



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

**MISSION ORIENTED BUSINESS
INTEGRATED SERVICES (MOBIS)**

Industrial Group 874, Industrial Class 8742

CONTRACT NUMBER: GS-10F-0070J

PERIOD COVERED BY CONTRACT:

APRIL 1, 1999 THROUGH MARCH 31, 2004

APRIL 1, 2004 THROUGH MARCH 31, 2009

APRIL 1, 2009 THROUGH MARCH 31, 2014

APRIL 1, 2014 THROUGH MARCH 31, 2019

Effective Date: April 1, 2014
Through Modification PO-0017/PS-0020

LOCKHEED MARTIN ASPEN SYSTEMS CORPORATION
ATTN: GSA Program Office
700 North Frederick Avenue
Gaithersburg, MD 20879
Phone: 301-452-5781
www.lockheedmartin.com
Business Size: Large

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The Internet address for GSA *Advantage!* is: GSAADVANTAGE.GOV.

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov.

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Customer Information

1a. Authorized Special Item Numbers (SINs)

874-1 Integrated Consulting Services

874-7 Integrated Business Program Support Services

1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract

Not applicable.

1c. Hourly rates, job titles, experience, functional responsibility, and education for services

See attached authorized pricelists.

2. Maximum order

Lockheed Martin Aspen Systems Corporation understands that the maximum total dollar value of any order placed by the government under this contract will be \$1,000,000.

Ordering agencies are encouraged to seek further price reductions for delivery orders in excess \$1,000,000.

3. Minimum order

Lockheed Martin is not obligated to accept any orders below the minimum order value of \$100.

4. Geographic coverage (delivery area)

Worldwide.

5. Points of production

Gaithersburg, Maryland, and various customer locations.

6. Discount from list prices or statement of net price

Lockheed Martin is offering a 2% discount from the published list prices for any order in excess of \$1,000,000.

7. Quantity discounts

None offered.

8. Prompt payment terms

None. Payment terms are Net 30.

9a. Government commercial credit card accepted

Yes.

9b. Discount for payment by Government commercial credit card

None.

-
- 10. Foreign items (list items by country of origin)**
None.
- 11a. Time of delivery**
Lockheed Martin Aspen Systems Corporation will adhere to the delivery schedule as specified in each order.
- 11b. Expedited delivery**
Contact contractor.
- 11c. Overnight and 2-day delivery**
Contact contractor.
- 11d. Urgent Requirements**
No.
- 12. F.O.B. Point**
Destination.
- 13. Ordering address**
Lockheed Martin Aspen Systems Corporation
ATTN: GSA Program Office
700 North Frederick Avenue
Gaithersburg, MD 20879
Phone: 301-452-5781
Fax: 301-623-4503
- 14. Payment address**
Accounts Receivable
Lockheed Martin Aspen Systems Corporation
P.O. Box 13522
Newark, NJ 07188-3522
- 15. Warranty provision**
Same as Lockheed Martin Aspen Systems Corporation's standard commercial warranty.
- 16. Export packing charges**
Not applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**
A Government purchase card is acceptable for payment at or below the micro-purchase threshold.

-
- 18. Terms and conditions of rental, maintenance, and repair**
Not applicable.
- 19. Terms and conditions of installation**
Not applicable.
- 20. Terms and conditions of repair parts indicating date of parts pricelists and any discounts from list prices**
Not applicable.
- 20a. Terms and conditions for any other services**
Not applicable.
- 21. List of service and distribution points**
Not applicable.
- 22. List of participating dealers**
Not applicable.
- 23. Preventive maintenance**
Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)**
Not applicable.
- 24b. Section 508 compliance information**
Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at www.Section508.gov.
- 25. Data Universal Number System (DUNS) number**
Lockheed Martin Aspen Systems Corporation's DUNS number is 044306348.
- 26. Notification regarding registration in Central Contractor Registration (CCR)/System for Award Management (SAM) database**
Lockheed Martin Aspen Systems Corporation is currently registered and active in the CCR/SAM.

