

Company Overview

Line of Sight is a **Woman-Owned Small Business (WOSB)**. We deliver management consulting services to government and industry. We consult with organizations that are serious about undergoing [change](#). We bring [discipline to projects](#), reengineer [business processes](#), and help clients transform the management of their businesses. Our mission is to strengthen our customer's ability to overcome obstacles and realize opportunities through our relentless pursuit of effective projects, efficient processes, and adaptive organizations.

Thought Leaders

Line of Sight has worked at all levels of government – Federal, State, and Local – and with organizations of all functions and sizes. Our principal has published articles, book chapters, and books, including, "**Government Manager's Guide to Project Management**" (Management Concepts, 2013). Our team members have been featured speakers on a variety of topics in conferences around the world.

Our Approach

We simplify the complex! Line of Sight assists government agencies in their efforts to address the need to change, adapting new processes and technologies to increase performance by delivering strategic planning, process design, organizational development, requirements analysis, and program and project management services. We provide these services in support defining and achieving our clients' goals, building coherent teams, aligning people, process and technology, and improving process performance resulting in increased quality and efficiency.

Our Clients' Thoughts

In anonymous surveys we conduct regularly with all our clients, Line of Sight receives near perfect marks.

Line of Sight Professional Services Schedule Contract Information GS-10F-0195U

General Services Administration Federal Supply Service Authorized Federal Supply Schedule & Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage. The web address for GSA Advantage! is GSAAdvantage.gov.

Federal Supply Schedule 00 Corp – Professional Services Schedule

Contract number: **GS-10F-0195U**

Modification Control Number: 8FWMUK2G

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

Contract period: **April 11, 2013 to April 10, 2018**

Contractor's name, address, and phone number:

LINE OF SIGHT LLC
3300 North Ridge Road, Suite 215
Ellicott City, Maryland 21043
Voice: 410-696-2610 Fax: 800-434-7126

Contractor's Internet address/web site where schedule information can be found: **www.Line-of-Sight.com**

Contractor's Administration Source:

Jonathan Weinstein, President
3300 North Ridge Road, Suite 215
Ellicott City, Maryland 21043
Voice: 410-696-2610 Fax: 800-434-7126

Business size: **Small, Woman-Owned Small Business**

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).



1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract

SIN	LABOR CATEGORY	RATE
874-1	Business Analyst & Process Consultant I	\$71.36
874-7	Project Control Specialist	\$106.80

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

SIN	LABOR CATEGORY	Functional Responsibilities	EXPERIENCE	EDUCATION
874-1	Business Analyst & Process Consultant I	<p>Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives.</p> <p>Develops and analyzes performance measurements and recommendations related to management, organizational structure, policies, procedures, and systems.</p> <p>Guides clients through management, organizational, and business improvement initiatives by applying continuous process improvement strategies, methodologies and principles. Develops and implements methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Utilizes group facilitation, interviewing, and other forms of knowledge exchange.</p> <p>Supports and documents facilitated sessions, conducts research, and assists business analysis and process improvement teams and Program/Project Managers. Analyzes and evaluates performance and process efficiency.</p>	Three minimum year general experience	Bachelors Degree or Equivalent
874-1	Business Analyst & Process Consultant II	Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align	Five minimum years general experience.	Bachelors Degree

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		<p>business systems, solutions and initiatives. Develops and analyzes performance measurements and recommendations related to management, organizational structure, policies, procedures, and systems.</p> <p>Guides clients through management, organizational, and business improvement initiatives by applying continuous process improvement strategies, methodologies and principles. Develops and implements methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Utilizes group facilitation, interviewing, and other forms of knowledge exchange.</p> <p>Researches, collects, and verifies data and translates into strategic and operational guidance. Identifies best practices and assesses process performance</p>		
874-1	Business Analyst & Process Consultant III	<p>Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Develops and analyzes performance measurements and recommendations related to management, organizational structure, policies, procedures, and systems.</p> <p>Guides clients through management, organizational, and business improvement initiatives by applying continuous process improvement strategies, methodologies and principles. Develops and implements methods for problem solving, process change and solutions implementation ensuring enterprise-wide integration. Utilizes group facilitation, interviewing, and other forms of knowledge exchange.</p> <p>Leads business analysis and process improvement teams and tasks as part of larger projects or programs. Designs and implements enterprise level process improvement. May include use of industry</p>	Seven minimum years general experience.	Bachelors Degree. May also include relevant certifications

