions of our capabilities:

- Benchmarking Analysis of Budget Formulation and Execution
- Budget Execution, Forecasting, and Reporting Support
- Budget Metrics Development
- Budget Process Redesign and Integration Support (Planning, Formulation, Execution)
- Budgetary and Financial Analysis
- Business Process Assessments of Resource Management Functions
- Compliance Reporting
- Controls Assessment, Testing and Deficiency Identification
- Cost/Managerial Accounting Improvements
- Costs Management Analytics
- Development of Reporting Policies and Data Standards
- Finance/Budget Competency Design
- Finance/Budget Strategy and Visioning
- Finance/Budget System Implementation
- Finance/Budget Systems Assessment and Modernization
- Integrated Performance Management, Improvement, and Training
- Labor Costing Assessment and Rationalization
- Performance Metrics Development
- Preparation and Submission of Multi Year Budget
- Resource Management Controls and Implementation
- Strategic Resource Planning
- Trial Balance Variance and Data Quality Validation

SIN 520-13 | Complementary Financial Management Services

M&J is experienced in providing complementary financial management services such as assessing and improving financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devising and implementing performance measures, conducting special cost studies, performing actuarial services, performing economic and regulatory analysis, assisting with financial quality assurance efforts, and performing benchmarking. Our specific services under 520.13 Complementary Financial Management Services include:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems

- Identify systems requirements, Plan and develop systems,
- Assist in meeting agency financial management system requirements,
- Assess and improve financial reporting and analysis,
- Develop new reporting formats and pro-forma financial reports,
- Assist in improving and streamlining reporting and analysis processes,
- Perform cost-benefit or other special financial analyses,
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Assist with quality assurance efforts
- Perform economic and regulatory analyses:
 - Develop methods for analyzing costs, benefits and impacts of regulations and policies
 - Collect data and prepare Information Collection Requests for approval by OMB
 - Conduct exposure and risk analyses
 - Develop, modify or apply risk characterization models to analyze and evaluate polices, programs and regulations

In addition, the M&J team can provide the following support services

- Performance Management Reviews – Focuses on improving the consistency, transparency, accuracy, and use of metrics and measures used to track and manage the company
- Financial Controls Assessments – Focuses on managing enterprise risk and operating effective and efficient internal controls over financial reporting by applying a top-down, risk-based approach
- Fraud Prevention – Provides an integrated approach to help the organization control fraud by understanding their susceptibility to frauds and taking specific actions to deter, detect, and prevent fraud

REPRESENTATIVE CLIENT LIST

M&J’s governmental assurance specialists who are dedicated to providing auditing and other related services to federal, state and municipal organizations. M&J’s representative clients in the federal market include:

- B&W Technical Services - Audit of Internal Control
- Defense Information Systems Agency (DISA)
- Defense Logistics Agency (DLA)
- Department of Defense, Defense Information System Agency
- Department of Defense, Military Retirement Fund
- Department of Health and Human Services
- Los Alamos National Laboratory – OMB A-133 Compliance Testing
- NASA
- Nuclear Regulatory Commission
- Texas Southern University
- Treasury Inspector General
- U. S. Dept. of Health & Human Services, Centers for Medicare and Medicaid Services
- US Air Force
- US Army Corps of Engineers
- US Department of Navy / US Marine Corps
- US Veteran’s Affairs



LABOR CATEGORY DESCRIPTIONS

Labor Categories for SIN 520.07 – Financial & Performance Audits

Financial-related audits, performance audits, and contract audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and non-GAGAS. An independent assessment of an audited entity's a) financial statements in conformity with generally accepted accounting principles, b) financial information, adherence to financial compliance requirements and internal controls, or c) organization or program performance to identify areas for improvement.

520.7 Labor Category	Description
Partner	<p>Serves as client liaison. 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.</p> <p>Minimum Years Experience: 20 Minimum Education / Certification: Professional CPA</p>
Principal	<p>The Principal provides primary interface with client management personnel regarding strategic issues. He or she directs the completion of projects within estimated time frames and budget constraints, coordinates parties' efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The Partner also delivers, presents, and leads strategic level client meetings.</p> <p>Minimum Years Experience: 15 Minimum Education / Certification: Professional CPA</p>
Audit Director	<p>Audit Director is responsible for directing the day-to-day accomplishment of the audit engagement using tailored audit programs. The audit director sets priorities, ensures daily coordination among the audit team, and monitors progress against schedules, budgets, and status reporting. Confers with government management staff regarding specific program/technical activities, issues or conflicts.</p> <p>Minimum Years Experience: 12 Minimum Education / Certification: Professional CPA</p>

