



GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874
Class: C R499

Contract Number: GS-10F-0370L

Contract Period: September 01, 2000 through August 31, 2011

Contractor:

LegalNet Works, Inc.
2101 Wilson Boulevard, Suite 1000
Arlington, VA 22201

Business Size: Small Business

Telephone: (703) 351-1101

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Contract Administration: Carolyn Bizri Brosnihan

Formed in 1996, LegalNet Works, Incorporated focuses on the development of information security laws and regulations (such as FISMA) with an emphasis on liability, risk management, national security, regulatory compliance, and privacy. LegalNet has extensive expertise with Fortune 100 CEO's, capital planning, critical infrastructure protection (CIP), national security / emergency preparedness (NS/EP), and certification and accreditation (C&A). LegalNet consults both government and industry officials on legal and policy reform in these complex areas.

LegalNet's recent experience includes:

- Direct access and business relationships with US Chief Executive Officers of major US corporations. Over three years' experience working with CEOs on emergency communications protocol for activating communications with senior government principals during a catastrophic disaster;
- Developing strategic plans for large, global companies covering all aspects of security, including board and management level due diligence, physical protection, cyber-security, and financial planning;
- Conducting and negotiating Privacy Impact Assessments in the Federal government for IT capital investments that service multiple Departments and Agencies, including the Department of Homeland Security's Cyber Security & Telecommunications (C&T) division;
- Two years' experience preparing Capital Planning and Investment Control Exhibit 300 Business Case documents for IT security programs for the Department of Homeland Security's United States Computer Emergency Readiness Team;
- Overseeing compliance with Certification & Accreditation for Department of Homeland Security's C&T division;
- Performing project reviews with the Department of Homeland Security's Enterprise Architecture Center of Excellence (EACOE) covering IT security programs;
- Preparing legislative and regulatory strategies for National Security & Emergency Preparedness programs, including an understanding of the history and practice of the National Communications System and direct experience preparing Department of Justice Office of Legal Counsel materials.

LegalNet's Subject Matter Expert possesses an active **Top Secret clearance**.

CUSTOMER INFORMATION

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1, 874 1RC, 874-2 874 2RC
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply: See Item 6 below.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (delivery Area):** FOB Worldwide
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address.
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See the following.
7. **Quantity discounts:** None.
8. **Prompt payment terms:** Net 30 days.
- 9a. **Notification that Government purchase cards are accepted up to the micro purchase threshold:** Yes.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes.
10. **Foreign items (list items by country of origin):** None.
- 11a. **Time of delivery. (Contractor insert number of days.)** Specified on Task Order.
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight**

items in its price lists that have expedited delivery: Specified on Task Order.

- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Specified on Task Order.
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact contractor.
- 12. **F.o.b. point(s):** Destination.
- 13. **Ordering address(es):** Same as company address.
- 14. **Payment address(es):** Same as company address.
- 15. **Warranty provision:** None.
- 16. **Export packing charges, if applicable:** N/A
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** LegalNet will accept purchase card for all transactions.
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 25. **Data Universal Number System (DUNS) number:** 96-5637424

26. Notification regarding registration in Central Contractor Registration (CCR) database: LegalNet Works is registered in CCR.

27. Uncompensated Overtime (Indicate if used): LegalNet Works, Inc. salaried employees are not compensated for hours worked in excess of the normal pay period. Under certain circumstances and with prior management approval, additional compensation can be provided for hours worked in excess of the normal pay period. The amount of pay for such compensation would be derived by multiplying the hourly rate for a 40-hour workweek by 40, and then dividing by the proposed hours per week. Fifty hours proposed on a 40-hour week basis at \$29 per hour would be converted to an overtime rate of \$23.20 per hour ($\29.00×40 divided by 50 = \$23.20).

Contractor will accept LH and FFP.

GOVERNMENT AWARDED PRICES (NET PRICES):

SIN Number 874-I, 874 IRC, 874-2, & 874 2RC

| Labor Category | Hourly | Daily |
|----------------------------------|---------------|--------------|
| Subject Matter Expert III | \$149.62 | \$1,122.15 |
| Subject Matter Expert II | \$137.65 | \$1,032.38 |
| Program Manager | \$126.68 | \$950.10 |
| Project Manager | \$94.76 | \$710.70 |
| Graphics / Multimedia Specialist | \$71.82 | \$538.65 |
| Administrative Assistant II | \$49.87 | \$374.03 |
| Administrative Assistant I | \$28.93 | \$216.98 |

LABOR CATEGORIES DESCRIPTIONS

Administrative Assistant I

General Experience:

Provides administrative support directly to management utilizing information technology.

