

GENERAL SERVICES ADMINISTRATION

**Federal Supply Service
Authorized Federal Supply Schedule Price List**

**MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT SERVICES
(MOBIS)**

Federal Supply Group 8744 NAICS 541611



**2611 Jefferson Davis Hwy
Suite 12000
Arlington, VA 22202-4040
Tel: 703.521.7550; Fax: 703.412.0917
www.logsup.com**

Contract administration source: Connie Gragan
cgragan@logsup.com

Business size: Veteran Owned Small Business

Contract Number:
Period Covered by Contract:
FIPS Code:

GS-10F-0116R
December 1, 2004 - November 30, 2014
5173568

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

TABLE OF CONTENTS

About LSInc	1
CUSTOMER INFORMATION.....	1
SIN 874-1: Consulting Services.....	1
SIN 874-1: Consulting Services.....	1
Labor Categories	4
Program Director.....	4
Project Manager.....	4
Assistant Project Manager	5
Senior Consultant	5
Consultant	6
Junior Consultant	6
Senior Business Analyst	6
Business Analyst.....	7
Junior Business Analysts	7
Senior Technical Writer.....	7
Technical Writer	8
Graphics Specialist	8
Executive Assistant.....	8
Administrative Specialist.....	9
Secretary.....	9

About LSInc

Logistics Support, Incorporated (LSInc) is a veteran-owned small business headquartered in Arlington, VA with a number of field locations worldwide. LSInc offers expertise in a broad range of logistics, supply chain management, and in other functional areas with specific core capabilities in:

Program Management	Expeditionary Warfare and Anti-Terrorism/Force Protection Support
Emergency Preparedness & Response (EP&R)	Supply Chain Management
Maintenance & Material Readiness	Financial Management
Outfitting Support	(Joint) Deployment and Distribution
Inventory Management	Transportation Management
Warehousing	Procurement Support
Material Management	Education & Training
	War Gaming and Exercise Support

CUSTOMER INFORMATION

1a. Special Item Numbers (SINs):

SIN 874-1: Consulting Services

SIN 874-1: Consulting Services

Logistics Support, Incorporated (LSInc) will provide expert advice, assistance, guidance or counseling in support of agencies management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

strategic, business and action planning	organizational assessments
high performance work	cycle time
process and productivity improvement	performance measures and indicators
systems alignment	program audits, and evaluations

1b. See Pricing Section.

1c. Description of job titles, experience, functional responsibility and education for all labor categories is found in the [Labor Category Descriptions](#) below. Hourly labor rates may be found in the **Pricing Section below.**

2. Maximum order: \$1,000,000.00

3. Minimum order: \$100.00

4. Geographic coverage.

Both Domestic and Overseas. Specifically, the 48 contiguous United States, Alaska, Hawaii, the Commonwealth of Puerto Rico and the District of Columbia, as well as all federal government installations worldwide.

5. Point(s) of production (same as headquarters mailing address).

2611 Jefferson Davis Hwy
Suite 12000
Arlington, VA 22202-4040

6. Discount from list prices or statement of net price.

Government net prices (discounts already deducted)

7. Quantity discounts. None offered

8. Prompt payment terms. 1% discount offered if payment received within 10 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Logistics Support Incorporated will not accept purchase cards over \$2,500.00

10. Foreign items. None

11a. Time of delivery: As specified on the Task Order

11b. Expedited Delivery. Contact Logistics Support Incorporated

11c. Overnight and 2-day delivery: Contact Logistics Support, Incorporated

11d. Urgent Requirements: Contact Logistics Support, Incorporated

12. F.O.B. point(s). Destination

13.

13a. Ordering address:

2611 Jefferson Davis Hwy
Suite 12000
Arlington, VA 22202-4040

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address:

2611 Jefferson Davis Hwy
Suite 12000
Arlington, VA 22202-4040

15. Warranty provision: Logistics Support, Incorporated'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): Contact Logistics Support, Incorporated.

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 lists 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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractors web site or other location. The EIT standards can be found at: www.Section508.gov/: Not Applicable

25. Data Universal Numbering Systems (DUNS) number: 09-2876015

26. Notification regarding registration in Central Contractors Registration (CCR) database: Registration valid until 03/07/2014.

