

**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.

Consolidated Multiple Award Schedule

**493110RM --- Physical Records Management Solutions
561439 --- Document Production On-site and Off-site Services
518210DC --- Document Conversion Services
541611LIT --- Litigation Support Services
561110 --- Office Administrative Services
518210ERM --- Electronics Records Management Solutions**

Contract number **47QSMA18D08QG**

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

Contract period: **06/18/2018 through 06/17/2023**



Kenney Business Solutions, Inc.

7217 Lockport Place, Suite 204
Lorton, VA 22079
703-402-3370
FAX 703-436-5015

<https://www.kbsolutionscorp.com>

Business size: Small Disadvantaged Business

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). SINS 493110RM, 561439, 518210DC, 541611LIT, 561110, 518210ERM Labor category descriptions, Page 5.

1b. Identification of the lowest priced model number and lowest unit price for that model: Labor category hourly rates, Page 10.

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education: Page 5.

2. Maximum order: All SINS - \$1,000,000.00

3. Minimum order: \$100

4. Geographic coverage (delivery area): Worldwide

5. Point(s) of production:

Kenney Business Solutions
7217 Lockport Place, Suite 204
Lorton, VA 22079

6. Discount from list prices: GSA Prices shown herein are NET, discounts deducted.

7. Quantity discounts: 5% volume discount and will waive the setup fee for orders over one million (1,000,000) scans..

8. Prompt payment terms: 5% NET seven (7) days.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: None

11a. Time of delivery: 60 days ARO.

11b. Expedited Delivery: As negotiated between ordering activity and contractor.

11c. Overnight and 2-day delivery: As negotiated between ordering activity and contractor.

11d. Urgent Requirements. As negotiated between ordering activity and contractor.

12. F.O.B. point(s): Destination

13a. Ordering address:

Kenney Business Solutions
7217 Lockport Place, Suite 204
Lorton, VA 22079

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:

Kenney Business Solutions
7217 Lockport Place, Suite 204
Lorton, VA 22079

15. Warranty provision: None

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance: See paragraphs 9.a and 9.b above.

18. Terms and conditions of rental, maintenance, and repair: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A.

20a. Terms and conditions for any other services: Per GSA and end user requirements.

21. List of service and distribution points:

Kenney Business Solutions
7217 Lockport Place, Suite 204
Lorton, VA 22079

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes such as environmental attributes: N/A.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.): N/A. The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 079836726

26. Kenney Business Solutions is current with registration in System for Award Management (SAM) database.

Kenney Business Solutions, Inc., Labor Category Descriptions

Managers

Managers are responsible for the technical, business, and financial execution of programs and projects. They oversee program budgets, schedules, and performance as well as directing staff. Managers ensure resources are identified, available, and utilized as intended to meet objectives and requirements. All contract reporting is finalized and submitted by a program or project manager. Managers collaborate with other senior contract staff and Government personnel to develop and employ solutions to meet Government needs and requirements. Managers are the conduit for Government tasking and all formal Government-contractor interactions.

Education and Experience Requirements

Managers should have an academic background, professional training, or experience in areas related to the work of the contract. Areas usually related to contract performance include, but are not limited to political science, business, management, economics, international relations, other liberal arts, computer science, library or information science, and information systems. Managers should have experience managing or administering contract efforts as well as serving as the primary point of contact for Government clients on all contract topics including technical and programmatic queries. Managers are experienced in overseeing operations at a program or project level including procedure development; program or project planning; metrics monitoring; progress tracking; and report creation. All interactions and communications between managers are professional and suitable for communicating and advising the highest Government and corporate levels. Managers have specialized experience in at least one functional area of the program(s) or project(s) which they manage.

