



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, 2006 through August 31, 2011
(Second Option)

Contractor:

LegalNet Works, Inc.
1100 North Glebe Road, Suite 1010
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Business Size: Small Business

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I. 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. **Lowest priced model number and lowest unit price:** See the section in this price list titled "Labor Rates" for hourly prices.
- 1b. **Hourly Rates:** See the section in this price list titled "Labor Rates" for hourly rates.
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (Delivery Area):** FOB Worldwide
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). 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:** None.
- 11a. **Time of delivery:** Specified on Task Order.
- 11b. **Expedited Delivery:** Specified on Task Order.
- 11c. **Overnight and 2-day delivery:** Specified on Task Order.
- 11d. **Urgent Requirements:** 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:** Not Applicable
17. **Terms and Conditions of Government Purchase Card Acceptance:** LegalNet will accept purchase card for all transactions.
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:** Not Applicable.
21. **List of service and distribution points:** : Not Applicable.
22. **List of participating dealers:** Not Applicable.
23. **Preventive maintenance:** Not Applicable.
24. **Special Attributes:** : Not Applicable.
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:** 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 \times 40 \text{ divided by } 50 = \23.20).

II. COMPANY BACKGROUND

Formed in 1996, LegalNet Works, Incorporated's mission is to be a proven source of strategic and operational support that will allow our clients to perform at their best. Our core capabilities revolve around IT and cyber security, privacy, capital planning and investment control, and complex program management, especially in the areas of security.

LegalNet's recent experience includes:

- 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 & Communications (CS&C).
- Ten 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 and the EINSTEIN Initiative.
- Developing requirements and capabilities analysis for the Comprehensive National Cybersecurity Initiative (CNCI) to include the Operational Requirements Document (ORD), Concept of Operations, Standard Operating Procedures, Alternatives of Analysis (AoA), and Capability Based Analysis (CBA).
- Developing disciplined Program Management strategies for the National Cyber Security Division to include Balanced Scorecard methodologies and an integrated approach to the Work Breakdown Structure and Organizational Breakdown Structure.
- Performing strategic risk assessments for the OCIO of the Executive Office of the President.
- Designing computer based training for senior executive service (SES) and leadership positions covering all aspects of cyber security and program management.
- Providing policy and regulatory expertise to a major corporation's supply chain security strategy and execution.
- Providing a Plan of Action and Milestones (POA&M) for Information and Communication Technologies (ICT) covering global IT supply chain,

including analysis of requirements in the CNCI, FISMA implementation, analysis of private sector best practices, integration with Defense and Intelligence Community policy and programs, and preparation of program management materials.

- Developing relationships with U.S. Chief Executive Officers of major U.S. corporations. Over seven years' experience working with CEOs on emergency communications protocol for activating communications with senior government principals during a catastrophic disaster.
- Performing policy development, regulatory review and consulting support for the Business Roundtable's Supply Chain Security Working Group of the Security Task Force.
- Developing framework for strategic public-private partnerships and intergovernmental relationships.
- Developing strategic plans for large, global companies covering all aspects of security, including board and management-level due diligence, physical protection, cyber security, supply chain security, strategic public-private partnerships and financial planning;
- Performing project reviews with the Department of Homeland Security's Enterprise Architecture Center of Excellence (EACOE) and Acquisition Review Board (ARB) covering IT security programs.
- Preparing legislative, regulatory and intergovernmental 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.
- Performing LEAN/Six Sigma business process reengineering reviews and training for the Department of Homeland Security's National Cyber Security Division.

LegalNet's multi-disciplinary consulting team works with clients on business improvement initiatives on a daily basis. Our team includes research and policy analysts, financial analysts, legal analysts, multi-media and training specialists, facilitators, and other professionals with experience in performance improvement and change initiatives. Our team maintains a minimum of Secret clearance and most possess active Top Secret clearances with SCI access.

III. MOBIS SERVICE OFFERINGS

SIN 874-1 CONSULTING SERVICES

LegalNet Works views our consulting services as the backbone our MOBIS engagements. Our team provides expert advice, guidance, and counsel to improve the performance, quality, timeliness and efficiency of services provided by its government clients. Our consulting services are enhanced by our first-hand knowledge of and experience with commercial and government best practices, broad subject-matter expertise, and a deep understanding of the federal government.

The LegalNet Works team provides comprehensive consulting services that include the following:

- Management and Strategy Consulting
- Program Planning, Audits, and Evaluations
- Studies, Analyses/ Assessments, Scenarios, and Reports, such as
 - Defense studies
 - Tabletop exercises or scenario simulations
 - Educational studies
 - Regulatory or Policy Assessments
 - Organizational Assessments
- Executive/Management Coaching Services
- Customized Business Training
- Policy and Regulation Development
- Business Process Reengineering
- Cost/Benefit Analysis
- Performance Measurement
- Strategic Planning
- Survey Design & Implementation
- Customer Analysis
- Risk and Vulnerability Assessments

SIN 874-2 FACILITATION SERVICES

LegalNet Works understands the value of using objective expertise to guide individuals, groups, and teams through discussion, debate, and decision-making. Our team employs a process-focused approach to problem-solving using a variety of techniques designed to encourage interaction and facilitate brainstorming, including individual response writing, paired interaction, breakout sessions, rotation of individuals within small groups, use of internal observers, immediate process analysis and critique, and collaborative decision-making efforts. We focus on content, process, and results. The LegalNet Works team can assist your organization in several ways, including:

- Problem Diagnosis
- Process Analysis
- Team-Building
- Decision Making
- Consensus Building
- Coaching
- Leadership Development

IV. LABOR RATES

The following Labor Rates are applicable to SIN Numbers **874-1, 874 1RC, 874-2,** and **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

V. LABOR CATEGORIES AND QUALIFICATIONS

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