520.7 Labor Category	Description
Manager	<p>Responsible for planning, organizing, task management, technical work, quality assurance, schedule and budget monitoring of engagement. Serves as primary contact with client staff.</p> <p>Minimum Years Experience: 8 Minimum Education / Certification: Professional CPA</p>
Supervisor 1	<p>Under the supervision of Audit Director or Manager, 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 on task.</p> <p>Minimum Years Experience: 6 Minimum Education / Certification: Bachelors Degree</p>
Supervisor 2	<p>Under the supervision of Audit Director or Manager, 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 on task. Additionally, under the direction of the manager, the supervisor 2 is responsible for conducting detailed test work and documenting their results in audit work papers. The supervisor 2 assists the manager 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 accountants' work papers. Any problems, concerns, or issues that arise during the performance of test work is communicated immediately to the manager.</p> <p>Minimum Years Experience: 6 Minimum Education / Certification: Bachelors Degree</p>
Senior Auditor 1	<p>Assists the supervisor and/or manager in preparing the work plan and all project deliverables, and performing the more critical test procedures. Examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards. Senior accountant provides direct supervision to staff accountants and performs the initial review of staff accountants' work papers</p> <p>Minimum Years Experience: 1 Minimum Education / Certification: Bachelors Degree</p>

520.7 Labor Category	Description
Senior Auditor 2	<p>Assists the supervisor and/or senior accountant in performing the more critical test procedures. Examines accounting documents to verify accuracy and compliance with policies, procedures and acceptable accounting standards, and prepares work papers and supporting documentation.</p> <p>Minimum Years Experience: 3 Minimum Education / Certification: Bachelors Degree</p>
Staff Auditor 1	<p>Major Functions: The responsibilities in this category include performing specific audit steps under the supervision of a Senior Auditor. All activities of the Staff Auditor are supervised.</p> <p>Minimum Years Experience: 0 Minimum Education / Certification: Bachelors Degree</p>
Staff Auditor 2	<p>Major Functions: The responsibilities in this category include performing specific audit steps under the supervision of a Senior Auditor. All activities of the Staff Auditor are supervised.</p> <p>Minimum Years Experience: 1 Minimum Education / Certification: Bachelors Degree</p>

Labor Categories for SIN 520.11 – Accounting

Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

520.11 Labor Category	Description
Associate I	<p>Executes specific elements of engagements under direct supervision. Responsible for becoming familiar with engagement and business area procedures and issues. As experience and proficiency is gained, persons in this position are expected to undertake more difficult assignments and manage greater responsibility.</p> <p>Minimum Years Experience: 2 Minimum Education / Certification: Bachelors Degree</p>

520.11 Labor Category	Description
Associate II	<p>Executes specific elements of engagements under direct supervision. They provide a greater level of experience or expertise than the Associate I. They are responsible for becoming familiar with engagement and business area procedures and issues. As experience and proficiency is gained, associates are expected to undertake more difficult assignments and manage greater responsibility.</p> <p>Minimum Years Experience: 0 Minimum Education / Certification: Bachelors Degree</p>
Financial Analyst	<p>Serves as analytical resource on engagement team by helping to formulate and define systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Assumes responsibility for preparing, analyzing and processing data and reports for cost comparison and cost estimates. Performs financial and data modeling, evaluates current processes, and prepares appropriate documentation for client. Maintains accountability for process deliverables and business presentations to client. Supports the successful completion of all planned work under the direct supervision of more experienced staff.</p> <p>Minimum Years Experience: 3 Minimum Education / Certification: Bachelors Degree</p>
Manager I	<p>Controls and supervises client engagements. Monitors requirements, deliverables and resources of engagements and provides direct supervision for senior associates and associates.</p> <p>Minimum Years Experience: 5 Minimum Education / Certification: Professional Certification (CPA, CFA, CFE)</p>
Project Director	<p>Project Directors play a key role in project-related discussions, problem resolution, and generating alternative course of action. They frequently serve as the primary point of contact with client project personnel.</p> <p>Specifically, these professionals direct and guide projects toward their successful completion. They exercise control and flexibility in performing their assigned duties while monitoring the duties of other project team members.</p> <p>Minimum Years Experience: 10 Minimum Education / Certification: Professional Certification (CPA, CFA, CFE)</p>

