



# Lux Consulting Group, Inc. GSA MOBIS Price List

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Contact Persons:	Leonard Boyd President / CEO <b>lboyd@luxcg.com</b> 301.585.1261 x349
Background:	Small Disadvantaged Business; Founded 1998; SBA 8(a); SBA HUBZone
Core Competencies	<b>Education Program Management</b> <b>Grant Application Review Management</b> <b>Conference Planning and Facilitation</b>
Address:	Lux Consulting Group, Inc 8455 Colesville Rd.. Suite 930 Silver Spring. MD
DUNS:	189408565
GSA Contract:	<b>Mission Oriented Business Integrated Services (MOBIS)</b> <b>Contract # GS-10F-0328T</b>
GSA MOBIS Special Item Numbers:	SIN 874-1 Consulting Services SIN 874-1 Consulting Services – Recovery Purchasing SIN 874-2 Facilitation Training Services SIN 874-2 Facilitation Services – Recovery Purchasing SIN 874-7 Program Integration and Project Management Services SIN 874-7 Program Integration and Project Management Services – Recovery Purchasing






Lux will accept the Government Commercial Card below and above the micropurchase threshold level.



## 1. Introduction to Lux

The Lux Consulting Group Inc. (Lux) is a successful professional services firm, specializing in

Education program management,

Grant application review management, and

Conference planning and facilitation.



The company's corporate headquarters is located in Columbia, Maryland, with its principle office in downtown Silver Spring – one block from the Silver Spring Metrorail station.

What distinguishes Lux from the average contractor? We use technology to efficiently perform on time, within scope, and within budget. We utilize cutting edge software and web-based tools to support our accounting, project management, and service delivery. We pride ourselves on the quality of our work, and our work has been highly evaluated by clients and stakeholders. This serves as motivation to maintain our performance standards in all aspects of our projects. In business, all we have to stand on is our reputation, which we fiercely protect by meeting our clients' expectations at all times.

Lux is a Minority Business Enterprise and Certified Participant in the **Small Business Administration's 8(a)** and **HUBZone** programs.

The following is a partial list of our clients:

National Aeronautics & Space Administration (NASA)

U.S. Department of Health and Human Services (HHS)

Health Resources and Services Administration (HRSA)

Substance Abuse and Mental Health Services Administration (SAMHSA)

U.S. Environmental Protection Agency (EPA)

U.S. Department of Agriculture (USDA)

### **Contact information:**

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## **2. Contract Items Awarded and Associated Pricing**

### **Consulting Services - Special Item Number (SIN) 874 1**

Utilizing the GSA MOBIS program, Federal agencies can contract Lux to provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may 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; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

### **Facilitation Services – SIN 874 2**

Federal agencies can also engage Lux to provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques; defining and refining the agenda; debriefing and overall meeting planning; resolving disputes, disagreements, and divergent views; logistical meeting/conference support when performing technical facilitation; convening and leading large and small group briefings and discussions; providing a draft for the permanent record; recording discussion content and enabling focused decision-making; and preparing draft and final reports for dissemination.

### **Program Integration and Project Management – SIN 874 7**

Services may also include management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

### **Labor Categories available in all SINs**

The following is a list of the approved labor categories available in all three of the awarded SINs. Pricing is provided on the next page. A more detailed description is provided in the following section.

Sr. Consultant	Graphic Artist
Consultant	Jr. Analyst
Sr. Analyst	Sr. Program Specialist
Expert Writer	Program Specialist
Program Manager	Jr. Program Specialist
Sr. Writer	Administrative Assistant
Facilitator	Data Entry Specialist
Project Manager	Office Assistant
Analyst	

