



Authorized Federal Supply Schedule Pricelist

KFORCE GOVERNMENT SOLUTIONS, INC. (KGS)



SCHEDULE 520 – FINANCIAL AND BUSINESS SOLUTIONS (FABS)

Contract #: GS-23F-9837H

Contract Period: January 1, 2003-December 31, 2012

Federal Supply Group: 520 Business Size: Large

Kforce Government Solutions, Inc. (KGS)

2750 Prosperity Ave., Ste. 300

Fairfax, VA 22031

Phone: 703-245-7350

Fax: 703-245-7560

Email: KGSContracts@kforcegov.com

POC: Jill Carney 703-245-7462

Website: www.kforcegov.com

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 of GSA *Advantage!* is: GSAAdvantage.gov.

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Prices shown herein are net (discount deducted). Pricelist Effective January 1, 2004

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1 OVERVIEW OF KGS

KGS has been providing effective Financial and Business Solutions (FABS) to U.S. government and commercial organizations since 1983. **KGS's** financial management advisory, support, and training services assist Chief Financial Officers (CFOs), Deputy CFOs, Comptrollers, Business/Financial Managers (BFMs), and agency Program Managers in carrying out their financial management responsibilities efficiently and in accordance with Federal and Departmental requirements, current laws, executive orders, regulations, and standards.

Since our beginning in 1983, we have capitalized on our financial management and accounting experience, and on our involvement in the Federal financial management community by:

- continually expanding our capabilities to provide superior business and financial management consulting and training services
- designing and developing systems, tools, metrics, techniques, approaches, and training courses which improve agency responsiveness, cost-effectiveness, and in-house capabilities
- establishing and maintaining working relationships with important government and private industry officials as well as members of government advisory boards, councils, and policy making organizations
- hiring and retaining managers and consultants who have outstanding professional work experience, specialized skills/expertise, and academic credentials

Many of **KGS's** consulting efforts illustrate our commitment to, and success in, assisting Federal managers to understand and meet financial management and accounting requirements, implement performance and accountability improvements, and report agency compliance and achievements. Our financial management consulting services have resulted in:

- successful implementation of new accounting standards and cost management systems, compliant with CFO Act/GMRA, OMB, and FASAB SFFAS
- streamlined budget formulation and execution processes
- development and integration of effective cost models
- alignment of GPRA goals with agency capabilities and resources
- improved financial and accounting data and controls required for Federal/FMFIA reporting
- accurate/defendable user fee and cost recovery data
- reconciliation/elimination of problem disbursements

2 SIN 520-5 LOAN SERVICING AND ASSET MANAGEMENT

KGS provides comprehensive asset management consulting services, including inventory management, cash management, and compliance reviews for government property, plant, and equipment. Our understanding of, and experience working with FASAB accounting standards, agency financial systems, and government inventory systems have resulted in the successful design, development, and implementation of:

- capital investment and inventory programs
- systems and processes to integrate and report the status of FASAB Standard Number 6- Accounting for Property, Plant, and Equipment (PP&E) requirements
- improved/streamlined cash management procedures and accountability reporting

Our approach to develop and refine inventory management systems ensures compliance with FASAB Standard Number 3 and JFMIP FFMSR-7 and provides critical integration with other agency information systems.

To improve asset management practices and systems, **KGS** prepares Standard Operating Procedures and other internal guidance to ensure agency assets are properly acquired, managed, recognized/valued, utilized, and reported. We also provide technical assistance to develop and implement asset management training and certification programs to provide consistency and standardization of asset procurement, distribution, management, and disposal for multiple locations.

Examples of Loan Servicing and Asset Management Services:

assist in assessment and improvement of current asset management processes related to cash management, inventory management, Government property, plant and equipment, adequacy of controls, policies, procedures, loan servicing practices, and review of opinions on financing and refinancing.

3 SIN 520-11 ACCOUNTING

KGS's accounting services assist government organizations to: meet Federal accounting and financial management requirements; improve internal accounting processes and systems; increase the timeliness, reliability, and effectiveness of accounting information; and meet important annual reporting deadlines. Our accounting services are focused to achieve successful implementation of and compliance with Federal legislation, accounting standards, and financial improvement initiatives highlighted in the table to the right.

