



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: www.GSAAdvantage.gov

Schedule Title: Financial and Business Solutions
FSC Group: 520
Contract Number: GS-23F-038BA

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

Contract Period: May 7, 2014 to May 6, 2019

Contractor Name: KNOWLEDGE MANAGEMENT INC

Address: 353 MIDDLESEX ROAD, TYNGSBORO, MA 01879

Phone Number: 978-649-0123

Fax Number: 978-970-1268

Web site: www.KNOWLEDGEMANAGEMENT.net

Contact for contract administration: Sudhir Nidadavolu

Business size: Small



CUSTOMER INFORMATION PAGE

- 1a. SINs: 520-11, 520-12, 520-13, 520-21
- 1b. Price List: (See Pages 10-11for Price List)
- 1c. Labor category descriptions (See pages 4-9)
- 2. Maximum order: \$1,0000,000
- 3. Minimum order: \$ 300.00
- 4. Geographic Coverage: CONUS and OCONUS
- 5. Points of Production: N/A
- 8. Prompt Payment Terms: 00.03%-30 00.000%-00 NET 30
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold
 - No
- 9b. Government purchase cards are accepted above the micro-purchase threshold
 - No
- 10. Foreign Items: None
- 11a. Time of Delivery: 10 Days From date of award to date of completion (services only)
- 11b. Expedited Delivery: N/A
- 11c. Overnight and 2nd Day Delivery: N/A
- 11d. Urgent Requirement: Yes
- 12. F.O.B. point(s): Destination.
- 13a. Ordering address(es):

Knowledge Management Inc
353 Middlesex Road,
Tyngsboro, MA 01879.



- 13b. Ordering procedures: Contact KMI POC
14. Payment address: 353 Middlesex Road, Tyngsboro, MA 01879
15. Warranty provision: Not applicable.
16. Export packing charges: Not applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). N/A.
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 – Delivery Acceptance.
21. List of service and distribution points – Not applicable.
22. List of participating dealers – Not applicable.
23. Preventative maintenance – Not applicable.
- 24a. Special attributes such as environmental attributes: Not Applicable
- 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.) The EIT standards can be found at www.Section508.gov/.
25. Data Universal Number System (DUNS) number: 058004222.
26. Notification regarding registration in Central Contractor Registration (CCR) database: 1YKU5.



LABOR CATEGORY DESCRIPTIONS

Financial Analyst / Consultant – Provides technical experience and guidance in reviewing agency accounting system policies, regulations, and operations. Develops processing and system improvements, conducts requirements analysis, analyses and evaluating accounting systems and implements financial systems.

Level I Experience – Less than four (4) years of experience in financial and cost/managerial accounting or economic analysis. **Level I Education** – Bachelor’s degree in accounting, business, management, finance, economics, public administration, or related field.

Level II Experience – Four (4) to eight (8) years of experience in financial and cost/managerial accounting or economic analysis. **Level II Education** – Bachelor’s degree in accounting, business, management, finance, economics, public administration, or related field.

Level III Experience – Eight (8) to Twelve (12) years of experience in financial and cost/managerial accounting or economic analysis. **Level III Education** – Advanced degree in accounting, business, management, finance, economics, public administration, or related field.

Level IV Experience – Twelve (12) to Fifteen (15) years of experience in financial and cost/managerial accounting or economic analysis. **Level IV Education** – Advanced degree in accounting, business, management, finance, economics, public administration, or related field.

Analyst / Specialist – Provides all labor efforts identified as programmatic and analytical in nature, including but not limited to program analysis and documentation, project control, finance and accounting, project planning and scheduling, risk analysis, technology planning, process improvement, workload analysis, or cost estimating. Supervise and/or performs evaluations of existing program options, acquisition strategies, management procedures, processes, techniques, models, and/or systems related to program issues which would require a report and recommend solutions.

Level I Experience – Two (2) to Three (3) years of experience in financial and cost/managerial accounting or economic analysis. **Level I Education** – Bachelor’s degree in accounting, business, management, finance, economics, public administration or other related field.

Level II Experience – Three (3) to Five (5) years of experience in financial and cost/managerial accounting or economic analysis. **Level II Education** – Bachelor’s degree in accounting, business, management, finance, economics, public administration or other related field.

Level III Experience – Five (5) to Seven (7) years of experience in financial and cost/managerial accounting or economic analysis. **Level III Education** – Bachelor’s degree in accounting, business, management, finance, economics, public administration or other related field.



