

# Consolidated Schedule for LMI

The Logistics Management Institute (LMI), a nonprofit corporation, offers extensive experience in developing and implementing practical solutions to management, organizational, and business problems across the spectrum of public-sector functional areas. We are skilled in transferring the knowledge and tools necessary to achieve the desired improvements in a manner that our customers can sustain themselves.

Under the GSA Consolidated Contract Schedule program, LMI offers the following services:

1. Management, Organizational, and Business Improvement Services (MOBIS) [SIN C R499](#)
2. Information Technology Services -
  - a. [SIN C D301](#)
  - b. [SIN C D302](#)
  - c. [SIN C D306](#)
  - d. [SIN C D307](#)
  - e. [SIN C D308](#)
  - f. [SIN C D311](#)
  - g. [SIN C D316](#)
  - h. [SIN C D317](#)
  - i. [SIN C D399](#)
3. Financial Services - [SIN C R710](#)
4. Logistics Support Services (LOGWORLD) - [SIN C R706](#)
5. Engineering and Technical Services - Professional Engineering Services (PES) [SIN C R425](#)
6. Environmental Services - Environmental Advisory Services - [SIN C F999](#)
7. Energy Management Services - [SIN C R799A](#)
8. Other Education and Training Services - [SIN C U099](#)

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or visiting our [website](#).

The following information is an extract of the approved schedule price list.

## **SIN C R499 - Other Professional Services Management, Organizational, and Business Improvement Services (MOBIS)**

The following describes the management services we provide under the **GSA Consolidated Contract Schedule, SIN C R499**, and formerly offered under the **Management, Organizational, and Business Improvement Services (MOBIS) Schedule** (SINs 874-1, 874-2, 874-3, 874-4, 874-5, 874-6, and 874-7) before being

migrated to our new Consolidated schedule under the single SIN C R499. The complete LMI price list is available at: [LMI's Management Services](#).

## **Consulting Services (crosswalk SIN 874-1)**

This section covers the majority of the management consulting services we offer under GSA's Consolidated Contract Schedule. Consistent with our long-standing approach, we will tailor these services to the specific requirements of each client, with an overall objective of helping to make the needed improvements quickly and effectively.

### **Leadership**

Our approach to improving client leadership is aimed toward assisting executives in setting goals, planning for change, and mastering transition leadership techniques. In concert with these concepts, we offer the following leadership-oriented services:

- **Leadership Assessment and Development.** We assist agencies in evaluating leadership issues and in developing leadership skills, behaviors, and teamwork to increase the effectiveness of their management systems.
- **Organizational Assessment and Design.** We help agencies assess their need for organizational improvements, evaluate alternative designs, and select those designs that meet their objectives.
- **Managing Cultural Change.** We work with agencies to nurture organizational change and renew focus on customers and their varied needs.
- **Organizational Transformation.** We work with agencies to accomplish fundamental changes in their management, organizational, and business systems needed to achieve world-class performance.
- **Institutionalizing Improvement-Oriented Cultures.** We help agencies create and sustain a climate for organizational improvements.
- **Customizing Improvement Tools.** We assist agencies in applying the best improvement tools to their unique situations and conditions.

### **Strategic Planning**

Strategic planning is a key element in aligning daily work with an organization's strategic directions. Our approach to such planning promotes strategic thinking and actions. The directions provided by the National Performance Review and Government Performance and Results Act raise the level of importance of effective strategic plans and integrated performance monitoring systems for all agencies. We offer the following services associated with strategic planning:

- **Formulation of Strategic Business and Research and Development Plans.** We help agencies develop strategic and other business plans aimed at satisfying their missions and achieving their goals.
- **Assessment of Economic and Financial Feasibility of Strategic Plans.** We advise agencies on the viability and practicality of their strategic plans.
- **Implementation of Strategic Plans.** We help agencies define and understand their missions, visions, values, and goals; we transform their strategic plans from planning documents into action plans.

- **Assessment of Capital Asset and Facility Planning and Utilization.** We provide agencies with assessments of how well they are using assigned resources and where they have opportunities for improvement.
- **Assessment of Technology Opportunities.** We help agencies capitalize upon the business advantages associated with expanding their use of the latest technologies.
- **Formulation of Acquisition Strategies.** We help agencies formulate efficient and effective acquisition strategies.
- **Policy Planning and Analysis.** We assist agencies in analyzing and reformulating their business policies to improve performance.
- **Development of Performance Standards.** We work with agencies to develop standards for tracking their overall performance as well as that of their processes and employees.

### **Customer and Market Focus**

Customer and market focus examines how an organization determines evolving customer requirements and expectations and how it sustains and improves its business relationships with customers. We use a variety of tools to help agencies identify and understand their customers and their requirements and then deploying effective feedback mechanisms for tracking and monitoring customer satisfaction. We offer the following services in the areas of customer and market focus:

- **Collection and Analysis of Customer and Supplier Information.** We help agencies design and conduct surveys and use other methods for obtaining customer and supplier information; we also assist in the analysis, communication, and use of that information.
- **Market Analysis and Customer Service Standards.** We assist agencies in understanding market conditions and requirements, defining customer needs and expectations, and establishing meaningful customer service standards.
- **Quality Management Implementation.** We assist agencies in modifying their operations so they are consistent with the Malcolm Baldrige National Quality Award and the President's Award for Quality criteria.
- **Risk Assessments.** We help agencies conduct internal and external climate and environmental assessments to understand and mitigate their business risks.

### **Information and Analysis**

Information and analysis requires expertise in the collection of data about processes and their customers, the use of statistical methods for understanding and controlling those processes, and the establishment of feedback loops to improve and sustain process performance. We are experienced in helping government agencies acquire that expertise, quickly and inexpensively. As a result of that experience, we offer the following services in the areas of information and analysis:

- **Economic and Value-Added Analyses.** We provide agencies with financial analyses of their process and business improvement alternatives.
- **Performance Measurement.** We advise agencies about the development, collection, and use of performance measures.
- **Information Strategies and Systems for Process Improvement.** We assist agencies in formulating strategies for using information technology to improve their overall performance.

- **Activity-Based Costing.** We help agencies decide where and how an activity-based costing capability can improve their performance; we also assist them in implementing such a capability.
- **Benchmarking and Best Practices.** We help agencies improve their business processes by benchmarking them against those of leading public- and private-sector organizations providing similar products and services, and by modifying the best practices of those organizations for agency use.
- **Implementation Planning for Computer-Aided Facility Management.** We advise agencies on using computer-aided facility management tools to reduce costs and improve performance.
- **Strategies for Integrated Information Management.** We help agencies develop and evaluate strategies for improving their use of business information systems.
- **Decision Support and Executive Information Systems.** We advise agencies in the development and use of management decision systems.

## Human Resource Development

Human resource development and management systems are intended to create a high-performance workplace so that employees and organizations can readily adapt to change. The ability of an organization to get a job done is indicated by the ability of its employees to do the job and follow the direction of change. Keeping human resource actions in line with an organization's strategies requires critical links between training and education, reward and performance evaluation systems, teamwork, and empowerment. Moreover, with continuing attention being focused on organizational change, reengineering, and downsizing, these links are even more important in the current operating environment. We offer the following human resource development services:

- **Human Capital Management Improvement.** We provide agencies with assistance in identifying potential improvements in their Human Capital Management activities, creating improvement programs, and making the improvements.
- **Employee Development and Training.** We help agencies develop training programs to increase the knowledge and skills of their employees, to provide the needed development, and to measure the effectiveness of the training.
- **Core Capability Assessments.** We assist agencies in defining and assessing their core capabilities and in developing cost-effective options for satisfying their noncore requirements.
- **Determination of Staffing Requirements.** We help agencies estimate and optimize their staffing requirements.
- **Performance-Based Compensation, Evaluation, and Reward and Recognition Systems.** We assist agencies in assessing and improving their compensation, evaluation, and reward and recognition systems to achieve high employee motivation and performance.
- **Myers-Briggs Personality Assessments.** We help agencies conduct Myers-Briggs assessments in concert with their team-building processes.

## Process Management

Process management involves a well-conceived design, continuous evaluation and improvement, key linkages (particularly with suppliers and partners), and an ability to adapt quickly to changing requirements. The goal of more efficient and effective

process management is better performance from both the customer's and organization's perspectives.

In helping organizations improve their processes, we make use of Malcolm Baldrige National Quality Award criteria, the President's Award for Quality criteria, International Organization for Standardization (ISO) standards, and a variety of other tools to analyze the subject processes and identify areas needing improvement. We offer the following process management-oriented services:

- **Business and Financial Process Improvement and Reengineering.** We assist agencies in reengineering their business and financial processes to meet strategic objectives.
- **Process Flow Analyses.** We help agencies understand and improve their processes by conducting process flow and value-added analyses.
- **Planning and Implementing ISO 9000 and ISO 14000.** We provide agencies with a full range of assistance so they can become ISO 9000 and ISO 14000 certified.
- **Streamlining Source Selection and Evaluation.** We help agencies design and apply streamlined procurement strategies that are effective and efficient.
- **Process Improvement Using Electronic Commerce.** We advise agencies about using electronic commerce techniques to eliminate burdensome paperwork when reengineering their business processes.
- **Programming and Budget Planning Processes.** We help agencies understand government planning and budgeting processes, and we formulate strategies for using those processes to support needed improvements.
- **Process Performance Reviews.** We assist agencies in identifying process improvement opportunities.
- **Process Management and Control.** We assist agencies in managing and controlling their processes by designing performance measurement systems, statistical process controls, and effective feedback mechanisms.

## **Business Results**

Business results are the fruits of an organization's labors to improve. We provide our clients with advice and counsel in interpreting those results, analyzing the systems that produced them, and developing action plans to further improve business activities. We offer the following business results services:

- **Change Management and Implementation.** We advise agencies in identifying the need for organizational changes, developing the needed changes, and assisting in their implementation.
- **Regulatory Analysis and Compliance Reviews.** We help agencies navigate through governing regulations and satisfy all associated compliance reviews.
- **Financial and Market Analyses.** We provide agencies with a full range of financial and market analyses.
- **Process Modeling and Simulation.** We help agencies perform all types of modeling and simulation activities that are required to evaluate alternative business practices, organizational structures, and operating techniques.

## **Facilitation Services (crosswalk SIN 874-2)**

Our staff has facilitated a wide variety of improvement teams and group processes for many government agencies. We generally provide facilitation services as an

integral part of our broader MOBIS efforts. Our facilitators understand and apply classic facilitation techniques and tools; they also have a professional understanding of the issues and subject matter being addressed.

Facilitation has three important facets. First, it improves group effectiveness by keeping the group focused on the specific issues under consideration. Second, it highlights the many different concerns of the members of the group that, if not effectively managed, can impede progress of the group as a whole. Third, it raises the level of understanding and participation of all members of the group to achieve the best solutions for the organization. The role of our facilitators is to help groups improve the process of communicating in a manner consistent with free and informed choice, consensus building, and internal commitment. Our facilitators use a variety of decision-making tools to achieve consensus on a range of issues from highly technical to routine daily decisions. We offer the following facilitation services:

- **Executive-Level Facilitation and Support.** We facilitate executive-level teams, such as leadership, management, steering groups, and quality management boards, in guiding organizational improvement initiatives.
- **Process Improvement Facilitation and Support.** We facilitate process-oriented teams including quality action and process improvement teams, and functional and self-directed work groups to achieve high-performance teamwork.
- **Cross-Functional Facilitation and Support.** We facilitate cross-functional groups, such as integrated product teams, multifunction work groups, and employee-integrated teams, to break down barriers, reach consensus, and agree on mutually beneficial outcomes.
- **Interagency Committee, Task Group, Board, and Steering Group Support.** As a nonprofit organization dedicated to improving public-sector management, we are particularly skilled at facilitating interagency groups dealing with sensitive and complex issues (such as the National Defense Panel, Quadrennial Review, Defense Reform Initiative, Base Realignment and Closure Commission, Commission on Roles and Missions of the Armed Forces, and Information Technology Board).

## **Survey Services (crosswalk SIN 874-3)**

Our survey instruments and procedures routinely yield meaningful, high-quality data. They also are geared toward providing organizations with sufficient quantitative data and comment information to reliably gauge performance throughout their processes, to target areas most in need of improvement, and to suggest possible solutions for further consideration by project improvement teams. We offer the following survey services:

- **Survey Approval Process.** We guide agencies through the regulatory process for their surveys that require Office of Management and Budget (OMB) approval.
- **Survey Requirements Determination.** We assist agencies in assessing their survey needs.
- **Survey Planning.** We help agencies plan their survey efforts to achieve high-quality results within their budget and schedule constraints.
- **Survey Sample Design.** We help agencies define their sampling requirements and select their samples to ensure accurate, reliable results.

- **Sampling Requirements Assessment.** We assist agencies in determining the characteristics of their target populations to ensure use of the most efficient sample designs.
- **Survey Instrument Design, Development, and Testing.** We help agencies create survey instruments that yield meaningful results for organizational improvements.
- **Survey Instrument Assessment and Improvement.** We assist agencies in evaluating and improving survey instruments to achieve maximum survey effectiveness.
- **Survey Administration.** We assist agencies in conducting surveys to obtain meaningful results and high response rates.
- **Survey Data Management.** We help agencies process and manage survey data to ensure efficient processing and high-quality data entry.
- **Statistical Analyses of Survey Results.** We assist agencies in analyzing survey data to yield useful and reliable statistical results.
- **Evaluating, Interpreting, and Focusing Results for Improvement.** We help agencies interpret, understand, and focus their survey results to achieve the most effective improvement strategies.
- **Survey Results Briefing and Report Development.** We assist agencies in documenting survey results and optimizing improvement responses through effective communications.
- **Improvement Strategy Development.** We help agencies craft improvement strategies based on the results of their surveys.

## **Training Services (crosswalk SIN 874-4)**

We offer a variety of MOBIS-related training services. Our standard courses are intended for agencies beginning improvement efforts (see table below). In contrast, our custom-designed courses are developed on a case-by-case basis in consultation with agencies that are further along in their improvement efforts and require more tailored training. The details of all custom-designed courses are negotiated separately with each client.

### **Standard Training Courses**

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| <ul style="list-style-type: none"> <li>• Leadership Assessment</li> <li>• Strategic Planning</li> <li>• Survey Methods</li> <li>• ISO 9000</li> <li>• Activity-Based Costing</li> </ul> |
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We believe that all training should be directed toward achieving specific business and organizational objectives and that the planning to satisfy an organization's training requirements should be an integral part of the improvement planning process. Consequently, we establish a link between our consulting and training services to ensure we train the right people, at the right time, for the right reasons. We also embrace a just-in-time training philosophy to ensure that our clients receive the maximum benefit from their training investments.

## **Support Products (crosswalk SIN 874-5)**

In addition to the support products that normally accompany our consulting, facilitation, survey, and training services, we offer two books and two guides as off-the-shelf support products.

The two books are

- *An Introduction to the Continuous Improvement Process: Principles and Practices*
- *Total Quality Management: A Guide to Implementation*

The two guides are

- *EDI Planning and Implementation Guide*
- *Government Manager's Guide for Undertaking Customer Satisfaction Surveys*

### **Privatization Support Services and Documentation (crosswalk SIN 874-6)**

We offer consulting services in support of government agency requirements to perform business process reviews of functions that have been traditionally viewed as inherently governmental or commercial activities. We always tailor these services to meet the client's goals for privatization and outsourcing responsibilities for all or part of selected functions. These services complement those we offer under Consulting Services.

We offer a full range of privatization support services, including the following:

- Developing management plans for identifying and assigning priorities to privatization opportunities
- Conducting feasibility studies
- Developing or assessing performance-based statements of work
- Analyzing existing operations and recommending "most efficient organizations" (MEOs)
- Developing performance metrics for MEOs or privatized operations
- Developing quality assurance surveillance plans
- Supporting and documenting the conduct of OMB Circular A-76 studies
- Developing in-house government cost estimates
- Assisting in the source selection of nongovernmental bidders
- Developing activity-based workload and cost data.

### **Program Integration and Project Management (crosswalk SIN 874-7)**

We have extensive experience assisting public-sector clients in the management, integration, and oversight of their programs. As a nonprofit organization dedicated to supporting public agencies for more than 40 years, we have a thorough understanding of government operations and missions.

We utilize a top-down approach in providing program integration and project management services to our clients. We begin by defining program goals and objectives, and developing strategies to achieve them. For selected strategies, we develop implementation plans and establish performance measures for evaluating

their effectiveness. Our goal is to provide a framework for managing organizational changes in an orderly manner without disrupting the ongoing operations of the organization.

We assist clients throughout all phases of the program life cycle from concept development through evaluation and oversight of program operations. We combine management and technical expertise with a strong business focus to help our clients manage their programs efficiently and effectively, and maintain their focus when business or technological changes cause requirements to shift rapidly. Our capabilities are spread across three major areas: planning, implementation, and acquisition.

Effective planning is the most important way to minimize future risk and ensure that programs and systems are completed on time and within budget. To ensure that our program planning support is effective, we

- use our knowledge of public- and private-sector best practices to develop effective program strategies;
- conduct benchmarking to identify opportunities for reducing program costs and improving performance;
- conduct comprehensive cost-benefit analyses of alternatives to predict whether financial goals can be met;
- develop acquisition strategies and business plans that support corporate strategies and address technical, management, and cultural issues that could affect the acquisition;
- devise training, test and evaluation, and implementation plans that account for resource and schedule constraints as well as technical risks; and
- monitor and assess prototype and pilot systems to determine whether and when those systems should be implemented in the field.

We apply business process reengineering techniques and organizational change management processes to help agencies integrate program changes systematically and efficiently. We also develop and implement training programs that focus on the cultural implications of new programs and how those programs will affect existing agency practices.

Equally important is oversight and evaluation of programs to ensure that the programs' goals and objectives are being achieved effectively. When evaluating program operations, we

- establish and use performance measures to evaluate program performance and effectiveness, and identify opportunities for improvement; and
- conduct program integration/management reviews, risk assessments, and independent verification and validation studies of ongoing programs to mitigate risks, identify lessons learned, and reduce costs.

Our professional staff has extensive experience in supporting successful program implementations. We have applied our program integration/management expertise to governmental operations, construction projects, environmental remediation efforts, and technology programs. We also provide independent assessments of key implementation tasks such as installation and training.

Finally, we assist clients in improving business processes and assessing the impact of new technologies on business operations. Typically, our efforts require the integration of technical, cost, and schedule information and involve coordination with key members of several organizational departments. We form business partnerships with our clients to support successful planning, acquisition, and implementation of new programs.

## **SINs for Information Technology Services**

The following describes the information technology (IT) services we provide in 9 Special Item Numbers (SINs) under the **GSA Consolidated Contract Schedule** and formerly under the **Class 70, Information Technology Schedule** (SINs 132-51 and 132-52). The complete LMI price list is available at: [LMI's IT Services](#).

### **IT Facility Operation and Maintenance SIN C D301 (crosswalk SIN 132-51)**

We are proficient at analyzing government agencies' information technology requirements to enhance the performance of IT facility operations and maintenance functions. We help our clients assess the best combination of resources to optimize effectiveness and efficiency of their IT facilities. We provide the following types of IT facility operation and maintenance services:

- Customer service support, including Help Desk activities and support to end users
- Hardware and software installation and integration
- Hardware and software problem diagnosis, troubleshooting, tracking, and resolution
- End-user workstation configuration, security, and documentation
- Daily operation and monitoring of client network and server operations (existing and new) and IT facilities
- Configuration management of operational support elements
- Process improvement exercises
- Configuration and maintenance of local and network printers and print servers
- Round-the-clock monitoring and problem resolution for client network operations.