## Labor Categories and Hourly Rates

MOBIS SIN	Skill Category	Approved Hourly Rate
874-1	Sr. Consultant	\$198.19
874-1	Consultant	\$156.37
874-1	Sr. Analyst	\$131.46
874-1	Expert Writer	\$113.46
874-1	Program Manager	\$100.79
874-1	Sr. Writer	\$94.55
874-1	Facilitator	\$90.92
874-1	Project Manager	\$87.27
874-1	Analyst	\$79.76
874-1	Graphic Artist	\$71.51
874-1	Jr. Analyst	\$69.68
874-1	Sr. Program Specialist	\$51.56
874-1	Program Specialist	\$45.84
874-1	Jr. Program Specialist	\$36.39
874-1	Administrative Assistant	\$31.17
874-1	Data Entry Specialist	\$27.50
874-1	Office Assistant	\$23.84
874-2	Sr. Consultant	\$198.19
874-2	Consultant	\$156.37
874-2	Sr. Analyst	\$131.46
874-2	Expert Writer	\$113.46
874-2	Program Manager	\$100.79
874-2	Sr. Writer	\$94.55
874-2	Facilitator	\$90.92
874-2	Project Manager	\$87.27
874-2	Analyst	\$79.76
874-2	Graphic Artist	\$71.51
874-2	Jr. Analyst	\$69.68
874-2	Sr. Program Specialist	\$51.56
874-2	Program Specialist	\$45.84
874-2	Jr. Program Specialist	\$36.39
874-2	Administrative Assistant	\$31.17
874-2	Data Entry Specialist	\$27.50
874-2	Office Assistant	\$23.84
874-7	Sr. Consultant	\$198.19
874-7	Consultant	\$156.37
874-7	Sr. Analyst	\$131.46
874-7	Expert Writer	\$113.46
874-7	Program Manager	\$100.79
874-7	Sr. Writer	\$94.55
874-7	Facilitator	\$90.92
874-7	Project Manager	\$87.27
874-7	Analyst	\$79.76
874-7	Graphic Artist	\$71.51
874-7	Jr. Analyst	\$69.68
874-7	Sr. Program Specialist	\$51.56
874-7	Program Specialist	\$45.84
874-7	Jr. Program Specialist	\$36.39
874-7	Administrative Assistant	\$31.17
874-7	Data Entry Specialist	\$27.50
874-7	Office Assistant	\$23.84



### 3. Labor Categories and Descriptions

Our labor categories and descriptions are the same in all SINS and are as follows.

<p><b>Sr. Consultant:</b></p>	<p><b>Minimum/General Experience:</b> A minimum of fifteen years experience in subject matter and ten years in consulting. Experience includes development and implementation of strategic plans in subject matter, business plans, organization and governance models, and measurement strategies, development and implementation of change management and communication plans OR group dynamics, collaboration efforts, working groups, and integrated product, process, or self-directed teams; OR analysis of work processes relating to program management, program oversight, project management and program integration of a limited duration. Required to exercise independent judgment and initiative in developing solutions for technical problems and providing analytical support.</p> <p><b>Functional Responsibility:</b> Serves as a consultant to executives / agency leaders in all phases of the development and implementation of strategic plans, organization and governance models, and measurement strategies, development and implementation of change management and communication plans. Alternatively, may lead collaboration efforts, working groups, and integrated product, process, or self-directed teams. Alternatively, may lead the diagnosis, redesign and/or monitoring of workflow / processes relating to program management, program oversight, project management and program integration of a limited duration.</p> <p><b>Minimum Education:</b> PhD in a field related to the subject matter. A Masters degree and a combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a PhD degree.</p>
<p><b>Consultant:</b></p>	<p><b>Minimum/General Experience:</b> A minimum of ten years experience in subject matter and five years in consulting. Experience includes development and implementation of strategic plans in subject matter, business plans, organization and governance models, and measurement strategies, development and implementation of change management and communication plans OR group dynamics, collaboration efforts, working groups, and integrated product, process, or self-directed teams; OR analysis of work processes relating to program management, program oversight, project management and program integration of a limited duration. Required to exercise independent judgment and initiative in developing solutions for technical problems and providing analytical support.</p> <p><b>Functional Responsibility:</b> Serves as a consultant to executives / agency leaders in all phases in the development and implementation of strategic plans, organization and governance models, and measurement strategies, development and implementation of change management and communication plans. Alternatively, may lead collaboration efforts, working groups, and integrated product, process, or self-directed teams. Alternatively, may lead the diagnosis, redesign and/or monitoring of workflow / processes relating to program management, program oversight, project management and program integration of a limited duration.</p> <p><b>Minimum Education:</b> Masters in a field related to the subject matter. A Bachelors degree and a combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a Masters degree.</p>
<p><b>Sr. Analyst:</b></p>	<p><b>Minimum/General Experience:</b> A minimum of ten years experience with related subject matter. Experience includes providing analysis in support of agencies' management, organizational and business improvement efforts OR group dynamics, collaboration efforts, working groups, and integrated product, process, or self-directed teams; OR analysis of work processes relating to program management, program oversight, project management and</p>