KGS's financial management and accounting professionals have assisted Federal agencies with a wide range of accounting tasks and initiatives, to include:

- integrating new accounting standards into existing accounting and financial management processes and systems

- improving in-house capabilities related to the Government SGL, ledger posting procedures, and trial balance systems
- standardizing accounting classification structures and expanding the use of object class codes for streamlined agency reporting
- designing and implementing effective transaction analysis and reconciliation techniques
- establishing processes and models for agency wide implementation of Activity-Based Costing (ABC) and cost recovery initiatives
- conducting cost-benefit analysis of consolidation vs. outsourcing options for agency accounting operations
- developing, implementing, and testing improved internal data management and control procedures

- Chief Financial Officers (CFO) Act
- Government Management Reform Act (GMRA)
- Federal Financial Management Improvement Act (FFMIA)
- Federal Credit Reform Act (FCRA)
- Federal Accounting Standards Advisory Board (FASAB) Standards and Concepts
- OMB Bulletins and Circulars, including 01-09 Form and Content, A-127, A-134
- Federal Managers Financial Integrity Act (FMFIA)
- Joint Financial Management Improvement Program (JFMIP) (Central Agency Guidance)
- Government Standard General Ledger (SGL)
- Managerial Cost Accounting
- Activity-based Costing (ABC)

Examples of Accounting Services*:

transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, performing special studies to improve accounting operations, resolve accounting issues, resolve and implement audit findings, recovery reviews, assess or enhance accounting internal controls, improve operating efficiency and effectiveness, apply information technology to provide better or more timely service.

** Examples are per GSA FABS Schedule Contract*

4 SIN 520-12 BUDGETING

KGS's budgeting services span all four phases of the Federal budgeting process:

1. Formulation and Transmittal
2. Congressional Action
3. Execution and Control
4. Review and Audit

Our expertise related to the budgeting process, combined with the work experience of many of our managers as CFOs, Comptrollers, and Business/Financial Managers (B/FMs) provide the foundation necessary to:

- accurately forecast and project program budget/spending requirements
- formulate budget data and program narratives at the specificity required in OMB A-11, months in advance of program execution
- anticipate questions and clarification issues in response to OMB hearings and Congressional marks/testimonies
- defend program requests and budget formulation decisions before the agency Director
- link budget formulation to the strategic and performance planning processes
- successfully plan, manage, and control financial resources

Over the past 20 years, **KGS** has successfully supported many different budgeting processes, systems, and techniques, including the Planning, Programming, and Budgeting System (PPBS), Zero-Based Budgeting (ZBB), and Performance-Based Budgeting (PBB). As part of our comprehensive budgeting support services, we:

- analyze processes for planning, directing, and controlling budget operations
- assist with the implementation of management control and technology improvements to ensure accountability required by A-123 and FMFIA
- monitor and analyze agency obligations and expenditures to ensure problem disbursements are quickly identified and resolved
- assist agencies in preparing for GAO, OMB, and Departmental budget reviews and audits

Examples of Budgeting Services*:

assess and improve the budget formulation process, assess and improve the budget execution process, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance in improving budget preparation or execution processes and related systems, reviewing budgetary controls, assist management with implementing corrective actions, and

apply information technology to streamline/improve budget-related issues.

** Examples are per GSA FABS Schedule Contract*

5 SIN 520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

KGS offers a wide range of financial management systems services, including a disciplined methodology to design, develop, test, implement, and maintain integrated financial systems. By using the proven approach summarized below, we have developed, integrated, and improved automated financial, accounting, and cost management systems to collect, track, and report agency and program financial performance. These systems help our customers meet their management and reporting objectives and are compliant with the requirements contained in Federal IT guidance, OMB/GSA direction, and JFMIP requirements for financial systems.

KGS has developed, analyzed/reviewed, and improved financial and accounting systems for several Executive agencies and private industry customers. Companion to these system services we have:

- strengthened agency data management and internal controls
- streamlined and automated system updating and validation procedures
- prepared Operating Instructions and User s Manuals
- conducted systems training

KGS's comprehensive financial management systems services are focused to assist agencies in meeting the increased demands f or integrated financial and performance information as well as financial reporting requirements.

