

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

SCHEDULE MAS – Multiple Award Schedule
FEDERAL SUPPLY GROUP: Professional Services



Hanks, Hanks & Associates, LLC

1425 K. Street NW Suite 350 • Washington, DC 20005
P. 301-653-5133 • F. 301-645-6493

Contract Number: GS-00F-316CA
Contract period: Sept. 30, 2015 through September 29, 2025
Pricelist Version: PS-0020 effective Jan. 27, 2021
WEB: www.HHALLCMD.com
Business size: 8(a), Woman-Owned, Minority Small Business

Contact for Contract Administration:

Phadra P. Hanks, President, MsHanks@hhallcmd.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!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

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About Us



Hanks, Hanks, & Associates (HHA), is dedicated to providing our clients with the specialized staffing solutions they need to achieve the accountability and transparency required by federal agencies.

HHA represents a vast pool of experts capable of addressing all of the complex issues inherent in contract management. We specialize in the recruiting and placement of highly skilled professionals in the following areas:

- Federal Acquisition Procurement
- HSPD-12 Support
- Information Technology
- Financial Auditing
- Program Analysis
- Accounting Management
- Project Management

Services

HHA will match your needs with a variety of experienced personnel, including certified public accountants, contract administrators and financial management specialists as well as many others proficient at developing the operating policies, procedures, and practices mandated by contract awards.

These team members are read to provide you with all the services of a typical internal accounting department, either on a periodic, project, or emergency basis.

Our comprehensive services include:

- Bookkeeping
- Financial statement preparation
- Government Contract Accounting
- Federal Acquisition Support
- HSPD-12 Support (see below)
- Program Analyst
- Accounting Management Analyst



- Project Management
- Monitoring of:
 - ❖ Purchase/deliver/task orders
 - ❖ Interagency agreements
 - ❖ Grants
 - ❖ Blanket purchase agreements

We can also provide **Information Technology** and support for special projects such as banking, internal auditing, financial, and tax preparation services.

Benefits of Working with Us

Capability: Our staff includes experienced accounting and business professionals drawn from a variety of government industries. They are committed to responding to your needs quickly and efficiently.

Continuity: HHA's resources and intellectual assets uniquely focused on serving government agencies, so our specialists are always current with new developments in the field. Our stability makes us an ideal resource for long term projects, which reduces the need to continually train new staff members.

Cost Effective: Specialized accounting services are cost effective, and hiring HHA's contract employees is a very efficient way to manage turnover and other HR challenges.

Our staff takes the time to understand your goals and support your efforts with a solution that includes the right mix of internal and external resources necessary for you to manage your business.

Staff Experience: Hanks, Hanks & Associates staff members have more than 50 years of progressive financial and accounting management experience, spanning several industries:

- Telecommunications
- Construction
- Banking
- Utilities
- Government
- Trade Associations

Proficiencies include:

- Planning/Forecasting
- Financial/Accounting Management
- Healthcare Management
- Individual & Corporate Taxation
- Financial Management System Development

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

SIN	Description
541219/RC	Budget and Financial Management Services
541611/RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM/RC	Order-Level Materials (OLM)

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

Not Applicable. Services Only.

1c. HOURLY RATES: (Services Only):