Principal Duties and Responsibilities:

Word-processing and proofreading correspondence, reports and documentation. Maintains filing systems, answers telephones, responds to routine questions/requests, greets visitors, performs data entry, schedules and arranges for meetings, mail/electronic distributions and makes travel arrangements.

Minimum Education:

- 4 years of relevant experience or
- Bachelors degree and 1 year relevant experience or
- Masters degree

Administrative Assistant II

General Experience:

Provides administrative support to senior and executive level management utilizing information technology.

Principal Duties and Responsibilities:

Type and proofread senior level correspondence, reports and documentation. Able to respond to routine organizational questions/requests related to personnel management, financial management, and operational issues. Greets visitors, answers telephones, manages data entry, schedules and arranges for meetings, mail/electronic distributions and coordinates travel arrangements.

Minimum Education:

- 5 years of relevant experience or
- Bachelors degree and 2 years relevant experience or
- Masters degree

Graphics / Multimedia Specialist

General Experience:

Fulfills all graphic and multimedia requirements by management for briefings, reports, correspondence and all other operational documents.

Principal Duties and Responsibilities:

Responsible for all graphic production support, to include briefing preparation, desktop publishing, original artwork and design, engraving, lamination, mounting, graphic reproduction and photographic support. Also requires experience with industry standard graphics and presentation packages.

Minimum Education:

- 5 years of relevant experience or
- Bachelors degree and 3 years relevant experience or
- Masters degree and 1 year relevant experience

Project Manager

General Experience:

Defines and directs administrative and technical specification related to various project sub tasks.

Principal Duties and Responsibilities:

Responsible for adherence to and development of schedules supporting the project. Plans, directs and manages the work activities of contracted personnel at customer sites or the activities supporting a unique customer contract. This includes overseeing the preparation, submission, and accuracy of all required paperwork including status reports, financial statements and other project documentation. The project manager is responsible for the quality of and conformance to requirements and methodologies directly related to the contracted effort and that all problems and/or concerns are brought to the attention of the staff manager.

Minimum Education:

- 7 years of relevant experience or
- Bachelors degree and 4 years relevant experience or
- Masters degree and 1 year relevant experience

Program Manager

General Experience:

Performs day-to-day management of multiple programs.

Principal Duties and Responsibilities:

Responsible for the scheduling and allocation of work, provides guidance, coordinates training, and recommends/determines personnel actions. Responsible for regional programs planning, execution and performance. Demonstrates written and oral communication skills. Establishes and alters (as necessary) management structure to direct effective contract support activities. Analyzes and presents cost/schedule summary reports and program reviews to contract office technical representatives and contracts officer.

Minimum Education:

- 15 years relevant experience or
- Bachelors degree and 8 years relevant experience or
- Masters degree and 4 years relevant experience

Functional / Subject Matter Expert: Level II

General Experience:

Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field. Demonstrates exceptional oral and written communication skills.

Principal Duties and Responsibilities:

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops corporate / enterprise level policies, procedures, and directives. Recommends network and technology architecture. Provides top level technical management and development in a particular discipline. Identifies resources required for each task. Some examples of a Functional Expert may include, but are not limited to: intrusion detection expert, network penetration engineer, senior technology management engineer, counter-intelligence analyst, computer forensics expert, risk management specialist, and legal counsel.

Minimum Education:

- 9 years of relevant experience or
- Bachelors degree and 3 years relevant experience or
- Masters degree and 2 years relevant experience

Functional / Subject Matter Expert: Level III

General Experience:

Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field. Demonstrates exceptional oral and written communication skills.

Principal Duties and Responsibilities:

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops corporate / enterprise level policies, procedures, and directives. Recommends network and technology architecture. Provides top level technical management and development in a particular discipline. Identifies resources required for each task. Some examples of a Functional Expert may include, but are not limited to: intrusion detection expert, network penetration engineer, senior technology management engineer, counter-intelligence analyst, computer forensics expert, risk management specialist, and legal counsel.

Minimum Education:

- 11 years of relevant experience or
- Bachelors degree and 6 years relevant experience or
- Masters degree and 4 years relevant experience