



**Professional Services Schedule (PSS)
Industrial Group:00CORP**



Schedule
Contract GS-23F-0005X

**General Services Administration (GSA)
Authorized Federal Supply Schedule
Catalog and Price List**

**Contract Number: GS-23F-0005X
October 22, 2015 – October 21, 2020**

(708)-566-4524 (Voice)
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Industrial Group:00CORP

Customer Information

1. Special Item Numbers (SINs)

1a. Special Item Numbers (SINs) Awarded:

- 520 11 /520 11RC --- Accounting
- 520 12 /520 12RC---- Budgeting
- 520 15 /520 15RC---- Outsourcing Recurring Commercial Activities for Financial Management Services

1b. Schedule Pricing

See Appendix 1, Schedule Rates for a complete listing of labor categories and associated rates.

1c. Labor Category Descriptions

See Appendix 2, Labor Category Descriptions for complete descriptions of each labor category.

2. Maximum Order Threshold

\$1,000,000 is the maximum value for all orders placed under this contract per the Schedule. However, orders above \$1,000,000 are possible under certain conditions. See FAR 8.405-3

3. Minimum Order Threshold

The minimum value for orders placed under this contract is \$100.

4. Geographic Coverage

Domestic Delivery – United States (48 contiguous states, Alaska, Hawaii, and US Territories)

5. Point of Production (city, county, and State or foreign country)

Keystone Advisors of Illinois, LLC.
16000 Van Drunen
South Holland, Illinois 60473
Cook County, Illinois

6. Discounts

All prices shown herein are Net (discount deducted).

7. Quantity Discounts

None

8. Prompt Payment

Payment terms are net 30 days with a prompt payment discount of 1% for payment within 10 days

9. Government Purchase Cards

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

Not applicable

11. Delivery Schedule

11a. Time of Delivery

Shall be specified in Statement of Work by ordering agency

11b. Expedited Delivery

Not applicable

11c. overnight and 2-day Delivery

Not applicable

11d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the Bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame and in accordance with all other terms and conditions of the contract.

12. F.O.B. Points

Destination

13. Contractor's Ordering Address

13a. Ordering Address

Keystone Advisors of Illinois, LLC.
16000 Van Drunen
South Holland, Illinois 60473
708-566-4524 (Voice)
855-220-1744 (Fax)
Attn: Keith Hasty, CPA

13b. Ordering Procedures for Blanket Purchase Agreements (BPA)

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.gsa.gov/schedules>)

The Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "... a simplified method of filling anticipated repetitive needs for supplies and services by establishing charge accounts with qualified sources of supply." The use of BPAs under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c), which states, in part, that "BPAs may be established with GSA Federal Supply Schedule contractors..." In addition FAR 8.405-3 states that ordering activities may establish BPAs under any Schedule contract to fill recurring needs.

BPA contract vehicles enable schedule users to maximize their administrative and purchasing savings. This feature permits Federal Supply Schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements.

These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized users, discounts, delivery locations and times. Agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA.

14. Payment Address

Keystone Advisors of Illinois, LLC.
16000 Van Drunen
South Holland, Illinois 60473

15. Warranty Provision

Not applicable

16. Export Charges

Not applicable

17. Government purchase card payments in excess of the micro-purchase level

Prior agreement will be required and terms and conditions will then be determined.

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

Not applicable

20a. Terms and conditions for any other services

All terms and conditions will be agreed upon at the time of contracting.

21. List of service and distribution points

Not applicable

22. List of participating dealers

Not applicable

23. Preventative maintenance

Not applicable

24. Special Attributes

24a. Environmental attributes

Not applicable

24b. Section 508 Compliance information on Electronic and Information technology

Not applicable

25. Data Universal Numbering System (DUNS) Number

831-761-957

26. Registration in System for Award Management (SAM) Database

Active in SAM: Registration valid.