KGS provides a comprehensive and disciplined approach to financial reporting and analysis. We design, develop, and implement effective data collection, analysis, and reporting formats, methods, systems, and tools to:

- capture and evaluate financial data
- validate agency systems output, management controls, and performance information
- reconcile financial, accounting, and transaction discrepancies
- prepare and submit reporting documents to meet Federal accountability requirements, such as financial statements, FMFIA, etc.
- respond to internal, OMB, GAO, and Congressional reviews and inquiries

Our disciplined approach helps Federal financial managers anticipate and respond to all the analysis and reporting requirements from:

- Agency Customers/Stakeholders

- Congress
- Policy/OMB Executives
- Program Managers

We have also developed and implemented analysis and reporting improvements such as automated audit trails, reconciliation systems, and metrics to compare performance data over time and between reporting activities.

KGS's disciplined routine to collect, analyze, and report financial and performance data is focused to provide all the information that is needed to respond to Federal requirements, highlighted in the following table.

Areas of Federal Financial Management Reporting and Analysis	
<ul style="list-style-type: none"> • Budgetary/Funds Status <ul style="list-style-type: none"> ○ Requirements ○ Commitments ○ Obligations ○ Expenditures ○ Disbursements • Operating Performance <ul style="list-style-type: none"> ○ Goals and Objectives ○ Costs ○ Outputs and Outcomes ○ Productivity and Efficiency 	<ul style="list-style-type: none"> • Stewardship <ul style="list-style-type: none"> ○ Government Investments and Service • Systems and Control <ul style="list-style-type: none"> ○ Management and Accountability

KGS assists Federal agencies with linking and integrating financial and business planning, performance measurement, accountability reporting, and continuous process improvement.

We are currently helping organizations transition from the traditional method of describing and justifying budget and resource requirements to linking financial planning with annual work planning, agency and program performance measurement, and GPRA program evaluations. For instance, our consulting support services include:

- preparing strategic, business, financial, and acquisition plans
- analyzing agency strategic plans, performance plans, and business lines to ensure consistency with GPRA and OMB A-11 requirements\
- designing and implementing effective, realistic performance measurement systems
- developing annual work planning objectives and program work breakdown structures
- implementing improved consolidated financial reporting procedures

KGS has developed an effective planning process to encourage participation and involvement from agency financial and program managers. By linking program goals and objectives with budgeting and financial reporting, our process forces visibility of costs relevant to achieving each agency goal/objective.

In addition, our effective performance measurement systems and analytic tools have helped Federal managers evaluate their progress toward achieving goals as well as ensure agency resources are being committed to the specific program activities which provide customers the greatest benefits.

In addition to our comprehensive accounting, budgeting, and financial management services highlighted above, we provide our Federal agency customers with technical assistance in the following areas:

- **Managerial Cost Accounting** - to provide agency management with information about the full and relevant costs of program activities, goods, and services, which enables managers to make smarter resource allocation decisions and to link costs to agency requirements under GPRA reporting.
- **Activity-Based Costing (ABC)** - to diagram and analyze work processes, functions, and activities; capture costs of doing business; trace the costs to individual activities; establish output measures; analyze resource consumption and cost and time drivers; and implement program improvements.
- **Cost As Independent Variable (CAIV)** - to establish realistic system performance and cost objectives through cost-performance trade-offs to achieve an affordable balance between performance, cost, and schedule requirements.
- **Earned Value Management System (EVMS)** - to plan, manage, measure, and report cost, schedule, and technical/work performance.
- **Cost Studies** - to provide Federal managers with quantitative data to assess risk, make resource allocation/budget decisions, develop acquisition and contracting strategies, and/or to evaluate proposed alternative solutions.
- **Foreign Military Sales Financial Management Services** - to result in successful foreign military sales case financial planning, implementation, execution, reconciliation, and closure.
- **Financial Policies and Procedures** - to provide effective, compliant guidance and direction.

Our financial improvement services and financial/cost studies have resulted in significant benefits to our government customers. For instance, we have improved agency in-house capabilities to:

- capture, validate, and report program activity and cost data in accordance with the principles of the CFO Council's Managerial Cost Accounting Guide and FASAB Number 4
- identify and base budgeting decisions on actual/true costs for agency activities, products, and services
- define how agency programs relate to each other, and how they create and fulfill customer demands and requirements

- compare and analyze costs, trends, and value of processes/activities at selected agency locations and field offices
- assess alternatives for integrating cost accounting structures into the Federal Financial System (FFS)

Examples of Complementary Financial Management Services:

assess and improve financial management systems; conduct A-127 system compliance reviews; assist with implementation of corrective actions; document systems; identify systems requirements; plan and develop systems; assist in meeting agency financial management system requirements; assess and improve financial reporting and analysis; develop new reporting formats and pro-forma financial reports; assist in improving and streamlining reporting and analysis processes; perform cost-benefit or other special financial analyses; assist with the requirements of the Government Performance & Results Act; assist with devising and implementing performance measures and related processes and systems; assist with strategic and operational financial planning; resolve audit recommendations; assist in managerial cost accounting; assist in financial policy formulation and development; perform economic and regulatory analyses; perform actuarial services and/or actuarial data analysis services; assist with quality assurance efforts.