### **IT Systems Development Services SIN C D302 (crosswalk SIN 132-51)**

LMI performs a comprehensive range of IT system development tasks for many government agencies. By studying and analyzing current and planned IT systems, we help our clients design, revise, and implement IT systems that are more effective and less costly to support. We provide the following types of IT systems development services:

- System design, including economic analysis, planning and design interfaces, alternative design and architecture concepts, assessment of integration opportunities, and network design

- Data modeling, data administration and quality studies, data center or repository planning and development, data management and warehousing, and records management
- Rapid prototyping, proof-of-concept, and pilot system development and assessment
- Internet/intranet and groupware design, planning, and implementation
- Implementation planning, including risk analysis, deployment plans, data conversion, site survey and preparation, and system considerations
- Program management, including technical acquisition and management expertise
- Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems
- Full life-cycle object-oriented development and coding
- Electronic grants management system design, development, and implementation
- Development and implementation of public health care management and review systems
- Open standard system development
- Web-based systems implementation.

## **IT Systems Analysis Services SIN C D306 (crosswalk SIN 132-51)**

LMI assists with the documentation, analysis, and evaluation of IT processes, programs, and systems. We provide strategic advice to Chief Information Officers, Chief Financial Officers, and senior program administrators with responsibility for enterprise-level resources. We work with our clients to ensure that technology effectively supports their mission and business needs. We have developed unique tools and methods for IT systems analysis that are ISO 9000 certified. We have hands-on experience with applicable federal information management laws and regulations, including the Clinger-Cohen Act, Paperwork Reduction Act, Government Results and Performance Act, Federal Acquisition Streamlining Act, the Chief Financial Officers Act, and relevant Office of Management and Budget guidelines such as Circulars A-11, A-76, A-94, A-109, A-127, and A-130.

We provide the following types of IT systems analysis services:

- Enterprise systems planning
  - Benchmarking/metric development, including comparison of client cost estimates with comparable benchmarks using LMI's IT support activity costs database
  - Business process reengineering, including research, analysis, and facilitation for the design, evaluation, and improvement of business processes
  - Capital planning, including development or evaluation of IT selection, control, and evaluation procedures and ranking criteria, and business case analysis
  - Cost-benefit analysis, including detailed economic analysis of projected operations and maintenance costs to identify long-term economic costs and benefits
  - Enterprise architecture development and evaluation

- IT investment assessment, including determination of the quantitative and qualitative business value of IT investments
- Requirements analysis, including evaluation or development of functional, technical/operational, and support requirements for IT systems
- IT strategic planning, including documentation of business vision, identification of performance-based goals and objectives, and evaluation of IT strategic plan alignment with target enterprise architecture
- Enterprise systems sourcing
  - Acquisition planning, including preparation and execution of budgetary, contracting, evaluation, testing, and program management strategies
  - Cost/performance assessment, based on analysis of performance, total cost of ownership and life-cycle costing for business operations and IT capital assets
  - Evaluation planning, including development of evaluation criteria, instructions to vendors, training for evaluation teams, schedules, and scoring strategy
  - Development of requests for proposals (RFPs), including preparation of the RFP, instructions to vendors, evaluation criteria, and service-level agreements
  - Sourcing governance, including assessing the RFP, developing performance measures, providing cost estimates, and advising the source selection committee
  - Sourcing strategies, including evaluation of application service providers, system integrators, COTS products, and outsourcing alternatives
  - Testing, including development of testing plans and procedures, establishment of criteria to evaluate COTS applications, and documentation of test results and conclusions.
- Enterprise systems program assessment
  - Architectural analysis, including analysis of business needs, system efficiencies, and technologies to identify opportunities for improvements
  - Business process reengineering, including assessments of programs, operations, and resources to improve delivery of IT services
  - Change management, including development of change management strategies and plans to accommodate impact of proposed changes on project schedule, program operations, and software configuration
  - Capability Maturity Model Integration assessment, including evaluation of vendor proposals to determine the level of risk associated with proposed capabilities
  - Development of continuity of operations plans and disaster recovery plans that document agency actions in the event of a local, regional, or national emergency
  - Analysis of system life cycle costs, including development, implementation, and maintenance, and comparison of costs with benchmarks
  - Independent verification and validation, consistent with standards of the Institute of Electrical and Electronics Engineers and the Software Engineering Institute

- Policy analysis/requirements review, including analysis of IT policies and of functional, technical, and data requirements
- Program/project management support, including measurement of project progress by applying standard tools and methods (such as earned value management) and development of data cleanup, data conversion, and interface strategies
- Risk analysis and management, including application of LMI's structured approach to assessing project/program risks and identification and documentation of mitigation strategies
- Security planning, including development or evaluation of security test and evaluation strategies for physical security, network security, and certification procedures
- Software development life-cycle planning, including configuration management, testing, and implementation procedures
- Testing, including assessments of systems design, implementation, configuration management, data modeling, and test procedures.

## **Automated Information Systems Design and Integration Services SIN C D307 (crosswalk SIN 132-51)**

LMI has a long history of helping agencies with their automated information systems requirements. Our staff assists our clients with the following types of automated information systems design and integration services:

- Strategic planning to ensure that information resources (existing and planned) are selected and positioned to support the broader goals, objectives, and strategies of the enterprise
- Mission needs assessment to define client requirements and validate requirements
- Business process reengineering to ensure compliance with Government Performance and Results Act, and Information Technology Management Reform Act requirements
- Rapid prototyping, proof-of-concept, and pilot system development and assessment
- Internet/intranet and groupware design, planning, and implementation
- Acquisition plans and strategies, including legacy system migration strategies, initial cost estimating, and privatization and outsourcing analysis
- Market analysis and surveys, vendor identification, and identification and assessment of commercial off-the-shelf (COTS) and other applications
- Program management, including technical acquisition and management expertise
- Performance measurement, including benchmarks, validation, modeling, and simulation
- Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems
- Integration support for COTS applications
- Independent verification and validation
- Full life-cycle object-oriented development and coding
- Electronic grants management system design, development, and implementation

- Development and implementation of public health care management and review systems.
- Open standard system development
- Web-based systems implementation.

### **Program Services SIN C D308 (crosswalk SIN 132-51)**

Our staff offers an array of special programming services to support our customer's requirements. We provide the best combination of experience that matches our understanding of agency needs and programming requirements. To support our clients, we offer the following types of programming services:

- Data modeling, data administration and quality studies, data center or repository planning and development, data management and warehousing, and records management
- Rapid prototyping, proof-of-concept, and pilot system development and assessment
- Internet/intranet and groupware design, planning, and implementation
- Development of unique or customized applications, including database planning and design, executive information systems, and decision support systems
- Full life-cycle object-oriented development and coding
- Open standard system development
- Web-based systems implementation.

### **IT Data Conversion Services SIN C D311 (crosswalk SIN 132-51)**

LMI offers expertise in analyzing issues related to the transition or integration of data into a new commercial off-the-shelf or custom-developed system. Transition issues include the consequences associated with the continued use of the existing system, assessment of source data quality and identification of data conversion options. Integration issues include identification of source data, assessment of source data quality, and development of transformation rules. LMI has developed unique tools and methods for assessing data quality.

We provide the following types of IT data conversion services:

- Assessment of data quality in terms of completeness, consistency, timeliness, uniqueness, and validity
- Assessment of data accuracy through an on-site desk review
- Assessment of the consistency of operations among system users to identify the impact of variance on data conversion
- Identification of the best source of data when stored in multiple files
- Development of source-to-target data mappings and identification of X12 or other appropriate standard transaction sets to facilitate source-to-target data mappings
- Development of a data dictionary for business, technical, and operational metadata, including each data element's definition, authoritative source, valid values, physical characteristics, transformation rules, and use

- Identification and evaluation of data conversion risks and of methods to mitigate the risks
- Development of a data conversion strategy that identifies the conversion options, specifies what data need to be converted, and recommends the conversion approach
- Development of a reconciliation approach, including the impact of quality differences between the source and target systems, to validating the conversion success
- Development of an approach to preparing the data for conversion and estimation of the level of effort required to cleanse the data
- Identification of baseline metrics (volume and frequency) for each type of data being converted.

### **Network Management Services SIN C D316 (crosswalk SIN 132-51)**

LMI performs a comprehensive range of network management service for many government agencies. By studying and analyzing current and planned network systems, we help our clients design, revise, and implement network management systems that are more effective and less costly to support.

We provide the following types of network management services:

- Internet/intranet and groupware design, planning, and implementation
- Performance measurement, including benchmarking, validation, modeling, and simulation
- System architecture, systems engineering, and integration
- System acquisition and integration of new technologies into network and server operations
- Design, development, implementation, and maintenance of network services
- Security and vulnerability assessments of network operations
- Security penetration tests of network operations
- Network performance tuning and identification of load balancing and resource optimization techniques
- LAN/WAN analysis and identification of architectural improvements
- Monitoring of services to ensure data integrity, availability, and reliability
- Statistical analysis of network activity and benchmarking
- Maintenance of domain name servers
- Configuration, administration, and maintenance of mail exchangers and electronic mail solutions
- Configuration and maintenance of network file solutions and application servers
- Support for Internet and Intranet solutions, including design, development, and implementation of groupware solutions
- Load testing of application software.

### **Automated News, Data, and Other Information Services SIN C D317 (crosswalk SIN 132-51)**

- We provide the following types of automated news, data, and other information services:
- Risk analysis, security assessment, and vulnerability assessment of network and software applications

- System accreditation and certification
- System security, disaster recovery, continuity of operations, and configuration management planning and documentation
- Design, development, and implementation of security solutions, including a demilitarized zone and test and development environments
- Design, development, and implementation of a security solution, including Public Key Infrastructure and directory services
- Guidance on effective use of encryption technology to ensure data integrity and user accountability
- Information security awareness training
- Development of information use plans for classified data
- Administration and maintenance of critical security components of the infrastructure, including firewalls, routers, and host-based and application-based security
- Design, development, and implementation of data backup, off-site storage, and recovery procedures for networks
- Physical security reviews of IT facilities
- Integration of security monitoring solutions to detect breaches and address issues that arise
- Design, development, and maintenance of password and user account policies.

### **Other Information Technology Services SIN C D399 (crosswalk SINS 132-51 & 132-52)**

LMI offers a broad range of services related to e-business and e-government. We help our clients deal with the management challenges resulting from today's constantly changing global marketplace. We assist organizations with redefining their roles, expanding their relationships, meeting the challenges of constantly changing business opportunities, and nurturing the full range of human talents at their disposal. LMI is directly attuned to the rapidly expanding pace of technology innovation, commercial e-business and e-government products, and commercial best practices. We have a unique blend of functional, analytical, and technical skills that can help government agencies adopt and adapt e-business technology "enablers" as a means for realizing the full potential for streamlining and improving governmental business processes.

We provide the following types of e-business/e-government services:

- Development of enterprise e-business/e-government strategic plans and identification of policy revisions consistent with an agency's business plan
- Analysis and reengineering of business processes and practices
- Development of functional requirements and system design, development, integration, configuration, deployment, and maintenance
- Coordination of enterprise application transformation and integration initiatives
- Program management support for e-business/e-government initiatives
- Development of business process and data models using unified modeling language techniques
- Analysis of commercial e-business/e-government software and its applicability to government requirements
- Testing and independent verification and validation

- Integrating of best practices and enabling technologies into day-to-day operations
- System deployment and operational support
- Introduction of customer relationship management and business intelligence concepts to governmental operations and evaluation of alternative software solutions
- Provision of technical skills and development of electronic data interchange and eXtensible Markup Language (XML) standards, implementation conventions, document type definitions, and schemas
- Trading partner/user outreach, training, and documentation support
- System acquisition support, including acquisition strategies, development of requests for proposals, and proposal evaluation
- System development and life-cycle management, including preparation of documentation following the DoD 5000 series guidelines
- E-business/e-government security management, including privacy and authentication of electronic data using technologies such as Public Key Infrastructure
- Support for meeting executive and legislative mandates, including the Government Paperwork Reduction Act, Government Paperwork Elimination Act, Section 508 of the Rehabilitation Act of 1973, and Federal Financial Assistance Management Improvement Act.

## **SIN C R710 - Financial Services, including Accounting, Budgeting, Financial Management System Services, Financial Planning and Performance Measurement Services, Asset Management Services and Other Financial Management Services**

The following describes the financial management services we provide under the **GSA Consolidated Contract Schedule, SIN C R710**, and formerly offered under the **Financial and Business Solutions Schedule 520**. The complete LMI price list is available at: [LMI's Financial Services](#).

### **Accounting (crosswalk SIN 520-11)**

LMI's accounting services include the assessment of procedures, operations, and management of agency accounting systems and functions. These tasks often require analyzing transaction processing, classifying accounting transactions, defining internal controls, devising new or revised accounting policies and procedures, assisting in the evaluation and implementation of audit findings, and applying information technology to improve operating efficiency and effectiveness.

We have hands-on experience with all applicable federal financial laws and regulations, including pertinent legislation such as the Chief Financial Officers Act (CFO Act), Federal Financial Management Improvement Act, Prompt Payment Act, Debt Collection Act and Debt Collection Improvement Act, and Federal Managers' Financial Integrity Act; relevant Office of Management and Budget (OMB) instructions and guidance such as Circulars A-123 and A-127; and the Statements of Federal Financial Accounting Concepts and Standards issued by the Federal Accounting Standards Advisory Board.

We have provided our clients with a wide array of these services in the federal accounting arena. Typical tasks might include the following:

- Reviewing existing accounting operations and practices. This includes, and can focus on, identifying possible areas for improving internal controls. We accomplish this through extensive document reviews, one-on-one interviews, and workshops on processes and practices.
- Documenting the existing accounting environment, typically through process diagrams and reports.
- Identifying opportunities for improvement through gap analysis. We use our extensive knowledge of and experience with federal accounting operations, as well as established best practices and best-in-class guidelines based on General Accounting Office (GAO), OMB, and other relevant published guidance.
- Developing procedures that reduce erroneous payments, improve debt collection, and expedite the processing of financial statements.

We also do the following:

- Conduct special reviews of accounting posting models to resolve specific accounting issues;
- Provide technical assistance to improve internal controls, accounting processes, and related systems; and
- Develop common-sense internal policies and ensure compliance with externally mandated policies.

## **Budgeting (crosswalk SIN 520-12)**

LMI has in-depth understanding of federal budgeting, including development, presentation, formulation, and execution of appropriated funds, working capital and revolving funds, and other agency funds. We have hands-on experience with all applicable federal financial laws and regulations, including relevant OMB instructions and guidance such as Circulars A 11 and A 34 and pertinent legislation such as the CFO Act and the Government Performance and Results Act (GPRA).

Our budget services include assessing and recommending improvements in the budget formulation process; assessing and improving the budget execution process; conducting special reviews to resolve budget formulation or budget execution issues; providing technical assistance to improve budget preparation or execution processes and related systems; reviewing budgetary controls, including apportionments; helping management implement corrective actions; and applying information technology to streamline and improve budget-related activities.

We have provided our clients with a wide array of budget services in the federal budget arena. Typical tasks might include the following:

- Designing and assisting in the implementation of new budget systems. We use our extensive experience and knowledge of best practices to design and implement budget systems to ensure they meet agency needs, comply with regulations, improve efficiency, and provide an opportunity for the agency to become best-in-class.
- Reviewing existing budgetary operations and practices. This includes identifying possible areas for improving internal budgetary controls. We

accomplish this through extensive document reviews, one-on-one interviews, and workshops on processes and practices.

- Documenting the existing budget environment, typically through process diagrams and reports.
- Identifying opportunities for improvement through gap analysis. We use our extensive knowledge of and experience with federal budget operations, as well as established best practices and best-in-class guidelines based on OMB, GAO, and other relevant published guidance.
- Developing a model environment for best budget formulation and execution practices. This takes into account the legislative and regulatory requirements that must be met, as well as changing technology.

We also do the following:

- Conduct special reviews to resolve specific budget formulation or budget execution issues;
- Provide technical assistance to improve budget preparation or execution processes and related systems; and
- Review budgetary controls, help management implement corrective actions, and apply information technology to streamline and improve budget-related activities.

## **Complementary Financial Management Services (crosswalk SIN 520-13)**

LMI provides expertise for this crosswalk SIN that includes the following:

### **Financial Management Systems Services**

LMI offers a broad range of financial management systems services. We help our clients identify ways to modernize and improve the processes necessary to ensure the effectiveness and integrity of their financial data, and we work with them to ensure that technology effectively supports their financial management needs. We provide management and implementation services for financial system initiatives and independent verification and validation of financial management systems. We have special policies and procedures in place to avoid potential conflicts of interest associated with sensitive procurements and implementations. As the basis for evaluating financial systems and identifying improvements, we typically use a framework and analytical approach that complies with the Federal Enterprise Architecture Framework, requirements analyses, cost models, case studies, business process reengineering, and best practices. We also review applicable laws and regulations such as the Clinger-Cohen and CFO Acts, the Joint Financial Management Improvement Program system requirements, OMB Circulars A-127 and A 130.

Our financial management systems services include assessing and improving financial management systems; conducting A-127 system compliance reviews; conducting other system assessments to improve operating efficiency, effectiveness, controls, and system performance; helping management implement corrective actions; documenting systems; identifying systems requirements; planning and developing systems; assessing the integrity of financial systems and related data; and providing technical assistance in meeting agency financial management system requirements.

We have provided our clients with a wide array of these services in the financial management systems services arena. Typical tasks might include the following:

- Reviewing existing financial management system operations and practices. This includes, and can focus on, identifying possible areas for improving financial management systems. We accomplish this through extensive document reviews, one-on-one interviews, and workshops on processes and practices.
- Identifying and analyzing financial system requirements.
- Developing and documenting the enterprise architecture, typically through process diagrams and reports.
- Identifying opportunities for improvement through gap analysis. We use our extensive knowledge of and experience with federal financial systems, as well as established best practices and best-in-class guidelines based on OMB, GAO, and other relevant published guidance.
- Assisting in the procurement and implementation of commercial off-the-shelf (COTS) systems. We can provide the expert support needed to choose and procure a COTS financial system.
- Developing a model environment for best financial management system practices. This takes into account the legislative and regulatory requirements that must be met, as well as advances in technology.

We also do the following:

- Conduct independent verification and validation of financial management systems (including risk assessment); and
- Assess financial system modernization strategies and financial system alternatives, including off-the-shelf systems and outsourcing.

### **Financial Planning and Performance Measurement Services**

LMI offers expertise in developing and implementing financial performance measures that enable federal managers to evaluate and reallocate budgets with the goal of improving the level of financial services and performance delivered to their customers. We have extensive experience assisting agencies with GPRA compliance, using public- and private-sector benchmark data, and achieving improved organizational performance.

Our financial planning and performance measurement services include providing technical assistance in complying with GPRA requirements, devising and implementing performance measures and related financial processes and systems, assisting with strategic and operational financial planning, resolving audit recommendations and helping management implement corrective actions, assessing the adequacy of strategic plans and related performance measures, and assisting in reviewing and improving current processes and related procedures and systems.

We have provided our clients with a wide array of services in the financial planning and performance measurement arena. Typical tasks might include the following:

- Developing meaningful performance measures. Meaningful measures track to the strategic goals of the organization and translate the organization's strategy into tangible objectives that influence personnel actions. Measures

encompass different perspectives to get a true picture of the organization's performance financial, customer, process, etc.

