

# General Services Administration

## Federal Supply Service

Authorized Federal Supply Schedule Price List

### Multiple Award Schedule

Federal Supply Group: Professional Services  
Contract Number: GS-00F-013DA  
Contract Period: October 14, 2015 to October 13, 2025

Price List Current as of Modification PS-0015,  
Effective October 14, 2020

### Williams, Adley & Company-DC, LLP

#### Small Business

1030 15th Street NW, Suite 350 West  
Washington, DC 20005-5945

Primary Contact      Kola A. Isiaq, Managing Partner  
Telephone:            (202) 371-1397  
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Web Page:             <http://williamsadley.com>

On-line 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.GSAAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>.



# WILLIAMS ADLEY

*Confidence Earned*

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# OVERVIEW

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**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 35 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**.

# CUSTOMER INFORMATION

1a. Authorized Special Item Numbers (SIN):

SIN	SIN Description	
522310	Financial Advising, Loan Servicing and Asset Management Services	See page 11 for description, 18 for pricing
541211	Auditing Services	See page 7 for description, 18 for pricing
541219	Budget and Financial Management Services	See page 11 for description, 18 for pricing
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	See page 12 for description, 18 for pricing
OLM	Order Level Materials	See page 22

- 1b. See Price List (**page 18**)
- 1c. Labor Category Descriptions (**see page 19**)
2. Maximum Order: **\$1,000,000**
3. Minimum Order: **\$100**
4. Geographic Coverage: **Domestic and Overseas**
5. Points of Production: **Washington, DC**
6. Discount from List Prices or Statement of Net Price: **Government net prices (discounts already deducted)**
7. Quantity Discounts: **Negotiable**
8. Prompt Payment Terms: **Net 30 Days.** *Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.*
- 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: **Specified on the Task 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 15<sup>th</sup> Street, NW, Suite 350 West**  
**Washington, D.C. 20005**  
**(202) 371-1397**  
**Email: [kisiaq@williamsadley.com](mailto:kisiaq@williamsadley.com)**
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

# CUSTOMER INFORMATION

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14. Payment Address:

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

15. Warranty Provision: **Standard Commercial Warranty**

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

17. Terms and Conditions of Government Purchase Card Acceptance: **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: **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 15<sup>th</sup> Street, NW, Suite 350 West  
Washington, D.C. 20005  
(202) 371-1397  
Email: [kisiaq@williamsadley.com](mailto:kisiaq@williamsadley.com)**

22. List of Participating Dealers: **Not Applicable**

23. Preventative Maintenance: **Not Applicable**

24a. Environmental Attributes: **Not Applicable**

24b. Section 508 Compliance: **Not Applicable**

25. DUNS Number: **868712969**

26. System for Award Management (SAM) Registration: **Active**

# DESCRIPTION OF SERVICES

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## AUDIT AND ASSURANCE SERVICES

With over 35 years serving the federal government, Williams Adley is experienced with the unique needs of federal agencies. During this time, we have provided audit and assurance services to dozens of federal, state, and local government agencies. Our firm has developed an in-depth understanding of the Federal Government's financial accounting and information technology environments, and the related federal laws, regulations, and standards.

Williams Adley's proven technical approach for financial statement audits, performance audits, and attestation engagements is based on a sound methodology that is robust, flexible, and repeatable. Our team of dedicated and experienced professionals are knowledgeable in the areas of generally accepted auditing standards as prescribed by the American Institute of Certified Public Accountants, government auditing standards (GAGAS) as prescribed by the Government Accountability Office (GAO), federal accounting policies, procedures, and regulations, the Financial Audit Manual, Federal Information System Control Audit Manual (FISCAM), and National Institute of Standards and Technology (NIST) guidance.

Williams Adley specializes in performing various types of audit and attestation engagements including federal financial statement audits required by the Chief Financial Officers' Act, Government Management Reform Act of 1994, and the Accountability for Tax Dollars Act. We have also performed numerous performance audits for federal agencies. These audits included auditing effectiveness, internal controls, and compliance of federal processes or programs. We also perform various audit and attest services to federal agencies that cover a wide range of objectives and subject matter.