Lockheed Martin Aspen Systems Corporation Overview

Lockheed Martin Aspen Systems Corporation (LM Aspen), a nationally recognized company headquartered in Gaithersburg, Maryland, has successfully provided high-quality, low-cost solutions to our Government and industry clients. The cornerstones of our business are the collection, analysis, publishing, and dissemination of information.

LM Aspen's experience includes proven capabilities in call center and clearinghouse operations, publications development, document storage and dissemination, data collection and analysis, Web site development and maintenance, training and technical assistance, information systems design and management, litigation support, and library and records management. LM Aspen's functional areas of expertise are supplemented by staff possessing subject matter knowledge in health, education, criminal justice, housing, energy, and other social service-related disciplines.

This comprehensive knowledge base—combined with our proven management processes, advanced technological systems, and facility resources—validates LM Aspen's credentials as a leading supplier of information management and dissemination support services to the Federal Government.

Lockheed Martin Aspen Systems Corporation Description of Services

A fixed-price, labor hour, or time and materials (T&M) contract, MOBIS provides a range of consulting, facilitation, and project management services assisting Government agencies with management, organizational, and business improvement strategies. Under two of MOBIS's Special Item Numbers (SINs), LM Aspen offers:

- **874-1 Integrated Consulting Services**, including strategic business and performance planning, performance measurement and evaluation, organizational development and process management, policy and advisory services, management training, facilitation services, and meeting planning. LM Aspen can provide:
 - Program surveys and evaluations
 - Information systems analysis
 - Benchmarking
 - Process and productivity improvements
 - Organizational and management assessments
 - Identification of stakeholders/participants
 - Focus group coordination
 - Onsite management and support
 - Travel arrangements
 - Materials development, production, publication, and distribution
 - Follow-up reporting/evaluation

- **874-7 Integrated Business Program Support Services**, including services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Tasks performed include:
 - Project leadership and communications with stakeholders
 - Project planning and scheduling
 - Earned Value Management (EVM) support
 - Project management, including performance monitoring and measurement
 - Reporting and documentation associated with project/program objectives
 - Stakeholder briefings, participation in required meetings, and related project support services; program integration services
 - Project close-out services

Lockheed Martin Aspen Systems Corporation Labor Category Definitions

	Project Director
Project Executive	
Project Manager	Project Supervisor
Team Leader III	Team Leader II
Team Leader I	Management Consultant
Management Analyst II	Management Analyst I
Subject Matter Specialist IV	Subject Matter Specialist III
Subject Matter Specialist II	Subject Matter Specialist I
Information Specialist III	Information Specialist II
Subject Matter Specialist I	Meeting Facilitator III
Meeting Facilitator II	Meeting Facilitator I
Meeting Coordinator II	Meeting Coordinator I
Technical Assistance Coordinator III	Technical Assistance Coordinator II
Technical Assistance Coordinator I	Technical Writer/Editor III
Technical Writer/Editor II	Technical Writer/Editor I
Graphics Specialist II	Graphics Specialist I
Graphics QC Specialist	Technical Analyst III
Technical Analyst II	Technical Analyst I
Administrative Support II	Administrative Support I
Project Assistant (On-Call)	

Project Executive

Minimum/General Experience:

Ten years of progressively more responsible experience in managing major MOBIS projects, including at least 5 years of experience managing projects with more than 20 staff, and multiple subcontractors and consultants. Demonstrated ability to manage numerous complex and time-critical MOBIS support activities simultaneously.

Functional Responsibility:

Directs all financial and quality assurance activities and oversees strategic planning and program development, drawing upon technical insight and understanding in related technical disciplines. Has ultimate responsibility for ensuring completion of work products and deliverables on time, within budget, and to the client's satisfaction.

Minimum Education:

Master's degree in business or management related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 6 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Project Director

Minimum/General Experience:

Seven years of progressively more responsible experience in managing numerous, complex, and time-critical MOBIS support activities simultaneously. Requires expert knowledge of the functional area in which support is being provided and outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Requires broad knowledge of Government reinvention strategies and quality enhancement standards and familiarity with the specific programs of the client.