- Relating budgets to performance by developing concepts and procedures that let you relate your agency's budget to performance measures.
- Conducting a baseline comparison. Using the performance measures, we benchmark the organization's performance relative to public- and private-sector organizations to determine areas of strong performance and areas of weaker performance. By diagnosing the organization's performance, managers can focus on specific areas for improvement.
- Creating a repeatable process for performance measurement. Using the baseline information, we establish a process that the organization can use to periodically reassess performance. We also establish targets for areas of weaker performance.
- Making performance measurements based on solid financial data part of the agency culture. To be truly successful, the organization needs to embrace performance measurement from top to bottom. We facilitate acceptance of performance measurement, including periodic performance reviews at various levels within the organization, budgeting based on performance measures, communication of measurement results throughout the organization, participation in measurement and strategy development and refinement by a wide cross-section of the organization, identification and sharing of best practices within the organization, and establishment of incentives to reach performance goals.
- Reviewing the measurement system and adjusting targets to reflect the changing business environment, as well as to refocus the organization on weaker performance areas as improvements occur in other areas.

We also do the following:

- Develop strategic and annual performance plans and performance-based budgets;
- Assist with selection and deployment of web-based information systems and of COTS and customized performance measurement software to facilitate data analysis, performance measurement, and reporting; and
- Develop comprehensive, performance-based rewards programs for employees and managers.

### **Asset Management Services**

LMI provides comprehensive assessments of current and proposed asset management functions and systems. These assessments become the basis for development of effective and disciplined processes used in making capital investment decisions based on corporate mission requirements, value, and risk, as required in Part 3 of OMB Circular A-11. Our experience includes planning, acquisition, management, and life-cycle costing for owned and leased assets, and developing functional requirements and systems architectures for real and personal property accounting systems.

Our asset management services include providing technical assistance in assessing and improving current asset management processes related to cash management, inventory management, government property, plant and equipment, and other agency assets, including leasehold and other capital leases; conducting specialized reviews to assess adequacy of controls, policies, and procedures; assessing agency compliance with requirements related to asset management; resolving audit

recommendations and helping management implement corrective actions; and performing special analyses and evaluations.

We have provided our clients with a wide array of these services in the asset management arena. Typical tasks might include the following:

- Reviewing existing asset management operations and practices. This includes, and can focus on, identifying possible areas for improving internal asset management controls. We accomplish this through extensive document and system reviews, one-on-one interviews, and workshops on processes and practices.
- Documenting the existing asset management process and systems using process models and diagrams.
- Identifying opportunities for improving the asset management process through gap analysis. We use our extensive knowledge of and experience with financial assets, as well as established best practices and best-in-class guidelines based on GAO, OMB, and other relevant published guidance.
- Recommending a strategy for building and maintaining a best-in-class asset acquisition and management process. This includes financial considerations such as return on investment, lease-versus-buy decisions, depreciation, risk, and criticality.
- Recommending decision support strategies for enterprise-wide asset investments using such methods as investment review boards and scoring.

We also do the following:

- Conduct special reviews to align asset management processes and asset management systems;
- Provide technical assistance to improve asset management and capital equipment investment processes;
- Review asset management and property controls, help management implement corrective actions, and develop requirements for asset management systems; and
- Provide technical assistance with total cost of ownership and life-cycle costing methods for capital assets.

### **Other Financial Management Services**

LMI has extensive experience in providing a wide range of other financial management services. These services include strategic planning and oversight; reengineering of financial processes; analysis of systems for managing federal financial cards for travel, fleet and purchase transactions, payroll, acquisition, and development of financial system tests. We also provide technical assistance related to managerial cost accounting or other special financial areas of interest, assist with financial policy formulation and development, conduct special cost studies, provide actuarial services, assist with quality assurance efforts, benchmark financial activities and performance results, and provide health care cost recovery services (recovery of eligible insurance payments from commercial insurance companies).

We have provided our clients with a wide array of these services within the federal accounting arena. Typical tasks might include the following:

- Assessing and developing financial management strategy and supporting information technology strategy
- Identifying and assessing outsourcing alternatives
- Developing a test for evaluating COTS financial management systems
- Prototyping a financial management process to prove the concept
- Planning for contingencies
- Reviewing and developing requirements for payroll systems, including alternatives such as payroll outsourcing
- Developing acquisition system requirements
- Analyzing and designing purchase, fleet, and travel card management processes
- Reengineering financial management processes
- Providing training and change management advisory services
- Selecting and integrating technology for COTS financial management systems
- Identifying business process best practices
- Formulating financial management policies and procedures
- Conducting compliance reviews for agency-unique policies.

## **SIN C R706 - Supply and Value Chain Management Services, Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics Services, and Logistics Training Services.**

The following describes the logistics services we provide under the **GSA Consolidated Contract Schedule, SIN C R706**, and formerly under the **Logistics Worldwide (LOGWORLD) Schedule** (SINs 874-501, 502, 503, 504, and 505) before being migrated to our new Consolidated schedule under the single SIN C R706. The complete LMI price list is available at: [LMI's Logistics Services](#).

### **Supply and Value Chain Management Services (crosswalk SIN 874-501)**

Our staff specializes in enhancing the performance of government agencies' supply and value chains. We assist our clients with all aspects of planning, developing, implementing, and managing supply and value chain solutions. We help clients assess the best combination of resources to optimize the effectiveness and efficiency of their supply chain operations. We use analytical models, computer simulations, advanced technologies, benchmarks, case studies, business process reengineering, and best practices to reduce costs and improve customer satisfaction in the following areas:

- **Supply chain assessment and consultation.** We evaluate supply chain infrastructure, information, and performance using a variety of structured tools such as the Integrated Supply Chain Performance Assessment, I-PASS and the Supply Chain Operational Performance Evaluation, SCOPE . We assist clients with developing strategic plans and performance measures. We simulate complex supply chain systems to evaluate alternatives for improvement. We specialize in applying mathematics, statistics, engineering, and operations research, along with information technology, to solve supply chain problems.
- **Maintenance management consultation.** We evaluate repair and production processes and schedules. We determine the best level of repair

and evaluate maintenance capabilities for depot, intermediate, and unit locations. We advise on managing electronic technical manuals, drawings, and related information. We formulate new maintenance concepts and reengineer maintenance processes, making extensive use of best practices from the private and public sectors.

- **Inventory management consultation.** We apply inventory control theory and analytical models to compute inventory requirements, monitor consumption, and allocate resources for storage locations under both routine and surge conditions. For example, our Aircraft Sustainability Model determines the optimal inventory requirements for critical aircraft items needed to maintain Air Force peacetime readiness. Our Aircraft Sustainability Model determines the items needed in deployment kits to deal with surge requirements in contingency operations.
- **Transportation management consultation.** We focus on improving physical distribution networks and applying advanced technologies to improve transportation operations, as well as reengineering practices to enhance efficiency and effectiveness. We also stress improving the timeliness and quality of shipment information.
- **Asset or property visibility and management consultation.** We assist with planning and implementing systems for increasing supply chain asset visibility. By increasing visibility, our clients can reduce costs, respond to customers' needs, use scarce assets more effectively, and instill customer confidence in the processing of orders while complying with regulations.
- **Distribution and warehouse management.** We provide alternatives for reducing warehousing, distribution costs, and processing times. We develop strategies including direct-vendor delivery for providing time-definite deliveries.
- **Fulfillment system consultation.** We create integrated supply chain networks that meet client response time needs. We advise about integrating materiel ordering and financial management processes and transferring funds electronically to pay bills. We help clients improve their distribution resources to support outbound as well as reverse logistics processes materiel return programs, retrograde management, redistribution, and recalls.
- **Vendor/acquisition management consultation.** We develop sourcing policies (including outsourcing and using third-party logistics providers) and evaluate relations with suppliers, repair sources, and carriers. We advise about prime vendor programs, vendor-managed inventories, Internet ordering, electronic malls, and on-line catalogs.
- **Electronic commerce/electronic data interchange (EC/EDI) consultation.** We have more than 10 years experience helping government organizations use electronic commerce tools to exchange supply chain data electronically. We map data to Accredited Standards Committee X12 transaction sets and to United Nations data exchanges (EDI for Administration, Commerce, and Transport) to create new transaction sets, develop implementation conventions, and conduct EC/EDI seminars and training sessions.
- **Packaging, labeling, and bar-coding system design, implementation, operation, and maintenance consultation.** We assist with using automated identification technology (including bar codes, optical memory cards, radio-frequency tags, and satellite tracking systems) to capture information about supply chain assets, reduce processing times, and improve data accuracy.
- **System modernization consultation.** We help government organizations remain competitive by improving their use of supply chain automation and

updating their legacy information systems. We assist with replacing outdated systems with appropriate technology such as manufacturing resource planning (MRPII) systems, enterprise resource planning (ERP) systems, and advanced supply chain planning systems to improve supplier and customer management. We help introduce advanced technologies, such as the use of automated tools to improve source selection, evaluate commercial off-the-shelf software (COTS), identify obstacles to using the software, and evaluate system performance following installation.

- **Expansion and consolidation studies.** We advise about supply chain resources, distribution requirements, production capacities, and channel interfaces. We use models to evaluate supply chain infrastructure requirements and track how changes in supply chain resources affect costs and customer satisfaction.
- **Consultation about hazardous material storage, handling, and disposal.** We help clients evaluate their hazardous material storage and handling requirements and recommend process improvements.

## **Acquisition Logistics (crosswalk SIN 874-502)**

LMI performs a comprehensive range of acquisition logistics tasks for government organizations. Our services include integrating logistics into acquisition programs, planning logistics support approaches, improving supply chains, and analyzing and implementing logistics policies for acquisition.

Logistics is central to both the operational success and the total cost of owning systems. Support costs for many systems are two-thirds to three-quarters of the total cost. Decisions about design and operations made during acquisition primarily determine those costs.

By studying and analyzing logistics when the system is being acquired, we help our clients develop systems that are more effective and less costly to support. We apply our knowledge of supply chains and logistics technologies to ensure that a logistics system will be in place to support the prime system. Our work spans all of the elements of logistics, including needs assessment, acquisition strategies, maintenance planning, manpower and personnel, supply support, inventory management, technical data, training and training support, computer resources support, facilities, transportation, and system and design interface.

- **Concept development consultation.** We assist clients with understanding the logistics implications of concepts for designing and operating candidate systems. We use models and analyses to relate conceptual design factors to costs and operational availability.
- **Acquisition logistics planning.** We develop logistics objectives, plans, and schedules with associated milestones and funding estimates. Through our experience with numerous programs and our insights into logistics functions, we integrate logistics with the overall acquisition program.
- **Acquisition contracts consultation.** We assist program and policy offices with contractual strategies and questions. We help clients understand the candidate mechanisms for contracting for logistics support, and how the advantages and disadvantages of the mechanisms apply to particular situations.
- **Support concept evaluation.** We evaluate alternative support concepts to help program offices find the best-value approach to logistics for their

systems. We analyze cost-benefits for comparing concepts such as in-house, prime-vendor support, direct-vendor delivery, and full-service contractor. Our evaluations can consider effectiveness, such as system operational availability, as well as total ownership costs. In addition, we identify and assess logistics risks that can arise from technology changes or business relationships.

- **Procurement consultation.** We help logistics organizations decrease the cost and lead-time of procuring, while increasing delivery service to the end customer. We focus on strategies for long-term contracting, grouping of similar items and capabilities, workload planning, and managing the information needed to specify technical, logistics, and quality requirements.
- **Training system consultation.** We perform cost-benefit analyses of alternatives for training systems. Recent examples are our analysis of training options for a major weapon system, which was based on technologies, geographic location, and manning choices, and our development of a training cost model for a client.
- **Acquisition incentives consultation.** We assist clients with developing acquisition strategies that incorporate incentives for the system contractor to pursue designs that will improve the logistics supportability of the system. Approaches include contractual incentives, warranties, and contractor support options. We address measures of performance as well as financial and business issues.
- **Supply chain planning.** We assist clients with developing supply chain plans for their system acquisition programs. Our staff is at the forefront of logistics and information technologies that are used to construct efficient supply chains that employ electronic commerce, total asset visibility, and automatic identification technologies.
- **Inventory analysis.** We develop and apply models to optimize the purchase and location of inventory.

## **Distribution and Transportation Logistics Services (crosswalk SIN 874-503)**

LMI has a long history of improving logistics operations for a variety of Department of Defense (DoD) and other federal government clients. For more than 40 years, our professional staff has studied and analyzed worldwide military transportation issues, commercial transportation and distribution practices, transport technology innovations, and integrated transportation management. We understand the need for dramatic improvements in speed, reliability, and efficiency in moving personnel and materiel, and in the data and technologies supporting those movements. We specialize in developing strategies for providing time-definite deliveries that reduce the costs of transportation and distribution and improve response times.

Generally broad in scope, our analyses embrace a multitude of distribution and transportation functions, systems, networks, initiatives, and issues. Our management and technical advice is provided to senior DoD transportation and distribution leaders in the Office of the Secretary of Defense, the Joint Staff, the Defense Logistics Agency, the United States Transportation Command (USTRANSCOM) and its three components, and the military services. We also advise the North Atlantic Treaty Organization and a variety of civil agencies. The following subparagraphs provide examples of our distribution and transportation logistics capabilities.

- **Carrier and freight forwarding management.** We assist organizations with using vendors to provide commercial bills of lading and with implementing electronic commerce technologies to standardize transportation transactions. Our contributions to the Defense Transportation electronic data interchange program resulted in several successful applications, including electronic submissions of carrier rate tenders, invoices, and bills of lading.
- **Tracking system analysis, design, operations, and management.** We assist organizations with implementing comprehensive programs and procedures to improve the visibility of intransit assets. Intransit visibility (ITV) of military units, cargo, and personnel has repeatedly proven of critical importance during force deployment, sustainment, and redeployment operations in peace, during contingency responses, and in wartime. We further support the ITV program as we develop and publish plans for integrating asset information into the Global Transportation Network (GTN), assess methods of collecting information needed to track shipments in the GTN from commercial vendors and carriers, and develop integration plans to upgrade airports and seaports with automatic identification technology.
- **Fleet planning, operations, and maintenance.** We develop business processes to support commercial air carrier passenger fleet planning and operation. Those fleets support the USTRANSCOM during both peacetime operations and contingencies.
- **Carrier management and fleet planning.** We survey and analyze private-sector transportation strategies with the potential to improve the financial administration of transportation and distribution operations. For example, we recommended that DoD expand its core carrier program and outsource invoice, audit and payment functions.
- **Distribution system analysis, development, and management.** We assist with developing Joint Total Asset Visibility capabilities, integrating transportation data in the transportation community, and integrating transportation data with other functional (for example, supply, finance, and acquisition) data. We prepare implementation plans, reengineer business processes, and design innovative practices to permit organizations to take advantage of information-sharing opportunities.

## **Deployment Logistics Services (crosswalk SIN 874-504)**

We offer extensive knowledge and experience in all aspects of deployment logistics functions. Our knowledge and experience include contingency planning; movement, storage, accountability, and sustainment of personnel, equipment, supplies, and property for worldwide operations; and asset management and visibility. In addition, we have identified, integrated, and managed regional and global resources; designed, planned, and operated communication and logistics systems; and managed medical and emergency unit storage and restocking. We assess the management of deployment logistics programs, including developing alternatives and preferred program elements, identifying required resources, and assisting with program execution. Our staff consistently provides meaningful, practical solutions for our client challenges. We specialize in developing logistical support concepts and assessing processes, organizations, and technologies that support regional and global deployment logistics operations. We also can facilitate improvement process teams and other group processes for government agencies that are addressing deployment logistics issues. Our facilitators understand and apply classic facilitation techniques and tools; they also have a professional understanding of the issues and subject matter being addressed. We offer the following deployment logistics services:

- **Contingency planning.** We assess and develop alternative deployment logistics policies, programs, and contingency plans for efficiently and effectively supporting client requirements. We determine the most efficient use of transportation systems, materiel distribution systems, and end-to-end distribution networks, including airport and seaport logistics capabilities.
- **Inventory and property planning.** We determine processes for managing inventories of equipment and supplies. We identify property needed to support storage and maintenance of the inventory.
- **Movement, storage, and accountability.** We develop and evaluate logistics concepts and systems for moving, storing, and accounting for equipment and supplies as well as assessing the effects of new technologies, concepts, and systems to enhance those functions.
- **Communications and logistics systems.** We determine communications and information system requirements for rapidly deploying and managing supplies and equipment.
- **Operational support to use resources.** We provide expert advice, assistance, guidance, and operational support for identifying and using existing regional and global resources to support deployment logistics objectives. We assess the technical aspects of emerging technologies, examine how the technologies could be used for logistical processes, and assess their impact on effectiveness and cost.
- **Alternative capabilities.** We identify alternatives by using both existing capabilities and new technologies to provide the most cost-efficient and operationally effective solutions to deployment logistics challenges. We develop and use computer models to assist with assessing alternatives and with portraying the effects of different logistical operations concepts and processes.
- **Public- and private-sector support and resources.** We assess and develop plans and procedures for fully integrating public- and private-sector support and resources to meet client requirements. We conduct logistics-related assessments and seminars that focus on domestic as well as international public- and private-sector integration, modernization, and compatibility issues. We analyze the deployment logistics policies, procedures, and capabilities of various nations and alliance organizations by using hypothetical and actual scenarios.
- **Medical and emergency unit storage and restocking management.** We are skilled in all medical-related issues, including managing emergency unit storage and restocking, preventive medicine, environmental medicine, and state-of-the-art medical evacuation. We have contributed significantly to developing new governmental force health protection programs and to creating public-private partnerships for medical materiel support. We have developed electronic commerce systems and networks, public-private contracting opportunities, joint information systems, and joint medical operations and logistics support plans that incorporate the best features of governmental and commercial support systems.
- **Executive-level facilitation and support.** We facilitate executive-level teams such as leadership, management, steering groups, and quality management boards in guiding deployment logistics improvement initiatives.
- **Process improvement facilitation and support.** We facilitate process-oriented teams, such as quality action, process improvement, and integrated product, to achieve high performance on deployment logistics issues.
- **Interagency committee, task group, board, and steering group support.** As a nonprofit organization dedicated to improving public-sector

management, we are particularly skilled at facilitating interagency groups dealing with sensitive and complex deployment logistics issues.

## **Logistics Training Services (crosswalk SIN 874-505)**

The Logistics Management Institute's mission is to improve the management of the nation's public sector through research, analysis, and counsel. For over 40 years, LMI, as a nonprofit organization, has supported research and analysis for the Department of Defense (DoD), the military services, Defense agencies, and most other U.S. government departments and agencies.

In support of our mission, we have developed standard course offerings and customized training services for acquisition, logistics, and supply chain management. In addition, we host numerous training workshops that enable the exchange of ideas, strategies, and management techniques among industry, academia, and government.

### **Standard Course Offerings**

Our standard course offerings, targeting both public- and private-sector managers, include the following:

- **LMI 101, Defense Logistics Overview.** This half-day session is a high-level overview of the logistics environment in the Department of Defense. The session is also an overview of the key improvement initiatives that DoD has initiated for enhancing and modernizing its business practices.
- **LMI 102, The DoD Logistics Process.** This one-day session is an overview of the processes for each major functional area in Defense logistics, including acquisition, warehousing and distribution, transportation, maintenance, and operational logistics.
- **LMI 103, DoD Logistics Improvement Initiatives and Logistics Systems Modernization.** This one-day session is a broad review of DoD's improvement initiatives, including department-wide and selected service- and agency-specific efforts. The course includes a functional management perspective on current and planned programs for modernizing DoD's information systems.
- **LMI 104, DoD Logistics Processes, Organizations, and Systems.** This course combines all the elements of the courses described above in a more comprehensive session of two and one-half days.