27. Contractor will accept Labor Hour and Firm Fixed Price

Labor Categories

Personnel to Perform the Scope of SIN 874-1: Consulting Services, and SIN Program Integration and Project Management Services:

LSInc will utilize the following labor categories and will provide the appropriate personnel to accomplish all assigned tasks:

Program Director

Duties: Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Provides support through strategic planning, preparation of reports and assist in the development, implementation, operation, and improvement of logistics initiatives. Supervises Project Managers (PMs) and logistics teams managing a vast array of supply, logistics and engineering maintenance capabilities. Ensures quality control of all aspects of logistics, including policy development, documentation and financial/budget oversight support. Shall be responsible for the overall contract performance. Maintains metrics and other measurement indicators to determine program effectiveness.

Education: A Bachelor's Degree in Business, Logistics, Information Systems, Engineering, or other relevant disciplines.

Experience: Minimum of twenty (20) years of relevant experience in areas such as: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. Education and experience may be substituted for each other on a ratio of one to one.

Project Manager

Duties: Serves as the Project Manager for task orders (or a group of task orders) and shall assist the Program Director in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Works under the guidance of the Program Director, and is responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner and within cost projections. Performs enterprise-wide horizontal integration planning and interfaces with other functional systems. Works directly with client to fulfill task requirements. PM is requirement. Provides weekly project status summaries and monthly deliverable reports to the PD.

Education: A Bachelor's Degree in Business, Logistics, Information Systems, Engineering, or other relevant disciplines.

Experience: Minimum of fifteen (15) years of relevant experience in areas such as: project development from inception to deployment, expertise in the management and control of funds and resources, using complex reporting mechanisms, on demonstrated capability in managing task orders and/or subcontracts of various types. Education and experience may be substituted for each other on a ratio of one to one.

Assistant Project Manager

Duties: Monitors each task, and keeps the Project Manager abreast of all programs and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete task within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government-contracting officer.

Education: Bachelor's Degree

Experience: A minimum of seven years of general experience including five years of specialized experience of which two years were direct supervisory experience.

Senior Consultant

Duties: Provides business analysis, planning, development, and life cycle support of operational projects/tasks. Assists project/task personnel in design and development of business support systems, including acquisition planning; support documentation; Manpower, Personnel and Training (MP&T); financial and supply support; provisioning; Packaging, Handling, Shipping, and Transportation (PHS&T); and life cycle support. Provides daily supervision and direction to assigned support personnel.

Education: A Bachelor's degree in Logistics, Engineering, Business, Systems Management, or other relevant disciplines. A Certified Professional Certification, or equivalent, may be substituted for a degree.

Experience: Minimum of ten (10) years relevant business experience in direct support of engineering technology programs; conceptual design; trade-off analysis; system design and integration; specification development; engineering prototyping; and acquisition and life cycle support. Must demonstrate recent business experience in support of one or more of the primary client's disciplines. Education and experience may be substituted for each other on a ratio of one to one.

Consultant

Duties: Provides support in analysis, planning, development, and life cycle support of various business projects/tasks. Assist project/task engineering personnel in design and development of business support systems, including acquisition planning; support documentation; Manpower, Personnel and Training (MP&T); supply support; Packaging, Handling, Shipping, and Transportation (PHS&T); and project life cycle support. Required to work independently or may serve as team leader on various logistics projects and will be required to meet with all levels of management, program and technical personnel. Will identify, evaluate and propose improvements to business systems, develop/revise support guidelines and instructions, and develop management reports.

Education: A Bachelor's degree in Logistics, Engineering, Business, Systems Management, or other relevant disciplines. A Certified Professional Certification, or equivalent, may be substituted for a degree.

Experience: Minimum of five (5) years relevant business experience in direct support of engineering technology programs; conceptual design; trade-off analysis; system design and integration; specification development; engineering prototyping; and acquisition and life cycle support. Must demonstrate logistics experience in support of one or more of the primary engineering disciplines. Education and experience may be substituted for each other on a ratio of one to one.

Junior Consultant

Duties: Supports business tasking as a member of a technical team. Supports taskings that require business-planning preparation on large-scale systems and subsystems. Performs as lead consultant on task assignments, provides direction to other logisticians.