Job Title & Level	Education	Experience (Years)
Program Manager	Bachelor's	12
Project Manager	Bachelor's	8

Subject Matter Expert

Subject Matter Experts provide high-level guidance and insight for subject-specific requirements. They maintain a knowledge base of industry best practices pertinent to their field(s). They evaluate data and information, including current operating procedures and other documentation, and prepare formal recommendations and plans to address requirements or resolve issues which may be provided to a manager or to the Government client directly. Subject Matter Experts perform technical communication with the Government in some circumstances and provide training to users (Government and contractor) as needed. They develop and implement solutions and process improvements, maintaining functional and operational documentation (manuals, SOPs, etc.). Subject Matter Experts create comprehensive plans, including but not limited to communication plans, evaluation/study plans, pilot plans, implementation plans, maintenance/reevaluation plans. They also create and update comprehensive training programs relating to all aspects of their field(s) and any functional or

operational need identified. Subject Matter Experts must be capable of managing and overseeing projects and programs of various sizes and complexities. They provide specialized knowledge, performing technical analysis and evaluation pertaining to their field(s).

Education and Experience Requirements

Subject Matter Experts must have an academic background, professional training, or experience in areas related to their field. Areas usually related to contract performance include, but are not limited to political science, business, management, economics, international relations, other liberal arts, computer science, library or information science, and information systems. Subject Matter Experts must be experienced in analysis, operation, management, and solution development in their field. Their knowledge includes the techniques and tools of analysis which may include modeling and simulation; functional decomposition; surveys; business process improvement; and policy development and analysis. They must be able to identify, develop, and formally present solutions to high-level Government and corporate personnel. Subject Matter Experts are able to apply analysis methods addressing the range of their field to include program and process analysis, cost-benefit analysis, project planning and cost forecasting, and scope analysis and evaluation. Subject Matter Experts have experience managing or administering projects, contracts, and resources/funds. They must perform complex planning, scheduling, performance tracking, and risk management. They must have specialized experience in one or more functional areas and direct expertise relating to Government application of their field(s) and the application of repeatable processes at established quality standards.

Job Title & Level	Education	Experience (Years)
Subject Matter Expert	Bachelor's	8-12

Consultant

Consultants provide guidance and insight for subject-specific requirements. They maintain a knowledge base of industry best practices pertinent to their field(s). They evaluate data and information, including current operating procedures and other documentation, and prepare recommendations and plans to address requirements or resolve issues which may be provided to a manager or to the Government client directly. Consultants may provide training to users (Government and contractor) as needed. They develop and recommend solutions and process improvements, maintaining functional and operational documentation (manuals, SOPs, etc.). Consultants may be asked to create or participate in the creation of plans, including but not limited to communication plans, evaluation/study plans, pilot plans, implementation plans, and maintenance/reevaluation plans. Additionally, they may participate in the creation and update of comprehensive training programs relating to all aspects of their field(s) and any functional or operational need identified. Consultants may be asked to manage and oversee projects and programs of various sizes and complexities. They provide specialized knowledge, performing technical analysis and evaluation pertaining to their field(s).

Education and Experience Requirements

Consultants must have an academic background, professional training, or experience in areas related to their field. Areas usually related to contract performance include, but are not limited to political science, business, management, economics, international relations, other liberal arts, computer science, library or information science, and information systems. Consultants must be experienced in analysis, operation, management, and solution development in their field. Their knowledge includes the techniques and tools of analysis which may include modeling and simulation, functional decomposition, surveys, business process improvement, and policy development and analysis. They must be able to identify, develop, and formally present solutions to high-level Government and corporate personnel. Consultants are able to apply analysis methods addressing the range of their field to include program and process analysis, cost-benefit analysis, project planning and cost forecasting, and scope analysis and evaluation. Consultants may have experience managing or administering projects, contracts, and resources/funds. They must perform complex planning, scheduling, performance tracking, and risk management. They must have specialized experience in one or more functional areas and direct expertise relating to the application of repeatable processes at established quality standards.

Job Title & Level	Education	Experience (Years)
Consultant	Bachelor's	8

Analyst

Analysts gather, organize, and interpret information on problems and procedures to form recommendations for decision or action. They coordinate with direct clients and may train users on their work processes. They develop and implement operational tests and assessments under the direction of managers, subject matter experts, or consultants. Analysts maintain all functional and operational documentation pertinent to their work.

