



GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List  
*Revised per Modification PS-0036, effective 08-15-2017*

**Professional Services Schedule**  
**Industrial Group:** 00CORP  
**Class:** C R499

**Contract Number:** **GS-10F-0370L**  
**Contract Period:** September 01, 2016 through August 31, 2021 (Third Option)  
**Business Size:** Small Business

**Contractor:** LegalNet Works, Inc.  
DBA: Zeichner Risk Analytics (ZRA)  
4601 Fairfax Drive, Suite 1130  
Arlington, VA 22203

**Telephone:** (703) 351-1101  
**FAX Number:** (703) 351-1109  
**Web Site:** <http://www.zra.com>  
**E-Mail:** [mallen@zra.com](mailto:mallen@zra.com)  
**Contract Administration:** Morgan Allen

**Awarded Special Item Numbers (SIN)s:**

874-1, 874-1RC	Integrated Consulting Services
874-4, 874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
874-6, 874-6RC	Acquisition Management Support
874-7, 874-7RC	Integrated Business Program Support Services

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](http://fss.gsa.gov).

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## Section I. CUSTOMER INFORMATION

- Ia. Table of Awarded Special Item Number(s):**  
874-1, 874-1RC Integrated Consulting Services  
874-4, 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships  
874-6, 874-6RC Acquisition Management Support  
874-7, 874-7RC Integrated Business Program Support Services
- 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:** \$100.00
- 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. DBA Zeichner Risk Analytics (ZRA)  
4601 N. Fairfax Drive, Suite 1130  
Arlington, VA 22203  
**Telephone:** (703) 351-1101;  
**Fax:** (703) 351-1109  
**Web Site:** <http://www.zra.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](http://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/ZRA 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/ZRA is registered in CCR.

**Contractor will accept LH and FFP.**

## Section 2. COMPANY OVERVIEW

Formed in 1996, LegalNet Works Incorporated/ZRA 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/ZRA 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/ZRA consults both government and industry officials on legal and policy reform in these complex areas.

LegalNet/ZRA's recent experience includes:

- **Cybersecurity Program Management:** Provide full life-cycle support conceptualizing, creating, managing, and growing government cybersecurity programs. Over 17-years' experience in all key areas, including, capability development, artifact creation (Mission Needs Statement; CONOPS; Analysis of Alternatives (AoA), Acquisition Program Baseline, etc.); Capital Planning and Investment Control (CPIC), including budget creation and analysis (e.g., LCCE); Architecture; Program Reporting and Compliance; and Human Capital Planning (hiring, training, retaining – preparation of Tables of Organization). Provide extensive support in concert with security engineers, including IT and security requirements and architecture as well as security operations.
- **Cybersecurity Policy Support:** Provide subject matter expertise and analysis of existing and emerging information security/cybersecurity laws, regulations, and policies, with extensive experience in Department of Homeland Security and in concert with Federal Departments and Agencies. Experience managing White House policy processes (e.g., Interagency Policy Committees for National Security Staff), drafting official policy statements for National Cybersecurity Protection System (NCPS), and providing policy support for principal cybersecurity programs and services (e.g., EINSTEIN - E<sup>3</sup>A, Enhanced Cybersecurity Services (ECS)).
- **Critical Infrastructure Support** – Present over 17 years' experience working directly with critical infrastructure owners and operators on security challenges. Includes over 13 years' past performance working with U.S. Chief Executive Officers (CEOs) on board-level critical infrastructure public-private partnerships, emergency communications, and risk analysis.
- **IT and Cybersecurity Transformation Support:** Provide IT strategic planning and realignment support, strategic and operational gap identification and analysis, metrics and measures development and implementation, development of dashboards and reporting, and business process engineering and improvement. Additional expertise in the areas of IT transformation that involve cybersecurity challenges and business requirements. Work experience in the past five years covers integration of Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), and countermeasures as part of existing IT architectures. Also includes integration with cloud service providers and other Departments and Agencies.