### **Customized Training Programs**

In addition to our standard course offerings, we offer customized training sessions to meet specific client needs. Examples are shown below:

#### **Acquisition**

- Contracts and funds management
- Commercial-item acquisition
- Contracting by negotiation
- Acquisition reform

- Performance-based acquisition of services

### **Supply Chain Management**

- Introduction to supply chain management
- Supply chain best business practices
- Supply chain management information systems and technologies
- Supply chain performance measures

### **Transportation and Distribution**

- Principles of transportation
- Distribution management
- Transportation economics
- Transportation operations
- Best practices in commercial transportation
- Decision-support systems for managing transportation operations
- Emerging technologies in transportation

### **Logistics and Materials Management**

- Management of assets
- Property and inventory management
- Storage and warehousing
- Maintenance management
- Cost-benefit and economic analysis in logistics operations

## **SIN C R425 - Strategic Planning for Technology Programs and Activities, Concept Development and Requirements Analysis, System Design, Engineering, and Integration, Integrated Logistics Support, and Acquisition and Life-Cycle Management.**

The following describes the engineering and technical services we provide under the **GSA Consolidated Contract Schedule, SIN C R425**, and formerly offered under the **Professional Engineering Services Schedule** (SINs 871-1, 871-2, 871-3, 871-5, and 871-6) before being migrated to our new Consolidated schedule under SIN C R425. The complete LMI price list is available at: [LMI's Engineering Services](#).

### **Strategic Planning for Technology Programs and Activities (crosswalk SIN 871-1)**

Our strategic planning for technology programs and activities services include the definition and interpretation of high-level organizational engineering performance requirements and the development of objectives and approaches for satisfying those requirements. Typical tasks include the following:

- Developing program concepts and impact analysis of various strategies affecting the efficient and safe operation of the National Airspace System.

- Providing strategic planning advice on the integration of automated identification technologies with Defense technology programs and related activities.
- Planning, designing, developing, and evaluating logistics-related technologies including principles, prototypes, and processes.
- Economic impact analysis of the effects of complex computerized system controls on industrial based activities required to support U.S. defense programs.

### **Concept Development and Requirements Analysis (crosswalk SIN 871-2)**

We offer a range of concept development and requirements analysis services including requirement's definition, preliminary planning, and evaluation of alternative technical approaches and associated costs systems, projects, or activities. Typical tasks include the following:

- Evaluating European watershed management concepts and programs for application to U.S. programs.
- Concept studies including mission impact and risk assessment of alternative technical approaches to transportation and warehousing inventory tracking systems.
- Cost performance and trade-off analysis of competing mechanical designs for moving mail and other packages

### **System Design, Engineering, and Integration (crosswalk SIN 871-3)**

Our system design services include translating a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications); performing risk identification/analysis/mitigation and traceability analyses; and then integrating the various components to produce a working prototype or model of the system. Typical tasks include the following:

- Developing information systems that support the design, coordinated execution, and evaluation of engineering and construction projects for the U.S. Army Corps of Engineers.
- Conducting risk mitigation and benefit analysis of various security techniques when using electronic signatures on official government documents.
- Analyzing government regulations, procedures, and guidelines to determine constraints on the development and testing of an electronic reporting gateway.
- Developing the concept for mechanical and electrical component refurbishment of facilities and integrating computer-aided facility management as a component include dynamic assessment of refurbish or replace complex components.

### **Integrated Logistics Support (crosswalk SIN 871-5)**

Our integrated logistics support (ILS) services include the analysis, planning and detailed design of logistics systems throughout their life cycles. Typical tasks include

ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing. We also perform the following:

- Analyze integrated logistics requirements during system design
- Develop conceptual ILS approaches and plans
- Evaluate government-industry ILS partnerships
- Assess opportunities to improve ILS through application of technologies
- Review and develop logistics policies and standards
- Evaluate applications of commercial practices
- Apply quantitative tools to improve support efficiency and effectiveness
- Analyze training strategies and technology options
- Evaluate alternatives to and develop plans for logistics facilities

### **Acquisition and Life-Cycle Management (crosswalk SIN 871-6)**

Our acquisition and life-cycle management services include all of the planning, budgetary, contract, and systems/program management support required to procure, produce, operate, maintain, repair, and supply technology-based systems, activities, subsystems, and projects. Typical tasks include the following:

- Developing and planning acquisition strategies for technologically complex electronics acquisitions.
- Analyzing operational and support requirements and how changes impact life-cycle costs
- Evaluating strategies for technology insertion and obsolescence.
- Planning systems support strategies
- Developing and evaluating technical data strategies
- Developing models to estimate development cost and schedule
- Applying total ownership cost tools and methodologies
- Building tools for client application
- Developing test and evaluation plans

### **SIN C F999 - Environmental Services, Studies, and Analytical Support**

The following describes the environmental services we provide under the **GSA Consolidated Contract Schedule, SIN C F999**, and formerly offered under the **Environmental Services Schedule** (SINs 899-1, 899-2, 899-3, 899-4, and 899-5) before being migrated to our new Consolidated schedule under SIN C F999. The complete LMI price list is available at: [LMI's Environmental Services](#).

### **Environmental Planning Services and Documentation (crosswalk SIN 899-1)**

LMI's overall objective in providing environmental planning and documentation services is to help government agencies integrate regulatory knowledge, economic analyses, environmental risk management, related safety and occupational health requirements, and organizational relationships to produce problem-solving strategies that are both practical and affordable. We assist managers at all levels to define their

program goals and objectives, and we prepare strategic and tactical action plans to achieve them. We also work with managers to improve their capabilities to conduct oversight activities and progress reviews and to conduct concept evaluations to develop new program management methods and procedures. We design and manage program and project tracking and monitoring systems to enable our customers to establish baselines and measure program and project performance. The specific services we offer in this key program management area include, but are not limited to, those described below.

## **Program and Project Planning Support**

Strategic planning and the development of agency policies and tactical action plans are key elements for successful and compliant environmental, occupational health, safety and energy programs. (See Environmental Compliance Services for planning services related to compliance management.) We offer the following associated services:

- **Policy and program development.** We provide technical assistance to agencies in complying with GPRA requirements; collect and analyze internal and external data; and prepare detailed environmental, health and safety strategic and tactical plans. We help agencies to
  - develop mission and vision statements;
  - identify and validate program goals, objectives, performance measurements, indicators, and targets;
  - identify tactical actions for achieving program goals and objectives; and
  - ensure plans and policies integrate all requirements from the regulatory agencies concerned with environmental and occupational health and safety issues.
- **Program deployment/implementation.** Successful program implementation involves communicating and linking program goals, indicators, and targets throughout all levels and functional areas of an organization. We assist agencies to develop plans to achieve the targets; establish staff and budgetary requirements to implement plans; develop and employ program evaluation processes and improvement plans; prepare detailed strategy implementation (action) plans; and develop program capability maturity models. We also develop statements of work for specific environmental, safety, occupational health and energy services and activities to assist customers in acquiring appropriate, quality, and cost-effective contracting services.
- **Program review.** We conduct performance reviews at all levels and focus on trends and process improvement opportunities, identify opportunities to share and replicate successful ideas, incorporate lessons-learned into plans, and adjust actions as required to improve management of agency resources. We also develop and employ consistent processes for tracking and reporting program status and activities on an ongoing basis.
- **Environmental management systems (EMS) and ISO 14001.** We help agencies establish, implement, and review detailed EMS policies and procedures. We also conduct environmental management system gap analyses and audits to assess conformance with ISO 14001 standards, evaluate agency business processes to identify environmental features and impacts, and develop and deliver training on EMS elements and requirements.
- **Project planning and management.** We help agencies develop, implement, and review project work plans, schedules, and cost estimates. We also

conduct quality assurance oversight and assessment of environmental projects, including documenting the contractor's compliance with regulations and agency standards, and making recommendations on how to improve project performance quality and efficiency.

- **Facilitation support.** We provide planning and facilitation/partnering support associated with meetings, conferences, training sessions, and decision-making activities. Our facilitation services focus on issues to improve the management, quality, and effectiveness of the environmental programs.

## **Business Process Improvement**

Business process improvement involves the use of process management methodologies to identify and implement improvements in routine and recurring work processes. Through the use of quality tools and techniques, we identify internal targets and define measurements in specific terms. The goal of environmental, energy and occupational health and safety program process management is better performance. We offer the following associated services:

- **Organizational analysis.** We conduct analysis of organizational structures, activities, and interfaces to identify opportunities for consolidating and realigning functions, balancing work to resources, identifying noncore activities for outsourcing consideration, and determining the impediments to efficient communication and accomplishment of core functions.
- **Process analysis.** We conduct systems analysis and design through workshop facilitation and data and workflow modeling. We also conduct cost-benefit analysis to help agencies combine reengineered and improved processes with technology commensurate with their needs. The result is to improve program resource use and effectiveness, and business results.
- **Process reengineering.** We combine the application of technology with organization and business process changes to accomplish business goals such as cost (burden) reduction, improved performance, and enhanced data access, and integrate new services necessary for productive business management.
- **Process monitoring.** We help agencies manage work processes and monitor performance on an ongoing basis to assess the effectiveness of reengineered processes. We provide recommendations for systematically controlling and improving operations to maintain the gains achieved through improved processes. We also provide recommendations to increase workplace communication and assist in training development and delivery related to process monitoring.

## **Benchmarking and Performance Measurement**

We assist agencies in evaluating the effectiveness of programs and processes through benchmarking studies and developing environmental, energy, safety and occupational health program performance measures. We provide the following associated services:

- **Best management practices.** We conduct benchmarking surveys and studies to identify current environmental, safety and health program best management practices, including best practices successfully employed by comparable organizations. We recommend appropriate best management

practices and strategies for implementing and reviewing agencywide benchmarking programs.

- **Performance measurement.** We collect data and identify appropriate performance metrics for tracking and measuring program effectiveness, evaluate program performance against established criteria, and develop and review environmental baseline data.
- **Economic Analyses and Support**
- We assist agencies in conducting the following activities related to establishing program budgets and developing cost accounting strategies and tools:
- **Economic and technical policy analyses.** We assist agencies to develop funding strategies and policies. We also conduct economic alternatives analyses, prepare analytical tools and procedures to facilitate decision-making, and evaluate policy options.
- **Cost accounting.** We provide technical assistance to identify and capture environmental cost information, including capital, direct, and indirect costs as well as intangible factors. We conduct economic cost-benefit analyses to determine measures of profitability, (e.g., calculating payback periods, rates of return, net present values, and internal rates of return) for alternative environmental programs or projects. We also conduct activity-based costing and life-cycle cost analysis to support program budget forecasting; assist in the development of environmental project cost estimates and budgets; and evaluate the cost of alternative management and operational strategies to meet compliance requirements in the most cost-effective manner.
- **Cost tracking tools.** We develop extensive database applications for tracking site-specific and historical cost information for environmental and occupational health and safety projects, and use them to evaluate project and program performance.
- **Regulatory impact analyses.** We analyze the potential and realized economic impacts of regulatory changes on the agencywide or facility operations and management practices, including review of federal (i.e., EPA, DOT, and OSHA) and state proposed rules, to determine the applicability and impacts to current operations.

### **Risk-Based Support**

We support our customers in establishing, implementing, and reviewing their risk management programs. (See Waste Management Services for associated health hazard assessments and risk analysis services.) We offer the following risk management services:

- **Risk analyses.** We develop risk, exposure, and hazard assessment programs, and we develop policies and management strategies for risk management of environmental and occupational health and safety issues.
- **Risk plans.** We prepare site-specific environmental and safety and health plans, and review current plans to ensure that thorough and defensible risk analyses have been conducted.

### **Regulatory Analyses**

We assist organizations in the development, implementation, management, and review of their technical programs to ensure compliance with regulatory requirements in a cost-effective and efficient manner. We offer the following technical program support services:

- **Legislative and regulatory analysis and monitoring.** We provide technical assistance to establish formal legislative and regulatory analysis and monitoring programs, identify statutory and regulatory requirements, and evaluate the related operational impacts. We also develop agency positions on proposed legislation and regulations, develop appropriate agency implementing guidance for new requirements, and establish requisite linkages between new requirements and agency management systems.
- **Development of automated tools.** We help agencies design and develop Internet-based electronic systems to automate and streamline processes to significantly reduce the time and resources needed for collecting and analyzing public comments on proposed rules. We also develop database applications for tracking environmental and occupational health and safety project information, and to evaluate project and program performance. We develop and implement Web-based tools for data collection, storage, analytical collaboration, and transmission.

### **Natural and Cultural Resource Management**

The types of services that we offer in the management of natural and cultural resource programs are as follows:

- **Program management.** We provide technical assistance to develop integrated natural and cultural resource management plans, develop watershed protection and generic grounds management plans, and prepare plans and strategies to promote environmentally sound landscaping. We also help agencies develop policies and procedures to ensure agency compliance with applicable federal, state, and local laws and to minimize operational impacts on resources.
- **Inventories and assessments.** We conduct facility assessments to identify natural (e.g., endangered species, wetlands) and cultural (e.g., national historic buildings, Native American artifacts, archaeological sites) resources, and conduct resource damage assessments. We also conduct studies to evaluate the supply and management of natural resources (e.g., surface and ground water for drinking water supplies). We assist agencies to develop automated management information systems to facilitate the inventory, cataloging, and overall management of natural and cultural resources.
- **Records preparation/management.** We assist in the preparation, review, and management of documents and records such as nomination packages for listing qualifying properties on the National Register of Historic Places, facility assessment reports, permit applications and supporting documentation, and notification records.

### **Independent Reviews**

We provide independent reviews to strengthen the management of environmental and occupational safety and health programs.

- **Validation of program and project status.** We conduct independent reviews of programs and projects for senior government managers. We review work performed by the government personnel and contractors to provide senior leaders with independent analyses of cost, schedule, and performance. We compare actual results to anticipated results and benchmarks from other government agencies and private industry.

- **Technology assessments.** We provide independent assessments of products and services marketed to environmental and occupational safety and health professionals. The reviews cover the entire range of products and services, from information management systems to environmental sensors. Using a structured methodology, these reviews help agencies identify functional requirements and ensure that purchased products and services will meet those requirements in a cost-effective manner.

## **Environmental Compliance Services (crosswalk SIN 899-2)**

We work with top-level managers to define their compliance goals and objectives and to prepare the implementation plans and documentation necessary to achieve success. We work with operating-level managers to develop efficient and effective compliance management tools, improve their ability to conduct oversight activities, and ensure continuous improvement through comprehensive program reviews and corrective action programs. The specific environmental, energy, safety and occupational health compliance services we offer in this key program management area include, but are not limited to, the services described below.

### **Compliance Management Planning**

Strategic planning, directed policies, and clear guidance are key elements in aligning the daily operations of an agency with its mission, goals, and objectives. An efficient compliance management system supported by cost-conscious decision-making processes will help in meeting tightening agency budgets. We provide the following associated services:

- **Strategic planning.** We help agencies develop long-term strategic and short-term comprehensive compliance plans by providing expertise and management advice in organizational development, process management, cost-benefit analyses, needs analysis and determinations, organizational logistics, and regulatory outlook analyses.
- **Compliance management documentation.** We develop effective compliance management documentation to promote and implement agency policies and directives; integrate environmental planning with business goals; and help ensure continuous improvement by defining protocols and procedures for conducting program planning, management quality reviews, corrective actions, and identifying performance measures.
- **Compliance reporting.** We apply electronic processes for efficient management and timely exchange of environmental documents for compliance reporting. This includes all major compliance reports such as air emissions, water discharge monitoring, toxic releases, hazardous waste, risk management plans, and associated permits and documentation such as material safety data sheets (MSDSs). We also design and implement technology applications for electronic data interchange (EDI) including applying national and international standards for EDI and using the Internet and the Web, as well as intranets and other electronic means, for exchanging and managing data.
- **Document management.** We assist agencies to develop electronic document management systems for maintaining and managing required regulatory documentation, including imaging and other document-capturing capabilities.

- **Program and project costing.** We help agencies develop environmental project cost-estimating (e.g., activity-based costing) tools and processes for improved program and project budgeting. We also evaluate the cost of alternative management and operational strategies to meet compliance requirements in the most cost-effective manner.

## **Compliance Auditing**

The key component of any successful compliance management program is to promote continuous improvement through effective oversight and corrective action. To assist in ensuring compliance with laws, agency requirements, and accepted consensus standards, we offer the following audit services:

- **Protocols/guidance document development.** We develop program audit manuals and field checklists based on agency-specific protocols and procedures for conducting on-site compliance audits and management reviews and program evaluations. We also help agencies review and evaluate all environmental statutes and regulations (federal, state, and local), agency policy directives and regulations, and associated Occupational Safety and Health Administration and Department of Transportation regulations for applicability to the agency organization to be audited.
- **Compliance audit program implementation.** We conduct management reviews and program evaluations, which include pre-audit planning, entrance briefings, on-site inspections, document review, findings development, corrective action recommendations, report preparation, and exit briefings on all applicable environmental, safety, and health regulatory requirements.
- **Training.** We provide training to agency personnel in audit protocols, procedures, and techniques, and in regulatory requirements relevant to agency operations and activities. (See Environmental and Occupational Training Services for a more complete list of the training services we offer.)

## **Pollution Prevention Programs**

Significant reductions in operating costs associated with environmental pollution can be realized through comprehensive prevention programs. To assist in developing and implementing cost-saving pollution prevention options, we offer the following suite of services (see Waste Management Services) for pollution prevention services we provide related to waste management):

- **Opportunity assessments.** We help agencies conduct surveys and inventories to meet the challenge of Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition. The surveys and inventories help determine opportunities for pollution prevention, recycling, and environmentally preferable purchasing, which include those involving hazardous materials storage and handling, waste generation and management, and recyclable materials.
- **Pollution prevention plans.** We develop pollution prevention plans that include analysis and evaluation of economic alternatives and technically feasible solutions, and that meet waste management and source reduction goals and targets. We also review current plans to ensure they address all pollution prevention opportunities, recommend appropriate and economical solutions, and meet the agency's or facility's pollution prevention goals and objectives.

- **Information management tools.** We create databases to help agencies track toxic chemical and waste inventories, and to monitor progress in achieving pollution prevention waste management and source reduction goals and targets.
- **Pollution prevention technologies.** We assist agencies to identify and evaluate new, cost-effective pollution prevention, waste management and source reduction technologies based on facility opportunity assessments, and to identify and evaluate technologies for waste prevention, recycling, and affirmative procurement programs.

## **National Environmental Policy Act Compliance**

All public agencies are required to comply with the requirements of the National Environmental Policy Act (NEPA) to determine the potential environmental impact of new construction projects. We help clients meet their NEPA compliance requirements in a manner that minimizes impact to their business mission, operations, and costs. The types of support that we can provide to agencies includes the following:

- **Applicability assessments.** We help assess proposed technical projects and activities to determine NEPA applicability and environmental documentation requirements, collect and analyze data related to business processes to identify environmental features and impacts, and facilitate public- and private-sector participation in the NEPA process.
- **NEPA documentation.** We help agencies determine their requirements and prepare NEPA documentation, including records of environmental consideration, environmental assessments, environmental impact statements, and Findings of No Significant Impact. We also conduct detailed technical reviews of draft NEPA documents to determine completeness, and develop and maintain information management systems to generate, track, monitor, and review NEPA documentation.
- **Program management.** We develop NEPA implementation policies, procedures, handbooks, and other guidance documents. We also help agencies develop strategies to ensure effective integration of their NEPA requirements across all agency functional areas.

