

# FABS

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**Authorized  
Federal Supply Service**

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**Financial and Business Solutions**



**Contract Number: GS-23F-0030T**

**Period Covered by Contract:**  
February 22, 2007 through February 21, 2012

**General Service Administration  
Federal Supply Service**

**Revision 2, Revised April 28, 2010**

Online Access at *GSA Advantage!™*:  
[www.fss.gsa.gov](http://www.fss.gsa.gov)



[www.keylogic.com](http://www.keylogic.com)

**KeyLogic Systems**  
3168 Collins Ferry Road  
Morgantown, WV 26505  
304.296.9100 voice  
304.296.9300 fax

## INTRODUCTION TO KEYLOGIC SYSTEMS, INC.

KeyLogic Systems is a small business under our FABS Contract Number GS-23F-0030T specializing in Knowledge Management/Business Intelligence, Program Management and Performance and Portfolio Management for federal customers. KeyLogic has been recognized as a superior small business for consistent growth since its inception through the receipt of numerous awards including being named to the Washington Technology's Fast 50 List (number 27), which highlights the 50 fastest growing small businesses in the Federal market. In 2007, KeyLogic was listed by Inc. 5000 as number 392 among the Top 500 IT Service Providers in the United States.

In addition to our numerous successes, KeyLogic also provides services to approximately twelve federal agencies, including; Environmental Protection Agency (EPA), Department of Defense (DoD), Defense Information Systems Agency (DISA), Department of the Army, Department of Housing and Urban Development (HUD), Department of Education (ED), Department of Energy (DOE), Department of Labor (DOL), Department of Transportation (DOT), Department of Treasury (Treasury) General Services Administration (GSA), Internal Revenue Service (IRS), and the National Aeronautics & Space Administration (NASA).

KeyLogic support of the Budget Automated System assisted EPA in qualifying as a finalist for the 2002 Presidential Quality Award in the area of Budget and Performance Integration by accomplishing "horizontal fusion" of budget and performance data throughout the 10 EPA regions and headquarters staffs. KeyLogic's budget systems support also contributed to EPA's achievement of a **2003 Presidential Quality Award in Improved Financial Performance**.

KeyLogic personnel have led nationwide implementations providing a wide range of superior consulting and program management services. Our customers are assured they will receive outstanding support and services including but not limited to:

- ◆ Earned Value Management
- ◆ Government Performance and Results act (GPRA)
- ◆ Clinger-Cohen Act Documentation
- ◆ OMB Circulars A-11 and A-130
- ◆ Agency Regulations (ie DoD 5000 series)
- ◆ Business Process Reengineering
- ◆ Financial Data Mining

## CUSTOMER INFORMATION

1a. Awarded Special Item Number(s):

SIN 520-14 Financial and Audit Training Services

1b. See Pricelist on page 7.

2. Maximum order: \$1,000,000.00

3. Minimum order: \$300.00

4. Geographic coverage (delivery area): Domestic and Overseas

5. Point(s) of production: Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None offered.

8. Prompt payment terms: 0%. Net 30 days

9. Government purchase card(s) accepted: Yes

10. Foreign items: None

11. Time of delivery: Specified on the Task Order

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

13. Ordering Address(es):

KeyLogic Systems, Inc.  
Attn: Michele Smith  
2567 University Ave  
Suite 5000  
Morgantown, WV 26505

Email: [contracts@keylogic.com](mailto:contracts@keylogic.com)  
TEL: 304.296.9100  
FAX: 304.296.9300

14. Payment Address:

KeyLogic Systems, Inc.  
2567 University Avenue  
Suite 5000  
Morgantown, WV 26505

15. Warranty provision: Contractor's standard commercial warranty.

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

17. Terms and conditions of Government purchase card acceptance: Contact Contractor.

18. Additional Ordering Information:

DUNS Number: 054303180

Taxpayer Identification Number: 55-0764837

Cage Code: 1K WG7

Central Contractor Registered (CCR)

Business Size - Small

## **DESCRIPTION OF SERVICES**

### **SIN 520-14 Financial and Audit Training Services**

- 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

## **ORDERING INFORMATION FOR FINANCIAL AND BUSINESS SOLUTIONS (FABS)**

Keylogic's services can be ordered under the following Special Item Number (SIN):

SIN 520-14 Financial and Audit Training Services

### **HOW TO PLACE AN ORDER**

Once your agency determines that an outside source is needed, please note the following:

- Orders under \$3000:
  - Select the vendor most suitable to your needs.
  - Award may be made to the contractor directly.
  