Functional Responsibility:

Provides oversight of large, complex projects. Directs and coordinates all resources assigned to a group of projects and corporate-wide support resources and possible subordinate Project Manager staff. In addition to Project Manager responsibilities described below, consults with the COTR and other Government officials concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, etc. Responsible for overall quality assurance and timeliness of all deliverables and support functions.

Minimum Education:

Master's degree in business or management related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 4 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Project Manager

Minimum/General Experience:

Five years of progressively more responsible experience in managing numerous, complex, and time-critical MOBIS support activities simultaneously. Requires expert knowledge of the

functional area in which support is being provided and outstanding written and oral communication skills. Must be able to anticipate support needs and develop and execute detailed plans for meeting those needs. Requires broad knowledge of Government reinvention strategies and quality enhancement standards and familiarity with the specific programs of the client.

Functional Responsibility:

Plans and manages all support for a particular project, including monitoring workflow, progress reporting to both the Government and LM Aspen corporate management, identifying and assigning staff, developing and tracking budgets, coordinating technical support, and obtaining other required resources. Serves as the Government's primary point of contact for all support provided to the project. Develops, implements, and monitors adherence to quality control programs.

Minimum Education:

Master's degree in business or management related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management-related areas also acceptable. A Bachelor's degree plus 3 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Project Supervisor

Minimum/General Experience:

Four years of experience in MOBIS-related work, including two years of progressively more responsible supervisory experience. Demonstrated ability to supervise numerous complex and time-critical activities simultaneously.

Functional Responsibility:

Supervises critical project operational areas, including staff recruitment, hiring, development, and evaluation; performance monitoring; project reporting; and development and implementation of project policies and procedures. Supervises the development and execution of project plans and completion of project deliverables.

Minimum Education:

Bachelor's degree. Six years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Team Leader III

Minimum/General Experience:

Three years of experience in MOBIS-related work, including two years of progressively more responsible supervisory experience. Demonstrated ability to supervise numerous complex and time-critical activities simultaneously.

Functional Responsibility:

Coordinates and supervises a specific task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained. Prepares work schedules. Supervises work performance of team members and provides training as needed. Assists with writing project plans and reports.

Minimum Education:

Bachelor's degree. Four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Team Leader II

Minimum/General Experience:

Two years of experience in MOBIS-related work, including one year of progressively more responsible supervisory experience. Demonstrated ability to supervise numerous complex and time-critical activities simultaneously.

Functional Responsibility:

Coordinates and supervises a specific task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained. Prepares work schedules. Supervises work performance of team members and provides training as needed. Assists with writing project plans and reports.

Minimum Education:

Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Team Leader I

Minimum/General Experience:

One year of experience in MOBIS-related work. Demonstrated ability to coordinate numerous complex and time-critical activities simultaneously.

Functional Responsibility:

Coordinates and supervises a specific task or function. Ensures all activities are carried out in accordance with project commitments or specific objectives. Responsible for day-to-day coordination and administration of tasks by ensuring that quality and productivity standards are maintained. Prepares work schedules. Supervises work performance of team members and provides training as needed. Assists with writing project plans and reports.

Minimum Education:

Bachelor's degree. Two years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Management Consultant

Minimum/General Experience:

Fifteen years of directly related management consulting at corporate management levels with progressively complex requirements. Considered to be an expert in management, organizational, and business improvement services in the client's contract requirements.

Functional Responsibility:

Provides senior level client consulting in strategic planning, process and productivity improvement solutions, and application of ISO 9002 standards. Directs and develops business

assessment methodology, staff resource evaluation, organizational development, business process reengineering, best practice application, systems evaluation, quality management systems, and change management. Provides training in management, organizational, and business improvement service subjects.

Minimum Education:

Master's degree in business or management related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management related areas also acceptable. A Bachelor's degree plus 5 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Management Analyst II

Minimum/General Experience:

Five years of experience performing business management and financial accounting-related work, with three years of related experience specifically on Government contracts. Knowledge of Excel, Lotus, and/or other spreadsheet software applications required.

Functional Responsibility:

Performs financial tracking and management tasks, including using spreadsheets to develop and monitor of budgets, reviewing of all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.

Minimum Education:

Bachelor's degree in a business-related field.