	<p>program integration of a limited duration. Specialized experience includes: facilitation, training, methodology development and evaluation, process re-engineering, applying best practices, change management, developing and applying business management techniques, organizational development, activity modeling, and research.</p> <p><b>Functional Responsibility:</b> Functional responsibilities may include strategic, business and action planning; cycle time; high performance work; process and productivity improvement; performance measures and indicators; program audits, and evaluations; and organizational assessments. Alternatively, Sr. Analyst may serve as lead analyst of group dynamics and determines applicability of conflict resolution techniques; analyzes the context of the problem; define or inform the definition of the agenda and debriefing; recording discussion content and enabling focused decision-making; and preparing draft and final reports for dissemination. Alternatively, functional responsibilities may include provision of project planning support, cost-benefit analysis, risk management support, and assistance with project controls.</p> <p><b>Minimum Education:</b> Masters degree in subject matter. A combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a degree.</p>
<p><b>Expert Writer:</b></p>	<p><b>Minimum/General Experience:</b> This position requires a minimum of ten years experience. Specialized experience includes: demonstrated experience in creating, editing, and proofreading documents. Must have experience in supervising other writers in performing writing assignments.</p> <p><b>Functional Responsibility:</b> Creates original material in response to client requirements. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits special reports or any other customer deliverables and documents. Supervises others in performing writing assignments.</p> <p><b>Minimum Education:</b> A Masters Degree in English, Literature, or a related discipline. A Bachelors Degree and a combination of other education, training, or a certification that provides the requisite knowledge, skills, and abilities may be substituted for the advanced degree.</p>
<p><b>Program Manager:</b></p>	<p><b>Minimum/General Experience:</b> Demonstrated leadership skills in planning, organizing, leading, and controlling the activities of multiple projects or large tasks. Ability to access, interpret, and apply Government and industry standards, specifications, and handbooks to the unique requirement of a project. Must have a minimum of five years experience managing multiple tasks or projects. Must have a minimum of four years experience supervising other personnel.</p> <p><b>Functional Responsibility:</b> Supervises, leads, and directs technical teams and project activities. Manages project schedules, resources, and budgets. Prepares project plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions labor and other resources.</p> <p><b>Minimum Education:</b> Bachelors degree in a technical or management discipline, or an Associates Degree with a technical certification in a management discipline. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree.</p>
<p><b>Sr. Writer:</b></p>	<p><b>Minimum/General Experience:</b> This position requires a minimum of five years experience. Specialized experience includes: demonstrated experience in creating, editing, and proofreading documents.</p>

	<p><b>Functional Responsibility:</b> Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits special reports or any other customer deliverables and documents.</p> <p><b>Minimum Education:</b> A Masters Degree in English, Literature, or a related discipline is preferred. A combination of Bachelors degree with other training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the Masters degree.</p>
<b>Facilitator:</b>	<p><b>Minimum/General Experience:</b> A minimum of four years experience in education, organization development, conflict resolution, or relevant subject-matter field. Experience includes facilitating groups in both training and non-training activities, including the administration of grant application peer review panels. Must be able to consult with end users and resolve problems and concerns. Possesses experience in exercising independent judgment and initiative in performing duties of a non-routine and sometimes complex nature related broadly to training design, delivery, and facilitation.</p> <p><b>Functional Responsibility:</b> Performs needs assessments that will support development of training programs, peer reviews, seminars or other similar events. Selects methods that will meet the needs of a requirement. Designs curricula for use in traditional and non-traditional training situations. Develops teaching outlines and training exercises. Serves as a facilitator or instructor in both small and large group situations. Conducts effectiveness evaluations. Facilitates focus groups to reach a desired objective.</p> <p><b>Minimum Education:</b> Bachelors degree or the combination of an Associates degree with other education, training, or certification that provides the requisite knowledge, skills, and abilities.</p>
<b>Project Manager:</b>	<p><b>Minimum/General Experience:</b> This position requires a minimum of four years experience managing a task or project. Experience must be in general management or in the fields of process engineering, education, or information engineering. Experience must include managing budgets. Must have three years experience supervising other personnel.</p> <p><b>Functional Responsibility:</b> Develops overall project goals and project team structure for significant tasks. Has full functional responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Assigned as team leader on a complex task or project or those that will require significant interaction of various technical disciplines. Provides administrative and functional direction to personnel with the technical areas. Leads interdisciplinary teams with responsibility for project performance.</p> <p><b>Minimum Education:</b> Bachelors degree in a technical or management discipline, or an Associates Degree with a technical certification in a management discipline. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for a degree.</p>
<b>Analyst:</b>	<p><b>Minimum/General Experience:</b> A minimum of five years experience with related subject matter. Experience includes providing analysis in support of agencies' management, organizational and business improvement efforts OR group dynamics, collaboration efforts, working groups, and integrated product, process, or self-directed teams; OR analysis of work processes relating to program management, program oversight, project management and program integration of a limited duration. Specialized experience includes: facilitation, training, methodology development and evaluation, process re-engineering, applying best practices, change management, developing and applying business management techniques, organizational development, activity modeling, and research.</p>