Education and Experience Requirements

Analysts must have an academic background, professional training, or experience in areas related to their field. Areas usually related to contract performance include, but are not limited to political science, business, management, economics, international relations, other liberal arts, computer science, library or information science, and information systems. Analysts are experienced in applying critical thinking to systems, operations, and management problems. They have knowledge of standard techniques and tool of analysis.

Job Title & Level	Education	Experience (Years)
Analyst	Bachelor's	0-1

General Support Specialist

General Support Specialists perform any process and function necessary to support requirements. Processes may be manual procedures such as document conversion, or intellectual such as office administrative support. General Support Specialists must communicate professionally and effectively with all levels of client or senior leadership. The work requirements of General

Support Specialists may vary from day to day and so General Support Specialists must be well-rounded and flexible.

Education and Experience Requirements

General Support Specialists should have an academic background, professional training, or experience in areas related to their field. Areas usually related to contract performance include, but are not limited to political science, business, management, economics, international relations, other liberal arts, computer science, library or information science, and information systems. They are experienced in all aspects of technical and administrative support applicable to the work. They perform all processing activities in addition to administrative work, basic analysis, preparation of briefings and reports for review by senior contract personnel, data collection, and basic research. General Support Staff must be familiar with standard office processing tools such as Microsoft Office Suite and Adobe.

Job Title & Level	Education	Experience (Years)
Support Specialist	High School Diploma	2-4

Education/Experience Equivalency Matrices

KBS recognizes that individuals may have various educational and experience backgrounds which should be considered when evaluating their suitability to perform the requirements of contract positions. We provide below three equivalency tables identifying the value in years of different levels of education, experience, and professional certifications.

Education Substitutions for Experience

<i>Required Education</i>	<i>Obtained Education</i>	<i>Experience Credit (Years)</i>
Master's	Doctorate	4
Bachelor's	Doctorate	6
Bachelor's	Master's	2
Associate's	Bachelor's	2
High School/GED	Bachelor's	2
High School/GED	Associate's	1

Experience Substitutions for Education

Required Education	Obtained Education	Additional Experience Needed (Years)
High School/GED	None	2
Technical Institute/Military Training	High School/GED	2
Bachelor's	Professional/Technical Certification	2
Associate's	High School/GED	2
Bachelor's	High School/GED	4
Master's	High School/GED	6
Technical Institute/Military Training	Associate's	Consider Equal
Bachelor's	Associate's	2
Master's	Associate's	4
Master's	Bachelor's	2

Professional Certification Substitutions for Experience

Certification	Experience Credit (Years)
PMI Project Management Professional	3
ICRM Certified Records Manager	3
All Others (including Graduate Certificates)	2 per certificate/certification

Kenney Business Solutions Authorized GSA Schedule Prices

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	GSA Price with IFF 2020	QUANTITY/VOLUME DISCOUNT
493110RM 561439 518210DC 541611LIT, 561110, 518210ERM	Program Manager	\$108.68	5% volume discount and will waive the setup fee for orders over one million (1,000,000) scans.
493110RM 561439 518210DC 541611LIT, 561110, 518210ERM	Project Manager	\$88.70	5% volume discount and will waive the setup fee for orders over one million (1,000,000) scans.
493110RM 561439 518210DC 541611LIT, 561110, 518210ERM	Subject Matter Expert	\$75.63	5% volume discount and will waive the setup fee for orders over one million (1,000,000) scans.
493110RM 561439 518210DC 541611LIT, 561110, 518210ERM	Consultant	\$62.48	5% volume discount and will waive the setup fee for orders over one million (1,000,000) scans.
493110RM 561439 518210DC 541611LIT, 561110, 518210ERM	Analyst	\$47.12	5% volume discount and will waive the setup fee for orders over one million (1,000,000) scans.
493110RM 561439 518210DC 541611LIT, 561110, 518210ERM	Support Specialist**	\$40.61	5% volume discount and will waive the setup fee for orders over one million (1,000,000) scans.

SCA Matrix		
SCA Eligible Contract Labor Category**	SCA Equivalent Code Title	WD Number
Support Specialist	General Clerk III	1113

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).