

IT Audit & Assurance Consulting

GSA

Financial and Business Solutions
(FABS)

GSA Federal Supply Service
(FSS)

Contract Number: GS-23F-0022W



Port | Solutions

General Services Administration (GSA)
Federal Supply Service (FSS)

Authorized Federal Supply Schedule
Price List and Catalog

Financial and Business Solutions (FABS)

Port Solutions, LLC
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Contract Number: GS-23F-0022W
Contract Period: December 11, 2009 - December 10, 2014
with three 5-year option periods
FSC Group: 520
Business Size: Small

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

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 for GSA Advantage! is <http://www.GSAAdvantage.gov>.



Port|Solutions

Who We Are

Port Solutions is a professional services firm specializing in Information Technology Audit and Assurance consulting. Based in Baltimore, Maryland we currently provide clients in the Mid-Atlantic region with high caliber Big 4 service to meet their Regulatory and Internal Technology standards. Our goal is sustainable compliance, and we accomplish it by working with our clients to ensure significant IT Standards are implemented, performed, internally monitored and externally audited. We see IT compliance as a process; one that is only effective when all pieces are properly designed, implemented and managed. Our industry expertise and depth of experience allow us to make that happen. If you are looking for a trusted partner, advisor and team player in your IT audit or compliance efforts, look no further than Port Solutions.

Port Solutions Qualifications

Port Solutions, LLC was founded in 2003 and began offering IT Audit and Assurance consulting services to Office of Inspector Generals, Fortune 500 Internal Audit departments and CPA firms in April of 2007.

Daniel A. Burgoon, brings over 9 years of experience in the IT Audit and Assurance fields to his role as President of Port Solutions. Mr. Burgoon's experience as an IT Audit & Security Consultant at KPMG, Senior IT Auditor & Operations Audit Manager at CitiFinancial, and IT Audit Project Manager at Legg Mason provides unique perspective gained through years of managing external and internal audit teams in the private and federal sectors. He is a strategic thinker, effective leader, and adept in finding simple and effective solutions to complex challenges. Mr. Burgoon holds a B.S. in Management Science & Information Systems from the Pennsylvania State University, where he graduated with High Distinction, and has attained the Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), and Cisco Certified Network Associate (CCNA) designations. He is an active member of the Institute of Internal Auditors, Information Systems Audit and Control Association, and the Association of Government Accountants.

Port Solutions has recently provided consulting services to the U.S. Environmental Protection Agency OIG, DC government, U.S. Department of Housing and Urban Development, Ginnie Mae, and the University System of Maryland.



Internal IT Audit and OIG outsourcing

In today's ever changing environment, Inspector Generals face the challenge of managing organizational risk and meeting audit plan goals while working within budgetary and other hiring constraints. Our Internal Audit Services are designed to seamlessly integrate into your existing organizational framework, and can range from outsourcing the entire IT Audit function to co-sourcing specific projects. This allows you the flexibility to meet your immediate resource needs while expanding the technical expertise of available staff.

We currently offer the following services:

- Risk Assessment & Audit Plan Development
- IT Compliance review (FISMA, FMFIA)
- IT General Control review
- Information Security Management review
- Application & Data Integrity review

Financial & Operational Audit Support

With Big 4 Public Accounting experience, Port Solutions is able to support a wide array of financial and operational audit services. This provides a tremendous opportunity for CPA firms, Internal Audit Departments and Inspector Generals to augment their financial and operational audit teams with our technical specialists. We currently offer the following Financial & Operational Audit Support services:

- Financial Application Review
- Computer Assisted Audit Techniques (CAATS)
- SAS70 & Agreed Upon Procedures

IT Governance Support

In an effort to ensure IT is effective in supporting core business processes, IT management often overlooks or is short on resources and expertise to address IT Compliance issues. Our IT Governance Support services focus on ensuring the IT Organization is equipped with the knowledge and toolset to comply with IT regulatory requirements, which results in smoother and more favorable audit outcomes. We currently offer the following services:

- Compliance Project Management
- Policy and Procedure Development
- Audit Liaison
- Audit Remediation
- Risk & Control Self-Assessment implementation

IT Security Services

It's hard to miss the barrage of news regarding network breaches and confidential data loss in the media. Now more than ever, CIOs are focusing greater attention on securing their systems and data. Our IT Security services are intended to complement the security processes in place, and provide world-class expertise to ensure your network and data remains secure. We currently offer the following services:

- Network Exploitation
- Network Defense
- Secure Systems Development



- 1a. **Awarded Special Item Number (SIN)**
SIN 520-13 Complimentary Financial Management Services
- 1b. **Price List**
See the section in this price list titled “Rates” for hourly firm fixed prices.
- 1c. **Description of Labor Categories**
See the section in this price list titled “ Labor Category Descriptions” for labor category descriptions.
2. **Maximum Order**
\$1,000,000
3. **Minimum Order**
\$100
4. **Geographic Coverage (delivery area)**
Domestic only
5. **Point(s) of Production**
Sykesville, Maryland
6. **Discount from List Prices or Statement of Net Prices**
Prices shown herein are net (discount deducted)
7. **Quantity Discounts**
Prices shown herein are net (discount deducted)
8. **Prompt Payment Terms**
Net 30 calendar days
- 9a. **Government purchase cards are accepted at or below the micro-purchase threshold.**

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

10. Foreign Items

Not applicable.