SIN	Labor Category Title	Year 6 Sept. 2020 - 2021	Year 7 Sept. 2021 - 2022	Year 8 Sept. 2022 - 2023	Year 9 Sept. 2023 - 2024	Year 10 Sept. 2024- 2025
541219	Accountant	\$78.25	\$80.60	\$83.02	\$85.51	\$88.07
541219	Accounting Clerk	\$64.05	\$65.97	\$67.95	\$69.99	\$72.09
541219	Accounting Supervisor	\$102.07	\$105.14	\$108.29	\$111.54	\$114.89
541219	Accounting Technician	\$46.12	\$47.50	\$48.92	\$50.39	\$51.90
541611	Administrative Assistant**	\$48.16	\$49.60	\$51.09	\$52.63	\$54.20
541219	Contract Specialist	\$102.07	\$105.14	\$108.29	\$111.54	\$114.89
541611	Contract Specialist/ Administrator I	\$69.97	\$72.07	\$74.24	\$76.46	\$78.76
541611	Contract Specialist/ Administrator II	\$72.42	\$74.60	\$76.83	\$79.14	\$81.51
541611	Contract Specialist/ Administrator III	\$77.54	\$79.87	\$82.26	\$84.73	\$87.27
541611	Executive Assistant**	\$68.76	\$70.82	\$72.95	\$75.14	\$77.39
541611	Executive Consultant	\$92.63	\$95.41	\$98.27	\$101.22	\$104.25
541219	Financial Analyst	\$89.33	\$92.01	\$94.77	\$97.62	\$100.55
541219	General Accounting Manager	\$144.12	\$148.44	\$152.90	\$157.48	\$162.21
541611	General Clerk II**	\$54.35	\$55.98	\$57.66	\$59.39	\$61.17
541611	Personnel Assistant II**	\$59.39	\$61.17	\$63.00	\$64.89	\$66.84
541611	Program Analyst I	\$69.97	\$72.07	\$74.24	\$76.46	\$78.76
541611	Program Analyst II	\$72.42	\$74.60	\$76.83	\$79.14	\$81.51
541219	Program Management	\$79.46	\$81.84	\$84.30	\$86.82	\$89.43
541611	Project Director	\$82.05	\$84.51	\$87.05	\$89.66	\$92.35
541611	Project Manager	\$80.05	\$82.45	\$84.92	\$87.47	\$90.09
541219	Project Manager	\$198.00	\$203.94	\$210.06	\$216.36	\$222.86
541611	Research Assistant**	\$42.90	\$44.19	\$45.52	\$46.88	\$48.29
541611	Secretary II**	\$55.99	\$57.67	\$59.40	\$61.18	\$63.01
541611	Secretary III**	\$68.76	\$70.82	\$72.95	\$75.14	\$77.39
541611	Senior Consultant/ Technical Expert	\$162.47	\$167.35	\$172.37	\$177.54	\$182.87

SCLS MATRIX

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Administrative Assistant**	01020 – Administrative Assistant	2015-4269
Executive Assistant**	01313 – Secretary III	2015-4269
General Clerk II**	01112 – General Clerk II	2015-4269
Personnel Assistant II**	01263 – Personnel Assistant III	2015-4269
Research Assistant**	30361 – Paralegal / Legal Assistant I	2015-4269
Secretary II**	01312 – Secretary II	2015-4269
Secretary III**	01313 – Secretary III	2015-4269

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Administrative Assistant (SCLS Position – Code: 01020):

Duties/Responsibilities: Provides administrative and clerical support to program management and staff. Plans and executes projects under guidance of management. Assists in preparing and delivering services to the customer. Serves as a point of contact, assists with managing administrative tasks, budgets and task priorities.

Education: High School

Experience: 2 years' experience.

Contract Specialist/Administrator I:

Duties/Responsibilities: Possess knowledge and demonstrated experience in the Contracts Specialist/Administrator I category and Functions in mid-level capacity. Under the guidance of a Contract Officer, carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and expose to different contract types. Knowledge of FAR d/or DFAR. Bachelor degree or equivalent related experience or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Education: Bachelor's degree

Experience: 3 years' experience.

Contract Specialist/Administrator II:

Duties/Responsibilities: Possess knowledge and demonstrated experience in the Contracts Specialist/Administrator II category and Functions in mid-level capacity. Under the guidance of a Contract Officer, carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and expose to different contract types. Knowledge of FAR d/or DFAR. This position typically requires four years of experience. Bachelor degree or equivalent related experience or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Education: Bachelor's degree

Experience: 4 years' experience.

Contract Specialist/Administrator III:

Duties/Responsibilities: Possess knowledge and demonstrated experience in the Contracts Specialist/Administrator III category and Functions in mid-level capacity. Under the guidance of a Contract Officer, carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and expose to different contract types. Knowledge of FAR d/or DFAR. Bachelor degree or equivalent related experience or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Education: Bachelor's degree

Experience: 5 years' experience.

****Executive Assistant (SCLS POSITION – CODE: 01313):**

Duties/Responsibilities: Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor

Education: B.A. or B.S. Degree

Experience: 3 year experience.

Executive Consultant:

Duties/Responsibilities: Acts as principal lead on analytical, consulting, or assessment processes in support of technical, business, management and administrative program objectives. Experienced in leading large complex project teams in a wide array of professional service areas. Coordinates corporate resources needs. Primary oversight function for contract negotiation, implementation, and renewal. Interfaces with all other positions to assure quality services are delivered in accordance with contract terms. Proficient in providing expert technical assistance, decision support, and leadership in executing complex tasks. Typically a company officer or senior manager; can also include highly skilled and experienced technical experts.

Education: Bachelor's degree

Experience: 9 years' experience.