- **Cybersecurity Operations and Management:** Provide strategic, operational, technical, and policy support specifically for cybersecurity incident management. Over 10 years' experience in specialty areas – including digital forensics, information sharing, tool development, and SOP development, and incident response.
- **Privacy Support Services:** Over 17 years' experience managing Federal and State & local government privacy requirements. Preparation of Privacy Impact Assessments (PIAs); negotiation of privacy requirements with engineers and technical staff; and development of privacy programs to include Privacy Act, Freedom of Information Act, Wiretap Act 2511s, and other emerging privacy requirements.
- **Interagency Engagement and Outreach support:** Provides subject matter expertise to support engineering and technology outreach and engagement with interagency partners (e.g., Departments and Agencies, NSS/NSC; OMB; OSTP; CIO Council, CISO Council) including developing communications and messaging materials, engagement framework, and program CONOPS.
- **IT Supply Chain Program Management support:** Provides technical, policy, and strategic planning addressing cybersecurity and supply chain challenges in the federal civilian government. Includes special emphasis on risk assessment; compliance with the Federal Acquisition Regulations (FARs); CFIUS reviews; and IT supply chain security capability development.
- **Risk Management support:** Establish processes, procedures, capabilities, and practices to identify and manage potential risks to the federal civilian government information and communications technology infrastructure. Work includes threat, vulnerability, and consequence analysis, quantification of cybersecurity and security metrics, and compliance.
- **Training:** Provide cybersecurity training for analysts, senior executive service, and management. Offer customized and pre-existing (Off-the-Shelf) curricula for cybersecurity risks, including threat assessment as well as program creation and management.

LegalNet/ZRA'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 INTEGRATED CONSULTING SERVICES*

LegalNet Works/ZRA 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 firsthand 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/ZRA 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

#### *SIN 874-4 TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION, LEARNING MANAGEMENT, INTERNSHIPS*

LegalNet Works/ZRA views our consulting services as the backbone of 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 firsthand knowledge of and experience with commercial and government best practices, broad subject-matter expertise, and a deep understanding of the federal government.

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  - 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 874-6 ACQUISITION MANAGEMENT SUPPORT*

The LegalNet Works/ZRA 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 INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES*

The LegalNet Works/ZRA 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/ZRA Project Manager or Program Manager.

## **Section 4. LABOR CATEGORIES**

### **EXECUTIVE ADVISOR**

#### **General Experience:**

Interfaces with senior management, provides guidance to management teams, and oversees program quality. Reviews work product to ensure integration across projects and program teams. Develops substantive technical and policy concepts and ensures full articulation in deliverables.

#### **Principle Duties and Responsibilities:**

Executive responsible for oversight and direction of activities in accordance with objectives and policies, industry standards, and best practices. Senior expert presents extensive, enterprise-wide knowledge and experience. Provides thought leadership and strategic insight concerning direction, vision, policy, and technical impacts, and ensures strategies and mission objectives are met against those considerations.

#### **Minimum Education:**

- Masters degree plus 4 years relevant experience, or
- Bachelors degree plus 5 years relevant experience

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

**874-1, 874-1RC**

**874-4, 874-4RC**

**874-6, 874-6RC**

**874-7, 874-7RC**

### **SENIOR ADVISOR**

#### **General Experience:**

Interfaces with management, provides guidance for consulting personnel, and leads consulting effort. Provides project oversights and ensures quality objectives are met. Supports full integration of work across projects and program and helps articulate technical and policy concepts in deliverables.

#### **Principle Duties and Responsibilities:**

Responsible for managing activities in accordance with objectives and policies, industry standards, and best practices. Drives strategic objectives and content. Develops knowledge and capabilities derived from broad range of cross industry and government experiences. Develops innovative approaches to address challenges.



**Minimum Education:**

- Masters degree plus 1 years relevant experience, or
- Bachelors degree plus 2 years relevant experience

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

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

**ADVISOR**

**General Experience:**

Interfaces with customer key personnel, provides guidance to project leaders, and supports project tasks.

**Principle Duties and Responsibilities:**

Consults and advises the organization on environmental realities. Communicates significant developments by performing analysis and reporting. Develops knowledge and capabilities derived from a range of cross industry and government experiences. Advisor on operational strategies including budget analysis and metrics, briefings development, whitepaper development, value metrics, and risk mitigation.

**Minimum Education:**

- Masters degree plus entry level, or
- Bachelors degree plus 1 years relevant experience

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

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

**RESEARCH CONSULTANT**

**General Experience:**

Experience in cybersecurity policy, strategy, technology, or risk management.

**Principal Duties and Responsibilities:**

Provides consulting services to include but not limited to: research, analysis, and program management support.

**Minimum Education:**

- Master Degree plus 1 years relevant experience, or
- Bachelor Degree plus 2 years relevant experience

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

**874-1, 874-1RC**

**874-4, 874-4RC**

**874-6, 874-6RC**

**874-7, 874-7RC**

**INTERN CONSULTANT**

**General Experience:**

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

**Principal Duties and Responsibilities:**

Provides technical assistance, quality management, and quality analyses. Supports consultant staff. Conducts research and writing. Provides general technical support to clients, including on-site assistance. Ensures quality standards on project deliverables.