6 KGS LABOR CATEGORIES AND RATES

KGS LABOR CATEGORIES AND HOURLY RATES FOR SINS:					
520-5 - Loan Servicing and Asset Management					
520-11 - Accounting					
520-12 - Budgeting					
520-13 - Complementary Financial Management Services					
KGS Labor Categories	Calendar Year Hourly Labor Rates				
	2008	2009	2010	2011	2012
Senior Principal	\$164.07	\$168.99	\$174.06	\$179.28	\$184.66
Principal	\$139.23	\$143.40	\$147.71	\$152.14	\$156.70
Senior Financial Manager	\$105.10	\$108.26	\$111.50	\$114.85	\$118.29
Financial Manager	\$ 92.29	\$ 95.06	\$ 97.91	\$100.85	\$103.87
Senior Financial Consultant I	\$ 74.68	\$ 76.92	\$ 79.23	\$ 81.60	\$ 84.05
Senior Financial Consultant II	\$ 62.11	\$ 63.97	\$ 65.89	\$ 67.87	\$ 69.90
Senior Financial Consultant III	\$ 48.98	\$ 50.45	\$ 51.97	\$ 53.53	\$ 55.13

Financial Consultant I	\$ 44.42	\$ 45.75	\$ 47.12	\$ 48.53	\$ 49.99
Financial Consultant II	\$ 39.48	\$ 40.66	\$ 41.88	\$ 43.14	\$ 44.43
Financial Consultant III	\$ 35.15	\$ 36.21	\$ 37.29	\$ 38.41	\$ 39.57
Administrative/Support Personnel	\$ 29.82	\$ 30.72	\$ 31.64	\$ 32.59	\$ 33.57

LABOR RATES

GSA has determined KGS's prices/Labor Rates for each Labor Category presented above are fair and reasonable. Labor Rates are "fully burdened" rates and include the costs for direct labor, fringe benefits, overhead, general and administrative expenses, and profit/fee. Labor Rate increases from one year to the next go into effect on January 1 of each year.

In accordance with FAR Part 52.232-7 Payments Under Time-and-Material and Labor-Hour Contracts, G&A will be added to all ODC costs on orders placed under this schedule.

SECURITY CLEARANCE

KGS has an active "TOP SECRET" level facility clearance and many of our Managers and Consultants have current active "TOP SECRET" or "SECRET" security clearances and have previously held SCI/SBI level clearances.

YEAR 2000 COMPLIANT

All KGS Systems are Year 2000 (Y2K) compliant.

Labor Category Descriptions

- **SENIOR PRINCIPAL** 10 years of experience in providing business and/or financial management services to commercial and/or government organizations. Responsible to plan, organize, execute, and control multiple project tasks to result in successful delivery of professional services. BA/BS degree. An additional 4 years of experience can be substituted for a BA/BS degree.
- **PRINCIPAL** - 8 years experience managing and directing the delivery of business and/or financial management services to commercial and/or government organizations. 10 years FABS related work experience. Responsible to provide technical and subject matter expertise, advice, and guidance to project and to plan, organize, execute, and control project tasks to result in successful delivery of professional services. MA/MS degree or BA/BS degree plus 2 additional years of subject matter experience or subject matter certifications.
- **SENIOR FINANCIAL MANAGER** 7 years of experience in performing business and/or financial management tasks for commercial or government organizations. Responsible to plan, organize, execute, control, and perform project work efforts to result in

successful delivery of professional services. BA/BS degree. An additional 4 years of experience can be substituted for a BA/BS degree.