****General Clerk II (SCLS POSITION – CODE: 01112):**

Duties/Responsibilities: Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager

Education: High School

Experience: 0 years' experience.

****Personnel Assistant II (SCLS POSITION – CODE: 01263):**

Duties/Responsibilities: The position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. The supported organization will provide limited instructions on assignments and will monitor completed work for accuracy.

Education: Associate Degree

Experience: 1 year experience.

Program Analyst I:

Duties/Responsibilities: Develops and implements an organization's programs. Assesses needs and ensures that program objectives are met. Coordinates activities of program committees and/or other groups to

plan procedures. Provides direction and supervision to staff. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Education: Bachelor's degree

Experience: 3 years' experience.

Program Analyst II

Duties/Responsibilities: Serves on project team and contributes to deliverables. Provides program implementation and policy support to subject Programs. Also includes staff that brings key program functional expertise in project management, performance and compliance monitoring, finance, and other disciplines to support such programs.

Education: Bachelor's degree

Experience: 4 years' experience.

Project Director

Duties/Responsibilities: Responsible for managing major program functions on a project. Designs approaches and methodologies. Formulates strategic plans. Responsible for planning all phases of performance, including contract management, contract cost control, project management, coordination of resource needs, and coordination with corporate management. Has direct accountability for the technical accuracy, timeliness and quality of deliverables. Allocates staff and resources to projects. Conducts interface with clients at senior management level to ensure on-going communication and satisfaction.

Coordinates and directs simultaneous multi-disciplinary tasks. Possibly a company officer or senior manager; can also include highly skilled and experienced technical experts.

Education: Bachelor's degree

Experience: 8 years' experience.

Project Manager:

Duties/Responsibilities: Coordinates, integrates, leads and directly controls the efforts associated with assigned projects which includes development, acquisition, testing, product improvements, fielding, program integration and interoperability. Develops, prepares, and presents detailed program briefs outlining master plans and program objectives. Establishes procedures, priorities, and schedules and tasks matrix support elements to accomplish specific program/project actions. Coordinates activities and provides recommendations as required. Establishes and leads integrated product teams (IPT); conducts briefings related to project costs, schedule and performance; performs staff actions associated with acquisition decisions, safety certification, financial management, fielding, and transition to sustainment. Interfaces with various users for requirements definition and logistics coordination. Establishes and maintains program information in various formats for internal and external information requirements.

Education: Bachelor's degree

Experience: 8 years' experience.

Research Assistant (SCLS Position – Code: 30361):

Duties/Responsibilities: Provides assistance with research, writing, computer applications, and studies. Assists in performing analyses and preparing summaries, reports, deliverables, and briefings. Performs tasks under supervision of management and staff

Education: High School

Experience: 1 year experience.

**Secretary II (SCLS POSITION – CODE: 01312):

Duties/Responsibilities: Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Education: Associate Degree

Experience: 1 year experience.

****Secretary III (SCLS POSITION – CODE: 01313):**

Duties/Responsibilities: Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor

Education: B.A. or B.S. Degree

Experience: 3 year experience.

Senior Consultant/Technical Expert:

Duties/Responsibilities: Responsible for managing key program elements and possibly supervising junior staff members. Designs approaches and methodologies and manages routine to complex projects. Provides interface with client representatives. Manages multiple tasks simultaneously. Responsible for executing approach, ensuring quality of products and adherence to time and budget constraints. Normally reports to Project Director. Position also includes technical expertise in given professional service tasks.

Education: Bachelor's degree

Experience: 10 years' experience.

Accountant:

Duties/Responsibilities: Performs individual audit or work plan task under the direct supervision of the Accounting Supervisor. Examines and analyzes accounting documents to verify accuracy of computation and uniform applications of policies and procedures and acceptable accounting standards.

Education: Bachelor's Degree

Experience: 4 years' experience.

Accounting Clerk:

Duties/Responsibilities: Perform accounting activities such as maintenance of general ledger and preparation of various accounting statement and financial statement.

Education: Associate's Degree

Experience: 2 years' experience.

Accounting Technician:

Duties/Responsibilities: Post and balance a wide variety of financial data in various ledges (i.e., accounts payable account receivables, payroll) Check and verifies transactions to ensure consistency and accuracy of accounting documents.

Education: High School

Experience: 0 years' experience.

Accounting Supervisor:

Duties/Responsibilities: Responsible for reporting, planning and compliance function. Oversees day-to-day accounting operations. Knows the concepts, practices procedure for the accounting function.

Education: Bachelor's Degree

Experience: 8 year experience.