## **Energy Management**

Efficiently managing the high cost of energy contributes directly to the bottom line. (See Environmental and Occupational Training Services) for energy management training services that we offer.) We offer the following energy management services to control these costs:

- **Energy program management.** We develop energy conservation strategies, plans, and policies; evaluate program effectiveness and identify opportunities for program improvements; and develop guidance documents for establishing, implementing, and reviewing energy programs.
- **Energy information systems.** We develop agency-specific automated information management systems for the repository and tracking of energy data, develop quality assurance/quality control plans for information management systems, conduct assessments of historical energy data, and develop energy consumption tracking systems.

- **Utility procurement.** We monitor/analyze electrical industry deregulation issues and develop policies and strategies for buying utility services in deregulated markets.
- **Energy conservation and alternative fuels assessment.** We review current and innovative energy conservation and alternative fuels practices, conduct energy audits to identify conservation opportunities, and evaluate the use of alternative fuels to replace existing fuel sources.
- **Other energy management activities.** We help agencies conduct energy audits and conduct third-party reviews of energy audit reports. We also develop policies and procedures for shared energy savings and energy savings performance contracting.

### **Other Compliance Services**

Several recurring environmental compliance functions are necessary to ensure continuing business operations. These include required permitting and periodic reporting activities, responding to changes in regulatory requirements or agency business practices, and protecting employees from environmental hazards. The following services support the management of these compliance functions:

- **Policy and guidance development.** We develop technical guidance documents and policy papers to support program development, implementation, and review.
- **Permit support.** We assist in the development and review of permit applications and permit renewals for air, water, solid and hazardous waste, and other environmental permit programs.
- **Compliance reporting technologies.** We assist agencies to implement technologies like electronic commerce and EDI to collect, exchange, manage, and report compliance data electronically rather than through paper forms.
- **Occupational health and safety compliance.** We provide related safety, industrial hygiene, and occupational health expertise in support of environmental compliance efforts.

### **Environmental and Occupational Training Services (crosswalk SIN 899-3)**

Through specialized education and training programs, we help clients integrate their business objectives with their environmental and occupational safety- and health-related compliance responsibilities. We develop and deliver training services for executives, operations-level managers, and staff personnel. Our training services include development of training plans, curriculum roadmaps, and fielding schedules.

We evaluate an organization's training compliance requirements and proficiency training needs. We develop audience-specific competencies based on job activity process flows and develop delivery methods to satisfy training needs depending on the required or desired training level. We map training needs to specific organizational goals, objectives, and core business operations to show positive impacts, such as a safe working environment and improved operational efficiencies while ensuring that the training is cost- and time-effective.

We develop and deliver training materials and services in traditional classroom settings, field exercises, workshops, stakeholder meetings, and industry conferences. We use technologies such as videotape and video-conferencing, satellite link,

Internet and intranet communications, and electronic and photographic slide shows. Training efforts generally include beta testing with a live audience with solicitation of feedback on presentation materials, course length, depth of subject matter, instructor evaluation, and delivery effectiveness. LMI has sufficient resources to provide training at our facility, the clients facility, or another off-site location.

The specific environmental, energy, and occupational health and safety training services that we offer are described below.

### **Training Course Development and Presentation**

Effective environmental and health and safety programs require training of management and facility personnel to ensure that they are aware of their roles and responsibilities. We provide the following course development and presentation services and tools:

- **Environmental program management.** We provide training related to program management issues, including multimedia environmental compliance audits and environmental management systems.
- **Regulatory compliance.** We help agencies train their staff about compliance requirements related to federal environmental and occupational health regulatory programs and agency policies; conducting compliance audit programs; and permit application preparation, implementation, and renewal (e.g., RCRA Part B and stormwater management permits).
- **Energy issues.** We provide training services on energy program management issues, including energy conservation, energy-efficient motors and vehicles, shared energy savings, utility deregulation, energy management information systems, and utility privatization.
- **Environmental field studies.** We provide training services on expedited site characterization, application of corrective action technologies and accelerated corrective actions, underground storage tank closure procedures, groundwater monitoring, and site investigation techniques.
- **Occupational safety and health.** We help agencies in training on comprehensive OSHA compliance requirements, industrial hygiene practices, safety issues, hazard recognition evaluation and control, toxicology, workplace exposure assessment, and risk management.
- **Facility management and operation.** We provide training services related to the management, operation, and maintenance of infrastructure systems such as water and wastewater treatment and supply systems, solid and hazardous waste management operations, stormwater management measures, hazardous materials handling and disposal, and air pollution control systems. We also provide training on issues related to the management of asbestos, lead-based paint, and radon.

### **Customized Courses to Meet a Client's Specific Needs**

We customize training courses and communication tools to meet specific client-defined needs. These needs may be based on organizational programs, policies, goals, or objectives. We provide customized courses for a wide range of topics, including, but not limited to, the following:

- **Business sustainability.** We provide training support to agencies on sustainability issues such as paper and paperboard recycling, greening operations (e.g., green buildings), and sustainable development.
- **Project, program, and contract management.** We offer training services on environmental project management; estimating program requirements; managing environmental restoration contracts; project and acquisition planning, contractor selection, and source selection procedures; program and project full life-cycle analysis; and earned-value project management. We provide staff training tailored to an organization's business and functional structure to ensure that staff are aware of their roles and responsibilities as required by agency policy and procedures.
- **Environmental and occupational risk management.** We provide training on baseline risk assessment for Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Resource Conservation and Recovery Act (RCRA) sites; and safety and occupational health risk management and risk communication. We also provide training services on emergency response planning, notification, and reporting procedures.

### **Computer-Based Interactive Course Development**

Our environmental, energy, and health and safety professionals work closely with our course developers and information management specialists to develop computer-based training (CBT) courses that are effective as well as user-friendly. The latest computer-based training methods and technologies are employed in conjunction with organizational requirements to provide targeted and effective training. We can provide the following services related to development and delivery of CBT:

- **Internet and intranet-based software applications.** We design, develop, implement, and support Web-based solutions for a wide range of environmental, energy, safety, and health issues. We host applications in support of occupational health, workplace safety, environmental compliance, citation management, health cost assessment, and abatement cost estimation.
- **Third-party evaluation.** In addition to software development, LMI provides Independent Verification and Validation (IV&V) services for clients managing the design, development, or implementation of CBT applications. IV&V services greatly increase the success of CBT implementation support, ensuring that a high-quality application is designed that meets agency requirements. We conduct beta testing and evaluate CBT software and courseware to ensure that the training application operates properly, is designed for the targeted audience, and fulfills the training needs of the client.
- **CBT specifications and requirements analysis.** We develop training specifications (objectives, topic outline, and schedule) for computer-based training courseware and determine how the tools can be effectively integrated with other interactive training courses.

### **Waste Management Services (crosswalk SIN 899-4)**

LMI helps federal decision-makers analyze the range of options available to plan, develop, implement, and review efficient and effective systems for the life-cycle management of solid, hazardous, and industrial wastes. We also have extensive

experience in assessing the potential health, safety, and environmental risks posed by toxic and hazardous materials, processes, and wastes.

Waste management operations are an extremely sensitive and highly visible aspect of an agency's operation. Our staff assists top-level and operational managers to develop and implement new waste management programs and conduct progress reviews, assess the current condition and impacts of waste management programs, design concepts for improving methods and technologies, and enhance oversight functions. The specific waste management services we offer in this key area include, but are not limited to, the services described below.

### **Waste Management Strategies and Feasibility Studies**

We are experienced in assisting clients develop, implement, and evaluate waste management strategies and conduct feasibility studies that are specific to their business operations, objectives, and future plans. We offer the following services related to waste management:

- **Strategic planning and program development.** We develop long-term strategic and short-term comprehensive waste management plans. Specifically, we determine strategic waste policies based on regulatory analyses, conduct data collection/analyses to assess current program status, conduct gap analysis to identify program needs, develop alternative strategies and analyze their costs and risks, and estimate program resource requirements and costs. We also provide collaborative decision-support tools; develop implementation plans; and establish long-term program performance goals.
- **Program improvement.** We help agencies evaluate waste management programs and implement opportunities for process improvement. Specifically, we assist organizations to analyze existing waste management services to reduce program costs and improve operational efficiency. We also develop and analyze process management flow diagrams to identify inefficiencies and establish appropriate performance metrics, collect and develop data to evaluate current performance and trends for initiating corrective measures, and assist in implementing selected process improvements to meet waste reduction and budgeting goals.
- **Feasibility studies.** We conduct studies to identify and evaluate alternative management approaches and treatment and disposal methods in response to actions required under RCRA Subtitles C, D, and I, or remediation required under CERCLA. We also assess the technical and economic feasibility of proven or innovative waste management practices and technologies, conduct regulatory analyses to determine requirements and any mitigating constraints, and conduct third-party reviews of proposed feasibility studies.
- **Hazardous Waste Operations and Emergency Response (HAZWOPER).** We help agencies identify and characterize potential agency involvement in HAZWOPER situations, identify agency training requirements; prepare and review agency planning documents, and assist in preparation of site-specific safety and health plans when necessary for actual hazardous waste operations.

### **Waste Characterization**

Effective, efficient and compliant waste management programs necessitate organizations to implement and maintain processes for identifying and tracking waste stream volumes and constituents. This requires an understanding of client-specific process operations. We offer the following services associated with waste characterization:

- **Operational process analysis.** We analyze facility and system process flows to identify all waste streams. We also help agencies evaluate process operations and chemical/physical analysis used to characterize waste streams, and recommend economically beneficial waste prevention and reduction options to include disposal, reuse, or recycling.
- **Waste analysis.** We design sampling and analyses programs, and analyze data generated by chemical/physical testing.

### **Health Hazard Assessments and Risk Analyses**

Protecting the safety and health of employees and the public is of paramount importance in the management of wastes. We offer the following health hazard assessment, exposure assessment, and risk analyses services:

- **Assessments.** We perform health hazard assessments, exposure assessments, and risk analyses to support waste management strategies, programs, and procedures. We develop and implement exposure-related monitoring programs in accordance with governmental regulation or agency policy. We also prepare and review site waste management plans and procedures to ensure the adequacy of RCRA-required safety and health guidelines.
- **Risk analyses.** We assess and apply risk evaluation processes and models for conducting economic and safety and health hazard risk assessments for decision-making and prioritizing actions, and determining associated costs (for corrective action, downtime, and lost work days).

### **Waste Collection, Transfer, Storage, and Disposal**

We offer the following services related to the collection, transfer, storage, and disposal of solid, hazardous, and industrial waste streams:

- **Operations analysis.** We assess agencywide or facility waste operations to evaluate compliance and performance of current practices.
- **Alternative technology analysis.** We research alternative waste collection, transfer, storage, and disposal techniques; evaluate options for implementing new practices; and develop concepts of operation and designing operational units. We also analyze cost-effectiveness of alternatives and identify appropriate program performance metrics.

### **Technology Assessment**

We offer the following services associated with the identification and evaluation of waste management technologies:

- **Sampling and analysis.** We evaluate and develop guidance on the application of new and emerging sampling and analytical technologies for characterizing potentially contaminated sites. We also identify appropriate

characterization technologies that provide timely data of sufficient quality for hazard identification and decision-making.

- **New and emerging technologies.** We evaluate the status and use of new and emerging site remediation and waste treatment technologies that can cost-effectively meet regulatory requirements.

### **Source Reduction and Recycling**

The Pollution Prevention Act of 1990 and Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, requires federal agencies to establish and achieve certain waste reduction and recycling goals, and employ acquisition planning and environmentally preferable purchasing practices. We offer the following services related to source reduction and recycling of wastes:

- **Assessment of management alternatives.** We research management options regarding source reduction and recycling, including assessing compliance and performance of current source reduction and recycling practices.
- **Opportunity evaluation.** We identify source reduction and recycling opportunities in agency practices for purchasing, using, or disposing of materials. We develop implementation strategies and performance measures, estimate cost and feasibility of alternative approaches and technologies, and create policy awareness and training guides.
- **Waste-to-energy assessments.** We assist agencies to develop "waste-to-energy" programs that include researching management options for linking waste services to energy production and assessing economic benefits of adopting or expanding current waste-to-energy programs.

### **Hazardous Material Advisory Services (crosswalk SIN 899-5)**

We work with senior managers to develop and implement programs related to purchasing, managing, and reducing hazardous materials. We support managers in assessing health, safety and environmental risks posed by hazardous materials. We also work with facility-level managers to implement hazardous materials management programs and activities that are cost-effective, adhere to health and safety requirements, and comply with environmental regulations. The specific hazardous materials advisory services we offer in this key area include, but are not limited to, the services described below.

#### **Safety and Health Risk Management**

Protecting the health and safety of employees and the public is the ultimate result of developing and implementing effective risk management programs. We offer the following safety and health risk management services:

- **Safety and health program management.** We identify and integrate safety and health requirements for hazardous materials management, and develop facility and agencywide safety and health plans that address worker safety and hazardous materials handling.

- **Safety and health risk assessments.** We provide support to medical and risk assessment organizations in performing technical research and population risk analyses related to hazardous materials.

### **Hazardous Materials Program Management**

We provide a broad spectrum of services for management of toxic and hazardous materials. (See Environmental Planning Services and Documentation for a more detailed description of our environmental, health and safety program management and planning services.) We offer the following services associated with hazardous materials management:

- **Program planning and performance measurement.** We develop agency and facility hazardous materials management and pollution prevention programs, develop project planning guides, conduct cost analyses of alternative management strategies, conduct benchmarking studies, perform life-cycle management studies of hazardous materials, and integrate health and safety considerations.
- **Pollution prevention planning.** We identify and evaluate source reduction and product substitution opportunities and conduct opportunity assessments, including cost-benefit analyses of alternative pollution prevention technologies. (See Environmental Compliance Services for other pollution prevention services.)
- **Program technical support.** We help agencies with program oversight activities, site compliance audits, spill plan updates, pollution prevention studies, hazard minimization studies, and toxicity-reduction and toxicity-identification evaluations.

### **Reporting and Compliance Software and Other Tools**

Our environmental and occupational health and safety professionals work closely with our information management specialists to develop and implement automated tools for streamlining regulatory reporting and compliance processes. We offer the following services associated with the development, implementation, and evaluation of reporting and compliance software and other tools:

- **Compliance analysis tools.** We develop frameworks and reporting categories to analyze and monitor hazardous materials program performance. We also are experienced in developing classification systems for analyzing root causes of noncompliance findings to reduce enforcement actions.
- **Hazardous materials tracking and reporting tools.** We develop automated tools to standardize and improve reporting and tracking of hazardous materials procurement and usage and develop agencywide electronic reporting formats (e.g., desktop data systems) to eliminate numerous and dissimilar state and federal formats. We also develop automated management systems for transferring data electronically and for managing compliance information.

### **Hazardous Materials Tracking Software and Related Software**

We assist government agencies in developing and implementing databases and other automated tools for tracking, storing, and analyzing hazardous materials program

data. We offer the following services for hazardous materials tracking and other related software:

- **Agency-level hazardous materials management.** We develop systems for transferring and storing of program information, developing performance measures for agency hazardous materials management programs, and tracking performance measures.
- **Hazardous materials technical database development.** We develop information management systems and processes to integrate new materials and information into new or existing data systems.

### **Hazardous Materials Purchasing Guidelines**

Agencies can reduce the amount of hazardous materials that they purchase, use, and generate by adopting purchasing strategies and policies that result in the use of more environmentally acceptable materials. We offer the following services for developing, implementing, and evaluating hazardous materials purchasing guidelines:

- **Requirements analyses.** We develop techniques for electronic review of regulations and specifications to identify the source and validity of mandated uses of hazardous materials.
- **Management systems analyses.** We help agencies assess the feasibility and cost-effectiveness of alternative methods for managing hazardous materials distribution and disposal.

### **Spill Response and Release Reporting**

We assist many of our clients with evaluating, developing, and improving their spill response and release reporting programs. We offer the following services in this work area:

- **Environmental release notification and reporting training.** We prepare comprehensive training manuals, including field exercises and workshop scenarios, covering release notification and reporting requirements for all major federal environmental laws.
- **Spill contingency plans.** We prepare facility-level and agencywide model plans, conduct training on plan implementation, provide third-party review of plans, and assess plan implementation.
- **Toxic Release Inventory (TRI) reporting.** We evaluate agencywide TRI programs, develop automated tools to assist with TRI reporting, and develop and deliver training on reporting procedures.
- **Spill hazard/impact assessments.** We evaluate the economic and environmental consequences and health risks of spill incidents, including those of oil, toxic chemicals, radioactive wastes, and biological and PCB-contaminated materials.

### **Material Safety Data Sheets**

We offer the following services associated with the generation, management, distribution, identification, and evaluation of material safety data sheets (MSDSs):

- **MSDS management and distribution.** We develop and execute agencywide MSDS management and distribution systems, including modeling, costing, and improving distribution and storage processes for MSDS data. We also modify existing data systems to incorporate MSDS data, and develop and implement national protocols for Web-based solutions for submitting and managing electronic MSDSs.
- **Technical assessment of MSDS information.** We assess the accuracy and adequacy of the environmental, safety, and health information in MSDSs furnished to or published by agencies.
- **MSDS archiving and media conversion.** We develop archive plans and programs, provide technical assessment and implementation for conversion from paper to electronic form, and assess physical distribution alternatives via CD-ROM or on-line access.

## **SIN C R799A - Energy Management and Program Support Services**

The following describes the energy management services we provide under the **GSA Consolidated Contract Schedule, SIN C R799A**. These services are equivalent to services described in **GSA Schedule 871-II, Energy Services**, SIN 871-200 and SIN 871-201. The complete LMI price list is available at: [LMI's Energy Management Services](#).

### **Energy Management Program Support (crosswalk SIN 871-200)**

LMI's overall objective in providing energy management program support services is to assist government agencies by integrating knowledge of laws and regulations, energy engineering principles, economic analysis, and understanding of energy technologies and organizational relationships to produce problem-solving strategies that are both practical and affordable. We provide both technical and managerial expertise to executive-level managers. We help define energy program objectives and prepare strategic plans and implementation strategies. We also work with agency and facility managers to improve their capabilities to conduct oversight activities, progress reviews, and concept evaluations. The specific services offered by LMI in the energy program management area include, but are not limited to, the following.

#### **Energy Planning and Strategies (Meeting Policy and Statutory Requirements)**

- **Program management or strategic planning.** We provide technical assistance to agencies to help them comply with Government Performance and Results Act (GPRA) requirements, and prepare detailed implementation plans, including mission and vision statements, energy conservation goals and objectives, and strategies for achieving them. We also identify program elements, determining resource requirements, and developing pertinent management tools.
- **Policy and guidance.** We develop energy management policies, procedures, handbooks, and other guidance documents; and we develop strategies to ensure effective integration of energy management requirements across agency functional areas.

- **Energy information systems.** We develop agency-specific automated information management systems for the repository and tracking of energy data and developing quality assurance plans for information management systems.
- **Energy training program.** We develop and deliver courses on subjects such as energy program management as an integral part of in-house training to produce certified energy managers. We also provide technical training on proven energy efficiency techniques and technologies.
- **Economic and policy analyses.** We develop energy project funding strategies and policies, and conduct life cycle economic analysis. We also prepare analytical tools and procedures to facilitate decision-making, and evaluate policy options (policy simulation).

### Energy Choice Analysis

- **Utility procurement.** We monitor/analyze electric and natural gas industry deregulation, and develop policies and strategies for buying utility services in a deregulated market.
- **Fuel choice selection.** We analyze energy use profiles and determine cost-effective fuel choices. We also integrate demand management concepts and life-cycle economic analyses to establish demand reduction and fuel switching capabilities.
- **Technical support.** We develop design and performance parameters for installing various equipment to establish demand reduction and fuel switching capabilities.
- **Training.** We develop and conduct training seminars on making optimum fuel choices.