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

- Financial Statement Audits
- Incurred Cost Audits
- Performance Audits
- Attestation Engagements
- Peer Reviews
- Operational Audits
- Forensic Audits & Investigations
- Internal Control Reviews

# DESCRIPTION OF SERVICES

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## INFORMATION TECHNOLOGY RISK MANAGEMENT SERVICES

Today's technology has become an integral part of normal business operations. This integration, which fosters innovation in business, results in cutting-edge software solutions, advanced data storage, faster computer processing, and increased productivity of the workforce. Organizations often underestimate the immense level of effort and the importance of protecting their information systems and sensitive data.

Our dedicated and experienced IT professionals are skilled in the latest information technologies and risk management principles and techniques, allowing us to provide in-depth business processes and system controls assessments across the entire system lifecycle including planning, design, development, testing, deployment, and maintenance. Our IT Risk Management services focus on providing information system audit, information security audit, and cybersecurity advisory services to federal government, commercial, state and local, and not-for-profit organizations.

Our IT Risk Management services include:

- FISCAM Audits
- FISMA Audits
- IT Internal Audits
- SSAE-18 SOC 1 Audits
- Cybersecurity Maturity Risk Management
- Data & Privacy Assessment
- IT Contingency Planning Assessment
- Independent Verification & Validation (IV&V) Assessment
- Security Control Assessment
- Vulnerability Assessment

# DESCRIPTION OF SERVICES

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## MANAGEMENT CONSULTING SERVICES

Featuring seasoned professionals with years of extensive and diverse industry experience, **Williams Adley** provides authoritative Management Consulting services to its clients. Our consultants help client leadership improve overall performance and operations. We engage with executive program management, Chief Financial Officers, and Chief Information Officers to work on complex, over-arching issues within their organizations. Our industry focus includes mortgage, housing, banking, and financial institutions.

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. For every consulting engagement, we focus on getting to know our client's business through interviews and data collection. We then analyze the data we've collected and turn it into digestible information to share with the client. Delivery of our advisory services includes use of robotic process automation and other data automation tools to facilitate efficient data processing and information sharing for timely decision making.

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

- Accounting Support
- Office of Management and Budget (OMB) Circular A-123 Reviews
- Claims Processing
- Financial Management
- Program Management
- Grants Management



## **Description of SINs and Client References**

### **Audit Related Services**

#### **SIN 541211 - Auditing Services**

##### ***Financial Audits***

Financial audits provide independent assessments of whether entities reported financial information is presented fairly, in all material respects, in accordance with recognized criteria. These financial audits can consist of federal financial statement audits, or other types of financial audits (such as incurred cost audit).

Financial statement audits are conducted to (1) render an opinion on the adequacy of the agency's financial statements, (2) evaluate and report on internal control as it relates to the financial statements, and (3) evaluate and report on management's compliance with laws and regulations as it relates to the financial statements. Our financial statement audits are conducted in accordance with GAO and OMB guidance using the methodology prescribed in GAO's Financial Audit Manual. We follow FISCAM guidance for our testing of financially significant systems.

Other types of financial audits may include audits of incurred cost statements or special purpose financial statements. These audits are conducted to determine whether the entity under audit prepared financial information in accordance with a contract or grant agreement, US GAAP, or other recognized criteria.

**Williams Adley** has performed similar engagements for:

- Department of Defense – Defense Finance and Accounting Service
- US House of Representatives
- Peace Corps
- District of Columbia Superior Courts
- National Endowment for the Arts
- National Endowment for the Humanities
- Court Services Offender Supervision Agency
- Department of the Treasury - Office of the Comptroller of the Currency
- Commodity Futures Trading Commission
- Millennium Challenge Corporation
- US Agency for International Development
- Department of Justice
- Department of Transportation
- US Commission on Civil Rights
- Special Inspector General for Afghanistan Reconstruction
- District of Columbia Department of Healthcare Finance

## **Description of SINs and Client References**

### ***Performance Audits***

Performance audits provide objective analysis, findings, and conclusions to assist management and those charged with governance and oversight with, among other things, improving program performance and operations, reducing costs, facilitating decision making by parties responsible for overseeing or initiating corrective action, and contributing to public accountability.

Our performance audit experience includes program effectiveness audits, internal control audits, and compliance audits. Our performance audit approach is customized to the unique needs of the client. Our performance audit experience includes operational audits, audits of federal programs, grants, or contracts, and mandated audits required by federal law or regulation. Our focus with performance audits is to provide the client with meaningful insight and implementable recommendations to improve program performance.