Management Analyst I

Minimum/General Experience:

Three years of experience performing business management and financial accounting-related work, with one year of related experience specifically on Government contracts. Knowledge of Excel, Lotus, and/or other spreadsheet software applications required.

Functional Responsibility:

Performs financial tracking and management tasks, including using spreadsheets to develop and monitor of budgets, reviewing of all project-related expenses for eligibility, preparing financial reports, and tracking subcontractor and consultant expenses. Ensures mathematical correctness of submitted expenses and identifies problem expenses for management intervention. Working with management, suggests planning and management controls for improvement, including expanded usage of management information systems and other automated tools.

Minimum Education:

Bachelor's degree in a business-related field.

Subject Matter Specialist IV

Minimum/General Experience:

Fourteen years of experience providing consulting and business improvement services in specific subject matter areas of expertise.

Functional Responsibility:

Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

Minimum Education:

Master's degree. A Bachelor's degree plus 5 years of additional directly related work experience over and above the minimum experience requirements for this position may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

Subject Matter Specialist III

Minimum/General Experience:

Twelve years of experience providing consulting and business improvement services in specific subject matter areas of expertise.

Functional Responsibility:

Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

Minimum Education:

Master's degree. A Bachelor's degree plus 4 years of additional directly related work experience over and above the minimum experience requirements for this position may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

Subject Matter Specialist II

Minimum/General Experience:

Ten years of experience providing consulting and business improvement services in specific subject matter areas of expertise.

Functional Responsibility:

Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

Minimum Education:

Master's degree. A Bachelor's degree plus 3 years of additional directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree. A Ph.D. or other specialized degree (e.g., J.D.) may be required for selected assignments.

Subject Matter Specialist I

Minimum/General Experience:

Eight years of experience providing consulting and business improvement services in specific subject matter areas of expertise.

Functional Responsibility:

Applies subject matter expertise in support of project operations by participating in planning and strategy development sessions, conducting research, making presentations, providing technical assistance, and producing reports.

Minimum Education:

Master's degree. A Bachelor's degree plus 1 year of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Information Specialist III

Minimum/General Experience:

Six years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources; excellent analytical capabilities and written and oral communications skills; and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.

Functional Responsibility:

Works under the supervision of a team leader or other supervisor. Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

Minimum Education:

Bachelor's degree. Seven years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Information Specialist II

Minimum/General Experience:

Four years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources; excellent analytical capabilities and written and oral communications skills; and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.

Functional Responsibility:

Works under the supervision of a team leader or other supervisor. Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

Minimum Education:

Bachelor's degree. Five years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Information Specialist I

Minimum/General Experience:

Three years of experience in compiling, analyzing, and synthesizing information to support project task requirements. Requires knowledge of information resources; excellent analytical capabilities and written and oral communications skills; and ability to consistently deliver highest quality work under extreme pressure and tight deadlines.

Functional Responsibility:

Works under the supervision of a team leader or other supervisor. Responds to information requests in specific subject areas and, following established guidelines, gathers, prepares, and summarizes relevant materials for use by other project staff, the client, or the client's customers. Assists with a wide variety of tasks related to identifying, cataloging, storing, maintaining, retrieving, and disseminating information.

Minimum Education:

Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Meeting Facilitator III

Minimum/General Experience:

Ten years of management consulting experience, including 5 years experience in facilitating group interactions in diverse settings, working with participants with divergent views, and/or providing meeting management services. Must be familiar with problem solving methodologies employing proven tools and techniques.

Functional Responsibility:

Works with agency management to verify problems, understand background issues, establish goals, and define the criteria for evaluating solutions. Recommends problem solving methodologies for the target meetings. Implements group encounters as an objective outsider, helping all participants understand existing problems, internal conflicts, and organizational goals. Works to develop alternative solutions and leads group in evaluation of options. Documents activities, results, and recommendations.

Minimum Education:

Master's degree in business or management related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management related areas also acceptable. A Bachelor's degree plus 5 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Meeting Facilitator II

Minimum/General Experience:

Seven years of management consulting experience, including 5 years experience in facilitating group interactions in diverse settings, working with participants with divergent views, and/or providing meeting management services. Must be familiar with problem solving methodologies employing proven tools and techniques.