### Risk Management

- **Energy risk assessment.** We assess and minimize potential operational and financial risks due to energy supply failures. We also develop alternative options to minimize potential impacts, and provide design and operating parameters for back-up or alternative options.
- **Fuel purchasing choice.** We analyze various energy procurement options (i.e., firm and interruptible, etc.) commensurate with potential risks and impacts of fluctuating energy prices.
- **Technical support.** We develop management software tools for assessing potential risks.

### Metering Services

- **Metering requirement analyses.** We determine the full range of metering solutions on the basis of energy use information needs, desired accuracy, and installation costs.
- **Technical support.** We develop design and performance parameters for meters depending on their purpose. We also allocate energy costs to tenants,

determine energy and cost savings from energy conservation measures, and monitor consumption.

### **Billing and Management Oversight**

- **Utility cost audits.** We review and verify utility billing to ensure proper rate category and securing reimbursements from over-billing, and we forecast budget needs.
- **Electronic payment.** We develop and adopt electronic financial transaction protocols for consolidating multiple billings into single billings and payments.
- **Electronic monitoring.** We develop web sites or tying into existing monitoring systems to produce real-time energy use and generation reports.

### **Preparing Agency Statements of Work**

- **Competitive utilities purchasing.** We develop sample requests for proposals and statements of work for energy purchases incorporating best management practices, procurement rules, strategic source support, costs, and customer support.
- **Energy retrofit projects.** We develop sample statements of work and design specifications for energy retrofit projects including proven and new emerging technologies, alternative financing options, utility company demand side management, and in-house contracting and procurement options.
- **Benchmarking and performance diagnostics.** We develop statements of work for conducting benchmarking and performance diagnostics in order to comply with legal and Executive Order requirements. We also establish internal criteria for nominating and rewarding superior energy efficiency performance.

### **Alternative Fuel Vehicles (AFVs)**

- **Agency legal requirements for AFVs.** Based on laws, regulations, and Executive orders, we identify agencies' legal requirements to purchase and operate AFVs.
- **Compliance strategies and strategic plans.** We help agencies develop strategies for complying with legal and other mandates, and we develop strategic plans and long-term budgets for fielding AFV fleets.
- **Plan AFV procurement.** We analyze agency vehicle requirements and related infrastructure and developing appropriate AFV programs.
- **Refueling infrastructure requirements for AFV fleets.** We assess agencies' facilities and their capacity to support AFVs. We also develop plans and budgets for the infrastructure needed to support AFVs.
- **Air emission projections from fleets that include AFVs.** We project greenhouse gases and other air emissions from vehicle fleets that include AFVs. We tailor the projections based on the existing fleet, projected

retirements of existing vehicles, and anticipated procurements of new vehicles.

## **Energy Audit Services (crosswalk SIN 871-201)**

LMI assists federal agencies in the conduct of on-site energy audits to determine facility energy use profiles and costs, calculate energy performance metrics, assess energy system efficiencies, as well as recommending cost-effective energy retrofit projects using life-cycle cost analyses. We also develop and recommend energy conservation and pollution prevention strategies, and assist in the development of pollution prevention plans that analyze and evaluate economic alternatives and technically feasible solutions. In addition, LMI conducts third-party reviews of energy audit reports, and we develop policies and procedures for Shared Energy Savings and Energy Savings Performance contracting.

### **Energy Audit**

Protocols/guidance document development. We develop energy self audit manuals and field checklists based on agency-specific protocols and on procedures for conducting on-site energy audits, management reviews and program evaluations.

- **Energy audit strategy.** We develop 10-year audit plans, and analyze data gaps, and determine cost-effective ways to collect data and develop energy projects.
- **Energy audit program implementation.** We conduct on-site energy audits ranging from cursory to comprehensive. We determine energy use profiles and costs, calculate energy performance metrics, and assess energy system efficiencies. We also recommend cost-effective energy retrofit projects using life-cycle cost analyses.
- **Energy audit for benchmarking.** We perform pre-audit planning and on-site inspections to determine benchmarking parameters. We also manage award programs for superior energy efficiency performance.
- **Energy system inventories and assessments.** We conduct surveys to identify major energy systems, develop automated management information systems to facilitate the development of retrofit project solutions, conduct assessments of energy consumption data, and evaluate progress towards achieving energy goals.
- **Energy audit for third-party financing.** We conduct energy audits and third-party reviews of energy audit reports. We also develop policies and procedures for Shared Energy Savings Performance contracting.

### **Resource Efficiency Management**

- **Opportunity assessments.** We conduct surveys and inventories to determine opportunities for energy conservation, pollution prevention, and other means to improve resource efficiency.
- **Pollution prevention plans.** We assist in the development of pollution prevention plans that analyze and evaluate economic alternatives and

technically feasible solutions. We also develop pollution prevention goals and targets through energy projects.

- **Environmental benefit determination.** We develop management tools to assess and estimate environmental benefits of energy projects.

### **Use of Alternative Energy Sources**

- **Green Power Procurement.** We analyze trade-offs between potential environmental benefits and costs, and we assess characteristics of alternative energy sources that potentially may be more benign to the environment.
- **Assessment of renewable energy technologies.** We determine cost effective applications of renewable and alternative energy sources given energy use profiles and costs of these technologies.

### **Building Commissioning Services**

- **Facility management and operation.** We develop checklists and performance parameters for building commissioning.
- **Building commissioning service.** We perform initial site inspections and follow ups, as necessary; providing unbiased, independent measurement and verification for new construction and major renovations.
- **Maintenance staff training.** We develop and deliver courses on topics such as emergency response planning, notification, and reporting procedures; radon gas measurement and laboratory testing; environmental certification program requirements; and roles, responsibilities, and training for environmental coordinators.

## **SIN C U099 - Other Education and Training Services**

The following describes the education and training services we provide under the **GSA Consolidated Contract Schedule, SIN C U099**, and formerly under the **Schedule 69, Course Development and Test Administration** (SIN 27-500) before being migrated to our new Consolidated schedule under SIN C U099. The complete LMI price list is available at: [LMI's Training Services](#).

### **Other Education and Training Services**

We have significant experience in developing and revising course materials, primarily in the GS 1102 curriculum.

Our Acquisition and Grants Management group combines the diverse talents of specialists in procurement, public contract law, program management, finance, acquisition logistics, grants management, and training development to provide innovative, practical solutions to public-sector training challenges. We also are well versed in federal acquisition systems, processes, and regulations as well as in recent reform legislation.

We apply this knowledge to develop sound and timely education and training products for the acquisition workforce. Those products cover the entire acquisition process, from strategic planning through contract administration and closeout, along with performance-based services contracting and competitive sourcing/A-76. These also follow the traditional instructional system design from workflow and task analysis through development of criterion-referenced learning objectives, performance-based instruction, and test measurement. In these products, we emphasize application and practice through case studies and participatory exercises.

LMI possesses the expertise necessary to develop Internet-based courseware, allowing students to exploit the resources of the Internet online universities, e-mail, chat rooms, and more than 320 million pages of information on the World Wide Web. Our Internet-based courseware represents the leading edge in the evolution of education and training for contract professionals, providing dynamic learning opportunities customized to the individual needs of the student.

Within the past 2 years, we have supported more than 20 government organizations in conducting hands-on, application workshops in the planning, development, and execution of performance-based services contracts. Typically attended by an organization's integrated process team, our workshops often result in the performance-based requirements, standards, measures, and quality assurance plans for converting current statements of work to performance-based contracts. We also convey final workshop products electronically for use in the preparation and release of solicitation packages to prospective offerors.

Our courseware facilitates self-paced, interactive student development with customized instruction and performance support tools directly related to the student's on-the-job responsibilities. We have assisted in the transition of core curriculum from classroom instruction and paper-based materials to Internet-based interactive, multi-media tutorials and performance support tools. We also help clients develop courseware tailored to the requirement of their contracts professionals, their positions, and their organizations.

# Contract Information, Labor Categories, and Labor Rates

## MOBIS

**1. Contract Number: GS-00F-0026M**

**Contract Period:** October 1, 2006–September 30, 2011

**Option Years:** October 1, 2011–September 30, 2016

October 1, 2016–September 30, 2021

**2. Maximum Order: \$1,000,000**

**3. Minimum Order: \$100**

**4. Geographic Coverage: Worldwide**

**5. Point of Production: McLean, Virginia**

**6. Discount/Prices: Net**

**7. Quality Discounts: None**

**8. Prompt Payment Terms: Net 30 days**

**9. Time of Delivery: Negotiated**

**10. FOB Point: Destination**

**11. Ordering Address:**

Logistics Management Institute

Attn: Bill Moeller

2000 Corporate Ridge

McLean, VA 22102-7805

(703) 917-7217

(703) 917-7100 (FAX)

E-mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)

Website: [www.lmi.org](http://www.lmi.org)

**12. Payment Address:**

*Direct Payment:*

Logistics Management Institute

Attn: Accounts Receivable

2000 Corporate Ridge

McLean, VA 22102-7805

*Electronic Fund Transfer or ACH Payment Information:*

Bank: SunTrust

Address: 8245 Boone Blvd., Suite 300

Vienna, VA 22182-3871

Route #: 061000104

Credit Card: Federal government purchase cards are accepted.

**13. Warranty Provision: None**

**14. Export Packing Charges: Actual cost, as required**

**15. Business Size: Large**

**16. Statistical Data for the Government Ordering Office Completion of Standard Form 279:**

Block 9: "G. Order/Modification Under Federal Schedule"

Block 16: Contractor Establishment Code (DUNS): "DUNS 053385738"

Block 30: Type of Contractor: "G. Other Nonprofit Organizations"

Block 36: Contractor's Tax Identification No. (TIN): 52-0741393

**17. Central Contractor Registration: CAGE Code 2D675**

## Labor Category Descriptions

The following table describes the 17 professional labor categories in our **Consolidated** (formerly Corporate) **Schedule contract, MOBIS SIN C R499**. Price comparisons should be made with consideration of the qualifications reflected in each labor category, including experience and education. Administrative support is included in the "Administrative Assistant" category.

Labor category	Function/position description	Typical position qualifications
Executive Program Manager	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Senior Program Manager	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Significant management experience with projects of increasing size and difficulty.
Senior Project Leader	Supervises multiple small to medium-sized, complex projects in the leader's area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.
Project Leader 1	Responsible for business and technical execution of large, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience in leading increasingly complex technical projects.
Project Leader 2	Responsible for business and technical execution of small to medium-size, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience. At least 5 years of experience in project leadership.

Labor category	Function/position description	Typical position qualifications
Senior Technical Specialist 1	Serves as the lead analyst on large, technically complex projects. May be responsible for executing less complex projects.	Advanced degree with minimum 10 years of experience, at least half in managing small tasks or subtasks.
Senior Technical Specialist 2	Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks.	Advanced degree with minimum 10 years of experience, at least 3 years of experience on large, technically complex projects.
Senior Technical Specialist 3	Serves as the lead analyst on large complex projects. May be responsible for executing one or more subtasks on a project.	Advanced degree with minimum 8 years of experience.
Technical Specialist 1	Provides specific technical expertise in engineering or other disciplines, performing high-level analytical assignments.	Bachelor's degree with minimum 10 years of experience.
Technical Specialist 2	Provides specific technical expertise in engineering or other disciplines, performing mid-level analytical assignments.	Bachelor's degree with minimum 8 years of experience.
Technical Specialist 3	Provides specific technical expertise in engineering or other disciplines, performing entry-level analytical assignments.	Bachelor's degree with minimum 5 years of experience.
Analyst/Engineer 1	Serves as a project team member.	Bachelor's degree with minimum 3 years of experience.
Analyst/Engineer 2	Serves as a project team member.	Bachelor's degree with minimum 1 year of experience.
Analyst/Engineer 3	Serves as a project team member.	Bachelor's degree with less than 1 year of experience.
Technician	Supports technical research for projects, including database management and computer support.	Bachelor's degree with no experience; includes summer interns with technical backgrounds.
Research Assistant	Provides general research support to projects.	Bachelor's degree with no experience or high school with experience; includes summer interns.

Labor category	Function/position description	Typical position qualifications
Administrative Support	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.	Experience in preparing and reviewing reports, briefings, and other materials.

## Labor Category Rates

Our labor rates for SIN C R499 through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Executive Program Manager	\$315.90	\$328.54	\$341.68	\$355.35	\$369.56
Senior Program Manager	\$246.95	\$256.83	\$267.10	\$277.78	\$288.89
Senior Project Leader	\$209.64	\$218.03	\$226.75	\$235.82	\$245.25
Project Leader 1	\$186.01	\$193.46	\$201.19	\$209.24	\$217.61
Project Leader 2	\$169.46	\$176.24	\$183.29	\$190.62	\$198.25
Senior Technical Specialist 1	\$159.17	\$165.54	\$172.16	\$179.05	\$186.21
Senior Technical Specialist 2	\$151.07	\$157.11	\$163.40	\$169.94	\$176.73
Senior Technical Specialist 3	\$143.46	\$149.20	\$155.16	\$161.37	\$167.83
Technical Specialist 1	\$133.68	\$139.03	\$144.59	\$150.37	\$156.39
Technical Specialist 2	\$122.50	\$127.40	\$132.49	\$137.79	\$143.30
Technical Specialist 3	\$111.21	\$115.66	\$120.28	\$125.09	\$130.10
Analyst/Engineer 1	\$97.95	\$101.87	\$105.94	\$110.18	\$114.59
Analyst/Engineer 2	\$85.87	\$89.31	\$92.88	\$96.60	\$100.46
Analyst/Engineer 3	\$77.88	\$80.99	\$84.23	\$87.60	\$91.11
Technician	\$65.89	\$68.53	\$71.27	\$74.12	\$77.09

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Research Assistant	\$35.61	\$37.04	\$38.52	\$40.06	\$41.66
Administrative Support	\$72.76	\$75.67	\$78.70	\$81.84	\$85.12

Notes:

1. Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
2. LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
3. Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
4. Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
5. These labor rates are effective October 1, 2006.
6. The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.

## Training Services

We offer five 2-day training courses:

- ◆ Leadership Assessment
- ◆ Strategic Planning
- ◆ Survey Methods
- ◆ ISO 9000
- ◆ Activity-Based Costing.

The rates for these courses are shown in the following table.

### Contract Period Course Rates

Any course <sup>a</sup>	FY07	FY08	FY09	FY10	FY11
1 to 10 participants	\$8,958.07	\$9,316.39	\$9,689.05	\$10,076.61	\$10,479.68
Additional for each participant in excess of 10 <sup>b</sup>	\$43.36	\$45.09	\$46.90	\$48.77	\$50.72

<sup>a</sup> The applicable course price is based on the fiscal year in which the course is being presented. Pricing for custom courses is based upon the pricing above plus the cost of any books and materials. The content, scope, and class size of customized courses will be separately negotiated with each customer.

<sup>b</sup> Maximum number of participants for any course is 30.

# Information Technology Services

**Contract Number:** GS-00F-0026M

**Contract Period:** October 1, 2006–September 30, 2011

**Option Years:** October 1, 2011–September 30, 2016  
October 1, 2016–September 30, 2021

1. **Geographic Scope of Contract:** The Geographic Scope of Contract will be domestic and overseas delivery.

2. **Contractor's Ordering Address and Payment Information:**

**Ordering Address:**

Logistics Management Institute  
Attn: Bill Moeller  
2000 Corporate Ridge  
McLean, VA 22102-7805  
(703) 917-7217  
(703) 917-7100 (FAX)

E-mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)  
Website: [www.lmi.org](http://www.lmi.org)

**Payment Address:**

*Direct Payment:*  
Logistics Management Institute  
Attn: Accounts Receivable  
2000 Corporate Ridge  
McLean, VA 22102-7805

*Electronic Fund Transfer or ACH Payment Information:*  
Bank: SunTrust  
Address: 8245 Boone Blvd., Suite 300  
Vienna, VA 22182-3871  
Route #: 061000104

**Credit Card:** Federal government purchase cards are accepted.

3. **Liability for Injury or Damage:** The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. **Statistical Data for Government Ordering Office Completion Of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 053385738  
Block 30: Type of Contractor : "G. Other Nonprofit Organization"  
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-0741393

5. **Central Contractor Registration:** CAGE Code 2D675. Contractor has registered with the Central Contractor Registration Database.

6. **FOB Point:** Destination

7. **Delivery Schedule:** As negotiated between the ordering office and the contractor.

8. **Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Other: None

**9. Trade Agreements Act of 1979, as amended:** All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**10. Statement Concerning Availability of Export Packing:** None

**11. Small Requirements:** The minimum dollar value of orders to be issued is \$100.

**12. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)**

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

Special Item Number 132-52 - Electronic Commerce (EC) Services

**13. Ordering Procedures for Federal Supply Schedule Contracts:** Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**14. Federal Information Technology/Telecommunication Standards Requirements:**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

a. **Federal Information Processing Standards Publications (FIPS Pubs):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

b. **Federal Telecommunication Standards (Fed-Stds):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

## 15. Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2001)

- a. **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- c. **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**16. Contract Administration for Ordering Activities:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

**17. GSA Advantage!** GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering

information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

**18. Purchase of Open Market Items:** NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS)—referred to as open market items—to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if:**

- a. All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- b. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**19. Contractor Commitments, Warranties and Representations**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

**20. Overseas Activities:** The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

**None**

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

- 21. Blanket Purchase Agreements (BPAs):** The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).
- 22. Contractor Team Arrangements:** Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.
- 23. Installation, Deinstallation, Reinstallation:** The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

- 24. Section 508 Compliance:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.lmi.org](http://www.lmi.org).

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

- 25. Prime Contractor Ordering From Federal Supply Schedules:** Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

- 26. Insurance—Work on a Government Installation (Jan 1997)(FAR 52.228-5)**

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that

any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**27. Software Interoperability:** Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**28. Advance Payments:** A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

## Labor Category Descriptions & Typical Qualifications

Labor categories position descriptions	Education	Experience (years)
<p style="text-align: center;"><b>Senior Manager</b></p> <p>Oversees all phases of IT professional services projects to ensure quality and timely delivery. Interfaces with top- and mid-level officials to identify IT functional requirements, system acquisition requirements, and implementation support.</p>	<ul style="list-style-type: none"> <li>• Advanced degree</li> </ul>	<ul style="list-style-type: none"> <li>• More than 20 years</li> </ul>
<p style="text-align: center;"><b>Senior Information Systems/ Functional Leader</b></p> <p>Has supervisory responsibility for multiple projects and is principal liaison with clients on the direction of the project for system development, acquisition, and implementation.</p>	<ul style="list-style-type: none"> <li>• Advanced degree</li> </ul>	<ul style="list-style-type: none"> <li>• More than 15 years</li> </ul>
<p style="text-align: center;"><b>Information Systems/Functional Leader</b></p> <p>Provides day-to-day project direction. Interfaces with clients. Performs high-level analytical consulting.</p>	<ul style="list-style-type: none"> <li>• Advanced degree</li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 years</li> </ul>

<b>Labor categories position descriptions</b>	<b>Education</b>	<b>Experience (years)</b>
<b>Senior Information Technologist/ Functional Specialist</b> Recommends products and conducts analyses on most appropriate technologies needed to support client requirements.	<ul style="list-style-type: none"> <li>Bachelors degree</li> </ul>	<ul style="list-style-type: none"> <li>More than 5 years</li> </ul>
<b>Information Technologist/Functional Specialist</b> Serves as member of the planning assessment, acquisition support, or implementation support team performing mid-level assignments.	<ul style="list-style-type: none"> <li>Bachelors degree</li> </ul>	<ul style="list-style-type: none"> <li>More than 1 year</li> </ul>
<b>Research Assistant</b> Provides assistance in carrying out projects with emphasis as facilitator, analyst, and fact finder.	<ul style="list-style-type: none"> <li>Bachelors degree</li> </ul>	<ul style="list-style-type: none"> <li>Less than 1 year</li> </ul>

Note: Advanced degree is a minimum of a master's.