- Orders over \$3000:
  - Develop a Statement of Work (SOW).
  - Review three pricelists.
  - Determine the best value.
  - Place an order with the contractor offering the best value.

### **Points of Contact (POCs):**

<p><b>Contractual POC:</b></p> <p>Michele Smith Director, Contracts &amp; Finance KeyLogic Systems, Inc. 2567 University Ave Suite 5000 Morgantown, WV 26505</p> <p>Email: <a href="mailto:contracts@keylogic.com">contracts@keylogic.com</a> TEL: 304.296.9100 FAX: 304.296.9300</p>	<p><b>Technical POC:</b></p> <p>George Spencer Vice President KeyLogic Systems, Inc. 8825 Stanford Blvd Suite 210 Columbia, MD 21045</p> <p>Email: <a href="mailto:gspencer@keylogic.com">gspencer@keylogic.com</a> TEL: 443.539.9043 FAX: 304.296.9300</p>
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**KEYLOGIC SYSTEMS, INC.**  
**FABS PRICELIST – Base Year and Contract Year 1**

**SIN 520-14 Financial and Audit Training Services**

<b>CLIN</b>	<b>LABOR CATEGORY</b>	<b>Base Year HOURLY RATE 2/22/07 – 2/21/08</b>	<b>Contract Year 1 HOURLY RATE 2/22/08 – 2/21/09</b>
1	Subject Matter Expert Level V	356.25	366.94
2	Subject Matter Expert Level IV	285.00	293.55
3	Subject Matter Expert Level III	237.50	244.63
4	Financial Analyst Level III	119.70	123.29
5	Financial Analyst Level II	110.34	113.65
6	Financial Analyst Level I	63.14	65.03
7	Financial Systems Analyst III	172.90	178.09
8	Financial Systems Analyst II	122.25	125.92
9	Financial Systems Analyst I	89.88	92.58
10	Financial Systems Developer III	145.83	150.20
11	Financial Systems Developer II	135.85	139.93
12	Financial Systems Developer I	99.05	102.02
13	Technical Support	60.46	62.27
14	Documentation Specialist	52.12	53.68

**KEYLOGIC SYSTEMS, INC.**  
**FABS PRICELIST – Contract Year 2 and Contract Year 3**

**SIN 520-14 Financial and Audit Training Services**

<b>CLIN</b>	<b>LABOR CATEGORY</b>	<b>Contract Year 2 HOURLY RATE 2/22/09 – 2/21/10</b>	<b>Contract Year 3 HOURLY RATE 2/22/10 – 2/21/11</b>
1	Subject Matter Expert Level V	377.95	389.29
2	Subject Matter Expert Level IV	302.36	311.43
3	Subject Matter Expert Level III	251.97	259.53
4	Financial Analyst Level III	126.99	130.80
5	Financial Analyst Level II	117.06	120.57
6	Financial Analyst Level I	66.98	68.99
7	Financial Systems Analyst III	183.43	188.93
8	Financial Systems Analyst II	129.70	133.59
9	Financial Systems Analyst I	95.36	98.22
10	Financial Systems Developer III	154.71	159.35
11	Financial Systems Developer II	144.13	148.45
12	Financial Systems Developer I	105.08	108.23
13	Technical Support	64.14	66.06
14	Documentation Specialist	55.29	56.95

**KEYLOGIC SYSTEMS, INC.**  
**FABS PRICELIST – Contract Year 4**

**SIN 520-14 Financial and Audit Training Services**

<b>CLIN</b>	<b>LABOR CATEGORY</b>	<b>Contract Year 4 HOURLY RATE 2/22/11 – 2/21/12</b>
1	Subject Matter Expert Level V	400.97
2	Subject Matter Expert Level IV	320.77
3	Subject Matter Expert Level III	267.32
4	Financial Analyst Level III	134.72
5	Financial Analyst Level II	124.19
6	Financial Analyst Level I	71.06
7	Financial Systems Analyst III	194.60
8	Financial Systems Analyst II	137.60
9	Financial Systems Analyst I	101.17
10	Financial Systems Developer III	164.13
11	Financial Systems Developer II	152.90
12	Financial Systems Developer I	111.48
13	Technical Support	68.04
14	Documentation Specialist	58.66

## FABS LABOR CATEGORY DESCRIPTIONS

### Subject Matter Expert V

**Functional Responsibility:** Provides technical and managerial expert consultative support to a financial functional area of the project. Provides extremely high-level functional analysis. Incorporates the design, integration, documentation, implementation, and analysis on exceptionally complex problems requiring extensive knowledge of the technical subject matter. Recommends and advises on organization-wide systems improvements, optimization, or maintenance efforts for a technical functional area.