**Williams Adley** has conducted performance audit engagements for:

- Department of Homeland Security
- US Agency for International Development
- Centers for Disease Control and Prevention
- Department of Transportation – Federal Transit Administration
- National Science Foundation
- Federal Communications Commission
- Government Accountability Office
- District of Columbia Superior Courts
- National Endowment for the Arts
- Court Services Offender Supervision Agency

### ***IT Audit Services***

Services related to the IT performance Audit may include the following:

- FISCAM audit: FISCAM audit is performed to determine the effectiveness of the confidence, integrity, and availability of information systems for federal agencies.
- Federal Information Security Management Act of 2014 (FISMA) audit: FISMA audit is performed to determine the effectiveness of the information security program and practices of its respective federal agency.
- Statement on Standards for Attestation Engagements (SSAE) 18 Service Organization Control (SOC) 1 audit: SSAE 18 SOC 1 audit is performed to examine controls at a service organization relevant to user entities' internal control over financial reporting.
- IT Internal Audit: IT internal audit is to evaluate an organization's IT environment, which includes assessing the design and operating effectiveness of IT general controls, business process controls, and automate system/application controls that supporting its missions and business functions.

## **Description of SINs and Client References**

### ***Vulnerability Assessment***

Identification and assessment of threats and vulnerabilities at networks, operating systems, information systems, and database levels.

**Williams Adley** has performed similar engagements for:

- Department of Education
- Department of Labor
- Department of State
- US Agency for Global Media

**Williams Adley** has performed IT Audit Services for:

- Court Services Offender Supervision Agency
- Department of Defense – Defense Logistics Agency
- Department of Defense – Defense Information Systems Agency
- Department of Defense – Defense Finance and Accounting Service
- Department of Education
- Department of State
- Environmental Protection Agency
- Federal Retirement Thrift Investment Board
- National Endowment for the Arts
- Peace Corps
- Smithsonian Institution
- Surface Transportation Board
- US Agency for Global Media
- US Trade and Development Agency

### ***Attestation Engagements***

Attestation engagements can cover a broad range of financial or nonfinancial objectives about the subject matter or assertion, depending on the users' needs. These engagements typically fall into three types; examinations, reviews, and agreed-upon procedures. We have performed dozens of attestation engagements for various agencies ranging from examinations of federal grant programs to agreed-upon procedures to support the government's oversight and management decision-making processes.

Our attestation engagements are conducted in accordance with Statement on Standards for Attestation Engagements number 18 and GAGAS attestation standards.

**Williams Adley** has conducted Attestation engagements for:

- Department of Homeland Security
  - Office of Inspector General
  - Immigrations and Customs Enforcement
- Department of Labor – Bureau of International Labor Affairs

## **Description of SINs and Client References**

- District of Columbia Superior Courts
- Department of Defense
  - Missile Defense Agency
  - Department of Defense Education Activity
  - Defense Security Cooperation Agency
  - Defense Logistics Agency
  - Defense Finance and Accounting Service
  - Defense Manpower Data Center

### ***Peer Reviews and Internal Quality Reviews***

Audit organizations conducting audits under GAGAS must maintain a system of quality control and obtain an external peer review once every three years. In addition, audit organizations must regularly monitor their system of quality control, which involves inspection of engagement documentation and reports for a selection of completed engagements. Williams Adley assists audit organizations, such as OIGs and program offices, with both external peer reviews and internal quality reviews. We provide these clients with valuable recommendations for improving their audit process and ensuring compliance with GAGAS.

**Williams Adley** has performed Peer Reviews or Internal Quality Reviews for:

- Department of the Interior – Office of Natural Resource Revenue
- Department of Commerce
- Department of Homeland Security:
  - Customs and Border Protection
  - Transportation Security Administration

### ***Forensic Audits and Investigations***

Forensic audits involve performing audit procedures with the objective of detecting fraud, determining the magnitude of the fraud, collecting evidence that could be used in court, and identifying the control deficiencies that allowed the fraud to occur.

Investigations focus on the integrity of programs, operations, and personnel in agencies at Federal, State, and local levels of government; procurement and grant fraud schemes; environment, safety, and health violations; benefits fraud; the background and suitability of individuals for employment or a security clearance designation; whistleblower retaliation; and other matters involving alleged violations of law, rules, regulations, and policies. Investigations can be initiated for a number of reasons, including whistleblower complaints, results of audit procedures, or other conditions that could lead the OIG to believe fraud may be present.