Education: BA/BS degree.

Experience: Ten or more years experience in performing business functions in support of large scale, complex systems. Recent experience in various assets of business enhancements including supply support, training, shipping, handling, tracking, configuration management and configuration control.

Senior Business Analyst

Duties: Provides program analysis and technical support to logistics project/tasks in the primary logistics disciplines as assigned by Project Manager. Assists in developing programmatic support documentation; analyzing program goals and objectives; performing special studies and analysis; conducting feasibility analysis and regulatory compliance support; performing configuration management and document control; analyzing and documenting test data; conducting ergonomic/human performance analysis; and performing planning, budgetary, and contract management functions. Assists with budget and Program Objective Memoranda (POM) development, reconciliation, analysis, and cost estimating/modeling. Participates in budget justification, reclamation, and congressional inquiries. Provides training and direction to subordinate

staff members. Arranges logistics meetings, assists in the preparation of agency presentations and generates agendas, minutes and resulting action items.

Education: A Bachelor's degree in Financial Management, Business Management, Mathematics, Systems Management, or other relevant discipline preferred, or specialized logistics training.

Experience: Minimum of three (3) years relevant experience in logistics and financial systems analysis and/or programmatic experience in support of logistics programs; requirements/mission analysis. Must demonstrate analysis and/or programmatic experience in one or more of the primary logistics disciplines. Education and experience may be substituted for each other on a ration of one to one.

Business Analyst

Duties: Develops and implements logistics plans that may affect the production, distribution, and inventory of finished products in order to enhance product flow. Assist in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

Education: BS/BA

Experience: Must have at least four years experience of which two years must be specialized.

Junior Business Analysts

Duties: Develop and provide metrics, reports and analytical support. Work on project teams to implement improvement of operations. Provides and reviews daily and monthly reports. Regularly reviews workload balance across network and match workload to capacity.

Education: BA Degree

Experience: Knowledge of software is preferred. Strong communication skills will be required to interact with several functions.

Senior Technical Writer

Duties: Responsible for the content of technical documentation. Check documents for spelling, grammar, and content problems. Ensures that documents follow the appropriate style guide. Provides technical and administrative support to numerous logistics programs. Supports regular daily interface with program managers to review tasks along with preparing necessary client correspondence/messages as well as drafting technical documents. Oversees all aspects of logistics support conferences and ensuring completion of conference open action items. Arrange for numerous technical meetings that client is hosting. Scan correspondence for web access.

Assist in a variety of staff support issues when required. Additionally, provide support in the areas of business development, proposal preparation, and contract management.

Education: A Bachelor's degree in Computer Science, Information Systems, English Engineering, Business, or other relevant disciplines is preferred. AA degree is acceptable.

Experience: Minimum of two (2) year of relevant experience in preparing and maintaining technical documentation. Education and experience may be substituted for each other on a ratio of one to one.

Technical Writer

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

Education: BS/BA

Experience: Must have three years experience, of which at least one must be specialized. Specialized experience includes: demonstrates experience in editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction.

Graphics Specialist

Duties: Support the development of all contract deliverables and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Education: High School Diploma.

Experience: Must have at least three (3) years relative experience of which at least (1) one year is specialized to include developing graphics/artistic presentations for publications and documents.

Executive Assistant

Duties: Provides assistance to the department head in administrative areas. Works with minimal instruction or supervision. Prepares routine correspondences for signature. Maintains a calendar for the supervisor and assures that complete information is available for all matters. Establishes and maintains a variety of files and records. Arranges for meetings and conferences. Maintains control files of matters in progress and follow ups to ensure that actions are completed. Coordinates office functions with other company departments.

Education: High School Diploma

Experience: One (1) year related experience.

Administrative Specialist

Duties: Performs secretarial work of a complex nature for general office functions; performs related work as required. Composes and prepares routine correspondence for signature. Answers the phone, provides information and receives information concerning matters related to the employing department. Arranges for meetings and conferences

Education: High School Diploma

Experience: One (1) year related experience.

Secretary

Duties: Provides principal secretarial support in an office usually reporting to one individual, and, in some cases to the subordinate staff of that individual. Maintains a close highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routing and an understanding of the organization, programs, and procedures related to the work in the office.