Financial Management Specialist – Conducts financial management and administrative support services to include cost estimation and analysis, budget formulation and execution, manpower planning and scheduling, and resources allocation. Employs automated scheduling and cost software to support planning and analysis.

Level I Experience – Less than four (4) years of experience in financial management or economic analysis. **Level I Education** – Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

Level II Experience – Four (4) to six (6) years of experience in financial management or economic analysis. **Level II Education** – Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

Level III Experience – More than six (6) years of experience in financial management or economic analysis. **Level III Education** – Advanced degree in accounting, business, management, finance, economics, public administration, or related field.

Systems Analyst – Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses thorough knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensure that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity based costing, business case analysis and outsourcing requirements.

Level I Experience – Less than Three (3) years of experience in financial management or economic analysis. **Level I Education** – Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

Level II Experience – Four (4) to six (6) years of experience in financial management or economic analysis. **Level II Education** – Bachelor's degree in accounting, business, management, finance, economics, public administration, or related field.

Level III Experience – Six (6) to Ten (10) years of experience in financial management or economic analysis. **Level III Education** – Advanced degree in accounting, business, management, finance, economics, public administration, or related field.

Level IV Experience – Ten (10) to Fifteen (15) years of experience in financial management or economic analysis. **Level IV Education** – Advanced degree in accounting, business, management, finance, economics, public administration, or related field.



Subject Matter Expert – Provides expertise in analyzing enterprise-wide operations to determine functional requirements and identify necessary resources. Provides functional and tactical program plans. Advanced business, programmatic, technical and engineering personnel are in this category. Expertise should be in one or more areas of financial management systems and projects and associated technology areas

Level I Experience – Five years of experience providing direction to organizations on multiple complex issues and financial management-related projects including 3 years of direct management experience in multi-disciplined financial management or transaction processing operations. **Level I Education** – Advanced business, management, engineering or related degree.

Level II Experience – Ten years of experience providing direction to organizations on multiple complex issues and financial management-related projects including 7 years of direct management experience in multi-disciplined financial management or transaction processing operations. **Level II Education** – Advanced business, management, engineering or related degree.

Level III Experience – Fifteen years of experience providing direction to organizations on multiple complex issues and financial management-related projects including 10 years of direct management experience in multi-disciplined financial management or transaction processing operations **Level III Education** – Advanced business, management, engineering or related degree.

Level IV Experience – More than Eighteen years of experience providing direction to organizations on multiple complex issues and financial management-related projects including 10 years of direct management experience in multi-disciplined financial management or transaction processing operations. **Level IV Education** – Advanced business, management, engineering or related degree.

Administrative Specialist – Provides overall experience with financial management operations; can include knowledge of personnel/payroll procedures and techniques, verification of approvals; coding, compiling, and coordination of activities, reconciliation, and compliance with agency regulations and requirements.

Senior Level Experience – More than five (5) years of directly related experience. **Education** – This classification normally requires a college degree

Junior Level Experience – Two (2) to four (4) years of directly related experience. **Education** – This classification normally requires a college degree.

Business Process Specialist – Knowledge of common analytical approaches, e.g., cost benefit analyses, cost effectiveness analyses, and business case analyses, and when use of each is appropriate. Perform cost analyses, e.g., functional economic analyses, to evaluate the costs of alternative ways to accomplish functional objectives. Identify investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensure that cross-functional and other integration issues are addressed.

Senior Level Experience – Minimum of six (6) years of relevant experience is required. **Education** – Bachelor's degree; specialized certification and training may substitute for years of experience.

Junior Level Experience – Possess a Bachelor's Degree. Minimum three years of relevant



experience is required. Specialized certification and training may substitute for years of experience.

Technical Writer – Prepares a variety of documentation/and or publications by integrating input from technical and non---technical sources. Analyzes and interprets client requirements for documentation and creates or follows established guidelines. Researches and translates technical information.

Level I Experience – One (1) to three (3) years of professional writing experience. **Level I Education** – Bachelor’s degree or equivalent in English, education, communications, or related field.

Level II Experience – Four (4) to six (6) years of professional writing experience. **Level II Education** – Bachelor’s degree or equivalent in English, education, communications, or related field.

Consultant I - Performs tasks at the direction of the Senior Consultant or the Manager assigned to the project. Provides support and conducts basic analysis. Possesses the ability to understand a client’s processes; create flow charts of those processes; and identify relevant risks and controls. Has a general understanding of Section 404 of the Sarbanes – Oxley Act. Generally, has 4 years of experience.