520.11 Labor Category	Description
Senior Consultant	<p>Senior consultants interface with the client on a day-to-day basis, assist in identifying problems, performs technical analysis, devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings. The senior consultant coordinates major segments of the engagement.</p> <p>Minimum Years Experience: 5 Minimum Education / Certification: Bachelors Degree</p>

Labor Categories for SIN 520.12, Budgeting

Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

Labor Category	Description
Project Director	<p>Project Directors play a key role in project-related discussions, problem resolution, and generating alternative course of action. They frequently serve as the primary point of contact with client project personnel.</p> <p>Specifically, these professionals direct and guide projects toward their successful completion. They exercise control and flexibility in performing their assigned duties while monitoring the duties of other project team members.</p> <p>Minimum Years Experience: 10 Minimum Education / Certification: Professional Certification (CPA, CFA, CFE)</p>
Senior Consultant	<p>A Senior Consultant is proficient in performing detailed financial and business process analyses, evaluating the results, suggesting alternatives to resolve issues, and providing status reports to the engagement and client teams.</p> <p>Senior consultants interface with the client on a day-to-day basis, assist in identifying problems, performs technical analysis, devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings.</p> <p>Minimum Years Experience: 5 Minimum Education / Certification: Bachelors Degree</p>

Labor Category	Description
<p>Senior Manager</p>	<p>Senior Managers apply their broad management skills and specialized functional and technical expertise to lead projects in delivering client solutions or to manage the operations of multiple projects.</p> <p>A Senior Manager plans and manage the work of project teams, works with client to facilitate project tasks and realize business goals, ensure consistency of quality across multiple project tasks, and supervises junior staff to ensure project deliverables are achieved.</p> <p>Minimum Years Experience: 7 Minimum Education / Certification: Bachelors Degree</p>
<p>Manager I</p>	<p>Managers apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects.</p> <p>Specifically, the Manager I will plan and manage the work of project teams, review all work product of lower level personnel, prepare initial draft reports, supervises and coordinate project activities, monitor project milestones and staff relationships, prepare draft status reports and regularly attends status meetings.</p> <p>Minimum Years Experience: 5 Minimum Education / Certification: Bachelors Degree</p>
<p>Manager II</p>	<p>Managers apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects.</p> <p>Specifically, the Manager II will review all documentation prepared by more junior personnel and is responsible for initial drafting of final project reports prior to submission for approval. Assumes responsibility for coordination of subordinate activities. Monitors project performance and staff relationships. Conducts performance reviews of other less experienced staff. Corrects errors identified during acceptance process.</p> <p>Minimum Years Experience: 3 Minimum Education / Certification: Bachelors Degree</p>

Labor Categories for SIN 520.13, Complimentary Financial Services

Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance

measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

Labor Category	Description
<p>Project Director</p>	<p>Leads in the organization and direction of the overall performance of the contract. Highly specialized in the accounting/finance industry and leading-edge technologies and/or methodologies.</p> <p>Organizes and directs overall engagement performance. Ensures that goals and objectives are accomplished within prescribed timeframe and funding parameters. Negotiates and makes decisions for the firm. Participates in project status committee meetings to resolve issues through application of Firm resources or experience gained in other projects. Ensures compliance with Firm policies and professional standards.</p> <p>Minimum Years Experience: 9 Minimum Education / Certification: Bachelors Degree</p>
<p>Senior Consultant</p>	<p>A Senior Consultant is proficient in performing detailed financial and business process analyses, evaluating the results, suggesting alternatives to resolve issues, and providing status reports to the engagement and client teams.</p> <p>A Senior Consultant is responsible for providing continued technical guidance and quality assurance on deliverables. Additionally, a Senior Consultant may assist Managers with planning or budgetary tasks helping to ensure that requirements are satisfied within the budget and on time, and help to prepare for and facilitate meetings and prepare documentation summarizing the results of their work.</p> <p>Additionally, senior consultants interface with the client on a day-to-day basis, assist in identifying problems, performs technical analysis, devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings.</p> <p>Minimum Years Experience: 5 Minimum Education / Certification: Bachelors Degree</p>