11a. Time of Delivery

Per individual Task Order.

11b. Expedited Delivery

Specific timing determined by the ordering agency .

11c. Overnight and 2-day Delivery

Not applicable.

11d. Urgent Requirements

Specific timing determined by the ordering agency .

12. F.O.B Point

Destination

13a. Ordering Address

Daniel Burgoon
Port Solutions, LLC
294 Carnies Lane
Sykesville, MD 21784

13b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address

Port Solutions, LLC
294 Carnies Lane
Sykesville, MD 21784

15. Warranty Provision

Not applicable.

16. Export Packing Charges

Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance

Port Solutions will accept the government credit card for any payment of \$2,500 or less. Please include your government credit card number and identifying information with your remittance.

18. Terms and Conditions of Rental, Maintenance, and Repair

Not applicable.

19. Terms and Conditions of Installation

Not applicable.

20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices

Not applicable.

20b. 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 Attributes

Not applicable.

24b. EIT Standards can be Found at www.Section508.gov/

Not applicable.

25. Data Universal Number System (DUNS) Number

Not applicable.

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database

Not applicable.



Labor Category Descriptions

Labor Category: **IT Audit Manager**

Minimum/General Experience:

Four (4) years experience in EDP auditing, computer programming, or other relevant areas. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, and other relevant industry practices pertaining to the engagement.

Functional Responsibilities:

Analyzes, plans, directs, and coordinates activities of designated project. Reviews project plans to determine timeframe, funding limitations, and procedures for accomplishing projects, staffing requirements, and allotment of available resources for various project phases. Establishes detailed work and staffing plans for each phase, gathers, organizes, and analyzes problem and/or procedural data; and confers with project staff to communicate detailed work plans and assigns duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel. Reviews project reports prepared for clients. Supervises large engagements. Manages all aspects of highly complex projects. Has effective writing skills. Has the ability to communicate and interface with government management and staff. Conducts on-site quality control inspections. Serves as Project Manager on concurrent engagements. Works without supervision.

Minimum Education Level:

Bachelors degree in information systems, accounting, or related technical field; CISA or equivalent certification.

Labor Category: **Senior IT Auditor**

Minimum/General Experience: Two (2) years experience in EDP auditing, computer programming, or other relevant areas. Knowledge of FISCAM, GAAS, applicable programming languages, system applications and hardware components, and other relevant industry.

Functional Responsibilities:

Provides onsite supervision of project staff, provides technical guidance on work assignments, independently performs major segments of engagement, acts as liaison between project staff and project manager, reviews and evaluates computer-based systems, tests applications and general controls, provides technical assistance on computerized audit techniques.

Minimum Education Level:

Bachelors degree in information systems, accounting, or related technical field; CISA, candidate for CISA, or other related certification.

Labor Category Descriptions

Labor Category: **Staff IT Auditor**

Minimum/General Experience:

Zero (0) to one (1) year experience in EDP auditing, basic knowledge of programming, system applications and hardware components, EDP auditing, computer programming, or other relevant areas.

Functional Responsibilities:

Serves as project team member, performs tasks including evaluation of computer-based systems and tests of application and general controls as assigned under the supervision of a senior or manager, effectively documents fieldwork performed and presents to senior or manager for review, effectively communicates testing status to senior.

Minimum Education Level:

Bachelors degree in information systems, accounting, or related technical field;

Rates

Labor Category	Dec. 11, 2009 - Dec. 10, 2010	Dec. 11, 2010 - Dec. 10, 2011	Dec. 11, 2011 - Dec. 10, 2012	Dec. 11, 2012 - Dec. 10, 2013	Dec. 11, 2013 - Dec. 10, 2014
IT Audit Manager	\$139.64	\$142.43	\$145.28	\$148.19	\$151.15
Senior IT Auditor	\$124.68	\$127.17	\$129.72	\$132.31	\$134.96
Staff IT Auditor	\$94.76	\$96.66	\$98.59	\$100.56	\$102.57

Note: All rates are inclusive of the 0.75% Industrial Funding Fee