SIN	LABOR CATEGORY	Functional Responsibilities	EXPERIENCE	EDUCATION
		standard approach such as Lean Six Sigma.		
874-1	Management Consulting I	Designs and delivers organizational or process change efforts to include strategic planning, process reengineering/improvement, organizational design, or technology implementation. Conducts organizational or process analysis, modeling, and implementation of improvements.	Five minimum years general experience.	Bachelors Degree or Equivalent
874-1	Management Consulting II	Designs and delivers organizational or process change efforts to include strategic planning, process reengineering/improvement, organizational design, or technology implementation. Conducts organizational or process analysis, modeling, and implementation of improvements.	Eight minimum years general experience.	Bachelors Degree
874-1	Management Consulting III	Designs and delivers organizational or process change efforts to include strategic planning, process reengineering/improvement, organizational design, or technology implementation. Conducts organizational or process analysis, modeling, and implementation of improvements.	Ten minimum years general experience.	Bachelors Degree
874-1	Risk Assessment Consultant	Conducts risk assessments. Identifies, manages, and communicates risk through form and informal reports and communications. Updates evaluations in order to determine and forecast operational impacts, needs, and changes. Reports on operational enhancements and metrics. Establishes risk management policies and procedures, and guidelines on risk mitigation. Identifies problems and recommends solutions to risk assessments.	Five minimum years general experience	Bachelors Degree
874-1	Subject Matter Expert (Senior)	The SME imparts extensive, enterprise-wide knowledge and experience in one or more functional areas. Provides insight and advice concerning strategic direction and guidance on best practices and industry standard	Ten minimum years experience	Masters

SIN	LABOR CATEGORY	Functional Responsibilities	EXPERIENCE	EDUCATION
		solutions. Responsible for providing high-level vision to program/project manager or senior client leadership. The Subject Matter Expert supports development of methods to align the organization's strategy and goals with its current and/or future structure, processes, systems, and personnel.		
874-I	Training & Development Specialist I	Provides insight and advice concerning curriculum development, training concepts, and outcomes. Elicits training needs and requirements from organization and personnel. Applies principles and methods of the subject matter to training solutions. Supports curriculum and content development and implementation of training plans and programs.	Three minimum years general experience.	Bachelors Degree
874-I	Training & Development Specialist II	Provides a higher level of insight and advice concerning curriculum development, training concepts, and outcomes. Elicits training needs and requirements from organization and personnel. Applies principles and methods of the subject matter to training solutions. Applies experience in training courses or course development and delivery.	Five minimum years general experience	Bachelors Degree
874-I	Training & Development Specialist III	Provides expertise; and a subject matter insight and advice concerning curriculum development, training concepts, and outcomes. Elicits training needs and requirements from organization and personnel. Applies principles and methods of the subject matter to training solutions. Provides experience in multiple training courses or course development efforts and delivery. Other areas of expertise may include individual and organizational assessment and evaluation, organizational development, and the development of leadership/ management skills. Directs the activities of other staff as necessary on activities related to curriculum development and delivery.	Seven minimum years general experience.	Bachelors Degree - May include relevant certifications
874-7	Project Control Specialist	Develops and manages project information relating to project and contract requirements	Two minimum years general	Bachelors Degree or Equivalent

