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 for GSA Advantage! is: GSAAdvantage.gov

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: GS-23F-0043V

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: March 17, 2019 to March 16, 2024
Contractor Name: Key & Associates, P.C.
Address: 8720 Georgia Avenue, Suite 800
Silver Spring, MD 20910-3814
Phone Number: 240-641-5197
Fax Number: 240-641-5199
Web site: www.bkeycpa.com

Contact for contract administration: Beatrice P. Key, CPA

Business size: Woman-owned, Small, Small Disadvantaged, Minority-owned

Prices Shown Herein Are Net (discount deducted)

Price list current as of Modification #PS-A812 effective April 17, 2020
TABLE OF CONTENTS

1. Firm Background and Experience.................................................................Page 2
2. Customer Pricing..........................................................................................Page 5
3. Labor Category Descriptions.......................................................................Page 6
4. Terms and Conditions....................................................................................Page 8
FIRM BACKGROUND AND EXPERIENCE

Key & Associates, P.C. (KEY), Certified Public Accountants (CPAs) is a full service accounting, management and computer consulting firm located in Silver Spring, Maryland (Primary NAICS Code 541211). KEY was incorporated in 2002 and is certified as a woman-owned minority small business. KEY provides Federal, state, and local Government agencies as well as commercial clients with proficient, affordable, and quality accounting, auditing, resource management, and technology consulting as well as financial management services. KEY was named as one of the 50 Fastest Growing Women-Owned/Led Companies in North America Award by American Express Open and the Women Presidents’ Organization. KEY is currently a member of the of the Women’s Business Enterprise National Council (WBENC) of which Fannie Mae is a corporate sponsor.

KEY has distinguished itself from other accounting and management consulting firms by taking an objective oriented approach to getting the job done. This approach encompasses:

- Qualified, experienced and committed personnel
- Timely delivery of services
- Management that focuses on project oversight
- An approach that addresses both the technical and administrative demands of the project

Our Company take pride in working with the Federal agencies and have provided staff that are above the minimum qualifications. All our senior accountants have at least ten (10) years of experience and/or has a master’s degree or CISA. We are currently or have worked with the following agencies:

[Images of various government and federal logos]
The following are some of our services we provide:

**Audit Services:**

- **Financial Audits**
  KEY has performed financial audits in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS), and Generally Accepted Accounting Principles (GAAP). Specifically, we have audits of small independent federal agencies. Preparing financial statements provides an opportunity for an independent professional to review operations and improve financial management. Our objective is to provide superior audit and accounting service without disrupting the normal operations of the business.

- **Compliance Audits**
  Federal agencies rely on an independent analysis of whether companies and grantees are complying with program requirements. We have performed numerous compliance audits for Federal and the private sector.

**Financial Management and Reporting Services:**

We have provided budgetary, accounting and financial management and reporting services to The Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF) and The U.S. Patent and Trademark Office (USPTO). We are providing a significant level of service in support of the agencies highly automated and complex financial operations and key programs.

Some of our relevant experiences include, but are not limited to:

*Multifamily Claims Examination Support Services* – Since 2009, KEY has been providing superb service to the Department of Housing and Urban Development (HUD) Multifamily Division for the claims review settlement services. HUD provides mortgage insurance protection to HUD approved lending institutions (mortgagees). The mortgagee is entitled to receive multifamily mortgage insurance benefits when it is in compliance with the requirements of the National Housing Act (The Act); 2) as well as HUD Regulations. Since 2009, KEY has been providing superb service to the HUD Multifamily Division for the claims review settlement services.

*The Appalachian Regional Commission (ARC)* – From July 2016 to November 2020, KEY performed the annual financial and compliance audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) and Federal Financial Regulations for this independent agency. This agency awards over 200 grants annually to states and other community based organizations. In addition, ARC manages over 2,000 grants annually. Our methodology was in full compliance with GAO’s Financial Audit Manual, and relevant OMB Circulars and Bulletins (particularly Bulletin 07-04 and applicable provisions of Circular A-136).
The Federal Reserve Board – From October 2013 to July 2014, KEY performed audits of 100% of the travel vouchers on behalf of the Board. The Board processes over 8,000 travel vouchers annually.

U.S. Patent and Trademark Office – From April 2007 to September 2012, KEY provided budgetary, accounting, and financial management and reporting services at USPTO. KEY has provided a significant level of service in support of USPTO’s highly automated and complex financial operations and key programs. Each year, USPTO generates over $1 billion in annual revenues from delivering a wide variety of intellectual property services, and related products. Each business day, the USPTO deposits approximately $4 million into the General Fund of the Treasury.