Functional Responsibility:

Works with agency management to verify problems, understand background issues, establish goals, and define the criteria for evaluating solutions. Recommends problem solving methodologies for the target meetings. Implements group encounters as an objective outsider, helping all participants understand existing problems, internal conflicts, and organizational goals. Works to develop alternative solutions and leads group in evaluation of options. Documents activities, results, and recommendations.

Minimum Education:

Master's degree in business or management related field. Master's degree in another field or other graduate degree (e.g., J.D., or Ph.D.) with substantial credits in management related areas also acceptable. A Bachelor's degree plus 3 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Meeting Facilitator I

Minimum/General Experience:

Five years of management consulting experience, including 3 years experience in facilitating group interactions in diverse settings, working with participants with divergent views, and/or providing meeting management services. Must be familiar with problem solving methodologies employing proven tools and techniques.

Functional Responsibility:

Works with agency management to verify problems, understand background issues, establish goals, and define the criteria for evaluating solutions. Recommends problem solving methodologies for target meetings. Implements group encounters as objective outsider, helping all participants understand existing problems, internal conflicts, and organizational goals. Works to develop alternative solutions and leads group in evaluation of options. Documents activities, results, and recommendations.

Minimum Education:

Bachelor's degree.

Meeting Coordinator II

Minimum/General Experience:

Three years of experience providing meeting and conference support including pre-meeting planning, logistics management, meeting programs and materials development, onsite meeting support, and meeting closure and documentation.

Functional Responsibility:

Works with client agency to develop realistic budgets, identify meeting dates, and select sites. Coordinates the development and distribution of invitations and meeting materials. Processes

registration and reservations as required. Manages all meeting logistics including travel arrangements, reservations and confirmations, meeting room setup, catering, and other support as required. Works with client agency and meeting facilitator in developing agendas and creating presentations. As needed, prepares necessary support materials including name badges, signs, programs, binders, presentation materials and arranges for their delivery to meeting sites. Oversees meeting closures including the reconciliation of invoices, mailing of post-conference materials, and the analysis of attendee meeting evaluations. Manages the preparation of proceedings and summary reports.

Minimum Education:

Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Meeting Coordinator I

Minimum/General Experience:

Two years of experience providing meeting and conference support including pre-meeting planning, logistics management, meeting programs and materials development, onsite meeting support, and meeting closure and documentation.

Functional Responsibility:

Works with client agency to develop realistic budgets, identify meeting dates, and select sites. Coordinates the development and distribution of invitations and meeting materials. Processes registration and reservations as required. Manages all meeting logistics including travel arrangements, reservations and confirmations, meeting room setup, catering, and other support as required. Works with client agency and meeting facilitator in developing agendas and creating presentations. As needed, prepares necessary support materials including name badges, signs, programs, binders, presentation materials and arranges for their delivery to meeting sites. Oversees meeting closures including the reconciliation of invoices, mailing of post-conference materials, and the analysis of attendee meeting evaluations. Manages the preparation of proceedings and summary reports.

Minimum Education:

Bachelor's degree. Two years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Technical Assistance Coordinator III

Minimum/General Experience:

Five years of experience providing high-level technical assistance and consulting in program development, implementation, and evaluation. Often requires subject matter expertise and work experience similar to individuals targeted to receive the technical assistance.

Functional Responsibility:

Coordinates and delivers technical assistance to audiences targeted by client agency. Develops technical assistance plans, provides onsite technical assistance, prepares reports, and conducts follow-up evaluation as necessary. May also coordinate and deliver technical assistance through consultants.

Minimum Education:

Bachelor's degree.

Technical Assistance Coordinator II

Minimum/General Experience:

Four years of experience providing high-level technical assistance and consulting in program development, implementation, and evaluation. Often requires subject matter expertise and work experience similar to individuals targeted to receive the technical assistance.

Functional Responsibility:

Coordinates and delivers technical assistance to audiences targeted by client agency. Develops technical assistance plans, provides onsite technical assistance, prepares reports, and conducts follow-up evaluation as necessary. May also coordinate and deliver technical assistance through consultants.