KEYSTONE ADVISORS OF ILLINOIS, LLC.**Keystone Advisors Overview, Qualifications and Past Experience****Overview**

Keystone Advisors of Illinois (KAI) is a woman minority owned small disadvantaged business located 20 miles outside of Chicago, Illinois. We specialize in accounting, financial services, and management advisory solutions in the areas of internal audit, audit readiness, accounts receivable, accounts payable, and general ledger transactions and reporting, managerial cost accounting and budgeting. We also provide contract/project management and staff augmentation services for administrative and professional tasks.

Qualifications and Past Experience

Our principals have an average of 30 years' experience in the Government and commercial Industry. We have completed projects for the following governmental agencies: Department of Defense (DOD), U.S. Department of the Navy (DON), U.S. Department of the Army (Army), Defense Logistics Agency (DLA), and Defense, Finance and Accounting Services (DFAS).

The services provided to our clients include but are not limited to the following:

- A. Accounting System Design, review and implementation.
- B. Financial Improvement and Audit Readiness (FIAR) review and implementation
- C. Budgeting System design, review and implementation.
- D. Cost Estimation including development of cost data and pricing methodology.
- E. Internal Control design, review and implementation (OMB A123).
- F. Accounts Receivable Billing, and Collection, Payroll, Accounts Payroll. This includes system design of procedures, implementation and execution of manual and computerized programs in all major accounting areas.
- G. Inventory Control. System design, implementation and maintenance to ensure accurate inventory costing and control.
- H. Accounting System auditing- financial and accounting system audits conducted by governmental agencies (DCAA) and outside auditing firms.
- I. Program Management – projects ranged from contract administration to advance payment processing and ISO quality systems.

Keystone Advisors Service Offerings

Keystone's Financial and Business Solutions (Industrial Group:00CORP) service offerings are identified according to Special Item Numbers (SINs). These SINs are listed below along with examples of the types of tasks that may be included under each. These are examples ONLY and are NOT meant to exclude or limit additional financial services under this schedule.

1. SIN 520 11 /520 11RC **Accounting**

The types of tasks that may be included under this SIN include, but are not limited to the following:

- Analyze, process and summarize transactions
- 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

2. SIN 520 12 /520 12RC **Budgeting**

The types of tasks that may be included under this SIN include, but are not limited to the following:

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

3. SIN 520 15 /520 15RC **Outsourcing Recurring Commercial Activities for Financial Management Services**

The types of tasks that may be included under this SIN include, but are not limited to the following:

- Billing services
- Payroll processing
- Application processing
- Claim processing
- Grant application management
- Loan application management
- Inventory management
- Lease and other financial management activities

How to Use this Schedule

Instructions for Placing Orders for Services Based on GSA Schedule Hourly Rates

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Keystone Advisors of Illinois, LLC. Meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

Work to be performed,

Location of work,

Period of performance;

Deliverable schedule, and

Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.

If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;

If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

Include the SOW and evaluation criteria

Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;

If preferred, request a performance plan from contractors and information on past

experience; and include information on the basis of selection

May be posted on GSA's electronic RFQ, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

Appendix 1-- Schedule Rates

1b. please note that these rates apply to all SINs (520 11 /520 11RC, 520 12 /520 12RC, 520 15 /520 15RC)

Labor Category Proposed	10/22/2015 to 10/21/2016	10/22/2016 to 10/21/2017	10/22/2017 to 10/21/2018	10/22/2018 to 10/21/2019	10/22/2019 to 10/21/2020
Senior Partner	\$239.85	\$241.65	\$243.47	\$245.29	\$247.13
Partner	\$222.54	\$224.21	\$225.89	\$227.58	\$229.29
Senior Project Manager	\$185.46	\$186.85	\$188.25	\$189.67	\$191.09
Program Manager	\$189.50	\$190.92	\$192.35	\$193.80	\$195.25
Project Manager	\$152.25	\$154.53	\$156.85	\$159.20	\$161.59
Senior Principal Manager	\$117.45	\$118.33	\$119.21	\$120.11	\$121.01
Senior Accountant II	\$117.44	\$118.32	\$119.20	\$120.10	\$121.00
Senior Accountant I	\$105.07	\$105.86	\$106.65	\$107.45	\$108.26
Advanced Accountant	\$98.91	\$99.65	\$100.40	\$101.15	\$101.91
Accountant II	\$74.19	\$74.74	\$75.30	\$75.87	\$76.44
Accountant I	\$68.01	\$68.52	\$69.03	\$69.55	\$70.07
Accounting Clerk	\$55.64	\$56.06	\$56.48	\$56.90	\$57.33