## **Description of SINS and Client References**

### **Consulting Related Services:**

#### **522310 - Financial Advising, Loan Servicing and Asset Management Services**

Assist agencies in servicing, monitoring, and maintaining loan assets, which may include establishing loan database, remittance processing, verify and update borrower data, issue forms and correspondence, process loan cancellations and consolidations, billing services, credit bureau reporting, and transfer and discharge loans. Provide servicing of troubled loans, which may include borrower negotiations, restructuring, foreclosure, and supervision of the sale of the collateral and workout agreements.

#### **541219 - Budget and Financial Management Services**

**Accounting Support Services** – Provide agencies with broad accounting services designed to improve the reliability of financial data in accordance with FedGAAP, Treasury, OMB, and other financial reporting requirements. Function as an extension of our client’s accounting department working collaboratively throughout the year on monthly, quarterly, and annual reporting. Services include but are not limited to the following:

- Analyze, process, and summarize transactions
- Post journal entries and prepare roll-forwards
- Reconcile accounts
- Perform monthly and yearly close
- Prepare financial statements
- Perform financial reporting in accordance with federal requirements
- 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

## **Description of SINS and Client References**

- Department of Transportation
  - Federal Highway Administration
  - Federal Aviation Administration
- Pension Benefit Guaranty Corporation

### **541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

**Program Management** - Assist agencies in the confirmation and validation of specific elements of an agency's portfolio of assets. Collect and organize data from an agency's files or a third-party source, create asset inventory database, provide support for asset sales (e.g., asset valuations, investor war room and asset packaging, and closings), develop quality/information controls.

**Williams Adley** has performed similar engagements for:

- Department of Housing and Urban Development
  - Office of Housing
  - Government National Mortgage Association
- Department of the Treasury
- Federal Deposit Insurance Corporation
- Resolution Trust Corporation

**Grants Management** - 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:

- Corporation for National Service
- Department of Homeland Security
  - Federal Emergency Management Agency
- National Science Foundation
- U.S. Department of Labor

## **Description of SINs and Client References**

***Financial Management*** - Provide proactive, creative, and innovative thinking combined with the use of current technology, information resources, and proven tools and techniques. These are necessary ingredients to support our clients' efforts to improve agency performance and quality as they meet their overall financial-related mission objectives. Services covered by this NAICS include:

- Management or strategic consulting, including research, evaluations, studies, analyses, reports, business policy, and regulatory development assistance, and strategy formulation
- Facilitation and related decision support services
- Survey services using a variety of methodologies (survey planning, design, and development; survey administration; data validation and analysis; reporting and stakeholder briefings)
- Advisory and assistance services

**Williams Adley** has performed similar engagements for:

- Department of Agriculture
- Department of the Treasury
- Federal Deposit Insurance Corporation
- Department of Housing and Urban Development
  - Government National Mortgage Association

***OMB Circular A-123 Reviews*** - Assist agencies effectively and efficiently implement OMB Circular A-123, "Management's Responsibility for Enterprise Risk Management (ERM) and Internal Control." With an understanding that ERM is an evolutionary process, we use a phased approach to assess and enhance an agency's ability to manage entity-wide risks and accomplish its mission and strategic objectives.

We help agencies improve their risk management capabilities first and foremost by establishing and aligning leadership and governance; assessing compliance with GAO internal control and COSO ERM standards; and integrating independent risk management and internal control activities.

**Williams Adley** has performed similar engagements for:

- U.S. International Trade Commission
- Department of Housing and Urban Development
- Department of the Treasury
  - Bureau of Fiscal Service

## **Description of SINs and Client References**

***Claims Processing*** – Process Federal Housing Administration (FHA) foreclosure claims submitted by FHA-approved lenders. Claims specialists process thousands of claims annually to determine whether costs submitted for reimbursement by FHA are eligible for payment. We use customized workflow tools with advanced reporting capabilities to streamline the claims process and provide FHA with real-time financial reporting necessary to manage insurance funds.