Education: High School Diploma.

Experience: One (1) year related experience.

Executive Associate

Highly skilled professional with nationally or internationally recognized expertise and experience. Minimum of 25 years government service, or directly supporting government, or commercial corporate experience. Minimum of 5 years consulting in MOBIS-specific areas at the senior agency level. Generally Doctoral or Post-Masters level education in a related discipline, or Masters degree with equivalent experience. Impeccable professional credentials, and immediate and favorable name recognition by clients and competitors alike. Provides executive level leadership and consulting to the senior leadership of the client organization in MOBIS-specific areas.

Senior Associate Level 3

Professional with minimum 15 years high-level technical or organizational support experience within respective discipline. Advanced degree (Masters) in a related field. Excellent educational and/or professional credentials with strong recognition by colleagues within area of concentration and within the marketplaces(s) in which he/she makes contributions. Typically serves as primary point of contact for the client on a MOBIS Project or Contract, managing multiple complex projects and MOBIS related tasks. Responsible for overall team performance. Supervises,

coordinates, and provides team leadership. Contributes both technically and managerially. In the case of some specific disciplines, such as logistics, where relevant formal education has not generally been available until recently, Bachelor degreed or non-degreed persons with widely recognized expertise and experience (typically 20 years with a Bachelors Degree or 25 plus years with no degree) may be placed in this category.

Senior Associate Level 2

Professional with 10-15 years high-level technical or organizational support experience within respective discipline. Advanced degree (Masters) in a related field, or Bachelor's degree with commensurate experience. Solid educational and/or professional credentials with recognition by colleagues within areas of concentration and within the marketplaces(s) in which he/she makes contributions. Typically serves as lead functional or subject matter expert or as primary point of contact for the client on a MOBIS Project or Contract, performing multiple complex projects and MOBIS related tasks. Responsible for supervising and coordinating team performance. Contributes both technically and managerially. In the case of some specific disciplines, such as logistics, where relevant formal education has not generally been available until recently, non-degreed persons with widely recognized expertise and experience (typically 20 plus years) may be placed in this category.

Senior Associate Level 1

Professional with 8-10 years high-level technical or organizational support experience within respective discipline. Bachelor's degree in a related field. Typically serves as high-level functional member or subject expert of the MOBIS services team. Often serves as MOBIS task manager for client. Responsible for supervising and coordinating task or smaller team actions. Contributes both technically and managerially. In the case of some specific disciplines, such as logistics, where relevant formal education has not generally been available until recently, non-degreed persons with widely recognized expertise and experience (typically 15 plus years) may be placed in this category.

Associate Level 3

Bachelor's degree in a related field, with 15 years experience in area of expertise, or non-degreed individual with significantly more years of experience (20+). Responsibilities include MOBIS functional/technical support of day-to-day MOBIS tasks. Limited supervision, can serve as task leaders, and perform in some specialty roles. Non-degreed individuals, whose specific and relevant experience fully qualifies them for technical assignments to projects requiring such expertise, are found within this category.

Associate Level 2

Bachelor's degree in a related field, with 10 years experience in area of expertise, or non-degreed individual with significantly more years of experience (15+). Responsibilities include MOBIS functional/technical support of day-to-day MOBIS tasks. Limited supervision, can serve as task leader, and perform in some specialty roles. Non-degreed individuals, whose specific and relevant experience fully qualifies them for technical assignments to projects requiring such expertise, are found within this category. 11

Associate Level 1

Bachelor's degree in a related field, with 5 years experience in area of expertise, or non-degreed individual with significantly more years of experience (10+). Responsibilities include MOBIS functional/technical support of day-to-day MOBIS tasks. Limited supervision, can serve as task leader, and perform in some specialty roles. Non-degreed individuals, whose specific and relevant experience fully qualifies them for technical assignments to projects requiring such expertise, are found within this category.

Jr. Associate Level 3

Entry level professional with a Bachelor's degree including (>+24 credit hours) analytical course work. Up to 5 years of experience, requires some supervision and training in performing tasks. Primary responsibilities are to assist with MOBIS studies/analyses as part of overall team effort. When specifically permitted by contract(s) to which the employee is assigned, work experience or a combination of education/work experience may be substituted for educational requirements.