Note: All awarded rates are hourly and inclusive of the 0.75% Industrial Funding Fee. In addition negotiated rates for option years reflect an escalation rate of 4% in accordance with I-FSS-969 (b) (1).

Appendix 2 -- Labor Category Descriptions

1. Accounting Clerk

Qualifications: 2 years of relevant data entry and reconciliation experience.

Education/Degrees: Some College level courses

Functional Duties: Enter data, classify transactions, total and foot work papers. All work is assigned by staff and reviewed by appropriate staff. Provide daily routine assistance to staff in technical areas

2. Accountant I

Qualifications: Relevant coursework at an accredited college or university.

Education/Degrees: Associates degree

Functional Duties: Works at the direction of a supervisor assisting in carrying out the overall plan for the project or tasks. This individual works on specific elements of a project or tasks. Prepares lead schedules, subsidiary ledgers and reconciliations for review by supervisor. Works independently with clear direction from Supervisor. Submits all tasks for review. Assists in the compilation of data for review by supervisor.

3. Accountant II

Qualifications: 1 year of relevant experience.

Education/Degrees: Bachelor's degree

Functional Duties: Works at the direction of a supervisor assisting in carrying out the overall plan for the project or tasks. Works on specific elements of a project or tasks. Prepares lead schedules, subsidiary ledgers and reconciliations for review by supervisor. Works independently with clear direction from Supervisor. Submits all tasks for review. Assists in the compilation of data for review by supervisor.

4. Advanced Accountant

Qualifications: 3 years of relevant experience

Education/Degrees: Bachelor's degree

Functional Duties: Works at the direction of a supervisor assisting in carrying out the overall plan for the project or tasks. Works on specific elements of a project or task. Prepares lead schedules, subsidiary ledgers and reconciliations for review by supervisor. Works independently with minimum direction from Supervisor.

5. Senior Accountant I

Qualifications: 3 years of relevant experience

Education/Degrees: Bachelor's degree

Functional Duties: Works at the immediate direction of upper management on specific elements of a task or project. Responsible for meeting deadlines and preparing deliverables for review. Prepares work papers and supporting schedules with an understanding of the overall objectives of the task or project.

6. Senior Accountant II

Qualifications/Degrees: Bachelor's Degree and 5 years of relevant experience, Master's Degree and 3 years of relevant experience.

Functional Duties: Works at the immediate direction of upper management delegating tasks to personnel, tracking deadlines and deliverables, reviewing work papers and compiling information for review by upper level management. Implements the overall objectives of the task/project as outlined in the planning, assignments and scheduling prepared by a supervisor. Conducts initial review of work performed by subordinates. Assist in directing the day-to-day performance of tasks. Some supervisory experience

7. Senior Principal Accountant

Qualifications/Degrees: Bachelor's Degree and 5 years of relevant experience, Master's Degree and 2 years of relevant experience, Certified Public Accountant, PhD. Or Master's degree and 4 years of relevant experience.

Functional Duties: Works at the immediate direction of a Project Manager for small engagements and at the direction of a Senior Project Manager for larger engagements. Reviews all deliverable items for submission to Senior Management. Implements the plans, assignments and schedules prepared by upper level management. Conducts initial review of work performed by subordinates. Assists in directing the day-to-day performance of tasks.

8. Project Manager

Qualifications/Degrees: Project Management Certificate, Bachelor's Degree and a minimum of 8 years of relevant experience or Certified Public Accountant, PhD or Master's Degree and 5 years of relevant experience. Requires 8 years' experience as a Project or Program Manager.