**Williams Adley** has performed similar engagements for:

- Department of Housing and Urban Development

### ***Cybersecurity Maturity Risk Management***

Assessment of the maturity level to what extent an organization has implemented its cybersecurity risk management strategy as part of its Enterprise Risk Management (ERM) program in accordance with the NIST Cybersecurity Framework.

**Williams Adley** has performed similar engagements for:

- Court Services Offender Supervision Agency
- Federal Retirement Thrift Investment Board
- Peace Corps
- Department of State

### ***Data Protection & Privacy Assessment***

Assessment of privacy and safeguarding policies, data breach process, privacy impact analysis, and the evaluation of internal controls critical to the detection and elimination of weaknesses to the protection of Personally Identifiable Information (PII) and Protected Health Information (PHI) through the evaluation of threats and vulnerabilities to PII and PHI type of information.

**Williams Adley** has performed similar engagements for:

- Court Services Offender Supervision Agency
- Federal Retirement Thrift Investment Board
- National Endowment for the Arts
- Peace Corps
- Smithsonian Institution
- Surface Transportation Board
- Department of State
- US Agency for Global Media



## **Description of SINs and Client References**

### ***IV&V Assessment***

Assessment of information system development process to ensure the system performs the intended functions correctly as required by the customer and system also meets regulatory requirements

**Williams Adley** has performed similar engagements for:

- US Security and Exchange Commission

### ***Security Control Assessment***

Analysis, evaluation, review, inspection, and testing of information security controls to determine the security posture of the information system.

**Williams Adley** has performed similar engagements for:

- Pension Benefit Guaranty Corporation

### ***IT Contingency Planning Assessment***

Assessment of contingency planning policy for the organization and its critical information systems, business impact analysis process, and periodic testing and training to ensure the up-to-date contingency plan is maintained.

**Williams Adley** has performed similar engagements for:

- Court Services Offender Supervision Agency
- Federal Retirement Thrift Investment Board
- Peace Corps
- Smithsonian Institution
- Department of State
- US Agency for Global Media

## Description of SINs and Client References

### FEDERAL GOVERNMENT AGENCIES

Consumer Product Safety Commission  
Court Services and Offender Supervision Agency  
Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Energy  
Department of Health and Human Services

- Centers for Disease Control
- Social Security Administration

Department of Homeland Security

- Customs and Border Control
- Federal Emergency Management Agency
- Office of National Drug Control Policy

Department of Housing and Urban Development

- Federal Housing Administration
- Government National Mortgage Association

Department of the Interior  
Department of Justice

- Drug Enforcement Administration
- Federal Bureau of Investigation
- Office of Justice Programs

Department of Labor  
Department of State  
Department of Transportation

- Federal Aviation Administration
- Federal Highway Administration
- Federal Transit Administration

Department of the Treasury

- Bureau of Fiscal Services
- Financial Management Services
- Internal Revenue Service
- Office of the Comptroller of the Currency

Federal Deposit Insurance Corporation  
Federal Retirement Thrift Investment Board  
National Endowment for the Arts  
National Endowment for the Humanities  
Peace Corps  
Pension Benefit Guaranty Corporation  
Small Business Administration  
Smithsonian Institution  
Special Inspector General for Afghanistan Reconstruction  
U.S. Agency for International Development  
U.S. House of Representatives  
U.S. International Trade Commission  
U.S. Postal Service

## **Description of SINS and Client References**

### **LOCAL GOVERNMENT ENTITIES**

#### District of Columbia Government

- Office of the Chief Financial Officer
- Department of Consumer and Regulatory Affairs
- Department of Health Care Finance
- Department of Housing and Community Development
- District of Columbia Courts
- Insurance Regulatory Trust Fund Bureau Board

# PRICE LIST

The following is a list of **Williams Adley's** hourly rates over the five (5) year period of the contract. For further information on pricing and ordering, please contact the Business Development & Proposal Lead at (202) 371-1397, or visit us at <http://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.

