

## 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!**®, a menu-driven database system. The INTERNET address **GSA Advantage!**® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

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### INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

**FSC GROUP:** 70

**SIN:** 132-51, 132-51[STLOC], 132-51[RC]  
**FSC/PSC:** D306; D310; D399

**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

**CURRENT PERIOD:** **OPTION PERIOD 2: AUGUST 15, 2018 THROUGH AUGUST 14, 2023**  
**PRICELIST CURRENT THROUGH MODIFICATION # PO-0015 EFFECTIVE AUGUST 15, 2018.**

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

**BUSINESS SIZE:** LARGE VETERAN-OWNED BUSINESS

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

General Services Administration Federal Acquisition Service  
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).  
Prices Shown Herein are Net



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

SIN or FSC/PSC	Title and Description
<p>132-51 132-51[STLOC] 132-51[RC]</p>	<p><b>Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING</b></p> <p>Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.</p> <p>Excludes professional services within the scope of SIN 132-45A Penetration Testing, SIN 132-45B Incident Response, SIN 132-45C Cyber Hunt, SIN 132-45D Risk and Vulnerability Assessment (RVA) Services.</p> <p>NOTE: Please see the additional terms and conditions applicable to this Special Item Number (SIN) found in a separate attachment to the Solicitation. These terms and conditions do not contain specific and negotiated contractual language for this SIN. The Schedule contractor may have submitted additional information to complete the "fill-in" to the terms and conditions. The ordering activities shall request the Schedule contractors to submit these additional contract terms and conditions for this applicable SIN when responding to an order.</p> <p>1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.</p> <p>2: Offerors and Agencies are advised that the Group 70 Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.</p> <p>3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of, and in conjunction with the purchase of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.</p> <p>Ordering activities may request from Schedule contractors their awarded End User License Agreements (EULAs) or Terms of Service (TOS) Agreements, which will assist the ordering activities with reviewing the terms and conditions and additional products and services and prices which, may be included.</p> <p>NOTE: Please see the additional terms and conditions applicable to this Special Item Number (SIN) found in a separate attachment to the Solicitation. These terms and</p>

	<p>conditions do not contain specific and negotiated contractual language for this SIN. The Schedule contractor may have submitted additional information to complete the "fill-in" to the terms and conditions. The ordering activities shall request the Schedule contractors to submit these additional contract terms and conditions for this applicable SIN when responding to an order.</p> <p>NOTE: This SIN is limited to cybersecurity services only. Software and hardware products are out of scope.</p> <p>NOTE: Exception: According to SBA standards NAICS code 541519 has the dollar value standard of \$27.5 million except if you are a Value Added Reseller (150 employee standard). For more information, please visit <a href="http://www.naics.com/naicswp2014/wp-content/uploads/2014/10/2014-Size_Standards_Table.pdf">http://www.naics.com/naicswp2014/wp-content/uploads/2014/10/2014-Size_Standards_Table.pdf</a></p> <p>NOTE: Any non-professional labor category must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately. Further, non-professional labor categories shall be offered under SIN 132 100 only.</p>
FSC/PSC 306	<p><b>IT AND TELECOM- SYSTEMS ANALYSIS</b></p> <ul style="list-style-type: none"> <li>• Systems Analysis Services</li> </ul>
FSC/PSC 310	<p><b>IT AND TELECOM- CYBER SECURITY AND DATA BACKUP</b></p> <ul style="list-style-type: none"> <li>• Backup and Security Services</li> </ul>
FSC/PSC 399	<p><b>IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>• Other Information Technology Services, Not Elsewhere Classified</li> </ul>

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:**

Job Title	Labor Category Description	GSA Hourly Rate*
IT Staff I	<p><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.</p> <p><b>Minimum Education and Certifications:</b> Bachelors Degree in appropriate subject matter field from an accredited college or university.</p>	\$79.67

\*GSA Hourly Rate as of Modification # PO-0009. Reference pages 9-11 for GSA commercial labor category titles, experience, functional responsibilities, education and hourly rates.

**1c. Hourly Rates and Labor Category Descriptions:** Reference pages 9-11 for GSA commercial labor category titles, experience, functional responsibilities, education and hourly rates.

2. **Maximum Order:** The Maximum Order value for all SIN 132-51, 132-51[STLOC], and 132-51[RC] - IT Professional Services is \$500,000.
3. **Minimum Order:** The minimum dollar value of orders to be issued is \$100.
4. **Geographic Coverage (Delivery Area):** The geographic scope of 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. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes. Cotton & Company will accept Government purchase cards for orders up to the micro-purchase threshold.
- 9b. **Notification whether Government purchase cards are accepted or note accepted above the micro-purchase threshold:** Yes. Cotton & Company will accept Government purchase cards for orders above the micro-purchase threshold.
10. **Foreign items (list items by country of origin):** Not applicable.
- 11a. **Time of Delivery:** Specified on order.
- 11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list. 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  
635 Slaters Lane, 4th Floor  
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  
635 Slaters Lane, 4th Floor  
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:** 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:** Not applicable.
- 24b. **Section 508 compliance:** Section 508, Electronic Information Technology standards 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) (formerly Central Contractor Registration) database:** Cotton & Company is currently registered in SAM.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBERS 132-51, 132-51[STLOC], 132-51[RC])**

\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

**1. SCOPE**

a. The prices, terms and conditions stated under Special Item Numbers 132-51, 132-51[STLOC], and 132-51[RC] Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I)(OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

**7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

**9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.



**11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

**13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

**14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

**Labor Category Hourly Rates**

Labor Category	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.

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.

Cotton & Company provides the following labor categories for Professional Information Technology Services.

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

Title	Senior Manager I
	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.
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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.