Minimum Education:

Bachelor's degree. Four years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Technical Assistance Coordinator I

Minimum/General Experience:

Two years of experience providing high-level technical assistance and consulting in program development, implementation, and evaluation. Often requires subject matter expertise and work experience similar to individuals targeted to receive the technical assistance.

Functional Responsibility:

Coordinates and delivers technical assistance to audiences targeted by client agency. Develops technical assistance plans, provides onsite technical assistance, prepares reports, and conducts follow-up evaluation as necessary. May also coordinate and deliver technical assistance through consultants.

Minimum Education:

Bachelor's degree. Three years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Technical Writer/Editor III

Minimum/General Experience:

Six years of experience writing and editing publications, including technical documents such as needs assessments, productivity improvement plans, quality assurance/quality control plans, research reports, and statistical analyses. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes survey terminology and is intended for use by non-technical lay audiences. For publications printed and distributed by government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

Functional Responsibility:

Supports the development and production of a variety of documents for clients and their customers, including strategic business plans, business process reengineering reports, statistical analyses, market research plans, and management assessments. Writes and edits the results of surveys and statistical studies. Prepares minutes of facilitation meetings and produces meeting summary reports. Writes and edits material for online access and dissemination via the Internet.

Minimum Education:

Bachelor's degree.

Technical Writer/Editor II

Minimum/General Experience:

Four years of experience writing and editing publications, including technical documents such as needs assessments, productivity improvement plans, quality assurance/quality control plans, research reports, and statistical analyses. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes survey terminology and is intended for use by non-technical lay audiences. For publications printed and distributed by government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

Functional Responsibility:

Supports the development and production of a variety of documents for clients and their customers, including strategic business plans, business process reengineering reports, statistical analyses, market research plans, and management assessments. Writes and edits the results of surveys and statistical studies. Prepares minutes of facilitation meetings and produces meeting summary reports. Writes and edits material for online access and dissemination via the Internet.

Minimum Education:

Bachelor's degree.

Technical Writer/Editor I

Minimum/General Experience:

Two years of experience writing and editing publications, including technical documents such as needs assessments, productivity improvement plans, quality assurance/quality control plans, research reports, and statistical analyses. Excellent writing skills required, as is the ability to analyze, synthesize, and condense text that includes survey terminology and is intended for use by non-technical lay audiences. For publications printed and distributed by government clients, also requires demonstrated knowledge of writing, editing, and style guidelines and printing regulations of the Government Printing Office.

Functional Responsibility:

Supports the development and production of a variety of documents for clients and their customers, including strategic business plans, business process reengineering reports, statistical analyses, market research plans, and management assessments. Writes and edits the results of surveys and statistical studies. Prepares minutes of facilitation meetings and produces meeting summary reports. Writes and edits material for online access and dissemination via the Internet.

Minimum Education:

Bachelor's degree. Additional related three years work experience or other education may be substituted for the Bachelor's degree.

Graphics Specialist II

Minimum/General Experience:

Three years of experience designing, formatting, and producing artwork for inclusion in publications, reports, or other products. Requires knowledge of the client's publishing environment and style standards. For materials produced for government publication, also requires working knowledge of the Government Printing Office's printing regulations and processes for submission of camera-ready art in electronic formats.

Functional Responsibility:

Provides graphics support for the development of contract reports and deliverables and conducts design, formatting, and production of camera ready art for publications, brochures, and other products on behalf of clients. Prepares graphics support for meetings and conferences including overhead slides, workbook illustrations, etc.

Minimum Education:

Advanced training in vocational school, technical institute, or art institute above the high school level in illustrative design, commercial art, or related fields.

Graphics Specialist I

Minimum/General Experience:

Two years of experience designing, formatting, and producing artwork for inclusion in publications, reports, or other products. Requires knowledge of the client's publishing environment and style standards. For materials produced for government publication, also requires working knowledge of the Government Printing Office's printing regulations and processes for submission of camera-ready art in electronic formats.