**Minimum Education:**

- Entry level; up to 1 year of experience, or
- Prospective Bachelor's degree student

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

**874-1, 874-1RC**

**874-4, 874-4RC**

**874-6, 874-6RC**

**874-7, 874-7RC**

**JUNIOR 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:**

- Entry level; up to 1 year of experience, and
- Bachelor's degree

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

**874-1, 874-1RC**

**874-4, 874-4RC**

**874-6, 874-6RC**

**874-7, 874-7RC**

### **CONSULTANT I**

### **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:**

- Master Degree plus 4 years relevant experience, or
- Bachelor Degree plus 6 years relevant experience

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

**874-1, 874-1RC**

**874-4, 874-4RC**

**874-6, 874-6RC**

**874-7, 874-7RC**

## **CONSULTANT II**

### **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:**

- Master Degree plus 5 years relevant experience, or
- Bachelor Degree plus 6 years relevant experience

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

**874-1, 874-1RC**

**874-4, 874-4RC**

**874-6, 874-6RC**

**874-7, 874-7RC**

## **CONSULTANT III**

### **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:**

- Ten or more years of experience in government and critical infrastructures
- Master Degree preferred

**Awarded under the following Special Item Numbers (SIN)s:****874-1, 874-1RC****874-4, 874-4RC****874-6, 874-6RC****874-7, 874-7RC****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 Bachelor's degree, or
- Master's degree and 5 years relevant experience

**Awarded under the following Special Item Numbers (SIN)s:****874-1, 874-1RC****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 Bachelor's degree, or
- Master's degree and 4 years relevant experience

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

**874-1, 874-1RC**

**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 Bachelor's degree, or
- Master's degree and 4 years of relevant experience

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

**874-1, 874-1RC**

**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 Bachelor's degree, or
- Master's degree and 2 years of relevant experience

### **Awarded under the following Special Item Numbers (SIN):**

**874-1, 874-1RC**

**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 Bachelor's degree, or
- Master's degree

### **Awarded under the following Special Item Numbers (SIN):**

**874-1, 874-1RC**

**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 Bachelor's degree, or
- Master's degree and 2 years of relevant experience

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

**874-1, 874-1RC**

**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
- Bachelor's degree and 1 year relevant experience

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

**874-1, 874-1RC**

**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
- Bachelor's degree and 2 years relevant experience

### **Awarded under the following Special Item Numbers (SIN):**

874-1, 874-1RC  
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 Bachelor's degree, or
- Master's degree and 1 year of relevant experience

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

**874-1, 874-1RC**

**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
- Bachelor's degree and 3 years relevant experience or
- Master's degree and 1 year relevant experience

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

**874-1, 874-1RC**

**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
- Bachelor’s degree and 4 years relevant experience or
- Master’s degree and 1 year relevant experience

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

**874-1, 874-1RC**  
**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
- Bachelor’s degree and 8 years relevant experience or
- Master’s degree and 4 years relevant experience

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

**874-1, 874-1RC**  
**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
- Bachelor’s degree and 3 years relevant experience or
- Master’s degree and 2 years relevant experience

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

**874-1, 874-1RC**

**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

- Bachelor's degree and 6 years relevant experience or
- Master's degree and 4 years relevant experience

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

**874-1, 874-1RC**

**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-I, 874-IRC, 874-4, 874-4RC, 874-6, 874-6RC, 874-7, and 874-7RC

Commercial Labor Category	Hourly Rates
Executive Advisor	\$225.00
Senior Advisor	\$200.00
Advisor	\$175.00
Consultant III	\$306.90
Consultant II	\$184.14
Consultant I	\$127.88
Research Consultant	\$122.21
Junior Consultant	\$112.53
Intern Consultant	\$76.73
Principal Consultant	\$197.28
Senior Consultant	\$141.23
Senior Analyst	\$160.25
Analyst	\$119.08
Junior Analyst	\$86.18
Training Specialist	\$77.19
Subject Matter Expert III	\$159.18
Subject Matter Expert II	\$146.45
Program Manager	\$134.78
Project Manager	\$100.82
Technical Writer**	\$50.39
Graphics / Multimedia Specialist**	\$76.41
Administrative Assistant II**	\$53.05
Administrative Assistant I**	\$30.78

\*\* 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-0036, effective 08-15-2017

## Section 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.

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Administrative Assistant I	01020 – Administrative Assistant	05-2103
Administrative Assistant II	01020 – Administrative Assistant	05-2103
Graphics / Multimedia Specialist	15080 – Graphic Artist	05-2103
Technical Writer	30461 – Technical Writer	05-2103