Education: Bachelor’s degree or equivalent years of experience

Consultant II - Performs tasks at the direction of the Senior Consultant or the Manager assigned to the project. Provides support and conducts basic analysis. Possesses the ability to understand a client’s processes; create flow charts of those processes; and identify relevant risks and controls. Has a general understanding of Section 404 of the Sarbanes – Oxley Act. Generally, has 8 years of experience.

Education: Bachelor’s degree or equivalent years of experience

Consultant III - Performs fieldwork and may supervise the consultant professionals. Completes the more complicated technical assignments. Analyzes the engagement progress and meets regularly with Manager and Director-level individuals as well as with principal members of the client staff. Possesses expertise in linking financial elements to internal control processes; creating flow charts; and identifying relevant risks and controls. Has a working knowledge of state-of-the-art tools and techniques available to assess an organization’s internal control processes and provides remedies for findings identified.

Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has general knowledge with Federal directives and industry standards such as FMFIA, CFO Act, FFMIA, and FISMA. Generally, has 12 years of experience.

Education: Bachelor’s degree or equivalent years of experience

Consultant IV - Performs fieldwork and supervises the consultant professionals. Completes the more complicated technical assignments. Analyzes the engagement progress and meets regularly with Manager and Director-level individuals as well as with principal members of the client staff. Possesses expertise in linking financial elements to internal control processes; creating flow charts; and identifying relevant risks and controls. Has a working knowledge of state-of-the-art tools and techniques available to assess an organization’s internal control processes and provides remedies for findings identified.

Has expertise in evaluating the design and operating effectiveness of internal controls over financial reporting. Also has general knowledge with Federal directives and industry standards such as FMFIA, CFO Act, FFMIA, and FISMA. Generally, a senior consultant has



more than 15 years of experience.

Additionally has supported clients in projects that were undertaken in preparation for providing management certifications required by Section 404 of the Sarbanes – Oxley Act.

Education: Advanced degree or equivalent years of experience

Associate I - Responsible for performing information collection, analysis and interpretation under the direction of a Senior Associate.

Experience: At least one year of experience in research

Education: Bachelor's degree in social science, business administration or statistics.

Associate II - Responsible for performing work of a moderately complex nature under the direction of a Senior Staff Associate, and may direct the performance of one or more elements of a project which are related to his/her education and experience.

Experience: At least six years of experience and training in social science, business administration, statistics, or science. An Associate II has experience in technical support and analysis of complex programs, processes and procedures.

Education: Advanced degree in social science, business, science, or equivalent.

Associate III - Responsible for performing work of a technically complex nature; for directing and reviewing the work of other staff; and for the day-to-day management of the professional activity on a project.

Experience: At least ten years of experience and training in social science, business administration, statistics, or science. Five years of supervisory experience leading technical projects and staff members.

Education: Advanced degree in social science, business, science, or equivalent.

Associate IV - Responsible for performing work of a technically complex nature; for directing and reviewing the work of other staff; and for the day-to-day management of the professional activity on a project.

Experience: At least fifteen years of experience and training in social science, business administration, statistics, or science. Eight years of supervisory experience leading technical projects and staff members

Education: Advanced degree in social science, business, science, or equivalent.

Program Manager – Responsible for overall project performance. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point of contact with Government contract management staff for reporting project status and negotiating change orders.

Junior Level Experience – Seven (7) to ten (10) years of directly related technical experience plus at least 2 years of related management experience. **Level I Education** – This classification normally requires a relevant degree along with specialized technical, client, and management knowledge and training.

Intermediate Level Experience – Ten (10) to fourteen (14) years of directly related technical experience plus at least 4 years of related management experience. **Level II Education** – This classification normally requires a relevant degree along with specialized technical, client, and management knowledge and training.

Senior Level Experience – Fifteen (15) or more years directly related technical experience, plus at least 6 years of related management experience. **Level III Education** – This classification normally requires a relevant degree, along with specialized technical, client and management knowledge and training.



Project Manager – Responsible for handling day-to-day management and administration of project tasks. Develops work plans and schedules to support service requests. Utilizes, maintains control over, and directs available resources as necessary to complete tasking in accordance with schedules, milestones, and budgets. May manage an entire project or lead a specific sub unit or scientific investigation. Position responsibilities include personnel and contract management in addition to technical leadership.

Junior Level Experience – Seven (7) to ten (10) years of directly related technical experience plus at least 2 years of related management experience. **Level I Education** – This classification normally requires a relevant degree along with specialized technical, client, and management knowledge and training.

Intermediate Level Experience – Ten (10) to fourteen (14) years of directly related technical experience plus at least 4 years of related management experience. **Level II Education** – This classification normally requires a relevant degree along with specialized technical, client, and management knowledge and training.