Functional Responsibility:

Provides graphics support for the development of contract reports and deliverables and conducts design, formatting, and production of camera ready art for publications, brochures, and other products on behalf of clients. Prepares graphics support for meetings and conferences including overhead slides, workbook illustrations, etc.

Minimum Education:

Advanced training in vocational school, technical institute, or art institute above the high school level in illustrative design, commercial art, or related fields.

Graphics QC Specialist

Minimum/General Experience:

Six years of experience designing, formatting, and producing artwork for inclusion in publications, reports, or other products, including two years reviewing the quality and accuracy of design products developed by other graphics staff.

Functional Responsibility:

Provides quality control of products at the pre-production and cameraready stages prior to printing. Works with graphics staff to resolve errors. Maintains and updates style guides and

templates specific to each client to ensure accuracy and consistency in graphics. Develops graphics production procedures. Recommends changes in workflow or quality control procedures as appropriate.

Minimum Education:

Bachelor's degree in a related technical/artistic field. IT-related certification programs or other technical/artistic-related training plus two years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Technical Analyst III

Minimum/General Experience:

Seven years of experience developing functional and system requirements for complex organizational re-engineering or the functional and systems requirements for complex system realignment. Must have demonstrated experience in working independently with minimum supervision.

Functional Responsibility:

Provides statistical analysis programming (SAS, SPSS, Excel, etc.) and systems support in the following areas: sampling, database management, and data analysis. Assists in the interpretation of data and documents the survey findings and results.

Minimum Education:

Master's degree. A Bachelor's degree plus 5 years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Master's degree.

Technical Analyst II

Minimum/General Experience:

Five years of experience developing functional and system requirements for complex organizational re-engineering or the functional and systems requirements for complex system realignment. Must have demonstrated experience in working independently with minimum supervision.

Functional Responsibility:

Provides statistical analysis programming (SAS, SPSS, Excel, etc.) and systems support in the following areas: sampling, database management, and data analysis. Assists in the interpretation of data and documents the survey findings and results.

Minimum Education:

Bachelor's degree. IT-related certification programs or other technical-related training plus three years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Technical Analyst I

Minimum/General Experience:

Three years of experience developing functional and system requirements for complex organizational re-engineering or the functional and systems requirements for complex system

realignment. Must have demonstrated experience in working independently with minimum supervision.

Functional Responsibility:

Provides statistical analysis programming (SAS, SPSS, Excel, etc.) and systems support in the following areas: sampling, database management, and data analysis. Assists in the interpretation of data and documents the survey findings and results.

Minimum Education:

Bachelor's degree. IT-related certification programs or other technical- related training plus two years of additional, directly related work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.

Administrative Support II

Minimum/General Experience:

Three years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.

Functional Responsibility:

Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.

Minimum Education:

High school diploma or equivalent.

Administrative Support I

Minimum/General Experience:

Two years of experience performing administrative support tasks, including word processing, filing, answering telephones, etc. Experience using office automation software and equipment required.

Functional Responsibility:

Under general supervision, performs standard secretarial duties. Receives and routes incoming correspondence, answers telephone, and types correspondence, reports, forms, and records. Makes travel arrangements and reservations. Schedules appointments for supervisor. May be required to take and transcribe dictation.

Minimum Education:

High school diploma or equivalent.

Project Assistant (On-Call)

Minimum/General Experience:

Capability to take and follow directions from supervisor and excellent organizational skills required.

Functional Responsibility:

Under direct supervision, performs clerical duties such as answering telephone calls, letters, and emails, and providing standardized responses; opening and sorting mail; and filing and copying materials.

Minimum Education:

Completion of the eleventh grade of high school.