Functional Duties: Works at the immediate direction of the Program Manager or Senior Project Manager and directs the daily activities of the staff. Assumes the responsibilities of the Partner/Program Manager or Senior Project Manager in their absence or under their direction. Utilizes broad knowledge of commercial and Federal government accounting

Systems, theories and practices that can be applied to the engagement. Directs the conversion and application of complex accounting systems, theories, principles and practices on various tasks. Assists in implementing and monitoring the overall plan and objectives for deliverables to assure completeness, timeliness and accuracy.

9. Program Manager

Qualifications/Degrees: Bachelor's Degree and a minimum of 10 years of relevant experience or Certified Public Accountant, PhD or Master's Degree and 8 years of relevant experience. Requires 10 years' experience as a Project or Program Manager

Functional Duties: Responsible for managing all aspects of a client engagement. This position serves as the primary liaison between the firm and the client (contracting agent). Responsible for maintaining quality standards for work performance on all contract task orders, projects and services. Adequately plans all engagements, tasks or projects including formulating the technical approach to providing services, establishing the budget, staffing and deadlines. Supervises and reviews work efforts, assigns project resources, supervises subordinate personnel, ensures quality control and compliance with Company standard operating procedure and monitors overall contract performance. Provides management guidance in the accomplishment of work efforts and ensures adherence to contracts and government standards and measures of performance.

10. Senior Project Manager

Qualifications/Degrees: Project Management Certificate, Bachelor's Degree and a minimum of 10 years of relevant experience or Certified Public Accountant, PhD or Master's Degree and 8 years of relevant experience. Requires 10 years' experience as a Project or Program Manager.

Functional Duties: Functions as senior accounting and management consultant. Responsibilities include managing accounting, budgeting, financial and consulting personnel. Reports directly to the Program Manager and is involved in the fieldwork and day to day supervision of all projects. Implements the contract engagement consistent with the approved planning memorandum, task order, deliverables, budget, personnel resources and deadlines. Ensures that all deliverable items conform to contract and all applicable professional standards. Plans, assigns, schedules and reviews work of subordinates. Explains policies, purpose and objectives of tasks to group and project subordinates.

11. Partner

Qualifications/Degrees: Bachelor's Degree and a minimum of 10 years of relevant experience, or Certified Public Accountant, PhD or Master's Degree and 8 years of relevant experience. Requires 10 years' experience as a Project or Program Manager.

Functional Duties: Duties include organizing, directing and supervising projects that Keystone under takes. A partner is responsible for insuring that all technical and professional standards are adhered to in the performance of projects taken on by the firm. Partners are required to do technical research for areas the firms may not have expertise in and to identify resources necessary to fulfill shortages in staff expertise. He or she reviews all deliverables

with supervisors to ensure compliance with contract terms and ensures that all personnel resources and deliverables are in compliance with federally approved accounting standards. Maintains a system of verification between invoices and hours worked per employee per task on a weekly basis. Communicates in writing and orally, with all levels of management within the firm regarding status of all projects. Monitors all activities, responds to requests from Contracting Officers in a timely manner, handles all emerging issues or problems, and provides timely and accurate input. The partners are responsible for hiring and the training programs the firm uses in order to attract and maintain qualified employees

12. Senior Partner

Qualifications/Degrees: Bachelor's Degree and a minimum of 20 years of relevant experience or Certified Public Accountant, PhD or Master's Degree and 12 years of relevant experience. Requires 20 years' experience as a Project or Program Manager.

Functional Duties: Duties include organizing, directing and supervising projects that Keystone under takes. The senior partner is responsible for insuring that all technical and professional standards are adhered to in the performance of projects taken on by the firm. He or she reviews all deliverables with supervisors to ensure compliance with contract terms and ensures that all personnel resources and deliverables are in compliance with federally approved accounting standards. Maintains a system of verification between invoices and hours worked per employee per task on a monthly basis. Communicates in writing and orally with all levels of management within the firm regarding status of all projects. Monitors all activities, responds to requests from Contracting Officers in a timely manner, handles all emerging issues or problems, and provides timely and accurate input.