## GSA Approved Labor Rates for SINs:

522310, 541211, 541219, and 541611

Awarded Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
	10/14/2020 - 10/13/2021	10/14/2021 - 10/13/2022	10/14/2022 - 10/13/2023	10/14/2023 - 10/13/2024	10/14/2024 - 10/13/2025
Partner	\$257.84	\$262.74	\$267.73	\$272.82	\$278.00
Senior Manager	\$180.74	\$184.18	\$187.68	\$191.24	\$194.88
Audit Supervisor	\$135.98	\$138.57	\$141.20	\$143.88	\$146.62
Senior Audit Associate	\$115.22	\$117.41	\$119.64	\$121.91	\$124.23
Audit Associate	\$85.86	\$87.49	\$89.16	\$90.85	\$92.58
IT Audit Manager	\$189.59	\$193.19	\$196.86	\$200.60	\$204.41
IT Audit Specialist	\$130.53	\$133.01	\$135.54	\$138.12	\$140.74
Partner/Project Executive	\$214.42	\$218.49	\$222.64	\$226.87	\$231.18
Senior Consultant/SME II	\$193.20	\$196.87	\$200.61	\$204.43	\$208.31
Consultant/SME I	\$144.06	\$146.80	\$149.59	\$152.43	\$155.32
Senior Analyst	\$83.75	\$85.34	\$86.97	\$88.62	\$90.30
Staff Analyst	\$70.35	\$71.69	\$73.05	\$74.43	\$75.85
Project Management Specialist	\$45.79	\$46.66	\$47.55	\$48.45	\$49.37
<b>Escalation: 1.9%</b>					

**Williams Adley** was awarded a Multiple Award Schedule Contract No. GS-00F-013DA 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®](#).

<b>Labor Category Descriptions</b>			
<b>Labor Category</b>	<b>Years/ Experience</b>	<b>Education</b>	<b>Functional Responsibility</b>
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 Audit Manager is responsible for directing the day-to-day operation 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.
Audit 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 manager, performs assigned tasks related to the engagement.
Senior Audit Associate	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 audit associate 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.
Audit Associate	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.

<b>Labor Category Descriptions</b>			
<b>Labor Category</b>	<b>Years/ Experience</b>	<b>Education</b>	<b>Functional Responsibility</b>
IT Audit Manager	6 years in information systems or equivalent experience	Bachelor's Degree; CISA or relevant certification required	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.
Partner/Project Executive	Minimum of 15 years	Bachelor's Degree; Advanced degree and/or professional certification required	Manages significant program/technical support operations and is responsible for execution of all engagement activities. Serves in an advisory capacity, providing client organization and members of the engagement team with project review to maintain project schedule and remain within budget. Ensures that services provided comply with the firm's engagement standards and goal of complete client satisfaction, and all applicable professional standards. Provides significant contribution on government organizational processes and functional specialties.
Senior Consultant/Subject Matter Expert II	Minimum of 10 years	Bachelor's Degree; Advanced degree and/or professional certification required	Serves as lead expert in functional area(s) on engagement. Plans, directs and reviews the work of engagement team members, and ensures project milestones are met. Responsible for day-to-day communications with client regarding specific program/technical activities, issues or conflicts. Reviews work product for completeness and adherence to client requirements.

<b>Labor Category Descriptions</b>			
<b>Labor Category</b>	<b>Years/ Experience</b>	<b>Education</b>	<b>Functional Responsibility</b>
Consultant/Subject Matter Expert I	Minimum of 7 years	Bachelor's Degree	Serves as specialist in functional area(s) on engagement. Provides technical, analytical and program support, and participates in the planning, organization and management of subtasks in subject matter area of engagement. Under supervision of Senior, contributes in performance of project activities, and preparation and review of work products.
Senior Analyst	Minimum of 3 years	Bachelor's Degree	Manages significant components of engagement, provides strong analytical and research support for project, and participates in the planning, organization and management of subtasks. Uses firm's automated tools to collect, analyze and document data; performs financial and data modeling, and prepares requisite reports.
Staff Analyst	Minimum of 1 year	Bachelor's Degree	Under supervision of Senior Analyst, uses firm's automated tools to collect data, develop models, perform detailed analyses and conduct research for project. Performs project management support tasks such as status reporting and work plan maintenance.
Project Management Specialist	Minimum of 3 years	Associates Degree	Performs project management support tasks, such as status reporting, work plan maintenance, procedures development, and other related management duties. Coordinates project activities and schedules for completion of project deliverables, work product reviews, and status reports.

**ORDER LEVEL MATERIALS (OLM):**

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level.

**Service Contract Labor Standards (SCLS):**

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



# ORDERING INSTRUCTIONS AND GUIDELINES

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GSA Advantage!<sup>®</sup> 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>.

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