Lockheed Martin Aspen Systems Corporation Labor Category Rates

Lockheed Martin Aspen Systems Corporation Labor Category Price List Option Period 2	SIN 874-1	SIN 874-7	4/1/14-3/31/15	4/1/15-3/31/16	4/1/16-3/31/17	4/1/17-3/31/18	4/1/18-3/31/19
Project Executive	X	X	\$216.44	\$221.98	\$227.66	\$233.49	\$239.47
Project Director	X	X	\$176.39	\$180.91	\$185.54	\$190.29	\$195.16
Project Manager	X	X	\$138.67	\$142.22	\$145.86	\$149.59	\$153.42
Project Supervisor	X	X	\$115.46	\$118.41	\$121.45	\$124.56	\$127.74
Team Leader III	X	X	\$92.43	\$94.80	\$97.22	\$99.71	\$102.26
Team Leader II	X	X	\$68.91	\$70.68	\$72.49	\$74.34	\$76.24
Team Leader I	X	X	\$58.37	\$59.86	\$61.39	\$62.96	\$64.58
Management Consultant	X	X	\$158.27	\$162.33	\$166.48	\$170.74	\$175.11
Management Analyst II	X		\$89.36	\$91.65	\$94.00	\$96.40	\$98.87
Management Analyst I	X		\$61.46	\$63.03	\$64.64	\$66.30	\$68.00
Subject Matter Specialist IV	X		\$249.03	\$255.40	\$261.94	\$268.64	\$275.52
Subject Matter Specialist III	X		\$212.58	\$218.03	\$223.61	\$229.33	\$235.20
Subject Matter Specialist II	X		\$157.98	\$162.02	\$166.17	\$170.42	\$174.78
Subject Matter Specialist I	X		\$109.84	\$112.65	\$115.53	\$118.49	\$121.52
Information Specialist III	X	X	\$75.53	\$77.47	\$79.45	\$81.48	\$83.57
Information Specialist II	X	X	\$61.68	\$63.26	\$64.88	\$66.54	\$68.25
Information Specialist I	X	X	\$47.55	\$48.76	\$50.01	\$51.29	\$52.61
Meeting Facilitator III	X		\$122.00	\$125.12	\$128.32	\$131.61	\$134.98
Meeting Facilitator II	X		\$101.00	\$103.59	\$106.24	\$108.96	\$111.75
Meeting Facilitator I	X		\$87.20	\$89.43	\$91.72	\$94.07	\$96.48
Meeting Coordinator II	X		\$67.15	\$68.87	\$70.63	\$72.44	\$74.30
Meeting Coordinator I	X		\$62.92	\$64.53	\$66.18	\$67.88	\$69.61
Technical Assistance Coordinator III	X	X	\$83.77	\$85.92	\$88.12	\$90.37	\$92.69
Technical Assistance Coordinator II	X	X	\$75.32	\$77.25	\$79.23	\$81.25	\$83.33
Technical Assistance Coordinator I	X	X	\$65.21	\$66.88	\$68.60	\$70.35	\$72.15
Technical Writer/Editor III	X	X	\$107.21	\$109.95	\$112.77	\$115.65	\$118.61
Technical Writer/Editor II	X	X	\$83.95	\$86.10	\$88.31	\$90.57	\$92.88

Lockheed Martin Aspen Systems Corporation Labor Category Price List Option Period 2	SIN 874-1	SIN 874-7	4/1/14-3/31/15	4/1/15-3/31/16	4/1/16-3/31/17	4/1/17-3/31/18	4/1/18-3/31/19
Technical Writer/Editor I	X	X	\$63.42	\$65.04	\$66.71	\$68.41	\$70.17
Graphics Specialist II	X	X	\$65.57	\$67.25	\$68.97	\$70.74	\$72.55
Graphics Specialist I	X	X	\$52.61	\$53.96	\$55.34	\$56.76	\$58.21
Graphics QC Specialist	X	X	\$80.35	\$82.41	\$84.52	\$86.68	\$88.90
Technical Analyst III	X		\$135.30	\$138.77	\$142.32	\$145.96	\$149.70
Technical Analyst II	X		\$111.59	\$114.45	\$117.38	\$120.39	\$123.47
Technical Analyst I	X		\$86.44	\$88.65	\$90.92	\$93.25	\$95.63
Administrative Support II	X	X	\$58.19	\$59.68	\$61.20	\$62.77	\$64.38
Administrative Support I	X	X	\$45.07	\$46.23	\$47.41	\$48.62	\$49.87
Project Assistant	X	X	\$30.66	\$31.45	\$32.25	\$33.08	\$33.93

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.