**Minimum Education:** Specific skills and education that pertain to specialized requirements of the project.

### Subject Matter Expert IV

**Functional Responsibility:** Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with analysts to identify the best solution to complex issues.

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

### Subject Matter Expert III

**Functional Responsibility:** Provides the client with planning, procurement, and technical expertise to resolve complex problems requiring high-level financial analytical skills. Provides guidance and support in areas of technical analysis, cost studies, cost/benefit analysis, management analysis, reengineering, project management, and financial analysis.

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

### **Financial Analyst III**

**Functional Responsibility:** Works on complex problems involving all phases of financial analysis to provide solutions. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Provides technical support, including review of work products for correctness and adherence to standards. Assists with training less experienced staff. Directs and organizes activities of other financial analysts. Acts as a team leader on projects, if needed.

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

### **Financial Analyst II**

**Functional Responsibility:** Participates as high level financial expert in the interface between client needs and product development, under general supervision. Works with staff to understand problems and develops specifications to resolve them. Prepares reports, briefings, and documentation deliverables. Act as a team leader on less complex projects, if needed.

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

### **Financial Analyst I**

**Functional Responsibility:** Participates in data collection, modeling, analysis, and product generation. Organizes and translates data. Provides research support. Assists in preparation of reports, briefings, and documentation deliverables. Provides technical writing, editing, technical support, or graphic support, if needed.

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

### **Financial Systems Analyst III**

**Functional Responsibility:** Participates as high level technical expert in the interface between client needs and implementation, under general direction. Works with technical staff to understand problems with financial software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. Assists in training less experienced software development staff. Directs and organizes activities of other financial systems analysts. Acts as a team leader on less complex projects, if needed.

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

### **Financial Systems Analyst II**

**Functional Responsibility:** Develops, codes, tests and debugs new financial software of enhancements to existing financial software, under general direction. Understands business application. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. Demonstrates software. Assists in development of user manuals, if needed.

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

### **Financial Systems Analyst I**

**Functional Responsibility:** Performs maintenance on existing financial software products, under general direction. Assists in coding, testing, and debugging new software or making enhancements to existing software. Writes programs according to specifications from higher level staff or analysts. Makes suggestions for problem

solutions or software enhancements. Assist in development of user manuals, if needed.

Works with technical staff to learn and understand problems with software.

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

### **Financial Systems Developer III**

**Functional Responsibility:** Provides technical consulting on complex financial projects.

Creates or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results.

Understands and is responsible for program design, coding, testing, debugging, and documentation. Possesses full technical knowledge of all phases of applications programming. Instructs, directs, and checks the work of other financial programming personnel, if needed. Possesses quality assurance review responsibilities, if needed.

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

### **Financial Systems Developer II**

**Functional Responsibility:** Analyzes functional finance applications and design specifications for functional activities. Develops block diagrams and logic flow charts.

Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to junior financial programmers.

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

## **Financial Systems Developer I**

**Functional Responsibility:** Analyzes functional finance applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

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

## **Technical Support**

**Functional Responsibility:** Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry. Enters alphabetic, numeric, or symbolic data from source documents into computer using data entry device, such as keyboard or optical scanner, and follows format displayed on screen. Compares data entered with source documents. Deletes incorrectly entered data, and re-enters correct data. Compiles, sorts, and verifies accuracy of data to be entered, if needed.

**Minimum Education:** H.S. Diploma

## **Documentation Specialist**

**Functional Responsibility:** Prepares and/or maintains systems, program and operations documentation, procedures, and methods, including user manuals, reference manuals, and program plans, under general direction. Maintains a current internal documentation library. Develops, writes, and edits material for reports, manuals, briefs, proposals, and other related documents. Provides technical editing by reviewing grammar, writing

styles, and syntax of documents and technical reports. Provides graphical and technical support, as needed.

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

### Allowable Substitution of Education and Experience

Required Education	Actual Education Obtained	Actual Years of Education Credited to the Employee
M.A./M.S.	Ph.D.	4
B.A./B.S.	Ph.D.	6
B.A./B.S.	M.A./M.S.	2
H.S./G.E.D.	B.A./B.S.	4

*Additional experience in excess of requirements can be substituted for educational requirements*

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
H.S./G.E.D.	B.A./B.S.	4
H.S./G.E.D.	M.A./M.S.	6
H.S./G.E.D.	Ph.D.	No equivalency
B.A./B.S.	M.A./M.S.	2
B.A./B.S.	Ph.D.	No equivalency
M.A./M.S.	Ph.D.	4