	<p><b>Functional Responsibility:</b> Functional responsibilities may include strategic, business and action planning; cycle time; high performance work; process and productivity improvement; performance measures and indicators; program audits, and evaluations; and organizational assessments. Alternatively, Sr. Analyst may serve as lead analyst of group dynamics and determines applicability of conflict resolution techniques; analyzes the context of the problem; defines or informs the definition of the agenda and debriefing; recording discussion content and enabling focused decision-making; and preparing draft and final reports for dissemination. Alternatively, functional responsibilities may include provision of project planning support, cost-benefit analysis, risk management support, and assistance with project controls.</p> <p><b>Minimum Education:</b> Bachelors degree in subject matter. A combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a degree.</p>
<p><b>Graphic Artist:</b></p>	<p><b>Minimum/General Experience:</b> Four years experience in graphic design, layout and illustration of publications, conference materials, signage, technical reports and documents.</p> <p><b>Functional Responsibility:</b> Applies skills in design, layout, and illustration of publications, conference materials, signage, technical reports and documents.</p> <p><b>Minimum Education:</b> Bachelors degree in art, design, communications, or related discipline. A combination of an Associates degree with experience and technical certifications that provides the requisite knowledge, skills, and abilities may be substituted for a Bachelors degree.</p>
<p><b>Jr. Analyst:</b></p>	<p><b>Minimum/General Experience:</b> A minimum of three years experience. Specialized experience includes: facilitation, training, methodology development and evaluation, process re-engineering, applying best practices, change management, developing and applying business management techniques, organizational development, activity modeling, and research.</p> <p><b>Functional Responsibility:</b> Applies analytical expertise to evaluate process improvement and re-engineering methodologies and principles when conducting management analysis on process modernization and other projects. Functions may include activity modeling, developing new businesses processes and methods, identifying and implementing best practices, and creating and assessing management performance measurements. Occasionally assigned to many tasks concurrently.</p> <p><b>Minimum Education:</b> Bachelors degree in a directly related field. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree.</p>
<p><b>Sr. Program Specialist:</b></p>	<p><b>Minimum/General Experience:</b> At minimum of four years experience of related subject matter. Experience includes support of projects that support agencies' management, organizational and business improvement efforts OR support of projects involving analysis of group dynamics, collaboration efforts, working groups, and integrated product, process, or self-directed teams OR support on projects relating to program management, program oversight, project management and program integration of a limited duration.</p> <p><b>Functional Responsibility:</b> Serves as support to analysts or consultants on workflow / process development and maintenance projects. This may include data collection and compilation for studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Functional responsibilities may also include assisting with strategic, business and action planning; cycle time; high performance work; process and</p>



	<p>productivity improvement; performance measures and indicators; program audits, and evaluations; and organizational assessments. Alternatively, Sr. Program Specialist serves as support to analysts or consultants on facilitation projects: Assists in the implementation of conflict resolution techniques; assists in the execution of the agenda, debriefing; supports the recording of discussion content and preparing draft and final reports for dissemination. Alternatively, Sr. Program Specialist provides basic project planning support and assistance with budget management project controls. This may include data collection and compilation various methods of program review and evaluation.</p> <p><b>Minimum Education:</b> Associates degree in subject matter. A combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a degree.</p>
<p><b>Program Specialist:</b></p>	<p><b>Minimum/General Experience:</b> At least two years of experience in subject matter. Experience includes support of projects that support agencies' management, organizational and business improvement efforts OR support of projects involving analysis of group dynamics, collaboration efforts, working groups, and integrated product, process, or self-directed teams OR support on projects relating to program management, program oversight, project management and program integration of a limited duration.</p> <p><b>Functional Responsibility:</b> Serves as support to analysts or consultants on workflow / process development and maintenance projects. This may include data collection and compilation for studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Functional responsibilities may also include assisting with strategic, business and action planning; cycle time; high performance work; process and productivity improvement; performance measures and indicators; program audits, and evaluations; and organizational assessments. Alternatively, Program Specialist serves as support to analysts or consultants on facilitation projects: Assists in the implementation of conflict resolution techniques; assists in the execution of the agenda, debriefing; supports the recording of discussion content and preparing draft and final reports for dissemination. Alternatively, Program Specialist provides basic project planning support and assistance with budget management project controls. This may include data collection and compilation various methods of program review and evaluation.</p> <p><b>Minimum Education:</b> Associates degree in subject matter. A combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a degree.</p>
<p><b>Jr. Program Specialist:</b></p>	<p><b>Minimum/General Experience:</b> At least one year of experience in subject matter. Experience includes support of projects that support agencies' management, organizational and business improvement efforts OR support of projects involving analysis of group dynamics, collaboration efforts, working groups, and integrated product, process, or self-directed teams OR support on projects relating to program management, program oversight, project management and program integration of a limited duration.</p> <p><b>Functional Responsibility:</b> Serves as support to analysts or consultants on workflow / process development and maintenance projects. This may include data collection and compilation for studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Functional responsibilities may also include assisting with strategic, business and action planning; cycle time; high performance work; process and productivity improvement; performance measures and indicators; program audits, and evaluations; and organizational assessments. Alternatively, Jr. Program Specialist serves as support to analysts or consultants on facilitation projects: Assists in the implementation of conflict resolution techniques; supports the recording of discussion content and preparing draft and final reports for dissemination. Alternatively, Jr. Program Specialist provides basic project planning support and assistance with budget management project controls. This may include data collection and compilation various methods of program review and evaluation.</p>

