

LegalNetWORKS

INCORPORATED

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List
Revised per Modification #PS-0014, effective 11-18-2009

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)

Business Size: Small Business

Contractor: LegalNet Works, Inc.
1100 North Glebe Road, Suite 1010
Arlington, VA 22201

Telephone: (703) 351-1101

FAX Number: (703) 351-1109

Web Site: <http://www.legalnet.com>

E-Mail: mallen@zra.com

Contract Administration: Morgan Allen

Awarded Special Item Numbers (SIN)s:

874-1, 874-1RC Consulting Services

874-2, 874-2RC Facilitation Services

874-4, 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

874-6, 874-6RC Acquisition Management Support

874-7, 874-7RC Program and Project Management

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 GSA Advantage! is GSAAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on FSS Schedules button at fss.gsa.gov.

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Section I. CUSTOMER INFORMATION

- Ia. Table of Awarded Special Item Number(s):**
- | | |
|----------------|--|
| 874-1, 874-1RC | Consulting Services |
| 874-2, 874-2RC | Facilitation Services |
| 874-4, 874-4RC | Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration |
| 874-6, 874-6RC | Acquisition Management Support |
| 874-7, 874-7RC | Program and Project Management |
- Ib. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:**
See [Section 5. GSA Schedule Pricing](#)
- 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 [Section 5. GSA Schedule Pricing](#)
- 7. Quantity discounts:** None.
- 8. Prompt payment terms:** Net 30 days.
- 9a. Government purchase cards accepted at or below the micro purchase threshold:** Yes.
- 9b. Government purchase cards accepted or not accepted above the micro-purchase threshold:** Yes.
- 10. Foreign items:** None.
- 11a. Time of delivery:** Specified on the 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.
- 13a. Ordering address:** (Same as company address.)
LegalNet Works, Inc.
1100 North Glebe Road, Suite 1010
Arlington, VA 22201
Telephone: (703) 351-1101
FAX Number: (703) 351-1109
Web Site: <http://www.legalnet.com>
- 13b. 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, and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address:** 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:**
LegalNet will accept Government purchase card for all transactions.
- 18. Terms and conditions of rental, maintenance, and repair:** N/A
- 19. Terms and conditions of installation:** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. Terms and conditions for any other services:** N/A
- 21. List of service and distribution points:** N/A
- 22. List of participating dealers:** N/A
- 23. Preventive maintenance:** N/A
- 24./ 24.a Environmental attributes:** N/A
- 25. Data Universal Number System (DUNS) number:** 96-5637424

- 26. Registration in Central Contractor Registration (CCR) database:**
LegalNet Works is registered in CCR.

Contractor will accept LH and FFP.

Section 2. COMPANY OVERVIEW

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 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.

Section 3. DESCRIPTION OF SERVICES

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

SIN 874-4 TRAINING SERVICES

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 - 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 874-6 ACQUISITION MANAGEMENT SUPPORT

The LegalNet Works team can assist your organization in several ways, including:

- Professional support services in conducting federal acquisition management activities
- Expert assistance with such services as acquisition planning assistance and competitive sourcing support

SIN 874-7 PROGRAM AND PROJECT MANAGEMENT

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

- Assistance in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects.
- Services include: Project leadership; communications with stakeholders; project planning and scheduling; reporting and documentation associated

- with project/program objectives; program integration services; and project close-out services.
- Expert leadership under the supervision/management of a LegalNet Project Manager or Program Manager.

Section 4. LABOR CATEGORIES

Principal Consultant

General Experience:

Provides consulting to agency directors and senior managers on implementation of agency wide strategy development, implementation, and process improvement initiatives.

Principal Duties and Responsibilities:

Designs, organizes, leads, and conducts executive-level workshops, seminars, training sessions, and facilitation. Tailors strategy development, implementation, and quality improvement courses and workshops for an agency's specific needs. Creates original and innovative models and techniques. Facilitates strategy development, implementation, and process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or areas. Gives lectures or conducts training related to quality implementation or technical enhancement to strategy development, implementation, process improvement, and customer service.

Minimum Education:

- 8 years of relevant experience and a Bachelors degree, or
- Masters degree and 5 years relevant experience

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

Senior Consultant

General Experience:

Provides consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives.

Principal Duties and Responsibilities:

Captures, analyzes, and evaluates customer, project or system requirements. Develops, leads, and conducts quality workshops, seminars, training sessions and facilitation. Tailors strategy development, implementation, and process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes.

Leads and conducts benchmarking surveys for an organization. Facilitates strategy development, implementation, and process improvement efforts requiring a mastery of technical subject matter and experience in specific programs and processes. Manages a team of consultants and analysts supporting an agency's strategy development, implementation, and process improvement and training efforts. Generates program papers and documents.