Jr. Associate Level 2

Entry level professional with a Bachelor's degree including (>+24 credit hours) analytical course work. Up to 3 years of experience, requires some supervision and training in performing tasks. Primary responsibilities are to assist with MOBIS studies/analyses as part of overall team effort. When specifically permitted by contract(s) to which the employee is assigned, work experience or a combination of education/work experience may be substituted for educational requirements.

Jr. Associate Level 1

Entry level professional with a Bachelor's degree including (>+24 credit hours) analytical course work. Little or no MOBIS related experience (0-1 year). Requires supervision and training in performing tasks. Primary responsibilities are to assist with base-level MOBIS studies/analyses as part of overall team effort. When specifically permitted by contract(s) to which the employee is assigned, work experience or a combination of education/work experience may be substituted for educational requirements.



Logistics Support, Incorporated (LSInc) Hourly Rates

Effective Labor Category	Year 6		Year 7		Year 8		Year 9		Year 10	
	12/01/2009		12/01/2010		12/01/2011		12/01/2012		12/01/2013	
	LSInc Site	Govt Site								
Program Director	\$191.45	\$156.08	\$191.45	\$156.08	\$191.45	\$156.08	\$191.45	\$156.08	\$191.45	\$156.08
Project Manager	\$131.65	\$105.05	\$131.65	\$105.05	\$131.65	\$105.05	\$131.65	\$105.05	\$131.65	\$105.05
Assistant Project Manager	\$99.79	\$79.63	\$99.79	\$79.63	\$99.79	\$79.63	\$99.79	\$79.63	\$99.79	\$79.63
Senior Consultant	\$94.91	\$75.74	\$94.91	\$75.74	\$94.91	\$75.74	\$94.91	\$75.74	\$94.91	\$75.74
Consultant	\$79.86	\$63.72	\$79.86	\$63.72	\$79.86	\$63.72	\$79.86	\$63.72	\$79.86	\$63.72
Junior Consultant	\$69.12	\$55.16	\$69.12	\$55.16	\$69.12	\$55.16	\$69.12	\$55.16	\$69.12	\$55.16
Senior Business Analyst	\$63.03	\$50.30	\$63.03	\$50.30	\$63.03	\$50.30	\$63.03	\$50.30	\$63.03	\$50.30
Business Analyst	\$60.52	\$48.29	\$60.52	\$48.29	\$60.52	\$48.29	\$60.52	\$48.29	\$60.52	\$48.29
Junior Business Analyst	\$56.64	\$45.20	\$56.64	\$45.20	\$56.64	\$45.20	\$56.64	\$45.20	\$56.64	\$45.20
Senior Technical Writer**	\$60.02	\$47.90	\$60.02	\$47.90	\$60.02	\$47.90	\$60.02	\$47.90	\$60.02	\$47.90
Technical Writer**	\$51.10	\$40.77	\$51.10	\$40.77	\$51.10	\$40.77	\$51.10	\$40.77	\$51.10	\$40.77
Graphics Specialist**	\$38.46	\$30.69	\$38.46	\$30.69	\$38.46	\$30.69	\$38.46	\$30.69	\$38.46	\$30.69
Executive Assistant**	\$39.74	\$31.71	\$39.74	\$31.71	\$39.74	\$31.71	\$39.74	\$31.71	\$39.74	\$31.71
Administrative Specialist**	\$32.18	\$25.68	\$32.18	\$25.68	\$32.18	\$25.68	\$32.18	\$25.68	\$32.18	\$25.68
Secretary**	\$24.54	\$19.58	\$24.54	\$19.58	\$24.54	\$19.58	\$24.54	\$19.58	\$24.54	\$19.58

**indicates SCA eligible categories

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

SCA MATRIX

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Senior Technical Writer**	30463 - Technical Writer III	05-2103
Technical Writer**	30461 - Technical Writer I	05-2103
Graphics Specialist**	13041 - Illustrator I	05-2103
Executive Assistant**	01113 - General Clerk III	05-2103
Administrative Specialist**	01112 - General Clerk II	05-2103
Secretary**	01111 - General Clerk I	05-2103