Senior Level Experience – Fifteen (15) or more years directly related technical experience, plus at least 6 years of related management experience. **Level III Education** – This classification normally requires a relevant degree, along with specialized technical, client and management knowledge and training.



PRICE LIST with IFF

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
520 11	Financial Analyst/Consultant I	\$67.61	\$68.83	\$70.07	\$71.33	\$72.61
520 11	Financial Analyst/Consultant II	\$72.48	\$73.78	\$75.11	\$76.47	\$77.84
520 11	Financial Analyst/Consultant III	\$86.94	\$88.50	\$90.09	\$91.71	\$93.37
520 11	Financial Analyst/Consultant IV	\$94.78	\$96.48	\$98.22	\$99.98	\$101.79
520 11	Analyst/Specialist I	\$74.65	\$75.99	\$77.36	\$78.75	\$80.17
520 11	Analyst/Specialist II	\$86.94	\$88.50	\$90.09	\$91.71	\$93.37
520 11	Analyst/Specialist III	\$95.77	\$97.50	\$99.25	\$101.04	\$102.86
520 12	Financial Management Specialist I	\$61.08	\$62.18	\$63.30	\$64.44	\$65.60
520 12	Financial Management Specialist II	\$66.66	\$67.86	\$69.07	\$70.32	\$71.58
520 12	Financial Management Specialist III	\$72.48	\$73.78	\$75.11	\$76.47	\$77.84
520 12	Systems Analyst I	\$112.94	\$114.98	\$117.04	\$119.15	\$121.29
520 12	Systems Analyst II	\$125.22	\$127.48	\$129.77	\$132.10	\$134.48
520 12	Systems Analyst III	\$131.93	\$134.31	\$136.73	\$139.19	\$141.69
520 12	Systems Analyst IV	\$142.04	\$144.60	\$147.20	\$149.85	\$152.55
520 13	Subject Matter Expert I	\$115.20	\$117.27	\$119.38	\$121.53	\$123.72
520 13	Subject Matter Expert II	\$120.20	\$122.37	\$124.57	\$126.81	\$129.10
520 13	Subject Matter Expert III	\$125.21	\$127.47	\$129.76	\$132.09	\$134.47
520 13	Subject Matter Expert IV	\$131.93	\$134.31	\$136.73	\$139.19	\$141.69
520 13	Administrative Specialist - Senior	\$73.30	\$74.62	\$75.96	\$77.33	\$78.72
520 13	Administrative Specialist - Junior	\$64.67	\$65.84	\$67.02	\$68.23	\$69.46
520 13	Business Process Analyst - Senior	\$131.93	\$134.31	\$136.73	\$139.19	\$141.69
520 13	Business Process Analyst - Junior	\$114.41	\$116.47	\$118.56	\$120.70	\$122.87
520 13	Technical Writer I	\$65.97	\$67.16	\$68.37	\$69.60	\$70.85
520 13	Technical Writer II	\$73.30	\$74.62	\$75.96	\$77.33	\$78.72



520 13	Consultant I	\$107.50	\$109.43	\$111.41	\$113.41	\$115.42
520 13	Consultant II	\$114.41	\$116.47	\$118.56	\$120.70	\$122.87
520 13	Consultant III	\$120.20	\$122.37	\$124.57	\$126.81	\$129.10
520 13	Consultant IV	\$136.82	\$139.28	\$141.79	\$144.34	\$146.93
520 13	Associate I	\$119.76	\$121.92	\$124.11	\$126.35	\$128.62
520 13	Associate II	\$129.34	\$126.54	\$128.82	\$131.14	\$133.50
520 13	Associate III	\$139.26	\$141.77	\$144.31	\$146.91	\$149.55
520 13	Associate IV	\$156.36	\$159.17	\$162.05	\$164.96	\$167.93
520 21	Program Manager - Senior	\$131.93	\$ 134.30	\$136.73	\$139.19	\$141.69
520 21	Program Manager - Intermediate	\$120.20	\$122.37	\$124.57	\$126.81	\$129.10
520 21	Program Manager - Junior	\$115.20	\$117.27	\$119.38	\$121.53	\$123.72
520 21	Project Manager - Senior	\$122.16	\$124.36	\$126.59	\$128.88	\$131.20
520 21	Project Manager - Intermediate	\$110.43	\$112.42	\$114.44	\$116.51	\$118.60
520 21	Project Manager - Junior	\$97.96	\$99.72	\$111.59	\$103.35	\$105.20