## Labor Category Rates

Our labor rates for IT services through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

<b>Labor categories</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
Senior Manager	\$246.97	\$256.85	\$267.12	\$277.80	\$288.92
Senior Information Systems/Functional Leader	\$185.07	\$192.47	\$200.17	\$208.18	\$216.50
Information Systems/Functional Leader	\$151.69	\$157.76	\$164.07	\$170.63	\$177.46
Senior Information Technologist/Functional Specialist	\$128.64	\$133.79	\$139.14	\$144.71	\$150.49
Information Technologist/Functional Specialist	\$92.23	\$95.92	\$99.76	\$103.75	\$107.90
Research Assistant	\$70.99	\$73.83	\$76.78	\$79.85	\$83.05

**Notes:**

- Administrative support costs, not to exceed 5 percent of the extended price calculated using the above labor rates, will be added to any resultant delivery order.
- Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
- LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
- Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
- Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
- These labor rates are effective October 1, 2006.
- The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.

## Financial Management Services

1. **Contract Number:** GS-00F-0026M  
**Contract Period:** October 1, 2006–September 30, 2011  
**Option Years:** October 1, 2011–September 30, 2016  
October 1, 2016–September 30, 2021
2. **Maximum Order:** \$500,000 per SIN
3. **Minimum Order:** \$100
4. **Geographic Coverage:** Worldwide
5. **Point of Production:** McLean, Virginia
6. **Discount/Prices:** Net
7. **Other Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
9. **Federal Government Purchase Cards Accepted**
10. **Ordering Address:**  
Logistics Management Institute  
Attn: Bill Moeller  
2000 Corporate Ridge  
McLean, VA 22102-7805  
(703) 917-7217 E-mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)  
(703) 917-7100 (fax) Website: [www.lmi.org](http://www.lmi.org)
11. **Payment Address:**  
*Direct Payment:*  
Logistics Management Institute  
Attn: Accounts Receivable  
2000 Corporate Ridge  
McLean, VA 22102-7805  
*Electronic Fund Transfer or ACH Payment Information:*  
Bank: SunTrust  
Address: 8245 Boone Blvd., Suite 300  
Vienna, VA 22182-3871  
Route #: 061000104
12. **Terms and Conditions of Government Purchase Card Acceptance (if applicable):**  
Negotiable
13. **508 Compliant:** Yes
14. **Business Information:**  
Contractor Establishment Code (DUNS): "DUNS 053385738"  
Contractor's Tax Identification Number (TIN): 52-0741393  
Type of Contractor: "G. Other Nonprofit Organizations"
15. **Central Contractor Registration:** CAGE Code 2D675

## Labor Category Descriptions

The following table describes the 17 professional labor categories in our **Consolidated (formerly Corporate) Schedule contract, Financial Services SIN C R710**. Price comparisons should be made with consideration of the qualifications reflected in each labor category, including

experience and education. Administrative support is included in the “Administrative Assistant” category.

Labor category	Function/position description	Typical position qualifications
Executive Program Manager	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Senior Program Manager	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Significant management experience with projects of increasing size and difficulty.
Senior Project Leader	Supervises multiple small to medium-sized, complex projects in the leader’s area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.
Project Leader 1	Responsible for business and technical execution of large complex projects. Interacts with client on technical issues: finance, accounting, or other technical specialty.	Advanced degree with minimum 12 years of experience in leading increasingly complex technical projects.
Project Leader 2	Responsible for business and technical execution of small to medium-size, complex projects. Interacts with client on technical issues. May be responsible for executing less complex projects.	Advanced degree with minimum 12 years of experience. At least 5 years of experience in project leadership.
Senior Financial Analyst 1	Serves as the lead analyst on large, technically complex projects.	Advanced degree with minimum 10 years of experience, at least half in managing small tasks or subtasks.
Senior Financial Analyst 2	Serves as the lead analyst on technically complex projects. May be responsible for integrating results from multiple subtasks.	Advanced degree with minimum 10 years of experience, at least 3 years of experience on large, technically complex projects.
Financial Analyst 1	Serves as the lead analyst on large complex projects. May be responsible for executing one or more subtasks on a project.	Advanced degree with minimum 8 years of experience

Labor category	Function/position description	Typical position qualifications
Financial Analyst 2	Provides specific technical expertise in finance, accounting, or other disciplines, performing high-level analytical assignments.	Bachelor's degree with minimum 10 years of experience.
Senior Systems Analyst	Provides specific technical expertise in finance, accounting, or other disciplines, performing mid-level analytical assignments.	Bachelor's degree with minimum 8 years of experience.
Systems Analyst	Provides specific technical expertise in finance, accounting, or other disciplines, performing entry-level analytical assignments.	Bachelor's degree with minimum 5 years of experience.
Senior Business Analyst	Serves as a project team member.	Bachelor's degree with minimum 3 years of experience.
Business Analyst 1	Serves as a project team member.	Bachelor's degree with minimum 1 year of experience.
Business Analyst 2	Serves as a project team member.	Bachelor's degree with less than 1 year of experience.
Business Analyst 3	Supports technical research for projects, including database management and computer support.	Bachelor's degree with no experience; includes summer interns with technical backgrounds.
Research Assistant	Provides general research support to projects.	Bachelor's degree with no experience or high school with experience; includes summer interns.
Administrative Support	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.	Experience in preparing and reviewing reports, briefings, and other materials.

## Labor Category Rates

Our labor rates for SIN C R710 through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Executive Program Manager	\$315.90	\$328.54	\$341.68	\$355.35	\$369.56
Senior Program Manager	\$246.95	\$256.83	\$267.10	\$277.78	\$288.89
Senior Project Leader	\$209.64	\$218.03	\$226.75	\$235.82	\$245.25

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Project Leader 1	\$186.01	\$193.46	\$201.19	\$209.24	\$217.61
Project Leader 2	\$169.46	\$176.24	\$183.29	\$190.62	\$198.25
Senior Financial Analyst 1	\$159.17	\$165.54	\$172.16	\$179.05	\$186.21
Senior Financial Analyst 2	\$151.07	\$157.11	\$163.40	\$169.94	\$176.73
Financial Analyst 1	\$143.46	\$149.20	\$155.16	\$161.37	\$167.83
Financial Analyst 2	\$133.68	\$139.03	\$144.59	\$150.37	\$156.39
Senior Systems Analyst	\$122.50	\$127.40	\$132.49	\$137.79	\$143.30
Systems Analyst	\$111.21	\$115.66	\$120.28	\$125.09	\$130.10
Senior Business Analyst	\$97.95	\$101.87	\$105.94	\$110.18	\$114.59
Business Analyst 1	\$85.87	\$89.31	\$92.88	\$96.60	\$100.46
Business Analyst 2	\$77.88	\$80.99	\$84.23	\$87.60	\$91.11
Business Analyst 3	\$65.89	\$68.53	\$71.27	\$74.12	\$77.09
Research Assistant	\$35.61	\$37.04	\$38.52	\$40.06	\$41.66
Administrative Support	\$72.76	\$75.67	\$78.70	\$81.84	\$85.12

Notes:

1. Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
2. LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
3. Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
4. Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
5. These labor rates are effective October 1, 2006.
6. The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.

## Logistics Support Services (LOGWORLD)

1. **Contract Number:** GS-00F-0026M

**Contract Period:** October 1, 2006–September 30, 2011

**Option Years:** October 1, 2011–September 30, 2016  
October 1, 2016–September 30, 2021

2. **Maximum Order:** \$1,000,000

3. **Minimum Order:** \$100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** McLean, Virginia

6. **Discount/Prices:** Net

- 7. **Other Discounts:** None
- 8. **Prompt Payment Terms:** Net 30 days
- 9. **Federal Government Purchase Cards Accepted**
- 10. **Foreign Items:** N/A
- 11a. **Time of Delivery:** Negotiated with each order
- 11b. **Expedited Delivery:** N/A
- 11c. **Overnight and 2-Day Delivery:** Actual cost as required
- 11d. **Urgent Requirements:** N/A
- 12. **FOB Point:** McLean, Virginia
- 13a. **Ordering Address:**

Logistics Management Institute  
Attn: Bill Moeller  
2000 Corporate Ridge  
McLean, VA 22102-7805  
(703) 917-7217  
(703) 917-7100 (FAX)

E-mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)  
Web site: <http://www.lmi.org/>

**14. Payment Address:**

*Direct Payment:*  
Logistics Management Institute  
Attn: Accounts Receivable  
2000 Corporate Ridge  
McLean, VA 22102-7805

*Electronic Fund Transfer or ACH Payment Information:*  
Bank: SunTrust  
Address: 8245 Boone Blvd., Suite 300  
Vienna, VA 22182-3871  
Route #: 061000104

- 15. **Warranty Provision:** None
- 16. **Export Packing Charges:** Actual cost, as required
- 17. **Terms and Conditions of Government Purchase Card Acceptance:** Negotiable
- 18. **Terms And Conditions of Rental, Maintenance, and Repair:** N/A
- 19. **Terms and Conditions of Installation:** N/A
- 20. **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. **Environmental Attributes:** N/A
- 25. **Data Universal Number System (DUNS):** 053385738
- 26. **Central Contractor Registration (CCR):** CAGE Code 2D675
- 27. **Net Billing:** N/A
- 28. **Purchase of Incidental, Non-Schedule Items:** N/A

## Labor Category Descriptions

The following table describes the 17 professional labor categories in our **Consolidated (formerly Corporate) Schedule contract, LOGWORLD SIN C R706**. Price comparisons should be made with consideration of the qualifications reflected in each labor category, including experience and education. Administrative support is included in the “Administrative Assistant” category.

Labor category	Function/position description	Typical position qualifications
Executive Program Manager	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Senior Program Manager	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Significant management experience with projects of increasing size and difficulty.
Senior Project Leader	Supervises multiple small to medium-sized, complex projects in the leader's area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.
Project Leader 1	Responsible for business and technical execution of large, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience in leading increasingly complex technical projects.
Project Leader 2	Responsible for business and technical execution of small to medium-size, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience. At least 5 years of experience in project leadership.
Senior Technical Specialist 1	Serves as the lead analyst on large, technically complex projects. May be responsible for executing less complex projects.	Advanced degree with minimum 10 years of experience, at least half in managing small tasks or subtasks.

Labor category	Function/position description	Typical position qualifications
Senior Technical Specialist 2	Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks.	Advanced degree with minimum 10 years of experience, at least 3 years of experience on large, technically complex projects.
Senior Technical Specialist 3	Serves as the lead analyst on large complex projects. May be responsible for executing one or more subtasks on a project.	Advanced degree with minimum 8 years of experience.
Technical Specialist 1	Provides specific technical expertise in engineering or other disciplines, performing high-level analytical assignments.	Bachelor's degree with minimum 10 years of experience.
Technical Specialist 2	Provides specific technical expertise in engineering or other disciplines, performing mid-level analytical assignments.	Bachelor's degree with minimum 8 years of experience.
Technical Specialist 3	Provides specific technical expertise in engineering or other disciplines, performing entry-level analytical assignments.	Bachelor's degree with minimum 5 years of experience.
Analyst/Engineer 1	Serves as a project team member.	Bachelor's degree with minimum 3 years of experience.
Analyst/Engineer 2	Serves as a project team member.	Bachelor's degree with minimum 1 year of experience.
Analyst/Engineer 3	Serves as a project team member.	Bachelor's degree with less than 1 year of experience.
Technician	Supports technical research for projects, including database management and computer support.	Bachelor's degree with no experience; includes summer interns with technical backgrounds.
Research Assistant	Provides general research support to projects.	Bachelor's degree with no experience or high school with experience; includes summer interns.
Administrative Support	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.	Experience in preparing and reviewing reports, briefings, and other materials.

## Labor Category Rates

Our labor rates for SIN C R706 through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Executive Program Manager	\$315.90	\$328.54	\$341.68	\$355.35	\$369.56
Senior Program Manager	\$246.95	\$256.83	\$267.10	\$277.78	\$288.89
Senior Project Leader	\$209.64	\$218.03	\$226.75	\$235.82	\$245.25
Project Leader 1	\$186.01	\$193.46	\$201.19	\$209.24	\$217.61
Project Leader 2	\$169.46	\$176.24	\$183.29	\$190.62	\$198.25
Senior Technical Specialist 1	\$159.17	\$165.54	\$172.16	\$179.05	\$186.21
Senior Technical Specialist 2	\$151.07	\$157.11	\$163.40	\$169.94	\$176.73
Senior Technical Specialist 3	\$143.46	\$149.20	\$155.16	\$161.37	\$167.83
Technical Specialist 1	\$133.68	\$139.03	\$144.59	\$150.37	\$156.39
Technical Specialist 2	\$122.50	\$127.40	\$132.49	\$137.79	\$143.30
Technical Specialist 3	\$111.21	\$115.66	\$120.28	\$125.09	\$130.10
Analyst/Engineer 1	\$97.95	\$101.87	\$105.94	\$110.18	\$114.59
Analyst/Engineer 2	\$85.87	\$89.31	\$92.88	\$96.60	\$100.46
Analyst/Engineer 3	\$77.88	\$80.99	\$84.23	\$87.60	\$91.11
Technician	\$65.89	\$68.53	\$71.27	\$74.12	\$77.09
Research Assistant	\$35.61	\$37.04	\$38.52	\$40.06	\$41.66
Administrative Support	\$72.76	\$75.67	\$78.70	\$81.84	\$85.12

**Notes:**

1. Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
2. LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
3. Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
4. Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
5. These labor rates are effective October 1, 2006.
6. The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.

## Professional Engineering Services (PES)

1. **Contract Number:** GS-00F-0026M  
**Contract Period:** October 1, 2006–September 30, 2011  
**Option Years:** October 1, 2011–September 30, 2016  
October 1, 2016–September 30, 2021
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage:** Worldwide
5. **Point of Production:** McLean, Virginia
6. **Discount/Prices:** Net
7. **Other Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
9. **Federal Government Purchase Cards Accepted**
10. **Ordering Address:**

Logistics Management Institute  
Attn: Bill Moeller  
2000 Corporate Ridge  
McLean, VA 22102-7805  
(703) 917-7217 E-Mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)  
(703) 917-7100 (FAX) Web site: [www.lmi.org](http://www.lmi.org)
11. **Payment Address:**

Direct Payment:  
Logistics Management Institute  
Attn: Accounts Receivable  
2000 Corporate Ridge  
McLean, VA 22102-7805

*Electronic Fund Transfer or ACH Payment Information:*  
Bank: SunTrust  
Address: 8245 Boone Blvd., Suite 300  
Vienna, VA 22182-3871  
Route #: 061000104
12. **Export Packing Charges:** N/A
13. **Terms and Conditions of Government Purchase Card Acceptance (if applicable):**  
See purchase card information in 9
14. **Y2K Compliant:** Yes
15. **Environmental Attributes:** N/A
16. **Business Information:**

Contractor Establishment Code (DUNS): "DUNS 053385738"  
Contractor's Tax Identification No. (TIN): 52-0741393  
Type of Contractor: "G. Other Nonprofit Organizations"
17. **Central Contractor Registration:** CAGE Code 2D675

## Labor Category Descriptions

The following table describes 17 professional labor categories in our **Consolidated (formerly Corporate) Schedule contract, PES SIN C R425** covering civil, mechanical, and electrical engineering services. Price comparisons should consider the qualifications reflected in each labor category including experience and education. Administrative support is included in the “Administration Assistant” category.

Labor category	Function/position description	Typical position qualifications
Executive Program Manager	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Senior Program Manager	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Significant management experience with projects of increasing size and difficulty.
Senior Project Leader	Supervises multiple small to medium-sized, complex projects in the leader's area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.
Project Leader 1	Responsible for business and technical execution of large, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience in leading increasingly complex technical projects.
Project Leader 2	Responsible for business and technical execution of small to medium-size, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience. At least 5 years of experience in project leadership.
Senior Technical Specialist 1	Serves as the lead analyst on large, technically complex projects. May be responsible for executing less complex projects.	Advanced degree with minimum 10 years of experience, at least half in managing small tasks or subtasks.
Senior Technical Specialist 2	Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks.	Advanced degree with minimum 10 years of experience, at least 3 years of experience on large, technically complex projects.

Labor category	Function/position description	Typical position qualifications
Senior Technical Specialist 3	Serves as the lead analyst on large complex projects. May be responsible for executing one or more subtasks on a project.	Advanced degree with minimum 8 years of experience.
Technical Specialist 1	Provides specific technical expertise in engineering or other disciplines, performing high-level analytical assignments.	Bachelor's degree with minimum 10 years of experience.
Technical Specialist 2	Provides specific technical expertise in engineering or other disciplines, performing mid-level analytical assignments.	Bachelor's degree with minimum 8 years of experience.
Technical Specialist 3	Provides specific technical expertise in engineering or other disciplines, performing entry-level analytical assignments.	Bachelor's degree with minimum 5 years of experience.
Analyst/Engineer 1	Serves as a project team member.	Bachelor's degree with minimum 3 years of experience.
Analyst/Engineer 2	Serves as a project team member.	Bachelor's degree with minimum 1 year of experience.
Analyst/Engineer 3	Serves as a project team member.	Bachelor's degree with less than 1 year of experience.
Technician	Supports technical research for projects, including database management and computer support.	Bachelor's degree with no experience; includes summer interns with technical backgrounds.
Research Assistant	Provides general research support to projects.	Bachelor's degree with no experience or high school with experience; includes summer interns.
Administrative Support	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.	Experience in preparing and reviewing reports, briefings, and other materials.

## Labor Category Rates

Our labor rates for SIN C R425 through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Executive Program Manager	\$315.90	\$328.54	\$341.68	\$355.35	\$369.56
Senior Program Manager	\$246.95	\$256.83	\$267.10	\$277.78	\$288.89
Senior Project Leader	\$209.64	\$218.03	\$226.75	\$235.82	\$245.25
Project Leader 1	\$186.01	\$193.46	\$201.19	\$209.24	\$217.61
Project Leader 2	\$169.46	\$176.24	\$183.29	\$190.62	\$198.25
Senior Technical Specialist 1	\$159.17	\$165.54	\$172.16	\$179.05	\$186.21
Senior Technical Specialist 2	\$151.07	\$157.11	\$163.40	\$169.94	\$176.73
Senior Technical Specialist 3	\$143.46	\$149.20	\$155.16	\$161.37	\$167.83
Technical Specialist 1	\$133.68	\$139.03	\$144.59	\$150.37	\$156.39
Technical Specialist 2	\$122.50	\$127.40	\$132.49	\$137.79	\$143.30
Technical Specialist 3	\$111.21	\$115.66	\$120.28	\$125.09	\$130.10
Analyst/Engineer 1	\$97.95	\$101.87	\$105.94	\$110.18	\$114.59
Analyst/Engineer 2	\$85.87	\$89.31	\$92.88	\$96.60	\$100.46
Analyst/Engineer 3	\$77.88	\$80.99	\$84.23	\$87.60	\$91.11
Technician	\$65.89	\$68.53	\$71.27	\$74.12	\$77.09
Research Assistant	\$35.61	\$37.04	\$38.52	\$40.06	\$41.66
Administrative Support	\$72.76	\$75.67	\$78.70	\$81.84	\$85.12

**Notes:**

1. Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
2. LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
3. Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
4. Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
5. These labor rates are effective October 1, 2006.
6. The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.