SIN	LABOR CATEGORY	Functional Responsibilities	EXPERIENCE	EDUCATION
		and cost for submittal to the program manager for review and approval. Applies project management and contract principles.	experience	
874-7	Project Manager I	Leads and manages the planning and execution of projects. Ensures project deliverables are completed within budget, on schedule, and at established quality levels. Effectively allocates and utilizes personnel and materials resources. Manages relationships between customer, teaming partners and the corporation. Coordinates and manages project schedules, resource allocation and the full spectrum of project management-related tasks and activities.	Five minimum years general experience.	Bachelors Degree or Equivalent
874-7	Project Manager II	Leads and manages the planning and execution of projects. Ensures project deliverables are completed within budget, on schedule, and at established quality levels. Effectively allocates and utilizes personnel and materials resources. Manages relationships between customer, teaming partners and the corporation. Coordinates and manages project schedules, resource allocation and the full spectrum of project management-related tasks and activities.	Eight minimum years general experience.	Bachelors Degree
874-7	Project Manager III	Leads and manages the planning and execution of projects. Ensures project deliverables are completed within budget, on schedule, and at established quality levels. Effectively allocates and utilizes personnel and materials resources. Manages relationships between customer, teaming partners and the corporation. Coordinates and manages project schedules, resource allocation and the full spectrum of project management-related tasks and activities.	Ten minimum years general experience.	Bachelors Degree - May include relevant certifications (e.g. PMI or Microsoft)

SIN	LABOR CATEGORY	GSA RATES (Including IFF)
874-1	Business Analyst & Process Consultant I	\$71.36
874-1	Business Analyst & Process Consultant II	\$88.35
874-1	Business Analyst & Process Consultant III	\$141.02
874-1	Management Consulting I	\$126.16
874-1	Management Consulting II	\$182.01
874-1	Management Consulting III	\$193.73
874-1	Risk Assessment Consultant (Senior)	\$130.98
874-1	Subject Matter Expert (Senior)	\$272.04
874-1	Training & Development Specialist I	\$88.35
874-1	Training & Development Specialist II	\$125.72
874-1	Training & Development Specialist III	\$149.51
874-7	Project Control Specialist	\$106.80
874-7	Project Manager I	\$126.16
874-7	Project Manager II	\$151.52
874-7	Project Manager III	\$182.96

2. Maximum order: *\$1 million*
3. Minimum order: *\$100.00*
4. Geographic coverage: *50 United States, District of Columbia, Commonwealth of Puerto Rico, and US Territories.*
5. Point(s) of production: *Ellicott City, Howard County, Maryland.*
6. Discount from list prices or statement of net price: *See Schedule Price List*
7. Quantity discounts: *None*
8. Prompt payment terms: *0.5% 10 days*

9a. Government purchase cards are accepted at or below the micro-purchase threshold of \$3,000.

9b. Government purchase cards are accepted above the micro-purchase threshold of \$3,000.

10. Foreign items (list items by country of origin). Not applicable.

11a. Time of delivery: As negotiated with ordering activity.

11b. Expedited Delivery: As negotiated with ordering activity.

11c. Overnight and 2-day delivery: As negotiated with ordering activity.

11d. Urgent Requirements: As negotiated with ordering activity.

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

13a. Ordering address:

3300 North Ridge Road, Suite 215
Ellicott City, Maryland 21043

13b. Ordering procedures: *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.*

14. Payment address:

3300 North Ridge Road, Suite 215
Ellicott City, Maryland 21043

15. Warranty provision. *Not applicable.*

16. Export packing charges, if applicable. *Not applicable.*

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). *Contact contractor.*

18. Terms and conditions of rental, maintenance, and repair (if applicable). *Not applicable.*

19. Terms and conditions of installation (if applicable). *Not applicable.*

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). *Not applicable.*

20a. Terms and conditions for any other services (if applicable). *Not applicable.*

21. List of service and distribution points (if applicable). *Not applicable.*

22. List of participating dealers (if applicable). *Not applicable.*

23. Preventive maintenance (if applicable). *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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Section 508 compliance in process.

25. Data Universal Number System (DUNS) number: **623451684**

26. Line of Sight is registered in the Central Contractor Registration (CCR) database.
CAGE Code: 4CSW0

27. Service Contract Act (SCA): The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) 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.