Labor Category	Description
Senior Manager	<p>Senior Managers apply their broad management skills and specialized functional and technical expertise to lead projects in delivering client solutions or to manage the operations of multiple projects.</p> <p>A Senior Manager plans and manage the work of project teams, works with client to facilitate project tasks and realize business goals, ensure consistency of quality across multiple project tasks, and supervises junior staff to ensure project deliverables are achieved.</p> <p>Minimum Years Experience: 7 Minimum Education / Certification: Bachelors Degree</p>
Consultant	<p>The Consultant assigns work task to team members. Develops, maintains and monitors sub-task work plans. Performs first-line issue resolution. Provides updates on engagement process and helps draft final reports. Conducts onsite quality control inspections. Reviews and approves all milestone documentation.</p> <p>Minimum Years Experience: 5 Minimum Education / Certification: Bachelors Degree</p>
Manager I	<p>Managers apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects.</p> <p>Specifically, the Manager I will plan and manage the work of project teams, review all work product of lower level personnel, prepare initial draft reports, supervises and coordinate project activities, monitor project milestones and staff relationships, prepare draft status reports and regularly attends status meetings.</p> <p>Minimum Years Experience: 5 Minimum Education / Certification: Bachelors Degree</p>
Manager II	<p>Managers apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects.</p> <p>Specifically, the Manager II will review all documentation prepared by more junior personnel and is responsible for initial drafting of final project reports prior to submission for approval. Assumes responsibility for coordination of subordinate activities. Monitors project performance and staff relationships. Conducts performance reviews of other less experienced staff. Corrects errors identified during acceptance process</p> <p>Minimum Years Experience: 3 Minimum Education / Certification: Bachelors Degree</p>

PRICE LIST

M&J is a Certified Professional Accounting (CPA) firm and, as such, our pricing structure is based on hourly rates charged customers for specific labor categories within our approved SINs.

SIN	Labor Category	2017	2018	2019	2020
520.7	Partner	\$284.30	\$289.98	\$295.78	\$301.70
520.7	Principal	\$233.13	\$237.79	\$242.54	\$247.39
520.7	Audit Director	\$181.95	\$185.59	\$189.31	\$193.10
520.7	Manager	\$159.20	\$162.39	\$165.63	\$168.94
520.7	Supervisor 1	\$125.10	\$127.60	\$130.15	\$132.75
520.7	Supervisor 2	\$142.16	\$145.00	\$147.90	\$150.86
520.7	Senior Auditor 1	\$102.34	\$104.39	\$106.48	\$108.61
520.7	Senior Auditor 2	\$119.41	\$121.80	\$124.23	\$126.71
520.7	Staff Auditor 1	\$73.92	\$75.40	\$76.91	\$78.45
520.7	Staff Auditor 2	\$96.67	\$98.60	\$100.57	\$102.58
520.11	Associate I	\$117.69	\$120.04	\$122.44	\$124.89
520.11	Associate II	\$99.25	\$101.24	\$103.26	\$105.32
520.11	Financial Analyst	\$99.25	\$101.24	\$103.26	\$105.32
520.11	Manager I	\$129.36	\$131.95	\$134.59	\$137.28
520.11	Project Director	\$173.68	\$177.15	\$180.70	\$184.31
520.11	Senior Consultant	\$99.25	\$101.24	\$103.26	\$105.32
520.12	Project Director	\$178.65	\$182.22	\$185.87	\$189.58
520.12	Senior Consultant	\$153.83	\$156.91	\$160.04	\$163.25
520.12	Senior Manager	\$148.87	\$151.85	\$154.88	\$157.98
520.12	Manager I	\$148.87	\$151.85	\$154.88	\$157.98
520.12	Manager II	\$148.87	\$151.85	\$154.88	\$157.98
520.13	Project Director	\$178.65	\$182.22	\$185.87	\$189.58
520.13	Senior Consultant	\$153.83	\$156.91	\$160.04	\$163.25
520.13	Senior Manager	\$148.87	\$151.85	\$154.88	\$157.98
520.13	Consultant	\$99.25	\$101.24	\$103.26	\$105.32
520.13	Manager I	\$138.95	\$141.73	\$144.56	\$147.45
520.13	Manager II	\$130.00	\$132.60	\$135.25	\$137.96

* The prices for years two through five reflect a percent escalation rate equating to an average of 2.0%.

ORDERING INSTRUCTIONS AND GUIDELINES

GSA Advantage!® 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 more information please contact:

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