## Environmental Services

**1. Contract Number:** GS-00F-0026M

**Contract Period:** October 1, 2006–September 30, 2011  
**Option Years:** October 1, 2011–September 30, 2016  
October 1, 2016–September 30, 2021

**2. Maximum Order:** \$1,000,000

**3. Minimum Order:** \$100

**4. Geographic Coverage:** Worldwide

**5. Point of Production:** McLean, Virginia

**6. Discount/Prices:** Net

**7. Other Discounts:** None

**8. Prompt Payment Terms:** Net 30 days

**9. FOB Point:** Destination

**10. Ordering Address:**

Logistics Management Institute  
Attn: Bill Moeller  
2000 Corporate Ridge  
McLean, VA 22102-7805  
(703) 917-7217 E-mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)  
(703) 917-7100 (FAX) Web site: <http://www.lmi.org/>

**11. Payment Address:**

*Direct Payment:*

Logistics Management Institute  
Attn: Accounts Receivable  
2000 Corporate Ridge  
McLean, VA 22102-7805

*Electronic Fund Transfer or ACH Payment Information:*

Bank: SunTrust  
Address: 8245 Boone Blvd., Suite 300  
Vienna, VA 22182-3871  
Route #: 061000104

Credit Card: Federal government purchase cards are accepted.

**12. Warranty Provision:** None

**13. Export Packing Charges:** Actual cost, as required

**14. Terms and Conditions of Government Purchase Card Acceptance:** See purchase card information above

**15. Terms and Conditions of Rental, Maintenance, and Repair:** N/A

**16. Business Size:** Large

**17. Statistical Data for the Government Ordering Office Completion of Standard Form 279:**

Block 9: "G. Order/Modification Under Federal Schedule"  
Block 16: Contractor Establishment Code (DUNS): "DUNS 053385738"  
Block 30: Type of Contractor: "G. Other Nonprofit Organizations"  
Block 36: Contractor's Tax Identification No. (TIN): 52-0741393

**18. Central Contractor Registration:** CAGE Code 2D675

**19. Contractor Is Registered in the Central Contractor Registration (CCR) Database**

## Labor Category Descriptions

The following table describes the 17 professional labor categories in our **Consolidated (formerly Corporate) Schedule contract, Environmental Advisory Services SIN C F999**. Price comparisons should be made with consideration of the qualifications reflected in each labor category, including experience and education. Administrative support is included in the “Administrative Assistant” category.

Labor category	Function/position description	Typical position qualifications
Executive Program Manager	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Senior Program Manager	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Significant management experience with projects of increasing size and difficulty.
Senior Project Leader	Supervises multiple small to medium-sized, complex projects in the leader’s area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.
Project Leader 1	Responsible for business and technical execution of large, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience in leading increasingly complex technical projects.
Project Leader 2	Responsible for business and technical execution of small to medium-size, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience. At least 5 years of experience in project leadership.
Senior Technical Specialist 1	Serves as the lead analyst on large, technically complex projects. May be responsible for executing less complex projects.	Advanced degree with minimum 10 years of experience, at least half in managing small tasks or subtasks.
Senior Technical Specialist 2	Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks.	Advanced degree with minimum 10 years of experience, at least 3 years of experience on large, technically complex projects.

Labor category	Function/position description	Typical position qualifications
Senior Technical Specialist 3	Serves as the lead analyst on large complex projects. May be responsible for executing one or more subtasks on a project.	Advanced degree with minimum 8 years of experience.
Technical Specialist 1	Provides specific technical expertise in engineering or other disciplines, performing high-level analytical assignments.	Bachelor's degree with minimum 10 years of experience.
Technical Specialist 2	Provides specific technical expertise in engineering or other disciplines, performing mid-level analytical assignments.	Bachelor's degree with minimum 8 years of experience.
Technical Specialist 3	Provides specific technical expertise in engineering or other disciplines, performing entry-level analytical assignments.	Bachelor's degree with minimum 5 years of experience.
Analyst/Engineer 1	Serves as a project team member.	Bachelor's degree with minimum 3 years of experience.
Analyst/Engineer 2	Serves as a project team member.	Bachelor's degree with minimum 1 year of experience.
Analyst/Engineer 3	Serves as a project team member.	Bachelor's degree with less than 1 year of experience.
Technician	Supports technical research for projects, including database management and computer support.	Bachelor's degree with no experience; includes summer interns with technical backgrounds.
Research Assistant	Provides general research support to projects.	Bachelor's degree with no experience or high school with experience; includes summer interns.
Administrative Support	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.	Experience in preparing and reviewing reports, briefings, and other materials.

## Labor Category Rates

Our labor rates for SIN C F999 through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Executive Program Manager	\$315.90	\$328.54	\$341.68	\$355.35	\$369.56
Senior Program Manager	\$246.95	\$256.83	\$267.10	\$277.78	\$288.89
Senior Project Leader	\$209.64	\$218.03	\$226.75	\$235.82	\$245.25
Project Leader 1	\$186.01	\$193.46	\$201.19	\$209.24	\$217.61
Project Leader 2	\$169.46	\$176.24	\$183.29	\$190.62	\$198.25
Senior Technical Specialist 1	\$159.17	\$165.54	\$172.16	\$179.05	\$186.21
Senior Technical Specialist 2	\$151.07	\$157.11	\$163.40	\$169.94	\$176.73
Senior Technical Specialist 3	\$143.46	\$149.20	\$155.16	\$161.37	\$167.83
Technical Specialist 1	\$133.68	\$139.03	\$144.59	\$150.37	\$156.39
Technical Specialist 2	\$122.50	\$127.40	\$132.49	\$137.79	\$143.30
Technical Specialist 3	\$111.21	\$115.66	\$120.28	\$125.09	\$130.10
Analyst/Engineer 1	\$97.95	\$101.87	\$105.94	\$110.18	\$114.59
Analyst/Engineer 2	\$85.87	\$89.31	\$92.88	\$96.60	\$100.46
Analyst/Engineer 3	\$77.88	\$80.99	\$84.23	\$87.60	\$91.11
Technician	\$65.89	\$68.53	\$71.27	\$74.12	\$77.09
Research Assistant	\$35.61	\$37.04	\$38.52	\$40.06	\$41.66
Administrative Support	\$72.76	\$75.67	\$78.70	\$81.84	\$85.12

**Notes:**

1. Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
2. LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
3. Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
4. Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
5. These labor rates are effective October 1, 2006.
6. The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.

## Energy Management Services

1. **Contract Number:** GS-00F-0026M  
**Contract Period:** October 1, 2006–September 30, 2011  
**Option Years:** October 1, 2011–September 30, 2016  
October 1, 2016–September 30, 2021
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage (delivery Area):** Worldwide
5. **Point(s) of Production (city, county, and state or foreign country):** McLean, Virginia
6. **Discount for list prices or statement of net price:** Net
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
- 9a. **Federal Government Purchase Cards Accepted**
10. **Foreign Items:** None
- 11a. **Time of Delivery (Contractor insert number of days):** Negotiated with each order
- 11b. **Expedited Delivery.** N/A
- 11c. **Overnight and 2-Day Delivery.** Actual cost as required
- 11d. **Urgent Requirements.** N/A
12. **FOB Point:** McLean, Virginia
13. **Ordering Address:**  
Logistics Management Institute  
Attn: Bill Moeller  
2000 Corporate Ridge  
McLean, VA 22102-7805  
(703) 917-7217  
(703) 917-7100 (FAX)  
E-mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)  
Web site: <http://www.lmi.org/>
14. **Payment Address:**  
*Direct Payment:*  
Logistics Management Institute  
Attn: Accounts Receivable  
2000 Corporate Ridge  
McLean, VA 22102-7805  
  
*Electronic Fund Transfer or ACH Payment Information:*  
Bank: SunTrust  
Address: 8245 Boone Blvd., Suite 300  
Vienna, VA 22182-3871  
Route #: 061000104
15. **Warranty Provision:** None
16. **Export Packing Charges (if applicable):** Actual cost as required.
17. **Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Negotiable
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
- 24a. **Environmental Attributes:** N/A
- 24b. **Section 508 compliance information:** N/A
- 25. **Data Universal Numbering System (DUNS):** 05-3385738
- 26. **Central Contractor Registration:** CAGE Code 2D675

## Labor Category Descriptions

The following table describes 17 labor categories in our **Consolidated (formerly Corporate) Schedule contract, Energy Services SIN C R799A**. Price comparisons should consider the qualifications reflected in each labor category, including experience and education. Administrative assistance is included in the “Administrative Support” category.

Labor category	Function/position description	Typical position qualifications
Executive Program Manager	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Senior Program Manager	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Significant management experience with projects of increasing size and difficulty.
Senior Project Leader	Supervises multiple small to medium-sized, complex projects in the leader's area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.
Project Leader 1	Responsible for business and technical execution of large, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience in leading increasingly complex technical projects.

Labor category	Function/position description	Typical position qualifications
Project Leader 2	Responsible for business and technical execution of small to medium-size, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience. At least 5 years of experience in project leadership.
Senior Technical Specialist 1	Serves as the lead analyst on large, technically complex projects. May be responsible for executing less complex projects.	Advanced degree with minimum 10 years of experience, at least half in managing small tasks or subtasks.
Senior Technical Specialist 2	Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks.	Advanced degree with minimum 10 years of experience, at least 3 years of experience on large, technically complex projects.
Senior Technical Specialist 3	Serves as the lead analyst on large complex projects. May be responsible for executing one or more subtasks on a project.	Advanced degree with minimum 8 years of experience.
Technical Specialist 1	Provides specific technical expertise in engineering or other disciplines, performing high-level analytical assignments.	Bachelor's degree with minimum 10 years of experience.
Technical Specialist 2	Provides specific technical expertise in engineering or other disciplines, performing mid-level analytical assignments.	Bachelor's degree with minimum 8 years of experience.
Technical Specialist 3	Provides specific technical expertise in engineering or other disciplines, performing entry-level analytical assignments.	Bachelor's degree with minimum 5 years of experience.
Analyst/Engineer 1	Serves as a project team member.	Bachelor's degree with minimum 3 years of experience.
Analyst/Engineer 2	Serves as a project team member.	Bachelor's degree with minimum 1 year of experience.
Analyst/Engineer 3	Serves as a project team member.	Bachelor's degree with less than 1 year of experience.
Technician	Supports technical research for projects, including database management and computer support.	Bachelor's degree with no experience; includes summer interns with technical backgrounds.
Research Assistant	Provides general research support to projects.	Bachelor's degree with no experience or high school with experience; includes summer interns.

Labor category	Function/position description	Typical position qualifications
Administrative Support	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.	Experience in preparing and reviewing reports, briefings, and other materials.

## Labor Category Rates

Our labor rates for SIN C R799A through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Executive Program Manager	\$315.90	\$328.54	\$341.68	\$355.35	\$369.56
Senior Program Manager	\$246.95	\$256.83	\$267.10	\$277.78	\$288.89
Senior Project Leader	\$209.64	\$218.03	\$226.75	\$235.82	\$245.25
Project Leader 1	\$186.01	\$193.46	\$201.19	\$209.24	\$217.61
Project Leader 2	\$169.46	\$176.24	\$183.29	\$190.62	\$198.25
Senior Technical Specialist 1	\$159.17	\$165.54	\$172.16	\$179.05	\$186.21
Senior Technical Specialist 2	\$151.07	\$157.11	\$163.40	\$169.94	\$176.73
Senior Technical Specialist 3	\$143.46	\$149.20	\$155.16	\$161.37	\$167.83
Technical Specialist 1	\$133.68	\$139.03	\$144.59	\$150.37	\$156.39
Technical Specialist 2	\$122.50	\$127.40	\$132.49	\$137.79	\$143.30
Technical Specialist 3	\$111.21	\$115.66	\$120.28	\$125.09	\$130.10
Analyst/Engineer 1	\$97.95	\$101.87	\$105.94	\$110.18	\$114.59
Analyst/Engineer 2	\$85.87	\$89.31	\$92.88	\$96.60	\$100.46
Analyst/Engineer 3	\$77.88	\$80.99	\$84.23	\$87.60	\$91.11
Technician	\$65.89	\$68.53	\$71.27	\$74.12	\$77.09

<b>Labor categories</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
Research Assistant	\$35.61	\$37.04	\$38.52	\$40.06	\$41.66
Administrative Support	\$72.76	\$75.67	\$78.70	\$81.84	\$85.12

**Notes:**

1. Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
2. LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
3. Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
4. Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
5. These labor rates are effective October 1, 2006.
6. The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.

## **Training Services**

1. **Contract Number:** GS-00F-0026M

**Contract Period:** October 1, 2006–September 30, 2011

**Option Years:** October 1, 2011–September 30, 2016  
October 1, 2016–September 30, 2021

2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage:** Worldwide
5. **Point of Production:** McLean, Virginia
6. **Discount/Prices:** Net
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Net 30 days
9. **Time of Delivery:** Negotiated
10. **FOB Point:** Destination

11. **Ordering Address:**

Logistics Management Institute  
Attn: Bill Moeller  
2000 Corporate Ridge  
McLean, VA 22102-7805  
(703) 917-7217  
(703) 917-7100 (FAX)

E-Mail: [bmoeller@lmi.org](mailto:bmoeller@lmi.org)  
Web site: [www.lmi.org](http://www.lmi.org)

12. **Payment Address:**

*Direct Payment:*  
Logistics Management Institute  
Attn: Accounts Receivable  
2000 Corporate Ridge  
McLean, VA 22102-7805

*Electronic Fund Transfer or ACH Payment Information:*

Bank: SunTrust Bank  
Address: 8245 Boone Blvd., Suite 300  
Vienna, VA 22182-3871  
Route #: 061000104

**13. Federal Government Purchase Cards Accepted**

**14. Warranty Provision:** None

**15. Export Packing Charges:** Actual costs, as required

**16. Business Size:** Large

**17. Statistical Data for the Government Ordering Office Completion of Standard Form 279:**

Block 9: "G. Order/Modification Under Federal Schedule"

Block 16: Contractor Establishment Code (DUNS): "DUNS 053385738"

Block 30: Type of Contractor: "G. Other Nonprofit Organizations"

Block 36: Contractor's Tax Identification No. (TIN): 52-0741393

**18. Central Contractor Registration:** CAGE Code 2D675

## Labor Category Descriptions

The following table describes the 17 professional labor categories in our **Consolidated (formerly Corporate) Schedule contract, Education and Training Services SIN C U099**. Price comparisons should be made with consideration of the qualifications reflected in each labor category, including experience and education. Administrative support is included in the "Administrative Assistant" category.

Labor category	Function/position description	Typical position qualifications
Executive Program Manager	Manages the research program to ensure successful completion of tasks on time and within budget. Maintains relationships with high-level government customers to ensure customer satisfaction.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Senior Program Manager	Supervises multiple large-scale, complex technical projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Significant management experience with projects of increasing size and difficulty.
Senior Project Leader	Supervises multiple small to medium-sized, complex projects in the leader's area of technical expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters.	Advanced degree with minimum 15 years of experience. Supervisory or project management experience in technical and analytic fields.

Labor category	Function/position description	Typical position qualifications
Project Leader 1	Responsible for business and technical execution of large, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience in leading increasingly complex technical projects.
Project Leader 2	Responsible for business and technical execution of small to medium-size, complex projects. Interacts with customer on technical issues.	Advanced degree with minimum 12 years of experience. At least 5 years of experience in project leadership.
Senior Technical Specialist 1	Serves as the lead analyst on large, technically complex projects. May be responsible for executing less complex projects.	Advanced degree with minimum 10 years of experience, at least half in managing small tasks or subtasks.
Senior Technical Specialist 2	Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks.	Advanced degree with minimum 10 years of experience, at least 3 years of experience on large, technically complex projects.
Senior Technical Specialist 3	Serves as the lead analyst on large complex projects. May be responsible for executing one or more subtasks on a project.	Advanced degree with minimum 20 years of government or private-sector experience in project management.
Technical Specialist 1	Provides specific technical expertise in engineering or other disciplines, performing high-level analytical assignments.	Advanced degree with minimum 8 years of experience.
Technical Specialist 2	Provides specific technical expertise in engineering or other disciplines, performing mid-level analytical assignments.	Bachelor's degree with minimum 10 years of experience.
Technical Specialist 3	Provides specific technical expertise in engineering or other disciplines, performing entry-level analytical assignments.	Bachelor's degree with minimum 8 years of experience.
Analyst/Engineer 1	Serves as a project team member.	Bachelor's degree with minimum 5 years of experience.
Analyst/Engineer 2	Serves as a project team member.	Bachelor's degree with minimum 3 years of experience.
Analyst/Engineer 3	Serves as a project team member.	Bachelor's degree with minimum 1 year of experience.

Labor category	Function/position description	Typical position qualifications
Technician	Supports technical research for projects, including database management and computer support.	Bachelor's degree with less than 1 year of experience.
Research Assistant	Provides general research support to projects.	Bachelor's degree with no experience; includes summer interns with technical backgrounds.
Administrative Support	Prepares graphical and print/production-ready materials, integrates material from various sources, and provides meeting support.	Bachelor's degree with no experience or high school with experience; includes summer interns.

## Labor Category Rates

Our labor rates for SIN C U099 through FY2011 are shown in the table below.

### Contract Period (Hourly Labor Rates)

Labor categories	FY2007	FY2008	FY2009	FY2010	FY2011
Executive Program Manager	\$315.90	\$328.54	\$341.68	\$355.35	\$369.56
Senior Program Manager	\$246.95	\$256.83	\$267.10	\$277.78	\$288.89
Senior Project Leader	\$209.64	\$218.03	\$226.75	\$235.82	\$245.25
Project Leader 1	\$186.01	\$193.46	\$201.19	\$209.24	\$217.61
Project Leader 2	\$169.46	\$176.24	\$183.29	\$190.62	\$198.25
Senior Technical Specialist 1	\$159.17	\$165.54	\$172.16	\$179.05	\$186.21
Senior Technical Specialist 2	\$151.07	\$157.11	\$163.40	\$169.94	\$176.73
Senior Technical Specialist 3	\$143.46	\$149.20	\$155.16	\$161.37	\$167.83
Technical Specialist 1	\$133.68	\$139.03	\$144.59	\$150.37	\$156.39
Technical Specialist 2	\$122.50	\$127.40	\$132.49	\$137.79	\$143.30
Technical Specialist 3	\$111.21	\$115.66	\$120.28	\$125.09	\$130.10
Analyst/Engineer 1	\$97.95	\$101.87	\$105.94	\$110.18	\$114.59
Analyst/Engineer 2	\$85.87	\$89.31	\$92.88	\$96.60	\$100.46
Analyst/Engineer 3	\$77.88	\$80.99	\$84.23	\$87.60	\$91.11
Technician	\$65.89	\$68.53	\$71.27	\$74.12	\$77.09

<b>Labor categories</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
Research Assistant	\$35.61	\$37.04	\$38.52	\$40.06	\$41.66
Administrative Support	\$72.76	\$75.67	\$78.70	\$81.84	\$85.12

Notes:

1. Direct costs other than LMI or subcontract labor costs (e.g., travel, other direct costs) will be reimbursed at actual allowable cost plus applicable General and Administrative expense pursuant to Federal Acquisition Regulation cost principles.
2. LMI's fiscal year is identical to the federal government's fiscal year (i.e., FY07 starts October 1, 2006, and ends September 30, 2007).
3. Subcontract labor costs are bid and billed using LMI's labor category rates shown above.
4. Two 5-year option periods (FY12 through FY16, and FY17 through FY21) that can be exercised by GSA at a future date are included in the contract, along with negotiated rates for each labor category for each of the option years. A copy of these option year labor rates is available upon request.
5. These labor rates are effective October 1, 2006.
6. The fiscal year in which work is to be performed will determine which set of fiscal year rates shown above is applicable.