- **FINANCIAL MANAGER** - 6 years of experience in performing business and/or financial management tasks for commercial or government organizations. Responsible to plan, organize, execute, control, and perform project work efforts to meet contract requirements. BA/BS degree. An additional 4 years of experience can be substituted for a BA/BS degree.
- **SENIOR FINANCIAL CONSULTANT I** - 5 years of experience in performing business and/or financial management tasks for commercial or government organizations. Demonstrated in depth knowledge of and analytical skill related to business, finance, and/or information technology area of expertise. BA/BS degree. An additional 4 years of experience can be substituted for a BA/BS degree.
- **SENIOR FINANCIAL CONSULTANT II** up to 4 years of experience in performing business and/or financial management tasks for commercial or government organizations. Demonstrated in depth knowledge of and analytical skill related to business, finance, and/or information technology area of expertise. BA/BS degree. An additional 4 years of experience can be substituted for a BA/BS degree.
- **SENIOR FINANCIAL CONSULTANT III** 3 years of experience in performing business and/or financial management tasks for commercial or government organizations. Demonstrated knowledge of and skill related to business, finance, and/or information technology area of expertise. AA degree or 2 years of college. An additional 2 years of experience can be substituted for an AA degree/2 years of college.
- **FINANCIAL CONSULTANT I** - 2 years of experience in performing business and/or financial management tasks for commercial or government organizations. Demonstrated ability to perform business and/or financial management tasks. AA degree or 2 years of college. An additional 2 years of experience can be substituted for an AA degree/2 years of college.
- **FINANCIAL CONSULTANT II** - 1 year of experience in performing business and/or financial management tasks for commercial or government organizations. High school diploma.
- **FINANCIAL CONSULTANT III** - less than 1 year of experience in performing business and/or financial management tasks for commercial or government organizations. High school diploma.
- **ADMINISTRATIVE/SUPPORT PERSONNEL** 6 months or more experience in providing administrative support services. High school diploma.

7 SUMMARY OF TERMS AND CONDITIONS

1. Maximum Order*	\$1,000,000.00	*Agencies can place orders in excess of \$1,000,000.00. If orders are made in excess of \$1,000,000.00, agencies may seek further discounts/price reductions
2. Minimum Order	\$300.00 per SIN	
3. Geographic Coverage	Worldwide	
4. Point(s) of Production	Kforce Government Solutions, Inc. (KGS) 2750 Prosperity Avenue, Suite 300 Fairfax, VA 22031	
5. Discount from List Prices/Statement of Net Prices	See Pricelist – Prices Shown are Net Prices	
6. Quantity Discounts	None	
7. Prompt Payment Terms	Net 30 Days	
8. Government Purchase Cards are Accepted at or Below the Micro-Purchase Threshold		
9. Government Purchase Cards are Accepted Above the Micropurchase Threshold		
10. Foreign Items	Not Applicable	
11. Time of Delivery	As Agreed to in Task Order	
12. Expedited Delivery	Items available for expedited delivery are noted in this Pricelist.	
13. Overnight and 2-Day Delivery	As Agreed to in Task Order	
14. Urgent Requirements	As Agreed to in Task Order	
15. F.O.B. Points	Destination	
16. Ordering Address	Kforce Government Solutions, Inc. (KGS) 2750 Prosperity Avenue, Suite 300 Fairfax, VA 22031	
17. Ordering Procedures	For Supplies and Services, the Ordering Procedures, Information on Blanket Purchase Agreements (BPAs), and a Sample BPA can be Found on the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules)	
18. Payment Address	Kforce Government Solutions, Inc. (KGS) 2750 Prosperity Avenue, Suite 300 Fairfax, VA 22031	
19. Warranty Provisions	Not Applicable	

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|---|----------------|
| 20. Export Packing Charges | Not Applicable |
| 21. Terms & Conditions of Government Purchase Card Acceptance | None |
| 22. Terms & Conditions of rental, maintenance and repair | Not Applicable |
| 23. Terms & Conditions of installation | Not Applicable |
| 24. Terms & Conditions repair parts | Not Applicable |
| 25. Terms & Conditions for any other services | Not Applicable |
| 26. List of service and distribution points | Not Applicable |
| 27. List of participating dealers | Not Applicable |
| 28. Preventive Maintenance | Not Applicable |
| 29. Special Attributes such as Environmental Attributes | Not Applicable |
| 30. Section 508 Compliance Information | Not Applicable |
| 31. Data Universal Number System (DUNS) Number | 072650484 |
| 32. KGS is registered in Central Contractor Registration (CCR) Database | |

FOR ADDITIONAL INFORMATION CONTACT JILL CARNEY AT JCARNEY@KFORCEGOV.COM OR AT 703-245-7462.