Bureau of Alcohol, Tobacco, Firearms & Explosives – From July 2012 to December 2016, KEY provided ongoing accounting and budgeting support services to ATF. We provided seasoned staff to support the agency in the areas of budget formulation, budget execution, budget planning and special projects within the Financial Management Division, Budget Office, all under the guidelines of OMB Circular A-11 and other relevant federal accounting standards.

Single Family Claims Support Services – From August 2007 to August 2009, KEY provided support to HUD in processing supplemental claims, managing accounts receivables related to these claims, and managing nearly 50,000 claim files annually.

Single Family Post Claims Support Services – From October 2009 to December 2012, KEY provided services to HUD in performing audits of lender claims throughout the U.S. and Puerto Rico.

HUD LASS Reviews – From September 2008 to September 2012, KEY performed reviews of lenders financial statements for lenders certified to provide HUD approved loans.

KEY is a best value provider--i.e., high quality services at reasonable prices. We bring professional, seasoned, cost-effective expertise to address the needs of Federal government agencies and commercial clients.
1a. 541211 Auditing Services
541219 Budget and Financial Management Services
541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

SIN OLM Order – Level Materials

1b. Awarded Pricing

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>SIN 541211 AUDITING SERVICES</strong></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Partner</td>
<td>$ 237.58</td>
<td>$ 241.38</td>
<td>$ 245.25</td>
<td>$ 249.17</td>
<td>$ 253.16</td>
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<td>Senior Manager</td>
<td>$ 217.33</td>
<td>$ 220.81</td>
<td>$ 224.34</td>
<td>$ 227.93</td>
<td>$ 231.58</td>
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<td>Manager</td>
<td>$ 159.03</td>
<td>$ 161.57</td>
<td>$ 164.16</td>
<td>$ 166.79</td>
<td>$ 169.45</td>
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<tr>
<td>Senior Associate</td>
<td>$ 127.22</td>
<td>$ 129.25</td>
<td>$ 131.32</td>
<td>$ 133.42</td>
<td>$ 135.56</td>
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<tr>
<td>Associate</td>
<td>$ 79.26</td>
<td>$ 80.26</td>
<td>$ 81.26</td>
<td>$ 82.26</td>
<td>$ 83.26</td>
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| **SIN 541219 BUDGET AND FINANCIAL MANAGEMENT SERVICES** |                             |                             |                             |                             |                             |
| Partner            | $ 206.07                    | $ 209.37                    | $ 212.72                    | $ 216.12                    | $ 219.58                    |
| Director           | $ 137.40                    | $ 139.60                    | $ 141.83                    | $ 144.10                    | $ 146.11                    |
| Senior Manager     | $ 137.40                    | $ 139.60                    | $ 141.83                    | $ 144.10                    | $ 146.41                    |
| Manager            | $ 143.12                    | $ 145.41                    | $ 147.74                    | $ 150.10                    | $ 152.50                    |
| Senior Associate   | $ 79.52                     | $ 80.79                     | $ 82.08                     | $ 83.39                     | $ 84.73                     |
| Associate          | $ 68.22                     | $ 69.31                     | $ 70.42                     | $ 71.54                     | $ 72.69                     |

| **SIN 541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES** |                             |                             |                             |                             |                             |
| Partner            | $ 194.02                    | $ 197.12                    | $ 200.27                    | $ 203.48                    | $ 206.73                    |
| Director           | $ 171.74                    | $ 174.49                    | $ 177.28                    | $ 180.12                    | $ 183.00                    |
| Senior Manager     | $ 91.28                     | $ 92.74                     | $ 94.23                     | $ 95.73                     | $ 97.27                     |
| Manager            | $ 125.17                    | $ 126.17                    | $ 127.17                    | $ 128.17                    | $ 129.17                    |
| Senior Associate   | $ 93.30                     | $ 94.79                     | $ 96.31                     | $ 97.85                     | $ 99.42                     |
| Associate          | $ 68.49                     | $ 69.59                     | $ 70.70                     | $ 71.83                     | $ 72.98                     |

*Yearly escalation factor is prior year’s hourly rate plus 1.6%
1c. LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Additional Experience</th>
<th>Equal to</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma + 4 years</td>
<td>4 years</td>
<td>Bachelor's Degrees</td>
</tr>
<tr>
<td>Bachelor's Degree + 2 years</td>
<td>2 years</td>
<td>Master's Degree</td>
</tr>
<tr>
<td>Master's Degree + 4 years</td>
<td>4 years</td>
<td>Ph.D.</td>
</tr>
</tbody>
</table>

Experience Substitutions:

- A Ph.D. may be substituted for 8 years of required experience.
- A Masters Degree may be substituted for 6 years of required experience.
- A Bachelors Degree may be substituted for 4 years of required experience.