	<p><b>Minimum Education:</b> Associates degree in relevant subject matter. A combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a degree.</p>
<p><b>Administrative Assistant:</b></p>	<p><b>Minimum/General Experience:</b> A minimum of three years experience performing a variety of clerical support functions. Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. Required to use judgment and initiative in problem solving.</p> <p><b>Functional Responsibility:</b> Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.</p> <p><b>Minimum Education:</b> Associates degree a related discipline. A combination of other education, training, or experience that provides the requisite knowledge, skills, and abilities may be substituted for an Associate s degree.</p>
<p><b>Data Entry Specialist:</b></p>	<p><b>Minimum/General Experience:</b> A minimum of one year of experience performing a data entry functions. Experience performing a variety of general office functions, performing some word processing functions, assisting in the production of project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine administrative support functions. Accuracy, basic algebra, and literacy required.</p> <p><b>Functional Responsibility:</b> Accurate and efficient entry of text-based and numerical data into databases using a variety of interfaces. Supports the development of draft documents, briefings and other materials using commonly available tools. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies.</p> <p><b>Minimum Education:</b> High school diploma plus a combination of other education, training, or experience that provides the requisite knowledge, skills, and abilities.</p>
<p><b>Office Assistant:</b></p>	<p><b>Minimum/General Experience:</b> A minimum of one year of experience performing a variety of clerical support functions. Experience performing a variety of general office functions, performing some word processing functions, assisting in the production of project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine administrative support functions. Required to use some judgment and initiative in problem solving and completing assignments.</p> <p><b>Functional Responsibility:</b> Provides support to meetings, training courses, development of contract deliverables, completion of proposals, other project-related activities and general office support. Supports the development of draft documents, briefings and other materials using commonly available tools. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies.</p> <p><b>Minimum Education:</b> High school diploma plus a combination of other education, training, or experience that provides the requisite knowledge, skills, and abilities.</p>



**4. Maximum/minimum order provisions**

Maximum Order: \$1,000,000

Minimum Order: \$300

**5. Geographic Scope of Contract (Delivery Area)**

Worldwide

**6. Points of Production:**

Same as company address

**7. Discount from list prices or statement of net prices:**

**10% Discount:** The rates found in this price list for Sr. Consultant, Consultant, Sr. Analyst, Expert Writer, Program Manager, Sr. Writer, Facilitator, and Project Manager include a 10% discount on our commercial pricelist negotiated by GSA.

**4% Discount:** The rates found in this price list for Analyst, Graphic Artist, Jr. Analyst, Sr. Program Specialist, Program Specialist, Jr. Program Specialist, Data Entry Specialist, Administrative Assistant, Office Assistant include a 4% on our commercial pricelist discount negotiated by GSA.

**8. Volume Discount:**

None Offered

**9. Prompt payment terms:**

1%, 20 days, Net 30.

**10. Use of Government purchase cards:**

Yes. Lux will accept the Government Commercial Card below and above the micropurchase threshold level.

**11. Foreign Items:**

None

**12. Delivery Terms:**

**Time of Delivery:** Specified on the Task Order

**Urgent Requirements:** Contact contractor

**Overnight and 2-day delivery:** Contact contractor

**F.O.B Points:** Contact contractor

**13. Expedited Delivery:**

Contact contractor