Contract Specialist:

Duties/Responsibilities: Possess knowledge and demonstrated experience in the Contracts Specialist/Administrator II category and: Functions in mid-level capacity. Under the guidance of a Contract Officer, carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and expose to different contract types. Knowledge of FAR d/or DFAR.

Education: Bachelor's Degree

Experience: 4 years' experience.

Financial Analyst:

Duties/Responsibilities: Experience in Cost and Financial Management, Accounting, Business System. Perform financial projects and statistical studies. Knowledge of financial standards concepts, practices and procedure with in the financial field.

Education: Bachelor's Degree

Experience: 5 years' experience.

General Accounting Manager:

Duties/Responsibilities: Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel at a specific facility. Responsible for setting and attaining budget, schedule, and performance standards. Monitors and controls expenditures within limitations of project budget.

Education: Bachelor's Degree

Experience: 15 years' experience.

Program Management:

Duties/Responsibilities: Develops and implements an organization's programs. Assesses needs and ensures that program objectives are met. Coordinates activities of program committees and/or other groups to plan procedures. Provides direction and supervision to staff. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Education: Bachelor's Degree

Experience: 4 years' experience.

Project Manager:

Duties/Responsibilities: Responsible Coordinates, integrates, leads and directly controls the efforts associated with assigned projects which includes development, acquisition, testing, product improvements, fielding, program integration and interoperability. Develops, prepares, and presents detailed program briefs outlining master plans and program objectives. Establishes procedures, priorities, and schedules and tasks matrix support elements to accomplish specific program/project actions. Coordinates activities and provides recommendations as required. Establishes and leads integrated product teams (IPT); conducts briefings related to project costs, schedule and performance; performs staff actions associated with acquisition decisions, safety certification, financial management, fielding, and transition to sustainment. Interfaces with various users for requirements definition and logistics coordination. Establishes and maintains program information in various formats for internal and external information requirements.

Education: Bachelor's Degree

Experience: 4 years' experience.

2. MAXIMUM ORDER:

541219: \$1,000,000

541611: \$1,000,000

OLM: \$250,000

3. MINIMUM ORDER:

\$100.00

4. GEOGRAPHIC COVERAGE:

Domestic Delivery Only (the 48 contiguous states, Washington, D.C., Hawaii, Alaska & U.S. Territories.

5. POINT(S) OF PRODUCTION:

Hanks, Hanks & Associates, LLC

1425 K. Street NW Suite 350

Washington, DC 20005

6. DISCOUNT FROM LIST PRICES:

Prices are listed as GSA Net, Discount Deducted and IFF included.

7. QUANTITY DISCOUNT(S):

Not Applicable

- 8. PROMPT PAYMENT TERMS:**
Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9. FOREIGN ITEMS:**
N/A
- 10a. TIME OF DELIVERY:**
Services will be delivered in accordance with the delivery date negotiated and specified in the task order.
- 10b. EXPEDITED DELIVERY:**
Services available for expedited delivery will be provided in accordance with the terms and conditions negotiated for that delivery and specified in the task order, or task order modification.
- 10c. OVERNIGHT AND 2-DAY DELIVERY:**
Services that can be provided on an overnight and 2-day delivery schedule will be provided in accordance with the terms and conditions negotiated for that delivery and specified in the task order, or task order modification.
- 10d. URGENT REQUIREMENTS:**
Services that can be provided on an urgent requirement schedule will be provided in accordance with the terms and conditions negotiated for that delivery. Contact Contractor to effect a faster delivery.
- 11. FOB POINT:**
Destination
- 12a. ORDERING ADDRESS:**
Hanks, Hanks & Associates, LLC
1425 K. Street NW Suite 350
Washington, DC 20005
- 12b. ORDERING PROCEDURES:**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
- 13. PAYMENT ADDRESS:**
Hanks, Hanks & Associates, LLC
1425 K Street NW Suite 350
Washington, DC 20005
- 14. WARRANTY PROVISION:**
N/A
- 15. EXPORT PACKING CHARGES:**
N/A
- 16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**
N/A
- 17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):**
N/A
- 18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):**
N/A
- 18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):**
N/A

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19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):**
N/A
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):**
N/A
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):**
N/A
- 22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES**
N/A
- 22b. **SECTION 508 COMPLIANCE FOR EIT:**
The EIT Standards can be found at: www.section508.gov/
Information can be found at: www.hhallcmd.com
23. **DUNS NUMBER:**
118725410
24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**
Contractor has an Active Registration in the SAM database.