Partner

Minimum Education: Bachelor's Degree

Minimum Experience: 20 years of applicable financial or business consulting experience, including substantial experience in managing Federal Procurement Contracts.

Functional Responsibility: Provides strong executive level management and direction; Possesses a detailed understanding of the industry’s best business practices; Holds ultimate responsibility for organizing and directing overall engagement performance; Establishes and ensures final technical and quality control authority; Responsible for accomplishing all goals and objectives within prescribed timeframe and funding parameters; Negotiates and makes decisions for the firm; Participates in project status committee meetings as an Authorized Firm Representative to resolve issues through utilization of Firm resources diverse project management experiences; Ensures compliance with Firm policies, professional standards, contract and legal requirements.

Director

Minimum Education: Bachelor's Degree

Minimum Experience: 12 years of applicable financial or business consulting experience, including substantial experience in managing projects under Federal Procurement Contract requirements.

Functional Responsibility: Provides strong executive level management, direction and coordination with client; Is responsible for department and project planning, execution, performance and coordination functions of a designated project to ensure contract
performance requirements and objectives meet or exceed client’s expectations and service standards, applicable professional standards, and the Firm’s overall objective of professional excellence. Is a leader in strategic, business, and action planning, maintains responsibility for formulating work standards, creating strategic project objectives, and managing client issues and feedback; Directs client communications and is a senior communication person with client leaders and executives along with the Partner.

**Senior Manager**

Minimum Education: Bachelor’s Degree

Minimum Experience: 10 years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Possesses expertise in areas such as business systems consulting, logistics management, strategic planning, business process reengineering, change management, or other appropriate functional and technical areas; Schedules and allocates work, provides advice, guidance, and training to subordinated and recommends and determines personnel actions for department.

**Manager**

Minimum Education: Bachelor’s Degree

Minimum Experience: 7 years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Responsible for overall project management of smaller projects and leads project teams on larger projects.

**Senior Associate**

Minimum Education: Bachelor’s Degree

Minimum Experience: 2 years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Produces project deliverables leads the daily work activities related to task orders, and reports to the Manager or other supervisor; Experienced in business process reengineering, benchmarking, computer training, total quality management and/or other management or operational consulting.
**Associate**

Minimum Education: Bachelor's Degree

Minimum Experience: 1 years of applicable financial or business consulting experience, including experience in managing projects associated with client requirements.

Functional Responsibility: Collects data generates work product and performs other project tasks under the supervision of the Senior and/or Manager.

**Terms and Conditions**

2. **Maximum order:** $1,000,000
3. **Minimum order:** $300.00
4. **Geographic coverage (delivery area):** Domestic delivery only.
5. **Point(s) of production (city, county, and state or foreign country):**
   - City: Silver Spring
   - County: Montgomery
   - State: Maryland
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted)
7. **Quantity discounts:** Not applicable
8. **Prompt Payment Terms:** Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. **Foreign items:** Not applicable.
10. **Time of delivery:** To be negotiated at the task order level.
    10a. ** Expedited delivery:** Items available for expedited delivery are noted in this price list.
    10b. **Overnight and 2-day delivery:** 2-day delivery of reports only.
    10c. **Urgent requirements:** See contract clause I-FSS-140-B. Agencies can contact the contact for contract administration to obtain faster delivery.
11. **F.O.B. point(s):** Destination.
12a. **Ordering address(es):** Key & Associates, P.C.
    - 8720 Georgia Avenue, Suite 800
    - Silver Spring, MD 20910-3814
12b. **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
13. **Payment address:** Key & Associates, P.C.
    - 8720 Georgia Avenue, Suite 800
    - Silver Spring, MD 20910-3814
14. **Warranty provision:** Not applicable
15. **Export packing charges:** Not applicable.
16. Terms and conditions of rental maintenance, and repair – Not applicable.
17. Terms and conditions of installation – Not applicable.
18. Terms and conditions of repair parts – Not applicable.
18a. Terms and conditions for any other services – Not applicable.
19. List of service and distribution points – Not applicable
20. List of participating dealers – Not applicable
21. Preventative maintenance – Not applicable.
22. Special attributes such as environmental attributes: Not applicable
23. Not applicable
24. Unique Entity Identifier (UEI) Number 119288889
25. Notification regarding registration in System for Award Management (SAM) database.