Minimum Education:

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

Consultant

General Experience:

Provides consulting to managers, supervisors, and the workforce on implementation of an organization's development, implementation, and process improvement initiatives.

Principal Duties and Responsibilities:

Presents quality workshops, seminars, and training sessions. Conducts and assists with benchmarking and surveys for an organization. Facilitates process improvement efforts requiring a sufficient level of technical expertise needed to support the process. Manages a team of junior consultants and analysts supporting an agency's process improvement and quality training efforts.

Minimum Education:

- 4 years of relevant experience and a Bachelors degree, or
- Masters degree and 2 years relevant experience

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

Technical Writer

General Experience:

Develops and edits written materials for managers, supervisors, and the workforce on implementation of an organization's development, implementation, and process improvement initiatives.

Principal Duties and Responsibilities:

Assists in the collection and organizing of information required for preparation of user manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing financial and administrative functions.

Minimum Education:

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC
874-2, 874-2RC
874-4, 874-4RC
874-6, 874-6RC
874-7, 874-7RC

Senior Analyst

General Experience:

Provides expert advice and guidance with the analysis and evaluation of complex customer processes and requirements.

Principal Duties and Responsibilities:

Conducts complex analysis independently or as part of a team of analysts to support completion of management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Responsible for the development of workplans and methodologies to facilitate the collection and analyses of data.

Minimum Education:

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC
874-2, 874-2RC
874-4, 874-4RC
874-6, 874-6RC
874-7, 874-7RC

Analyst

General Experience:

Performs quantitative and qualitative analysis of complex programs and information system schemes.

Principal Duties and Responsibilities:

Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Prepares a variety of reports, assessments, or evaluations.

Minimum Education:

- 4 years of relevant experience and a Bachelors degree, or
- Masters degree and 2 years of relevant experience

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

Junior Analyst

General Experience:

Assists with quantitative and qualitative analysis of complex programs and information system schemes.

Principal Duties and Responsibilities:

Provides analytical support as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, and/or similar activities. Assists in the preparation of a variety of reports, assessments, or evaluations.

Minimum Education:

- 1 years of relevant experience and a Bachelors degree, or
- Masters degree

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

Training Specialist

General Experience:

Assists in the development of training programs for agency customers.

Principal Duties and Responsibilities:

Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Minimum Education:

- 4 years of relevant experience and a Bachelors degree, or
- Masters degree and 2 years of relevant experience

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC
874-4, 874-4RC
874-6, 874-6RC
874-7, 874-7RC

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC
874-2, 874-2RC
874-4, 874-4RC
874-6, 874-6RC
874-7, 874-7RC

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

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

Awarded under the following Special Item Numbers (SIN)s:

874-1, 874-1RC

874-2, 874-2RC

874-4, 874-4RC

874-6, 874-6RC

874-7, 874-7RC

Section 5. GSA Schedule Pricing List

GOVERNMENT AWARDED PRICES (NET PRICES):

For Special Item Number (SIN)s: 874-1, 874-1RC, 874-2, 874-2RC, 874-4, 874-4RC, 874-6, 874-6RC, 874-7, and 874-7RC

Commercial Labor Category	Hourly Rates	Daily Rates
Principal Consultant	\$192.84	\$2,178.80
Senior Consultant	\$138.05	\$1,347.58
Consultant	\$84.25	\$763.39
Technical Writer**	\$49.26	\$366.97
Senior Analyst	\$156.65	\$1,664.48
Analyst	\$116.40	\$1,112.96
Junior Analyst	\$84.25	\$763.39
Training Specialist	\$75.45	\$631.68
Subject Matter Expert III	\$155.60	\$1,167.03
Subject Matter Expert II	\$143.16	\$1,073.67
Program Manager	\$131.75	\$988.10
Project Manager	\$98.55	\$739.12
Graphics / Multimedia Specialist**	\$74.69	\$560.19
Administrative Assistant II**	\$51.86	\$388.99
Administrative Assistant I**	\$30.09	\$225.65

** Indicates SCA eligible labor categories. See the SCA Matrix on the following page for additional information regarding these labor categories.

~ GSA Schedule Pricing List updated per Modification #PS-0014, effective 11-18-2009

6. Service Contract Act Matrix

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Assistant I	01020 – Administrative Assistant	05-2013
Administrative Assistant II	01020 – Administrative Assistant	05-2013
Graphics / Multimedia Specialist	15080 – Graphic Artist	05-2013
Technical Writer	30461 – Technical Writer I	05-2013